

ALDERTON PARISH COUNCIL

Locum Clerk: Ruth Waller, Copperfields, Colman, Temple Guiting, GL54 5RT
E-mail: aldertonpc@gmail.com
www.aldertonparishcouncil.org.uk

DRAFT MINUTES: of a Parish Council meeting held in Alderton Village Hall, Alderton, on Tuesday 15 November 2022 commencing at 7pm.

PRESENT: Parish Councillors: Nicki Broderick, John Kettle, Keith Page, Dennis Rayton and Mike West

In attendance: Ruth Waller, Locum Clerk
Daniel Carroll

- 221115/01 To elect a Chairman and signing of Acceptance of Office form**
Cllr. West nominated Cllr. John Kettle as Chairman.
This was seconded by Cllr. Broderick.
COUNCIL RESOLVED to elect Cllr. Kettle as Chairman for next two months.
Cllr. Kettle duly signed the Declaration of Office form.
- 221115/02 To receive and consider apologies for absence and confirm the meeting is quorate.**
Apologies were received from Cllr. Yasmin Shaikh, due to work commitments.
Apologies were also received from Borough Cllrs. Jim Mason and John Murphy and County Cllr. David Grey
The Clerk confirmed the meeting was quorate.
- 221115/03 To receive further information in relation to an Annual Celebration Event for Alderton and agree actions**
Daniel Carroll outlined his proposal for a one-day event to be named 'Alderton Shindig' and requested permission from the Council to use the Recreation field.
A questionnaire had been sent to residents via the WhatsApp group and a positive response had been received. This would be a ticketed event the proceeds from which would be shared between the organisers and local groups.
DC was advised he would require a Temporary Event licence from Tewkesbury Borough Council.
COUNCIL AGREED in principle to this event.
Further information would be required before the event could take place including producing appropriate risk assessments and insurance.
- 221115/04 To receive comments from members of the public**
None raised at the meeting.
- 221115/05 To receive Declarations of Interest in items on the agenda**
Cllr Paige declared an Interest in Item 13.
Cllr. Rayton has a dispensation in place in relation to allotments (Item 17).
- 221115/06 To confirm and sign the minutes of the Parish Council meeting held on 18 October 2022**
The content of the minutes were approved and duly signed by the Chairman as a correct record.
Any inaccuracies within Appendix B would be corrected following the conclusion of the scrutiny of the accounts.
- 221115/07 To receive the Clerks Report**
The Clerk's Report had been circulated to Members prior to the meeting and its contents noted.
- 221115/08 To receive details of decisions made under delegated authority since the last meeting on 18 October 2022**
None

- 221115/09 To receive a report from the Borough Councillor**
Councillors Mason and Murphy were not present, but apologies received.
No report received.
- 221115/10 To receive a report from the County Councillor**
County Cllr. D. Grey was not present, but apologies received. No report received.
- 221115/11 To consider response to resident regarding Allotment issues**
The ongoing correspondence from a resident relating to various issues, including allotments, was discussed at length.
COUNCIL AGREED that a formal response would be drafted and once agreed, the Clerk to send to the resident.
Action: Clerk to collate list of all historic emails from this resident and circulate to Cllrs.
- 9.05pm Clerk and Cllr. Paige left the meeting at this point.
- 221115/12 To confirm appointment of permanent Clerk/RFO and agree next actions**
COUNCIL AGREED the appointment of Julie Whiting as permanent Clerk and RFO.
Start date to be confirmed by Monday 21 November 2022.
Council also **AGREED** that the Locum Clerk would continue as Proper Officer until handover to new Clerk had been completed.
The date of 10 December 2022 was considered as a potential finish date for the Locum Clerk.
The outgoing Clerk had commenced an action sheet providing details of outstanding work to be completed prior to handover.
- 9.25pm Clerk and Cllr Paige re-joined the meeting.
- 221115/13 To consider Terms of Reference for the Finance and General Purposes Committee and agree actions**
COUNCIL RESOLVED not to approve Terms of Reference for this Committee.
COUNCIL AGREED that finance matters, including internal checks and budget setting would take place during working groups.
Clerk advised that the Budget and Precept must be approved at a full Council meeting.
Clerk reminded Cllrs. that the precept must be requested from Tewkesbury Borough Council before 31 January 2023.
- 221115/14 Finances – documents circulated prior to the meeting**
- a) **To consider request for donation from Big Plus Fund Campaign for Cheltenham + Gloucester Hospitals Charity**
COUNCIL RESOLVED not to donate to this Charity appeal.
COUNCIL AGREED to make residents aware of this Campaign via the Village newsletter.
 - b) **To complete an Internal Controls check**
COUNCIL AGREED that the Internal Controls form would be completed following final scrutiny of the cashbook.
Clerk advised that the Audit would flag that the Internal Controls process had not been completed, as that would formally document inconsistencies noted.
 - c) **COUNCIL APPROVED** the November Payments list (Appendix B)
The following receipts were noted:
 - Interest: 0.96
 - Allotment/shed rent: £999.07
 - Cil payment: £9,987.93
 - d) **COUNCIL APPROVED** the bank reconciliation for 31st October 2022. (Appendix A)
 - e) **COUNCIL RECEIVED** the budget monitoring report.
COUNCIL AGREED, that prior to approval, final scrutiny of the Accounts to be completed by Cllrs. Page and Kettle.

