

**Minutes of the Parish Council Meeting held at Alderton Village Hall on  
Tuesday, 15 April 2025 commencing at 7.00pm.**

**Present:** N. Broderick. (Acting Chair), M West, D Rayton, J Kettle, P Woodman,  
**Attendance:** Parish Clerk, 1 member of the public, County Cllr Agg, Borough Cllr Mason

**250520/01 To accept apologies for absence and confirm the meeting is quorate**  
Apologies were received from Cllr M Davies, Cllr Kettle, Borough Cllr Gray and Cllr Madel

**250520/02 To Elect a Chairman and Vice-Chair for 2025-26 and all councilors to sign the Declaration of Acceptance of Office forms**  
Due to the absence of Cllr Davies this item will be deferred until the June meeting.

**250520/03 To receive Declarations of interest for items on the agenda below**  
Dispensation Cllr Woodman – Allotments

**250520/04 To receive comments from members of the public**  
None.

**250520/05 To confirm and sign the minutes of the Parish Council meeting held on 15 April 2025**  
The minutes of the meeting held on 15 April 2025 were **AGREED by COUNCIL** and signed by Cllr. Broderick

**250520/06 To confirm and sign the minutes of the Annual Parish Meeting held on 22 April 2025 and agree any actions on matters arising from this meeting**  
The minutes of the Annual Parish Meeting held on 22 April 2025 were **AGREED by COUNCIL** and signed by Cllr. Broderick

**250520/07 To receive the County and Borough Councillors' reports**  
Cllr Agg gave a County Council report and informed the council of the following:

- Introduction following the recent election and appointment to County Councillor and expressed her enthusiasm about serving the community.
- It was noted that the County Council's Annual Meeting, where the Chair and committees are elected, will take place 16<sup>th</sup> April.
- Has contacted the planning and police departments in relation to local matters.
- Areas of expertise include the environment, education, and tree planting.
- Cheltenham Road (from the Southam junction) remains closed and will reopen once the Woodmancote works are completed, anticipated by 22nd June.
- Resurfacing in Winchcombe has been completed ahead of schedule.
- Support expressed for the single unitary authority option.

Cllr Mason gave a Borough Council report and informed the council of the following:

- The new municipal year has begun with the election of a new Mayor. The structure of local government (single or two-unitary authority) remains uncertain, with further clarification expected from central government in November.
- The Tewkesbury Plan has been refreshed.
- Work on garden communities is ongoing but has been paused for further consultation.
- Gloucestershire County Council is no longer undertaking grass cutting on its land. Only two cuts per year are scheduled. If visibility splays become an issue, residents should report them via the 'Fix My Street' website. Overhanging vegetation and misplaced grass should also be reported accordingly.

**250520/08 Planning**  
**8.1 To discuss planning application and agree actions**

Reference	Location	Description	Comments
1. 25/00013/CONDIS	Land Behind 52-74 Willow Bank Road Alderton	Variation or removal of Condition 2 (accordance with the following documents), 13 (to be occupied until the access, parking and turning facilities ), of planning permission reference number: 22/00998/FUL  Application for approval of details subject to Condition 3 (Foul drainage), 5 (Levels), 7 (Planting), 9 (SUDS), 10 (LEAP), 16 (CEMP), 17 (Archaeological), 18	Cllr Broderick has been in communication with both Planning Officers for this development. Cllr Broderick spoke with the Planning Officer, who confirmed that the developer has been given a deadline of 18 April to submit the requested information. This follows the issuing of a split decision regarding planning conditions and enforcement matters.

		(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	<b>ACTION</b> Cllr Broderick will follow up with the Planning Officer after the deadline. Cllr Broderick will also carry out a site visit to observe what work has been carried out.
2. 23/00720/FUL	Land Adjacent To 22 St Margarets Road Alderton	Proposed dwelling and altered access	No update. Street names have been submitted for consideration
3. 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	No update
4. 25/00285/FUL	Stanley Meadows Gretton Fields	Proposed garage and store building	<b>ACTION</b> Cllr Broderick to submit concerns regarding size of proposed building

## 8.2 To note the following planning application decisions

Reference	Location	Description	Decision

**250520/09**

### To discuss concerns raised by residents' regarding the reported increase in local crime

The Deputy Police and Crime Commissioner has been invited to attend a community meeting—date to be confirmed. Other relevant parties will also be invited. The Parish Council is following up on recent crime statistics for Alderton and the surrounding area.

