

**STOKE ORCHARD & TREDINGTON PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD ON 7 JANUARY 2020 AT 7.00PM**

**Venue:** Stoke Orchard Community Centre, Stoke Orchard.

**Present:** Cllr. R. Chatham (Chairman), Cllrs. A. Macdonald, J. Newton, P. Ternouth, A. Troughton and H. Webber.

**Attendees:** Clerk/RFO, J. Owen, Trainee Clerk, S. Hinde and 5 members of the public.

**Minute Ref. Details**

7.1.20.1 **Recording and filming of the meeting**

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

7.1.20.2 **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**

- Resident requested an update on the leak on the main road

Chairman stated it would be covered under Agenda Item 20.

Chairman reported on following emails received:

- Dog bin in Banady Lane to be moved due to resident complaint, to be moved to Dean Lane. Also move one from by the end of the Manor garden to the junction of Banady Lane/Stoke Road. Chairman to notify TBC to enable emptying
- White lines throughout the estate – Chairman was due to have meeting today with Highways Manager at GCC but delayed until later in the week
- Received a complaint about the number of people parking on the road by the shop however it was confirmed it was by residents, not customers

Chairman wished to thank Cllr. James Gilder for all his help in the village and in particular in the following areas:

- hedge cutting/tidying-up in the absence of GCC
- planting a huge amount of bulbs in the area
- during the flooding during October and November

7.1.20.3 **To note apologies for absence**

Cllrs. J. Gilder due to bereavement.

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

No declarations of interest received.

Clerk confirmed the meeting was quorate.

7.1.20.5 **To confirm and agree Minutes of Parish Council Meeting held on 4 December 2019**

The Minutes of the Parish Council Meeting held on 4 December 2019 which had previously been circulated to all member were signed by the Chairman as a true and accurate record.

7.1.20.6 **To elect a Vice-Chairman**

Cllr. Troughton was proposed by the Chairman, seconded by Cllr. Webber and unanimously elected as Vice-Chairman.

7.1.20. **To receive Clerk's Report and agree actions**

**Minute Ref.** VE 75 Anniversary Clerk asked if Community Centre Committee were going to  
3.9.19.7 8-10 May 2020: organise an event during the weekend? Chairman confirmed it would be an ideal opportunity to unveil a plaque towards the war effort. Cllrs. Webber and Macdonald agreed to pursue with Community Centre Committee and report back.

7.1.20.8 **To receive Community Police Report and Neighbourhood Watch Report**

Chairman read details of report received from PCSO Roberts which included local incidents in November/December.

Also update on Speedwatch which was ready to go but required more volunteers

before it could proceed. Cllr. Ternouth offered to represent the council on the Speedwatch project. Cllr. Macdonald offered to produce a poster to promote it in the shop etc.

Mobile police station visit to Community Centre on 1 December was very successful and busy. Next visit was to be on Sunday 2 February 2020, 10am- 3pm. It was noted Cllr. Newton was the local Neighbour Watch Representative.

7.1.20.9 **To receive Borough Councillors Report**

Report from B. Cllr. McLain:

Consultation of Pre-submission of TBP had finished, it had now gone for independent examination.

TBC had received £750K for development of Ashchurch, it would be used for detail examination to see if it was acceptable, focusing on looking at junction 9 of M5. Also secured funding for further investigation into Cyber Central Garden Community.

Residents were being encouraged to recycle Christmas Trees etc., for full details follow the link: <https://www.tewkesbury.gov.uk/waste-aware>

In TBC offices they would be undertaking a corporate peer aware challenge in March 2020, (a peer review). When carried out some years ago it had been found to be beneficial.

Executive Committee were meeting later this week to discuss the budget and TBPlan.

Following the last meeting of the Overview and Scrutiny Committee the group had disbanded but Cllr. McClain spoke to a team leader who stated he would follow up the Joint Waste Committees regarding their Action Plan. His response was that it made sense to get all the relevant regulators round the table to discuss and he, (Pete Tongue) was happy to take that on.

7.1.20.10 **To receive County Councillors Report**

No report received.

7.1.20.11 **Finance**

7.1.20.11a **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.

A payment of £425.25 for the Bolt Electrical was also added to the list which had previously been approved. **THE COUNCIL AGREED** that as the payment related directly to the hall extension it should form part of the \$106 claim.

Payment to TBC for Building Regulations for £350.00 was approved.

Payment to McAfee for antivirus software for the Parish Council PC for £79.95 for 2 years was approved.

Hall budget was showing £666.00 deficit due to extra costs being paid out during the year. **THE COUNCIL APPROVED** a total of £ 642.00 from Bus Acc to cover BMS repair costs and £666.00 from Earmarked Hall Reserve Account to cover Hall shortfall in current budget.

