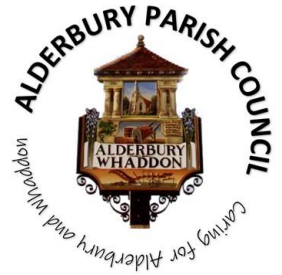


ALDERBURY PARISH COUNCIL

Caring for Alderbury and Whaddon



Agenda for a meeting of Alderbury Parish Council to be held at 7.30pm on Tuesday 6th April 2021



Please note that due to the current COVID-19 restrictions, the Council meeting will be held virtually using ZOOM. [Contact the Clerk for joining instructions.](#)

At the start of the meeting 15 minutes is set aside for members of the public to ask questions of and make statements. Members of the public are asked to restrict their comments and/or questions to three minutes. After public question time, the public will not be able to speak during the meeting.

To receive a report from Wiltshire Councillor Richard Britton.

AGENDA

- 5870. Apologies for absence and to consider whether to approve the reasons given.**
- 5871. Declaration of Cllrs Interests and dispensations** – to receive declarations of interest or dispensations relating to matters contained in this agenda.
- 5872. Council meeting minutes** – to approve the [minutes of the meeting held on 8th March 2021](#).
- 5873. Maintenance update** – to receive feedback from Cllr Hartford.

A contract to undertake work to trees at Oakwood Grove Amenity Area has now been let to TreeMenders. The works will be undertaken after the nesting season in June.
- 5874. Alderbury Wildlife Project**
Wiltshire Wildlife Trust has been commissioned to coordinate the Wildlife Friendly Alderbury Project at an initial fee of £390. The first phase of the project will include a survey of key habitat sites in the village and an engagement meeting with residents. A provisional date of 20th May has been pencilled in. It is suggested this meeting is held using ZOOM and is billed as the Annual Parish Meeting. Once the date is agreed, it is suggested that a poster and leaflet is produced by the Clerk in consultation with Wiltshire Wildlife Trust – inviting people to attend the meeting and to get involved in the project.
- 5875. Village Hall Project** – To receive a report from Cllr Fuller on the Village Hall Extension and Refurbishment Project.
- 5876. Parish Council Elections**
Parish council elections are due to take place on Thursday 6 May 2021. [The Notice of Poll was displayed](#) on Thursday 11th March and the deadline for the receipt of nomination papers by the Returning Officer is 4:00 pm Thursday 8 April 2021. [More information is available on the Wiltshire Council website.](#)

5877. Village Tea Party

The Council has received a request from Keith and Sandra Wallace to agree in principle to the idea of holding an event to mark the end of COVID-19 restrictions.

An afternoon tea party has been suggested together with activities at the Recreation Ground and evening entertainment at the Social Club and the Green Dragon. If the Council is minded to support the idea it may wish to nominate one or two councillors to work with the organisers. At present provisional dates are Saturday 14th or 21st August.

Details of the proposal are attached below.

5878. Southampton Road Allotments

The Council is requested to make a decision regarding the allocation of plots at Southampton Road Allotments. There are currently two people on the waiting list and a plot has become vacant. An existing plot holder wants to change a half plot to a full plot. But this had not been entered on the waiting list. It is not a situation that has arisen before. The Chair will report further at the meeting.

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

5879. [21/01594/FUL](#): Change of use from Class E(g) to mixed use Classes E(g) and B2, Installation of external flue and Variation of condition 7 of outline consent dated 03/11/1987 (S/87/1354) - Unit 16, Whaddon Business Park, Whaddon. An extension has been granted for response.

Finance

5880. End of Year – Annual Governance and Accountability Return (AGAR)

The Clerk will be finalising the AGAR with the council's internal auditors, Lightatouch. The deadline for submission of the AGAR to the Council's external auditors PKF Littlejohn is Friday 2 July 2021. In advance of submission the Council is required to assure itself on a number of issues. The Council has already reviewed and adopted its risk and asset registers, but it also needs to review and approve its [statement of internal control](#). This is the document that sets out how the Council manages and controls its financial affairs. Members are asked to confirm the statement of internal control.

5881. Budget Monitoring Report Month 12

To note the 2020/21 budget outturn report (to follow)

5882. Bank Balances 31st March 2021

To note the balance of the account as shown on the bank statement as at 31st March 2021 (to follow).

5883. Accounts for Payment

To approve recent payments and the invoices received (to follow).

