

ALDERTON PARISH COUNCIL

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

MINUTES: of a Parish Council meeting held in Alderton Village Hall, Alderton, on Tuesday 18 January 2022 at 7.30pm.

PRESENT: Parish Councillors: Keith Page (Chairman), Nicki Broderick, Sarah Hughes, John Kettle, Dennis Rayton, Yasmin Shaik and Mike West

In attendance: Tamsin James, Clerk
Ruth Waller, Locum Clerk

1. To accept apologies for absence

None. County Councillor Gray and Borough Councillor Murphy had sent their apologies.

2. To receive Declarations of Interest in items on the agenda

None

3. To confirm the minutes of the Parish Council meeting held on 21 December 2021 and to agree actions on the matters arising from this meeting.

The minutes were approved and duly signed by the Chairman as a correct record.

Matters arising were:

- Tewkesbury Borough Council (TBC) – Local Heritage List: Lower Farm had been included. The Old Rectory Grounds and new Vicarage had also been proposed. A map for the Pillboxes was required to enable them to be included.
- Update on purchase of replacement litter bin and dog waste bin
Litter bin: TBC recommended their mixed-use bin for the Playing Field instead of the Gladon Gemini. **COUNCIL AGREED** to order two bins as recommended by TBC at a cost of £198.00 each plus VAT.
Dog bin outside allotment site: The Clerk and Cllr Hughes had reviewed the location options and had suggested to TBC that it be sited on the verge opposite the allotments entrance. Clerk awaiting a response from Ubico.
- Safety of school children at Oak Hill School (from November meeting): The School had not responded to the Parish Council's invitation to discuss the matter.
Action: Clerk to contact the school again in relation to the concern for children's safety when waiting for the bus.

4. To agree and note Planning Matters

- i) **To agree response** – no new applications received
- ii) **For noting** – CALA Homes: proposed non-material amendment
- iii) **To consider any planning applications received/matters to note following publication of the agenda** – none received
- iv) **Enforcement** – no items received

5. To agree or note Highways matters

The following were noted:

- Public Rights of Way were aware of hare coursing concerns
- Potholes had been reported on Beckford Road.

COUNCIL AGREED to include the Highways contact telephone number in the Newsletter to enable residents to report Highways issues directly.

Action: Clerk to report the potholes on Beckford Road to GCC Highways.

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

- **To note/agree any Changing Facility hire related matters for 2021/22**
Councillors considered the energy quotations from EDF and Octopus as the current contract with EDF expired on 31.3.22. EDF provided the most competitive option with a standing charge of 23.25p per day and 33.67p per kWh (Octopus = 25.78p standing charge, 39.06p per kWh).
COUNCIL AGREED to accept the EDF quote, for a 3-year fixed period.
- **To agree purchase of roller for Playing Field**
COUNCIL AGREED to purchase the roller from Graham Keeling Machinery Ltd. at a cost of £300 plus VAT.
- **To receive latest play area inspection reports**
The Clerk had only received the inspection reports today. These would be circulated following the meeting. No concerns had been raised.
- **To agree volunteer training date for play area inspections**
The dates had yet to be decided.

7. To agree or note Allotment matters

- **To receive update on licences for Willow Bank Road properties**
Three tenants were yet to respond. **COUNCIL AGREED** to give the tenants until the end of January.
- **To agree timescale for letting of plots behind 30 Willow Bank Road**
Letting period commences in March. The allotments would be allocated shortly before then. Each plot would need to be ploughed, measured and pegged out before the plots were ready for allocation.
- **To receive update on provision of sheds in western area of site**
The two 16 x 6 foot sheds had been ordered and should be available by early February. The 8 x 10 equipment shed (part funded by remaining CIL £812.82) would be sited on the base of the old shed, next to the compost bin.
COUNCIL AGREED to purchase sharp sand for the shed bases and Type 1 stone (£35 + VAT) for urgent pot-hole repairs from Bence Ltd. Posts for the new noticeboards would also be included in the order (£7 each).
- **To receive update on Severn Trent grant funding submission**
Cllr Hughes was seeking advice on whether the old village shop was structurally sound before proceeding with grant funding.
- **To consider future apple tree pruning workshop**
This would form part of the grant claim to Severn Trent and so was dependent on the above item.
- **To agree purchase of hedging plants for new allotment area**
COUNCIL AGREED to reinstate the current hedging. This would require about 200 plants. The preferred supplier was Gotherington Nursery with a quote of £275 plus VAT. Third quote was required. The final decision would be made through delegated authority.
- **Update on re-nomination of allotment site for Community Right to Bid**
The paperwork for the re-nomination of the allotment site had been completed and submitted.

8. To receive Correspondence for action & noting

The following correspondence was noted

- Gloucestershire County Council - Councils Connected 29.12.21
- GRCC - Newsbites 12.1.22

9. Finances

i. To receive the current state of accounts @ 30th December 2021.