**THE COUNCIL APPROVED** 8.75 hours for the Clerk for support to NDP Steering Committee be paid from NDP Earmarked Reserve Account.

7.1.20.11b **The bank reconciliation was agreed** to the bank statements by Cllr. Troughton and signed accordingly.

7.1.20.11c **To approve expenditure for P Quinn ref. POS as per quotation circulated prior to meeting**

Chairman discovered TBC is responsible for the POS and not the Parish Council, therefore it is for them to negotiate the provisional certificate. Chairman had written to TBC and was still waiting to hear from them. However, Chairman had given instructions to Peter Quinn but it should be TBC paying him and not the PC. **THE COUNCIL AGREED** to wait and see the response from TBC which would be circulated to members.

7.1.20.11d **To consider and resolve to agree 2019/20 budget/precept circulated prior to meeting**

Members discussed the 2020/21 draft budget proposal document, see Appendix B.

**THE COUNCIL APPROVED** a precept requirement of £25,000.00. Members agreed the Finance Committee should look at long-term costs and plan for the future, commencing in June 2020 to prepare for the 2021/22 budget.

- 7.1.20.12 **To receive update on parish council procedures and resolve to agree actions:**
- 7.1.20.12a **To approve Action Plan circulated prior to the meeting**  
Members discussed the Action Plan, a useful tool when budget setting and also informed members of the public how precept was being utilised. **THE COUNCIL APPROVED** the Action Plan which would be added to the website.  
Chairman reported that a volunteer was required to complete the weekly checks on the Tredington defibrillator. Please contact the Clerk or the Chairman if anyone was able to assist or required further information.
- 7.1.20.13 **To receive update on public open space and agree actions**  
Chairman reported on comments from residents regarding the vehicular access to Armstrong Road, which was Bloor's responsibility.  
Ditch on Zura Drive was also discussed, including planting trees too.
- 7.1.20.14 **To receive update on Neighbourhood Development Plan including report/minutes from NDP Steering Committee (NDP SC) and approve NDP SC Terms of Reference circulated prior to meeting**  
Cllr. Ternough (Chairman of NDP SC) confirmed the following documents had been circulated: Updated Terms of Reference, Draft Minutes of Meeting from 10.12.19 and Chairman's Report. He had been in touch with Planning Consultant, Andrea Pellegram who was happy with the way it was progressing.  
Members Topic Groups:  
Cllr. Webber agreed to be a member of the Sustainable Transport Topic Group  
The Clerk confirmed that Cllr. Chatham volunteered at the NDP SC meeting on 10.12.19 for Green Infrastructure Topic Group and also to help Roger Grimshaw with Heritage Topic Group.  
Cllr. Ternouth confirmed the Chairman of the Topic Groups now needed to sign-up volunteers for Topic Groups, these would go through the Clerk. He stated they should recruit initially from the NDP SC members.  
Cllr. Macdonald suggested social events at the Hall would be a good opportunity to sign-up Topic Group members.  
The Terms of Reference had been updated with regard to the quorum requirement which needed to be 3 members, as per the Stoke Orchard and Tredington Standing Orders.  
After further discussion **THE COUNCIL AGREED** the following amendments:  
At least 1 of the 3 members was required to be a Parish Councillors in the quorum for the NDP Steering Committee.  
For the NDP Topic Group, the quorum requirement was any 3 members.  
The following line was also added:  
Chairman of NDP Topic Groups to recruit initially from the NDP SC members.  
**THE COUNCIL APPROVED AND ADOPTED the NDP Steering Committee Terms of Reference as above**
- 7.1.20.15 **To receive update from Community Centre Committee and agree actions**  
The Chairman would give playground information to Centre Manager to progress. They were in the process of updating the broadband facility.  
Update on extension – builder was going to include loft storage at no extra cost.  
Builder planned to knock through to the hall on 16 January 2020 with a completion date of 1 February 2020.
- 7.1.20.16 **To receive update from Shop Management Committee and agree actions**  
December was a good month, coffee shop facility was always popular. Receiving help with social media which was proving very successful – many thanks to the new volunteer for her assistance. Staff meeting was successful, all very positive.  
Discussed with Finnick about having a new banner to promote the shop.  
Currently looking at buying stamps in bulk.  
Requested an agreement in principle for a cash top-up if required. **THE COUNCIL AGREED** a payment of up to £2,000.00 in total, up until March 2020.  
**THE COUNCIL AGREED** the Shop could have a loan from the Bus account to buy

£500.00 of postage stamps in bulk, to be paid back.

