

# Alderton Parish Council

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## Minutes of the Parish Council Meeting held at Alderton Village Hall on Tuesday, 21 May 2024 commencing at 7.00pm.

**Present:** M Davies, N Broderick, M West, P Woodman, D Rayton  
**Attendance:** Parish Clerk, no members of the public were in attendance.

**240521/01 To accept apologies for absence and confirm the meeting is quorate**  
Apologies were received from Cllr Kettle and County Cllr Gray

**240521/02 To Elect a Chairman and Vice-Chair for 2024-25 and signing of acceptance of Office forms**  
**Council AGREED** to continue with a three month rotating Chair.  
**Council AGREED** not to appoint a Vice-Chair.

**240521/03 To receive Declarations of interest for items on the agenda below**  
Councillors were reminded to update their Register of Interests Forms of any changes.  
Cllr D Rayton for 240521/09d - 22 St Margarets Rd  
Dispensation Cllr Woodman - Allotments

**240521/04 To receive comments from members of the public**  
No members of the public were in attendance.

**240521/05 To confirm and sign the minutes of the Parish Council meeting held on 16 April 2024**  
The minutes of the meeting held on 16 April 2024 were **AGREED by COUNCIL** and signed by the Chair.

**240521/06 To confirm and sign the minutes of the Annual Parish Council Meeting held on 7th May 2023 and agree actions on matters arising from this meeting.**  
The minutes of the Annual Parish Meeting held on 7 May 2024 were **AGREED by COUNCIL** and signed by the Chair.  
It was felt there was a good attendance and it was well received.  
Matters arising:

1. Oakhill school are using the Playing field for sport. It was **AGREED** they should have a signed agreement in place with APC. Oakhill school reported that Gloucestershire County Council were enquiring about the schools usage of the School playing field.  
**ACTION** Cllr West to contact County Cllr Gray to find out if GCC has plans for the School playing field.

**240521/07 To receive the County and Borough Councillors' reports**  
Cllr Mason gave a Borough Council report and informed the council of the following:

- The Tewkesbury Borough Council is considering changing its name to North Gloucestershire Borough Council. A six-week consultation period is underway, and residents are encouraged to participate. The name change aims to avoid negative associations with flooding, increase recognition, and better represent the diverse parishes. A budget of £10,000 has been set for a gradual rollout.  
The Council felt there was a degree of support and a degree of ambivalence towards the proposal. Councillors are able to respond as individuals.  
**ACTION** Clerk to distribute consultation link and post on the APC website
- TBC will be hosting two Council Parish and Town council meetings Cllr Davies to attend 10 June and Cllr Broderick to attend 26 June  
**ACTION** Clerk to RSVP

**240521/08 To receive an update on maintenance of Parish Council Assets:**

1. **Benches**  
A new concrete plinth has been installed and signed-off for payment. Council noted that plaques will need to be transferred to the new benches.  
**ACTION** Clerk to proceed with ordering the benches. Clerk to arrange date for contractor to fix the new benches and refurbishment of the benches at the war memorial and the playing field. Clerk to check that previous quotes are still valid.

2. **Speed Sign (VAS)** - no update, ongoing.
3. **Repair of the old village shop**  
Community grant funding application from Severn Trent was unsuccessful.  
**ACTION** Clerk to apply for a TBC Heritage Grant, deadline 24<sup>th</sup> May. COUNCIL AGREED to look at using CIL money if application is unsuccessful.
4. **Painting the external cladding of the changing facilities**  
Clear wood treatment required.  
**ACTION** Cllrs Rayton, Cllr Broderick and Cllr Woodman to attend a site visit on 23 May to discuss requirements and further actions.
5. **Parish notice boards**  
Cllr Kettle has contacted noticeboard supplier to repair/replace the fixture at the noticeboard at the village hall, awaiting response. Cllr Woodman confirmed that he has fitted a new nob to the war memorial notice board.
6. **Audit of assets**  
Cllr Woodman and Cllr Broderick to carry out an audit of APC asset register before the next meeting.  
**ACTION** Cllr Davies to investigate Parish Online membership benefits

