

# Alderton Parish Council

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## Minutes of the Parish Council Meeting held at Alderton Village Hall on Tuesday, 20 August 2024 commencing at 7.00pm.

**Present:** M Davies (Chair), N Broderick, M West, D Rayton, J Kettle, P Woodman  
**Attendance:** Parish Clerk and Borough Cllr Gray and 3 member of the public were in attendance.

- 240820/01 To elect a Chair and sign Acceptance of Office Form**  
COUNCIL RESOLVED that Cllr Davies be elected for Acting Chair with immediate effect. Proposed by Cllr Woodman and seconded by Cllr Broderick. Cllr Davies accepted the position and signed Acceptance of Office form.
- 240820/02 To accept apologies for absence and confirm the meeting is quorate**  
Apologies were received from Cllr Madle
- 240820/03 To receive Declarations of interest for items on the agenda below**  
Cllr D Rayton for **240820/07.4** - 22 St Margarets Rd  
Dispensation Cllr Woodman - Allotments
- 240820/04 To receive comments from members of the public**  
Overgrown footpath outside the school playing field was reported.  
**ACTION** Clerk to contact Gloucestershire Highways
- 240820/05 To confirm and sign the minutes of the Parish Council meeting held on 16 July 2024**  
The minutes of the meeting held on 16 July 2024 were **AGREED by COUNCIL** and signed by the Chair.
- 240820/06 To receive the County and Borough Councillors' reports**  
Cllr Gray provided the County council report and shared the following updates:
- Angela Reiner discussed recent changes in housing policy, including a return to house-building targets with a 15% increase. Cheltenham is expected to see a 53% increase. Additionally, there is a search for potential sites to accommodate traveling communities, focusing on green areas.
  - TBC projects (£1.5M) to progress forward, including the J10 DCO and Junction 9 improvements, as well as Tewkesbury Garden Town. These are part of larger, coordinated development schemes. Junction 9 is currently under public consultation, with issues related to the A46 being addressed in the September/October timeframe.
  - A land value capture regime is being considered, aiming to capture the uplift in land value, particularly for land previously designated as agricultural or non-residential.
  - The EV charging point initiative targets installing 1,000 charging stations, with 90% of the cost covered by public funds. The goal is to have 500 charging points operational by the end of March.
  - Plans are underway for longer-distance Stagecoach routes and additional EV charging points at the new transport hub in Cheltenham.
  - The cycleway project is being retendered due to subsidence issues, with a geophysical survey in progress.
  - The project to plant half a million trees across the county is still ongoing.
- 240820/07 To discuss planning application and agree actions**

Reference	Location	Description	Comments
1. 24/00655/APP	Land At 1100, St Margarets Drive, Alderton	Reserved Matters (appearance, scale, layout and landscaping) in respect of outline planning permission 22/00624/OUT for the demolition of 16 St Margaret's Drive and the erection of up to 48 dwellings, associated infrastructure, landscape and biodiversity enhancements with details of access and all other matters reserved.	<ul style="list-style-type: none"><li>• Archeology almost complete except for one site. It is the developers responsibility to reinstate the land. There were findings from Saxon times. A final report is awaited.</li><li>• 8 conditions</li><li>• Assessment layout has changed from the outline,</li><li>• The Planning Statement and Statement of Community Involvement addresses some of the concerns raised by residents and PC</li><li>• Available for comment</li></ul> <b>ACTION</b> Cllr Broderick to make comments
24/00036/NMA	Land Parcel 0088 Willow Bank Road Alderton	Non- material amendment application in order to make the highway arrangements of sufficient specification for adoption by the relevant Highways Authority.	Non-material amendment. Increase width of access road.

