

# ALDERTON PARISH COUNCIL

Locum Clerk: Ruth Waller, Copperfields, Colman, Temple Guiting, GL54 5RT  
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- MINUTES: of a Parish Council meeting held in Alderton Village Hall, Alderton, on Tuesday 27 September 2022 commencing at 7.30pm.
- PRESENT: Parish Councillors: Nicki Broderick, John Kettle, Keith Page, Dennis Rayton, Yasmin Shaikh and Mike West
- In attendance: Ruth Waller, Locum Clerk  
Borough Cllr. Jim Mason attended at 8.30pm
- 220927/01 To elect a Chairman and to sign Acceptance of Office form**  
Council elected Cllr. Rayton as Chairman or the next two months.  
Declaration of Office form was duly signed.
- 220927/02 To receive and consider apologies for absence and confirm the meeting is quorate.**  
No apologies received – all Councillors present.  
Apologies were also received from Borough Cllr. J. Murphy and County Cllr. David Grey  
The Clerk confirmed that the meeting was quorate.
- 220927/03 To receive comments from members of the public**  
The following issues were raised at the meeting:
- 220927/04 To receive Declarations of Interest in items on the agenda**  
None. Cllr. Rayton has a dispensation in place in relation to allotments (Item 18).
- 220927/05 To consider residents response complaint regarding previous ivy complaint and agree actions**  
Cllr Broderick to draft a response to the resident which will be agreed by all Cllrs via email.
- 220927/06 To consider suggestion of an Annual Celebration Event for Alderton and agree Actions**  
**Following the success of the Jubilee Celebrations held in 2022, a resident was approaching the parish Council for permission to hold a similar event on an annual basis.**  
**COUNCIL AGEED** in principle **to an Annual Celebration Event** although further details would be required including risk assessment and insurance details.  
Council would also need to agree any costs for the use of the field and changing facilities.  
Action: Clerk to invite resident to the next council meeting to present his proposals in more detail.
- 220927/07 To confirm and sign the minutes of the Parish Council meeting held on 16 August 2022**  
The content of the minutes were approved and duly signed by the Chairman as a correct record.  
Any inaccuracies within Appendix A would be corrected following the conclusion of the scrutiny of the accounts.
- 220927/08 To receive the Clerk's Report**  
The Clerk's Report had been circulated to Members prior to the meeting and its contents noted.

- 220927/09 To receive details of decisions made under delegated authority since the last meeting on 16 August 2022**  
Delegated authority had been used by the Clerk and Chairman to initiate proceedings necessary to ensure the commencement of Operation London Bridge following the death of HM Queen Elizabeth II on 8 September 2022.
- 220927/10 To receive a report from the Borough Councillor**  
Tewkesbury Borough Cllr. Mason attended the meeting at 8.30pm and provided a brief update in matters relating to the Borough.
- 220927/11 To receive a report from the County Councillor**  
No report received.
- 220927/12 To consider Community right to Bid application for the OakHill School Playing Field and agree actions**  
**COUNCIL AGREED** to submit an application for the Oakhill playing fields using the information held on file.
- 220927/13 Finances – documents circulated prior to the meeting**
- a) **COUNCIL APPROVED** the bank reconciliation for 31 August 2022. (Appendix A)
  - b) **COUNCIL APPROVED** the September Payments list (Appendix B)  
The following receipts were noted.
    - Interest: 0.81
    - HMRC Vat re-claim £178.16
    - Shed rental: £50
    - Community Heartbeat Trust (refund): £105.60
  - c) **Budget Monitoring Report** received. **COUNCIL AGREED** Further scrutiny of the accounts to be completed by Cllrs. Page and Kettle prior to approval.
  - d) **To receive an update on the external audit submission**  
Confirmation received from PKF Littlejohn that the external audit of accounts for Alderton Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.
- 220927/14 Planning**
- a) [To consider 22/00574/FUL: Erection of a replacement porch and single storey rear extension. | 7 School Road Alderton Tewkesbury GL20 8NP](#) and agree actions  
**No objection**
  - b) To consider Community Infrastructure Consultation in relation to Planning Application 22/00624/OUT and agree actions  
No information was available to consider this item.  
Action: Clerk to contact Anj Patel to establish the timescale for this CiL Consultation.
  - c) **To consider Licensing Consultation: Mandatory CCTV in licensed vehicles and agree actions**  
**COUNCIL AGREED** no response required on this consultation.
  - d) **To receive report following event hosted by Black Box Planning Ltd and agree actions**  
Black Box held their public exhibition event on Tuesday 19 August which was well attended.  
The application has not yet been validated by TBC.
  - e) **To receive update report on the CALA homes development and any other Planning Matters**  
The conditions relating to material matters had been approved.
- 220927/15 To consider locations for assessment in Alderton for EV Charging Points, as requested by Gloucestershire County Council, and agree actions**  
**COUNCIL AGREED** there were no locations that the Council could put forward for EV Charging Points. It was noted that this could be taken account as part of the proposed village hall upgrade.  
Action: Cllr. Shaikh to share this information at the next Village Hall Committee meeting.
- 220927/16 To consider response from GCC Legal Department regarding weight limit on Willow Bank Road bridge and agree actions**  
No further information relating to this.

