Minutes of the Parish Council Meeting held at Alderton Village Hall on Tuesday, 15 September 2026 commencing at 6.30pm.

Present: Cllr M Davies (Chair), Cllr J Kettle, Cllr M West, Cllr P Woodman, Cllr N Broderick
Attendance: Parish Clerk and 5 members of the public, County Cllr Agg, Borough Cllr Gray

1. **Apologies for Absence and Confirmation of Quorum**
   Apologies for absence were received from Cllr D Rayton, Borough Cllr Mason and Borough Cllr Madle. The meeting was confirmed as quorate.

2. **Declarations of Interest**
   A dispensation was granted to Cllr Woodman in relation to allotment matters.

3. **Minutes of Previous Meeting**
   RESOLVED: The minutes of the Parish Council meeting held on 21 July 2026 were approved as a correct record and signed by the Chair.

4. **Public Participation**
   There were no public representations.

5. **Emergency Planning**
   Tewkesbury Borough Council's Emergency Planning Officer, provided an introduction to community emergency planning, resilience and preparedness.
   The benefits of developing a Community Emergency Plan were discussed, including preparedness for incidents such as flooding, power outages and situations requiring evacuation to a place of safety. It was explained that an Emergency Plan could comprise a public version alongside a confidential version containing personal contact information.
   Officer advised that an example plan and supporting information would be circulated. Further support with the development of a plan is available through TBC and GRCC.
   AGREED: The Council would review the information provided and consider the development of a Community Emergency Plan.
   ACTION: Clerk to circulate/review the information received and bring the matter back to Council as appropriate.

6. **Planning Applications**
   6.1. Applications for Decision

Reference	Location	Comments
1. 25/00092/CONDIS	Land Behind 52- 74 Willow Bank Road Alderton	No further update available.
2. 24/00393/OUT	Part Parcels 6318 And 6536 Beckford Road	It was noted that further information had been submitted by the applicant, including changes to the proposed development and matters relating to the safety audit. Outstanding land issues remained and comments from Gloucestershire County Council Highways were awaited. No further action was agreed at this stage.

6.2 Planning Updates

6.2.1 Land East of St Margarets Drive – Daylestone Park development.
Concerns were raised regarding tree planting within the development, including trees which had died.
ACTION: Cllr Broderick to contact the relevant developers regarding the condition and replacement of trees.

6.3 Planning Decisions

Reference	Location	Decision
26/00469/FUL	The Granary, Lower Stanley Farm, Gretton Fields	Permit
26/00588/PIP	Land On The South Side Of, Dibden Lane	Refused. It was noted that the Parish Council had submitted a detailed objection to the application, alongside objections from 58 residents. The Council considered the decision made between meetings to appoint a planning consultant to assist with preparing its objection, at a cost of £750. **RESOLVED**: To ratify the appointment of the planning consultant and the associated expenditure of £750.

7. Reports from Councillors

7.1. County Council - Cllr Agg

The August County Council report had previously been circulated.

- Cllr Agg provided updates on a number of County Council matters, including the paused Local Government Reorganisation, Gloucestershire funding and initiatives to encourage young people into farming, the Made in Gloucestershire initiative supporting local produce, the Local Transport Plan and forthcoming road closures.
- An update was also provided regarding the proposed Traffic Regulation Order at Toddington, where officer appointment was awaited.
- A matter concerning resident access to a building plot on Blacksmiths Road was raised and a response from Tewkesbury Borough Council was awaited.
  ACTION: Cllr Broderick to review the relevant planning application in relation to the Blacksmiths Road access matter.

7.2. Borough Council - Cllr Gray

- Cllr Gray provided an update on Borough Council matters, including Local Government Reorganisation, a recent planning committee decision for a development in Greet and changes intended to simplify licensing arrangements for activities including street parties and stalls

7.3. Strategic Local Plan - The forthcoming consultation of the Strategic Local Plan is expected.

7.4. Garden Communities - An update was received from Cllr West regarding the Garden Communities programme, including the proposed business district, southern area master plan and work on the supporting business case.

8. Highways

8.1. To receive updates on the following highways matters and agree any actions required:

8.1.1. Flood defense fencing - It was noted that the outstanding flood defence fencing works were expected to be undertaken within the next few weeks, now that ground conditions were more suitable

8.1.2. Drainage grilles - The Council is awaiting confirmation of when the outstanding grille installation would be undertaken

8.1.3. VAS pole relocation - The relocation of the VAS pole remained outstanding.
ACTION: Clerk to continue chasing Gloucestershire County Council and copy County Cllr Agg into further correspondence.

8.2. Temporary Road Closure
The temporary closure of Willow Bank Road from 2–4 November 2026, 9.30am–3.30pm daily was noted.

8.3. St Margaret's Drive/St Margaret's Road
Concerns regarding lorries not stopping when exiting the development were noted and the matter had been reported through FixMyStreet.

