

Alderton Parish Council

Minutes of the Parish Council Meeting held at Alderton Village Hall on
Tuesday, 20th June 2023 commencing at 7.00pm.

Email: aldertonpc@gmail.com www.Aldertonparishcouncil.org.uk

Present: Dennis Rayton (Acting Chair), Mike West, Nicola Broderick, Paul Woodman, Martin Davies
Apologies: Apologies were received from John Kettle
In attendance: Parish Clerk and 4 members of Tewkesbury Town Football Club

230620/01 To elect a Chair and sign Acceptance of Office Form

It was resolved that Dennis Rayton be elected for Acting Chair with immediate effect. Proposed by Councillor West, seconded by Councillor Broderick.

Councillor Rayton accepted position and signed the Acceptance of Office.

230620/02 Apologies for absence

Apologies were received from Councillor John Kettle

230620/03 To receive comments from members of the public - no decisions will be made on issues raised. Items requiring decisions will be added to the agenda for the next meeting.

230620/09/a. Item brought forward as members of Tewkesbury FC in attendance

- Documents circulated: Gloucestershire LA public liability insurance, Match Day Protocol, Risk Assessment
- Tewkesbury FC addressed the concerns of parking and have created a parking map (Matchday protocol) to be circulated to supporters, away team and ref prior to matches. Home team cars to park at the Gardeners Arms - TBC
- Tewkesbury FC aware of the issues with mole holes and plan to inspect and fill prior to matches. Aware Alderton FC still have equipment in the shed. Have a key.
- Tewkesbury FC to clear changing facilities post-match. Cleaner employed to clean once a week.
- Training once a week until winter. Match Saturday / Sunday, every other week depending on fixtures. Fixtures list to be circulated when released in August. Tewkesbury FC to post to Alderton Facebook page of fixtures.
- Tewkesbury FC are aware that the playing field is unavailable on 16/09/23 due to Alderton 5K run.

It was Agreed that Tewkesbury FC would hire the playing facilities on a rolling monthly contract.

Action: Clerk to contact Alderton FC with final date to empty storage unit

Action: Councillor Kettle to check Ashton girls FC are finishing

230620/04 Declarations of interest:

Dennis Rayton declared interest for item 8, 6 Frampton Cottages.

230620/05 To approve the minutes of the Parish Council meeting held on 16th May 2023 and agree actions on matters arising from this meeting. Matters arising:

- a. The minutes of the meeting held on 16th May 2023 were agreed and signed by the Acting Chair.
- b. Parish Council Asset Register annual review completed by Councillor Woodman and Councillor Kettle. The following maintenance reported
 - i. Benches x3 – requires maintenance (sand & varnish)

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Action: Councillor West to draft a submission for the Alderton Parish newsletter for submissions of interests of local contractors

Action: Clerk and Councillor Woodman to request quotes

ii. Broken fence rail reported between Playing Field & School Field.

Action: Clerk to contact Gloucestershire County Council to establish who is responsible for repairing the broken fence

iii. ROSPA report highlighted the Playing Field Speedy Gate closing too quickly

Action: Councillor Woodman to investigate maintenance options

iv. Broken lock on playfield noticeboard

Action: Councillor Kettle to provide update

v. Village speed sign

Action: Councillor Davies to investigate this provision

230620/06 To confirm the minutes of the Annual meeting held on 24th May 2023 and agree actions on matters arising from this meeting. Matters arising:

The minutes of the meeting held on 24th May 2023 were agreed and signed by the Acting Chair.

- a. The main considerations noted for fencing off the playground area from dogs include families with dogs, the close proximity to football pitch, the cost of fence and on-going maintenance costs.

Councillor West noted that CALA2 106 CIL money, £20,000, for children's play area could be used for maintenance or assets. Anj Patel to confirm in writing.

Action – to review previously saved quote. Clerk to circulate

- b. To consider concerns over the schools use of school playing field

Action – Councillor Kettle to contact Oakhill headmaster

- c. CIL money spend. Village survey for justifiable projects ideas for future development

Action - Councillor West to liaise with Anj Patel.

230620/07 County and Borough Councillors reports

No reports received.

