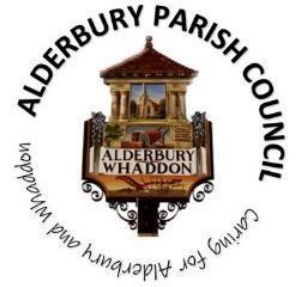


Minutes of the Meeting of Alderbury Parish Council held on Monday 7th August 2023 at 7.30pm in The Fountain Room, Alderbury Village Hall.



Present: Councillors Elaine Hartford (Chair) (EH), Michael Considine (MC), Kim Diprose (KD), John Fuller (JF), Adam Hughes (AH), Mel Lawrence (ML), John Ridd (JR), Barry Sloan (BS), Alex Wilkinson (AW)

In attendance: Wiltshire Council councillor Richard Britton (RB), Liz Holland (Clerk) and 4 members of the public.

Public open time

- A resident brought to the council's attention the continued cutting of trees and hedges throughout the village. He suggested he could take a half plot allotment to grow replacement trees to ensure local genetic strains are preserved. For genetic reasons he does not support free trees supplied by The Woodland Trust
- A representative from the SRAA updated the council that the tenders requested for the work they would like at the allotment site have not been returned. The item on this agenda relating to the SRAA's constitution can be considered at their AGM
- It was reported that Nunton Daries will probably take out their dairy self-service machine due to lack of use

6453. Reports

- a Wiltshire police: PC Murphy provided [a written report](#) which has been added to the website
- b Wiltshire Councillor Richard Britton
 - i He is pursuing planning enforcement action at the lime yard
 - ii He knows that enforcement action at The Three Crowns is imminent

6454. Apologies for absence

Apologies were received and accepted from Councillors West and Huntley.

6455. Declaration of Councillors' Interests and dispensations

There were none

6456. Minutes

The minutes of the meeting held on July 6th 2023 were **APPROVED** and signed by the chair.

6457. Matters arising not on the agenda

Councillor Fuller explained that he as VC, the Chair and the clerk agreed a system for prioritising the action log.

6458. Village maintenance issues

- a **REPORT** on new issues from Cllr Hartford
 - i Cllr Hartford will follow up on a leaning tree on Clarendon Road
 - ii She has contact details for the parish steward and reminded councillors to let her know of jobs he can be asked to do
- b Only one of three requested quotes was returned regarding the gate post replacement. The clerk was asked to try again. **ACTION clerk**
- c The **PROPOSAL** to ask Hurdcott to cut the verge on Southampton Road from Clarendon Road to Oakwood Grove was **AGREED** subject to knowing the costs in advance. This to be part of the pavement clearance programme. **ACTION: clerk**

6459. Trees

- a **UPDATE** on the oak at Oakwood Grove
 - i mulching likely to be September and will require drop off in the road. Cllr Lawrence will arrange to collect the cardboard from the industrial estate **ACTION: ML**
 - ii **NOTED** decision to accept the quote from Tree Technique for supply and spread of mulch £955 + VAT

6460. Allotments

- a Provisions within the [SRAA constitution](#) were discussed. Councillors wish to set out more precisely the relationship between APC & the SRAA including, in particular, where responsibilities lie. It was **PROPOSED and AGREED** that the working group be asked to review this document together with other relevant paperwork, including but not limited to the licence, the tenancy agreement with plot holders, the Longford letter granting the licence and the original agreement to set up the SRAA. Cllr Wilkinson agreed to join Cllrs Lawrence & Hartford. The clerk will arrange a meeting. **ACTION: clerk, EH, ML, AW**
The clerk was asked to source a model constitution from the NSALG. **ACTION: clerk**

There was a **PROPOSAL** from the floor to postpone items 6460b, c & d until the relationship between the SRAA and APC is more clearly specified. **AGREED** by a majority vote

- b **REVIEW** [meeting notes from working group](#) and **PROPOSAL** to recognise that Alderbury Parish Council has responsibilities for safe access at the Southampton Road allotment site and is obliged by its [original agreement with the Longford Estate](#) to provide a car park. **POSTPONED.**
ACTION: agenda
- c *If 6460b is accepted:* **PROPOSAL** the working group to carry out a risk assessment of our access responsibilities. Starting point will be the [SRAA's recent risk assessment](#) **POSTPONED**
ACTION: agenda
- d *If 6460b is accepted AND 6460c confirms there are risks that need mitigation:* **PROPOSAL** a working group (membership to be decided) is authorised to agree a new layout in the car park area and to change the materials to be used in its construction and to apply for a new planning permission or variation to [S/2011/1122](#) **POSTPONED ACTION: agenda**

