



ALDERBURY PARISH COUNCIL

Caring for Alderbury and Whaddon

**DRAFT MINUTES of an
ORDINARY MEETING of Alderbury Parish Council
7.30 on Wednesday 10th July 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, Elaine Hartford (EH), Brian Jackman (BJ), Mike Huntley (MH), Mel Lawrence (ML), Colin Roberts (CR), Mike Sneddon (MS) Elliot Conner (EC) joined at 7.45

In attendance: Liz Holland (Clerk), 4 members of the public

PUBLIC TIME

No members of the public spoke

58.25 NOTED reports from

- a. PC Kelvin Ramsey – a written report was submitted
- b. Wiltshire Cllr Gregory Cooper
 - i. WC has publicised a deficit uncovered in its accounts for last year relating to care costs. The amount is relatively small but has brought to light accounting procedures which the audit committee will look into
 - ii. The land supply is currently calculated to be 2.42 years
 - iii. At the recent Southern Area Board meeting GC brought up the poor attendance of police officers at parish council meetings. The area inspector will herself endeavour to attend all parishes in her patch over the coming months.
 - iv. There has been some progress recognising the flooding problems at Pembroke Gardens
 - v. No further news on Kiln Close or Wagtails but GC continues to take a keen interest. JF asked 'where is the accountability?'. GC wants to keep the officers 'on side' but will eventually have to approach their managers
 - vi. He will chase the sign repair needed at the Whaddon end of the village
- c. Jason Jordan (JJ) for The Longford Estate
 - i. The Green Dragon opening is still dependent on an electricity connection but now planned for early August
 - ii. A planning application for conversion of a field to parking will follow shortly
 - iii. The glass found in the Canal Woods will be removed

59.25 The **PROPOSAL TO CO-OPT** Elliot Conner was proposed John Fuller and seconded Elaine Hartford. **ALL AGREED** . He signed the declaration of acceptance of office and joined the Council.
ACTION: clerk to arrange Teams access and send information

60.25 Apologies for absence for the reasons given were **ACCEPTED** from Cllrs Diprose, Dent and Wilkinson

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

Signed as a true record by the Chair: Date

62.25 The minutes of the meeting held on June 11th 2025 were **APPROVED**

63.25 The action log was reviewed in detail by Cllrs Fuller and Wilkinson with the clerk prior to the meeting. No further questions.

64.25 Planning

- a. **RESPONDED** to:
 - i. [PL/2025/05201](#) – Goose Green View, High Str.: removal of holly tree in a conservation area **NO COMMENT - REFER TO TREE OFFICER**
 - ii. [PL/2025/04214](#) – The Field House, Southampton Rd: conversion of garage to living space **NO COMMENT**
 - iii. [PL/2025/04713](#) – 26, Oakwood Grove (retrospective): conversion of garage to habitable space **NO COMMENT**

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

- a. **REPORT** from the Hub WG on their meeting
 - i. Spec for path to be finalised and sent to clerk – agreed width from bowls club fence to be 2.5m to allow room for trees and a bench
 - ii. Cllrs Fuller and Sneddon collected a table football table & bean bags from Whiteparish which is now in the Pavilion
 - iii. Explorer Scouts continue to tidy up The Pavilion
 - iv. An appointment for a youth worker who will work in South Wiltshire including Alderbury has been made. He starts mid-August. Still hoped some pop-up events may happen over the summer with climbing walls confirmed for 20/8 in the afternoon.
 - v. WG will next be looking at signage. Councillors were encouraged to submit any thoughts, ideas, photos. etc. **ACTION: ALL**
- b. The **PROPOSAL** to renew agreements for use of The Pavilion was **AGREED**. No changes have been requested or recommended **ACTION: clerk to re-issue**
- c. The **PROPOSAL to APPROVE** £125 for playground inspection training for Cllr Sneddon was **AGREED**

