

STOKE ORCHARD & TREDINGTON PARISH COUNCIL
MINUTES OF PLANNING MEETING HELD ON 4 FEBRUARY AT 7.00PM

Venue: Stoke Orchard Community Centre, Stoke Orchard.
Present: Cllr. R. Chatham (Chairman), Cllrs. J. Gilder, A. Macdonald, J. Newton,
P. Ternouth, A. Troughton and H. Webber.
Attendees: Clerk/RFO, J. Owen and 4 members of the public including B. Cllr. R. Stanley.

Minute Ref. Details

4.2.2020.1 Recording and filming of the meeting

There were no requests from the public to record the meeting.

4.2.2020.2 To receive comments from the public - no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda for the next meeting

There were no questions/comments from the public.

Chairman welcomed B. Cllr. Richard Stanley for Bishops Cleeve West and Member of Bishops Cleeve Parish Council. It was agreed that as neighbouring Parish Councils there were shared issues and challenges and working together would be beneficial for both Parish Councils. B. Cllr. Stanley stated Bishops Cleeve's Parish Council meetings were on first Thursday of each month and all would be welcome.

4.2.2020.3 To note apologies for absence

S. Hinde, Trainee Clerk

4.2.2020.4 To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate

Chairman stated he was acquainted with many people in respect of 4.2.2020.10b and therefore would not participate in that item.

Cllr. Macdonald declared an interest in item 4.2.2020.12.

Clerk confirmed the meeting was quorate.

4.2.2020.5 To confirm and agree Minutes of the Parish Council Meeting held on 7 January 2020

The Minutes of the Parish Council Meeting held on 7 January 2020 which had previously been circulated to all member were signed by the Chairman as a true and accurate record.

4.2.2020.6 To receive Clerk's Report

Min. Ref. 3.9.19.7 - VE 75 Anniversary 8-10 May 2020

Cllrs. Webber and Macdonald confirmed date booked with SOCC for Friday 8 May 2020 for daytime event with 'Bangers, Beans and Mash' to unveil plaque towards the war effort. Add to agenda for next meeting to discuss further.

Parish Council email addresses –Tigerstride had been in touch directly with all members to assist with setting-up email addresses. The Chairman was unhappy with the system, he stated it was too complex to use, this was echoed by other members. Clerk to provide details of webmail to members which may be a preferable method to access their emails.

Previous Parish Council website – despite numerous attempts by Clerk and Tigerstride, they had been unable to achieve removal of previous Parish Council website which was due for renewal in March 2020. It may just expire and issue would disappear, alternatively it maybe renewed.

Person preparing new SOCC website may be able to assist.

4.2.2020.7

Finance:

4.2.2020.7

To consider and resolve to agree payment list and those paid since last meeting
THE COUNCIL APPROVED the payments list and payments made since last meeting, see Appendix A.

THE COUNCIL APPROVED a loan of £12761.36 from the Community Account to the Treasurers Account in respect of the builder's invoices for the Hall Extension as awaiting S106 funds from TBC – see agenda item 4.2.2020.8 below. Final invoice from the builder was authorised for payment £3,989.40 on condition that snagging were completed. Cllrs. Webber and Macdonald to prepare a snagging list and confirm to the Clerk once all completed, she would then process payment.

Payment to McAfee for antivirus software for the Parish Council PC for £79.95 for two years approved at previous meeting was not available when Clerk came to purchase it, therefore purchased: McAfee for antivirus software and TeamKnowhow Cloud Backup, both for one year each, for £43.00 - **THE COUNCIL APPROVED** this transaction.

THE COUNCIL APPROVED 8.5 hours for the Clerk for support to NDP Steering Committee as detailed, to be paid from NDP Earmarked Reserve Account.

The bank reconciliation was agreed to the bank statements by Cllr. Newton and signed accordingly.

4.2.2020.8

To consider the S106 Agreement with regard to the Hall Extension and agree actions

The Clerk explained that TBC had refused to authorise the S106 payment as the Parish Council had not yet adopted the Bloor POS.

The Chairman stated that it was covered, as the council adopted the area the S106 related to, sometime ago, (it was not the POS being currently discussed with Bloor Homes).

THE COUNCIL AGREED to send the email below, if required, as the Council were keen to claim the S106 funds in respect of the Hall Extension.

'The Parish Council understand that if they do not complete the adoption of the POS and TBC are challenged by the developer, the Parish Council would be liable to reimburse TBC with the S106 funds to value of the funds paid to them'

The Chairman outlined the issues with the POS with Bloor Homes and which he would be having a meeting to discuss on site on 6 February 2020 with representatives from TBC and Bloor Homes. It was hoped Peter Quinn could do an inspection for a Maintenance Schedule at some stage, which the Council could then claim from S106 funds as it would be considered as part of the maintenance of the site.

