

Alderton Parish Council

Minutes of the Parish Council Meeting held at Alderton Village Hall on
 Tuesday, 19th September 2023 commencing at 7.00pm.
 Email: aldertonpc@gmail.com www. Aldertonparishcouncil.org.uk

Present: N Broderick (Acting Chair), M West, P Woodman, M Davies, J Kettle, D Rayton, J Mason, D Gray,
 G Madel, D Gray
Apologies: None
In attendance: Parish Clerk and no members of the public

230919/01 Apologies for absence
 No apologies were received

230919/02 Declarations of interest:
 Declarations were received from:
 Councillor D Rayton for **230919/07d & e** 22 St Margarets Rd & 8 Church Rd
 Councillor M Davies for **230919/07g** 17 Franklin Road
 Councillor J Kettle for **230919/07f** 9a Beckford Road

230919/03 To receive comments from members of the public –
 None received

230919/04 To approve the minutes of the Parish Council meeting held on 15th August 2023
 The minutes of the meeting held on 15th August 2023 were agreed and signed by the Acting Chair.

230919/05 To receive reports from matters arising from previous meetings:

<p>a. Maintenance of Parish Council Assets</p> <ul style="list-style-type: none"> I. Benches II. Playing field gate III. Broken notice board lock IV. Speed Sign 	<ul style="list-style-type: none"> I. It was resolved to replace phone box bench & village hall bench (+ new base) and to carry out maintenance on the playing field & war memorial benches. Action Councillor Woodman to confirm quotes & fitting for 2 new benches Action The Clerk to obtain quotes for maintenance of 2 benches Action The Clerk request benches through CIL money II. Safety gate & surface repair quote received from current contractor It was agreed that quote for repair by current contractor was acceptable, repairs would be undertaken and that Councillor Davies would instruct contractor. III. Councillor Kettle has contacted supplier, still awaiting repair. Action Temporary latch to be fitted to keep safe IV. Posts have previously sited, approved and fitted by Gloucestershire County Council. Action Councillor Davies to recover and establish if speed sign in working order.
<p>b. Playing Field</p> <ul style="list-style-type: none"> I. Storage unit II. Safety Surface repair III. Play area inspections IV. Fencing off play area <ul style="list-style-type: none"> a. Quotes 	<ul style="list-style-type: none"> I. Skip required for storage unit clearance. Action Councillor Woodman confirm skip hire quote for allotment II. See 230919/05 a II III. Councillor Davies volunteered to become a volunteer play area inspector Action The Clerk to draw up inspection schedule IV. 106 received money update received Action The Clerk to confirm that this is appropriate for 106 spend Action Councillor Davies to source additional fencing quotes
<p>c. Allotments</p> <ul style="list-style-type: none"> I. Permission for compostable toilet & 3 additional standpipes II. Repair & maintenance schedule for old village shop III. Increased security to allotments 	<ul style="list-style-type: none"> I. Awaiting response. Action The Clerk to follow-up II. Councillor Rayton circulated a report of repair and maintenance work required. Action Councillor Rayton to source quotes Action Councillor Woodman to contact AAA to confirm useage and forward on the schedule of work

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	<p>III. Securing the gate at night with the combi lock. Encourage plot holders to use one entrance. Action Councillor Woodman to follow-up with AAA as an acceptable solution</p>
d. Concerns over Willowbank road by CALA 2 development	<p>CALA and Highways authority in discussions of appropriate boundary. Highways technical solution is black and white collapsible bollards Action Councillor Broderick to pursue hedging alternative</p>
e. Community Right to Bid	<p>Councillor Kettle contacted Oak Hill School to discuss to Right to bid and use of playing field. Action The Clerk to recirculate Nov bid paperwork</p>

230919/06

County Councillor Report:

Councillor David Gray gave his report and informed the council of the motion to ban all forms of hunting on the County Council rural estate.