**240521/09 To discuss planning application and agree actions**

Reference	Location	Description	
1. 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	Freeman Homes will conduct a two-week dig with three trenches. Letter drop to nearby residents and school has been contacted to present any interesting finds. Concerns raised regarding the employment by TBC of an advisory Essex-based urban design group. A public showcase in a month, with updates on the website and another letter drop.
2. 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	Edware Homes has runover on targeted exchange date with developers. Still waiting to see details of pre-commencement conditions.
3. 23/00204/FUL	Land at Dibden lane, Alderton	Proposed rural exception site comprising 26 affordable homes and associated works	No further developments.
4. 23/00720/FUL*	Land Adjacent To 22 St Margarets Road Alderton	Proposed dwelling and altered access	<b>Council AGREED</b> to submit an objection with comments. New design has improved elevation but now taller and wider in street view. Concerns: street view landscaping has been removed, tracking from parking & maneuvering, continuous drop curb presents a highway safety concerns for pedestrians.
5. 24/00191/CLP	9B Beckford Road Alderton	The construction of a dormer extension on the rear roof slope of the property	Awaiting decision
6. 24/00234/FUL	Alley Cottage, Beckford Road	Extend height of front dormer and alterations	Awaiting decision
7. 24/00278/FUL	Lower Stanley Farm Gretton Fields Gretton	Erection of a two storey extension to the northern elevation, erection of a porch to the east elevation and installation of solar panels to the southern roofslope. Installation of an air source heat pump, proposed walling and alterations to the fenestration.	<b>ACTION</b> Cllr Broderick to review and confirm that it is out of the parish boundary.

8. 24/00393/OUT	Part Parcels 6318 And 6536 Beckford Road Alderton	Outline planning application with all matters reserved (except for access from Franklin Road) for up to 35 dwellings, including affordable housing, allotments and associated infrastructure	Inaccurate submission that APC did not provide a response. Response sent Oct 2022 with further information. Unknown ownership of Franklin Road and covenants. Concerns include; detached community allotments; access to the development; proximity to the Winchcombe Way It was noted that this application goes against TBC recent policy requesting /FUL applications. <b>ACTION</b> Cllr Broderick to request an extension to allow for a response with initial concerns. <b>Council AGREED</b> for Cllr Broderick to contact Highways consultant regarding access to Beckford Road. Quote for work to be agreed between meetings.
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\* Cllr Rayton left the room and did not participate in discussions

**240521/10 Finances – documents circulated prior to meeting**

- To record income received up to 30 April 2024 and approve the May 2024 Payment List

**COUNCIL NOTED** April receipts received including £20,072 for the 2024-25 Precept had been received from Tewkesbury Borough Council

Date	Source	Purpose	Amount £
02-Apr	Plot 13D	Allotment rent	12.50
02-Apr	Plot 14A	Allotment rent	15.00
02-Apr	Plot 7B	Allotment rent	37.50
05-Apr	T AFC	Pitch hire	125.00
09-Apr	Lloyds	Bank interest	17.70
09-Apr	Lloyds	Bank interest	13.96
12-Apr	Plot 19A	Allotment rent	12.50
15-Apr	Plot 8B	Allotment rent	15.00
26-Apr	Private pitch hire	Private pitch hire	25.00
26-Apr	TBC	Precept	20072.00
<b>TOTAL</b>			<b>20346.16</b>

**COUNCIL APPROVED** the March 2024 Payments list and payments since the last meeting.

	Payee	Description	Authority	Amount	VAT	Total
DD	SSE	Phonebox electricity	PHA 1936, s,234	32.46	1.62	34.08
DD	EDF	Changing facility Electricity	LG(MP)A 1976 s.19	45.00	0.00	45.00
FPO	GRCC	Membership	LGA 1972, s.111	25.00	0.00	25.00
FPO	Playsafety Ltd	ROSPA inspection	PHA 1875, S.164	90.00	18.00	108.00
FPO	Greenfields	Ground maintenance (April)	LG(MP)A 1976 s.19	243.76	48.75	292.51
FPO	B&W	Toilet hire (April)	LGA 1972 s.111	128.00	25.60	153.60
FPO	C. Bridges	Clerks salary (May)	LGA 1972 s.112s.2	891.63	0.00	891.63
FPO	HMRC	NI & PATE (May)	LGA 1972 s.112	48.71	0.00	48.71
FPO	GAPTC	Internal audit	LGA 1972 s.111	245.00	0.00	245.00
FPO	C. Bridges	Expenses - printer ink	LGA 1972 s.111	66.66	13.33	79.99
FPO	C. Cook	Concrete bench base	LGA 1976 s.19	350.00	0.00	350.00
<b>TOTAL</b>						<b>2273.52</b>

2. To approve bank reconciliation  
**COUNCIL APPROVED** the bank reconciliation for the current state of accounts 30 April 2024 (Appendix A).  
**COUNCIL noted** that two internal transfers of:
  - £5000 from Business account to the Treasurers account
  - £1560 from the CIL account into the Treasurers account for the payment of the Village Hall redevelopment surveys.
3. To receive the budget monitoring report  
**COUNCIL NOTED** the budget monitoring report (Appendix B)
4. To consider expenditure items for S106 and CIL monies and agree actions  
 Clerk is still following up with TBC for reimbursement for S106 money for repairs to play area equipment.

