

Alderton Parish Council

Email: aldertonpc@gmail.com www. Aldertonparishcouncil.org.uk

Minutes of the Parish Council Meeting held at Alderton Village Hall on Tuesday, 17th October 2023 commencing at 7.00pm.

Present: N Broderick (Acting Chair), M West, P Woodman, M Davies, J Kettle, D Rayton

Attendance: Parish Clerk and no members of the public

Cllr West gave thanks on behalf of the council to the Parish Clerk for the work she has done and confirmed that she has passed probation period.

- 231017/01 To Elect a Chair and sign Acceptance of Office form**
COUNCIL AGREED to defer this item to the November meeting.
- 231017/02 Apologies for absence**
Apologies were received from Cllr D Gray
- 231017/03 Declarations of interest:**
Declarations were received from:
Cllr D Rayton for **230919/07d** - 22 St Margarets Rd
- 231017/04 To receive comments from members of the public –**
None received.
- 231017/05 To approve the minutes of the Parish Council meeting held on 15th September 2023**
The minutes of the meeting held on 15th September 2023 were **AGREED by COUNCIL** and signed by the Acting Chair.
- 231017/06 County Councillor Report and Borough Councillors' reports:**
No reports received.
- 231017/07 Maintenance on Parish Council Assets**
- Two quotes received for replacing two of the Parish Council benches. Quotes do not include fitting or removal of old benches
Supplier 1 quote £785 (inc VAT & free delivery)
Supplier 2 quote £878 (inc VAT & free delivery)
COUNCIL AGREED to using supplier 1. Reasons being cost and known supplier
Fitting to be agreed between meetings.
ACTION Clerk to confirm CIL spend for the benches
 - Broken notice board was repaired, however broken again. Temporary strap fitted to secure door.
Await replacement by supplier.
 - Cllr Davies awaiting the delivery of the Vehicle Activated Sign (VAS)
ACTION Cllr West request information from Gretton Parish Council regarding their VAS
 - ACTION** Cllr Rayton seeking quotes for the repair of the old village shop
- 231017/08 To agree and note Planning Matters –**
An update of the current Planning Applications was reviewed, and the following comments were made on current outstanding applications:

***Cllr Rayton left the meeting during the discussions for 231017/08 d.*

Reference	Location	Description	Update
a. 22/00624/OUT	Land east of St Margarets Drive, Alderton	Outline Planning application for the demolition of 16 St Margaret's Drive and the erection of up to 55 dwellings, associated infrastructure, landscape and biodiversity enhancements, all matters reserved except for access to St Margarets Drive	No update

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b. 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	Likelihood of going to November committee. Amendment to more affordable housing ACTION Cllr Broderick to query urban design with character of the village. ACTION Cllr Rayton to arrange parishioner to speak at the committee meeting
c. 23/00204/FUL	Land at Dibden lane, Alderton	Proposed rural exception site comprising 26 affordable homes and associated works	County Highways comments submitted. ACTION Cllr Broderick seeking a Highways consultant. ACTION Cllr Broderick to contact Planner Officer regarding Highways discussions
d. 23/00720/FUL**	Land Adjacent To 22 St Margarets Road St Margarets Road Alderton	Proposed dwelling and altered access	Conservation Officer submitted concerns. ACTION Cllr Broderick to contact Planning Officer
e. 23/00240/FUL	9b Beckford Road	Erection of a first-floor rear extension and installation of a rear roof dormer.	Minor household appeal. Claiming an award of costs. No Action.
f. CALA 2 Development	Willowbank road	Concerns over road boundary	ACTION Cllr Broderick to review Landscape plan for screening

231017/09

To agree or note matters relating to the Playing Field and Changing Facility

- a. Ashton 88 have adopted a parking protocol for fixtures. Oakhill principle has offered use of the school car park at weekends.
ACTION Cllr Davies to communicate school parking to football clubs
ACTION Cllr Davies to review playing fields hire agreement
- b. No new issues from play area inspections.
ACTION Clerk to arrange inspection schedule.
Contractor instructed to carry out repair work.
ACTION Clerk to send quote for repairs for 106.
- c. Still sourcing quotes for fencing off play area.
ACTION Cllr Broderick to forward any suitable contacts to Cllr Davies
- d. Bunker has been cleared. Council noted that the roof has a leak and will need to be repaired in the future.
- e. Padlock missing off main gate.
ACTION Cllr Davies to check with football clubs & replace if necessary