The County Council are to instigate a follow-up meeting to review flooding and look upstream work, introducing hazel faggots and a biodiversity forum to be proactive in flood prevention/levitation.

Vote of thanks to those hosting Ukraine refugees in the county.

The medium term finances looks sound, with reasonable reserve for inflation pressures. Local councillor's have been budgeted an additional £10K for unlimited community money.

The success of Gloucestershire's summer of reservicing and tour de Britain event that took place.

Councillor Gray is urging the Road safety team to simplify funding requests for parish councils for traffic regulation orders.

The death toll has been reported to be rising in Gloucestershire in young and old people on rural roads.

Gloucestershire's public transport has received £3.8 million for buses

Borough Councillors' reports:

Councillor Mason reported that consulting on Garden Town has begun.

Gotherington planning appeal was successful. It is now accepted that TBC does not have a 5 year housing land supply.

The appointment of an officer for carbon neutrality, to reduce TBC carbon footprint to zero.

Councillor Madel reported a new planning director had been appointed at TBC.

The Crime Commissioner has reported a decrease in rural crime, however there has been a doubling of a doubling of the rural police officers from 2 to 4.

230919/07

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:

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	Archeological excavations completed.
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	Second set of comments submitted. Possible October committee Action Councillor Broderick to forward Councillor Grey the latest objections
c. 23/00204/FUL	Land at Dibden lane, Alderton	Proposed rural exception site comprising 26 affordable homes and associated works	Letter received from Highways listing several concerns

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d. 23/00623/FUL	8 Church Lane, Alderton	Reform 3 dormers. Retile entire roof pitches and repair rendered walls. Replace rainwater gutters and downpipes.	Permitted
e. 23/00720/FUL	Land Adjacent To 22 St Margarets Road St Margarets Road Alderton	Proposed dwelling and altered access	Objections submitted.
f. 23/00240/FUL	9b Beckford Road	Erection of a first-floor rear extension and installation of a rear roof dormer.	An appeal has been submitted. Action Councillor Broderick to review
g. 23/00726/CLP	17 Franklin Road	Installation of front and rear elevation VELUX windows	Permission being sought, Borough Council decision
h. 23/00684/FUL	Warren Farm, Toddington	Change of use of land	Action The Clerk to submit objection

230919/08

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

- a. Several complaints received for football matchday parking
Action Councillor Davies to share and recommend adopting a match day protocol with football team
Action Councillor West to submit an update to village newsletter

230919/09

Allotment Matters

- a. **It was agreed that** for the new Allotment Tenancy Agreement be adopted
Action – Clerk to issue new agreements for all plot holders

230919/10

Receive Correspondence for action & noting

- a. **It was agreed** there is no suitable location within the village for a D Day 80 Beacon
b. Submission of interest for funding for additional defibrillator at playing field
Action Councillor West seek advice from current responsible person
c. **Action** The Clerk to forward The Thriving Communities Grant information to the Village Hall committee

230919/11

Finances

- a. **The current state of accounts @ 31st August 2023 was received.** Current Account balance = £5125.22, Deposit Account = £11,567.69, Business Account (CIL) = £62473.49. The budget was reviewed. Budget v Actual attached at the end of minutes.
b. **It was resolved that** the following payments had been made since the last meeting. Payments were approved by Councillor Broderick and seconded by Councillor Kettle.

