

Alderton Parish Council

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Minutes of the Parish Council Meeting held at Alderton Village Hall on Tuesday, 19 December 2023 commencing at 7.00pm.

Present: J Kettle (Acting Chair), N Broderick, M West, P Woodman, , D Rayton
Attendance: Parish Clerk and 2 members of the public. County Cllr Gray, Borough Cllr Mason & Cllr Madle

- 231219/01 To Elect a Chair and sign Acceptance of Office form**
COUNCIL RESOLVED that Cllr Kettle be elected for Acting Chair with immediate effect. Proposed by Cllr Broderick and seconded by Cllr West. Cllr Kettle accepted the position and signed Acceptance of Office.
- 231219/02 Apologies for absence**
Apologies were received from Cllr M Davies.
- 231219/03 Declarations of interest:**
Declarations were received from:
Cllr D Rayton for **231219/09d** - 22 St Margarets Rd
Dispensation Cllr Woodman - Allotments
- 231219/04 To receive comments from members of the public**
None received.
- 231219/05 To approve the minutes of the Parish Council meeting held on 21st November 2023**
The minutes of the meeting held on 21st November 2023 were **AGREED by COUNCIL** and signed by the Acting Chair.
- 231219/06 To review the funding request for the Village Hall redevelopment project**
Councillors received the funding proposal, which was circulated prior to meeting. Village Hall Chair was present to answer councillors questions.
- Existing historic information of the village hall exists, which could facilitate the project and survey.
 - Funding request of £10,521 of CIL money to fund architect appraisal/assessment stage. It was noted that the Village Hall does have savings, which are to be used for funding options for carrying out the redevelopment.
 - It was confirmed that the Village Hall Committee would manage the project not the Parish Council.
 - It was noted that the chosen architect may have a connection with Charles Church development.
 - Architect schedule has an allowance for community consultation. Considerations include making the village Hall sustainable to keep costs low. Community consultation would need to weigh up cost against village need
 - It was noted that the CIL money clawback date would be before a possible build (option 3)
- ACTION** Village Hall Chair to invite Architect to January meeting
- 231219/07 County Councillor Report and Borough Councillors' reports:**
Cllr Gray gave a County Council report and informed the council of the following:
- The Budget is out for consultation. Outlines £600 million budget for the county, with a 3% uplift core and 2% to address adult social care, where hyper-inflation has increased costs and demand. The is an increased need of special needs education facilities, including transportation to establishments.
 - GCC is in a good financial health with a balanced budget 23/24 and 24/25. Javlin Park incinerator, generating 15-19 million to budget.
 - Cancellation of HS2 should benefit Gloucestershire; bus service improvement plan, pot holes and resurfacing.
 - Local roads scheme includes Broadway road and Teddington Hands roundabout.
 - New reporting pothole system is live.
 - There continues to be issues around road safety, with a high level of young tragedies.
 - Road conditions expected to deteriorate due to adverse weather
- Cllr Madle gave a Borough Council report and informed the council of the following:
- Garden Town Communities Charter is out for review. Forecasting and build of infrastructure focussing on communities with services.
 - Approved the Medium Term Financial Strategy (MTFS), financial years 24/25 and 25/26 looks OK, unknown beyond this based on unknown funding. Council reserves are acquiring interest.
- 231219/08 To receive an update on maintenance of Parish Council Assets:**
- Benches** – **COUNCIL AGREED** to defer this item until the January meeting
 - Speed Sign (VAS)** – **COUNCIL AGREED** to defer this item until the January meeting
 - Repair of old village shop** - 2 quote received, awaiting final quotation.
ACTION Cllr Rayton to check quote against schedule of work

231219/09

To discuss planning application and agree actions

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

Reference	Location	Description	Update
a. 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	No update
b. 22/00998/FUL	Land Behind 52-74 Willow Bank Road Alderton	Full planning application for the erection of 48 dwellings with associated infrastructure and amenities along with demolition of an existing dwelling on land to the west of Willow Bank Road, Alderton	No update
c. 23/00204/FUL	Land at Dibden lane, Alderton	Proposed rural exception site comprising 26 affordable homes and associated works	Awaiting amended plans Comments submitted
d. 23/00720/FUL	Land Adjacent To 22 St Margarets Road St Margarets Road Alderton	Proposed dwelling and altered access	Second scheme redesign withdrawn following raised objections
e. CALA 2 Development	Willow Bank road	Concerns over road boundary	Black & white bollards have been erected. ACTION Cllr Broderick to contact CALA2 regarding landscaping plans indicating hedging verge boundary & 278 agreement
f. 23/01148/PIP	Land To West Of Willow Bank Road Alderton	Residential Development for up to 9 houses	Site located in Flood zone 2 Planning refused previously at planning committee due to unacceptable access. Key Issues: <ul style="list-style-type: none"> • Not an accurate plan • Unlit rural lane with a lot of traffic detached from village amenities • Overground sewage pipe crosses the site that serves the village. Severn Trent ruling of 10 m exclusion zone around the pipe • Gradient issues and possible contaminated land due to historical unlicensed landfill ACTION Cllr Broderick to request an extension for comment (4 th Jan) followed by comments