- 7.1.20.17 **To receive update on footpaths including considering closure/diversion of public path footpath ASO 17 and agree actions**  
Cllr. Webber reported she had spoken to Hilary at GRCC with regard to the public footpath behind Archers Lane. The Council could apply to extinguish the footpath however it would cost circa £2,500.00 and therefore not viable. It was important to ensure other footpaths nearby were kept accessible.  
It was reported the footpath next to Manor garden was very wet due to the irrigation system working throughout the period of heavy rain.
- 7.1.20.18 **To receive update on newsletter and agree actions**  
Members discussed reducing printing costs/the number of printed hard copies of the Newsletter but Finnick Group did the setting-up of the newsletter which was an important consideration. Cllr. Macdonald agreed to liaise with the Finnick Group with regard to the way forward.  
The Centre Manager was still co-ordinating deliveries and **THE COUNCIL AGREED** she would continue for this month and next month. The Chairman stated he already sent a large number via email and suggested a loose form would be inserted into the next issue requesting a response or their delivery would cease.
- 7.1.20.19 **To receive update on traffic & highways and agree actions**  
The Chairman stated he would be meeting with the Highways Manager of GCC shortly.  
Village gateways update: Boddington and Elmstone Hardwick were all ready to go on this now too.  
White lines in the estate update: Chairman had received more correspondence relating to this subject but thought Armstrong Road may be the only road to get them due to it being a spine road, even though they were desperately needed for safety reasons.
- 7.1.20.20 **To receive drainage reports for both villages and agree actions**  
Chairman had completed flood reports for 14 November and 26 October 2019.  
The leak on main road - notified to Severn Trent and GCC numerous times. GCC eventually sorted it. It was a burst and blockage causing the leak, they were working on it again today.  
The main 225mm storm water drain which drains the centre of Tredington was still blocked and had cause water into properties after 18 months. However, Severn Trent, whose responsibility it is, were continuing to clear the blockage and improve flow for the future.
- 7.1.20.21 **To consider update on developing the Council's carbon neutral footprint and agree actions**  
Clerk reported there was no benefit having a separated recycling bin in the shop as TBC would not recycle waste. However, the shop were going to supply fully recyclable cups for the coffee machine in the shop even though they would be more expensive.
- 7.1.20.22 **To consider footpath to Tredington School from Stoke Orchard and agree actions**  
Nothing to report.
- 7.1.20.23a **To receive update regarding Planning Application 18/0032/TWMAJW ref. sludge treatment plant and agree actions**  
The application was approved and the Parish Council had reported the situation to the Ombudsman who was considering it.
- 7.1.20.23b **To agree response to Planning Application No. 19/00912/FUL -Stoke Orchard Community Building, Armstrong Road, Stoke Orchard. Single storey extension to community building**  
**THE COUNCIL AGREED** no response due conflict of interest.
- 7.1.20.23c **To agree response to Planning Application No. 19/00802/FUL Pickwick Mill, Stoke**

**Road, Stoke Orchard - Variation of Conditions 2, 3, 4, 5 and 6 of planning application reference 17/00208/FUL to show amendments to the approved drawings and the approved Arboricultural Survey, Impact Assessment and Protection Plan report to provide changes to the scale, form, layout, and orientation of the approved dwelling, changes to the extent and location of the approved associated hardstanding/access/parking areas and changes to the approved landscaping (extension received until 8.1.20)**

**THE COUNCIL AGREED** that while they had no objection to the building footprint they did not think the conditions should be relaxed in any material way and were just as relevant as previously. They agreed there should be adequate planting to shield the residents in Archers Lane and Swan Lane and recognised the improvement in the design of the dwelling.

Members and residents were disappointed to hear the Crimmond decision which had been approved.

7.1.20.23d **To consider Gloucestershire County Council's 2020/21 Budget Proposal and agree actions also to encourage members of public to visit [www.gloucestershire.gov.uk/budget2020-21](http://www.gloucestershire.gov.uk/budget2020-21) to complete feedback no later than 17 January 2020**

Members discussed the Gloucestershire County Council's 2020/21 Budget Proposal and **THE COUNCIL AGREED** the Chairman would prepare a response which would be circulated to all members for their comments, prior to the Clerk submitting. Also a link for the public to use on Facebook and on the website.

7.1.20.24 **To receive agenda items for next Full Parish Council Meeting**

- Paving area outside Community Centre Extension
- Footpath to Tredington – retain on agenda

7.1.20.25 **Next Meeting:** 4 February 2020 – Planning Meeting  
**3 March 2020 – Full Parish Council Meeting**

**Meeting closed:** 21.20pm

Chairman .....

Print name .....

Date .....