231017/10

Allotment Matters

- a. Waiting the return of 20 signed tenancy agreements.
ACTION Clerk to issue a reminder to tenants that have not returned their agreements
ACTION Clerk to contact plot holder regarding permanent trees and shrubs and plot not being used as allotment
- b. COUNCIL AGREED to the conditions listed by GCC for the additional standpipes and waterless toilet to be classified as a Tenant's Fixture. Under Town & Country Planning Order 2015, Part 12, a small ancillary building for a compostable toilet would serve the purpose of the allotment.
Suggestion of using CIL money to fund the fitting of the 3 standpipes once quotes have been sourced.
ACTION Cllr Woodman will investigate possible grants from Greenfield & Severn Trent.
ACTION Clerk to respond to TBC to accept conditions and source quotes.
- c. COUNCIL AGREED to the hiring of a skip at the cost of £388.40, clerk to action.
ACTION Cllr Woodman to liaise with the AAA to organise a working party to clear rubbish left on plots.
- d. Feedback from the AAA was; locking the gate wouldn't be an effective deterrent and they felt the installation of a lock may indicate that there are things of value on the site. The AAA would support the installation of security signage.
ACTION Cllr Woodman to source security signage
- e. COUNCIL AGREED to updated APC shed Tenancy agreement, which was circulated prior to the meeting

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- f. **COUNCIL AGREED** to create a working party with the AAA to reduce the overgrowing boundary hedge reported by resident. Clerk to respond to resident
- g. **ACTION** Clerk to notify plot holders about toilet, water and access
ACTION Cllr Woodman and Cllr Rayton to lock allotment internal gates and shut off water.

231017/11

Receive Correspondence for action & noting

- a. **ACTION** Cllr Broderick to respond to Radio Winchcombe interview request
- b. **ACTION** Cllr West to respond Tewkesbury Garden Town tour & parish liaison group
- c. **COUNCIL AGREED** the village hall is suitable polling places and no action required
- d. Correspondence from Borough Councillor regarding a parishioner who's child is unable to access their college course in Gloucester as no buses or alternative transport options are available. Possible school buses may be available from Alderton to Gloucester.
ACTION Clerk to respond to Borough Councillor. Are Highways considering issues such as this when it comes to considering future housing developments
- e. **ACTION** Clerk to register interest for defibrillator funding

Cllr Davies and Cllr Rayton gave their apologies for not being able to stay for the remainder of the meeting. Both left the meeting. Meeting continued as meeting was still quorate.

231017/12

Finances

- a. **COUNCIL APPROVED** the bank reconciliation for the current state of accounts 31st September 2023
Current Account balance = £3518.08
Deposit Account = £21656.37
Business Account (CIL) = £62531.86
The budget was reviewed. Budget v Actual attached at the end of minutes.
COUNCIL AGREED to consider and review allotment rents before budget forecasting in the December meeting.
- b. **COUNCIL APPROVED** the October 2023 Payment list. Payments were approved by Cllr Broderick and seconded by Cllr Kettle.
COUNCIL AGREED further investigation was required into the Allotment plot 24biii overpayment before a payment would be made

	Payee	Description	Amount	VAT	Total value
DD	EDF Energy	Electricity for changing facility	59.00	0.00	59.00
FPO	B & W Hire Ltd	Allotment toilet hire - September	84.00	16.80	100.80
FPO	Greenfields Garden Services	Playing Field Ground maintenance – September	200.00	40.00	240.00
FPO	C Bridges	Clerk's salary – October 2023	680.73	0.00	680.73
FPO	HMRC	NI & Tax on Clerk salary - October	177.56	0.00	177.56
FPO	C Bridges	Expenses. Printer ink (£31), stamps (£18) & 100x envelopes (£2.50)	42.92	8.58	51.50
FPO	WaterPlus	Allotment water	243.25	0.00	243.25
FPO	GAPTC	Clerk knowledge training	45.00	0.00	45.00
CHQ	Allotment plot 108a	Allotment rent overpayment (£10 for AAA)	10.00	0.00	10.00
CHQ	Allotment plot 24biii	Allotment rent overpayment	60.00	0.00	60.00

- c. Workshop on CIL/106 and community consultation to be held on 29th November. All councillors to attend.