2. 22/00998/FUL	Land Behind 52-74 Willow Bank Road Alderton	Full planning application for the erection of 48 dwellings with associated infrastructure and amenities along with demolition of an existing dwelling on land to the west of Willow Bank Road, Alderton	No update
3. 23/00204/FUL	Land at Dibden lane, Alderton	Proposed rural exception site comprising 26 affordable homes and associated works	<ul style="list-style-type: none"> <li>• Planning officer has suggested this may go to the September planning committee.</li> </ul> <b>ACTION</b> Cllr Broderick to draft comments
4. 23/00720/FUL*	Land Adjacent To 22 St Margarets Road Alderton	Proposed dwelling and altered access	<ul style="list-style-type: none"> <li>• Council and highways do not have any objections.</li> <li>• Cllrs received letters from applicant.</li> </ul> <b>COUNCIL AGREED</b> to uphold objection as concerns remain unaddressed.
5. 24/00234/FUL	Alley Cottage, Beckford Road	Extend height of front dormer and alterations	No update
6. 24/00393/OUT	Part Parcels 6318 And 6536 Beckford Road Alderton	Outline planning application with all matters reserved (except for access from Franklin Road) for up to 35 dwellings, including affordable housing, allotments and associated infrastructure	<ul style="list-style-type: none"> <li>• Amended plans submitted. Allotments have been replaced with play area</li> <li>• Awaiting GCC Highways report</li> <li>• Reported that this may go to the TBC October planning committee meeting</li> <li>• Planning officer Severn Trent and applicants</li> <li>• 96 comments have been submitted</li> </ul> <b>ACTION</b> Cllr Broderick to follow-up on flood risk
7. 24/00513/FUL	20 St Margarets Road Alderton	Proposed single storey rear extension and re modelled front porch.	<ul style="list-style-type: none"> <li>• Plans have been amended and the terrace has been removed.</li> </ul> <b>ACTION</b> Clerk to respond that APC no longer has any objections
8. 24/00647/FUL	2 The Paddocks Bungalow Gretton Fields Gretton	Erection of a single storey rear extension and glazed entrance porch	<ul style="list-style-type: none"> <li>• Small extension with minimal impact to surroundings.</li> </ul>
9. 24/00606/FUL	Greystones 6 - 8 Beckford Road Alderton	Erection of detached summer house ancillary to existing dwelling	<ul style="list-style-type: none"> <li>• Councillors questioned whether this would be visible from the AOB</li> </ul> <b>ACTION</b> Cllr Broderick & Cllr Rayton to carryout site visit.
10. 24/00622/FUL	20 Orchard Road Alderton	Replacement single garage for double garage with annex above with associated windows and rooflights	<ul style="list-style-type: none"> <li>• Amendments to the drawings are expected.</li> <li>• Concerns over overlooking neighbouring property</li> </ul> <b>ACTION</b> Cllr Rayton raise concerns on behalf of APC and await amendments
11. 24/00652/FUL	5 Blacksmiths Road Alderton	Proposed single storey rear extension	<ul style="list-style-type: none"> <li>• No overlooking windows and away from the stream.</li> </ul>
12. 23/01148/PIP	Land To West Of Willow Bank Road Alderton	9 unit, Willowbank Road <b>APPEAL AGAINST REFUSAL OF PLANNING PERMISSION</b>	<ul style="list-style-type: none"> <li>• Comments to be received by 18/9/24</li> <li>• Objections; practicality of site, detached nature of the village, no footpaths, highways safety</li> </ul> <b>ACTION</b> Cllr Broderick Review applicant statement of case once posted and raise any additional comments.

\* Cllr Rayton left the room and did not participate in discussions

240820/08

**Finances** – documents circulated prior to meeting

1. To record income received up to 31 July 2024, to ratify payments made between meetings and

**COUNCIL NOTED** July receipts received

Date	Purpose	Amount £
9-Jul	Lloyds - bank interest	16.14
9-Jul	Lloyds - bank interest	30.71
31-Jul	Lloyds - bank interest (CIL saving)	110.70

**COUNCIL APPROVED** the payments made since last meeting.

	Payee	Description	Authority	Amount	VAT	Total
DD	ICO	Data Protection Pension contribution Jul & back payment	DPA 2018	35.00	0.00	<b>35.00</b>
DD	NEST		LGA 1972 s.112	1002.99	0.00	<b>1002.99</b>

**COUNCIL APPROVED** the August 2024 Payments list except the two payments for to Sutton Cox Architects for the Village Hall feasibility exercise. Councillors would like to see evidence that the work has been carried out and receive an update on the project.