## APPENDIX A

### Stoke Orchard and Tredington Parish Council Bank Reconciliation 28.12.19

Details - Current Acc.	Receipts	Payments	To be authorised
GCC - VAS	3490.36		
S. Hinde ref. training	80.00		
PAYE and pension from SOCC Nov 19	478.61		
Tsf to close account	25.47		
Tsf to close account	63.00		
R Chatham		34.45	
Nest Dec 19		71.42	
Allan Jenkins Builder Inv 2		6266.71	
HMRC - Dec. 2019		958.22	958.22
Clerk Salary Dec. 2019		1470.79	1470.79
Clerk Exp. Dec. 2019		48.85	48.85
Typecraft Ltd - Inv No 88485 Magazine		175.00	175.00
Office Beaver - printer cartridges		36.75	36.75
GRCC Subs		25.00	25.00
Security 1 Ltd annual maintenance		1300.20	1300.20
Nest Nov.19 entered 2/12/19 in error	74.78		
	<b>4212.22</b>	<b>10387.39</b>	<b>4014.81</b>

#### BANK RECONCILIATION

<b>Current Acc. Opening balance</b>	<b>10944.05</b>
Plus receipts	<b>4212.22</b>
	15156.27
Less payments	10387.39
<b>Closing cash balance</b>	<b>4768.88</b>
Plus unpaid BACS payment	11.99
Plus payments to be authorised	4014.81
<b>Closing balance at bank at 28.12.19</b>	<b>8795.68</b>

#### BANK RECONCILIATION

<b>Comm. Acc. Opening balance</b>	65137.39
(Includes Localities grant £8606.00)	
Plus interest	2.50
<b>Closing balance at bank at 28.12.19</b>	<b>65139.89</b>

#### SO&TPC bank accounts at 2.12.19

<b>Treasurers Acc.</b>	8795.68
<b>Community Acc.</b>	65139.89
<b>TOTAL</b>	73935.57
<b>Less payments above</b>	4014.81
<b>Closing balance after payments</b>	<b>69920.76</b>

## APPENDIX B

Stoke Orchard & Tredington Parish Council Draft Budget Proposal 2020/21	Budget 2018/19	Budget 2019/20	Accum. payments to date	Bal. of budget remain.	Estimated remaining payments	Estimated Position at 31.3.20 Y/End	Budget 2020/21	Notes
<b>PAYMENTS</b>								
Salary/PAYE/pension	4500	7955	6872	1083	3600	-2517	<b>11340</b>	Increased from 10 to 14 hours p/ wk, now incurr employers PAYE
Ancillary	750	750	729	21	0	21	<b>1000</b>	Allocated in Clerk's Appraisal
PATA	440	250	106	144	53	91	<b>220</b>	
Admin incl. stationery etc.	350	925	667	258	200	58	<b>800</b>	
Website maintenance	0	0	0	0	0	0	<b>335</b>	
IT software and maintenance	0	700	105	595	595	0	<b>125</b>	If support required it would come from Sundry
Insurance	3350	3500	2869	631	0	631	<b>3500</b>	If taking on POS need to maintain this level
Subs GAPTC/GRCC/SLCC etc.	400	770	480	290	265	25	<b>770</b>	Plunket, GAPTC, GRCC, SLCC, Glos Playing Fields Ass, APPlanning
Utilities	50	50	0	50	0	50	<b>30</b>	
Training	400	500	308	192	0	192	<b>400</b>	
Professional fees incl. audits	250	600	560	40	0	40	<b>600</b>	
Grass cutting	500	500	354	146	0	146	<b>450</b>	
Telephone	100	50	0	50	0	50	<b>30</b>	
Parish magazine	2000	2100	1575	525	525	0	<b>2100</b>	
Hall maintenance	1000	1000	1666	-666		-666	<b>1700</b>	Security 1 Ltd Annual Service 1500.00 plus fire extinguishers 35.00 Elect. cert 150.00, freezer repair 385.00, Bolt Electrical etc.
General parish maintenance	0	750	637	113	0	113	<b>600</b>	
Donations	100	100	0	100	50	50	<b>100</b>	
Contingency	1000	1000	642	358	0	358	<b>1000</b>	
Sundry	1000	500	0	500	0	500	<b>500</b>	
<b>TOTAL PAYMENTS</b>	<b>16190</b>	<b>22000</b>	<b>17570</b>	<b>4430</b>	<b>5288</b>	<b>-858</b>	<b>25600</b>	
<b>RECEIPTS</b>								
Interest		0	0	0	0	0	<b>0</b>	
SO Community Centre	<b>1000</b>	0	0	0	0	0	<b>0</b>	
Grass Cutting	<b>500</b>	600	600	0	0	0	<b>600</b>	
Precept	14590	21400	21400	0	0	0	<b>25000</b>	
<b>TOTAL INCOME</b>	<b>16090</b>	<b>22000</b>	<b>22000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25600</b>	

### 2019/20

D band	422.41
Based on precept £21,400	<b>50.66</b>

### 2020/21

D band	424.59
Based on precept of £25,000	<b>58.88</b>