231017/13

Community Right to Bid

COUNCIL AGREED Cllr Kettle to review Community Right to Bid form for Council to approve at November meeting.

231017/14

Parish Council Meeting Dates

COUNCIL AGREED that the Parish Council Meetings will continue to be held on the third Tuesday of every month in 2024.

ACTION Clerk to book 2024 Meetings at the village hall. 16 Jan, 20 Feb, 19 Mar, 16 Apr, 21 May, 18 Jun, 16 Jul, 20 Aug, 17 Sept, 15 Oct, 19 Nov, 17 Dec.

231017/15

To discuss and approve the following Alderton Parish Council Policies:

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COUNCIL AGREED Cllr M Davies to review documents for Council to approve at November meeting.

- a. Risk Register
- b. Changing Facility Fire risk assessment
- c. Changing Facility H & S Policy
- d. Changing Facility H & S Risk Assessment

231017/16

To note agenda items for next meeting 21st November

- Cllr D Gray sends his apologies and will not be present
- To Elect a Chair and sign Acceptance of Office form
- Allotment rent review

Meeting closed at 22.20pm. Date of next Meeting: 21st November 2023 commencing at 19.00pm, in the Village Hall.

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Chairman

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Date

2023 Meeting Dates: 21st Nov, 19th Dec

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BUDGET v ACTUAL Year 23/24

2022/23	2023/24 Financial Year			
Actual £	Budget £	Receipts	Actual £	Difference £
17272.34	14033.6	Carried forward	31430	17396
18480	19040	Precept	19040	0
2543.66	2500	Allotment rents	535	-1965
420	800	Changing Facility Receipts	681	-119
286.44	270	Grass Verges	0	-270
51.32	100	Interest	263	163
13987.93	89891.38	CIL/S106 play pitches	44946	-44946
572.76	0	S106 play facility	0	0
261.04	270	Solar Receipts	258	-12
2403	0	Other funding/grants	0	0
2289.01	2500	Vat reclaim	1304	-1196
58567.8	£ 129,405	Total income	£98,457	-30948
		Payments		
8132.02	8000	Staff Salary	2610	5390
1168.04	0	HMRC	799	-799
282.91	500	Admin Expenses	159	341
444.9	500	Audit	210	290
519.09	575	Insurance	574	1
411.28	500	Hall Hire	224	276
340	825	Grass Verges	0	825
1640.21	2100	Playing Field Maintenance	1828	272
0	0	Playing Field - Pitches S106	0	0
0	0	Playground Improvements S106	0	0
0	1920	Play Area Repair Reserve	120	1800
0	0	Changing Facility - solar	0	0
0	500	Mower Replacement Reserve	0	500
1339.85	2000	Changing Facility - maintenance	888	1112
1875	1250	Allotments - GCC rent	625	625
544.01	550	Allotments - water etc	52	498
3706.3	500	Allotments - maintenance	658	-158
2102.62	0	Village Events		
802.78	500	Village Assets - maintenance	268	233
582.1	500	Subscriptions	543	-43
304.27	500	Training	0	500
35	50	Data Protection	35	15
0	3000	Professional Fees Reserve	0	3000
61.45	0	Village Communications	0	0
95.15	100	Defibrillator	0	100
0	500	B4077 Road Safety	0	500
0	3456	Planning Reserve	0	3456
911.65	0	IT Equipment	499	-499
0	0	S137	0	0
77.26	150	Phone Box electricity	69	81
0	5000	General Reserve	0	5000
1761.93	2500	VAT paid	591	1909
27137.82	£ 35,976	Total Expenditure	£10,750	£ 25,226