

**Draft minutes for the Annual meeting of Alderbury Parish Council held on
Tuesday 5th May 2015 at St. Marys Hall, Whaddon at 7.30pm**

Present: Cllrs Hartford (Chairman), Mernagh, Reeder, Clarke and Sell.

In attendance: Mrs Alison McGowan (Clerk), PC Henry Clissold and 2 members of the public.

Apologies: Cllrs Hughes, Richardson, Considine and Cllr Richard Britton.

Cllr Hartford opened the meeting at 7.30pm and welcomed everyone to the Annual meeting.

Members of the public

A resident raised concern regarding the condition of Southampton Road and stated that there are potholes that need attention and the ramps at either end of the village need to be repaired. The Clerk was requested to raise the issues with Highways maintenance and copy in Cllr Britton.

The same resident also raised continued concern regarding a hedge which is growing out over the footpath and causing it to become too narrow for pushchairs and other pedestrians. The Clerk was requested to refer the issue to Highways. **Action: Clerk.**

Report from Wiltshire Councillor Britton

No report.

Report from the Neighbourhood Police Team

PC Henry Clissold confirmed that in the last 365 days there have been 126 reported issues in Alderbury, with less than 30 of these being actual crimes. Lost property and debris on a carriageway are issues that are included in the figures. There has only been a small amount of anti-social behaviour. Both Community Speed watch and the Neighbourhood Watch schemes have been great support to the local police team. Cllr Hartford confirmed that the Community Speed watch device will be in the village for the next two weeks. PC Clissold acknowledged that fly tipping has recently been an issue in the village and confirmed that details will be passed on to Wiltshire Council who can prosecute.

4494. Apologies for absence and to consider whether to approve the reasons given.

Apologies have been received from Cllr Hughes due to work commitments and Cllrs Richardson and Considine who are unwell. Cllr Britton had also expressed his apologies prior to the meeting as he was unwell. Alderbury Parish Council resolved to accept the apologies for the reason given.

4495. Election of Chairman

Cllr Hartford was proposed for the position of Chairman by Cllr Mernagh. The motion was seconded by Cllr Reeder. Alderbury Parish Council resolved to appoint Cllr Hartford as Chairman.

4496. Election of Vice Chairman

Cllr Mernagh was proposed for the position of Vice Chairman by Cllr Hartford. The motion was seconded by Cllr Sell. Alderbury Parish Council resolved to appoint Cllr Mernagh as Vice Chairman.

4497. Declaration of Cllrs Interests

Cllr Reeder declared an interest in agenda item 4521.

4498. Council meeting minutes

Subject to a minor amendment, Alderbury Parish Council resolved to approve the minutes of the Parish Council meeting on 1st April 2015 with one abstention.

4499. Amendments to Financial Regulations and Standing Orders

Alderbury Parish Council resolved that a working party consisting of Cllrs Hartford, Reeder and Mernagh would review the Financial Regulations and Standing Orders. The working party will then bring their recommendations back to a future meeting for agreement by full council.

Action: Cllrs Reeder, Mernagh, Hartford, Clerk.

4500. To review Councillor Responsibilities or work with external bodies

The Clerk was requested to circulate the list of responsibilities to all Cllrs for review and to carry the item forward to the meeting agenda for June.

Action: Clerk

4501. To review the Asset Register

Following discussion, the Clerk was requested to add the garage building on the Recreation Field to the Asset Register. It was estimated that a value of £3,000 for insurance purposes be entered, however it was noted that the building should be formally valued at a later date.

Action: Clerk.

4502. To review and confirm arrangements for insurance cover

The next renewal date for the current Parish Council insurance policy is 1st October 2015.

4503. To review the Council's memberships

The current Council memberships were reviewed. Alderbury Parish Council resolved to continue each of these. Each has been included in the budget forecast for the year.

4504. To review the Council's Complaints procedure

The same working party as agreed for agenda item 4499 will review the policy and bring recommendations back to a future meeting for agreement by full Council.