66.25 Finance & IT

- a. **PROPOSAL to APPROVE** a request from the clerk for training
 - i. New audit requirements on GDPR £15 **AGREED**
 - ii. Issuing tenders £45 **AGREED**
- b. **NOTED** the bank balances and bank reconciliation statement at 30.6.25
- c. **NOTED** the accounts to 30.6.25
- d. The **PROPOSAL** to transfer £20,000 from the deposit account to the current account was **AGREED**
- e. **APPROVED** the schedule of payments and invoices received
- f. **NOTED** the report from the remuneration panel of WC. No councillors supported introducing the scheme in Alderbury.
- g. **REPORT** from the IT WG meeting
 - i. Market leaders Aubergine will be approached to replace the existing website. All councillors are encouraged to submit ideas for what is good, bad, missing etc from the current website. **ACTION clerk, ALL**
 - ii. Clerk will attend training on the new GDPR requirements for parish councils before WG reviews IT policies
- h. The **PROPOSAL to ACCEPT** a 36 month contract from Crown Energy was **AGREED** subject to written confirmation that the energy is 100% renewable. **ACTION: clerk**

67.25 Village maintenance issues

- a. **REPORT** from Cllr Hartford
 - i. She will notify Cllr Sneddon about hedges needing attention as he is compiling a list **ACTION: EH, MS**
 - ii. A drain cover at the Southampton Road end of Lights Lane needs assessing as a trip hazard **ACTION: JF**
- b. **REPORT** new issues – the trees on the A36 slipway have been reported to National Highways

- c. **REPORT** back on solar Christmas lights – no further action
- d. **REPORT** on hedges overhanging the pavements
 - i. see above (67 a i)
 - ii. The Fountain article to include a general note to all residents about the need for keeping hedges cut back off pavements and rights of way, whilst being mindful of the nesting season
 - iii. Follow up letters to those who do not act will be sent in September
- e. The **PROPOSAL** from the grounds maintenance contract WG – that the contract be extended by a year subject to Hurdcott agreeing closer management including regular meetings was **AGREED ACTION: clerk, WG**

68.25 Matters of community interest

- a. **UPDATE** on the Post Office's request for amended parking restrictions outside the shop – Cllr Hartford to suggest to the manager a one hour limit to parking in front of the PO to see if that would be appropriate **ACTION: EH**
- b. **UPDATE** on tree root protection at Windwhistle Way and the Avon Drive area – no further progress **ACTION: clerk**
- c. **UPDATE** on meeting with The Longford Estate about safety at the Junction Road/ALDE20 junction – councillors asked for a map to be drawn up showing any potential work needed **ACTION: MS, MD**
- d. **CONSIDER** correspondence from residents
 - i. Oakwood Grove – ML to begin considering what new trees might be appropriate & she will assess the ash tree **ACTION: ML**
 - ii. The Facebook comments will be followed up **ACTION: clerk**
- e. **CONSIDER** a request from Cllr Sneddon to store tandems in the garage. A **PROPOSAL** to allow up to 4 tandems in the garage for a one year trial was **AGREED. ACTION: clerk to draw up an agreement**

69.25 Highways & footpaths

- a. **PROPOSAL to ACCEPT** a quote for a third SID unit **ALL AGREED**. To be funded from reserves
- b. **REPORT** on actions from the footpaths WG – the report was **NOTED** and the Chair thanked the group for the work they are doing

70.25 The Fountain magazine – hedges, tandems, other decisions

71.25 The PROPOSAL - EXCLUSION OF PUBLIC AND PRESS : Under the Public Bodies (Admission to Meetings) Act 1960 (2) to resolve that members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted was **AGREED**

72.25 It was **RESOLVED** to authorise Cllrs Fuller and Lawrence, together with the clerk, to make whatever such decisions are needed to deal with this matter, including spending any money required. **ACTION: ML, JF, clerk**

73.25 Date of next meeting – Monday August 11th

The meeting closed at 21:40



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Signed as a true record by the Chair: Date