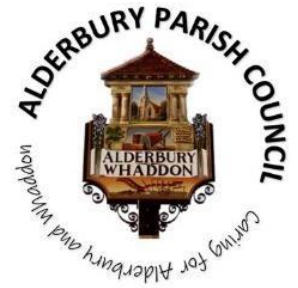


**Minutes of the Annual Parish Council meeting
held on Thursday 13th May 2024 at 7.30pm
The Fountain Room, Alderbury Village Hall**



Present: Councillors Elaine Hartford (EH), Michael Considine (MC), Mike Dent (MD), Kim Diprose (KD), John Fuller (JF) elected Chair at 7.45, Michael Huntley (MH), Mel Lawrence (ML), Colin Roberts (CR), Barry Sloan (BS), Alex Wilkinson (AW)

In attendance: Wiltshire Council councillor Richard Britton (RB), Liz Holland (Clerk) and 5 members of the public.

Public open time

- A resident brought a flooding issue on Rectory Road to the Council's attention
- The explorer Scouts leader came to talk about how they would like to use the Pavilion

33.24 Cllr Hartford PROPOSED and Cllr Wilkinson SECONDED John Fuller for Chair for 2024/25. AGREED unanimously. He signed the Declaration of Acceptance of Office.

Cllr Mel Lawrence led a vote of thanks for Elaine Hartford as a hard-working star of the village. The village is deeply indebted to her for her many years as Council Chair. All are delighted she will continue to support the work of the Council in the coming year.

34.24 Cllr Fuller PROPOSED and Cllr Hartford SECONDED Alex Wilkinson as Vice Chair for 2024/25. AGREED unanimously. He signed the Declaration of Acceptance of Office.

35.24 ACCEPT reports from

- a. WC Councillor Richard Britton
 - i. Congratulated John Fuller on becoming Chair
 - ii. WC's AGM is next week and it is widely anticipated the member for Nadder Valley, Bridget Wayman, will be the new leader.
 - iii. Reported that the Firs Road TRO remains stuck in WC's legal department
 - iv. Informed that the WC Estates team are now involved in the work needed on ALDE20. WC owns land at the end of the Pembroke Gardens development where a possible soakaway could be sited.
 - v. Told of a number of local residents he is currently helping
 - vi. Expects to be appointed to Clarendon PC which has no quorate and no clerk
 - vii. Answered a questioned from Cllr Wilkinson about the enforcement action at The 3 Crowns – deadline is 9.7.24 & from then action will be immediate
 - viii. Noted that Alderbury Scouts are in need of Trustees
 - ix. Updated the situation on the planning application for solar panels near the sewage works off the Southampton Road at Petersfinger. Despite support from APC and RB, ongoing objections from Natural England are leading Officers towards refusing the application and so, to prevent 'planning blight' the application has been withdrawn.
 - x. The replacement Spiders Island sign has still not been erected but I am promised it is imminent. The fallen fence opposite Matrons Cottages has yet to be investigated.

The police had been called to an incident on the recreation ground and reported later in the meeting but to remain consistent with the agenda, their comments are reported here.

- b. PC Kelvin Ramsey reported:
 - i. He introduced himself as the new PC for the Alderbury patch
 - ii. Said that he and PCSO John Taylor had spoken to youths on the recreation ground that night about a bin fire and broken glass
 - iii. Listened to Cllr Lawrence's report of youths near the lake using an axe to chop trees. He reminded everyone that a crime in progress can be reported on 999 rather than trying to get through on 101.
 - iv. PCSO Taylor asked the clerk to circulate his email address to councillors **ACTION: clerk**

36.24 **ACCEPTED** apologies for absence from Peter Jenks

37.24 **RECEIVE** Declarations of Councillors' Interests and Dispensations relating to matters on this agenda – there were none

38.24 **A REVIEW** of [councillor responsibilities and work with external bodies 2024/25](#) was **AGREED** and the new list will be circulated internally, then publicised within the village. **ACTION: clerk**

39.24 **The PROPOSAL to RENEW** Council subscriptions was **AGREED**

- a. [National Association of Local Councils \(including Wiltshire ALC\)](#) – £955.43 Membership of WALC to be kept under review
- b. Information Commissioner (ICO) £40
- c. Society of Local Council Clerks £188
- d. National Association of Allotments and Leisure Gardens £66 To be reconsidered at the next payment renewal
- e. Campaign for the Protection of Rural England £40
- f. Institute Cemeteries and Crematoria Management £100

40.24 **The PROPOSAL to RENEW** direct debits was **AGREED**

- a. SGW payroll services
- b. Hill Data IT support
- c. O2 council phone
- d. HMRC
- e. PWLB

41.24 The recommendation that Lloyds Bank be retained for the ensuing year with signatories being Cllrs Hartford, Dent, Diprose was **AGREED**

42.24 **NOTED** the current insurance arrangements – a three year agreement with Clear Councils which began on 1.10.23

43.24 The following policies and procedures were **ADOPTED** incorporating the changes recommended by the clerk:

- a. [The Statement of Internal Control](#)
- b. [The Code of Conduct](#)
- c. [Freedom of Information/Publication scheme](#)
- d. [Data Protection](#) The clerk was asked to make clearer that she is the DPO.

The clerk was asked to consider an amendment in Financial Regulations stipulating environmental standards to be required by suppliers if there is to be no procurement policy **ACTION: agenda**

44.24 **CONSIDERED** [the minutes of the meeting on April 11th 2024](#) which were AMENDED at 26 c (ii) to include the words 'to be spent from reserves' then **APPROVED** and the Chair signed them.

