

ALDERTON PARISH COUNCIL

Locum Clerk: Ruth Waller, Copperfields, Colman, Temple Guiting, GL54 5RT
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DRAFT MINUTES: of a Parish Council meeting held in Alderton Village Hall, Alderton, on Tuesday 14 June 2022 at 7pm.

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

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

The Chairman opened the meeting by thanking Cllr. Page for his many years' service and dedication as Chairman to Alderton Parish Council.

The Council is currently electing a chairman to stand on a two-monthly basis,

220614/01 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 and J. Murphy.

The Clerk confirmed that the meeting was quorate.

220614/02 To Co-opt a Member onto the Parish Council and to receive the Declaration of Acceptance of Office

No candidates present.

220614/03 To receive comments from members of the public

Request received from a student in relation to the Neighbourhood Development Plan (NDP).

Action: Clerk to respond to the student's email, providing contact details for the relevant Members.

220614/04 To consider email correspondence from a resident and agree actions

Email 1: Clerk to respond by stating that historically residents are encouraged to mow outside their properties if they are able.

Action: Clerk to inform resident of the above response.

Email 2: The Council is unable to locate the pear tree referred to. The decision regarding the removal of the holly tree was made on site and there was no cost implication.

Clerk advised Council, in accordance to the guidance issued by the Information Commissioners Office (ICO), to provide the information requested by the resident.

COUNCIL AGREED to provide further information would be provided about work completed on site.

Action: Clerk to email resident again inviting him to attend Council meetings and to remind him of his public right to view the accounts.

Email 3: **COUNCIL AGREED** no further response was required to this email.

220614/05 To receive Declarations of Interest in items on the agenda

Cllr. Rayton declared an Interest relating to Agenda Item 12 – allotments. Clerk advised that, as there was not a dispensation in place, Cllr. Rayton should leave the meeting at that item.

220614/06 To confirm and sign the minutes of the Annual Meeting of the Parish Council held on 17 May 2022

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

220614/07 To receive the Clerk's Report

The Clerk's Report had been circulated to Members prior to the meeting and its contents noted.

- 220614/08** To review delegation arrangements to the Clerk and receive details of decisions made under delegated authority since the last meeting on 17 May 2022
A document had been circulated to Members prior to the meeting, setting out a Scheme of Delegation as recommended by GAPTC.
COUNCIL AGREED to renew the arrangements agreed at the Council meeting held on 21 December 2021.
- Any matters requiring a decision would be agreed via email if possible, otherwise decisions will be delegated to the Clerk, Chairman and Vice-Chairman as per Alderton Parish Council's current Standing Orders (para 19, Delegation to Proper Officer).
 - Payments would be agreed via email to all the Parish Councillors and two Councillors will authorise the online payments through Lloyds Bank.
- 220614/09** **To receive a report from the Borough Councillor**
Tewkesbury Borough Cllrs. Mason and Murphy had sent their apologies prior to the meeting. No report received.
- 220614/10** **To receive a report from the County Councillor**
No report received.
- 220614/11** **Finances – documents circulated prior to the meeting**
- a) **COUNCIL APPROVED** the bank reconciliation for 31 May 2022. (Appendix A)
- b) **COUNCIL APPROVED** the June Payments list (Appendix B).
COUNCIL APPROVED an additional payment of £36.34 to Cllr. Broderick as the Jubilee event organiser to cover overspend. All other costs were covered by the Lottery Funding. Total payment to Cllr. N. Broderick therefore totalled £2136.48.
COUNCIL AGREED, in conjunction with the event organiser, that any excess funds raised from the Jubilee event would be donated to ACT towards future village events. Thanks were given to the organisers, volunteers and Lottery Funding for this successful event.
The following receipts were noted:
- Allotment rent: £21
 - Tewkesbury Borough Council CIL Neighbourhood Funding under payment from 9 Beckford Road: £4000
 - Interest: £0.15
- Standing Orders/Direct Debits** previously agreed by the Parish Council were confirmed as follows:
- Southern Electric: £7.51 p/m
 - Information Commissioner's Office (ICO): £35 Annual Renewal in June
 - EDF Energy; Payment dependant on Meter Reading
- Action: Clerk to investigate current electricity usage and billing.
- c) **To approve updated Asset Register**
Clerk reported that no further information had been received relating to the roller. Item deferred until next Council meeting.
- 220614/12** **To review subscriptions to other bodies**
COUNCIL AGREED subscriptions to:
- Gloucestershire Association of Parish and Town Councils (GAPTC): Annual subscription of £217.46 approved on 19 April 2022.
 - Gloucestershire Rural Community Council (GRCC): Annual subscription of £25 approved on 19 April 2022.
 - Campaign to Protect Rural England (CPRE): Annual renewal of £36 approved February 2022.
- 230614/13** **To approve the Risk Management Policy**
COUNCIL APPROVED the Risk Management Policy.

