

**STOKE ORCHARD & TREDINGTON PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD ON 3 MARCH 2020 AT 7.00PM**

- Venue: Stoke Orchard Community Centre, Stoke Orchard.
- Present: Cllr. R. Chatham (Chairman), Cllrs. J. Gilder, A. Macdonald, J. Newton and P. Ternouth.
- Attendees: Clerk/RFO, J. Owen, Trainee Clerk, S. Hinde and one member of the public.
- Minute Ref. Details
- 3.3.20.1 **Recording and filming of the meeting**  
There were no requests from the public to record or film the meeting.
- 3.3.20.2 **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**  
None received.
- 3.3.20.3 **To note apologies for absence**  
Cllr. A. Troughton, B. Cllr. H. McClain.  
The Chairman reported that Heather Webber had resigned but hoped to maintain her interests elsewhere in the community. He hoped she may continue her work with the footpaths in the parish too. Cllr. Ternouth stated Heather had confirmed she was happy to continue as a member of the NDP Steering Committee.  
The Chairman wished to thank Heather for her commitment to the Parish Council whilst she was a member.
- 3.3.20.4 **To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate**  
None received. Clerk confirmed the meeting was quorate.
- 3.3.20.5 **To confirm and agree Minutes of the Parish Council Meeting held on 4 February 2020**  
The Minutes of the Parish Council Meeting held on 4 February 2020 which had previously been circulated to all member were signed by the Chairman as a true and accurate record.  
The Clerk reported a small amendment to the Financial Report in the Minutes of the Parish Council Meeting held on 4 February 2020. The website copy had been updated and she would circulate an updated copy to all members for their records.
- 3.3.20.6 **To receive Clerk's Report and agree actions**  
The previous Parish Council website had now been removed, thank you to the Chairman for sorting that out.  
As Heather Webber previously serviced the Stoke Orchard notice board by displaying minutes, notices etc., the Clerk asked if a member would be able to provide this service moving forward? Many thanks to Cllr. Newton who offered to take the task on.
- 3.3.20.7 **To receive Community Police Report and Neighbourhood Watch Report**  
Received Report from PCSO Roberts as follows:  
No burglaries or ASB incidents to note which was good news.

Kits were available and they were in a position to deliver training to a Speedwatch Team but they still needed two or three more residents to be involved. If anyone was interested in reducing the speed vehicles drove through the villages, please consider becoming a member of the Speedwatch Team. For more information please contact the Parish Clerk, email: [clerk@stokeorchardandtredeington.org.uk](mailto:clerk@stokeorchardandtredeington.org.uk)

**THE COUNCIL AGREED** the Clerk should invite PCSO Roberts to attend the Community Day in June, it would be a good opportunity to promote Speedwatch.

The Mobile Police Van would be visiting the Stoke Orchard Community Centre on Friday 20 March, 10am to 3.00pm.

3.3.20.8

**To receive Borough Councillors Report**

B. Cllr. H. McClain sent apologies and a report which the Chairman delivered, see Appendix A.

3.3.20.9

**To receive County Councillors Report**

C. Cllr. R. Bird – no apologies or report received.

3.3.20.10

**Finance:**

3.3.20.10a

**To consider and resolve to agree payment list and those paid since last meeting**

The Clerk's salary was added to the payment list together with £50.00 donation to Citizens Advice Bureau, Tewkesbury District.

**THE COUNCIL APPROVED** the payments list and payments made since last meeting, see Appendix B.

The payment of Penny Newton's fee for leading the sessions regarding the Centre Manager's Job Description was discussed. Everyone present at the session agreed it was useful having Penny to lead the session. However, a fee for her services had not been agreed and whilst the Parish Council acknowledged the Centre Manager was their employee and they were therefore responsible for the cost of establishing her Job Description, it was important to agree the costs before proceeding further.

**THE COUNCIL AGREED** that Cllr. Macondald would get a quotation from Penny Newton for the work to date and also for the balance of work required, the council would then be in a position to decide whether to continue with her leading the sessions or not.

Clerk circulated a list of support given to Shop and Hall Committee which were outside of budget and therefore sought permission for a virement from earmarked reserves. **THE COUNCIL AGREED** a virement of £4865.06 from Shop earmarked reserve account. The Chairman wished to thank all who supported the Shop as they had required less support this year.

Discussed payment of two ABEC invoices ref. bms maintenance and **THE COUNCIL APPROVED** a transfer (loan) of £931.54 from the Bus Reserve account to cover both invoices.