45.24 **REVIEWED** the action log – Cllrs Hartford and Fuller had completed a line-by-line review with the clerk prior to the meeting. No further questions

46.24 **Finance**

- a. **End of Year – Annual Governance and Accountability Return (AGAR)**
 - i) **NOTED** the [internal audit report](#)
 - ii) **The PROPOSAL to APPROVE and SIGN** the annual governance statement, [Section 1 of the Annual Governance and Accountability Return](#) was **AGREED**. Councillors answered ‘yes’ to all questions and the Chair signed the statement.
 - iii) **The PROPOSAL to APPROVE and SIGN** the accounting statements, [Section 2 of the Annual Governance and Accountability Return](#) was **AGREED** and the Chair signed the statement.
 - iv) **The PROPOSAL** to issue the public rights statement for the period 11th June 2024 to 24th July 2024 was **AGREED**
- b. **NOTED** the bank balances and [bank reconciliation statement at 30.4.24](#) and Cllr Fuller signed it.
- c. **APPROVED** the [schedule of payments and invoices received](#)
- d. **The PROPOSAL to APPROVE** a fixed rate deal for electricity at The Pavilion and for the Christmas lights as recommended by Utility Aid was **AGREED** as a one year deal with Yorkshire Gas & Power. The wider issue of electricity supply and recharge will be discussed in the coming year. This will create a new direct debit (for annual review). **ACTION: agenda**

47.24 **Village maintenance issues**

- a. Cllr Hartford reported:
 - i. No word from the painter of the white railings about making good. She will chase and his payment remains unauthorised **ACTION: EH**
 - ii. She has asked the parish steward to inspect the drains on the footpath between The Copse and the recreation ground.
 - iii. She has asked him to look at the broken pavement at Overton House. The clerk was asked to report this to Graham Axtell (WC) as it has been outstanding for a long time. **ACTION: clerk**
 - iv. The Council will need to review fencing around the village hall car park and recreation ground **ACTION: clerk, MH**
 - v. The posts surrounding the Green may need replacing **ACTION: clerk, EH**
- b. Cllr Fuller reported on advice from WC that the moles on the recreation ground may well be less active once the grass cutting machinery is deployed regularly. **ALL AGREED** no further action at this time.
- c. Cllr Fuller reported on a meeting he and Cllr Hartford had with Craig from Hurdcott (the new local manager). They talked through the variations to contract asked for since the contract was set up and about when to choose not to mow. Hurdcott will cut the recreation ground for Picnic in the Park. They will continue to move the SID as required.

48.24 **Playground, recreation ground, The Pavilion and youth activities**

- a. Councillors reviewed the report received from the Community First staff/police walk through the village. Cllr Fuller is due at a youth partnership forum meeting this week and will use that to help formulate next steps. The following points were noted:
 - i. The owners do not enforce their right to private property at the Lake and many people do already fish there. They have not in the past been willing to make this a more formal arrangement for access, though. Councillors felt it best to leave well alone for now.
 - ii. This report will form an evidence base for any grant application
- b. Community Hub Working Group
 - i. **The PROPOSAL** to vary the contract awarded to Andy Mullen for Pavilion refurbishment to include extra key pad locks, replacement lighting and external security lights was **ACCEPTED** £1,208 from reserves. Outdoor lights need to be robust due to the level of

vandalism experienced in the area. Work has already begun on the changes previously agreed.

- ii. **The PROPOSAL** to allow the Explorers to use the second side of Pavilion was **ACCEPTED** and the clerk will issue a similar 'licensing' letter to that used for ACE.
ACTION: clerk
- iii. Cllr Wilkinson showed councillors his proposed APM presentation for the recreation ground ideas. It was suggested that the WG ask parents or teenagers to join them directly.

49.24 **Planning**

- a. [PL/2024/03504 Maplethorpe, Oaklea Lane](#) No objections

50.24 Cllr Lawrence agreed to attend the Wessex Energy event for APC.

51.24 **Communication with residents**

- a. A letter from a resident was discussed
 - i. Cllr Fuller and the clerk had met the author to go through each point beforehand
 - ii. Much of it was information – no action needed
 - iii. The council has taken action on some of the points raised (see 47.24 a)
 - iv. Drains at The Heathers have been cleared
 - v. Wessex Water are currently lining sewers in the area
 - vi. Everyone who wants to bring up matters involving WC assets must use MyWILts.
 - vii. The tree warden scheme is an opportunity to get involved with protecting Alderbury's trees and hedges
 - viii. The clerk was asked to write to the owners of the pond at Matron's Farm expressing concern about its environmental decline **ACTION: clerk**
- b. The request for support from Alderbury and Whaddon Village Show was **ACCEPTED. ACTION: clerk to write**
- c. The Fountain:
 - i. Previously agreed that the clerk will write an article setting out how much the Parish Council costs and where it has responsibilities and how much Wiltshire Council costs and their responsibilities
 - ii. Write again about the PSPO, mentioning catapults
 - iii. Key decisions at this meeting
- d. Facebook
 - i. On the query about recreation ground hedging – state that replacing the hedging was considered the right course of action
 - ii. On the query about Old Road – this will be an agenda item in June **ACTION: agenda**
 - iii. Cllr Diprose **PROPOSED** the formation of a communications WG to develop guidelines for the clerk. **ALL AGREED**. She and Cllr Roberts will join the clerk. **ACTION: clerk to arrange the first meeting**
- e. Annual Parish Meeting – councillors who can arrive early (6.30) will be helpful setting up. The clerk reminded councillors this is not a meeting to which they are summoned so apologies are not formally required.

52.24 **Dates for meetings**

- a. May 22nd Wednesday Annual Parish Meeting – hall booked from 6.30 with local organisations invited to attend, opening to the public at 7pm and the meeting to start at 7.30
- b. June 11th ordinary meeting

The meeting closed at 21:25

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

SIGNED as true record (Chair)