- 220927/17 To receive update in relation to the Parish Council's website and agree any further actions required**  
Clerk reported that some amendments had already been made to the website including the news format, the main accessibility issue and that the meetings were now in date order.  
**COUNCIL AGREED** for the Clerk to consult directly with Mark Watts-Jones for all future website management and updates.
- 220927/18 Allotments**  
a) **To agree change in configuration of allotment plots 23 (a-g) and agree actions**  
It was noted that the configuration of plots 23 a-g had been changed earlier this year.  
**COUNCIL AGREED** that these were now Apprentice plots and tenancy agreements relating to these plots would reflect this.  
b) **To consider any other matters relating to the Allotments and agree actions**
- Request from plot holder for a greenhouse, due to disability: This tenant has an Apprentice plot therefore greenhouses were not allowed.
  - AAA equipment shed tenancy agreement received.
  - New tenants on plots 105 (a+b) and 102a
  - Two sheds allocated, no's 1 and 7 to the above tenants but doors need rehangng.  
Action: Cllr. Page to make good the shed doors.
- 220927/19 To note any Highways matters raised and agree action**
- Potholes throughout the village remained an issue.  
Action: Clerk to raise this matter with the local Area Manager.
  - The use of the Council's VAS sign would be raised as an agenda item at the next Meeting.
  - Request for Road Traffic survey had been logged and passed to the Road Safety Team
- 220927/20 To consider any matters relating to the Changing Facility and Playing Field and agree actions**  
Quotes had been requested from Parks and Landscapes Ltd., and Greenfields to inspect and maintain the pitch in a good state of repair to enable games to restart.  
A request had been made, on behalf of Oak Hill school, to use the Millennium Copse and changing Rooms for their proposed Forest School.  
**COUNCIL AGREED** these facilities could be used for the Forest Schoop on a 3-month trial basis. The organisers would also be expected to clean the changing rooms after use.
- 220927/21 To note agenda items for the next Parish Council Meeting**
- VAS sign and insurance
  - SAAA Opt-out Communication
  - Annual village event
- 220927/22 To resolve that due to the sensitive nature of the business about to be transacted, the public and press will be excluded from the meeting for the following agenda item:**  
**RESOLVED**  
10.30pm Clerk left the meeting.
- 220927/23 To confirm proposed advert, as circulated to Members prior to the meeting, for the role of Permanent Clerk/RFO and agree actions**  
The deadline for the close of applications for the Clerk position is Friday 30 September. Cllr. Broderick will circulate all applications to Councillors.  
Candidates will then be shortlisted and offered an interview w/c 17 October 2022.

The Chairman concluded the meeting at 11pm.

Next Parish Council Meeting: **18 October 2022, 7pm** in the Village Hall. (Please note change of time).

**These draft minutes are subject to approval at the next Parish Council Meeting**

.....  
Chairman

.....  
Date

**2022/23 Meeting Dates:** - 18 Oct, 15 Nov, 13 Dec 2022  
17 Jan, 21 Feb, 21 March, 18 April, 16 May, 20 June, 18 July, 15 Aug, 19 Sep, 17 Oct, 21 Nov and 19 Dec 2023.

APPENDIX A

**ALDERTON PARISH COUNCIL**

**BANK RECONCILIATION**

Period to: 31st August 2022

		£	£
Lloyds TSB Current & Deposit A/cs			
Balance per Treasurers Acc	31st August		1298.90
Balance per Business Acc	31st August		20108.65
			21407.55
Less:			
outstanding/unpresented cheques			
		<hr/>	0.00
<b>Reconciled balance</b>			<b>21407.55</b>
<b>Cash Book Summary</b>			
Opening balance 1.4.22			17272.34
Add: receipts to date		16634.88	16634.88
Less: payments to date		12499.67	12499.67
			21407.55
<b>Cash Book balance</b>			<b>21407.55</b>

APPENDIX B

**September 2022 Payment Schedule**

Payee	Details	Net amount	VAT	Total	Purpose	Authority
Southern Electric	DD	£7.16	£0.35	£7.51	Phone box electricity (Defib)	PHA 1936, s.234
EDF Energy	DD	£17.00	£0	£17.00	Changing Facility electricity – June payment	LG(MP)A 1976 s.19
B & W Hire Ltd	FPO	£92.00	£18.40	£110.40	Toilet hire (Allotments) 24.3.22 – 31,3,22	LGA 1972 s.111
Greenfields Garden Services Ltd.	FPO	£180.00	£36.00	£216.00	Grasscutting at Beckford Rd x 2 visits (August)	LG(MP)A 1976 s.19
National Allotment Society	FPO	£55.00	£11.00	£66.00	Allotment membership	LG(MP)A 1976 s.19
Water Plus	FPO	£42.89	£0	£42.89	Water Supply: Allotments	LG(MP)A 1976 s.19
Water Plus	FPO	£34.71	£0	£34.71	Water Supply – Changing rooms	LG(MP)A 1976 s.19
Ruth Waller	FPO	£1077.40	£0	£1077.40	August + September Salary	LGA 1972 s.112s.2
HMRC	CHQ	£42.60	£0	£42.60	TAX	LGA 1972. S.111
Alderton Village Hall	FPO	£239	£0	£239	Hall rental: January-August 2022	LG(MP)A 1976, s.19
A + E Fire and Safety	FPO	£79.85	£15.97	£95.82	Fire equipment + Safety check (Changing Rooms)	PHA 1936, s.234
PATA UK	FPO	£18.40	£0	£18.40	Payroll (July -September)	LGA 1972 s.112
PKF Littlejohn LLP	FPO	£200	£40	£240.00	Limited Assurance Review of AGAR (External audit)	LGA 1972. S.111

**Receipts received:**

- Interest: 0.81
- HMRC Vat re-claim £178.16
- Shed rental: £50
- Community Heartbeat Trust (refund): £105.60