Current Account balance = £129.69

Business Account = £27877.01

The bank reconciliation was agreed and signed by the Chairman. (Appendix A)

ii. To approve payments and note receipts

The following payment had been approved by delegated authority between meetings:

MGB Sheds	£100.00	Deposit for allotment sheds	SHAA 1908, ss.23, 25	VAT: £16.67
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The following payments were approved:

Cheq No	Payee	Purpose	Authority	Amount	Vat	Total Amount
DD	Southern Electric	Phone box electricity (Defib) 2.12.21 - 4.1.22	PHA 1936, s,234	£7.42	£0.37	£7.85
DD	EDF Energy	Electricity for Changing Facility – January 22	LG(MP)A 1976 s.19	£20.00	£0.00	£20.00
FPO	Alderton Village Hall	Hall hire in 2021 for meetings	LGA 1972 s.133	£55.00	£0.00	£55.00
FPO	Eurooffice	A4 paper for Clerk and Village Newsletter	LGA 1972 s.111	£30.98	£6.20	£37.98
FPO	T James	Clerk's expenses 15.7.21 – 15.9.21	LG(FP)A 1963 s5	£167.54	£18.00	£185.54
FPO	T James	Clerk's salary January 2022	LGA 1972 s.112(2)	£636.48	£0.00	£636.48
FPO	K Page	Key Cutting for Changing Facility	LG(MP)A 1976 s.19	£11.25	£2.25	£13.50

The following payments have been received in December 2021:

Date	Source	Purpose	Amount
1.12.21	HMRC	VAT reclaim 1.9.21-31.10.21	£1020.64
9.12.21	Lloyds Bank	Interest on Business Banking account	£ 0.24
		Total	£1020.88

10. Agenda Items for next meeting:

- Party to commemorate the Queen's Platinum Jubilee and establish working group
- Newsletter Items
- To consider actions for allotment holders not responding to licence renewal request
- To review banking arrangements.
- Agree Playing Fields grass cutting contract

11. 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 COUNCIL AGREED

To approve Clerk Handover and agree actions

Handover from outgoing Clerk to Locum had commenced. Further meetings were required to provide details of the Allotments and Playing field.

The last working day for the outgoing Clerk was noted as 28 January 2022. Any additional expenses and extra hours would be calculated before the February Council meeting for agreement for payment. Salary, backdated to 1st April 2021, was due to the outgoing Clerk once the revised national pay scales had been agreed. Chairman signed the PATA change of contact payroll forms.

Action: Clerk to provide Councillors with further details regarding working arrangements.

COUNCIL AGREED to the purchase of colour printer/scanner to the budget of £70.

Action: Clerk to order new printer and cartridges.

The Chairman concluded the meeting at 9.35pm and thanked everyone for their attendance.

The outgoing Clerk then received a thank you presentation from the Council for her commitment to the Parish Council for the past 11 years.

Next Parish Council Meeting: 15 February 2022, 7.30pm, in the Village Hall (Government guidelines permitting).

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Chairman

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Date

2022 Meeting Dates: - 15 Feb, 15 Mar, 19 Apr, 17 May ,21 Jun,19 Jul, 16 Aug, 20 Sep,18 Oct, 15 Nov, 20 Dec

APPENDIX A

ALDERTON PARISH COUNCIL

BANK RECONCILIATION

Period to: 31st December 2021

Lloyds TSB Current & Deposit A/cs		£	£
Balance per Treasurers Acc	31st December	129.69	
Balance per Business Acc	31st December	27877.01	
			28006.70
Less:			
outstanding/unpresented cheques	0	<u>0.00</u>	0.00
Reconciled balance			28006.70
Cash Book Summary			
Opening balance 1.4.21			20363.91
Add: receipts to date		25513.09	
Less: payments to date		17870.30	
			28006.70
Cash Book balance			28006.70

ALDERTON PARISH COUNCIL - BUDGET v ACTUAL as at 31 December 2021

2020/21 £	2021/22 £	Detail	Actual £	Difference £
Actual	Budget	Receipts	Actual	Difference
20395	17487	carried forward	20364	2877
17600	17600	Precept	17600	0
2657	2062	Allotment rents	795	-1268
20	280	Changing Facility Receipts	640	360
286	286	Grass Verges	286	0
6	3	Interest	2	-1
9884	0	S106 play pitches	0	0
0	0	S106 play facility	833	833
557	270	Solar Receipts	244	-26
1116	0	Other funding/grants	3412	3412
3899	2980	Vat reclaim	1700	-1280
	£			
56420	40,968	Total income	£45,877	4909
		Payments		
7638	7638	Staff Salary	5728	1910
583	600	Admin Expenses	465	135
260	360	Audit	260	100
360	425	Insurance	445	-20
88	120	Hall Hire	0	120
510	800	Grass Verges	825	-25
4021	3900	Playing Field Maintenance	1264	2636
10349	0	Playing Field - Pitches S106	0	0
0	0	Playground Improvements S106	0	0
0	1920	Play Area Repair Reserve	0	1920
0	0	Changing Facility - solar	0	0
0	500	Mower Replacement Reserve	0	500
3451	1347	Changing Facility - maintenance	1028	319
1250	1250	Allotments - GCC rent	1250	0
662	600	Allotments - water etc	400	201
896	4943	Allotments - maintenance	3601	1342
148	300	Village Assets - maintenance	0	300
393	425	Subscriptions	115	310
50	675	Training	100	575
35	35	Data Protection	35	0
0	3000	Professional Fees Reserve	0	3000
73	170	Village Communications	247	-77
0	50	Defibrillator	0	50
0	500	B4077 Road Safety	0	500
1275	4000	Planning Reserve	544	3456
110	200	IT Equipment	109	91
0	0	S137	0	0
70	96	Phone Box electricity	64	32
0	5000	General Reserve	100	4900
3837	2114	VAT paid	1292	822
	£			
36059	40,968	Total Expenditure	£17,870	£23,098
		Balance in hand	28007	