

STOKE ORCHARD & TREDINGTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ELECTRONICALLY ON
5 MAY 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

4.2.2020.1 **The Chairman will formally ask if anyone is intending recording or filming the meeting**

There were no requests to record or film the meeting.

The Chairman stated that as all members were attending via video link, all voting would take place throughout the meeting by a show of hands. **COUNCIL AGREED.**

5.5.2020.2 **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**

Clerk explained details of how the public could participate in the electronic meeting and also submit comments/questions had been given on the agenda on notice boards and the website. None had been received.

5.5.2020.3 **To note apologies for absence**

Cllr. J. Gilder.

Chairman had spoken to Cllr. Gilder who confirmed he was happy for the Clerk to contact him by telephone to discuss any parish council business during the coming period.

5.5.2020.4 **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.

5.5.2020.5 **To confirm and agree Minutes of the Parish Council Meetings held on 3 March and 7 April 2020, they will be signed at the next face to face meeting**

The Minutes of the Parish Council Meetings held on 3 March and 7 April 2020 which had previously been circulated to all member were by **AGREED BY COUNCIL** and would be signed by the Chairman at the next face to face Parish Council meeting.

5.5.2020.6 **To delegate authority to the Clerk in consultation with Councillors by electronic means or telephone, to make decisions on behalf of the Council, where such decisions cannot reasonably be deferred. The Clerk will further consult with the Chairman for guidance as necessary.**

In response to the Covid-19 outbreak, the Clerk would have delegated authority to make decisions on behalf of the Council where such decision could not reasonably be deferred and had to be made in order to comply with a commercial or statutory deadline. They would be carried out where possible by consultation with councillors by electronic means or telephone. The Clerk would further consult with the chairman for guidance as necessary. The delegation did not extend to matters expressly reserved for the council in legislation or in its Standing Orders or Financial Regulations. The delegated authority would cease upon the first face-to-face meeting of the council after the council meeting at which the delegation was put in place.

The proposed action by the Parish Council, had been further prompted by the decision of Tewkesbury Borough Council (TBC) to postpone all Council Meetings. TBC Planning Department had extended consultation time on applications to ensure adequate time for comments and observations from Consultees and members of the public to be received.

All members discussed and **COUNCIL AGREED** to proceed on the basis noted, particularly as there would not be many decisions to be made, the Public Open Space being the main current project.

For ease of business the Clerk suggested continuing with one monthly payment run. The Chairman suggested the second and fourth Mondays of the month would be 'Contact' days with the monthly payment run to be authorised on the fourth Monday of the month. Emails to be marked 'RESPONSE REQUIRED' to highlight for members.

COUNCIL AGREED the statement circulated previously to be added to the website and noticeboards – see Appendix A.

5.5.2020.7

To receive Clerk's Report circulated prior to the meeting and agree actions The Orchard Store and Amy's Coffee Shop – regular weekly Shop Management

Committee (SMC) meetings had continued over the last five weeks and staff and volunteers were all working really hard to provide community support. SMC meetings had reduced to bi-weekly unless anything changed to prompt an emergency meeting. A Perspex screen was recently installed to provide protection for staff and volunteers.

The Stoke Orchard Community Hall – everything shut down as far as possible. The Centre Manager was dealing with postponing/cancelling bookings on a day-by-day basis and was redeployed in the Shop.

TBC Hub – still liaising with TBC to help in the community as and when required which the Shop then assisted with.

Newsletter – the Chairman prepared the May issue of the Newsletter which was circulated to the mailing list and was also available on the website and via social media. It was a great resource and greatly assisted with keeping in touch with the community – many thanks to the Chairman for all his time and effort spent preparing the Newsletter. As in April, 100 printed copies were being supplied by Typecraft which the Chairman would deliver to the volunteers to distribute in the community. This had reduced the cost by over £100.00 per edition while the Chairman was producing the Newsletter. The Council were grateful to Matt McGovern of Typecraft for his assistance.

Blocked/closed Public Footpath, (blocked at the end of the tarmac section of Mill Lane in Stoke Orchard) – PRow Officer from GCC had been notified and was going to reinstate the sign and look into situation further. Discussed other public footpaths in the area and Chairman stated the footpath map in the hall needed replacing, Clerk to source a new copy.

Parish Council Procedures – the Annual Meeting of the Parish Council would have considered the annual subscription list but it had already been approved in the budget. The other main task would be to update the Standing Orders, Financial Regulations and other policies. As none one of those documents required any amendments **COUNCIL AGREED** the Clerk would update them with 5 May 2020 date and the review date set for the Annual Meeting of the Parish Council 2021.

5.5.2020.8

Finance:

5.5.2020.8a

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

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

Clerk noted the invoice for this month had not been received from Typecraft and

COUNCIL AGREED payment when received, (circa £50.00).

