

**Minutes of the Parish Council Meeting held at Alderton Village Hall on
Tuesday, 18 November 2025 commencing at 7.00pm.**

Present: M West (Chair), N. Broderick, P Woodman, D Rayton

Attendance: Parish Clerk, 4 members of the public

1. Apologies for Absence and Quorum

Apologies were received from Cllr M Davies, Cllr J Kettle, County Cllr Agg and Borough Cllr Gray. The meeting was confirmed as quorate.

2. Declarations of interest

Dispensation granted: Cllr Woodman – Allotments

3. Public Participation

Members of the public raised the following matters:

- Missing signage: No 'No Through Road' sign at Blenheim Close. Increased traffic due to road closures. Council encouraged resident to report via FixMyStreet. ACTION: APC to raise with Gloucestershire Highways.
- BT telephone pole: Concerns about a pin marker for a potential BT pole on a grass verge historically maintained by residents. Council noted BT's statutory right under permitted development. Council to consider including this verge in parish grass-cutting arrangements.
- Development disruption: General concerns raised about ongoing disruption from developments around the village.

4. Minutes of Previous Meeting

The minutes of the meeting held on 21 October 2025 were **APPROVED** and signed by Cllr West.

5. County and Borough Councillors' Reports

County Councillor Report (Cllr Agg)

- Verge and hedge management ongoing; ash dieback remains a significant issue
- County-wide bus service review planned for Spring 2026
- Budget planning for 2026–27 underway
- Climate & Nature Fund grants available
- Strategic & Local Plan consultation open until 2 January 2026
- GCC supports exploring a single Gloucestershire unitary authority
- £20,000 Grassroots Community Fund available for local projects

Borough Councillor Report

No report received.

6. Planning

6.1 To discuss planning application and agree actions

Reference	Location	Comments
1. 25/00013/CONDIS	Land Behind 52- 74 Willow Bank Road Alderton	TBC provided update on CIL position. CIL demand notice issued; payment due before year-end. Revised notice expected but will not delay payment timeline. TBC taking steps to ensure prompt payment and transfer to Alderton. Owl Homes requested confirmation that street lighting is not required, which Council has confirmed. ACTION: Cllr Broderick to follow up with Owl Homes for further clarity.
2. 24/00393/OUT	Part Parcels 6318 And 6536 Beckford Road Alderton	Follow-up letter of objection submitted. Application form has been amended. Concerns raised regarding drainage plan and removal of some objections from online portal. ACTION: Cllr Broderick to submit comments requesting County Council be served notice regarding their land and to review drainage concerns.
3. 25/00651/FUL	31 Willow Bank Road Alderton	Related enforcement case 25/00218/ENFD regarding mobile home. Resident reported no response from TBC enforcement officer. Council encouraged resident to submit planning application. APC raised concerns about proximity to neighbouring property and drainage for temporary mobile home use. Extension and detached annex application: APC submitted comments on location and ancillary building size.

6.2 To note the following planning application decisions

Reference	Location	Description	Decision
25/00573/FUL	Land At 3 Beckford Road Alderton	Proposed vehicle access from highway to site and on site parking associated with Alley Cottage	Consent

7. Highways

7.1 **Natural Flood Management:** Council noted completion of natural flood management work. Recent rainfall has tested the systems with promising early results. Council thanked GCC Natural Flood Management Partnership Officer and Gareth Watkins for their support.

8. Parish Council Assets:

8.1 **Speed Sign (VAS)** – Quote received for solar-powered speed camera.

ACTION Cllr West to conduct a pole audit of the existing poles throughout village.

9. Allotments

9.1 Matters arising:

- Alderton Allotment Association has organized working party to clear western boundary.
- **ACTION:** Cllr Rayton and Cllr Woodman to assess southern hedge; growth needs addressing this year.

10. Playing Field and Changing Facility

10.1 Matters arising:

- Key box now installed at rear of changing rooms. Ashton 88 and school informed and asked to return keys.
- Bunker cleared except for lawnmower attachment (too heavy). Local volunteer contractor willing to remove attachment before bunker removal. Council to decide on disposal; local resident may be interested. Volunteer agreed to construct grit bin base using redundant slabs at no cost. Council to confirm preferred location.
- Pitch improvements: Council to continue with current plan including mole treatment.

10.1.1 **Mole Treatment: COUNCIL APPROVED** quoted cost of £580 for mole treatment in playing field. Ongoing treatment costs to be factored into future budgets.

10.1.2 **Pitch Improvements:** Verti-drain work confirmed once S106 approved. Pitch Power report received highlighting future improvements. Pitch Power funding application started.

10.2 **Play area inspections:** Nothing new to report. Cllr Rayton to review repainting of swings.

11 Correspondence

11.1 **November Coffee morning** - Cllr Kettle absent; no report provided. Next parish council attendance: January coffee morning.

11.2 **GCC grass-cutting responsibilities** – TBC sent map of areas they have historically cut.

ACTION: Clerk to confirm these areas with GCC.

11.3 **Garden Communities meeting** – Cllr West attended. National Grid presented on need for additional electricity capacity for proposed housing developments. Individual applications currently processed separately. EV charging creating significant additional demand. Bridge permission finalization ongoing.

