

MINUTES OF ALDERTON PARISH COUNCIL MEETING

Held in Alderton Village Hall on Monday 12 May 2025 at 7p.m

Present: Jeff Hayward (JH) Chair, Joanne Butler (JB) Alan Austin (AA) Anne Jessup (AJ) Mal Ward (MW) Bob Loughlin (BL)

In attendance: Amelia Parmenter (AP), clerk,

Members of public: None

- 1. Election of Chair and Vice-Chair:** JH was happy to continue as chair for another year. JB nominated; AJ seconded. MW was nominated by JB to take on the role of Vice chair and seconded by BL.
- 2. Apologies for absence:** Nick Rose, Andrew Warne (AW has resigned from his position on the council so there is now a vacancy)
- 3. Declarations of member's interests in any items on this agenda:** None
- 4. Approval of minutes of meeting:** The minutes of the meeting held on 10 March 2025 were approved and signed.
- 5. New councillor to sign declaration of acceptance of offer:** The chairman welcomed Mr Alan Austin to the council and the declaration of acceptance was duly signed. Clerk will arrange for SALC Councillor Training and forward all documentation.
- 6. Report on Annual Parish meeting –** AP gave a summary of the meeting on 14 April. The meeting was well attended by groups in the village; speed watch, youth club, Thirsty Thursday and the District Councillor James Mallinder gave a report. Copy to be posted on website.
- 7. Finance – (i) Adoption of accounts for year ending 31 March 2025 and to receive reconciliation of accounts –** JH gave out the end of year review, which is broken down into categories. JH explained that there are discrepancies between the Accounts summary emailed to councillors and his end of year review, as some payments from year ending 2024 / 25 financial were carried forward. £2700 was taken last financial year from reserves.
- 8. (ii) Presentation of internal audit report and to agree dates for Notice of Public Rights and publication of AGAR –** Signed by JH. Dates were agreed for Notice of Public rights and publication of AGAR these will be 3 June – 14 July.

- 9. (iii) To finalise budget for the year 2025/2026, approve payments over £100 and note all other payments made since last meeting** – JH proposed the budget for 25/26 and explained each heading. AJ asked when the rent for allotments was last increased as there was no increase over the previous year, but Council agreed that the allotment rents were a fair price considering there is no water available on site. Councillors approved the budget.
- 10. (iv) Review assets register** – Assets register was reviewed and JH said he and the clerk will review it as some items had been removed (wooden benches)
- 11. Consider and complete Certificate of Exemption from a limited assurance review-**
Completed by JH and AP. Clerk will email this to PKF before 30 June.
- 12. Annual Governance & Accountability Return (AGAR) (i)** – Approved and completed by JH and AP **(ii)** Approved and completed by JH and AP.
- 13. Adoption of revised policies** – The revised policies (Anti-Harassment and Bullying policy, Sexual and General Harassment policy and Equality and Diversity policy) were adopted by the council with reservations for further discussions.
- 14. Allocation of Councillor responsibilities-** It was agreed as follows:
- JH – Finance and SALC
 - NR – Planning
 - MW – Rec and containers
 - JB – Village Hall, Facebook and Allotments
 - BL – Defibrillator, Emergency plan and Marquees
 - AJ – Village Hall
 - AA – Play Equipment and inspections
 - Vacancy – Allotments alongside JB
- It was also discussed whether our consultants T Street and J Foulger would continue to be responsible for Emergency Planning and the APC website.
- It was also brought to the attention of council by AJ that we shouldn't be using our personal email addresses. JH stated that the clerk has a '.gov' email now and he will look into costing for more of these. It was also suggested a specific 'gmail address' could be made by councillors for ensure council matters are separate from personal matters. It was agreed that the Clerk should also have a dedicated APC mobile phone for these reasons.
- 15. Village Hall Usage** – JB asked about the car parking space that is currently rented to a resident as this could be used to house a storage facility which will free up in floor space and entice more groups to use the Village Hall. JH said he would speak with resident regarding this.

16. Rec maintenance, renewal and usage – The recreation ground play equipment needs repairing and updating. Clerk to look into grants to update the Rec (play areas or gym trail) AA will start looking for quotes to fix and upgrade.

17. Proposed future dates of regular meetings - The proposed dates are now 4 August, 10 Nov, 12 Jan 2026 and 9 March 2026

18. Matters to be brought to the attention of the Council – JB spoke on the funeral of ex-chairman and longstanding councillor for the parish and proposed we give the marquees for the day for free. Councillors agreed. AJ suggested a policy was put in place at the next meeting on usage of Village facilities and hire charges for all to view. This was agreed by council.

JH brought to the attention of the council that the Fete committee asked if they could use Beach Lane as an exit for cars from the fete. As Beach Lane is a SCC public footpath which residents have to maintain as they have permitted vehicle access Council could not give approval. It was suggested it should be discussed directly with the residents.

Parking in the village was also discussed as it is becoming dangerous for pedestrians. Clerk to email Highways to discuss how this issue can be resolved.

19. Date of next meeting – 4 August 2025

The meeting closed 8.45pm

Signed.....

Dated.....