Matters arising from previous meetings

5884. To receive reports from Cllrs representing Alderbury Parish Council on outside bodies.

5885. Correspondence – to consider correspondence received since the publication of the agenda.

5886. The Fountain magazine – to agree the key themes for the next article.

5887. Dates of future meetings– the following amended dates are proposed:

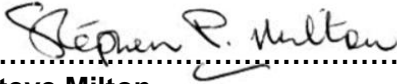
Wednesday 5th May
Annual Council Meeting (TBA)
Wednesday 20th May (APM – provisional)

Thursday 3rd June
Monday 5th July
Tuesday 3rd August (provisional)

Wednesday 8th September
Thursday 7th October
Monday 1st November
Tuesday 7th December

Wednesday 5th January 2022
Thursday 3rd February 2022
Monday 7th March 2022

Please see correspondence from NALC regarding the resumption of face-to-face meetings and latest advice on arranging the Annual Council meeting and the Annual Parish meeting (below).



.....
Steve Milton

Clerk to Alderbury Parish Council

Tel: 07922424452

clerk@alderburyparishcouncil.gov.uk

NALC ADVICE

Council Meetings and Coronavirus

You may well have seen news this morning regarding remote meetings and the decision by Government not to extend the remote meetings regulations (which came out last April and expire on 7th May). Please be aware that this email replaces any previous information about this matter and there is a possibility that things will develop further.

This is the situation as of Friday 26th March 2021 and the impact on Annual Parish/Town Meetings and the Annual Meeting of the Council.

In accordance with section 14 of Schedule 12 of the Local Government Act 1972, “the parish (town) meeting of a parish must assemble annually on some day between 1st March and 1st June”. This is the annual meeting of electors and not a council meeting. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 removed the requirement to hold this meeting during the extent of the regulations (to 7th May 2021) however they could be held remotely if desired/needed.

Up to 7th May this year, the Annual Parish/Town Meeting may still be held remotely.

The Annual Meeting of the Council, in accordance with section 7 of the same schedule (12) of the same Act must be held, for those council that do not have elections – on any day in May, so councils that do not have elections this year may hold the meeting remotely before 7th May.

For those councils that do have elections in May, in accordance with the law, the Annual Meeting of the Council must be held within 14 days of the Council taking office (this is outlined in legislation for local councils and contrary to the 21 days mentioned in the Government guidance). The Council takes office four days after the election (which takes place on 6th May). Therefore, the new council takes office on 10th May. This means that the Annual Meeting of the Council must be held between 10th and 24th May in accordance with the law. This applies to all councils that have elections this year, regardless of whether or not the election is contested.

Government guidance at <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings> and which was updated yesterday, advises that Councils holding annual meetings which have to be held physically should consider doing so from 17th May. This ties in with advice from ACRE which is advising that Village Halls remain closed until 17th May. For councils meeting physically, Government is advising that the principles in its guidance on safer working places should be followed. This is at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

The Government guidance that came out yesterday says, “Ultimately it is for local authorities to carry out their own risk assessments and follow the working safely guidance to ensure physical meetings take place safely, but the government will work with sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.” A risk assessment for returning to physical meetings is required, there is guidance at <https://www.nalc.gov.uk/our-work/coronavirus-page#preparing-for-the-possible-return-of-face-to-face-meetings> along with template risk assessments and points to consider.

Yesterday’s guidance also says, “Continuing to provide remote access to the public. Local authorities have legal obligations to ensure that members of the public have access to most of their meetings. For physical meetings, the government would actively encourage local authorities to continue to provide remote access

until at least 21 June, at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the Roadmap. However, it is for individual local authorities to satisfy themselves that they have met the requirements for public access.”

I would recommend reading and familiarising yourself with the new guidance but please also bear in mind that all of the above is dependent on the steps of the roadmap being implemented in accordance with the four tests put in place by Government. They are:

- the vaccine deployment programme continues successfully
- evidence shows vaccines are sufficiently effective in reducing hospitalisations and deaths in those vaccinated
- infection rates do not risk a surge in hospitalisations which would put unsustainable pressure on the NHS
- their assessment of the risks is not fundamentally changed by new Variants of Concern

So, it is subject to change and should this happen I will communicate the information to councils as soon as I can.

NALC is currently considering the new guidance and some practical advice will be sent out. I am getting questions this morning so I just wanted to send out some initial information. This is all I know at the moment but there will be more information sent out in the coming days.