- 240521/11 To note that the Internal Audit for 2023/24 has taken place and to receive and discuss the internal auditor report and to agree to undertake the recommendations made**  
 The previously circulated Internal Audit was discussed including the recommended actions.  
**COUNCIL AGREED** to undertake all the recommended actions and the Clerk is to ensure that these are undertaken.
- 240521/12 To approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return 2023-24 for external Auditors, PKF Littlejohn**  
**COUNCIL APPROVED** the Annual Governance Statement 2023-24 (AGAR Section 1).
- 240521/13 To review and approve the Accounting Statements (Section 2) of the Annual Governance and Accountability Return 2022-23 for external auditors PKF Littlejohn**  
**COUNCIL APPROVED** the Accounting Statement 2024 (AGAR Section 2).
- 240521/14 To confirm dates for the exercise of public rights as Monday 3<sup>rd</sup> June 2024 to Friday 12<sup>th</sup> July 2024**  
**COUNCIL AGREED** dates for the Exercise of Public Rights to Inspect the Draft Accounts as 3 June 2024 to 12 July 2024.
- 240521/15 To review and approve the council insurance renewal policy for 2024-25**  
**COUNCIL RESOLVED** that the Insurance Policy is adequate for the Parish Council's requirements.
- 240521/16 To confirm committee, sub-committee and representatives**  
**Council AGREED** to not have any committees at this time. This will be reviewed if the need arises.
- 240521/17 To agree or note Highways Matters**
1. **Flooding in the village and agree actions**  
 More flooding has been reported. Residents were reported to have been clearing the sediment from the runoff down the path at the Beckford Road Willow Bank road junction. No update from Cllr Gray.  
**ACTION** Clerk to report problems to Open Reach with the manholes causing flooding to School Road
  2. **Overgrown verges**  
**ACTION** Cllr Davies to report overgrown verges using fix my road web application
  3. **Council noted** that there will be road closure of Willow Bank road from 10 June to 15 July for bridge strengthening.
- 240521/18 To agree or note Allotments Matters**
1. **Council noted** that the hiring of a tree surgeon to cut the overhanging branches of the western hedge had been cancelled as the resident did not want the branches removed.
  2. Concerns have been raised over installation of new gate accessing the allotment site directly from residential property on Willow Bank road.  
**ACTION** Clerk to contact resident on behalf of the Parish Council to inform them of the license agreement for plot holders only and request that they do not access the allotment site via the newly installed gate on their property.
- 240521/19 To agree or note matters relating to the Playing Field and Changing Facility**
1. **Matters arising**  
 Cllr Woodman had received a report that the outside tap was not working.  
**ACTION** Cllr Davies to review
  2. **Play area inspections**  
 No matters arising from inspections
  3. **RoSPA inspection report**  
 The annual report was received with no major concerns. Low risk recommendations include; leveling the gateway; replace missing bolt in the goal posts; repaint the swing frame; tighten fixture and

remove splinter risk on the multiplay. It was noted that the rocking horse mechanism could not be inspected.

**ACTION** Cllr Davies and Cllr Kettle to review the recommended actions

**ACTION** Clerk to seek quote for repainting the swing frame

4. **To agree use of playing field by Ashton 88 FC for the 24/25 season**

**Council AGREED** for Ashton 88 to continue for another season. Hire fees to be reviewed and based on usage.

**ACTION** Cllr Davies to check condition of large football nets

**ACTION** Clerk to clarify intended pitch usage

5. **Council Noted** that TBC environmental health received a report of dog fouling in play area.

**COUNCIL AGREED** that no further action is required at this time due to the installation of play area fence later this year.

6. Cllr Davies updated the council that he was waiting for confirmation of original quotation prices from the supplier.

**240521/20 To receive an update on the community consultation for Section 106 and CIL priorities and agree actions**

Still no response from GRCC despite chasing.

**ACTION** Clerk to follow-up and look at alternative options.

**240521/21 To receive an update on the Community Right to Bid submission and agree actions**

TBC considering application, awaiting response.

**240521/22 To receive an update on the Tewkesbury Garden Communities meeting and agree any actions**

Cllr West was unable to access the online TGC meeting. Next meeting on 5 June.

