

**STOKE ORCHARD & TREDINGTON PARISH COUNCIL  
MINUTES OF REMOTE PLANNING MEETING HELD 7 APRIL 2020 AT 7.00PM**

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

**Attendees:** Clerk/RFO, J. Owen.

**Minute Ref. Details**

The Chairman opened the meeting and stated the Council's initial response to the Governments cancellation of all face-to-face meetings on 16 March 2020 was to hold their planned meeting on 7 April 2020 remotely (via video/telephone conference) for members and to give the public the opportunity to participate by submitting questions/comment by email or letter by 3 April 2020 which would be included in the meeting. Planning consultations were also handled in the same manner. As legislation had since been updated, all further meetings of the Parish Council would be held in line with the legislation and details would be given on the parish council website, [www.stokeorchardandtredington.org.uk](http://www.stokeorchardandtredington.org.uk) together with village notice boards, in the usual manner.

7.4.20.1 **To receive comments from the public submitted to the Clerk prior to the meeting**

None received.

7.4.20.2 **To note apologies for absence**

J Gilder, S. Hinde.

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

Cllr. Macdonald in respect of Agenda Item 10.

Clerk confirmed the meeting was quorate.

7.4.20.4 **To receive the Clerk's Report, (circulated prior to the meeting) and agree actions**

**A brief overview of Clerk's Actions:**

1. Annual Parish Meeting and Annual Meeting of the Parish Council scheduled for 5 May 2020 – both cancelled following advice from GAPTC/NALC.  
Legislation had also emerged which would remain in place until 7 May 2021 unless updated sooner  
Regulation 5 (6) enabled standing orders to be updated. Clerk suggested SO 3r would need to be update regarding how voting would be carried out (currently by show of hands)
  - Members briefly discussed public access and Clerk advised NALC were in discussion regarding reduced subscription to virtual platforms
  - Members briefly discussed voting options including by: voting buttons, Google Forms and Chat Bubbles, it was agreed Clerk would research further**THE COUNCIL AGREED** to continue with a Parish Council Meeting on 5 May 2020 and the Chairman agreed to continue in post until an Annual Meeting was held
2. VE Event on 8 May 2020 – postponed until Community Day on 27 June 2020
3. Children's Play Area and MUGA had been closed and photographic evidence retained, as per Government Guidelines. It did not include the play area at Pennycress Fields development which was not the responsibility of the Parish Council at that time
  - Chairman thanked Cllr. Macdonald for completing this task
  - Chairman had contacted Karesboro Homes who confirmed that playground had also been closed
4. The Community Centre Hall was finally closed as per Government guidance on 20 March 2020 and a policy to that affect was prepared and signed by the Chairman of the Parish Council

5. The Orchard Store and Amy's Coffee Shop had been the epicentre of the community during recent weeks with staff and volunteers going that extra mile to ensure the community shop was supplied and open during these unprecedented and challenging times. The shop, staff and volunteers were managed on a day-to-day basis by the Centre Manager who was totally committed to ensuring the shop was ready to meet the needs of the community as far as possible. It continued to offer a delivery service to isolated residents living on their own, also supported by volunteers. The Shop Management Committee had supported the staff and volunteers with regular weekly conference call meetings and would continue with their support for as long as it was needed. The in-house coffee shop facility was removed due to Government guidance on 20 March 2020 and a policy to that affect was prepared and signed by the Company Secretary of The Orchard Store and Amy's Coffee Shop Limited
  - Chairman wished to sincerely thank all concerned with the magnificent work of the Shop Committee and their staff
6. COVID-19 Small Business Grant Fund – on 31 March 2020 the Clerk completed the grant application for £10,000 and submitted it to TBC. The Stoke Orchard Community Building was in receipt of Small Business Rate Relief so hopefully the council would receive the grant, it would help support the hall with the loss of income i.e. Centre Managers wages, PAYE etc.
7. Tractor mower was now stored in Garden Store so insurance cover had been updated to cover the asset and increased building value. Came and Co. had waived the £37.31 additional premium charge for the remaining months on the policy. (due for renewal on 1.6.2020). Clerk would commence with obtaining quotes for insurance renewal as soon as time allowed
  - Members discussed the mower insurance policy and **THE COUNCIL AGREED** to leave it with the existing NFU policy
8. Website – Clerk had continued to keep the website up-to-date with information from TBC and other important information for the community as required including documents for the public to interact with the council regarding the current planning application and agenda. Tigerstride updated Emergency Contacts which looked good. Also circulated information for distribution via social media and notice boards – many thanks to Cllrs. Chatham and Newton and Centre Manager for their assistance with this
9. Groundworks UK – completed Locality Grant Return document and filed, (had to be retained for 7 years). Made payment of £8069.15 as required, having spent £535.85 of the grant. Clerk understood the Council could reapply when applications opened again at the end of April 2020
10. Dog bin in Banady Lane – following a telephone call/email from a resident to Cllr. Chatham, he arranged for removal of dog bin in Banady Lane - many thanks to Cllr. Gilder for removing the dog bin, (to be re-sited in Dean Lane when possible)
11. TBC Hub - TBC telephoned Clerk on Sunday morning regarding someone in Stoke Orchard who required assistance with shopping. Clerk passed information to the Shop who were able to assist.
  - Chairman wished to thank the team at TBC for their support at this time
12. Invoice for grass cutting – received purchase order number from GCC so submitted invoice to GCC
13. Cllr. Macdonald raised the issue of a public right of way which had been closed and fenced off. The Chairman stated PRow Officer at GCC should be advised as soon as possible

