

# Alderton Parish Council

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## Minutes of the Parish Council Meeting held at Alderton Village Hall on Tuesday, 21 November 2023 commencing at 7.00pm.

**Present:** N Broderick (Acting Chair), M West, P Woodman, M Davies, D Rayton  
**Attendance:** Parish Clerk and 2 members of the public representing the Village Hall Committee

**231121/01 To Elect a Chair and sign Acceptance of Office form**  
**COUNCIL AGREED** to defer this item to the December meeting.

**231121/02 Apologies for absence**  
Apologies were received from Cllr Kettle, D Gray, J Mason, G Madel

**231121/03 Declarations of interest:**  
Declarations were received from:  
Cllr D Rayton for **231121/07d** - 22 St Margarets Rd  
Dispensation Cllr Woodman - Allotments

**231121/04 To receive comments from members of the public –**  
None received.

**231121/05 To approve the minutes of the Parish Council meeting held on 17<sup>th</sup> October 2023**  
The minutes of the meeting held on 17th October 2023 were **AGREED by COUNCIL** and signed by the Acting Chair.

**231121/06 To receive an update for the Village Hall redevelopment and funding request**  
Councillors received the following report from the Village Hall Committee Chair:

- Followed advice from Tewkesbury Borough Council Community and Place Development Officer, on next actions, funding and how to best serve community for such a project.
- Structural surveyor confirmed crack to be non-structural and could be repaired.
- In March the Village Hall committee interviewed 5 architects recommended by GRCC. 4 responses were received and the committee unanimously agreed on contractor.
- Option 1 - refurb/repair of current village hall for continued use.
- Option 2 - build budget of £500,000 (not inc fees) on a new site.
  - Benefits would include green credentials of not having to retrospectively create and address the limiting factor of no parking available at current site.
  - Potential to sell the village hall site to fund a new build
  - Village Hall ownership - gifted by church for a community area, therefore should be owned by Village Hall committee.
  - Potential for negotiation in future housing development for land
- Village Hall are interested in the Parish Councils community engagement survey/process. Will compare results to previous survey carried out 2 years ago.
- Other sources of funding - BlackBox development 106 money available
  - £21,826 Community Centre Contribution
  - £22136 Sports Hall Contribution
  - £877 Indoor Bowls Contribution
- Next steps- Surveys. Design solutions. Feedback from survey.
- Seeking permission from APC to use CIL money to commission architect to create schedule of work and to carry out surveys.  
**ACTION** proposal to be sent to APC within two weeks, to be discussed at the December meeting.

**231121/07 County Councillor Report and Borough Councillors' reports:**  
No reports received.

**231121/08 Maintenance on Parish Council Assets**

- a. **Benches** – contractor found for fitting new benches  
**ACTION** Clerk to organize meeting between contractor and Cllr Rayton to inspect concrete plinth to be carried out between meeting.
- b. **Broken notice board** – has been replaced from supplier. No further action.  
**Speed Sign (VAS)** – Model is 5 years old. Concerns over of battery life and replacing batteries. Development within village may require a review of current sign post locations.  
**ACTION** Clerk to check insurance coverage  
**ACTION** Cllr Broderick to contact Highways for advice/permission on current posts.  
**ACTION** Cllr Davies to review posts and investigate new VAS models with costings
- c. **Repair of old village shop** - 1 quote received, awaiting additional quotes.

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Severn Trent confirmed that it falls within scope of Severn Trent Community funding project (except standpipes). Grant applications open in March 2024 (for projects +£10K) and May 2024 (for projects £2K-£10K).

**ACTION** Cllr Woodman to contact AAA regarding financial contribution toward upkeep and maintenance of proposed compostable toilet

**ACTION** Cllr Broderick to explore what Blackbox 106 money, allocated for improvement to allotment facilities, covers.

## 231121/09 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	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	Went to planning committee on 21 Nov Permit. (7 for / 4 against)  Thanks was given to the Borough Councillors for advocating against the development at the planning committee <b>ACTION</b> Cllr West to submit updates to the village newsletter
c. 23/00204/FUL	Land at Dibden lane, Alderton	Proposed rural exception site comprising 26 affordable homes and associated works	<b>ACTION</b> Cllr Broderick to meet with Highways consultant It was noted that there is only one access road to the site via Beckford road due to weight restrictions
d. 23/00720/FUL	Land Adjacent To 22 St Margarets Road St Margarets Road Alderton	Proposed dwelling and altered access	Awaiting revised plans
e. 23/00240/FUL	9b Beckford Road	Erection of a first-floor rear extension and installation of a rear roof dormer.	Refused and appeal dismissed.
f. CALA 2 Development	Willow Bank road	Concerns over road boundary	No update
g. 23/00953/OUT	Land Adjacent Lily Barn Gretton Fields Gretton Cheltenham	Erection of up to 3no. bungalows together with associated ancillary development	Previous planning permission granted for 10 shepherd huts. No great impact on landscape. No objections. <b>COUNCIL AGREED</b> to not make a comment as not within parish boundaries.

## 231121/10

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

a. **COUNCIL NOTED** nothing new was raised in the two Play area inspections.