**ACTION** Clerk to invite the Village Hall Chair to the next meeting for an update on the feasibility project.

	Payee	Description	Authority	Amount	VAT	Total
DD	SSE	Phonebox electricity	PHA 1936, s,234	0.00	0.00	<b>0.00</b>
DD	EDF	Changing facility Electricity	LG(MP)A 1976 s.19	45.00	0.00	<b>45.00</b>
FPO	Greenfields	Ground maintenance July	LG(MP)A 1976 s.19	243.76	48.75	<b>292.51</b>
FPO	B&W	Toilet hire (July)	LGA 1972 s.111	92.00	18.40	<b>110.40</b>
FPO	C. Bridges	Clerks salary (August)	LGA 1972 s.112s.2	837.26	0.00	<b>837.26</b>
FPO	HMRC	NI & PAYE (August)	LGA 1972 s.112	44.31	0.00	<b>44.31</b>
DD	NEST	Pension contribution Aug	LGA 1972 s.112	132.23	0.00	<b>132.23</b>
FPO	Community Heartbeat Trust	Replacement adult pads (Cambridge Square)	LGA 1972 s.137	57.90	11.58	<b>69.48</b>
FPO	SUMO Services	Village Hall Surveys (CIL)	LGA 1972 s.133	2150.01	429.98	<b>2579.99</b>
FPO	<del>Sutton Cox Architects</del>	<del>Village Hall feasibility exercise 1.01-1.05 (CIL)</del>	<del>LGA 1972 s.133</del>	<del>1858.00</del>	<del>371.60</del>	<del>2229.60</del>
FPO	<del>Sutton Cox Architects</del>	<del>Village Hall feasibility exercise 1.06 (CIL)</del>	<del>LGA 1972 s.133</del>	<del>386.40</del>	<del>77.28</del>	<del>463.68</del>
FPO	Scribe	Onboarding fee	LGA 1972 s.111	249.00	49.80	<b>298.80</b>
FPO	C. Bridges	Expenses - Wood stain for AAA allotment shed	LGA 1972 s.111	22.59	4.52	<b>27.11</b>
FPO	C. Bridges	Expenses black printer ink	LGA 1972 s.111	23.32	4.67	<b>27.99</b>
FPO	A. Perry	Bench fitting and refurbishment	LGA 1972 s.111	413.00	0.00	<b>413.00</b>
FPO	N. Charrington	Grass verges cutting	LGA 1972 s.137	180.00	36.00	<b>216.00</b>
FPO	M. Watts Jones	Spaceship email hosting	LGA 1972 s.111	36.94	0.00	<b>36.94</b>

2. To approve bank reconciliation  
**COUNCIL APPROVED** the bank reconciliation for the current state of accounts 31 July 2024 (Appendix A).  
**COUNCIL NOTED** the internal transfer of £5,000 from the business saving account to the current account.
3. To receive the budget monitoring report  
**COUNCIL NOTED** the budget monitoring report (Appendix B).  
**COUNCIL NOTED** the overspend on the defibrillator, this was due to unbudgeted replacement battery.
4. To consider expenditure items for S106 and CIL monies and agree actions
  1. To consider installing waste and dog waste bins south of the village near the CALA developments  
It was noted that there is a bin located by the bridge on the entry into the village. In the first instance the land management company of CALA 2 should be approached to establish location.  
**ACTION** Cllr Broderick to contact CALA2 development land management company requesting they site a new bin and to request that the dead trees are replaced.
5. To receive an update on APC pension scheme and contributions  
**COUNCIL NOTED** that the Clerks pension has now been established with Nest.  
**COUNCIL NOTED** that the Re-declaration of compliance has been submitted to the Pensions Regulator.