Chq no	Payee	Description	Authority	Amount	VAT	Total value
DD	Southern Electric	Phone box electricity 3/5/23 – 1/6/23	LGA 1972 s111	12.79	0.63	13.42
DD	EDF Energy*	Electricity for changing facility	LG(MP)A 1976 s.19	59.00	0.00	59.00*
FPO	B & W Hire Ltd	Allotment toilet hire – 1/7/23 – 31/7/23 credit note	PHA 1936 s.87	88.00	17.60	105.60
FPO	Greenfields Garden Services	Playing Field Ground maintenance – August	LG(MP)A 1976 s.19	200.00	40.00	240.00
FPO	C Bridges	Clerk's salary – September 2023	LGA 1972 s.112(2)	680.73	0.00	680.73
FPO	HMRC	NI & Tax on Clerk salary - September	LGA 1972, s.112	177.56	0.00	177.56
FPO	PATA UK	Payroll Service Jul, Aug & Sep	LGA 1972, s.111	25.80	0.00	25.80
FPO	C Bridges	Expenses. Amazon Printer ink	LGA 1972, s.111	60.97	12.20	73.17
FPO	WaterPlus	Playing Fields water	LG(MP)A 1976 s.19	52.78	0.00	52.78
FPO	K Clarke	Changing rooms clean 3.5 hrs	LGA 1972, s.112	60.00	0.00	60.00
FPO	M Watts-Jones, Light Digital	Domain renewal (2yrs) Aldertonparishcouncil.org.uk	LGA 1972, s.111	23.98	4.80	28.78

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FPO	The National Allotment Society	Membership renewal	LG(MP)A 1976 s.19	55.00	11.00	66.00
FPO	PKF Little John LLP	Limited Assurance review of AGAR (external audit)	LGA 1972, s.111	210.00	42.00	252.00

***It was noted** that the monthly direct debit payment for the Changing facility electricity has increased. Usage to be monitored over 6 months.

August receipts received:

Date	Source	Purpose	Amount £
09/08/2023	Lloyds Bank	Interest on Business Banking Account	12.25
09/08/2023	Lloyds Bank	Interest on Business Banking Account	46.18
09/08/2023	TAFC	Pitch hire Jul & Aug	250.00
Total			308.43

- c. Quarterly Internal Controls completed by Councillor Kettle.
Action The Clerk to add transfer of funds between budgets to future minutes
- d. Workshop on spending CIL and 106 and community engagement
Action The Clerk to confirm interest and circulate details
- e. Completion of the limited assurance review for year end March 23 by PKF LittleJohn LLP.
Action The Clerk to post Notice of conclusion of audit

230919/12

To discuss and approve the following Alderton Parish Council Policies:

- a. Complaints Procedure. It was resolved that this policy be approved.
Proposed Councillor Broderick. Unanimous
- b. Document Retention. It was resolved that this policy be approved
Proposed Councillor Broderick. Unanimous
- c. **Action** Councillor Davies & Councillor Kettle to review Changing Facility Fire risk assessment
- d. **Action** Councillor Davies & Councillor Kettle to review Changing Facility H & S Policy
- e. **Action** Councillor Davies & Councillor Kettle to review Changing Facility H & S Risk Assessment

230919/13

To note agenda items for next meeting 17th October

Document review of risk register. To be circulated prior to meeting

Meeting closed at 22.20pm. Date of next Meeting: 17th October 2023 commencing at 19.00pm, in the Village Hall.

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Chairman

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Date

2023 Meeting Dates: 17th Oct, 21st Nov, 19th Dec

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	9520	-9520
2543.66	2500	Allotment rents	204	-2297
420	800	Changing Facility Receipts	250	-550
286.44	270	Grass Verges	0	-270

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51.32	100	Interest	193	93
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
58567.8	£ 129,405	Total income	£87,978	-41427
		Payments		
8132.02	8000	Staff Salary	1929	6071
1168.04	0	HMRC	621	-621
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	1575	525
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	683	1317
1875	1250	Allotments - GCC rent	625	625
544.01	550	Allotments - water etc	52	498
3706.3	500	Allotments - maintenance	570	-70
2102.62	0	Village Events		
802.78	500	Village Assets - maintenance	268	233
582.1	500	Subscriptions	488	12
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	56	94
0	5000	General Reserve	0	5000
1761.93	2500	VAT paid	446	2054
27137.82	£ 35,976	Total Expenditure	£8,812	£ 27,164