

ALDERBURY PARISH COUNCIL

Caring for Alderbury and Whaddon



**Agenda for a meeting of Alderbury Parish Council
to be held at 7.30pm on Thursday 3rd June 2021 at
The Village Hall, Rectory Road, Alderbury**

This Meeting is subject to COVID secure arrangements – Please bring a face covering

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

5957. Apologies for absence and to consider whether to approve the reasons given.

5958. Declaration of Cllrs Interests and dispensations – to receive declarations of interest or dispensations relating to matters contained in this agenda.

5959. Council meeting minutes – to approve [the minutes of the Annual Parish Council Meeting held on 18th May 2021](#) – now online.

5960. Maintenance update – to receive feedback from Cllr Hartford.

5961. Alderbury Wildlife Project

The Council devoted the Annual Parish Meeting to the launch of the Wildlife Friendly Alderbury Project. Wiltshire Wildlife Trust's (WWT) Wild Landscapes Team gave an excellent presentation and answered questions from the 42 strong audience. [The presentation is now online](#). The Council has nominated Mel Lawrence and John Fuller to lead on this project together with the Chair. Nick and Chelsie from WWT have undertaken to report back to the Council with their initial recommendations in due course. In the meantime, a new Facebook site has been launched for the project.

5962. Village Hall - Insurance

To note that a new insurance valuation for the extended/refurbished Hall is being obtained to enable the Hall Trustees to ensure appropriate insurance cover is provided. The cost of the survey is in the region of £750 and will be included in the project budget. Once completed, the Trustees are required to provide a copy of the insurance certificate for the Hall.

5963. Village Hall - Car Park

The Council has received a request for permission to site a fruit and vegetable stall for one day a week in the Village Hall Car Park. This comes on top of recent requests for a milk vending machine and a hot food takeaway facility. Members will know there is already one permitted hot food take away stall that uses the car park regularly. Clearly, there is demand for such pitches in the Village. However, this matter is more properly the responsibility of the Village Hall Trustees, who manage the use of the buildings and the car park under lease. The Council may wish to express a view to the Trustees, but the final decision and the charges they decide to impose for such use is quite properly a matter for them. It is suggested that all such requests are referred to the Village Hall Trustees and that as the Freeholder, the Parish Council is consulted on any proposal for the sub-letting of any part of the car park.

5964. Speed Indicator Device (SID)

The SID was erected on Monday 17th May. Two charged batteries were installed and the unit has operated effectively for 8 days before the batteries discharged. From the product documentation this is within the expected range for battery life on busy stretches of road. The Council has 2 spare batteries that are charged and ready for installation. Based on the first week of operation, they will need to be changed every week while the unit is in operation. This can be built into the Grounds Maintenance contract with Hurdcott, who erected the unit. An alternative solution that will substantially extend the life of the batteries is to install a solar panel. The cost of two fixed solar panels (one at each required location) would be £750 and this sum can be accommodated within the original budget thanks to the grant received from Wiltshire Council's Southern Area Board.

It is recommended that the Council:

- (1) Purchases two solar panels for the SID at a cost of £750.
- (2) Agrees a 3 monthly rolling programme – one month at the Tennis Courts, one month fallow and one month at the Whaddon end of the Village.
- (3) Agrees a call off contract with Hurdcott for the charging and installation of SID batteries and the relocation of the unit as and when required.

5965. Cemetery Regulations and Charges - Review

[The council's cemetery regulations and fees](#) are now out of date. Members are asked to consider [a proposed schedule of fees](#) showing comparisons with other local cemeteries.

5966. Scribe Cemetery Software

The Chair and Clerk attended a demonstration of [the cemetery module that works with the Council's Scribe accounts package](#). The cemetery management module enables records to be digitised – using mapping and databases, with an import facility for the Council's existing records held in Microsoft Excel. The system generates invoices and receipts and these are linked automatically to the accounts system and bank reconciliations. It also assists in the management of fees and charges. Currently, there is no budget for the purchase, but if members are supportive, the costs could be funded from reserves with the proposed increase in cemetery fees and charges covering the extra license costs. The cost of the package is £199 set up fee and £348 pa thereafter – [the Scribe quotation is available online](#).

5967. Anti-Social Behaviour

There have been a number of incidents of anti-social behaviour in the village including vandalism to Council property. This has been reported to the Police and the Neighbourhood Policing Team are targeting a number of individuals and families. The Chair will update further at the meeting.

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

- 5968.** [21/02360/TPO](#) – Removal of 32 trees (26 Ash, 4 Sycamore, 2 Willow) and less established trees posing a significant highway safety danger and replace with more appropriate locally indigenous species - 3 Silver Wood, Alderbury, SP5 3TN.

Finance

5969. End of Year – Annual Governance and Accountability Return (AGAR)

[The AGAR documents](#) have been submitted to the Council's external auditors, PKF Littlejohn and are now available to view on the Council's website. The period of publication of [the notice of public rights](#) begins on Monday 14th June 2021 and extends until Friday 23rd July 2021.

5970. Budget Monitoring Report Month 2

To note the budget 2021/22 and expenditure to 31st May 2021 (to follow). The budget has been revised to accommodate the items previously included in reserves.

5971. Bank Balances 31st May 2021

To note the bank balances as at 31 May 2021 (to follow).

5972. Accounts for Payment

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

Matters arising from previous meetings

5973. To receive reports from Cllrs representing Alderbury Parish Council on outside bodies.

5974. Correspondence – to consider correspondence received since the publication of the agenda.

5975. The Fountain magazine – to agree the key themes for the next article.

5976. Dates of future meetings– the following amended dates are proposed:

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



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