9. Allotments

9.1. Wasp Nest
Council noted that a wasp nest has been reported by the main entrance to the site. Plot holders had been informed. No further action to be taken at this time

9.2. Damaged Allotment Gatepost
The Council considered the damaged allotment gatepost. It was noted that a plot holder had come forward to report causing the damage, but that the post was also showing signs of rot and would have required replacement in due course.
AGREED: A quotation would be obtained for replacement of the gatepost, with 50% of the cost to be met by the plot holder responsible for the damage and 50% by the Parish Council.
It was anticipated that the work would be undertaken in November.
ACTION: Clerk to obtain a quotation for the replacement gatepost.

9.3. Community Right to Bid
The Council considered the submission of a new Community Right to Bid nomination in respect of the allotments.
RESOLVED: To submit a new Community Right to Bid nomination for the allotments.
ACTION: Clerk to prepare and submit the nomination.

10. Playing Field and Changing Facility

10.1. Six-Monthly Safety Checks
The completion of the six-monthly safety checks was noted.

10.2. Play area inspection
No further inspection update was available.
It was noted that the area beneath the swing required patching. The potential use of S106 funding was discussed, together with undertaking a wider review of the play area to identify whether any additional works were required.
ACTION: Review the play area to identify any additional works required and investigate potential funding.

10.3. Pitch Improvement Works
The Council considered the two quotations received for the proposed pitch improvement works.
AGREED IN PRINCIPLE: To proceed with the pitch improvement works, subject to the final costs being confirmed and the proposed works meeting the requirements of the Council's Pitch Power funding and not exceeding grant amount for the year.
ACTION: Clerk to confirm the final costs and funding requirements before the works are instructed.

10.4 Changing Facility Wet/Dry Vacuum

The need to replace the wet/dry vacuum at the changing facility was considered.
ACTION: Cllr Kettle to review the requirements and obtain quotations for a replacement wet/dry vacuum.

11. Correspondence

11.1. Crime Prevention

A recent reported burglary was noted and crime prevention measures were discussed.
ACTION: Clerk to add appropriate crime prevention information/link to the Council website.
ACTION: Cllr West to include information in the newsletter.

11.2. Community Governance Review

An update regarding the Tewkesbury Community Governance Review was received and a further update from Gretton Parish Council is awaited.

12. Neighbourhood CIL Prioritisation Survey

12.1. GRCC Report

The Council welcomed the good level of community engagement with the consultation.
RESOLVED: To receive and note the GRCC Local Infrastructure Delivery Prioritisation Report and the findings of the Neighbourhood CIL Prioritisation Survey.
ACTION: Clerk to provide feedback to GRCC and seek further clarification regarding the supporting spreadsheet/data where required.

12.2. Strategic Prioritisation

The Council considered the survey findings alongside the wider evidence contained within the GRCC report.
It was noted that the consultation demonstrated support across a number of infrastructure themes and that the level of public support for an individual theme should not, in isolation, determine the proportion of Neighbourhood CIL funding allocated to it.
Councillors agreed that Neighbourhood CIL should be considered strategically, taking account of the impacts of development, evidence of community need, broad and long-term community benefit, effective use of CIL and opportunities to secure or leverage other sources of funding.
AGREED: No priority workstreams or final allocations of Neighbourhood CIL funding would be determined at this meeting. Further work would be undertaken to assess potential workstreams and projects before funding decisions were made with the aim for a plan to be in place by the end of the year.
ACTION: An interim meeting to be arranged to undertake further work on CIL priorities, with Appendices 4 and 5 available to support the discussion.
ACTION: Clerk to establish whether Neighbourhood CIL may be used towards the acquisition of land where this supports eligible infrastructure.

13. School Playing Field

The Council considered the proposed lease arrangements for the school playing field.
AGREED IN PRINCIPLE: To progress the lease, with the Chair to undertake a final review and establish the current condition of the field before the lease is signed.
ACTION: Chair to undertake the final review and sign if no areas of concern.
ACTION: Clerk to pursue the agreed contribution from Gloucestershire County Council towards the cost of replacing the gate.

14. Finances - *documents circulated prior to meeting*

14.1 Financial Report

RESOLVED: The Financial Report to 31 August 2026 was approved (*see Appendix A*).
Receipts to 31 August 2026 totalled **£1,247.94.**
The budget report was reviewed *(see supporting documents*). No areas of concern were identified.

14.2 Accounts for Payment

RATIFIED: Payments made between meetings totalling £2,801.55.
RESOLVED: Payments presented for approval totalling £2,359.00 were approved.
Previously authorised direct debits totalling £257.68 were noted.

