

**Minutes of the Parish Council Meeting held at Alderton Village Hall on  
Tuesday, 17 June 2025 commencing at 7.00pm.**

- Present:** M West (Acting Chair until Cllr Davies arrived at 7.20pm), M Davies (Chair from 7.20pm), N. Broderick, D Rayton, J Kettle, P Woodman
- Attendance:** Parish Clerk, 3 members of the public, County Cllr Agg, Borough Cllr Madel & Borough Councillor Gray
- 250617/01 To accept apologies for absence and confirm the meeting is quorate**  
Apologies were received from Cllr Davies for not being able to attend the start of the meeting and Borough Cllr Mason.
- 250617/02 To Elect a Chairman and Vice-Chair for 2025-26 and all councilors to sign the Declaration of Acceptance of Office forms**  
Cllr Davies was the only nomination for the position of Chair and was duly elected. Proposed Cllr West, seconded Cllr Broderick. Unanimous. Cllr Davies duly signed the Declaration of Acceptance of Office which was countersigned by a proper officer of the Council.  
No Vice-chair was elected.  
All other councilors duly signed the Declaration of Acceptance of Office which was countersigned by a proper officer of the Council.
- 250617/03 To receive Declarations of interest for items on the agenda below**  
Dispensation Cllr Woodman – Allotments
- 250617/04 To receive comments from members of the public**  
A member of the public raised the following points:
- Clarification was sought on how the Parish Council is supporting the Village Hall redevelopment. It was noted that the Parish Council has seen a preview of the feasibility study, and a community consultation exercise is planned. While the Parish Council is supportive of the process, and has supported with the initial architect drawings in preparation for the consultation, no funding commitments towards the redevelopment build have been made at this stage. Any future financial support, including potential use of CIL funds, will be considered alongside other local priorities.
  - Concerns were expressed regarding the appropriateness of proposed road names in the St Margaret's Drive development, with suggestions that some appear more suited to marketing than being reflective of the village's rural character. The Parish Council agreed to submit alternative name suggestions that better reflect the local heritage and environment.
  - Specific issues were raised regarding the lack of verge maintenance and road sweeping in St Margaret's Drive and Willow Bank road.  
**ACTION** Cllr Broderick to follow up with the developers regarding responsibility for these matters.
- 250617/05 To confirm and sign the minutes of the Parish Council meeting held on 20 May 2025**  
The minutes of the meeting held on 20 May 2025 were **AGREED by COUNCIL** and signed by Cllr. Broderick.
- 250617/06 To receive the County and Borough Councillors' reports**  
Cllr Agg gave a County Council report and informed the council of the following:
- Beckford Road is scheduled for closure from 18<sup>th</sup> August to 5<sup>th</sup> September 2025 to enable essential works to the footway.
  - Residents have raised concerns about speeding in Alderton Fields and near Frampton Cottages. It was suggested that solar-powered vehicle-activated signs (VAS) be explored for both stretches to improve road safety.
  - County Council training sessions for councillors are ongoing.
- Cllr Madle & Cllr Gray gave a Borough Council report and informed the council of the following:
- The Full Council governance review is progressing with a reduced implementation timescale. A final debate and approval are expected next week. The revised model aims to improve resource management and delivery over the coming years, with annual adjustments based on staffing and funding levels.
  - Following the recent cyber incident, a review has shown that TBC responded well overall. However, areas for improvement were identified, such as the need for stronger software update policies.
  - In the funding and spending review, it was noted that local government is increasingly expected to cover above-inflation cost increases, particularly for policing and social care. Central government funding does not fully compensate for these rises.
  - Approval has been granted for the next stage of the DCO process for M5 Junction 10, which is considered key to regional infrastructure. The outcome of the public consultation on Junction 9 and associated routes is awaited.

Cllr West gave an update from the Tewkesbury Gardens Community Meeting

- The Newland Homes development includes a proposal for 500 houses, forming part of a broader plan with 1,500 houses already approved and another 1,500 in process.
- There are ongoing discussions around the delivery of infrastructure to support this growth, including a community hall, pharmacy, and medical centre.

250617/07

## Planning

### 7.1 To discuss planning application and agree actions

Reference	Location	Description	Comments
1. 25/00013/CONDIS	Land Behind 52-74 Willow Bank Road Alderton	Application for approval of details subject to Condition 3 (Foul drainage), 5 (Levels), 7 (Planting), 9 (SUDS), 10 (LEAP), 16 (CEMP), 17 (Archaeological), 18 (CEMP), 22 (Ecological management plan), 23 (Landscaping Management Plan), 24(Landscaping Management plan), 25 (Tree works and Protection), 27 (Refuse Strategy) of planning application 22/00998/FUL	The Planning Officer issued a split decision on conditions, with most refused. Concerns remain over the unlawful start of works, use of temporary access, road damage, and visibility splays. No updates received to date. The approved access road is now in use; the temporary access has been closed. Residents raised concerns about the removal of trees and road cleanliness at the Willow Tree site. <b>ACTION</b> Cllr Broderick to remind both site managers of road sweeping and maintenance responsibilities.
2. 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	Developers have submitted a response to Highways concerns, including proposals to widen Beckford Road and add a tactile crossing. <b>ACTION</b> Cllr Agg to raise with Highways. <b>ACTION</b> Cllr Broderick to review the latest submission and submit comments. Concerns remain regarding reliance on a designated parking area, and space for a tanker accessing the current sewage pump. Residents are encouraged to submit feedback TBC Planning.  A brief discussion also took place regarding the village hall's suitability as a community centre, including the need for adequate parking.
3. 25/00285/FUL	Stanley Meadows Gretton Fields	Proposed garage and store building	<b>ACTION</b> Cllr Broderick to submit comments voicing concerns over the large size of the proposed building

