

# Alderton Parish Council

Minutes of the Parish Council Meeting held at Alderton Village Hall on  
Tuesday, 15<sup>th</sup> August 2023 commencing at 7.00pm.

Email: [aldertonpc@gmail.com](mailto:aldertonpc@gmail.com) www. Aldertonparishcouncil.org.uk

**Present:** N Broderick (Acting Chair), M West, P Woodman, M Davies, J Kettle, D Rayton, J Mason  
**Apologies:** D Gray  
**In attendance:** Parish Clerk and 2 members of the public (the Village Hall & Allotment Association representatives)

**230815/01 To elect a Chair and sign Acceptance of Office Form**

It was resolved that Nicola Broderick be elected for Acting Chair with immediate effect. Proposed by Councillor West, seconded by Councillor Rayton. Councillor Broderick accepted position and signed the Acceptance of Office.

**230815/02 Apologies for absence**

Apologies were received from Councillor D Gray

**230815/03 Declarations of interest:**

Declarations were received from Councillor D Rayton for **230815/10** 22 St Margarets Road & 8 Church Road

**230815/04 To receive comments from members of the public –**

Village Hall representative delivered an update and informed council of the following:

- Surveyor recommend a structural engineer report.
- Structural engineer report identified that the crack along the internal wall is unlikely to be due to subsidence, possibly due to internal wall storage, not serious.
- Seeking quotes from architects to appoint to carry out drawings. Priority for second usable space that can be accessed separately during the day during preschool times.
- TBC - Community and Place Development Officer (East Area) advising on additional funds that may be available. £10K CIL money given by APC, can be used to cover fees. Scale of the renovation is dependant on how much funding they receive.
- Village Hall committee seeking clarification of ownership of hall and land. Clifton Homes 1997. Land donated by the PPC.

**Action** Councillor Broderick to look at land ownership.

**230815/05 To approve the minutes of the Parish Council meeting held on 18<sup>th</sup> July 2023 and agree actions on matters arising from this meeting.**

The minutes of the meeting held on 18th July 2023 were agreed and signed by the Acting Chair.

**230815/06 To receive reports from matters arising from previous meetings:**

<p>a. Maintenance of Parish Council Assets</p> <ul style="list-style-type: none"> <li>I. Benches (Clerk/PW)</li> <li>II. Playing field fence rail &amp; gate (MD)</li> <li>III. Broken notice board lock (JK)</li> <li>IV. Speed Sign (MD)</li> </ul>	<ul style="list-style-type: none"> <li>I. 2 quotes received for painting 4 benches: £650 and £480 <b>Action</b> Councillor Rayton to review state of the benches to establish if benches should be maintained or replaced. <b>Action</b> Councillor Woodman to request a quote for 2 new hardwood benches <b>Action</b> Clerk to request quotes for maintenance painting of 2 benches</li> <li>II. <b>Action</b> Councillor Davies to replace playing field rails</li> <li>III. Greenbarnes reviewed and acknowledged the issue with the broken notice board door. Awaiting repair.</li> <li>IV. Awaiting response from Southam and D.Gray</li> </ul>
<p>b. Playing Field</p> <ul style="list-style-type: none"> <li>I. Ashton FC update (JK/MD)</li> <li>II. AFC storage unit (Clerk)</li> <li>III. Safety Surface repair (MD)</li> <li>IV. Play area inspections (Clerk)</li> <li>V. Fencing off play area <ul style="list-style-type: none"> <li>a. Quotes (Clerk/MD)</li> <li>b. CIL money update (MW)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>I. Ashton FC season restarted <b>Action</b> Clerk to send out new hire agreement &amp; confirm days</li> <li>II. AFC have returned the keys returned. Needs to be cleared. <b>Action</b> Councillor Davies to contact TFCA about storing equipment within changing facility</li> <li>III. Awaiting Greenfields quote for play surface repair and confirmation whether the gate can be repaired</li> <li>IV. Email sent to play area volunteers, awaiting response from 2 volunteers, Clerk to follow up.</li> </ul>

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	V. Awaiting Greenfields quote for different options for fencing. Estimated around £10,000 to include a Playsafe gate & an access entrance. Confirmed that the pitch would not have to be moved
c. Highways concerns road signs & markings (Clerk/MD)	Pothole repair - complete Alderton signage - waiting
d. Allotments I. Permission for compostable toilet & 3 additional standpipes (Clerk/PW) II. Repair & maintenance schedule for old village shop (DR) III. Increased security to allotments (PW)	I. Awaiting permissions for compostable toilet and standpipes from GCC. II. <b>Action</b> Councillor Rayton to draw up a schedule of by next meeting III. Quote received for digital lock for main entrance. The gate post would need to be replaced and moved. AAA to feedback on having the site locked overnight Possible erection of security signage
e. Concerns over Willowbank road by CALA 2 development (NB)	Fence posts have been removed. <b>Action</b> Councillor Broderick to check the 278 agreement and find out how the culvert drain will be protected.
f. Community Right to Bid (Clerk/JK)	Clerk waiting to hear if Community Right to bid was officially submitted in November 2022. <b>Action</b> Councillor Kettle to request meeting with Oak hill head to discuss Community Right to bid of school field.