Agreed direct debits

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	145.20	0.00	145.20
EDF	Changing facility Electricity	LG(MP)A 1976 s.19	36.23	0.00	36.23
LLoyds	Bank account charge	LGA 1972 s.111	4.25	0.00	4.25
				TOTAL	**£ 257.68**

Payments made between meeting

Payee	Description	Authority	Amount	VAT	Total
C. Bridges	Clerk's salary	LGA 1972 s.112	962.62	0.00	962.62
HMRC	NI & PAYE	LGA 1972 s.112	100.53	0.00	100.53
Greenfields	Playing field maintenance	PHA 1875 s.164	350.00	70.00	420.00
B&W Hire Ltd	Allotment Toilet hire	SHAA 1908 ss.23	92.00	18.40	110.40
CDRC	Playing field gate post replacement	LGA 1976, s.19	400.00	0.00	400.00
GALC	Internal Audit	Accounts and Audit Regulations 2015	320.00	0.00	320.00
Tewkesbury Borough Council	Replacement Dog waste bin (CIL funds)	CIL Regulations 2010	357.00	71.40	428.40
Bence	Hardcore for allotment maintenance	Allotments Act 1908, s.23	49.67	9.93	59.60
				TOTAL	**£2,801.55**

Payments list

Payee	Description	Authority	Amount	VAT	Total
C. Bridges	Clerk's salary	LGA 1972 s.112	962.42	0.00	962.42
HMRC	NI & PAYE	LGA 1972 s.112	100.73	0.00	100.73
Greenfields	Playing field maintenance	PHA 1875 s.164	350.00	70.00	420.00
B&W Hire Ltd	Allotment Toilet hire	SHAA 1908 ss.23	84.00	16.80	100.80
National Allotment Society	Annual membership	LGA 1972 s.111	70.00	14.00	84.00
PATA	Payroll (Jul, Aug, Sep)	LGA 1972 s.111	66.30	0.00	66.30
A&E Fire Security	Changing facility 6 month safety checks	LGA (Miscellaneous Provisions) 1976, s.19	100.63	20.12	120.75
PKF Littlejohn LLP	AGAR External Audit	Local Audit and Accountability Act 2014	420.00	84.00	504.00
				TOTAL	**£2,359.00**

It was further noted that:

- £5,000 had been transferred from the Business Savings Account to the Current Account to cover August payments; and
- £357 had been transferred from the CIL Business Savings Account to the Current Account to cover expenditure on the replacement dog waste bin.

14.3 Expenditure for Consideration:

14.3.1 **RESOLVED**: To approve the purchase of a Royal British Legion poppy wreath for Remembrance commemorations.

14.3.2 **RESOLVED**: To approve the National Joint Council for Local Government Services pay award for 2026/27, effective retrospectively from 1 April 2026.

14.3.3 **RESOLVED**: To approve the purchase of replacement defibrillator pads ahead of the current pads expiring in November 2026.

14.4 Annual Governance and Accountability Return 2025/26

The conclusion of the 2025/26 Annual Governance and Accountability Return external audit was noted.

14.5 Grants and Developer Contributions

The Council considered the Alderton Village Hall Management Committee's request for £500,000 Neighbourhood CIL funding towards the Village Hall modernisation and enhancement project.
The Council was supportive in principle of substantial Neighbourhood CIL investment in the project.
It was agreed that the final level of any Parish Council contribution should be determined once the outcome of the external/Strategic CIL funding application and the overall project funding package were known.
Outstanding land ownership and Land Registry matters were also noted.
AGREED IN PRINCIPLE: The Village Hall modernisation and enhancement project would remain a strategic priority for potential substantial Neighbourhood CIL investment.
No allocation of Neighbourhood CIL funding was made at this meeting. The final level of any Parish Council contribution would be subject to a future Council decision.

15 Asset Register

The annual Asset Register was reviewed.
The damaged allotment gatepost was noted.
ACTION: The general waste bin opposite the Village Hall to be added to the Asset Register.
The Council considered the existing SID to be redundant.
RESOLVED: The redundant SID be written off from the Council's assets and responsibly recycled, as it is no longer fit for purpose.

16 Policies and Governance Documents

16.1 RESOLVED: To approve the Complaints Policy.
16.2 RESOLVED: To approve the Document Retention Policy.

17 Items for Next Meeting

- None

The next meeting of Alderton Parish Council will be held on Tuesday 20 October 2026 at 7.00pm.

There being no further business, the meeting closed at 9.30 pm.

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Chairman Date

Future Meeting Dates: 20 Oct, 17 Nov, 15 Dec

APPENDIX A

	Bank Reconciliation at 31/08/2026			
	Cash in Hand 01/04/2026			215,564.55
	ADD			
	Receipts 01/04/2026 - 31/08/2026			447,545.50
				663,110.05
	SUBTRACT			
	Payments 01/04/2026 - 31/08/2026			14,722.06
A	**Cash in Hand 31/08/2026** (per Cash Book)			**648,387.99**
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2025	0.00	
	Current Account	31/08/2026	3,934.05	
	Savings Account (1%)	31/08/2026	18,900.45	
	CIL Savings (1%)	31/08/2026	28,110.19	
	CIL Savings (% tracker)	31/08/2026	597,443.30	
				648,387.99
	Less unpresented payments			
				648,387.99
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**648,387.99**
	A = B Checks out OK			