**THE COUNCIL APPROVED** 5 hours for the Clerk for support to NDP Steering Committee be paid from NDP Earmarked Reserve.

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

3.3.20.11

**To receive update on parish council procedures and resolve to agree actions**

The Chairman raised the subject of Health and Safety and risk assessments

which the Parish Council were responsible for. **THE COUNCIL AGREED** it would look to employ someone who would take on the risk assessments task and complete the updates across all the Parish Council assets. The Clerk to source a provider and get quotes, commencing with the current insurance provider, Came and Co.

3.3.20.12 **To consider arrangements for VE 75 Anniversary Event on Friday 8 May 2020 and agree actions**

It was agreed it would be a simple lunchtime event with a menu of bangers and beans with baked potatoes.

The Chairman suggested a Committee be set-up to pull the event together. Cllr. Macdonald would engrave the plaque, he needed details of what was required. The Chairman suggested a World War II engineer who lived locally would be a great person to unveil the plaque and **THE COUNCIL AGREED**.

3.3.20.13 **To receive update on public open space and agree actions**

The Chairman reported on a Site Inspection Meeting with representatives from TBC and Bloor Homes on 6 March 2020, he had emailed a report to all members. The report was discussed as follows:

1) Discussed whether the Parish Council (PC) would take on POS – it never was the PC responsibility and no provision was made for it by Bloor Homes or TBC. The Chairman had contacted TBC and Bloor Homes for appropriate level of financial support and would not accept responsibility until a response was received.

2) Consideration of bungalow development, Fedden Close – PC thought it was not their responsibility but in fact, it was.

3) Ecology area behind MUGA was a ten year contract, still had four years to run. PC did not agree to take it on until they finished the work and PC did not wish to take this on for the remaining four years. The pond was never built so they had not completed their side of the agreement either.

4) (a) Grass verges on Zura drive were not wide enough for people to come out of their drives, it was like a quagmire. **THE COUNCIL AGREED** for the grass verge area to be reinforced with ‘grasscrete’ which Bloor Homes would pay for.

(b) Footpath - after consideration, **THE COUNCIL AGREED** a footpath from Armstrong Road, close to its junction with the Zura Drive at the East end of the site across the POS to join the existing historic Bridle path adjacent to the Pumping Station. It would be self-binding gravel which grass would eventually grow through it, two benches would be included.

5) Steep bank from MUGA down to Dean Brook to be planted - suggested cotoneaster, Aubretia, lornicera etc.

Entrance to MUGA area - TBC agreed to provide a serviced waste bin for the MUGA – it arrived very promptly the next morning. Excellent service, thank you to TBC.

Chairman stated they had fantastic support from TBC and he had written to the Chief Executive, Mike Dawson to thank them for their support.

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

Received the draft minutes and report from the Cllr. Ternouth, Chairman of the NDP SC. He proposed the purchase of a colour A3 printer for NDP SC use to go in office at SOCC. **THE COUNCIL AGREED with a budget of £200.00**

Cllr. Ternouth explained that due to some concerns by members of the Topic Groups as to the complexity of their individual gap analysis, it had been decided that in the future, the whole committee would take one topic at each meeting, using Sustainable Transport as the model, the gap analysis would be a team effort and they would agree how evidence was to be gathered. That would assist everyone in understanding the proceedings and ensure all were working on the same basis and with each other's support.

The Chairman thanked Cllr. Ternouth for his work on the NDP SC.

Next meeting: 17 March 2020 at Stoke Orchard Community Centre, 7.00pm

**3.3.20.15 To receive update from Community Centre Committee and agree actions**

Cllr. Macdonald reported as follows:

- Working on updating the job descriptions and Contract of Employment for Centre Manager
- New website was up and running, including new email addresses: [www.stokeorchard.org](http://www.stokeorchard.org)

Chairman suggested there should be a Christmas Party for all Volunteers and Parish Council members to thank them and show appreciation for everyone's hard work.

**3.3.20.16 To receive update from Shop Management Committee and agree actions**

- Takings were increasing each week which was great news – the Chairman congratulated everyone for their efforts in the Shop

The Chairman wished to emphasize, the S106 five-year undertaking was coming to an end but it did not mean the Shop was closing, please spread the word – **the Shop was going from strength to strength and was here to stay!**

**3.3.20.17 To receive update on garden store and agree actions**

Discussed quote alarm from Security 1 Ltd. for £510.00 plus VAT. **THE COUNCIL AGREED** to accept the quote and also get a quote to review locations of CCT monitors.

