

**Draft minutes for a Meeting of Alderbury Parish Council held on
Thursday 9th June 2016 at St. Marys Hall, Whaddon.**

- Present:** Cllrs Hartford (Chairman), Mernagh, Sell, Clarke, Considine, Jennings, Hughes and Diprose.
- In attendance:** Mrs Alison McGowan (Clerk), Alasdair Jones-Perrot (Longford Estate) and 1 resident.
- Apologies:** Cllrs Richardson, Reeder and Unitary Councillor Britton.

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

Members of the Public

A resident thanked the Parish Council for its support in getting the bollards fitted in Eyres Drive and said that the residents were very grateful. It had stopped anyone parking along the verge and has caused some residents to make their driveways larger so that they can park there instead. The resident also wanted to thank unitary Cllr Richard Britton for his support to put a fence at the end of their garden which backs onto Spiders Island. Residents of Eyres Drive are also grateful that the street lamp has not been turned off. The resident went on to confirm that together with another resident, they were happy to cut the grass on the verge around the bollards when needed.

Concern was raised about the condition of the road in Eyres Drive. Cllr Hartford commented that the Parish Council understood that it would be addressed when work was completed in Avon Drive. The Clerk was requested to raise the issue with Cllr Britton. The resident commented that there is an area of block work in Eyres Drive which is too high and is therefore very noisy for some residents when cars go over it. They wondered if the level of the tarmac could be raised to reduce the noise.

The resident commented that the road sweeper is required in the road. Cllr Hartford confirmed that there are a number of areas in the village that would benefit from the road sweeper.

Cllr Mernagh joined the meeting at 7.35pm.

The final question was regarding the trees in Eyres Drive. Lorries are hitting limbs off when making deliveries. Cllr Hartford confirmed that the trees are the responsibility of Wiltshire Council and residents should report any concerns about the trees via MyWiltshireApp.

Report from the Neighbourhood Police Team

PC Clissold had passed on his apologies in advance of the meeting as he had been posted into Salisbury as acting Sergeant for the Salisbury Teams.

Cllr Hartford reported that there had been an attempted break-in the village yesterday off of Southampton Road.

Report from Wiltshire Councillor Britton

No report.

4777. Apologies for absence and to consider whether to approve the reasons given.

Cllr Reeder had given his apologies as he had had a minor operation earlier in the day and Cllr Richardson was unwell. Alderbury Parish Council resolved to accept the apologies for the reasons given. Cllr Diprose was travelling back from work and would join the meeting soon after 8pm.

Unitary Cllr Richard Britton had also given his apologies in advance of the meeting as he was away on holiday.

4778. Declaration of Cllrs Interests

None.

4779. Exclusion of Press and Public

Members of the Press and Public were asked to leave the meeting for agenda items 4801 and 4802.

4780. Council meeting minutes

Alderbury Parish Council resolved to approve the minutes of the Parish Council meeting on Wednesday 11th May 2016 without amendment (with one abstention due to absence).

4781. To review and adopt the Financial Regulations.

Following discussion, the Clerk was requested to make some minor amendments to the Financial Regulations. Alderbury Parish Council resolved to approve the Financial Regulations with the amendments and requested the Clerk to re-circulate the amended copy to all Cllrs.

4782. Installation of a new electricity connection on Waleran Close

Alderbury Parish Council resolved to approve the cost of £364.01 for the installation of a new electricity connection next to the Millenium Sign on Waleran Close for a village Christmas tree. Cllr Hartford signed a 'wayleave' agreement from Longford Estate on behalf of the Parish Council. The Clerk will ask in the next article for the Fountain if there are any Alderbury businesses that would be prepared to sponsor the Christmas lights for the tree.

Following discussion Alderbury Parish Council resolved to approve a budget of £2,000 for the project from the Community Projects budget. Any additional costs will come back to a future meeting for approval.

4783. Alderbury Campus Working Party

After reviewing the report, Alderbury Parish Council resolved to approve the recommendation from the Alderbury Community Hub Working party, to embark on a Feasibility Study of the complete rebuilding of an enlarged Village Hall at the existing site.