## 230815/07 County and Borough Councillors' reports

Councillor Mason gave his report and informed council of the following:

- Planning in Fiddington was declined
- Review of the Joint Core Strategy
- New approach to the Tewkesbury Garden Town has been voted in with a commitment to increased community engagement, and improved collaboration with partners and developers, has been voted

## 230815/08 s106 Community Infrastructure. The Borough Council require feedback to be discussed formally by the council and then confirmed in writing.

Allotments – There is no current waiting list but there has been a continuous interest in people taking on plots, including new residents from the CALA2 development. Although there is no space around the site to increase the number plots, a few larger plots have the potential to be divided into smaller ones if required. The council have been working with the Alderton Allotment Association (AAA), who have helped identify areas that could be developed to enrich and cultivate the allotment community and therefore enhance the desirability of having an Alderton allotment plot. Ideas include refurbishing the old village shop sited near the top car parking area. Making it safe and installing water and electricity would create a community space to shelter, make refreshments and host events such as seed swapping and surplus produce sharing. A compostable toilet (estimated cost £10,000) would also be a huge benefit to the allotment, providing facilities to the plot holders all year round and reduce the ongoing running cost fronted by the council in hiring a portable toilet to the site during the summer months. There has also been a request for the installment of three additional standpipes around the site, to provide better and easier access to water for some plot holders.

The Village Hall & community activities - The village Hall committee have outlined their desired plans to reconfigure the village hall into a multifunctional space for social, sporting, recreational or other appropriate events, for the benefit of the residents of Alderton. The village hall currently runs Yoga and Pilates classes, being able to provide attendees with equipment such as mats would help make these classes more accessible and inclusive to all residents. There is potential for starting new activities such as short mat bowls, if suitable flooring and equipment were available. Increasing the options of sporting activities such as this would hugely benefit the village community and improve physical and mental health.

The Playing Pitch – The village school and local football teams use the pitch and its facilities all year round. Keeping the pitch in a safe condition due to a mole issue is an ongoing challenge for the council. Improving the infrastructure of the parking area at the playing field, which are not covered by Parish Councils precept, would enable more suitable parking and access to the pitch during winter months. Currently the wet winters makes this area too muddy to be suitable for parking, which results in people having to find alternative parking along the road and in the nearby residential housing estate, which is not desirable.

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**Action** Clerk to respond to TBC - Community and Place Development Officer (East Area) with formal discussion of 106 Community Infrastructure

**Action** Clerk to confirm with TBC the 106 money for the CALA2 development and details on how the money can be spent

## 230815/09 To decide on actions required from the Community Infrastructure Levy update

**Action** Councillor West to review CIL/106 payments received and spend

**Action** Clerk to complete the Monitoring Spreadsheet by 31<sup>st</sup> December

TBC - Community and Place Development Officer (East Area) to attend September meeting to discuss communicating and assessing the villages' needs.

**Action** Clerk to confirm meeting with TBC - Community and Place Development Officer (East Area)

## 230815/10 To agree and note Planning Matters –

An update of the current Planning Applications was reviewed, and the following comments were made on current outstanding applications:

*\*Councillor D Rayton left the hall during the discussions regarding 22 St Margarets Road & 8 Church Road*

Reference	Location	Description	Result
22/00624/OUT	Land east of St Margarets Drive, Alderton	Outline Planning application for the demolition of 16 St Margaret's Drive and the erection of up to 55 dwellings, associated infrastructure, landscape and biodiversity enhancements, all matters reserved except for access to St Margarets Drive	TBC declined Judicial review. Rainier Planning Officer confirmed the archeological trial trenches were the extent of activity until a developer is identified. <b>Action</b> Councillor Broderick to review the Reserved matters application
22/00998/FUL	Land Behind 52- 74 Willow Bank Road Alderton	Full planning application for the erection of 56 dwellings with associated infrastructure and amenities along with demolition of an existing dwelling on land to the west of Willow Bank Road, Alderton	Number of houses reduced to 48 To go to the October committee <b>Action</b> Councillor Broderick To write letter of objection based on sustainability arguments and social cohesion. Ask D Gray to speak at the meeting.
23/00204/FUL	Land at Dibden lane, Alderton	Proposed rural exception site comprising 26 affordable homes and associated works	No new information submitted. Councillor Broderick submitted formal objections to planning officer
23/00623/FUL*	8 Church Lane, Alderton	Reform 3 dormers. Retile entire roof pitches and repair rendered walls. Replace rainwater gutters and downpipes.	Conservation officer improvements made. No issues.
23/00720/FUL*	Land Adjacent To 22 St Margarets Road St Margarets Road Alderton	Proposed dwelling and altered access	Concerns include Access to property, Dormers/Window looking over neighboring properties, no heritage statement to consider listed building and setting. Original proposal was before Annies house was listed (87) <b>Action</b> Councillor Broderick to submit concerns as comments