12 Assertion 10 compliance

Clerk provided update on new Assertion 10 requirements for 2025/26 AGAR. Actions required:

- Migrate all council business to council-owned email accounts; ensure domain owned by APC
- Adopt formal IT policy
- Update GDPR and data-protection processes (create data map, review Privacy Notice)
- Ensure parish website meets WCAG 2.2 AA accessibility standards; update Accessibility Statement
- Review FOI/Transparency Code information for online accessibility

Some changes may require website template updates or parish-council-specific provider. Council supportive of approach, with initial setup costs against CIL money for improved village communication platform.

ACTION: Clerk to prepare full proposal with options and costs for December meeting.

13 Finances – documents circulated prior to meeting

13.1 **Income received up to 31 October 2025**

COUNCIL APPROVED October receipts: **£ 111,812.64**

COUNCIL NOTED receipt of **£109,729.13** CIL for 24/00655/APP Land East of St Margaret's Drive (installments 1 and 2 of 4).

13.2 Payments

Direct debits Approved

Payee	Description	Authority	Amount	VAT	Total
Scribe	Accounts system	LGA 1972 s.111	31.00	6.20	37.20
Scribe	Allotment system	LGA 1972 s.111	29.00	5.80	34.80
NEST	Pension	LGA 1972 s.112	167.16	0.00	167.16
EDF	Changing facility Electricity	LG(MP)A 1976 s.19	29.61	0.00	29.61
LLoyds	Bank account charge	LGA 1972 s.111	4.25	0.00	4.25
SSE	Defibrillator electricity		7.53	0.00	7.53

Payments list

Payee	Description	Authority	Amount	VAT	Total
C. Bridges	Clerks salary	LGA 1972 s.112s.2	933.39	0.00	933.39
HMRC	NI & PAYE	LGA 1972 s.112	99.10	0.00	99.10
Greenfields	Grounds maintenance May	Open Spaces Act 1906, ss. 9	270.00	54.00	324.00
B&W Hire Ltd	Allotment toilet hire	LGA 1976, s.19	68.00	13.60	81.60
National Grid	Electricity supply disconnection	LGA 1972, s.111	499.02	99.80	598.82
J. Kettle	Exps: Screwfix Lock box	LGA 1972, s.111	29.99	5.83	34.99
TOTAL					£ 2071.90

- **COUNCIL NOTED** internal transfer on 23 October 2025: £109,792.13 from Current Account to Business Saver Account (CIL funds).

13.3 Bank Reconciliation

COUNCIL APPROVED bank reconciliation for 31 October 2025 (Appendix A).

13.4 S106 and CIL Expenditure

Village Hall Redevelopment: Following last month's update from village hall survey and request for CIL donation, councilors discussed commitment of funds toward bringing village hall up to standard.

ACTION: Village priorities consultation with GRCC, to include the concept of village hall, for circulation in early 2026.

14 Budget 2026-27

Budget for 2026-27 reviewed and **APPROVED**.

15 Precept 2026-27

The Precept for 2026/27 **AGREED** at **£21,998**.

16 Internal Auditor Appointment

COUNCIL AGREED to appoint GAPTC as internal auditor for 2025-26 financial year, being competent and independent of Council.

17 Defibrillator relocation

Clerk confirmed Cambridges Square defibrillator relocated to Village Hall. Concerns raised about visibility at new location.

ACTION: Clerk to explore signage solutions with Village Hall Committee.

18 School Playing Field - GCC Heads of Terms

Awaiting final draft of Heads of Terms from GCC.

19 Policy and Document Review

COUNCIL APPROVED the following with no updates:

19.1 Risk Assessment - Changing facility and Playing Field

19.2 Risk Assessment - Changing facility Fire Risk

19.3 Health and Safety Policy - Changing facility and Playing Field

20 Meeting dates 2026

COUNCIL AGREED 2026 meeting dates:

19 Jan, 17 Feb, 17 Mar, 21 Apr, 13 May (AGM), 19 May, 16 Jun, 21 Jul, 18 Aug, 15 Sep, 20 Oct, 17 Nov, 15 Dec

21 Agenda Items for Next Meeting (16 December 2025)

- Update and CIL request for St Margaret's Church heating
- Document review: IT policy and NALC financial regulations.

Meeting closed: 10:10 PM
 Next meeting: 16 December 2025, 7:00 PM, Alderton Village Hall

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 Chairman

Date

Future Meeting Dates: 16 Dec, 19 Jan, 17 Feb, 17 Mar, 21 Apr, 13 May (AGM), 19 May, 16 Jun, 21 Jul, 18 Aug, 15 Sep, 20 Oct, 17 Nov, 15 Dec

APPENDIX A

Bank Reconciliation at 31/10/2025			
	Cash in Hand 01/04/2025		117,477.67
	ADD		
	Receipts 01/04/2025 - 31/10/2025		136,578.74
			254,056.41
	SUBTRACT		
	Payments 01/04/2025 - 31/10/2025		18,416.05
A	Cash in Hand 31/10/2025 (per Cash Book)		235,640.36
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	0.00	
	Current Account 31/10/2025	2,735.72	
	Savings Account (1%) 31/10/2025	19,608.60	
	CIL Savings (1%) 31/10/2025	120,188.22	
	CIL Savings (% tracker) 31/10/2025	93,107.82	
			235,640.36
	Less unrepresented payments		
			235,640.36
	Plus unrepresented receipts		
B	Adjusted Bank Balance		235,640.36
	A = B Checks out OK		