

**Minutes of a meeting of Alderbury Parish Council held on Monday
6th April 2021 at 7.30 pm via the Zoom virtual conference platform**

Present: Councillors Elaine Hartford (Chair), Ken Bath, Michael Considine, Kim Diprose, John Fuller (Vice-Chair), Michael Huntley, John Ridd and Barry Sloan

In attendance: Wiltshire Councillor Richard Britton, Steve Milton (Parish Clerk) and three members of the public

Questions or statements from members of the public

Mr Carley raised the following points:

- *Trees at the Rickyard – don't need reducing*
- *Ash Dieback*
- *Oaks at Oakwood Grove – asked if surplus timber could be made available to the charity Wood4Schools.*

Jane Copley raised the following points:

- *Possible additional bulb planting at the Green in Old Road*
- *An offer to help organise the book exchange (which was gratefully accepted by the Council)*
- *Enquired about the resumption of litter picking*

Report from Unitary Cllr Richard Britton

Cllr Britton reported that Wiltshire Council was now preparing for the elections on 6th May. The statement of persons nominated for Alderbury Parish Council, Wiltshire Council and the Police and Crime Commissioner would be published on Friday 9th April.

Council Business

5896. Apologies for absence

Apologies were accepted from Councillors Hughes, Lawrence and Mernagh.

5897. Declarations of interests and dispensations

There were no declarations.

5898. Minutes

RESOLVED: that, subject to the inclusion of Councillor Lawrence's request for a link to the circular footpath map to be included in the new website, the [minutes of the meeting held on Monday 8th March 2021](#) be approved as a correct record and signed by the Chair at the earliest opportunity.

5899. Maintenance update

The Chair, Cllr Hartford, reported as follows:

- a) Give way signs at the Orchards had not been provided despite previous assurances from Wiltshire Highways.

RESOLVED: that the Clerk request that the road markings are provided as soon as possible.

- b) A tree in the woodland belonging to Longford Estate adjoining Firs Road had fallen, narrowly missing school children and parents making their way to School.

The Estate Manager was aware of the situation and investigating. Cllr Sloan reported that he had received reports of an individual living in the woods and taking photographs of passers-by, including children.

RESOLVED: that the Clerk contact the Neighbourhood Policing Team to make them aware of the issues reported.

- c) Request from Alderbury Football Club for the pitches of Junction Road to be cut due to the unavailability of the new pitches at Firs Road that were currently waterlogged.

RESOLVED: that Hurdcott Landscapes be requested to undertake two additional cuts in April and May.

- d) Litter was becoming a problem and the bins in the Recreation Ground were overfilling.

RESOLVED:

- (1) that the Clerk request Idverde to empty the bins at the Recreation Ground; and
 - (2) that new signs be purchased to encourage use of the litter bins
- e) The dangerous drain cover in Grimstead Road had been repaired by the Parish Steward, who had also removed a tripping hazard on Southampton Road after an elderly resident had fallen.
- f) A contract to undertake work to trees at Oakwood Grove Amenity Area had now been let to TreeMenders. The works will be undertaken after the nesting season in June.
- g) Reports of anti-social behaviour in the Recreation Ground.

RESOLVED: that the complaints be referred to the Neighbourhood Policing Team and mentioned in the Fountain.

5900. Alderbury Wildlife Project

The Council noted that Wiltshire Wildlife Trust (WWT) had been commissioned to coordinate the Wildlife Friendly Alderbury Project at an initial fee of £390. The first phase of the project would include a survey of key habitat sites in the village and an engagement meeting with residents. WWT had confirmed 20th May was a suitable day for the public meeting

RESOLVED:

- (1) that the Annual Parish Meeting be convened on 20th May by ZOOM with the main item of business being a presentation and discussion led by WWT on the Wildlife Friendly Alderbury Project.
- (2) That the Clerk, in consultation with WWT, produce a leaflet for delivery to properties in the village promoting the Wildlife Friendly Alderbury project, seeking volunteers and advertising the Annual Parish Meeting.

5901. Village Hall Project

The Council received a report from Cllr Fuller on the Village Hall Extension and Refurbishment Project (previously circulated). Councillor Fuller reported that the project was now nearing completion and, with very minor variances, was likely to come in on budget as planned. Internal reconfiguration of the new meeting room now meant it had self-contained coffee making facilities. Members thanked the Vice-Chairman for his report and the work he had undertaken over the course of the project.

5902. Parish Council Elections

Members noted that parish council elections were due to take place on Thursday 6 May. The Notice of Poll had been displayed on Thursday 11th March and the deadline for the receipt of nomination papers by the Returning Officer was 4:00 pm Thursday 8 April

5903. Village Tea Party

The Council considered 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 had been suggested together with activities at the Recreation Ground and evening entertainment at the Social Club and the Green Dragon. The provisional dates for the event were Saturday 14th or 21st August. Details of the proposal had been circulated with the agenda.