Action: Cllrs Reeder, Mernagh, Hartford, Clerk.

4505. To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.

The same working party as agreed for agenda item 4499 will review the policies and bring recommendations back to a future meeting for agreement by full Council.

Action: Cllrs Reeder, Mernagh, Hartford, Clerk.

4506. To confirm the dates, times and place of ordinary meetings for the Parish Council for the next year.

Alderbury Parish Council monthly meetings will continue to be held at St. Mary's Hall Whaddon at 7.30pm.

Dates of the meetings until March 2016 are as follows:-

8th June, 8th July, 3rd September, 5th October, 3rd November, 2nd December, 7th January 2016, 2nd February 2016 and 7th March 2016.

The dates are also shown on the website – www.alderburyparishcouncil.gov.uk.

4507. Letter from Stonehenge Lodge, Salisbury offering potential support for a project in Alderbury

A letter offering potential support for a project in Alderbury had been received from Stonehenge Lodge.

Following discussion, the Clerk was requested to write a letter back to thank them for their offer of help and to ask if they could assist with repainting the play equipment at the Recreation Field.

Action: Clerk.

4508. Fly tipping

Wood has recently been tipped in the middle of the road between Shute End and Old Road. There has been a further instance of tree stumps and turf in builder's sacks in Old Road. A large quantity of bottles has also been deposited in Shute End. These have been reported to Wiltshire Council. Cllr Hartford to raise at the next Southern Area Board meeting.

155 pieces of litter were picked up in the Recreation field today. It is an ongoing problem.

Action: Cllr Hartford.

4509. Tree outside the Village Hall

It is a Turners Oak and despite initial concern about the tree, the lateral branches are covered in buds and the tree will therefore be monitored over the next month.

At the same time feedback has been received from the tree surgeon regarding an Oak at the far side of the Recreation field. Further work to this tree will be discussed at a future meeting.

The large Oak at Avon Drive has three infections. This will be monitored again in the Autumn. **Action: Clerk.**

4510. Parking in Eyres Drive

A proposed solution of bollards has been put forward to the Parish Council. Following discussion, Alderbury Parish Council resolved to approve a contribution of £80 (10% of the total cost) towards wooden bollards from the village maintenance budget. Cllr Hartford will attend the next CATG meeting to feed this back.

Action: Clerk, Cllr Hartford.

4511. Road Sweeping

Cllr Reeder raised concern that this is either not happening within the village or if it is, it is not to an acceptable standard. A number of drains are clogging up with silt. The Clerk was requested to raise this matter with Wiltshire Council.

Action: Clerk.

4512. Village handyman

Mr Albery has recently resigned from the position. Discussion followed regarding future requirements. The Clerk was requested to assess the options available and bring these back to a future meeting for a decision to be made by full Council.

Action: Clerk.

4513. Village Maintenance

The first street lamp at the entrance to Avon Drive has still not been mended. The Clerk was requested to follow this up again with Wiltshire Council.

Cllr Hartford will contact Basil Elliot to ask if some of the rivets on the metal skate park ramp can be replaced. A missing manhole cover in Grimstead Road has not yet been replaced by Wiltshire Council. Clerk to follow up again.

Cllr Hartford reported that a number of the posts around the Fountain and War Memorial either need to be replaced or straightened. Cllr Hartford had received a quotation for £100 to attend to the posts. The cost was agreed.

The Clerk was requested to raise two matters with Highways. One of the wooden posts at the entrance to Avon Drive is rotten. There is also a post with the road sign missing along Southampton Road just outside the village on the way to Salisbury.

A resident has reported that two stiles between Folly Lane and Church yard are broken. Cllr Hartford has raised this with Phil Spooner who is involved in the footpath group.

Action: Cllr Hartford, Clerk.

Finance

4514. Year ending 31st March 2015

The accounts for the previous financial year have been produced and will be passed to the internal auditor tomorrow. This year Alderbury has been selected by the external auditor, Grant Thornton, as one of the 5% of smaller councils to have an intermediate audit in addition to the Annual audit.