#### 7.4.20.5

#### **To receive Chairman's Report and agree actions**

Chairman received a good response from GCC regarding the pipe from Stoke

Orchard Garage to the ditch behind the bungalows, formally adopting responsibility for it.

7.4.20.6

**Finance:**

7.4.20.6a

**To consider and resolve to agree payment list and those paid since last meeting, details circulated prior to the meeting**

A payment of £22.55 to Cllr. Chatham for weighing scales was added to the payments list which had previously been circulated.

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

The bank statements and bank reconciliation had been circulated and were agreed by the Chairman.

7.4.20.6b

**To ratify Locality Grant refund, details circulated prior to the meeting**

**THE COUNCIL RATIFIED** the grant refund payment of £8069.15 which had been returned to Groundwork UK – See Appendix B.

7.4.20.6c

**To consider loan to Shop and agree actions, details circulated prior to the meeting**

**THE COUNCIL APPROVED** Shop support loan facility of up to £2,500.00 as required, £1,000.00 had been drawn down, as noted in the financial report.

7.4.20.7

**Planning**

7.4.20.7a

**To receive Report on Neighbourhood Development Plan (NDP) circulated prior to the meeting and agree actions**

The last NDP Steering Committee (NDP SC) meeting was cancelled but NDP SC Chairman, Cllr. Ternouth circulated the first draft example of a Gap Analysis for members. He stated the gap analysis was not something that could be achieved particularly by virtual meetings but would be happy to continue with some of the gap analysis himself when he was able, i.e. housing.

Cllr. Newton asked if there was anything which the Council could work on whilst it had a captive audience like run a children's competition for the design of the new playground or anything else?

The Chairman stated he would send the information relating to the project to Cllr. Newton to for him to contemplate.

7.4.20.7b

**To agree response to Planning Consultation Application No. 20/00226/FUL – Old Station Yard, Stoke Road, Stoke Orchard. Demolition of existing storage building. Erection of a storage building associated with a Tree Surgery business**

**THE COUNCIL AGREED** the following response which the Clerk would submit to TBC:

The Council Having looked at the size of the proposed building and the height of 4 mtrs. to apex and 2.7 to eaves added to this the fact that this has been an industrial site for around 160 years together with the established use over many years for forestry, timber storage and associated work and its proximity to other semi/light commercial units – the Council has no objections to this application. We have also considered the Planning Statement, the already established use of access and the compliance of the applications with relative paragraphs in the NPPF, regarding its siting within the Green Belt, but wish to add that this development Permit be conditional on the continued use of the site in connection with Tree Surgery and Associated works.

- **The Chairman updated members with regard to the following planning application:**

**Planning Consultation Application No. 18/00746/FUL | Change of use of a 1 hectare area of a site known as Old Stoke Airfield from agricultural to the flying of model aircraft as defined by the civil aviation authority and the British model flying association, creation of a new access onto an existing road, access track and parking area on existing concrete hardstanding, siting of 2x**

**containers to be used as a clubhouse and storage, 1 x**

**Portaloo and landscaping including planting of recreational grass | Land On The South Side Of Stoke Road Stoke Orchard Cheltenham Gloucestershire.**

There had been further movement on this application since the Council's letter of objection in 2018 and a rebuttal of that from the applicants. However, suddenly in January and February this year the Chairman noted further movement in relation to noise assessments and reviews. On checking today, the Chairman noted the applicant withdrew the application on 13 March 2020, therefore, one less for the Parish Council to worry about.