- 240820/09 To receive an update on maintenance of Parish Council Assets:**
1. Speed Sign (VAS) - no update
  2. Old village shop - awaiting result from TBC Heritage Funding Grant application
  3. Painting the external cladding of the changing facilities – **COUNCIL AGREED** to address lichen/mould issue on the back cladding using a biodegradable treatment for moss and mould removal for exterior surface rather than staining the wood.  
**ACTION** Cllr Kettle to purchase cleaning treatment
  4. Parish notice boards – Cllr Kettle reported he is awaiting response from the supplier
  5. Play area improvements – quote received for repairing concrete gateway for £400, this work could be carried out at the same time as the mound reprofiling **COUNCIL AGREED** this option would keep costings lower than seeking separate quotes for repair works.  
Awaiting quote for repainting the swing.  
**ACTION** Cllr Davies to tighten lower rung of the Multiplay
- 240820/10 To agree or note matters relating to the Allotments**
1. **Matters arising from Allotment inspections –**
    - i. A plot holder raised concerns about the proper removal of asbestos from the North-East section of the site in November 2022 and requested soil sampling for asbestos on their plot  
**COUNCIL AGREED** that, without evidence of asbestos on plot 24A, there was insufficient justification to conduct soil sampling in that area.  
**ACTION** The Clerk will circulate the asbestos removal certificate to councilors for their review, allowing them to assess whether the removal was carried out appropriately.
    - ii. Boundary hedging to be cut in September. AAA to form working party for the Western boundary hedge.  
**ACTION** Clerk seek quote for Northern boundary hedge
    - iii. Plot 9C - Glass & mowers found in hedge **ACTION** Clerk to contact plot holder
    - iv. Plot 22 - laurel hedge regrowing and Russian vine reported **ACTION** Clerk to contact plot holder
    - v. Plots 103 & 104 - overgrown with weeds and thistles **ACTION** Clerk to contact plot holders
    - vi. Plot 20 - Machinery on plot 20 **ACTION** Cllr Woodman to follow-up
    - vii. Reports of vermin on the allotment site **ACTION** Clerk to seek quote from current pest control supplier
    - viii. Update on standpipe & compostable toilet – awaiting S106 money which will be available when Willow Bank road development begins. Awaiting GCC response for request for trees.
- 240820/11 To agree or note matters relating to the Playing Field and Changing Facility**
1. **COUNCIL NOTED** that the Biopure annual service had been completed with no issues raised.
  2. **To consider mound reprofiling for the play area**  
Two quotes have been received for the removal of 3m section of the far end of the mound to accommodate the new play area fencing. Quote 1) £4776 2) £550  
**COUNCIL AGREED** to proceed with quote 2) £550, which was considerably lower cost and could be carried at the same time as part of other play area repairs and improvements.
  3. **Play area inspections** - No matters arising from inspections
  4. **Volunteer play area inspector** Cllr Davies agreed to fill the volunteer inspector role
  5. **To receive update on moles –** Cllr Kettle reported that traps have been set, no obvious new mounds have been reported
  6. **Rolling of playing field – ACTION** Cllr Davies to check that the mower is functional
  7. **Ashton88** football season will begin at the end of August  
**ACTION** Clerk to follow-up with paperwork and invoice
  8. **Annual 5K race ACTION** Clerk to follow-up with paperwork
  9. **School usage –** A discussion was held regarding the school's access to the playing field, as they are no longer using their own school field. It was noted that the school currently has a key to the changing facilities, which should be returned at the end of each academic year.  
**ACTION** Clerk will follow up with the school to arrange a meeting and establish a formal hire agreement for the use of the playing field and changing facilities.
- 240820/12 To agree or note matters relating to Highways**
1. **Flooding in the village and agree actions**  
Cllr Kettle has followed-up and is still awaiting report from flooding representative.
  2. **ACTION** Clerk to report potholes outside the allotment entrance to FixMyStreet.
  3. **Roads** - Residents have reported that the new road surface is soft
- 240820/13 To receive an update on the community consultation for Section 106 and CIL priorities and agree actions**
- Council noted that Step 1 to establish the baseline is nearly complete and to be submitted to GRCC.
- 240820/14 To receive an update on the School Playing Field and the Community Right to Bid application and agree actions**
- Councillor Gray reported that GCC had no intentions for sale or development of this parcel of land at this time.  
**ACTION** Clerk and Cllr Gray to follow-up with the Community Right to Bid
- 240820/15 To receive an update on S106 requirements for Part Parcels 6318 And 6536 Beckford Road Alderton**
- Allotments have been removed from the site plans.  
**ACTION** Cllr Broderick to follow-up on previous correspondence regarding S106 requirements

**240820/16 To review and approve the following documents:**

Allotment risk assessment was completed by Cllr Rayton and Cllr Woodman on 31/07/2024.  
**COUNCIL AGREED** to adopt the Allotment Risk Assessment

**240820/17 To note agenda items for next meeting 17 September**

1. Review Document Retention Policy
2. Review Complaints Policy

Meeting closed at 10.30pm. Date of next Meeting: 15 October 2024 commencing at 19.00pm, in Alderton Village Hall.