Discussed quote for £1950.00 from JMK Maintenance to fit-out interior of the garden store. It was felt the specification was too high for the requirements of the garden store and Cllr. Macdonald would request a more basic quote. Also, Cllrs. Macdonald and Newton together with help from volunteers may be able to complete the work.

Cllr. Macdonald to contact Allen Jenkins to complete internal wall ASAP.

**3.3.20.18 To receive update on footpaths and agree actions**

Nothing to report.

**3.3.20.19 To receive update on newsletter and agree actions**

Chairman stated in the current newsletter that it would be the last one to be circulated to every house and gave details of what to do if people still wished to have a hard copy delivered. Otherwise, it would be sent via email (if requested) or available from the Orchard Store, on the Parish Council website, Stoke Orchard Community Centre website and on Facebook too.

**3.3.20.20 To receive update on traffic & highways and agree actions**

Chairman confirmed the road name plates would be changed for Fedden Close in April (when new budget was available)

Also in April, GCC confirmed they would put chevrons on the road junctions in the estate where there were lowered pavements, to denote a crossing, (but no

white lines). They would give the appearance of speed bumps.  
Chairman reported yet another accident which resulted in a car in the ditch in Tredington.

- 3.3.20.21 **To receive drainage reports for both villages and agree actions**  
A reservoir in the middle of the airfield had been the cause of the 'water fountain' in Stoke Road, it was finally sorted.  
Severn Trent had cleared the Blockage in the Storm Water Drain in Tredington but more work was needed to complete the reinstatement.

- 3.3.20.22 **To consider update on developing the Council's carbon neutral footprint and also consider the Council's position with regard to climate emergency and agree actions**  
Clerk stated she was studying 'Sustainable Communities' as part of Community Governance Level 5 which involved preparing an Action Plan and making practical proposals for addressing climate change as it affects the sustainability of the community and communities across the world. TBC declared a Climate Emergency on 4 October 2019 and members discussed the position of Stoke Orchard and Tredington Parish Council and what their action should be. The Chairman preferred to think of 'carbon conscious' as opposed to 'carbon neutral'. All members agreed the Council should support the sustainable communities and several current projects demonstrated that:

- Footpath to Tredington School
- Awaiting quotes for installing electric charging points at the Stoke Orchard Community Centre
- S106 agreement included having 2 electric cars -

**THE COUNCIL AGREED** for the clerk to attend three SLCC training seminars at a reduced fee of £45.00 each plus VAT, with a view to investigating the issue further, one of which particularly focused on 'Zero Carbon Neighbourhood Planning' which was pertinent to the NDP, (this webinar would be funded from NDP reserve acc.)

Clerk would report back with her findings, following the training sessions etc.

- 3.3.20.23 **To consider footpath to Tredington School from Stoke Orchard and agree actions**  
Members discussed this and considered the potential of different routes, however, until the possibility of purchasing the land was agreed no further work could be considered. It was agreed that a sub-committee of Councillors should approach local land owners to consider the possibility of acceptable routes and the purchase of land for the purpose.

- 3.3.20.24 **Planning and Public Consultations:**

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

Cllr. Ternouth had completed the online questionnaire and circulated it to all members prior to the meeting. He stated drainage and bus transport were not completed. The Chairman agreed to complete the drainage section. With regard to buses, it was agreed to upgrade from low to medium as members did not drive in the peak hour. The Clerk to submit the questionnaire when complete. Cllr. Newton was concerned that the response to GCC Local Transport Plan was on behalf of the Parish Council and did not take into account a response from the local community. Cllr. Ternouth stated the document completed by the P.C. was designed to be a group response. The Chairman

agreed it was a response from Stoke Orchard and Tredington Parish Council - the parish council website and previous agenda gave full details of the Public Consultation which encouraged members of public to 'Have their say on Public Transport' by completing the Public Consultation by following the link provided. The Chairman explained that in completing those type of documents, (that included Planning Responses) the PC were required to give an overall approach of the effects on and to, the parish in general.

Cllr. Ternouth raised the issue of local planning authorities not taking account of the need for land use assessment and stated that many of the concerns raised by the Parish Council in the Gloucestershire Transport Plan were the same he had experienced when involved with Local Planning Officers in Lancaster. He therefore wished to raise the issues with Highways England, **THE COUNCIL AGREED.**

3.3.20.26 **To receive agenda items for the Annual Meeting of the Parish Council**  
None received.

Next Meeting: 7 April 2020 – Planning Meeting  
5 May 2020 – Annual Parish Meeting and Annual Meeting of the Parish Council

Meeting closed: 21.04pm

Signed .....  
**Chairman, R. H. Chatham**

Date .....