### 7.2 To note the following planning application decisions

Reference	Location	Description	Decision
24/00801/FUL	Land Behind 52 To 74 Willow Bank Road, Alderton Tewkesbury	Variation or removal of Condition 2 (accordance with the following documents), 13 (not be occupied until the access, parking and turning facilities), of planning permission reference number: 22/00998/FUL	Approved

25/00294/FUL	Mulberry House 6 Polysend Drive, Alderton	Hip to gable roof conversion involving increase in ridge height and installation of front and rear dormer extensions to existing detached garage to provide ancillary accommodation within the roofspace. Installation of external stairs to serve converted roofspace	Refused
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- 250617/08 To discuss concerns raised by residents' regarding the reported increase in local crime**  
A public meeting has been confirmed for Monday 8th July at 7:00pm, with attendance from the Deputy Police and Crime Commissioner for Gloucestershire and the local area inspector.  
**ACTION** Invite local businesses, residents, and neighbouring parish councilors to attend.
- 250617/09 To review and discuss resident feedback gathered during the Village Hall Coffee Morning drop-in session**  
Feedback was gathered during the recent **drop-in session held at the Village Hall coffee morning**. Key points raised by residents included:
- Several road signs around the village are damaged or worn and may need replacement or repair.
  - Desire for better engagement with residents at Alderton Fields, including feeling more included in parish matters.
  - Reports of a blocked drain grill and ditch. **ACTION** Cllr Kettle to report via FixMyStreet.
  - Interest in seeing the old village shop repurposed for community use.
  - Concern about HGV traffic linked to the Willow Bank road development.
  - Comments on local crime concerns (discussed in item 08).
- The session was considered useful and well-attended, with positive feedback for the Parish Council's presence. A rota will be arranged for councillors to attend future coffee mornings on the first Saturday of each month.
- 250617/10 To agree or note matters relating to Highways**
- 10.1 To receive an update for an additional grit bin for Beckford Road. Council AGREED to proceed with the purchase of a green grit bin.
- 10.2 Concerns raised over the verge cutting at the junction to the B4077 from Willow Bank Road  
**ACTION** to be reported on Fixmystreet
- 10.3 Complaint of overgrowth to the footway between Willow Bank road to Ellenborough Drive  
**ACTION** Clerk to report on Fixmystreet
- 250617/11 To receive an update on maintenance of Parish Council Assets:**
- 12.1 Speed Sign (VAS)** – ongoing. It was agreed that adding a solar panel would be beneficial, particularly for high-traffic areas such as the B4077 or Alderton Fields.
- 11.1 Pest control at the allotments and playing field** – no update, no new pest activity has been reported. Clerk is also exploring funding for pitch improvements, which includes pests.
- 250617/12 To agree or note matters relating to the Allotments**
- 12.2 Matters Arising:** None
- 12.3 Set date for summer inspection of the plots.** A date for the summer inspection will be confirmed by Cllr Rayton and Cllr Woodman to take place around the end of July. Advance notice will be sent to all plot holders.
- 250617/13 To agree or note matters relating to the Playing Field and Changing Facility**
- 13.1 Matters arising: A meeting was held with the Gloucestershire Football Federation to explore potential funding opportunities for improvements to the playing pitches..
- 13.2 Recent play area inspections identified that bolts need tightening on the Marco Polo equipment and the play surface requires replacement.  
**ACTION** Cllr Davies to request a quote for the replacement of the play surface.  
**ACTION** Cllrs Kettle and Rayton to assess damage to the bench.  
**ACTION** Clerk to investigate availability of S106 funding for a new picnic bench and standard bench.
- 13.3 Cllr Kettle reported that the changing facilities have been cleaned and disinfected. The Council approved the purchase of new cleaning products.
- 13.4 The Clerk attended Legionella training and will implement regular water temperature checks and update the water risk assessment. The Council approved the purchase of a water testing thermometer.
- 250617/14 To receive an update on the community consultation for priorities and agree actions**  
An update was received on the community consultation report.
- Councillors agreed to provide feedback on the latest version of the report by the end of the week.
  - It was noted that images at the back of the report are currently inaccessible and need to be resolved.