7.4.20.8 **To receive agenda items for next Parish Council Meeting**

- Public right of way which had been closed and fenced off
- Land at the Chapel/fence around the pear tree

7.4.20.9 **Next Meeting: 5 May 2020**

7.4.20.10 **To consider proposal relating to the Centre Manager circulated prior to the meeting, in a confidential session  
Cllr. Macdonald left the meeting.**

Members considered the proposal relating to the Centre Manager circulated prior to the meeting and **THE COUNCIL AGREED UNANIMOUSLY.**

The Clerk to add to agenda for June Meeting to consider from 1 July 2020 and moving forward.

**Meeting closed: 19.55pm**

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

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

## Appendix A

### Stoke Orchard and Tredington Parish Council Bank Reconciliation at 1.4.2020

Details - Current Acc.	Receipts	Payments	To be authorised
Tsfr frm Bus res-ref. ABEC inv. Min.ref. 7.1.20.11a	642.00		
Clerk Salary Feb 2020		976.02	
Clerk Exp. Feb 20-1p adj.should be 48.85		0.01	
NEST		116.09	
HMRC - March 2020		561.16	
Citizens Advice Bureau donation		50.00	
PAYE and pension from SOCC	574.50		
Tsfr frm Bus Acc - ref. ABEC Inv. Min.ref.3.3.2.10a	931.54		
Andrea Pellegram Invoice 265 NDP exp		358.85	
Trsf frm E/marked Shop reseve - Min.ref.3.3.20.10a	865.06		
Trsfr Locality Grant from Com. Fund Acc.	8605.00		
Groundworks UK - Locality grant refund		0.01	
Groundworks UK - Locality grant refund		8069.14	
Clerk Salary inc. NDP		928.28	
Tsfr frm E/marked Hall reserve - Min.ref. 7.1.20.11a	666.00		
Trsf frm E/marked NDP reseve - ref. Clerk support	332.86		
Tsfr frm Bus E/marked reserve - ref Shop support			
Trsf to Shop Acc - from Bus E/marked reserve	1000.00		
Trsf to Shop Acc - from Bus E/marked reserve		1000.00	

ICO - Data Protection annual fee	40.00	40.00
Glos.Playing Fields Association subscription	50.00	50.00
SLCC Training grant	600.00	600.00
ABEC Ltd. Maint.contract bms system Inv 56543	45.00	45.00
Typecraft Ltd - Invoice No 90107 Magazine	50.00	50.00
GAPTC subscription	233.17	233.17
SLCC Webinar Inv. 131168	54.00	54.00
SLCC Webinar Inv. 131096	54.00	54.00
SLCC Webinar Inv.131263 - funded by NDP Grant	54.00	54.00
Clerk Exp. March 2020	37.60	37.60
Inspire Learning & Dev.Centre Managers job profile	240.00	240.00
HMRC - March 2020	441.74	441.74
Security 1 Ltd alarm for garden store	612.00	612.00
<b>TOTALS</b>	<b>13616.96</b>	<b>14571.07</b>
		<b>2511.51</b>

**BANK RECONCILIATION**

<b>Current Acc. Opening balance</b>	<b>2272.10</b>
Plus receipts	13616.96
	<u>15889.06</u>
Less payments	14571.07
<b>Closing cash balance</b>	<b>1317.99</b>
Plus unpaid BACS payment	11.99
Plus payments to be authorised	2511.51
<b>Closing bal. at bank at 1.4.20</b>	<b>3841.49</b>

**SO&TPC bank accounts at 1.4.2020:**

<b>Treasurers Acc.</b>	3841.49
<b>Community Acc.</b>	39916.91
<b>TOTAL</b>	43758.40
<b>Less payments above</b>	2511.51
<b>Closing balance after payments</b>	<b>41246.89</b>

<b>S106 due from TBC ref Hall extension</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>

**TOTAL SO&TPC AFTER ALL RECEIPTS/PAYMENTS: 62866.29**

**Appendix B**

<b>NDP Expenses</b>	<b>Locality Grant 2019/20</b>	<b>Payments</b>	<b>Receipts</b>	<b>Balance</b>
15.7.19	Groundwork UK grant		8605.00	8605.00
20.12.19	The Map Shop	35.00		8570.00
27.01.20	Stoke Orchard Community Centre - room hire	97.00		8473.00
19/03/20	Andrea Pellegram Invoice 265 NDP exp	358.85		8114.15
19/03/20	SLCC Webinar Invo. 131263	45.00		<b>8069.15</b>
<b>Payment</b>	27.3.20			0.01
	30.03.20			8069.14
				<b>0.00</b>