

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

**Present:** Cllr. R. Chatham (Chairman) – arrived at 7.15pm due to technical issues  
Cllrs. A. Macdonald, J. Newton, P. Ternouth and A. Troughton  
Cllr. J. Gilder - arrived at 7.40pm due to technical issues

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

As the Chairman had technical issues initially joining the meeting, members agreed Cllr. Troughton as Vice-Chairman would lead the meeting

**Minute Ref. Details**

7.7.20.1 **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 Vice-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.**

7.7.20.2 **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**  
The Clerk explained how the public had been encouraged to participate in the electronic meeting by submitting comments/questions by email or post to the Clerk and also by requesting the Zoom link. Full details had been given on the Agenda Notice which had been displayed on the website and notice boards. None had been received.

7.7.20.3 **To note apologies for absence**  
None.

7.7.20.4 **To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate**  
None received. Clerk confirmed meeting was quorate.

7.7.20.5 **To confirm and agree Minutes of the Parish Council Meeting held on 5 May 2020, they will be signed at the next face-to-face meeting**  
The Minutes of the Parish Council Meeting held on 5 May 2020 which had previously been circulated to all member were by **AGREED BY COUNCIL** and would be signed by the Vice-Chairman at the next face-to-face Parish Council meeting.

7.7.20.6 **To receive Clerk's Report - circulated prior to meeting**  
**COUNCIL APPROVED the Clerk's Report as follows:**  
**The Orchard Store and Amy's Coffee Shop** – bi-weekly Shop Management Committee (SMC) meetings had continued over the last few weeks and SMC also introduced regular bi-monthly Staff Meetings. All was going well with the shop but with the final Bloor S106 payment imminent, SMC were looking at how the shop would move forward, without the financial support of the Parish Council and Bloor Homes.  
**The Stoke Orchard Community Hall (SOCC)** – despite government guidelines potentially allowing the SOCC to re-open on 4 July 2020, there appeared to be many restrictions on the activities permitted. The Parish Council Hall Committee were currently going through the Covid-19 Risk Assessment to consider the position but **ALL AGREED** the SOCC would not reopen until the Parish Council were confident it was safe to do so, despite the financial implications.

**Re-opening the Children's Playground and the MUGA** – the Chairman had been leading on this, taking advice from TBC, Gloucestershire Playing Field Association and NALC. The Council would only open the facilities when it was confident it was safe to do so.

**The Chairman joined the meeting**

**UPDATED AT THE MEETING DUE TO URGENT ACTION REQUIRED:**

The Chairman had circulated a report prior to the meeting with full details of the proposed re-opening of the playground and MUGA and images of the signage. He had spent countless hours researching and updating information from the Government and Council websites, including liaising with Gloucestershire Playing Fields Associations. He had prepared several

signs which covered all Government regulations. The Disclaimer and the Guidance notices would be on the Parish Council Notice Board, the other signs would be at the entrance of the playground and MUGA respectively.

Members discussed and **COUNCIL AGREED** to open the playground and MUGA and add the following wording to the notices at the entrance to the facilities:

**Failure to comply will result in the closure of the MUGA /Playground**

Cllr. Macdonald agreed to install the signage and open the facilities on 8 July 2020.

Cllr. Newton agreed to update social media.

Thank you to the Chairman for all his time and energy on this important task.

**Remote Parish Council Meetings** – NALC were still strongly advising local councils to continue to meet remotely, however, they suggested it was worth starting to think ahead to when local councils may be able to commence with face-to-face meetings again.

**Newsletter** – the Chairman prepared the June and July issues of the Newsletter, which had reduced the cost by over £125.00 per edition. Many thanks to the Chairman for all his time and effort in preparing the Newsletter, also grateful thanks to Matt McGovern of Typecraft for his assistance.

**Decisions agreed under Clerk's Delegated Power since the last meeting on 5 May 2020**

1. Members agreed Cllr. Macdonald would be added as a bank signatory to the Parish Council bank accounts
2. Members agreed a response on the Ashchurch Bridge Project which the Clerk submitted to TBC
3. Members agreed to maintain the Centre Manager's wages for a further three months, until 30 September 2020. Full review was due at June Meeting but meeting but as Council did not meet, it would be added to the 1 September 2020 meeting agenda

7.7.20.7

**To approve Parish Council Meeting Dates 2020/21, circulated prior to meeting**

**COUNCIL AGREED** Meeting Dates 2020/21 which would be displayed on website and on notice boards.

7.7.20.8

**Finance - all documents circulated prior to meeting**

7.7.20.8a

**To approve June 2020 payment list and those paid since last meeting**

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

**COUNCIL AGREED** a virement of £540.00 from Newsletter budget to cover ABEC annual maintenance contract, paid monthly, (ABEC contract agreed after budget was set).

Newsletter budget had a surplus from last five months of £625.00 as it had only been printed, the Chairman had kindly collated and designed the Newsletters.

**COUNCIL AGREED** for Rialtas Business Solutions Ltd. to complete the Year End Accounts for 2020/21 on recommendation of Clerk/RFO at a cost of circa £560 plus VAT. She had found it excellent this year, their expertise ensured the Parish Council, Hall and Bus accounts were configured correctly.

