**ALDERBURY PARISH COUNCIL**

Caring for Alderbury and Whaddon

**ANNUAL MEETING of Alderbury Parish Council to be held 7.30 on Tuesday 13th May 2025**

**The Fountain Room at The Village Hall, Alderbury**

[**Supporting documents can be found on our website**](http://www.alderburyparishcouncil.gov.uk/Council_documents_39878.aspx)

Alderbury Parish Council has signed the [Civility Pledge](https://www.nalc.gov.uk/campaigns/civility-and-respect.html#the-pledge)

Alderbury Parish Council has adopted a [forward plan](http://www.alderburyparishcouncil.gov.uk/_UserFiles/Files/Policy%20and%20Documents/Adopted%20forward%20plan%20Feb%202025.pdf) which will inform their decisions

**7.30**

15 minutes is set aside forthe public to ask questions.

Please restrict comments and/or questions to three minutes. After question time, the public will only be able to speak if invited by the Chair.

**AGENDA**

1. **PROPOSAL to ELECT** the Chair for 2025/26 **7.45** The new Chair is required to sign the Declaration of Acceptance of Office (Chair).
2. **PROPOSAL to ELECT t**he Vice Chair for 2025/26

The new Vice-Chair is required to sign the Declaration of Acceptance of Office (Vice Chair)

1. **PROPOSAL** to confirm eligibility to use The General Power of Competence - sections 1 to 8 of the Localism Act 2011 & Order 2012 (S.I. 2012 No. 965). Criteria are:

• two thirds or more of the councillors have been elected, rather than co-opted or appointed

• the clerk to the local council holds the Certificate in Local Council Administration

• the clerk has completed the relevant training

1. **ACCEPT** reports from
   1. PC Kelvin Ramsey
   2. Wiltshire Cllr Gregory Cooper
   3. Jason Jordan for The Longford Estate
      1. managing ash die back on the estate
      2. Junction Road/ALDE20
2. **ACCEPT** Apologies for absencefor the reasons given
3. **RECEIVE** Declaration of Councillors’ Interests and Dispensations relating to matters on this agenda
4. **REVIEW**
   1. councillor responsibilities and work with external bodies 2025/26
   2. Key holders to Council property
5. **PROPOSAL to RENEW** subscriptions **8pm**
   1. National Association of Local Councils (including Wiltshire ALC) – £1,029.95 (paid April)
   2. Information Commissioner (ICO) £47 – includes DD discount £5
   3. Society of Local Council Clerks £240
   4. National Association of Allotments and Leisure Gardens £84
   5. Institute Cemeteries and Crematoria Management – 2025 subscription unknown but approx.. £100
6. **PROPOSAL to RENEW** direct debits:
   1. SGW payroll services
   2. Hill Data IT support
   3. O2 council phone
   4. HMRC
   5. PWLB
   6. Yorkshire Power
7. **PROPOSAL** to add standing orders
   1. for the clerk’s salary (amount to be agreed by the Chair)
   2. for pension contribution payments to Wiltshire Pension Fund (amount to be agreed by the Chair)
8. **REVIEW** banking arrangements Recommend that Lloyds Bank be retained for the ensuing year with signatories being Cllrs Hartford, Dent and Diprose
9. **REVIEW** of insurance arrangements – **CONFIRM** the current 3 year arrangement
10. **REVIEW & ADOPT** the following: **8.15**
    1. The Statement of Internal Control (required annually)
    2. The Code of Conduct (required annually)
    3. Freedom of Information/Publication scheme (recommended at each annual meeting)
    4. Data Protection (recommended at each annual meeting)
    5. Trees policy
11. **PROPOSAL to APPOINT** Mulberry Local Authority Services as the new internal auditors per quote 13/4/25
12. **APPROVE** the minutes of the meeting held on April 7th 2025
13. **REVIEW** the action log
    1. **REPORT** on any migration to Office 365 issues
14. **CONSIDER** co-option for the vacancy on the council
15. **Finance** 
    1. **End of Year – Annual Governance and Accountability Return (AGAR)**

* + 1. **PROPOSAL to NOTE** the internal audit report
    2. **PROPOSAL to APPROVE and SIGN** the annual governance statement, Section 1 of the Annual Governance and Accountability Return
    3. **PROPOSAL to APPROVE and SIGN**  the accounting statements, Section 2 of the Annual Governance and Accountability Return
    4. **PROPOSAL** to issue the public rights statement for the period 3rd June 2025 to 14th July 2025
  1. **NOTE** the bank balances and bank reconciliation statement at 30.4.25
  2. **APPROVE** the [schedule of payments and invoices received](http://www.alderburyparishcouncil.gov.uk/_UserFiles/Files/Accounts/payments%20schedule.pdf)

1. **Planning 8.30**
   1. **RESPOND** to:
      1. [PL/2025/03657](https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000DdxaDIAR/pl202503657) Kenstaff, Southampton Road - Two-storey side extension, single-storey rear extension, new front porch, and new garage
      2. [PL/2025/03275](https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000DZ5WnIAL/pl202503275) 16, Pepperbox Rise – 1st floor extension
   2. [PL/2022/03103 Land East of Wagtails](https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000183tyFAAQ/pl202203103?tabset-8903c=2)
      1. **CONSIDER** a letter from a resident
      2. **PROPOSAL to APPROVE** a letter to the planning officer re Land East of Wagtails
   3. [**PL/2024/09976**](https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000ASm0jIAD/pl202409976) **Southampton Road**
      1. **NOTE** amendments and additions from developer – documents added on the WC planning portal 2025
      2. **CONSIDER** a letter from a resident

1. **Village maintenance issues 8.45** 
   1. **REPORT** new issuesfrom Cllr Hartford
   2. **REPORT** new issues to Cllr Hartford for inclusion on the parish steward’s list
2. **Matters of community interest** 
   1. **CONSIDER** communications from residents
      1. Parking obstructions Windwhistle Way
      2. Use of The Probation Service scheme
      3. The Whaddon milestone
   2. **UPDATE** on flooding in the Pembroke Gardens/ school playing field vicinity
   3. **PROPOSAL** to support the Post Office’s request for amended parking restrictions outside the shop
3. **Highways 9pm**

Flooding

* 1. **REPORT** from the meeting 24/4
  2. **UPDATE** on the reporting scheme

1. **The playground, recreation ground, The Pavilion and youth activities** 
   1. **PROPOSAL to ACCEPT** a recommendation from the clerk on how to deal with playground equipment repairs
   2. **UPDATE** from the youth forum
   3. **UPDATE** from the Hub WG on latest equipment installation and orders
2. **Reports and consultations** 
   1. **REPORT** from the footpaths working group
   2. **REPORT** from the Allotment working group
3. **The Fountain magazine –** to agree the key themes for the next article **9.15**
4. **Date of next meeting –** Wednesday June 11th
5. **PROPOSAL** to exclude the public and press for reasons of confidentiality relating to a dispute or potential dispute (Public Bodies (Admission to Meetings) Act 1960 para 1.2)
6. **DISCUSS** a confidential matter

*The Agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the Agenda (Longfield Parish April Council v Wright (1918) 88 LJ Ch 119)*

**** Liz Holland

Clerk to Alderbury Parish Council

07.05.25