4.2.2020.9

To agree response to GCC Local Transport Plan. Follow link for full details: [Gloucestershire's DRAFT Local Transport Plan 2015-41](#)

Members discussed GCC Local Transport Plan. Cllr. Ternouth agreed to complete the Response Questionnaire and circulate to members prior to the next Parish Council Meeting as closing date was not until 26 March 2020.

4.2.2020.10

Planning:

4.2.2020.10a

To receive update on Neighbourhood Development Plan (NDP) including report/minutes from NDP Steering Committee and agree actions

Received the minutes and Cllr. Ternouth sought permission from the Parish Council to add a further Topic Group, as follows: Drainage and Flood Management with Cllr. Chatham as Chairman. That was granted.

Cllr. Webber was going to prepare an explanatory document for members of the Steering Committee.

Started gap analysis on Sustainable Transport.
Next NDP SC: Meeting is on 18 February 2020.

4.2.2020.10b To agree response to Planning Consultation Application No. 20/00022/FUL - 5 St Johns Court, Tredington. Erection of a single storey rear extension. Response by 5 February 2020

The Chairman did not participate in this item.
Members discussed the application and agreed they had no objection.

4.2.2020.10c To agree response to Tewkesbury and Cheltenham Borough Councils Consultation regarding West Cheltenham Supplementary Planning Document. The Councils are working together to deliver a Garden Community at West Cheltenham for circa 1,100 new homes and 45ha of employment land, including the Cyber Central hub, follow link for full details: <https://cybercentral.commonplace.is/> Members of the public were also encouraged to participate in this consultation. Closing date: 17 February 2020.

Members discussed the document and Cllr. Ternouth supplied details to the Clerk for a response.

4.2.2020.10d To receive update regarding Planning Application 18/0032/TWMAJW ref. sludge treatment plant and agree actions

Chairman had received a response from his report to the Ombudsman – whilst the Ombudsman was very sympathetic, he did not represent Parish Councils. Ombudsman had asked if he could publish the fact that the Parish Council wished to ask the Ombudsman to consider the case, (no names would be given) which the Chairman had agreed to.

**4.2.2020.11 To receive agenda items for next Parish Council Meeting
VE 75 Anniversary Event on 9 May 2020**

4.2.2020.12 To receive Centre Manager's Appraisal and agree actions, in a confidential session

Cllr. Macdonald and everyone else left the room for the confidential session. The Council received the Centre Manager's Appraisal and **THE COUNCIL AGREED** the inflationary increase contained therein.

4.2.2020.13 Next Meeting: Full Parish Council Meeting on 3 March 2020.

Meeting closed: 20.05pm

Signed
Chairman, R. H. Chatham

Date

These minutes are subject to approval at the next Parish Council Meeting

APPENDIX A

Stoke Orchard and Tredington Parish Council Bank Reconciliation 4.2.2020

Details - Current Acc.	Receipts	Payments	To be authorised
Nest DD		74.78	
Bolt Electrical Ltd. Hall Extension		425.45	
Currys Antivirus/Cloud Backup		43.00	
GBC Planning Fees		350.00	
Tsfr from Com Res Acc - loan ref. S106	6494.65		
Allan Jenkins Builder Inv 2		6494.65	
PAYE and pension from SOCC	459.61		
Clerk Salary inc. NDP		1242.33	
J R Menzies-Wilsoon NDP expense (map)		35.00	35.00
Clerk Exp. Jan.2020		55.65	55.65
Bolt Electrical		216.00	216.00
HMRC - Jan 2020		199.47	199.47
SOCC - NDP SC Hall Hire		97.00	97.00
Rialtas BS-annual maint.acc.software		145.20	145.20
Typecraft Ltd - Invoice No 88485 Magazine		175.00	175.00
Orchard Stores & Amy's Coffee Shop - paper		13.49	13.49
Tsfr from Com Res Acc - loan ref. S106	6266.71		
Tsfr from Com Res Acc - Shop support	2000.00		
Tsfr to Shop Acc - Shop support		2000.00	2000.00
TOTALS	15220.97	11567.02	2936.81

BANK RECONCILIATION

Current Acc. Opening balance	4768.88
Plus receipts	15220.97
	19989.85
Less payments	11567.02
Closing cash balance	8422.83
Plus unpaid BACS payment	11.99
Plus payments to be authorised	2936.81
Closing balance at bank at 4.2.2020	11371.63

BANK RECONCILIATION

Comm. Acc. Opening balance	65139.89
(Includes Localities grant £8606.00)	
Plus interest	2.77
	65142.66
Less trsf to Treasurers Acc. Shop sup	2000.00
Less loan to Treasurers Acc ref S106	12761.36
Closing balance at bank at 4.2.2020	50381.30

SO&TPC bank accounts at 4.2.2020

Treasurers Acc.	11371.63
Community Acc.	50381.30
TOTAL	61752.93
Less payments above	2936.81
Closing balance after payments	58816.12