231219/10

To agree or note matters relating to the Playing Field and Changing Facility**a. Play area inspections.**

- i. **COUNCIL NOTED** that the bumper pad on the self-close entrance gate has come off. Awaiting response from the supplier. This could be added to the upcoming play area repairs.
- ii. **COUNCIL NOTED** there is an issue with the solar panels tripping the FiT meter.
ACTION Cllr Kettle to follow this up with the supplier

b. Fencing off play area

Awaiting additional quotes.

ACTION All Councillors to try and attend a site visit to discuss options on 15/1/24 at 1pm.

ACTION Cllr Davies to circulate current quotes

- c. **Charity Football Match on 29/12/23**
COUNCIL NOTED that the annual charity football match is scheduled for the 29 December. Pitch requires mow and line painting. It was also noted that the pitch has numerous mole hills.
ACTION Cllr Kettle to liaise with event organize to schedule mow and line painting
COUNCIL AGREED to address the mole issue.
ACTION Cllr Kettle to obtain quote, which is to be circulated and agreed between meetings.

- 231219/11 **Allotment Matters**
a. **To receive update for a compostable toilet & 3 additional standpipes and consider actions.**
COUNCIL AGREED to defer this item until the January meeting
b. **Amendment notice for 10.1.1 of the Tenancy agreement**
ACTION Clerk to issue letter to plot holders following advice from NAS

- 231219/12 **Finances – documents circulated prior to meeting**
a. **To record income received up to 30 November 2023 and approve the December 2023 Payment**
COUNCIL APPROVED the December 2023 Payment list and payments since the last meeting.

Payments made since last meeting

Chq no	Payee	Description	Amount	VAT	Total value
DD	SSE Energy	Electricity for phone box	14.70	2.77	15.67
DD	EDF Energy	Electricity for changing facility	59.00	0.00	59.00
				TOTAL	74.67

December Payments list

Chq no	Payee	Description	Amount	VAT	Total value
FPO	C Bridges	Clerk's salary – December 2023 inc arears payment as agreed in Nov meeting	966.15	0.00	966.15
FPO	HMRC	NI & Tax on Clerk salary - December	329.49	0.00	329.49
FPO	PATA	Oct, Nov, Dec Payroll inc arears calculation	35.80	0.00	35.80
FPO	WaterCare Specialists Ltd	Changing facility water sample testing (x3)	195.00	39.00	234.00
FPO	WaterPlus	Water – Playing Field	30.33	0.00	30.33
				TOTAL	1595.77

- b. **To approve bank reconciliation**
COUNCIL APPROVED the bank reconciliation (Appendix A) for the current state of accounts 30 November 2023
Current Account balance = £5558.91
Deposit Account = £16945.66
Business Account (CIL) = £107,621.82
- c. **To receive the budget monitoring report**
COUNCIL NOTED the budget monitoring report (Appendix B)
- d. **To consider expenditure items for S106 and CIL monies and agree actions**
None received
- e. **To review Interest bank account options Lloyds**
COUNCIL AGREED to utilise a higher saving rates by moving money from the CIL account.
- Transfer £30K into the 95 day notice account at a rate of 2.95%.
 - Transfer £60K into the high interest saving at 5.08% not accessible until 14/02/25**
 - Leave remainder (£17,622) accessible in the current business account (1.3%).
- ACTION** Cllr Kettle to open two new higher interest accounts with Lloyds Bank

*** This interest saving rate had expired and was no longer available when checked following the meeting*

- 231219/13 **To receive details of items to be considered for the 2024/2025 budget and agree actions**
Four additional houses to be included in the village Precept calculation. No items received to be considered for expenditure other than what is currently under consideration for CIL spend.
ACTION Clerk to confirm inflation rate in January for Precept.
ACTION Clerk to draft 24/25 budget for financial sub-committee meeting with Cllr Kettle and Cllr West to present final Budget for review at the January meeting