- 250617/15 To discuss the School Playing Field and agree actions**  
A meeting has been confirmed with Gloucestershire County Council to discuss potential options for community use of the school playing field.  
The Council is still awaiting confirmation on the Community Right to Bid application.
- 250617/16 To consider supporting ongoing maintenance cost to maintain the proposed Natural Flood Management features on 2 acres of local farmland**  
The Council **AGREED** to contribute to the ongoing maintenance of the proposed Natural Flood Management (NFM) features on 2 acres of local farmland, by funding 9.5 hours per year at £70 per hour, totalling £665 per year.  
**ACTION** Cllr Kettle to contact Severn Trent and Environmental Health at Tewkesbury Borough Council to follow up on the foul water report.
- 250617/17 Finances – documents circulated prior to meeting**
- 17.1 To record income received up to 31 May 2025**  
**COUNCIL APPROVED** May receipts received of **£ 1,291.35**  
**COUNCIL NOTED** that the receipt of £999 of S106 money for the repairs to the entrance way to the playing field.
- 17.2 To ratify payments made between meetings and to approve the June 2025 Payments List**  
**COUNCIL APPROVED** the payments made between meetings and the June 2025 Payments list

**Agreed direct debits**

	Payee	Description	Authority	Amount	VAT	Total
DD	Scribe	Accounts system	LGA 1972 s.111	31.00	6.20	37.20
DD	Scribe	Allotment system	LGA 1972 s.111	29.00	5.80	34.80
DD	NEST	Pension	LGA 1972 s.112	132.23	0.00	137.72
DD	EDF	Changing facility Electricity	LG(MP)A 1976 s.19	45.00	0.00	45.00
DD	Lloyds	Bank account charge	LGA 1972 s.111	4.25	0.00	4.25
DD	SSE	Electricity for defib	PHA 1936, s.234	19.87	0.00	19.87

**Payments made between meetings**

	Payee	Description	Authority	Amount	VAT	Total
FPO	Clear Insurance	Annual insurance	LGA 1972, s.111	771.34	0.00	771.34

**Payments list**

	Payee	Description	Authority	Amount	VAT	Total
FPO	C. Bridges	Clerks salary	LGA 1972 s.112s.2	895.14	0.00	895.14
FPO	HMRC	NI & PAYE	LGA 1972 s.112	80.90	0.00	80.90
FPO	Greenfields	Grounds maintenance May	Open Spaces Act 1906, ss. 9	270.00	54.00	324.00
FPO	B&W Hire Ltd	Allotment toilet hire	LGA 1976, s.19	88.00	17.60	105.60
FPO	GAPTC	Internal audit	LGA 1972, s.111	250.00	0.00	250.00
FPO	WaterPlus	Allotment water	SH&AA 1908, s.23	105.43	0.00	105.43
FPO	WaterPlus	Playing field water	LGA 1976 s.19	32.56	0.00	32.56
FPO	PATA	Payroll	LGA 1972 s.112	47.46	0.00	47.46
FPO	Geosphere Ltd	Parish Online annual subscription		60.00	12.00	72.00

- **COUNCIL AGREED** to not renew the Parish Online subscription until a time, it would be needed

- 17.3 To approve bank reconciliation**  
**COUNCIL APPROVED** the bank reconciliation for the current state of accounts 31 May 2025 (Appendix A).

- 17.4 To consider expenditure items for S106 and CIL monies and agree actions**
- The Council confirmed the use of CIL funds to provide a £500 contribution towards the Alderton Street Party, taking place on Saturday 5th July, in support of promoting social cohesion within the village in response to ongoing new developments.
  - It was also noted that Tewkesbury Borough Council has confirmed the S106 funds related to planning application 22/00998/FUL are expected to be available shortly.

- 250617/18 To note that the Internal Audit for 2024/25 has taken place and to receive and discuss the internal auditor report and to agree to undertake the recommendations made**  
The Council noted that the Internal Audit for 2024/25 has been completed, and the auditor's report has been circulated to all members.  
**ACTION** The Council agreed to review the updated NALC Financial Regulations later this year and to undertake the recommendations outlined in the internal auditor's report.
- 250617/19 To review and approve the following documents:**  
**19.1** Audit of the Asset Register – to be completed by the next meeting
- 250617/20 To note agenda items for next meeting 15 July**
- Village Hall redevelopment public consultation

Meeting closed at 21.30 pm. Date of next Meeting: 15 July 2025 commencing at 19.00pm, in Alderton Village Hall.

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Chairman

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Date

**2025 Meeting Dates:** 15 July, 19 August, 16 September, 21 October, 18 November, 16 December

## APPENDIX A

<b>A</b>	<b>Bank Reconciliation at 31/05/2025</b>		
	Cash in Hand 01/04/2025		117,477.67
	<b>ADD</b> Receipts 01/04/2025 - 31/05/2025		22,675.62
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/05/2025		140,153.29
	<b>Cash in Hand 31/05/2025</b> (per Cash Book)		4,593.43
			<b>135,559.86</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/05/2025	0.00	
	Current Account 31/05/2025	3,666.05	
	Savings Account (1%) 31/05/2025	28,283.93	
	CIL Savings (1%) 31/05/2025	11,614.41	
	CIL Savings (% tracker) 31/05/2025	91,995.47	
			<b>135,559.86</b>
	Less unrepresented payments		
			135,559.86
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>135,559.86</b>
	<b>A = B Checks out OK</b>		