It was noted that while CCTV is often not effective in rural areas, personal home security measures are being recommended.

**250520/10**

### 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 a green grit bin being positioned by the playingfield noticeboard.
- 10.2 Street naming for development land Behind 52 To 74, Willow Bank Road – Street naming proposals for the development land behind 52–74 Willow Bank Road have been submitted to the Borough Council.
- 10.3 **Council NOTED** Cotswold's Retro Cycle Ride 2025 on 15<sup>th</sup> June 2025 – **ACTION** Publicise via the village newsletter.
- 10.4 **Council NOTED** Alderton Street Party will be taking place on 5<sup>th</sup> July down Church Road
- 10.5 Cllr Agg raised support for the "20's Plenty" speed reduction campaign, especially relevant for Alderton Fields and Frampton Cottages.

**250520/11**

### To receive an update on maintenance of Parish Council Assets:

- 11.1 **Speed Sign (VAS)** – no update
- 11.2 **Pest control at the allotments and playing field** – Pest control at the allotments and playing field is ongoing. Notably, mole activity has reduced.

**250520/12**

### To agree or note matters relating to the Allotments

- 12.1 **Matters Arising:**
  - 12.1.1 The recent AAA "sausage sizzle" event was well attended and successful.
  - 12.1.2 Three of the community grant trees will need to be replaced.
  - 12.1.3 There are allotments currently available; one of the larger plots will be subdivided.

**250520/13**

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

- 13.1 Matters arising
- 13.2 Play area inspections - nothing new has been raised

**250520/14**

### To receive an update on the community consultation for priorities and agree actions

Feedback on the community report has been submitted. The online version of the priorities survey needs further promotion.  
GRCC representative will be engaging with residents in Alderton Fields and Frampton Cottages during the Street Party event.

**250520/15**

### To discuss the School Playing Field and agree actions

The Council noted that a response is still awaited from Gloucestershire County Council regarding the future use of the school playing field.  
Oakhill School has yet to return the signed hire agreement for use of the field during the summer term.  
Tewkesbury Borough Council has requested a minor update to the Community Right to Bid nomination form, which has been actioned.

- 250520/16 To discuss supporting the print production of the village newsletter for residence opting for a paper copy**  
**Council AGREED** to support the continued printing of the village newsletter for residents who prefer a paper copy as opposed to accessing it digitally. The number of printed copies will be monitored to manage costs effectively. It was noted that the newsletter plays an important role in welcoming new residents and promoting local groups and activities.

- 250520/17 To consider supporting ongoing maintenance cost to maintain the proposed Natural Flood Management features on 2 acres of local farmland**  
The Council expressed thanks to Charles Hambro for his support in progressing this initiative.  
**Council AGREED** in principle to provide financial support for the ongoing annual maintenance of the NFM features, subject to confirmation of the specific cost to cover labour.  
**ACTION** Clerk to check the amount required and whether funding can be sourced from existing budget lines or Community Infrastructure Levy (CIL) funds.

- 250520/18 Finances – documents circulated prior to meeting**

- 18.1 To record income received up to 30 April 2025**  
**COUNCIL APPROVED** April receipts received of **£ 21,384.27**  
**COUNCIL NOTED** that the annual Precept of £20,950.00 had been received from Tewkesbury Borough Council and had been internally transferred to the Business Savings Acc.
- 18.2 To ratify payments made between meetings and to approve the May 2025 Payments List**  
**COUNCIL APPROVED** the May 2025 Payments list

**Agreed direct debits**

	Payee	Description	Authority	Amount	VAT	Total
DD	Scribe	Accounts & allotment system	LGA 1972 s.111	57.60	14.40	72.00
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

Other direct debit: SSE Energy

**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 April	Open Spaces Act 1906, ss. 9	270.00	54.00	324.00
FPO	B&W Hire Ltd	Allotment toilet hire	LGA 1976, s.19	128.00	25.60	153.60
FPO	C. Bridges	Exps - Printer paper	LGA 1972, s.111	19.57	3.92	23.49
FPO	C. Bridges	Exps – black printer ink	LGA 1972, s.111	19.99	4.00	23.99
FPO	GAPTC	Planning training	LGA 1972, s.111	45.00	0.00	45.00
<b>TOTAL</b>						<b>£1546.12</b>

