



STOKE ORCHARD & TREDINGTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD REMOTELY ON 1 SEPTEMBER 2020
AT 7.00PM

Present: Cllr. R. Chatham (Chairman), Cllrs. A. Macdonald, J. Newton, P. Ternouth and A. Troughton
Attendees: Clerk/RFO, J. Owen and two members of the public

Minute Ref. Details

1.9.20.1 **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 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.**

1.9.20.2 **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 given the opportunity to participate in the electronic meeting and also submit comments/questions, full details had been given on the Agenda on notice boards and the website.

- A member of the Stoke Orchard Management Committee (SOMC) had been in touch regarding their proposal for the wider reopening of the Stoke Orchard Community Centre. They proposed commencing with two test and learn events (children's parties) and other events would then be looked at case by case. He had circulated details to members prior to the meeting and discussed the proposal in detail

The Chairman was supportive but on a guarded bases, stating it was important to protect the local community and that should be done by keeping it local for the test and learn events. He wished to suspend a decision and asked the SOMC to prepare the required risk assessment, including the toilets, which would be circulated to the members for their consideration. The Chairman said it was important everything was covered, when the Council were happy, they would then support them wholeheartedly. **COUNCIL AGREED** for the Clerk to forward the Council insurance details to the SOMC to enable them to liaise directly.
Cllr. Ternouth stated he would be happy to go ahead but wanted to know who would ultimately be responsible.
The Chairman of the SOMC responded, saying she had knowledge in that area, as long as they had completed due diligence, there would be no individual person liability.
Cllr. Ternouth still wanted to know who would ultimately be responsible?

1.9.20.3 **To note apologies for absence**
Cllr. J. Gilder

1.9.20.4 **To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate**
Cllr. Macdonald had a personal interest in Agenda Item 16.
The Clerk confirmed the meeting was quorate.

1.9.20.5 **To confirm and agree Minutes of the Parish Council Meeting held on 7 July 2020, they will be signed at the next face-to-face meeting**
The Minutes of the Parish Council Meeting held on 7 July 2020 which had previously been circulated to all members were by **AGREED BY COUNCIL** and would be signed by the Chairman at the next face-to-face Parish Council meeting.

1.9.20.6 **To receive Clerk's Report - circulated prior to meeting**
The Stoke Orchard Community Hall (SOCC) – A comprehensive COVID-19 Risk Assessment and other associated documents were prepared based on government guidance and information received from several professional organisations including Sport England and Action with Communities in Rural England (ACRE). The documents were agreed by the Council's insurance

company. The Parish Council were confident that due diligence had been completed and on that basis, it was safe for all involved. It therefore agreed the SOCC would reopen for regular hirers on 12 August 2020. That did not include private parties or events.

Remote Parish Council Meetings – NALC still strongly advised 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. As the COVID-19 Risk Assessment for the SOCC main hall stated face coverings must be worn for meeting (only exception was during exercise classes) face-to-face Parish Council Meetings would have to comply.

Newsletter – the Chairman was continuing to prepare the Newsletter and doing an amazing job. Many thanks to him for all his time and effort in preparing the Newsletter, also grateful thanks to Matt McGovern of Typecraft for his assistance. The Chairman was always looking for contributions for the Newsletter so please email him if you had anything you would like to be included: r.chatham@stokeorchardandtredeington.org.uk

COVID-19 Emergency Grant - The Clerk was successful in an application to Tewkesbury Borough Council COVID-19 Emergency Grant and the Council was awarded £1000.00 towards the expenditure incurred in reopening the SOCC

Pear Tree at Banady Lane – The Enforcement Officer had been in touch as he had been informed by the landowners that they had offered the land to the Parish Council and asked for confirmation. The Chairman responded, stating that was not the case but that the Council would be extremely happy to receive ownership of the land conveyed legally.

Decisions Agreed Under Clerk's Delegated Power Since the Last Meeting on 7 July 2020

1. Members agreed the Asset Register which had been circulated prior to the Parish Council Meeting on 7 July 2020 when it was an agenda item but had been overlooked
2. Members agreed a response to Planning Consultation 20/00646/FUL - 3 Orchard View, Tredington which the Clerk submitted to Tewkesbury Borough Council (TBC)
3. Members agreed a response to Planning Consultation 20/00584/FUL - 14 Zura Drive, Stoke Orchard which the Clerk submitted to TBC
4. Members agreed the Stoke Orchard Community Centre should reopen on 12 August 2020
5. Members agreed an extra 10 hours for the Clerk towards SOCC reopening document preparation etc. in conjunction with Centre Managers and Chairman. Centre Manager's core hours covered her reopening preparation. Special thanks to the Chairman for his assistance
6. Members agreed a response to Planning Consultation 20/00003/FUL - The Old School House, Stoke Road, Stoke Orchard which the Clerk submitted to TBC

1.9.20.7 **To adopt Grievance and Disciplinary Policies and agree actions, circulated prior to meeting**
The Chairman proposed the adoption of the Grievance and Disciplinary Policies circulated prior to the meeting, they were seconded by Cllr. Troughton and unanimously **AGREED BY COUNCIL.**

