

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 17 May 2022 at 7pm.

PRESENT: Parish Councillors: Nicki Broderick, Keith Page, Dennis Rayton, Yasmin Shaikh and Mike West

In attendance: Ruth Waller, Locum Clerk and one member of public

- 220517/01** **To elect a Chairman** of the Parish Council 2022-23 and to sign Acceptance of Office form
COUNCIL AGREED that Councillors would rotate as Chairman on a two-monthly cycle. Cllr. West was elected as Chairman for May and June 2022.
- 220517/02** **To elect a vice-Chairman** of the Parish Council 2022-23 and to sign Acceptance of Office form
No vice-chair was elected.
- 220517/03** **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 Cllrs. J. Mason, J. Murphy and County Cllr. D. Grey
The Clerk confirmed that the meeting was quorate.
- 220517/04** **To receive comments from members of the public**
An email had been received in relation to the allotment matters raised at the last Council meeting held on 17 April 2022.
COUNCIL AGREED to respond to the email correspondence stating that there is one partial gap in the hedgerow along Willowbank Road caused by the removal of the tree. The hedgerow here should grow and thicken back fairly of its own accord. The holly tree was removed to prevent difficulties of contact with the power line and in the light of the power cut experienced.
Council would also advise that they are awaiting a response from the Allotment Association regarding the internal fencing.
- 220517/05** **To remind Councillors to update their Register of Interests Form, as requested by Tewksbury Borough Council**
All Councillors, except Cllr. Broderick were requested to complete new Register Of Interests forms.
Action: Clerk to return completed forms to Tewkesbury Borough Council (TBC).
- 220517/06** **To receive Declarations of Interest in items on the agenda**
Cllr. Rayton declared an Interest relating to Agenda Item 12 – allotments.
- 220517/07** **To confirm and sign the minutes of the Parish Council meeting held on 19 April 2022**
The minutes were approved and duly signed by the Chairman as a correct record.
- 220517/08** **To receive the Clerk's Report**
The Clerk's Report had been circulated to Members prior to the meeting and its contents noted. Cllrs. were also updated on the roller which had been delivered. Payment had not yet been requested.

- 220517/09 To receive a report from the Borough Councillor**
Tewkesbury Borough Cllrs. Mason and Murphy had sent their apologies prior to the meeting. An annual report had been received and circulated to Cllrs.and residents.
- 220317/10 To receive a report from the County Councillor**
The County Councillor's annual report had been received and circulated to Cllrs. prior to the meeting
Action: Clerk to ensure County Councillor's report is published on the Council's website.
- 220317/11 To received details of decisions made under delegated authority since the last meeting on 25 April 2022**
Comments for Planning Application 22/00242/ADV and Revised comments to NMA application LPA ref 22/00019/NMA both submitted under delegated authority.
Payment of £300 to Cotswold Vale for the allotment hedging had also been authorised between meetings.
- 220317/12 To receive the Internal Auditors Reports and agree actions**
The Internal Auditors report had been circulated prior to the meeting.
COUNCIL NOTED AND AGREED the recommendations made:
 - To review Standing Orders – completed 17 May 2022. Minute Ref: 220517/24a
 - Annual authorisation of direct debits/standing orders
 - Review of Assets Register – in progress. Minute ref: 220317/13e
 - Internal Control check – completed 17 May 2022. Minute Ref: 220317/13d
 - Inclusion of detailed account of Precept calculation
 - Offer of Pension Scheme to new Clerk and that outcome is minuted
 - Dates for the period of exercise of public rights are reported to Council and minuted – completed 17 May 2022. Minute Ref: 220517/18
 - To minute receipt of External Audit Report
 - Privacy Notice for Staff and Councillors required on the website
 - To confirm that the Internal Auditor is appointed as competent and independent of the Council
- 220317/13 Finances – documents circulated prior to the meeting**
- a) **COUNCIL APPROVED** the accounts and bank reconciliation for Year End 31 March 2022.
- b) **COUNCIL APPROVED the May Payments list (Appendix A):**
The following receipts were noted:
 - Allotment rent: £190
 - Lottery Grant for Jubilee weekend: £2,100
 - Refund for overpayment from Greenbarnes Ltd: £82.13
 - TBC S106 payment towards noticeboards: £572.76
 - TBC Precept (1st instalment): £9,280
 - Interest: £0.14
- c) **To approve the bank reconciliation**
COUNCIL APPROVED the bank reconciliation and was duly signed by Cllr. Kettle. (Appendix B)
- d) **To perform an Internal Controls check**
An Internal controls check was completed and signed by Cllr. West
- e) **To approve updated Asset Register**
The sheds and new noticeboards had been added to the asset register. It was noted that the new roller should also now be added.
COUNCIL APPROVED the updated asset register up to 31 March 22, value of £129,439.
Action: Clerk to update the Asset Register for further review at the next Council meeting.
- 220517/14 To approve arrangements for insurance cover in respect of all insured risks**
The additional assets had been added to the insurance policy, including the new sheds under building contents.
- 220517/15 To approve Parish Council Meeting Dates for 2022/23**
The following dates were agreed: 14 June, 19 Jul, 16 Aug, 20 Sep, 18 Oct, 15 Nov and 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.