## 230815/11 To agree or note matters relating to the Playing Field and Changing Facility

- a. It was resolved that TAFC can provide some additional security for the changing room facility free of cost

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- b. It was resolved that no claim would be made for a replacement diesel generator, as excess costs exceeds costs to hire such equipment
- c. It was resolved that TAFC can carry out an interim grass cutting, provided that a copy of license, insurance and risk assessment are provided

**Action** Councillor Davies to request the above documentation from TAFC

## 230815/12 Allotment Matters

- a. AAA to feedback has been included in the new Tenancy agreement draft to be completed and issued in September.  
It was agreed to reduce the notice period for changes to plot rents from 12 months to 3 months.
- b. It was agreed not to increase allotment rents at this time.
- c. AAA gave a report and informed council of the following:
  - Greenfields Trust grant received to replace the old compost bays with new bays for manure and woodchips
  - An AAA representative will attend future Parish Council meetings
  - Next AAA meeting to be held Monday 21<sup>st</sup> August

## 230815/13 To agree or note Highway Matters

- a. Gareth Watkins has been confirmed as snow warden. No additional salt required  
**Action** Clerk to confirm details with Highways
- b. Verge cutting completed by Highways
- c. Resident correspondence regarding the Willowbank Road repair  
**Action** Coucilor Broderick to review that CALA2 have completed the offsite highway works to the extent required by the highway authority.  
**Action** Clerk to respond to resident

## 230815/14 Receive Correspondence for action & noting

- a. It was resolved that there are no suitable areas for replanting on highways land.
- b. It was resolved that due to vacant seat within the Parish Council, the Casual Vacancy Procedure needs to be followed  
**Action** Clerk to email notice of vacancy

## 230815/15 Finances

- a. **To receive the current state of accounts @ 31<sup>st</sup> July 2023.** Current Account balance = £1440.58, Deposit Account = £16555.44, Business Account (CIL) = £62427.31. Budget v Actual attached at end of minutes.
- b. **To approve payments and note receipts.** Copies of July 2023 bank reconciliation had been circulated to parish councillors prior to the meeting. Reconciliation attached at end of minutes.

**Council Approved** the August Payments list. Receipts were noted. Councillor Kettle to set up the online FPOs and Councillor West and Councillor Broderick to authorise.

Chq no	Payee	Description	Authority	Amount	VAT	Total value
DD	Southern Electric	Phone box electricity 3/5/23 – 1/6/23	PHA 1936, s.234	12.05	0.60	<b>12.65</b>
DD	EDF Energy	Electricity for changing facility	LG(MP)A 1976 s.19	32.00	0.00	<b>32.00</b>
<b>FPO</b>	<b>B &amp; W Hire Ltd</b>	<b>Allotment toilet hire – 1/7/23 – 31/7/23</b>	<b>LGA 1972 s.111</b>	<b>84.00</b>	<b>16.80</b>	<b>100.80**</b>
FPO	Greenfields Garden Services	Playing Field Ground maintenance – July	LG(MP)A 1976 s.19	200.00	40.00	<b>240.00</b>
FPO	C Bridges	Clerk's salary – Aug 2023 £680.73 with July adjustment (-£2.62). Increased to 13 hours per week	LGA 1972 s.112(2)	<b>678.11</b>	0.00	<b>678.11</b>
FPO	HMRC	NI Clerk salary - June	LGA 1972, s.111	<b>18.38</b>	0.00	<b>18.38</b>
FPO	HMRC	NI & Tax on Clerk salary - July	LGA 1972, s.111	<b>114.80</b>	0.00	<b>114.80</b>
FPO	HMRC	NI & Tax on Clerk salary - August	LGA 1972, s.111	<b>177.56</b>	0.00	<b>177.56</b>

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FPO	GAPTC	Internal Audit service	LGA 1972 s.111	180	0.00	<b>180.00</b>
FPO	WaterPlus	Allotment water	LG(MP)A 1976 s.19	51.86	0.00	<b>51.86</b>
FPO	M Davies	Expenses. Replacement padlocks for the playing fields	LGA 1972 s.111	27.50	5.50	<b>33.00</b>
FPO	A&E Security	Changing facility servicing – fire alarms & emergency lighting	PHA 1936, s,234	86.50	17.30	<b>103.80</b>

**\*\*Banking error. July B & W invoice for £105.60 was paid twice. B & W have accepted the second payment against the August invoice and issued a £4.80 credit on our account.**

**July receipts received:**

Date	Source	Purpose	Amount £
03/07/2023	Allotment tenant	Allotment rent	30.00
10/07/2023	Lloyds Bank	Interest on Business Banking Account	10.75
10/07/2023	Lloyds Bank		42.39
<b>Total</b>			<b>83.14</b>

- c. Internal Controls to be carried out quarterly.