- 220614/14 Planning**
a) To receive update report on the CALA homes development
None received.
b) To receive an update on other Planning Matters
Council noted that the Tewkesbury Local Plan had now been adopted.
- 220614/15 To consider the new Community Snowball App and agree actions**
COUNCIL AGREED this was a positive initiate and would sign up for the initial holding page. Information could then be added once the App is running.
Action: Clerk to register with the Snowball App on behalf of the Parish Council.
- 220614/16 To agree appointment of Councillors to existing committees**
Item deferred until further discussion from the working group.
- 220614/17 To agree appointment of Allotment Supervisor**
Item deferred until further discussion from the working group.
- 220614/18 Allotments**
a) To approve Tenancy agreements for new Allotments holders and Sheds
COUNCIL APPROVED the tenancies agreements subject to further approval from the National Allotment Society (NAS).
b) To consider any other matters relating to the Allotments and agree actions
Vacant plots were now ready to be allocated.
Following inspection, a few plots raised concern regarding weeds and rubbish accumulating.
Action: Clerk to contact allotment holders if there is no improvement by 13 July.
Cllr. Rayton reported that, in relation to the outstanding invoice, the contractor would be compiling a more detailed breakdown of the works and costs involved with the completion of the allotment track
- 220614/19 To note any Highways matters raised and agree action**
A damaged road sign on the B4077 next to the garage had been reported.
No further update from Highways Department had been received relating the positioning of Planter for the War memorial.
- 220614/20 To consider any matters relating to the Changing Facility and Playing Field and agree actions**
One minor fault on the Marco Polo Unit had been reported that week. This was probably due to shrinking of timber in hot weather but would be checked again.
Action: Clerk to forward any issues reported to Members immediately to ensure they are dealt with in a timely manner.
- 220614/21 To note agenda items for the next Parish Council Meeting**
None raised at the meeting.

The Chairman concluded the meeting at 9.20pm and thanked everyone for their attendance.

Next Parish Council Meeting: **19 July 2022, 7pm** in the Village Hall. (Please note change of time).

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

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Chairman

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Date

2022/23 Meeting Dates: - 19 Jul, 16 Aug, 20 Sep, 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 31 MAY
2022

Lloyds TSB Current & Deposit
A/cs

£

£

Balance per
Treasurers Acc 31-May
Balance per
Business Acc 31-May

5007.89

24835.55

29843.44

Less:

outstanding/unpresented
cheques

0.00

**Reconciled
balance**

29843.44

**Cash Book
Summary**

Opening balance
1.4.22

17272.34

Add: receipts to
date

16206.18

Less: payments
to date

3635.08

29843.44

**Cash Book
balance**

29843.44

APPENDIX B

Payee	Details	Net amount	VAT	Total	Purpose	Authority
Southern Electric	DD	£7.21	£0.34	£7.51	Phone box electricity (Defib) 2.5.2022 - 1.6.2022	PHA 1936, s,234
EDF Energy	DD	£72.00	£18.00	£90.00	Changing Facility electricity – May	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
Ruth Waller	FPO	£TBC	£0	£TBC	Locum Clerk Salary (June)	LGA 1972 s.112 (2)
HMRC	CHQ	£TBC	£0	£TBC	NI and TAX on Locum Clerks Salary	LGA 1972, s.112
ICO	DD	£35	£0	£35	Annual Renewal of Data Protection Fee	LGA 1972 s.111
Parish Online	FPO	£60	£12	£72	Online Mapping Facility	LGA 1972 s.111
Water Plus	FPO	£27.95	£0	£27.95	Water Supply: Changing Rooms	LG(MP)A 1976 s.19
N. Broderick	FPO	£2102.62	£33.86	£2136.48	June Jubilee Event (Expenses)	LGA 1972, s.145(1)(a)