- 221115/15 Planning**
- a) **To consider:** [22/00901/FUL | Variation of condition 2 of 19/00772/FUL to allow minor alterations to the layout of plots 8, 9, 10, and 11, parking arrangements for plots 9 and 10, amendments to the accommodation schedule and associated minor amendments to the internal layout of the dwellings and elevational alterations. Including the provision of one M4\(3\) accessible dwelling and one M4\(2\) dwelling as required by the original s106 agreement.](#) | Land Parcel 0088 Willow Bank Road Alderton Tewkesbury Gloucestershire
COUNCIL RESOLVED to object to this application
 Action: Cllr. Broderick to draft a response on behalf of the Council which would be sent by the Clerk to the case officer.
- b) **To consider response to the Cotswolds National Landscape Management Plan Consultation**
COUNCIL RESOLVED not to respond to this Consultation.
- c) **To receive update report on the CALA homes development and any other Planning Matters**
 A residents meeting had been arranged for the 20 November, to which Members of the Council had been invited and encouraged to attend.
- 221115/16 To receive update on the Community Right to Bid application for the Oakhill School Playing Field and agree actions**
 Clerk confirmed the Community Right to Bid required a new application.
 Action: Clerk to commence new application using documents already on file.
- 220927/17 Allotments**
- a) **To consider any other matters relating to the Allotments and agree actions**
 Clerk confirmed that five rental payments from September remained outstanding and reminders had been sent.
 The rent for Apprentice plots was due in October and would show on the next bank statement.
- 220927/18 To discuss future of the Village Newsletter and agree actions**
 A resident had agreed to continuing with the production of the village newsletter from February 2022.
- 221115/19 To note any Highways matters raised and agree action**
- Potholes throughout the village remained an issue and this had been raised by Cllrs, Kettle and Paige during a meeting with the local Area Manager.
 - The use of the Council's VAS sign would be raised as an agenda item at the next Meeting.
- 221115/20 To consider any matters relating to the Changing Facility and Playing Field and agree actions**
 A quote had been received from Greenfields and requested from Parks and Landscapes Ltd., for annual maintenance of the Playing Field.
 A third company, LC Hedging & Grass Maintenance Ltd. had declined to quote.
 Cllr. Paige reported issues with the mower and that the changing rooms would benefit from a coat of paint.
- 221115/21 To note agenda items for the next Parish Council Meeting**
 None raised at the meeting.
COUNCIL AGREED to cancel the December meeting, due to two Councillors being unavailable.
- The Chairman concluded the meeting at 10.35pm.
 Next Parish Council Meeting: **17 January 2023, 7pm** in the Village Hall.

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

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 Chairman

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 Date

23 Meeting Dates: - 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 October 2022

Lloyds TSB Current & Deposit A/cs		£	£
Balance per Treasurers Acc	31st October	13441.94	13441.94
Balance per Business Acc	31st October	25469.08	25469.08

Less:

outstanding/unpresented cheques

0
0 _____

Reconciled balance **38911.02**

Cash Book Summary

Opening balance 1.4.22	17272.34
Add: receipts to date	39151.74
Less: payments to date	17513.06

Cash Book balance **38911.02**

APPENDIX B

November 2022 Payment Schedule:

Payee	Details	Net amount	VAT	Total	Purpose	Authority
Southern Electric	DD	£6.84	£0.34	£7.18	Phone box electricity (Defib) 2.5.2020 - 1.6.2020	PHA 1936, s,234
EDF Energy	DD	£17.00	£0	£17.00	Changing Facility electricity – October payment	LG(MP)A 1976 s.19
Greenfields	FPO	£180	£36	£216	Playing Fields grass Maintenance	LG(MP)A 1976 s.19
Greenbarnes Ltd	FPO	28.42	£5.88	£34.10	J-latch for Noticeboard	LGA 1972, s111
Water Plus	FPO	£93.62	£0	£93.62	Water Supply: Allotments	LG(MP)A 1976 s.19
Ruth Waller	FPO	£770.40	£0	£770.40	October – Clerk Salary	LGA 1972, s112(2)
HMRC	CHQ	£111.85	£0	£111.85	Employers Tax	LGA 1972, s112
Ruth Waller	FPO	£117.14	£0	£117.14	Expenses (Jan – August 22)	LGA 1972, s111
TMC Services	FPO	£340	£0	£340	Verge Cutting 2022	LG(MP)A 1976 s.19

Receipts received:

- Interest: 0.96
- Allotment/shed rent: £999.07
- Cil payment: £9,987.93