4515. Year ending 31st March 2016

The balance as confirmed on the bank statement on 4th May 2015 is £97,422.38. This includes the first half of this years' precept.

4516. Accounts for Payment

Alderbury Parish Council resolved to approve the following payments:-

Account	Budget category	Total	Cheque number
WALC & NALC	Annual subscriptions	£803.77	261
A McGowan	Staff costs & expenses	£989.05	262, 263, 264
The Landscape Group	Bin emptying x 4 each week	£78.00	265
Hurdcott Landscapes	Grass cutting contract	£780.00	266
ICO	Data protection registration renewal fee	£35.00	267
Total		£2,685.82	

4517. Reserves

Following discussion, Alderbury Parish Council resolved to agree a recommendation to set aside an amount of £2,000 of Parish Council reserves to cover election costs if they arise, as it will no longer be funded by Wiltshire Council.

Planning To respond to Wiltshire Council on the following planning applications:

4518. 15/03024/FUL – Land at Homelands, Rectory Road, Alderbury, Salisbury, SP5 3AD – Erection of a detached dwelling (modification of approval 14/08631/FUL).

Alderbury Parish Council resolved to make no comment on the application.

4519. 15/03052/FUL – The White House, Southampton Road, Whaddon, SP5 3EA – Change of use from dental surgery (D1) back to domestic usage.

Alderbury Parish Council resolved to support the application.

To note the following applications for tree work:

4520. 15/03201/TPO – 3 Silver Wood, Alderbury, SP5 3TN – Ash – Previously applied for full removal of the tree, which was rejected on the primary basis of not wanting to diminish the screening the tree offers to the homes across the highway from Silverwood (on Old Road). Request permission to trim branches that overhang the driveway, leave tree in place.

Alderbury Parish Council resolved to make no comment on the application.

4521. 15/03371/TPO – 49, Oakwood Grove, Alderbury, SP5 3BN – G1 conifer hedge – reduce by 1m, level the top and trim the side.

Alderbury Parish Council resolved to make no comment on the application, with one abstention.

4522. 15/04142/TPO – 1, Silver Wood, Alderbury, SP5 3TN – T1 & T3 Maple – inside garden – reduce by a maximum of 30% and reshape accordingly. T2 & T4 Ash – on roadside – reduce by a maximum of 30% and reshape accordingly.

Alderbury Parish Council resolved to make no comment on the application.

Matters arising from previous meetings:

4523. Youth Club project

It was agreed by all Cllrs present that the questionnaire in its current format is not age appropriate. Concern was also expressed about distribution and the accuracy of the results. Cllr Sell agreed to review the current position of the project and the next steps required and bring the information back to the Council in three months time.

Action: Cllr Sell.

4524. To receive reports from Cllrs representing Alderbury Parish Council on outside bodies.

Cllr Clarke attended the recent Village Hall Committee meeting. The Chairman of the Social Club Committee has expressed an interest in joining the Village Hall Committee together with other members of the Social Club. The Clerk was requested to supply Cllr Clarke with a copy of the Charity Commission guidelines for the formation and operation of the village hall management Committee.

Action: Clerk.

4525. Correspondence/Clerk's report.

Further to a request by Cllrs at the last meeting regarding employing a village 'handyman', the Clerk has received an email from the Clerk for Whiteparish Parish Council expressing an initial interest. It will be discussed by Cllrs at the next meeting of Whiteparish Parish Council.

4526. The date of the next meeting is Monday 8th June 2015. Any items for the agenda must be sent to the Clerk by Friday 29th May. The Annual Parish Meeting is on Wednesday 20th May 2015, Alderbury Village Hall.

Cllr Clarke gave her apologies as she would be unable to attend the Annual Parish Meeting as she would be away on holiday.

Cllrs agreed that an Extraordinary Parish Council meeting should be arranged for 8.30pm on 20th May 2015 after the Annual Parish Meeting, for the Annual Return and end of year 2014 – 2015 figures to be agreed.

The meeting closed at 9.52pm.