RESOLVED: that the proposal to hold a tea party to celebrate the end of COVID-19 restrictions be supported in principle subject to confirmation of the date and costs involved and conditional on Government and Public Health England advice.

5904. Southampton Road Allotments

The Council noted an issue that had arisen regarding the allocation of plots at Southampton Road Allotments. There were two people on the waiting list and a plot had become vacant. An existing plot holder wanted to add the vacant plot to an existing half plot tenancy but this had not been entered on the waiting list. The Chair advised that since the publication of the agenda the matter had been resolved, but the principle still applied.

RESOLVED: that allotment plots be allocated to those on the waiting list in order of the date of application, regardless of whether they are existing plot-holders or not and existing half-plot tenancies be surrendered upon the grant of a new whole-plot tenancy.

5905. [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.

The applicant's agent, Mr Heron, was present and addressed the meeting and answered questions from members. Mr Heron explained that the applicant had amended the hours of operation of the unit to restrict deliveries and public visits to the following hours:

- Monday- Friday: 7.30am – 6.00pm
- Saturday – 7.30am – 1.00pm
- Sunday – closed for deliveries and public visitors.

RESOLVED: that subject to a condition restricting the hours for deliveries and public visitors as stated above, the council raises no objection to the above application.

5906. End of Year – Annual Governance and Accountability Return (AGAR)

The Council noted that the Clerk would be finalising the AGAR with the council's internal auditors, Lightatouch on Friday 16th April. The deadline for submission of the AGAR to the Council's external auditors PKF Littlejohn was Friday 2 July 2021. In advance of submission, the Council was required to assure itself on a number of issues. The Council had already reviewed and adopted its risk and asset registers, and now considered the Statement of Internal Control - the document that sets out how the Council manages and controls its financial affairs.

RESOLVED: that [the Statement of Internal Control](#), as amended, be adopted.

5907. Budget Monitoring Report Month 12

The Council noted the 2020/21 budget outturn report (previously circulated)

5908. Bank Balances 31st March 2021

The Council noted the bank balances as at 31st March 2021 as follows:

Treasurer's Account: £ 51,143.40

Deposit Account: £101,754.50

5909. Accounts for Payment

RESOLVED: that the following payments be approved:

Description	Supplier	Net	VAT	Total
Clerks salary	Steve Milton	£ 935.92	£ -	£ 935.92
Mobile Phone Contract	O2	£ 14.00	£ 2.80	£ 16.80
Bin Emptying	ID Verde Ltd	£ 74.96	£ 14.99	£ 89.95
Village Hall Construction Costs	Greendale Construction Ltd	£ 59,540.06	£ 11,908.01	£ 71,448.07
Village Hall Construction Costs	Barclay Phillips Architects	£ 1,500.00	£ 300.00	£ 1,800.00
Clerk's expenses	Steve Milton	£ 48.00	£ -	£ 48.00
Zoom monthly charge	Steve Milton	£ 11.99	£ 2.40	£ 14.39
Online backup storage & antivirus	Hill Data Systems Ltd	£ 26.45	£ 5.29	£ 31.74
ICO Registration	ICO	£ 40.00	£ -	£ 40.00
Website, domain and email server	Vision ICT	£ 162.00	£ 32.40	£ 194.40
Payroll	SGW Ltd	£ 17.00	£ 3.40	£ 20.40
Electricity - Xmas Lights	SSE Ltd	£ 42.65	£ 2.13	£ 44.78
		62,413.03	12,271.42	74,684.45

5910. Matters arising from previous meetings

There were no matters arising

5911. Reports from outside bodies

Cllr Considine reported that the Social Club would be opening for outside drinking from Monday 12th April. Numbers would be strictly limited on a pre-booked table system.

5912. Correspondence

The Clerk reported the following:

- a) Milk Machine at the Village Hall – numerous emails in support of the installation of the Nunton Farm milk dispensing machine
- b) Launch of the new Wiltshire Council planning portal.
- c) Development at Wagtails, Southampton Road – notification that the appeal would be heard by written representations.
- d) Overpayment of CIL – request from Wiltshire Council for the return of an overpayment.
- e) Website – the Clerk gave the members a preview of the new website.
- f) Correspondence from the Wiltshire Association of Local Councils regarding the return to face-to-face meeting.

5913. The Fountain magazine

It was agreed that the Clerk would provide a summary of the meeting.

5914. Dates of future meetings

The Council agreed the following dates:

- Wednesday 5th May
- Annual Council Meeting 18th May
- Thursday 20th May (APM)
- 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

The Chair, Cllr Hartford, closed the meeting at 9.25pm

Signed as a correct record

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Chair

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Date