Action: Clerk.

4784. Maintenance update

Cllr Hartford reported that two metro-counts have been installed on Alderbury Hill, however she was unsure why as they have not been requested via the Parish Council.

There was an Alderbury sign at the side of the road coming off of the A36 from Pepperbox Hill, however it is no longer there.

The cross roads sign along Southampton Road has been replaced by Wiltshire Council.

Part of the metal railings which join the posts at Old Road has come off. The Clerk was requested to get quotations to replace the posts and railings.

The War Memorial looks good after it has been cleaned. Some of the lettering has been done, however it has not yet been completed.

The road sign at the end of Firs Road has gone, together with the sign for the school.

The hedge at the entrance to the Sandringhams has been reported by a resident. It needs to be cut back as it is currently blocking the view of people waiting in the bus shelter. The Clerk was requested to contact the existing contractor to cut it back on a future visit.

Cllr Diprose joined the meeting at 8.07pm.

The permissive footpath between Whaddon and Grimstead needs to be cut. The 'no horses' signs have been completed and will be put up shortly.

The road sign for Avon Drive is broken and the road sign at Priory close has now gone missing.

The Clerk was requested to ask the grass cutting contractor to cut the hedge around the sign at the Burial Ground.

Four pots have been planted by the Gardening Club. There is one next to each seat in the village along Southampton Road. Cllr Hartford will oversee the watering of them, but would be grateful to hear from any residents willing to help. It is hoped that more pots can be added in time. The Parish Council expressed their thanks to the Gardening Club for their support.

Action: Clerk.

4785. Village Floral Displays

Alderbury Parish Council resolved to approve the cost of £50.00 for four containers for flowers along Southampton Road.

4786. Oakwood Grove Amenity Area

Following discussion, Alderbury Parish Council resolved to agree for the grass at Oakwood Grove Amenity Area to be added to the fortnightly grass cutting schedule for the village. The Clerk was asked to notify the current contractor and to obtain quotations to remove some brambles from the corner of the area, next to Southampton Road. Alderbury Parish Council resolved to approve a cost of up to £500 to remove them and spray the area to prevent them returning.

The Parish Council asked the Clerk to write back to the resident to confirm that it has previously been resolved not to sell off any parts of the amenity land.

Action: Clerk.

Finance

Year ending 31st March 2016

4787. To note the Report from the Internal Auditor

The report from the internal auditor had been circulated to all Cllrs prior to the meeting. It was agreed that any recommendations from the report would be reviewed at the same time as the external auditor's report. The Clerk was asked to schedule the agenda item for either the September or October meeting. **Action: Clerk.**

4788. To approve the accounts, end of year bank reconciliation and variances for the year ending 31st March 2016.

A copy of the accounts and end of year bank reconciliation were sent to each of the Cllrs prior to the meeting. The Clerk talked through each of the variances and the explanations. Alderbury Parish Council resolved to approve the figures.

4789. To confirm and sign the Annual Governance Statement of the Annual Return.

Each of the questions in the Annual Governance Statement was reviewed. Alderbury Parish Council resolved to sign the Annual Governance statement. The Return was signed by Cllr Hartford as the Chairman and the Clerk.

4790. To sign the Annual Return for the year ending 31st March 2016.

Alderbury Parish Council resolved to approve the Annual Return for the year ending 31st March 2016. The Clerk confirmed that the figure in box 9 regarding total fixed assets had been reinstated following clarification from the external auditor regarding the return from the previous financial year. The Return was signed by Cllr Hartford as the Chairman and the Clerk.

4791. To agree the restricted, earmarked reserves and general reserves for the year ending 31st March 2016.

A copy of the reserves was sent to all Cllrs prior to the meeting. Alderbury Parish Council resolved to approve the list of reserves for the year ending 31st March 2016.

4792. Year ending 31st March 2017

The balance of the account as shown on the bank statement as at 31st May 2016 is £87,617.21. A bank reconciliation as at 31st May 2016 and the budget spreadsheet were sent to each of the Cllrs prior to the meeting.