5.5.2020.8b **To receive bank reconciliation circulated prior to the meeting and agree to bank statements**

The bank reconciliation was agreed to the bank statements by the Chairman.

5.5.2020.8c **To receive update regarding Small Business Covid-19 Grant**

The Council received the Small Business Covid-19 Grant from TBC of £10,000.00.

£2,500.00 had been transferred to the Community Centre account to assist with outstanding costs due to loss of income associated with Covid-19.

COUNCIL AGREED 10 extra hours for the Clerk to be paid from the Small Business Covid-19 Grant due to extra administrative support at Shop Management Committee meetings over the last five weeks as they had arisen as a direct result of Covid-19.

Cllr. Macdonald outlined details of the Government 'Business Bounce-Back loan scheme which may be of interest to assist with supporting the hall finances.

5.5.2020.8d **To receive update regarding External Audit**

Clerk had received following information from PKF Littlejohn regarding the Annual Governance and Accountability Return (AGAR)

1. Draft accounts to be approved by 31 August 2020
2. AGAR can be approved electronically but it must be wet signed prior to submission
3. Public inspection period must commence on or before the first working day of September 2020
4. Government recommends the Council publish dates of their public inspection period on their website at the beginning of July when the public inspection period would usually commence, explaining why they are departing from normal practise
5. Publication date for final audited accounts on website moved to 30 November 2020

5.5.2020.8e **To consider insurance renewal quotations circulated prior to the meeting and agree arrangements for insurance cover in respect of all insured risks**

The Council considered three 'like for like' quotes, ranging from £1982.82 through to £2,600.60 which members discussed in detail. It was agreed to go for a one year only policy if changing to a new company, as opposed to a three year Long Term Agreement. After consideration, **COUNCIL AGREED** to go with CAS Ltd. at cost of £1982.82.

Many thanks to Cllr. Macdonald for his assistance with insurance quotes.

Discussed cyber insurance and **COUNCIL AGREED** further research was required which Cllr. Macdonald offered to carry out.

Meeting closed: 7.50pm

Signed Date
Chairman, R. H. Chatham

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

Appendix A:

Parish Council Meetings Suspended Due to Covid-19

In accordance with the latest instructions from the Government, advice from the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and Gloucestershire Association of Parish and Town Councils (GAPTC) the decision to suspend Stoke Orchard and Tredington Parish Council meetings until further notice has been taken. This also includes the Annual Parish Meeting.

This action by the Parish Council, has been further prompted by the decision of Tewkesbury Borough Council (TBC) to postpone all Council Meetings at this time. TBC Planning Department has extended consultation time on applications to ensure adequate time for comments and observations from Consultees and members of the public to be received.

The work of the Parish Council will continue as we have set-up a process of delegated decision making and electronic distribution of information. Planning consultations are also still being considered and details will be added to the website as and when available, thus giving members of the public the opportunity to contribute via email or mail to the Parish Clerk. As soon as Parish Council Meetings resume, details will be displayed on the website, on noticeboards and on social media.

You can contact the Parish Clerk, Mrs. Jules Owen anytime by email:
clerk@stokeorchardandtredington.org.uk

Alternatively, by post to:

The Parish Clerk
The Parish Council Office
Stoke Orchard Community Centre
Armstrong Road
Stoke Orchard
Gloucestershire
GL52 7SB

Appendix B:

Stoke Orchard and Tredington Parish Council Bank Reconciliation at 28.4.2020

Details - Current Acc.	Receipts	Payments	To be authorised
R. Chatham - scales for Shop		22.55	22.55
NEST		131.20	
PAYE and pension from SOCC	450.65		
TBC Small Business Covid19 Grant	10000.00		
Clerk Salary April		880.19	880.19
Clerk Exp. Feb 2020		16.00	16.00
Haden-Browne Plastics		164.40	164.40
Daily Consumables - ink refill		22.30	22.30
Zoom Vido Communications Inc.		7.19	7.19
SOCC -payment from Covid-19 Grant		2500.00	
	10450.65	3743.83	1112.63

BANK RECONCILIATION

Current Acc. Opening balance	1317.99
Plus receipts	10450.65
	<u>11768.64</u>
Less payments	3743.83
Closing cash balance	8024.81
Plus unpaid BACS payment	11.99
Plus payments to be authorised	1112.63
Closing bal. at bank at 28.4.20	9149.43

SO&TPC bank accounts at 28.4.2020:

Treasurers Acc.	9149.43
(Includes bal. Covid-19 Grant 7,500.00)	
Community Acc.	39918.85
TOTAL	49068.28
Less payments above	1112.63
Closing balance after payments	47955.65
Balance of Covid-19 Grant remaining	7,500
S106 due from TBC ref Hall extension	18,016.17
VAT to be reclaimed	3,603.23
Total due to SO&TPC	21,619.40
TOTAL SO&TPC AFTER ALL RECEIPTS/PAYMENTS:	69575.05