- 220517/16 To Review and Approve the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return 2021-22 for external Auditors, PKF Littlejohn**
COUNCIL APPROVED the Annual Governance Statement (AGAR Section 1) and was duly signed by the Chairman and Clerk.
- 220517/17 To Review and Approve the Accounting Statements (Section2) of the Annual Governance and Accountability Return 2021-22 for external Auditors PKF Littlejohn**
COUNCIL APPROVED Accounting Statements 2021-22 (AGAR Section 2) for external auditors and was duly signed by the Chairman and Responsible Financial Officer.
- 220517/18 To agree dates for the Exercise of Public Rights to Inspect the Draft Accounts**
COUNCIL AGREED that the Dates for the Exercise of Public rights would commence Monday 13 June 2022 and end on Friday 22 July 2022.
- 220517/19 Planning**
- a) **To consider the following Planning Application:**
[22/00242/ADV | Installation of 2 non-illuminated V-Board Advertisement signs. | Land Parcel 0088 Willow Bank Road Alderton Tewkesbury Gloucestershire](#)
COUNCIL AGREED to object to the wording on one of the signs as it for Cala to advertise for more land. A response would be drafted by Cllr. Broderick to be submitted to Tewkesbury Borough Council (TBC) by the Clerk.
- b) **To receive update report on the CALA homes development**
A Construction Management Plan had now been submitted to TBC.
- c) **To receive an update on other Planning Matters**
Rainier had rejected the request from the Parish Council for a public meeting. No further communication had been received since the meeting to discuss the potential development of 60 properties on the land adjacent to St. Margaret's Drive.
COUNCIL AGREED to take photographs of the proposed site from the B4079.
It was noted that the Local Plan would be adopted by TBC Planning Committee on 8 June 2022. The Inspector's report had acknowledged that 7.5 years land supply was now in place.
- 220517/20 To consider recommendation relating to a Community Consultation/Cil toolkit**
COUNCIL CONSIDERED and AGREED not to proceed with the Cil Community Consultation at this time.
- 220517/21 To consider response to street naming Consultation for Land Parcel 0088, Willow Bank Road, Alderton – closing date 26 May 2022**
COUNCIL AGREED to submit a response including suggesting historical names linked to the village.
- 220517/22 To consider and agree a response to Tewkesbury Borough Council Public Space Protection Order (PSPO) for Dog Control consultation - closing date 6 June 2022**
COUNCIL CONSIDERED and AGREED to not submit a response.
- 220517/23 To receive an update on the following Parish Council procedures and resolve to agree actions:**
- a) **To review subscriptions to other bodies**
Item carried forward to next meeting.
- b) **To review delegation arrangements to the Clerk and committees**
Item carried forward to next meeting.
Action: Clerk to circulate delegation document to Councillors prior to approval at next meeting
- c) **To agree appointment of Councillors to existing committees**
COUNCIL AGREED to hold a separate meeting to discuss Councillors responsibilities.
- d) **To agree appointment of Allotment Supervisor**
COUNCIL AGREED that this would also be discussed in a separate meeting.
- e) **To agree appointment of a Village Hall Representative**
Cllr. Shaikh was nominated as the Village Hall Representative

220517/24 To review and approve the following documents:

a) Standing Orders

Standing Orders had been updated to include the 2022 NALC amendment to Standing Order 18. **COUNCIL APPROVED** the updated Standing Orders.