In addition, there is currently a case being considered by the High Court relating to the continuation of remote meetings - https://www.lawyersinlocalgovernment.org.uk/news_articles/Ilg-adso-obtain-permission-to-move-forward-with-the-court-declaration-on-virtual-meeting-provision-before-6th-may-2021?fbclid=IwAR1EwBSbjB80ScNUqClfZQnTnbm8adSM2jEYYZJQNs81Q4mkUVpmygifPNg

And, a 12 week [call for evidence](#) has also been launched about how remote meetings have been used to inform any potential future legislation regarding their use beyond the coronavirus pandemic. NALC is working on the response to this.

Please note I am not in the office this afternoon. Also, please be aware that I may not have answers to specifics at the moment but I will send more information when I have it.

With best wishes

Katie

Katie Fielding | County Officer | Wiltshire Association of Local Councils
www.wiltshire-alc.org.uk

AFTER COVID 19 VILLAGE TEA PARTY

1/ SUGGESTED DATES – Saturday 14th August 2021 or Saturday 21st August 2021.

2/ START TIMES – 3.0pm until early evening, around 6.30pm. With possible evening entertainment in the Social Club – 8.0pm until 11.0pm.

3/ Parish Council – Alderbury Parrish Council to pay any costings towards this village event. I.e- Socail Club, Village Hall, Bouncy Castle, Jonathon the Jester, Balloons, Bunting etc. Although it is hoped that the Social Club, and the Village Hall can be used “FREE OF CHARGE”

4/ AFTERNOON ENTERTAINMENT – It is hoped that we could get the “guitarist” and “bag pipe player” to perform during the afternoon, as they did during 1st lockdown NHS clapping evenings.

5/ BUNTING – Village mask makers to help make bunting, flage etc.

6/ Tables & Chairs – Tables and chairs from the Village Hall to be placed outside in the car park, if weather permits, if it's wet and cold, to be set up inside the Village Hall, and Social Club.

7/ THANK YOU BOOK – A “thank you” book to be kept inside the Village Hall, where thank you’s notes and messages can be recorded as a “keep sake” for future generations. This to be placed on the notice board inside the Village Hall entrance, or, any other place of safe keeping.

8/ CHILDREN'S BAKE OFF COMPETITION – A kid's ‘bake off’ competition to be held during afternoon, suggest Suzi Hewlett and Jenny Wallis to organize.

9/ ADVERTISING – Posters in Village Stores, Post Office, Notice Boards, Fountain magazine, **FACEBOOK** – Alderbury Residents, Alderbury Next door, and **TWITTER**.

AGENDA

To hold a large ‘tea party’ for all Alderbury Residents in the Social Club, and Village Hall carparks, if the weather permits. (Inside Hall and Club if wet and windy) The suggested dates for this event is-Saturday 14th August, or Saturday 21st August, and will start around 3.0pm, until early evening 6.30pm. We will require the help of around 12 people to organize this event, especially people that can move the tables and chairs around as required. It is hoped that everyone attending could bring some food and beverages with them, which can then be shared by others. Sandwiches, rolls, cakes, biscuits, and any other prepared food, all of which would be gratefully received. The Village Hall can be used for tea’s and coffees, and for shade, whilst the Social Club can be used for alcoholic beverages, and a seating area for socialising etc. Toilets in the Social Club, and disabled toilets in the Village Hall will be used. A ‘thank you’ book can be placed on a table in the Club, or the Hall, so that local people can write a few words about local people and neighbours, who have helped them during the worst of the pandemic. It is hoped that the Parish Council could pay for any expenses that may be incurred by this event. i.e. – bouncy castle, cutlery and table ware etc, whilst it is hoped that the Social Club and the Village Hall will not charge for this village event. It is also our intention to include the ‘Green Dragon’ pub, as they have been supplying ‘take away meals’ throughout each ‘lockdown’ periods. It is hoped that evening entertainment can be supplied by either the Social Club, or the Green Dragon pub.

We would ask villagers who attends the tea party, to walk to the venue, as car parking spaces will be restricted because of the event, but around 5/6 disabled spaces will be made available for those that require them. It is also hoped that a couple of volunteers with suitable cars are available to collect and return some elderly or disabled people, or people who are house bound, and cannot otherwise attend the event. Dogs are welcome but must be kept on a leash at ALL times. Dog poo must be picked up by the owner as soon as possible. No dogs are allowed on the recreation ground at any time. (See notice board at entrance of recreation ground).

I believe that a committee of around 12 people would be sufficient to organise this event. It is hoped that a group meeting can be held at the earliest convenience, but only if Government guidelines allows, and covid 19 restrictions permit. Would highly suggest that masks are to be worn, and we keep a safe 2 metres apart.