



ALDERBURY PARISH COUNCIL

Caring for Alderbury and Whaddon

**MINUTES of the ANNUAL MEETING of Alderbury Parish Council
7.30 on Tuesday 13th May 2025
The Fountain Room at The Village Hall, Alderbury**

[Supporting documents can be found on our website](#)

Alderbury Parish Council has signed the [Civility Pledge](#)

Alderbury Parish Council has adopted a [forward plan](#) which will inform their decisions

Present: Councillors John Fuller (JF) Chair, Mike Dent (MD), Kim Diprose (KD), Elaine Hartford (EH), Mike Huntley (MH), Brian Jackman (BJ), Colin Roberts (CR), Mike Sneddon (MS)

In attendance: Liz Holland (Clerk), 4 members of the public, WC Gregory Cooper (GC) arrived 8.30

15.25 PROPOSAL to ELECT the Chair for 2025/26

Cllr Fuller was proposed by Cllr Hartford and seconded by Cllr Dent. All **AGREED**
The new Chair is required to sign the Declaration of Acceptance of Office (Chair).

16.25 PROPOSAL to ELECT the Vice Chair for 2025/26

Cllr Wilkinson was proposed by Cllr Dent and seconded by Cllr Fuller. All **AGREED**
The new Vice-Chair is required to sign the Declaration of Acceptance of Office (Vice Chair)

PUBLIC TIME

- A resident who lives on Junction Road came to talk about the current disrepair of the road and his fear of flooding at the low end of the village where he lives due to proposed new building. Cllr Fuller said that as the road is privately owned by The Longford Estate (LE) there was nothing the council could do about repairs. He said that flooding fears was always a response from the Council to all proposed development in the area.

17.25 The **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) was **APPROVED** as the Council meets the criteria for eligibility.

18.25 NOTED reports from

- a. PC Kelvin Ramsey – see written report
- b. Wiltshire Cllr Gregory Cooper (Cllr Cooper reported at 8.30 but the record is here to maintain agenda numbering)
 - i. He acknowledged the long, hardworking contribution his predecessor, Richard Britton, had made
 - ii. He is undergoing training, as he is new to the unitary council
 - iii. He picked up various local issues when out campaigning which he hopes to help resolve, including the long-standing hole in Grimstead Road
 - iv. It is not currently clear how WC will work as there is no one party majority. 20th May is the key date to resolve this
- c. Jason Jordan (JJ) for The Longford Estate
 - i. managing ash die back on the estate – the estate has been hard-hit and surveys to assess felling are ongoing. Specifically in High Tree Woods: this is a private wood with no public rights of way. LE does not enforce 'no entry', though and it is used by walkers. LE recognises that trees suffering die-back

Signed as a true record by the Chair: Date

can become dangerous and people are putting themselves in danger. LE does not want to close off the wood completely but has to manage the risk. A survey will be undertaken and it may be necessary to prevent access to some parts of the wood.

- ii. Junction Road/ALDE20 – ALDE20 is a footpath and cycling is not allowed but hard to enforce. Children may also run out from the path onto the road when returning from the school or pre-school. JJ would like to meet a couple of councillors at the site to discuss options to improve safety which might include: a staggered barrier, signage, an earth bund, a locked bar gate. Cllrs Dent & Sneddon volunteered. **ACTION: MS & MD to meet JJ**
- iii. The Green Dragon – the work required is even more extensive than anticipated, so an opening date of 1st July is now planned. LE will run the pub initially and it will remain a free house.
- iv. Junction Road – LE are looking at whether drainage can be improved to help maintain the road
- v. Canal Woods – work is planned over the summer to improve paths

19.25 Apologies for absence for the reasons given were **ACCEPTED** from Cllrs Lawrence and Wilkinson

20.25 Declarations of Councillors' Interests and Dispensations relating to matters on this agenda – Cllr Dent recorded a non-pecuniary interest in item 33.25 b

21.25 REVIEWED

- a. Councillor responsibilities and work with external bodies 2025/26 – a series of changes was **AGREED** and the new document will be produced and added to the website **ACTION: clerk**
- b. Key holders to Council property – all **AGREED**

22.25 PROPOSALS to RENEW the following subscriptions were all **APPROVED**

- a. National Association of Local Councils (including Wiltshire ALC) – £1,029.95
- b. Information Commissioner (ICO) £47
- c. Society of Local Council Clerk £240
- d. National Association of Allotments and Leisure Gardens £84
- e. Institute Cemeteries and Crematoria Management – approx.. £100

23.25 PROPOSALS to RENEW the following direct debits were **APPROVED**

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

24.25 PROPOSALS to add the following standing orders were **APPROVED**

- a. for the clerk's salary (amount to be agreed by the Chair)
- b. for pension contribution payments to Wiltshire Pension Fund (amount to be agreed by the Chair)

25.25 REVIEW banking arrangements

Recommend that Lloyds Bank be retained for the ensuing year with signatories being Cllrs Hartford, Dent and Diprose **ALL AGREED**