6461. Playground

- a. The **PROPOSAL to ACCEPT** a [quote from Caloo for work on the zipwire and matting repairs](#) £569 +VAT was **AGREED**
- b. **PROPOSAL to ACCEPT** a quote from Sovereign for repairs to the picnic tables **POSTPONED** as there has been no reply from Sovereign **ACTION: agenda**

6462. Finance

- a. The **PROPOSAL to ACCEPT** a [quote for a new internal audit service](#) was **ACCEPTED**
- b. The **PROPOSAL to APPOINT** a councillor to sign off bank reconciliations to comply with Financial Regulations 2.2 (not a bank signatory) was **ACCEPTED**. Cllr Fuller will take the role.
- c. **NOTED** the bank balances and [bank reconciliation](#) statement at 31st July 2023. Cllr Fuller will sign when a hard copy is available.
- d. **NOTED** [the budget monitoring report August 7th 2023](#)
- e. **PROPOSAL to AGREE** any virements or spending from reserves necessary to make payments proposed at 6462(f)
 - i. Vire £1,300 from 'asset purchase' to employer's pension contributions (asset purchase remains at £400)
 - ii. Vire £100 from Chairman's expenses (becomes £0) and £100 from Councillors' expenses (becomes £50) to clerk/councillor travel
 - iii. the costs of work at the oak tree at Oakwood Grove to be met from reserves. Estimated total cost £3,330 **ALL i,ii,iii AGREED**
- f. **APPROVED** the [schedule of payments and invoices received](#).

6463. Planning

- a. **PROPOSAL to ACCEPT the following** APC will always consider "Significant Net Loss of Trees & Hedgerows" when assessing planning applications. Applications with significant overall reduction in trees and hedgerows (including felling or ring barking at any stage prior to application) will likely be objected to. APC feels that "sustainable development" should not have a net detriment to our village hedgerows and trees was discussed and **AMENDED**. Councillors then **AGREED** that Cllrs Lawrence and Wilkinson will re-write it to become part of the tree policy. **ACTION: ML, AW**
- b. The following replies will be submitted for planning application:
 - i. [PL/2023/06154](#) Wells Cottage, Old Road: tree felling – OBJECT. No case has been made to remove the sycamore and the issue of ash die back is contradictory within the application.
 - ii. [PL/2023/05802](#) Goose Green View, High Street: tree work – No OBJECTIONS but replacement trees need to be planted
 - iii. [PL/2023/05513](#) 2, Avon Drive: single storey extension – NO COMMENT

6464. The **PROPOSAL** to join the Institute of Cemetery & Crematorium Management (£95) & clerk to attend a training course (£140 for members, £190 for non-members) was **AGREED**

6465. HIGHWAYS

- a. The **PROPOSAL** to approach LHFIFG with additional road safety measures at Firs Road near the school was **REJECTED**. A meeting is planned between the school, APC, the developers and WC enforcement in September. Cllrs will wait to see what the developers will pay for and only go to LHFIFG for anything still needed. **ACTION; agenda**
- b. **DISCUSS** a suggestion from a resident that APC do less mowing **POSTPONED ACTION: agenda**

6466. REVIEW the following policies & procedures:

- a. [Trees](#) **POSTPONED ACTION: agenda**
- b. The [grants guidelines](#) were reviewed and all changes recommended by the clerk were **ACCEPTED**. In addition, make clear that only one of the criteria set out at the top of the document is required. No changes to the [application form](#) are recommended. The clerk was asked to ensure a grants line is in the next budget. **ACTION: clerk**

6467. RECEIVE REPORTS from Councillors representing Alderbury Parish Council on outside bodies

- a The Sports and Social Club has settled down to an ongoing committee in post until April next year. They are in the process of negotiating their rent agreement with the village hall.

6468. Correspondence – to consider correspondence received since publication of the agenda.

- a The footpath rep wanted to spend money on new leaflets. Clerk to decide.

6469. **The Fountain magazine** – to agree the key themes for the next article. The clerk will write this based on the minutes.

6470. Dates for next meetings

- a. Monday September 4th

The meeting closed at 21:35

REPORTS REFERRED TO IN THESE MINUTES ARE AVAILABLE ON THE WEBSITE or from the clerk on request

Signed as a true record

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Chair

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Date