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

## Appendix A

### Report from B. Cllr. Heather McClain For Parish Council Meeting on 3 March 2030

TBC's element of Council Tax up by £5 - meaning now 5th lowest in the country.

Council plan agreed, now to deliver 6 priorities which are: finance and resources, economic growth, housing and communities, customers first, garden communities and sustainable environment.

Ref. Wingmoor Farm, there is a Wingmoor Farm working group that meets to discuss issues with the site and B. Cllr. McClain is trying to figure out who she needs to speak with to get an invite along to enable her to put forward the PCs concerns.

CBC have suggested, although done a partial upturn, that they will close Swindon Rd depot to garden waste and residual residential waste. Concern over impact on already problem road surface and traffic volume – she's not sure how we could address this one?

B. Cllr. Heather McClain has received following message from Sports England:  
Have your community or club facilities been affected by the storm this weekend? Sport England's Community Asset Fund is offering emergency grants to help get things back on track.  
<https://www.sportengland.org/news/victims-storm-ciara-helped-emergency-flood-relief-fund>

If you need any support with this, please do get in touch via me.

#### **Flood relief financial**

The Government has announced it will make financial support available to local councils to allow them to distribute funding to owners of flooded homes.

Residents whose properties have been severely affected by flooding can apply to the borough council for a £500 grant to help them with their immediate recovery.

The funding has been made available to local authorities where communities have experienced significant impacts as a result of severe weather that has occurred following Storm Ciara and Dennis – this includes those impacted by the 8-18 November 2019 floods.

To apply, visit: [www.tewkesbury.gov.uk/forms/flooding-community-recovery-grant](http://www.tewkesbury.gov.uk/forms/flooding-community-recovery-grant)

For more information on flood support, including any information on Business Recovery Grants that may become available, please visit: <https://www.tewkesbury.gov.uk/flood-support-funding>

At full council there was a motion which stated:

1. The Council confirms its continued support for the provision of adequate school places across Tewkesbury Borough, noting the County Council's own policy that any such primary schools should be within walking distance of most of the new developments.

It is a County issue but good news that the borough will support and work with the County on this borough wide problem.

B. Cllr. Heather McClain was still waiting for Paul Skelton to confirm a convenient time to discuss the land at the Chapel.

## APPENDIX B

### Stoke Orchard and Tredington Parish Council Bank Reconciliation at 25.2.20

Details - Current Acc.	Receipts	Payments	To be authorised
NEST		180.50	
Allan Jenkins Builder Invoice 4		3989.40	
PATA payrol services, July-Sept 2019		52.50	
Office Beaver - ink refill		25.95	25.95
SLCC - Practitioners Conference		339.00	339.00
Security 1 Ltd repair to alarm system		168.00	168.00
Plunkett Subscription		240.00	240.00
Typecraft Ltd - Magazine		175.00	175.00
ABEC Ltd. Maint. to bms Inv 56238		751.54	751.54
ABEC Ltd. Maint. to bms Inv 56274		180.00	180.00
Clerk Exp. Feb 2020		48.84	48.84
<b>TOTALS</b>	<b>0.00</b>	<b>6150.73</b>	<b>1928.33</b>

#### BANK RECONCILIATION

<b>Current Acc. Opening balance</b>	<b>8422.83</b>
Plus receipts	0.00
	<u>8422.83</u>
Less payments	6150.73
<b>Closing cash balance</b>	<b>2272.10</b>
Plus unpaid BACS payment	11.99
Plus payments to be authorised	1928.33
<b>Closing bal. at bank at 25.2.20</b>	<b>4212.42</b>

#### BANK RECONCILIATION

<b>Comm. Acc. Opening balance</b>	50381.30
(Includes Localities grant £8606.00)	
Plus interest	2.60
<b>Closing bal. at bank at 25.2.20</b>	<b>50383.90</b>
Less NDP costs	390.06
<b>Closing cash balance</b>	<b>49993.84</b>

#### SO&TPC bank accounts at 25.2.2020

Treasurers Acc.	4212.42
Community Acc.	50383.90
<b>TOTAL</b>	<b>54596.32</b>
Less payments above	1928.33
Less payments above	390.06
<b>Closing balance after payments</b>	<b>52277.93</b>

**Note: Clerk's February  
salary/PAYE not included in  
figures**

<b>S106 due from TBC</b>	<b>18,016.17</b>
<b>VAT</b>	<b>3,603.23</b>
<b>Total due to SO&amp;TPC</b>	<b>21,619.40</b>