4793. Accounts for Payment

Alderbury Parish Council resolved to approve the following payments:-

Account	Budget category	Total	Cheque no.
A McGowan	Clerks salary & costs	£827.12	369,370
A McGowan (expenses)	Expenses (telephone, mileage)	£98.31	371
The Landscape Group	Bin emptying x 4 each week	£78.00	372
Lightatouch	Internal Audit part fee for 2015-2016	£35.42	373
Bawden Managed Landscapes	Clearance of the footpaths	£4,888.13	374
Hurdcott Landscapes	Grass cutting contract	£780.00	375
Totals		£6,706.98	

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

4794. 16/04035/VAR – Woodlynn House, Lights Lane, Alderbury, SP5 3DS – Variation of condition 12 of Planning Permission S/2010/0001 to allow for basement enlargement and alterations to the windows and doors. Alderbury Parish Council resolved to have ‘no objections’ to the application.

4795. 16/04092/FUL – Alderbury Village Store, Canal Lane, Alderbury, SP5 3NY – Retrospective application for the re-location of 4 no. compressor/condenser units from south west elevation to the north east elevation.

Alderbury Parish Council resolved to have ‘no objections’ to the application, but is keen that the recommendation from the Environmental Health Officer is supported by the planning officer. As parking has previously been raised as an issue for nearby residents, the provision of off street parking is important and should not be limited by the fencing.

To note the following tree applications:-

4796. 16/04705/TPO – 18 Twineham Gardens, Alderbury, SP5 3TF – Holly tree – reduce by approx 40% and remove all deadwood.

Alderbury Parish Council resolved to note the application and leave the decision to the tree officer as the expert.

4797. 16/04694/TPO – 36 Oakwood Grove, Alderbury, SP5 3BN – 2 Oak trees – re-pollard to new growth points and reduce lower branch of larger Oak tree by approx 30%.

Alderbury Parish Council resolved to note the application and leave the decision to the tree officer as the expert.

Matters arising from previous meetings:

4798. Review of the Risk Register

Cllr Sell reported that the working party had been unable to meet so far and it was agreed that the Clerk should move the item forward to the September meeting, to allow the working party more time. **Action: Clerk.**

4799. To receive reports from Cllrs representing Alderbury Parish Council on outside bodies.

Cllr Clarke reported that following the AGM of the Village Hall Committee, they would be rotating the role of Chairman each month going forward. This has happened previously, however some reservations were raised about this approach. There are currently 12 members of the Committee. The Clerk was asked to check the documents for the village hall constitution to ensure that this is acceptable.

Cllr Hartford and the Clerk recently attended the Southern Area Board meeting which was held at Trafalgar School. St. Marys Hall Whaddon, was awarded £1,000 towards replacing the lighting and heating at the hall, while Alderbury Village Hall was awarded £1,800 towards buying new chairs for the hall.

4800. Correspondence/Clerk’s report.

A report from the Clerk had been sent to all Councillors prior to the meeting. The Clerk also reported that further to the last Parish Council meeting, she had raised the various questions posed by the Council with the property developer regarding Matrons College Farm. A response had been received and would be circulated by the Clerk to all Cllrs. The Clerk asked Cllrs to review the questions and raise any further queries so that all the required information has been gathered, so that the Council can make an ‘in principle’ decision at the next meeting. **Action: Clerk.**

Members of the audience were asked to leave as the Press and Public were excluded from the meeting for the following items.

4801. Clerk’s salary

Alderbury Parish Council resolved that the Clerk can be paid her wages by Standing Order on a monthly basis.

4802. Clerk’s hours

Alderbury Parish Council resolved to agree to pay the Clerk for extra hours worked so far in the calendar year and on an ongoing basis up to a maximum of 25 hours a week. The Clerk will keep an ongoing record of the hours and give these to Cllr Richardson on a quarterly basis for the payroll.

4803. The date of the next meeting is Monday 11th July 2016. Any items for the agenda must be sent to the clerk by Friday 1st July.

Cllr Diprose gave her apologies for the July meeting, as she would be unable to attend.

The meeting closed at 9.20pm.