**Action** Clerk and Councillor Kettle to carry out Internal Controls check outside of meeting

**230815/16 To review and approve the following documents:**

- a. Allotment risk assessment was completed by Councillor Rayton and Councillor Woodman. The Parish Council agreed to adopt the Allotment Risk Assessment with the addition of Ruts in the allotment track

It was agreed that a skip would be required for the removal of rubbish left on some vacated plots

**Action:** Clerk to post updated Risk Assessment on Parish Council website

**Action:** Clerk and Councillor Woodman to source quotes for skip hire

**230815/17 To note agenda items for next meeting 19<sup>th</sup> September**

Document review of Complaints procedure and Document retention to be circulated prior to meeting

Meeting closed at 23.15pm. Date of next Meeting: 19<sup>th</sup> September 2023 commencing at 19.00pm, in the Village Hall.

.....  
Chairman

.....  
Date

**2023 Meeting Dates:** 19<sup>th</sup> Sept, 17<sup>th</sup> Oct, 21<sup>st</sup> Nov, 19<sup>th</sup> Dec

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**BANK RECONCILIATION**

Period to: 31st July 2023

<b>Lloyds TSB Current &amp; Deposit A/cs</b>	£	£	
Balance per Treasurers Acc	31st July	1440.58	

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Balance per Business Acc	31st July	16555.44	
Balance per Business Acc	31st July	62427.31	80423.33
Less:			
Outstanding/unpresented cheques	0	0.00	0.00
<b>Reconciled balance</b>			<b>80423.33</b>
 <b>Cash Book Summary</b>			
Opening balance 1.4.23			31429.98
Add: receipts to date		56239.62	
Less: payments to date		7246.27	80423.33
<b>Cash Book balance</b>			<b>80423.33</b>

## BUDGET v ACTUAL Year 23/24 – July 23

2022/23	2023/24 Financial Year			
Actual £	Budget £	Receipts	Actual £	Difference £
17272.34	14033.6	Carried forward	31430	17396
18480	19040	Precept	9520	-9520
2543.66	2500	Allotment rents	204	-2297
420	800	Changing Facility Receipts	0	-800
286.44	270	Grass Verges	0	-270
51.32	100	Interest	134	34
13987.93	89891.38	CIL/S106 play pitches	44946	-44946
572.76	0	S106 play facility	0	0
261.04	270	Solar Receipts	133	-137
2403	0	Other funding/grants	0	0
2289.01	2500	Vat reclaim	1304	-1196
<b>58567.8</b>	<b>£ 129,405</b>	<b>Total income</b>	<b>£87,670</b>	<b>-41735</b>

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		<b>Payments</b>		
8132.02	8000	Staff Salary	1251	6749
1168.04	0	HMRC	310	-310
282.91	500	Admin Expenses	48	452
444.9	500	Audit	0	500
519.09	575	Insurance	574	1
411.28	500	Hall Hire	224	276
340	825	Grass Verges	0	825
1640.21	2100	Playing Field Maintenance	1375	725
0	0	Playing Field - Pitches S106	0	0
0	0	Playground Improvements S106	0	0
0	1920	Play Area Repair Reserve	120	1800
0	0	Changing Facility - solar	0	0
0	500	Mower Replacement Reserve	0	500
1339.85	2000	Changing Facility - maintenance	624	1376
1875	1250	Allotments - GCC rent	625	625
544.01	550	Allotments - water etc	0	550
3706.3	500	Allotments - maintenance	570	-70
2102.62	0	Village Events		
802.78	500	Village Assets - maintenance	240	260
582.1	500	Subscriptions	308	192
304.27	500	Training	0	500
35	50	Data Protection	35	15
0	3000	Professional Fees Reserve	0	3000
61.45	0	Village Communications	0	0
95.15	100	Defibrillator	0	100
0	500	B4077 Road Safety	0	500
0	3456	Planning Reserve	0	3456
911.65	0	IT Equipment	499	-499
0	0	S137	0	0
77.26	150	Phone Box electricity	44	106
0	5000	General Reserve	0	5000
1761.93	2500	VAT paid	400	2100
<b>27137.82</b>	<b>£ 35,976</b>	<b>Total Expenditure</b>	<b>£7,246</b>	<b>£ 28,730</b>