7.7.20.8b

**To approve bank reconciliation as at 30.6.2020**

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

7.7.20.9

**Annual Accounts - all documents circulated prior to meeting**

7.7.20.9a

**To approve annual accounts and bank reconciliation for Year End 31 March 2020**

**COUNCIL APPROVED** the bank reconciliation for Year End 31 March 2020.

The Responsible Financial Officer (RFO) stated that as the accounts operated on a receipts and payments basis, they did not take into account accruals and prepayments. The RFO noted \$106 payments of £18,370.01 were outstanding from TBC. However, confirmation recently received from TBC that £14,691.67 had been authorised, there was still £3679.04 outstanding. Also recently received £7,040.50 VAT refund. Both receipts would show in 31 March 2021 Year End.

7.7.20.9b

**To receive Internal Auditors Report**

**COUNCIL APPROVED** the Internal Auditors Report.

7.7.20.9c

**To approve Asset Register as at 31 March 2020**

Not covered.

- 7.7.20.10 **Annual Governance and Accountability Return, all documents circulated prior to meeting**
- 7.7.20.10a **To complete Annual Governance Statement 2019-2020 (AGAR Section 1) for external auditors, PKF Littlejohn**  
**COUNCIL APPROVED** the Annual Governance Statement 2019-2020 (AGAR Section 1). Furthermore, **COUNCIL AGREED** for the Chairman to meet with the Clerk on the following day to wet sign the document which would be submitted to PKF Littlejohn as required.
- 7.7.20.10b **To approve Accounting Statements 2019-2020 (AGAR Section 2) for external auditors, PKF Littlejohn**  
**COUNCIL APPROVED** the Accounting Statements 2019-2020 (AGAR Section 2). Furthermore, **COUNCIL AGREED** for the Chairman to meet with the RFO on the following day to wet sign the document which would be submitted to PKF Littlejohn as required.
- 7.7.20.10c **To agree dates for the exercise of public rights to inspect accounts**  
 Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return would be 13 July 2020 to 21 August 2020, details would be displayed on website and noticeboards.
- Planning:**
- 7.7.20.11 **To approve response to Planning Consultation No. 20/00213/FUL Manor Farm Yard, Stoke Road, Stoke Orchard - redevelopment of the site including demolition of existing buildings and erection of 3 No. (B1 and B8) units and associated works**  
 Councillors had considered the application on an individual basis and had come to a common opinion that the application in its present form was not acceptable for the several reasons. **COUNCIL AGREED** the Clerk would submit the response on behalf of the Council. Full details available from the Clerk.
- 7.7.20.12 **Items for next meeting agenda**  
 None
- 7.7.20.13 **Next Meeting:** To be confirmed due to Covid-19 and Government Regulations  
**Meeting closed: 19.50pm**

## APPENDIX A

### Stoke Orchard Parish Council Financial Report as at 1 July 2020

Details - Current Acc.	Receipts	Payments	To be authorised
TBC Precept - 50%	12500.00		
SOCC - payment from Covid-19 Grant			
PAYE and pension from SOCC	370.94		
GCC Grass cutting income	607.50		
HMRC - May 2020		338.32	
ABEC Ltd. Maint. for bms system		52.00	
ABEC Ltd. Maint. for bms system		45.00	
Typecraft Ltd Magazine printing		50.00	
NEST		111.37	
Community Action Suffolk, Insurance		1982.82	
HMRC - June 2020		487.75	
John Preece & Sons		354.00	
ABEC Ltd. Maint. for bms system, Inv 56543		45.00	
Clerk Salary June 2020		975.96	
Clerk Exp. June 2020		22.80	
SOCC -payment from Covid-19 Grant		1000.00	
PAYE and pension from SOCC	463.80		

Typecraft Ltd - Inv 97417 Magazine printing		50.00	
NEST		95.64	
VAT Refund	7040.50		
SOCC - payment from Covid-19 Grant		2300.00	
Clerk Salary June 2020		880.39	880.39
Clerk Exp. June 2020		36.70	36.70
NEST		101.77	
Typecraft Ltd - June Magazine printing		50.00	50.00
Zoom Video Communications Inc. June 2020		7.19	7.19
Zoom Video Communications Inc. July 2020		7.19	7.19
ABEC Ltd. Maint. for bms system, Inv 56897		45.00	45.00
HMRC - July 2020		378.42	378.42
M Owen - Internal Auditor		90.00	90.00
Rialtas Business Solutions Ltd Inv. 28080		672.00	672.00
Tigerstride, website hosting maintenance		229.00	229.00
PAYE and pension from SOCC	417.37		
	<b>21400.11</b>	<b>10408.32</b>	<b>2395.89</b>

**BANK RECONCILIATION:**

<b>Current Acc. Opening balance</b>	<b>8024.81</b>
Plus unpaid cheque written off 31.3.20	11.99
Plus receipts above	21400.11
	<u>29436.91</u>
Less payments above	10408.32
<b>Closing cash balance</b>	<b>19028.59</b>
Plus payments to be authorised above	2395.89
<b>Closing bal. at bank at 1.7.20</b>	<b>21424.48</b>

**SO&TPC bank accounts at 1.7.20:**

<b>Treasurers Acc.</b>	<b>21424.48</b>
*(Includes bal. Covid-19 Grant 4,200.00)	
<b>Community Acc.</b>	<b>39922.19</b>
<b>Closing balance after all payments</b>	<b>61346.67</b>

*TSB Small Business Covid-19 Grant	Details	Payments	Receipts	Balance
23/04/20	TBC Small Bus. Covid-19 Grant		10000.00	10000.00
05/05//20	To cover wages & hall payments	2500.00		7500.00
28/05//20	To cover wages & hall payments	1000.00		6500.00
20/06/2020	To cover wages & hall payments	2300.00		<b>4200.00</b>
		<b>5800.00</b>	<b>10000.00</b>	<b>4200.00</b>

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

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