**COUNCIL NOTED** the internal transfer: £5000 from Business Savings Acc > Current Acc

- 18.3 To approve bank reconciliation**  
**COUNCIL APPROVED** the bank reconciliation for the current state of accounts 30 April 2025 (Appendix A).
- 18.4 To consider expenditure items for S106 and CIL monies and agree actions**  
See item 18.7
- 18.5 To reconfirm current subscriptions** all direct debits were confirmed  
**COUNCIL AGREED** subscriptions as per the budget to;
- Gloucestershire Association of Parish and Town Councils (GAPTC)
  - GRCC
  - Scribe accounting and allotment software

- Information Commissioners Office (ICO)

**18.6 To approve year end finances 2024/25**  
**Council APPROVED** the end of year finances for 2024/25

**18.7 To consider request for financial support for the Alderton Street Party**  
 Cllr Agg recommended that the Parish Council develop a Section 137 grant application process for future funding requests. Members expressed support for the street party proposal, recognising its potential to promote social cohesion within the village.  
**ACTION** The Clerk to investigate appropriate funding sources, as this expenditure is not currently aligned with the 2025/26 budget. Options may include potential TBC community funding, or Community Infrastructure Levy (CIL) funds.  
**Council AGREED** in principle to support the event with a contribution of up to £500, subject to confirming an appropriate funding source.

**250520/19 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 2024-25 (AGAR Section 1) it was duly signed by Cllr Broderick & the Clerk.

**250520/20 To review and approve the Accounting Statements (Section2) of the Annual Governance and Accountability Return 2022-23 for external auditors PKF Littlejohn**  
**COUNCIL APPROVED** the Accounting Statement 2024 (AGAR Section 2) ) it was duly signed by Cllr Broderick & the Clerk.

**250520/21 To confirm dates for the exercise of public rights as Tuesday 3<sup>rd</sup> June 2025 to Monday 14<sup>th</sup> July 2025**  
**COUNCIL AGREED** dates for the Exercise of Public Rights to Inspect the Draft Accounts as Tuesday 3<sup>rd</sup> June 2025 to Monday 14<sup>th</sup> July 2025

**250520/22 To review and approve the council insurance renewal policy for 2025-26**  
**COUNCIL RESOLVED** to approve the renewal of the insurance policy with Clear Councils, confirming it remains fit for purpose. The policy will run from 1 June 2025 to 31 May 2026.  
 It was noted that, as part of the insurance requirements, weekly inspections of the play area must be carried out rather than biweekly inspections. Cllr Rayton agreed to undertake the weekly play area checks.

**250520/23 To review and approve the following documents:**  
**23.1 COUNCIL APPROVED** the reviewed Standing Orders  
**23.2 COUNCIL APPROVED** the reviewed Financial Regulations. **Council AGREED** to review with the view to adopt the latest NALC recommended Financial Regulations later in the year

**250520/24 To note agenda items for next meeting 17 June**

- Asset register
- Annual allotment plot inspection

Meeting closed at 8.45pm. Date of next Meeting: 17 June 2025 commencing at 19.00pm, in Alderton Village Hall.

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 Chairman

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 Date

**2025 Meeting Dates:** 17 June, 15 July, 19 August, 16 September, 21 October, 18 November, 16 December

## APPENDIX A

<b>A</b>	<b>Bank Reconciliation at 30/04/2025</b>		
	Cash in Hand 01/04/2025		117,477.67
	<b>ADD</b> Receipts 01/04/2025 - 30/04/2025		21,384.27
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/04/2025		138,861.94
	<b>Cash in Hand 30/04/2025</b> (per Cash Book)		1,996.71
<b>B</b>	<b>Cash in Hand 30/04/2025</b>		<b>136,865.23</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Current Account 30/04/2025	5,218.77	
	Savings Account (1%) 30/04/2025	28,271.84	
	CIL Savings (1%) 30/04/2025	11,606.46	
	CIL Savings (% tracker) 30/04/2025	91,768.16	
			<b>136,865.23</b>
	Less unrepresented payments		
			136,865.23
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>136,865.23</b>
	<b>A = B Checks out OK</b>		