- 231219/14 **To appoint internal auditor for 2024**
COUNCIL AGREED to appoint GAPTC as internal auditor for 2024 (FY 23/24)
ACTION Clerk to send appointment letter to GAPTC

- 231219/15 **To receive an update on the *How communities gather evidence and consult communities on Section 106 and CIL infrastructure priorities* workshop and agree actions**
COUNCIL AGREED to defer this item until the January meeting
- 231219/16 **To agree or note Highways Matters**
COUNCIL NOTED St Margarets Road closure on 07/02/24 (09.30 - 15.30) to be included in the Village Newsletter and on the Parish Council website
- 231219/17 **To receive correspondence for action & noting**
a. **Parishioner request for further information**
ACTION Clerk to respond with information
- 231219/18 **To consider the purchase of an additional defibrillator through the DHSC Defibrillator Scheme**
ACTION Clerk to review if CIL money can be used
- 231219/19 **To note agenda items for next meeting 16 January**
- Village Hall proposal
 - Parish Council assets – benches & VAS
 - Allotments – compostable toilet and standpipe update
 - Actions following the Community Consultation workshop on 29th November
 - 24/25 Budget review

Meeting closed at 23.10 pm. Date of next Meeting: 16 January 2024 commencing at 19.00pm, in Alderton Village Hall.

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Chairman

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Date

2024 Meeting Dates: 16 Jan, 20 Feb, 19 Mar, 16 Apr, 21 May, 18 Jun, 16 Jul, 20 Aug, 17 Sept, 15 Oct, 19 Nov, 17 Dec

Appendix A

Period to: 30 November 2023

Lloyds TSB Current & Deposit A/cs		£	£
Balance per Treasurers Acc	30 November		5558.91
Balance per Business Acc (CIL)	30 November		107621.82
Balance per Business Acc	30 November		16945.66
Internal Transfer:			
Business Acc > Treasurers Acc		5000.00	
Less:			
Outstanding/unpresented cheques	0		0.00
Reconciled balance			<u>130126.39</u>

Cash Book Summary

Opening balance 1.4.23	31429.98
Add: receipts to date	113371.85
Less: payments to date	14675.44
Cash Book balance	<u>130126.39</u>

November receipts received:

Date	Source	Purpose	Amount £
01/11/2023	Plot 6D 7C	Allotment rent	55.00
02/11/2023	Plot 1	Allotment rent	22.50
08/11/2023	Tewkesbury Athletic FC	Pitch hire	125.00
09/11/2023	Lloyds Bank	Bank Interest	24.05
09/11/2023	Lloyds Bank	Bank Interest	86.71
10/11/2023	Plot 10c	Allotment rent	25.00
20/11/2023	Plot 103a	Allotment rent	25.00
21/11/2023	Plot 12a (iv)	Allotment rent	15.00
Total			378.26

Appendix B

BUDGET v ACTUAL Year 23/24

2022/23	2023/24 Financial Year			
Actual £	Budget £	Receipts	Actual £	Difference £
17272.34	14033.6	Carried forward	31430	17396
18480	19040	Precept	19040	0
2543.66	2500	Allotment rents	1626	-874
420	800	Changing Facility Receipts	806	6
286.44	270	Grass Verges	0	-270
51.32	100	Interest	447	347
13987.93	89891.38	CIL/S106 play pitches	89891	0
572.76	0	S106 play facility	0	0
261.04	270	Solar Receipts	258	-12
2403	0	Other funding/grants	0	0
2289.01	2500	Vat reclaim	1304	-1196
58567.8	£ 129,405	Total income	£144,802	15397
		Payments		
8132.02	8000	Staff Salary	3971	4029
1168.04	0	HMRC	1154	-1154
282.91	500	Admin Expenses	202	298
444.9	500	Audit	210	290
519.09	575	Insurance	574	1
411.28	500	Hall Hire	308	192
340	825	Grass Verges	0	825
1640.21	2100	Playing Field Maintenance	2228	-128
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	1006	994
1875	1250	Allotments - GCC rent	1306	-56
544.01	550	Allotments - water etc	295	255
3706.3	500	Allotments - maintenance	812	-312
2102.62	0	Village Events		
802.78	500	Village Assets - maintenance	558	-58
582.1	500	Subscriptions	543	-43
304.27	500	Training	45	455
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	94	56
0	5000	General Reserve	0	5000
1761.93	2500	VAT paid	772	1728
27137.82	£ 35,976	Total Expenditure	£14,731	£ 21,245