**ACTION** Cllr Davies to follow-up with contractor on the start date for the scheduled repairs

b. **Fencing off play area**

Two quotes for fencing received from specialised play equipment companies (~£14,000 ex VAT) ,

**ACTION** Cllr Davies to contact local fencing companies for quotations

**ACTION** All Councillors to carry out site visit to play area before December Meeting

**ACTION** Cllr Davies to circulate proposed fence plan.

## 231121/11

### Allotment Matters

a. **To consider hedge cutting of southern boundary hedge and consider actions.**

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One quote received, awaiting second quote.

**COUNCIL AGREED** to the reasonable priced option when second quote received

**ACTION** Cllr Woodman to liaise with the AAA regarding cutting back the western boundary.

- b. **To receive update for a compostable toilet & 3 additional standpipes and consider actions.**

Discussed as part of item 231121/08/d.

**ACTION** Cllr Woodman to source quotations for fitting standpipes

- c. **To note and agree actions regarding correspondence from a plot holder over new tenancy agreement.**

**ACTION** Clerk to respond

**ACTION** Clerk to seek clarification from the NAS regarding 10.1.1 of the tenancy agreement

- d. **To review allotment maintenance, utility and running costs for rent review.**

Document circulated prior to meeting to review 21/22 and 22/23 allotment receipts and payments.

**COUNCIL NOTED** the ongoing costs of the portaloo rental which would be negated by proposed compostable toilet.

**COUNCIL AGREED** not to increase plot rents at this time. To review costings in August for September 2024 rents.

**Cllr Rayton gave apologies for not being able to stay for the remainder of the meeting. He left the meeting. Meeting continued as meeting was still quorate.**

## 231121/12 Receive Correspondence for action & noting

- a. **COUNCIL NOTED** the road closure notice for Willow Bank Road 2/1/24 – 31/10/24 for surface dressing
- b. **COUNCIL NOTED** the state of Dibden Lane road signage has been reported to Gloucestershire Highways

## 231121/13 Finances – documents circulated prior to meeting

- a. **To record income received up to 31<sup>st</sup> October 2023 and approve the November 2023 Payment List**

Payments made since last meeting.

Chq no	Payee	Description	Amount	VAT	Total value
DD	SSE Energy	Electricity for changing facility	12.10	2.45	14.70
FPO	FindaSkip	Skip Hire – allotment & bunker	282.00	56.40	338.40
				<b>TOTAL</b>	<b>353.10</b>

November Payments list.

Chq no	Payee	Description	Amount	VAT	Total value
DD	EDF Energy	Electricity for changing facility	59.00	0.00	59.00
FPO	Gloucestershire County Council	Allotment rent	625.00	0.00	625.00
FPO	Alderton Village Hall	Hall Hire – third quarter	84.00	0.00	84.00
FPO	B & W Hire Ltd	Allotment toilet hire –	60.00	12.00	72.00
FPO	Greenfields Garden Services	Playing Field Ground maintenance – October	200.00	40.00	240.00
FPO	C Bridges	Clerk's salary – November 2023	680.73	0.00	680.73
FPO	HMRC	NI & Tax on Clerk salary - November	177.56	0.00	177.56
FPO	Sign Shed Ltd	Allotment security sign	8.56	1.71	10.27
				<b>TOTAL</b>	<b>1948.56</b>

**COUNCIL APPROVED** the November 2023 Payment list and payments since the last meeting

## COUNCIL NOTED

- Skip hire was logged under village assets maintenance
- Receipt of the third tranche of CIL monies from 19/00772/FUL of £44945.69, which was transferred from the Current account to the deposit (CIL) account
- CIL Bank Account has 1.3% interest  
**ACTION** Cllr Kettle to investigate higher interest account options

- b. **To approve bank reconciliation**

**COUNCIL APPROVED** the bank reconciliation (Appendix A) for the current state of accounts 31st October 2023

Current Account balance = £2380.64

Deposit Account = £21796.61

Business Account (CIL) = £107535.11

- c. **To receive the budget monitoring report**

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**COUNCIL NOTED** budget monitoring report (Appendix B). Separate review of allotments in agenda item 231121/11/d

- d. **To consider expenditure items for S106 and CIL monies and agree actions**  
**COUNCIL AGREED** to the internal transfer of £4 from Treasurers account to CIL account due to opening balance being £17396.38 rather than £17400.38
- e. **Preparations for 2024/25 Budget.**  
**COUNCIL AGREED** to review and discuss at December meeting in preparation for January precept response.