**240521/23 To review and approve the following documents:**

1. **COUNCIL RESOLVED** that Standing Orders be re-adopted with no changes.
2. **COUNCIL RESOLVED** that Financial Regulations be re-adopted with no changes. Council to review the new NALC Financial Regulations next year.

**240521/24 To note agenda items for next meeting 18 June**

- Request that councillors receive an APC email address.
- Cllr Davies photo for the website

Meeting closed at 10pm. Date of next Meeting: 18 June 2024 commencing at 19.00pm, in Alderton Village Hall.

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Chairman

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Date

**2024 Meeting Dates:** 18 Jun, 16 Jul, 20 Aug, 17 Sept, 15 Oct, 19 Nov, 17 Dec

**APPENDIX A**

**BANK RECONCILIATION AT 30 APRIL 2024**

<b>Lloyds TSB Current &amp; deposit Accs</b>		£
Balance per Lloyds TSB C/A statement	30/04/24	6727.43
Balance per Lloyds TSB B/A statement (CIL)	30/04/24	15590.57
Balance per Lloyds TSB B/A statement	30/04/24	28799.87
Balance per Lloyds TSB S/A statement (CIL)	30/04/24	60000.00
Balance per Lloyds TSB S/A statement (CIL)	31/03/24	30249.75

**Internal Transfer**

Bus Acc > Treasurers Acc	5000.00
Bus Acc (CIL) > Treasurers Acc	1560.00

**Reconciled balance**

**£ 141,367.62**

### Cash Book Summary

Opening balance at 1st April 2024		124647.84
Add	receipts in the year	20346.16
Less	payments in the year	3626.38

### Cash Book balance

**£ 141,367.62**

### APPENDIX B

### BUDGET v ACTUAL Year 24/25

2023/24	2024/25 Financial Year			
Actual £	Budget £	Receipts	Actual £	Difference £
19040	20072	Precept	20072	0
2324	2200	Allotment rents	93	-2108
1431	750	Changing Facility Receipts	150	-600
0	0	Grass Verges	0	0
1030	200	Bank Interest	32	-168
89891	0	CIL	0	0
0	0	S106 play facility/pitch	0	0
345	300	Solar Receipts	0	-300
0	0	Other funding/grants	0	0
2281	2300	VAT reclaim	0	-2300
<b>116342</b>	<b>£ 25,822</b>	<b>Total income</b>	<b>£20,346</b>	<b>-5476</b>
<b>Payments</b>				
7114.86	9000	Staff Salary	892	8108
2073.1	3500	HMRC	49	3451
268.93	500	Admin Expenses	0	500
457.64	500	Audit	0	500
573.7	675	Insurance	0	675
414	600	Hall Hire	74	526
420	850	Grass Verges	0	850
2477.66	3000	Playing Field Maintenance	0	3000
0	0	Playing Field - Pitches S106	0	0
814.2	0	Playground Improvements S106	0	0
<b>0</b>	<b>1920</b>	<b>Play Area Repair Reserve</b>	<b>0</b>	<b>1920</b>
0	0	Changing Facility - solar	0	0
<b>0</b>	<b>500</b>	<b>Mower Replacement Reserve</b>	<b>0</b>	<b>500</b>
1904.52	2000	Changing Facility - maintenance	79	1921
1250	1350	Allotments - GCC rent	625	725
332.84	550	Allotments - water etc	10	540
811.63	900	Allotments - maintenance	52	848
	0	Village Events		
558.06	500	Village Assets - maintenance	0	500
295	500	Subscriptions	262	238
45	500	Training	0	500
35	50	Data Protection	0	50
<b>840</b>	<b>3000</b>	<b>Professional Fees Reserve</b>	<b>0</b>	<b>3000</b>
0	400	Village Communications	0	400
0	100	Defibrillator	0	100
0	500	B4077 Road Safety	0	500
<b>0</b>	<b>4800</b>	<b>Planning Reserve</b>	<b>0</b>	<b>4800</b>

499.16	0	IT Equipment	0	0
133.02	155	Phone Box electricity	0	155
750	0	CIL	0	0
<b>0</b>	<b>7049</b>	<b>General Reserve</b>	<b>0</b>	<b>7049</b>
0	0	S137		
1056.33	811	VAT paid	273	538
<b>£ 23,125</b>	<b>£ 44,210</b>	<b>Total Expenditure</b>	<b>£2,314</b>	<b>£ 41,896</b>

DRAFT