26.25 REVIEW of insurance arrangements – **CONFIRM** the current 3 year arrangement – **ALL AGREED**

- 27.25** The policies working group recommended **ADOPTION** of the following. **ALL AGREED**
- The Statement of Internal Control
 - The Code of Conduct
 - Freedom of Information/Publication scheme
 - Data Protection
 - Trees policy
- 28.25** The **PROPOSAL to APPOINT** Mulberry Local Authority Services as the new internal auditors per quote 13/4/25 was **AGREED ACTION: clerk to arrange their appointment and schedule of work**
- 29.25** The minutes of the meeting held on April 7th 2025 were **APPROVED**
- 30.25** The action log was reviewed in detail by Cllr Fuller with the clerk prior to the meeting. No further questions.
- 31.25** Co-option for the vacancy on the council will be advertised in The Fountain, on noticeboards, on the website and on Facebook. Councillors are encouraged to ask around, too. **ACTION: ALL**
- 32.25 Finance**
- End of Year – Annual Governance and Accountability Return (AGAR)**
 - NOTED** the internal audit report
 - The **PROPOSAL to APPROVE and SIGN** the annual governance statement, Section 1 of the Annual Governance and Accountability Return, was **AGREED** with all boxes ticked as 'yes'. It was signed by the Chair and clerk in the meeting **ACTION: clerk to submit**
 - The **PROPOSAL to APPROVE and SIGN** the accounting statements, Section 2 of the Annual Governance and Accountability Return was **AGREED**. It was signed by the Chair in the meeting. **ACTION: clerk to submit**
 - The **PROPOSAL** to issue the public rights statement for the period 3rd June 2025 to 14th July 2025 was **APPROVED**
 - NOTED** the bank balances and bank reconciliation statement at 30.4.25
 - APPROVED** the schedule of payments and invoices received
- 33.25 Planning**
- New applications for comment:
 - [PL/2025/03657](#) Kenstaff, Southampton Road - Two-storey side extension, single-storey rear extension, new front porch, and new garage **NO OBJECTIONS**
 - [PL/2025/03275](#) 16, Pepperbox Rise – 1st floor extension **NO OBJECTIONS**
 - [PL/2022/03103 Land East of Wagtails](#)
 - NOTED** a letter from a resident
 - The **PROPOSAL to ACCEPT** a letter to the planning officer dealing with this application was **AGREED** subject to revisions noted at the meeting (below). **ACTION: JF, clerk to finalise letter and submit**
 - ALL AGREED** – drainage needs to take priority, including naming WC officers involved at the flooding at the school field and along ALDE 20, ask for s.106 money to develop nature projects in Alderbury rather than elsewhere and improve ALDE 20 drainage, points made at 33.25bi to be incorporated, a green corridor around the site should be reinstated.
 - ALL AGREED except Cllr Dent** – the affordable home 40% must be enforced even if this is a 50/50 split of shared ownership and starter homes
 - [PL/2024/09976 Southampton Road](#)
 - NOTED** amendments and additions from developer – documents added on the WC planning portal 2025
 - NOTED** a letter from a resident

Councillors **PROPOSED and PASSED** a resolution to suspend Standing Order SO3 (24) and allow the meeting to go on past 2 hours

34.25 Village maintenance issues

- a. New issues brought by Cllr Hartford
 - i. Pembroke Gardens amenity area is looking unkempt. Residents are encouraged to contact the management company as this is not APC land.
 - ii. Another post at the War Memorial Green needs replacing **ACTION: MH, MS**
 - iii. The Explorer scouts have done an excellent job tidying up the book swap and immediate area. A **PROPOSAL** to make a £25 donation to them was **AGREED ACTION: clerk - letter of thanks and donation**
 - iv. An area of land owned by APC on Avon Drive need tidying up **ACTION: clerk to check Hurdcott's contract**
- b. No other new issues were reported

35.25 Matters of community interest

- a. Communications from residents
 - i. Parking obstructions Windwhistle Way **ACTION: JF & Clerk to visit and take appropriate action**
 - ii. Use of The Probation Service scheme **ACTION: clerk to pass on correspondent's details to MS who will find out more**
 - iii. The Whaddon milestone **ACTION: clerk to get a quote from a stonemason to repaint the lettering**
- b. Nothing new to report on flooding in the Pembroke Gardens/school playing field vicinity
- c. **The PROPOSAL** to support the Post Office's request for amended parking restrictions outside the shop was **AGREED ACTION: clerk to contact RS at WC for options**

36.25 Highways

Flooding

- a. **RECEIVED A REPORT** from the meetings on 16/4 (WC Operational Flooding working group) & 24/4 (Flood Resilience Wessex lunch and learn). WC are due to send the clerk a map to mark down flooding areas **ACTION: MD to chase**
- b. The email reporting scheme has had one response so far. Further advertising will take place when there is more rain.

37.25 The playground, recreation ground, The Pavilion and youth activities

- a. **The PROPOSAL to ACCEPT** a recommendation from the clerk on how to deal with playground equipment repairs was **AGREED ACTION: arrange a Hub WG meeting**
- b. Cllr Fuller met the SMASH youth worker and they did a tour of the village and the various resources available were discussed. He recommended youth workers attended Picnic in the Park as this would be an opportunity to meet young people and the community.
- c. The new table tennis table is in and the climbing net is due very soon.
- d. Cllr Huntley asked that a resident is reminded that dogs are not allowed on the playing field **ACTION: clerk to write**

38.25 Reports and consultations

- a. **REPORT** from the footpaths working group – **POSTPONED** they will meet late May **ACTION: MS, MD, KD**
- b. **RECEIVED a REPORT** from the Allotment working group who will be meeting the SRAA committee early June to discuss a number of matters. A **PROPOSAL** was made to begin negotiations with Formula Land (FL) to extend the current licence for a further year (to 31.3.27) with no other changes **APPROVED ACTION: ML, EH to report to SRAA committee, clerk to contact FL**

39.25 The Fountain magazine – Explorers' work at the book swap, vacancy on the council, community speed watch needs volunteers, dogs on the recreation ground and other matters within these minutes

40.25 Date of next meeting – Wednesday June 11th

41.25 The **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) was **APPROVED**

42.25 Councillors discussed a matter of dispute in the village.

The meeting closed at 10pm



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Signed as a true record by the Chair: Date