231121/14 **To approve the Community Right to Bid submission form**  
**COUNCIL APPROVED** the Community Right to Bid submission form  
**ACTION** Clerk to submit form

231121/15 **To ratify implementation of the Local Government Services Pay Agreement 2023 for Clerk from 1 April 2023 and agree actions**  
**COUNCIL APPROVED** implementation of the Local Government Services Pay Agreement 2023 back dated to April 2023

231121/16 **To discuss and approve the following Alderton Parish documents:**

a. **COUNCIL AGREED** to the continuation of the existing version of the Risk Register

**COUNCIL APPROVED** the updates to the following documents:

b. Changing Facility and Playing Field Fire Risk Assessment  
c. Changing Facility and Playing Field H & S Policy  
d. Changing Facility and Playing Field H & S Risk Assessment

**ACTION** Clerk to update documents on the website including Hire Agreement and Booking Form for playing field.

231121/17 **To note agenda items for next meeting 21<sup>st</sup> November**

- Village Hall proposal
- Actions following the Community Consultation workshop on 29<sup>th</sup> November
- Defibrillator
- Playing Field Risk assessment
- 24/25 Budget review for Precept

Meeting closed at 22.15 pm. Date of next Meeting: 21<sup>st</sup> November 2023 commencing at 19.00pm, in the Village Hall.

.....  
Chairman

.....  
Date

**2023 Meeting Dates:** 19<sup>th</sup> Dec

**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

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## Appendix A

Period to: 31 October 2023

Lloyds TSB Current & Deposit A/cs		£	£
Balance per Treasurers Acc	31 October		2380.64
Balance per Business Acc (CIL)	31 October		107535.11
Balance per Business Acc	31 October		21796.61
Internal Transfer:			
Treasurers Acc > Business Acc (CIL)	CIL 19/00772/FUL	44945.69	
Less:			
Outstanding/unpresented cheques	0		0.00
<b>Reconciled balance</b>			<b>131712.36</b>

## Cash Book Summary

Opening balance 1.4.23	31429.98
Add: receipts to date	112993.59
Less: payments to date	12711.21
<b>Cash Book balance</b>	<b>131712.36</b>

## October receipts received:

Date	Source	Purpose	Amount £
02/10/2023	Plot 8a	Allotment rent	25.00
02/10/2023	Plot 9a	Allotment rent	25.00
02/10/2023	Plot 102b admin fee	Allotment rent	20.00
02/10/2023	Plot 12a(i)	Allotment rent	15.00
02/10/2023	Plot 102b	Allotment rent	25.00
02/10/2023	Plot 11b	Allotment rent	25.00
02/10/2023	Plot 15d	Allotment rent	31.50
02/10/2023	Plot 21a (I, ii, iii)	Allotment rent	65.00
03/10/2023	Plot 10b	Allotment rent	30.00
03/10/2023	Plot 20a	Allotment rent	50.00
03/10/2023	Plot 17b	Allotment rent	21.00
03/10/2023	Plot 5b	Allotment rent	30.00
04/10/2023	Plot 18 a & b	Allotment rent	62.00
04/10/2023	Plot 3c	Allotment rent	30.00
04/10/2023	Plot 101a & shed	Allotment rent	75.00
05/10/2023	Plot 21b	Allotment rent	30.00
06/10/2023	Plot 16a	Allotment rent	21.00
09/10/2023	Plot 10a (I & ii)	Allotment rent	30.00
09/10/2023	Plot 10a (I & ii) admin fee	Allotment rent	20.00

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09/10/2023	Lloyds Bank	Bank Interest	<b>15.24</b>
09/10/2023	Lloyds Bank	Bank Interest	<b>57.56</b>
10/10/2023	Plot 15g	Allotment rent	<b>21.00</b>
11/10/2023	Plot 3b	Allotment rent	<b>25.00</b>
13/10/2023	Plot 17d	Allotment rent	<b>1.00</b>
16/10/2023	Tewkesbury Athletic FC (Oct)	Playing field & facility hire	<b>125.00</b>
17/10/2023	Plot 102a & admin fee	Allotment rent	<b>41.00</b>
18/10/2023	Plot 20 - orchard	Allotment rent	<b>30.00</b>
20/10/2023	Plot 4b	Allotment rent	<b>30.00</b>
23/10/2023	Plot 10 a (ii & iv)	Allotment rent	<b>30.00</b>
26/10/2023	Tewkesbury Borough Council	CIL 19/00772/FUL 3 of 3 installment	<b>44945.69</b>
30/10/2023	Plot 9b	Allotment rent	<b>15.00</b>
<b>Total</b>			<b>45966.99</b>

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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	1359	-1142
420	800	Changing Facility Receipts	806	6
286.44	270	Grass Verges	0	-270
51.32	100	Interest	336	236
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
<b>58567.8</b>	<b>£ 129,405</b>	<b>Total income</b>	<b>£144,424</b>	<b>15019</b>
		<b>Payments</b>		
8132.02	8000	Staff Salary	3291	4709
1168.04	0	HMRC	976	-976
282.91	500	Admin Expenses	202	298
444.9	500	Audit	210	290
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	2028	72
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	947	1053
1875	1250	Allotments - GCC rent	625	625
544.01	550	Allotments - water etc	295	255
3706.3	500	Allotments - maintenance	752	-252
2102.62	0	Village Events		
802.78	500	Village Assets - maintenance	550	-50
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	81	69
0	5000	General Reserve	0	5000
1761.93	2500	VAT paid	715	1785
<b>27137.82</b>	<b>£ 35,976</b>	<b>Total Expenditure</b>	<b>£12,711</b>	<b>£ 23,265</b>