COUNCIL APPROVED the following procedures:

b) Financial Regulations

c) Complaints Procedure

d) Code of Conduct

e) Data Protection Policy

COUNCIL APPROVED this policy and noted the Auditors Comments in relation to this.

220517/25 Allotments

a) To receive update on the allocation of sheds and free plots

All those on the waiting list had been contacted and two plots had now been allocated. There were now five free plots remaining.

COUNCIL AGREED that no chickens and no structures would be allowed on the Apprentice Plots.

Only two plot holders had so far expressed an interest in the sheds.

A follow-up email would be sent to all Parish (Garden) Plot holders.

Action: Clerk to draft Terms of Reference for the sheds and circulate to Cllrs.

b) To consider any other matters relating to the Allotments and agree actions

A tenancy agreement had been drafted between the Parish Council and Alderton Allotment Association (AAA) for the rental use of the equipment shed. This tenancy agreement proposed that the external decoration and repair would remain the responsibility of the Parish Council, and that the tenant would not make any alteration to the fabric of the shed, either inside or out.

220517/26 To note any Highways matters raised and agree actions

Cllr. Page reported that he was still waiting for a meeting date with GCC Highways.

220517/27 To consider any matters relating to the Changing Facility and Playing Field and agree actions

Further expressions of interest for using the pitch had been received. Gotherington juniors would now be using the field on a Wednesday evening. Matches were also booked for 31 May and 12 June 2022.

COUNCIL AGREED to purchase a first aid kit to support the Jubilee Party and any other future event.

220517/28 To receive Inspection Report relating to the Play area and agree actions

ROSPA Playsafety had completed the inspection and no issues were raised. No further actions required on this matter.

220517/29 To receive update on Planter for the War Memorial and agree actions

No further update received.

220517/30 To note agenda items for the next Parish Council Meeting

- Review of updated Assets Register
- To consider the new Community Snowball App
- To review Tenancy agreements for Allotments and Sheds
- To approve the Risk Management Policy

220517/31 COUNCIL RESOLVED 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 item:

220517/32 To consider future staffing matters and agree actions

COUNCIL AGREED to continue with the current agreement with Locum Clerk.

The Chairman concluded the meeting at 10pm and thanked everyone for their attendance.

Next Parish Council Meeting: **14 June 2022, 7pm** in the Village Hall. (Please note change of time).

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Chairman

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Date

APPENDIX A

Payee	Details	Net amount	VAT	Total	Purpose	Authority
Southern Electric	DD	£7.21	£0.34	£7.51	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 – May payment	LG(MP)A 1976 s.19
B & W Hire Ltd	FPO	84.00	£16.80	£100.80	Toilet hire (Allotments) 24.3.22 – 31,3,22	LGA 1972 s.111
Play Safety Ltd	FPO	£80.50	£16.10	£96.60	ROSPA Play Safety Inspection	PHA 1875, S.164
GAPTC	FPO	£244.90	£0	£244.90	Internal Auditors Report	LGA 1972 s.111
BHIB	FPO	£491.25	£0	£491.25	Insurance Renewal	LGA 1972 s.111
Ruth Waller	FPO	£583.80	£0	£TBC	Locum Clerk Salary	LGA 1972 s112 (2)
HMRC	CHQ no.505	£56.80	£0	£TBC	NI and TAX on Locum Clerks Salary	LGA 1972, s.112
Keith Page	FPO	£185.54	£37.10	£222.64	Reimbursement for Goods Purchased for Allotments	SHAA 1908, ss23,25
Eurooffice	FPO	£44.52	£8.90	£53.42	Office Stationery	LGA 1972 s.111

APPENDIX B

ALDERTON PARISH COUNCIL					
BANK RECONCILIATION					
Period to: 30th April 2022					
Lloyds TSB Current & Deposit A/cs					
			£	£	
Balance per Treasurers Acc	30th April			3233.37	
Balance per Business Acc	30th April			<u>24835.40</u>	
				28068.77	
Less:					
outstanding/unpresented cheques					
				0.00	
Reconciled balance					
				28068.77	
Cash Book Summary					
Opening balance 1.4.22					
				17272.34	
Add: receipts to date					
		12185.03			
Less: payments to date					
		1388.60			
				28068.77	
Cash Book balance					
				28068.77	