.....  
Chairman

.....  
Date

**2024 Meeting Dates:** 17 Sept, 15 Oct, 19 Nov, 17 Dec

**APPENDIX A**

**BANK RECONCILIATION AT 31 JULY 2024**

<b>Lloyds TSB Current &amp; deposit Accs</b>		£	
Balance per Lloyds TSB C/A statement	31/07/24		3768.92
Balance per Lloyds TSB B/A statement (CIL)	31/07/24		15641.88
Balance per Lloyds TSB B/A statement	31/07/24		24826.25
Balance per Lloyds TSB S/A statement (CIL)	31/07/24		60000.00
Balance per Lloyds TSB S/A statement (CIL)	31/07/24		30666.94
<b>Internal Transfer</b>			
19/07/2024	B/A > C/A	5000.00	
<b>Reconciled balance</b>			<b>£ 134,903.99</b>

**Cash Book Summary**

Opening balance at 1st April 2024		124647.84
Add	receipts in the year	21959.54
Less	payments in the year	11703.39
<b>Cash Book balance</b>		<b>£ 134,903.99</b>

## APPENDIX B

## BUDGET v ACTUAL Year 24/25

2023/24	2024/25 Financial Year			
Actual £	Budget £	Receipts	Actual £	Difference £
19040	20072	Precept	20072	0
2324	2200	Allotment rents	211	-1989
1431	750	Changing Facility Receipts	150	-600
0	0	Grass Verges	0	0
1030	200	Bank Interest	584	384
89891	0	CIL	0	0
0	0	S106 play facility/pitch	833	833
345	300	Solar Receipts	109	-191
0	0	Other funding/grants	0	0
2281	2300	VAT reclaim	0	-2300
<b>116342</b>	<b>£ 25,822</b>	<b>Total income</b>	<b>£21,960</b>	<b>-3862</b>
<b>Payments</b>				
7114.86	9000	Staff Salary	3584	5416
2073.1	3500	HMRC	177	3323
268.93	500	Admin Expenses	125	375
457.64	500	Audit	245	255
573.7	675	Insurance	584	91
414	600	Hall Hire	180	420
420	850	Grass Verges	0	850
2477.66	3000	Playing Field Maintenance	821	2179
0	0	Playing Field - Pitches S106	0	0
814.2	0	Playground Improvements S106	0	0
<b>0</b>	<b>1920</b>	<b>Play Area Repair Reserve</b>	<b>0</b>	<b>1920</b>
0	0	Changing Facility - solar	0	0
<b>0</b>	<b>500</b>	<b>Mower Replacement Reserve</b>	<b>0</b>	<b>500</b>
1904.52	2000	Changing Facility - maintenance	258	1742
1250	1350	Allotments - GCC rent	625	725
332.84	550	Allotments - water etc	110	440
811.63	900	Allotments - maintenance	422	478
	0	Village Events		
558.06	500	Village Assets - maintenance	350	150
295	500	Subscriptions	347	153
45	500	Training	0	500
35	50	Data Protection	35	15
<b>840</b>	<b>3000</b>	<b>Professional Fees Reserve</b>	<b>0</b>	<b>3000</b>
0	400	Village Communications	0	400
<b>0</b>	<b>100</b>	<b>Defibrillator</b>	<b>223</b>	<b>-123</b>
0	500	B4077 Road Safety	0	500
<b>0</b>	<b>4800</b>	<b>Planning Reserve</b>	<b>840</b>	<b>3960</b>
499.16	0	IT Equipment	0	0
133.02	155	Phone Box electricity	0	155
750	0	CIL	0	0
<b>0</b>	<b>7045</b>	<b>General Reserve</b>	<b>0</b>	<b>7045</b>
0	0	S137		
1056.33	811	VAT paid	779	32
<b>£ 3,125</b>	<b>£ 44,206</b>	<b>Total Expenditure</b>	<b>£9,705</b>	<b>£ 34,501</b>