230620/08 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	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	No update
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	No update

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23/00204/FUL	Land at Dibden lane, Alderton	Proposed rural exception site comprising 26 affordable homes and associated works	Awaiting further information on a number of issues raised. NB – to put in a larger holding objection MW submit landscape 91 objections
23/00344/FUL	6 Frampton Cottages, Stow Road, Alderton	Demolish rear single storey extension & erect enlarged replacement extension	No Objections
23/00429/FUL	Glenbrook Farm, Gretton Fields, Gretton	Erection of a first-floor side extension and a single storey side and rear extension to create ancillary accommodation	NB to review & contact planning. Review at next meeting
23/00240/FUL	9B Beckford Road, Alderton	Erection of a first-floor rear extension and installation of a rear roof dormer	Refused
22/00365/FUL	6 Church Lane, Alderton	Demolition of the existing garage and erection of a single storey side extension	Await resubmitted plans. Review at next meeting

230620/09 To agree or note matters relating to the Playing Field and Changing Facility

- a. To agree the hire by Tewkesbury FC - addressed at the start of the meeting
- b. Agreement in principle for the use of facilities by Alderton Acorns for charity walk. Subject to appropriate risk assessment, insurance and availability by Tewkesbury FC.

Action – Clerk to confirm with Alderton Acorns, when availability confirmed

230620/10 To agree or note Allotments Matters

- a. Inspection carried after reported water pressure concerns. Pressure tested and pipe inspected nothing significant found. To be monitored.
- b. To note empty plots are being cleared. New tenancy agreements forms need to be written up and issued

Action: Clerk, Councilor Woodman & Councilor Rayton to meet separately to finalise tenancy agreements and other allotment documentation
- c. **Action**: Councilor Woodman to request invoice for diesel.
- d. **Action**: Councilor Woodman to contact the AAA to suggest applying for a Greenfield Trust grant for compostable toilet.
- e. **Action**: Councilor Rayton to review old village shop and document maintenance and repair requirements.

230620/11 To agree or note Highway Matters

- a. To note that Ellenor Drive has been resurfaced
- b. To note Councilor West contacted highways with regards to high verges at the junctions to the village.
- c. The road sign where Willow Bank Road joins B4077 needs repair
- d. No road markings on the newly resurfaced junction on Beckford road by the Gardeners Arms
Action: Councilor Davies to collate the information and Chair to write to Councilor David Gray

230620/12 Receive Correspondence for action & noting

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- a. Resident concerns of narrowing of the road at CALA2 Development

Action: Councillor Broderick to review Landscape and boundary submissions regarding new posts. Review previous issue of encroaching on highways liaise with site manager

- b. To note Councillor West has responded to outstanding queries from a resident.

230620/13

Finances

- a. **Council Approved** the Budget for 2023/24 (Appendix A) - not spend the money to put in reserve in separate reserve fund (planning & general reserve).
- b. **Council Approved** the June Payments list (Appendix B). Receipts were noted. Councillor Kettle to set up the online FPOs and Councillor West and Councillor Broderick to authorise.
- c. **Council Approved** Clerks request to purchase new laptop based on the necessity to take notes and review documents at parish council meetings.

230620/14

To receive the internal auditor's report and agree actions

Actions: Clerk to collate a list of amendments and updates recommended in the report for the parish council website

230620/15

To Review and Approve the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return 2022-23 for external Auditors, PKF Littlejohn

Council Approved the Annual Governance Statement (AGAR Section 1) and was duly signed by the Chairman and Clerk.

230620/16

To review and approve the Accounting Statements (Section2) of the Annual Governance and Accountability Return 2022-23 for external auditors PKF Littlejohn

Council Approved Accounting Statements 2022-23 (AGAR Section 2) for external auditors and was duly signed by the Chairman.

230620/17

To agree dates for the Exercise of Public Rights to Inspect the Draft Accounts

Council Agreed that the Dates for the Exercise of Public rights would commence Tuesday 1 August 2023 and end on Monday 4 September 2023 Notes of interests to be made to the Parish Clerk.

** Dates adjusted to meet statutory requirements. Revised dates for the Exercise of Public rights will commence Monday 3 July 2023 and end on Friday 11 August 2023.*

230620/18

To review and approve the following documents:

Council Agreed the continuation of the existing version of the following documents:

- a. Standing Orders
- b. Financial Regulations
- c. Complaints Procedure
- d. Data Protection Policy. It was noted that the recommendation by the internal auditor to create a Data Protection Policy for Staff and councillors.

230620/19

To note agenda items for next meeting 18th July

No items raised

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Meeting closed at 22.00pm. Date of next Meeting: 18th July 2023 commencing at 19.00pm, in the Village Hall.

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Chairman

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Date

2023 Meeting Dates: 18th Jul, 15th Aug, 19th Sept, 17th Oct, 21st Nov, 19th Dec

APPENDIX A

BUDGET v ACTUAL Year 23 /24

Alderton Parish Council

2022/23	2023/24	Detail	Actual	Difference
£	£		£	£
Actual	Budget	Receipts	Actual	Difference
£17,272.34	£14,033.60	carried forward		
£18,480.00	£19,040.00	Precept		
£2,543.66	£2,500.00	Allotment Rents		
£420.00	£800.00	Changing Facility Receipts		
£286.44	£270.00	Grass Verges		
£51.32	£100.00	Interest		
£13,987.93	£89,891.38	CIL/S106 play pitches		
£572.76		S106 play facility		
£261.04	£270.00	Solar Receipts		
£2,403.30		Other		
£2,289.01	£2,500.00	Vat reclaim		
£58,567.80	£129,404.98	Total income		
	£25,480.00	less CIL & C/F		
Payments				
£8,132.02	£8,000.00	Staff Salary		
£1,168.04		HMRC		
£282.91	£500.00	Admin Exp		
£444.90	£500.00	Audit		
£519.09	£575.00	Insurance		
£411.28	£500.00	Hall Hire		
£340.00	£825.00	Grass Verges		
£1,640.21	£2,100.00	P Field Maint		
£0.00		P Field Pitches		
£0.00		Playgrnd Improve		
£0.00	£1,920.00	Play Area Repair Reserve		
£0.00		Change Facility Solar		
£0.00	£500.00	Mower Replace Reserve		
£1,339.85	£2,000.00	Change Facility Maint		
£1,875.00	£1,250.00	Allot GCC rent		
£544.01	£550.00	Allot water etc		
£3,706.30	£500.00	Allot Maint		
£2,102.62		Village Events		
£802.78	£500.00	Village Assets Maint		
£582.10	£500.00	Subs		
£304.27	£500.00	Training		
£35.00	£50.00	Data Protect		
£0.00	£3,000.00	Prof Fees Reserve		
£61.45		Village Comms		
£95.15	£100.00	Defib		
£0.00	£500.00	B4077 road safe		
£0.00	£3,456.00	Planning Reserve		
£911.65		IT Equip		
£0.00		S137		
£77.26	£150.00	Phone Box Elec		
£0.00	£5,000.00	Gen. Reserve		
£1,761.93	£2,500.00	VAT paid		
£27,137.82	£24,520.00	total expenditure exc 3 gen reserves		
£31,429.98		Balance in hand 31.4.23		

CIL monies held 31st Mar	£17,396.38
remaining money	£14,033.60
21/22 CIL	£1,140.00
	£2,268.45
total 21/22	£3,408.45
22/23 CIL Apr	4000
22/23 CIL Oct	£9,987.93
total 22/23	13987.93
CIL Monies due 23	
	Apr-23 44945.69
	Oct-23 44945.69
total 23/24	89891.38
Total CIL by OCT 23	£107,287.76

Expected net income	£25,480.00
Expected net outgoings	£24,520.00
Difference	960.00

APPENDIX B

June 2023 Payment Schedule

Alderton Parish Council

Chq no	Payee	Purpose	Authority	Amount	VAT	Total value
DD	Southern Electric	Phone box electricity 3/5/23 – 1//6/23	LGA 1972 s111	£12.65	£0.62	£13.04
FPO	B & W Hire Ltd	Allotment toilet hire 16.5.23 to 31.5.23. *With £14.40 credit note)	PHA 1936 s.87	£36.00	£7.20	£43.20*
FPO	Greenfields Garden Services	Playing Field Ground maintenance – May	LG(MP)A 1976 s.19	£200.00	£40.00	£240.00
FPO	Parish Online	Digital Mapping 27/5/23 – 27/5/23	LGA 1972 s.111 (1)	£60.00	£12.00	£72.00
SO	C Bridges	Clerk's salary – May & June 2023		£901.20	£0.00	£901.20
FPO	C Bridges	Expenses A4 printer paper 5x500		£27.08	£5.42	£32.50
FPO	Water Plus	Water at playing field 4/06/23	LG(MP)A1976 s.19	£29.38	£0.00	£29.38

Receipts received:

Date	Source	Purpose	Amount
9.6.2023	Lloyds Bank	Interest on BB Instant account	£11.69
9.6.2023	Lloyds Bank	Interest on BB Instant online account (CIL)	£33.25
13.6.2023	E.ON Energy		£96.35

Total £141.29