1.9.20.8 **Finance, all documents circulated prior to meeting**

1.9.20.8a **To approve 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 £560 plus VAT for the payment of the Rialtas Business Solutions Ltd. invoice utilising funds saved from the newsletter budget (a virement of £540.00 was previously agreed but not used - Minute Ref. 7.7.20.8a, at 7 July 2020 Parish Council Meeting)

COUNCIL AGREED for the Bus Ear Marked Reserve Account and funds in the Lloyds Community Fund Account to be used to cover the £1145.00 deficit ref. the COVID Grant as SOCC expenditure had exhausted the Grant. Further SOCC financial support would also be paid from the same source during the forthcoming months.

COUNCIL AGREED for the Clerk to take a week in lieu of pay as Study Leave from 7-11 September 2020 due to working excess hours in September 2020, (extra workload included: entered data and reconciled six banks accounts on Alpha from April to date, prepared

information relating to SOCC income and projected expenditure/income to assist with forward planning, prepared COVID Grant Application for TBC etc.).

1.9.20.8b

To approve bank reconciliation as at 26.8.2020

Cllr. Ternouth AGREED the bank statements to the bank reconciliation

1.9.20.9

To note the five-year S106 Agreement between Stoke Orchard and Tredington Parish Council and The Orchard Store and Amy's Coffee Shop has formally concluded, also to consider what formal agreement is required moving forward and agree actions

The Chairman confirmed the five-year S106 Agreement between Stoke Orchard and Tredington Parish Council and The Orchard Store and Amy's Coffee Shop had come to an end. On 11 August 2020 he had resigned as Chairman and the Clerk had resigned as Company Secretary of The Orchard Store and Amy's Coffee Shop. The shop had a fabulous management committee and the Chairman pledged his support as they moved forward over the next twelve months, gradually handing-over. He said he hoped the Parish Council would continue to support the shop as it was a community asset and whilst the Council could not guarantee financial support, it could guarantee support of some nature. It had proved it was a community asset over the past six months during the Coronavirus pandemic.

Cllr. Ternouth asked how the Council could assist them – with cash-flow support maybe?

The Clerk clarified that as the Council no longer met the criteria to use the general power of competence, (two thirds of the councillors had to be elected, not co-opted – that would be 5 for the Council) it did not have a legal power to give financial support to the shop.

The Chairman was confident there would be other ways of supporting the shop.

Cllr. Macdonald thanked the Council for the offer of support.

COUNCIL AGREED a formal agreement would be required but was deferred to give the Shop time to establish their new management committee structure.

1.9.20.10

To receive S106 Expression of Interest (EOI) update from the Chairman including Playground Refurbishment and agree actions

The Chairman confirmed members had met with three playground companies and he had subsequently completed and circulated an initial draft EOI application for £50,000.

The total S106 agreements available together was circa £88,000 - the following ideas would meet all the Community Facilities within Stoke Orchard criteria:

- conservatory type building to make a coffee shop
- Improvements to the office upstairs in the SOCC for Parish Council and Centre Manager's office
- Lift to get to the first floor in the community centre

The Chairman stated the closing date for applications was 17 October 2020 and if the Council did not secure the money it would go back to the developer or to another parish who submitted a successful bid.

1.9.20.11

To receive a report from the Stoke Orchard Management Committee with regard to the formal management structure of the Stoke Orchard Community Centre moving forward and agree actions

The Chairman of the Stoke Orchard Management Committee (SOMC) reported a plan was being considered to identify what options were available to make the management committee independent within a safe and secure structure but operating autonomously. They would continue to operate under Parish Council rules until then. A small number were involved in that and they hoped it could be achieved outside of the Parish Council Meetings. The Chairman hoped that it could be achieved too and was content for it to be discussed outside of the Parish Council Meetings, it had been added to the agenda to formally update the Council with regard to the plans of the SOMC.

The Chairman asked how soon the SOMC would be in a position to make a decision and the Chairman of the SOMC stated as soon as possible.

1.9.20.10c

To approve Locality Grant application for Neighbourhood Development Plan funding, details circulated prior to the meeting and agree actions

COUNCIL APPROVED the Locality Grant application for Neighbourhood Development Plan funding circulated prior to the meeting.

1.9.20.

Planning:

To consider how to respond to three Planning Consultations received from NALC (Changes to the current planning system, Transparency and competition - land control, Planning for the Future) with closing dates of 17 September 2020 and two on 15 October 2020, and agree actions, all circulated prior to the meeting

Cllr. Ternouth offered to draft responses to: **Changes to the current planning system** and **Planning for the Future** and forward to Cllrs. Chatham and Troughton, then to circulate to all members for their consideration, prior to submission.

COUNCIL AGREED that **Transparency and competition - land control** involved more sensitive issues and as submission date was not until 15 October 2020 would defer until the first two have been submitted.

The Chairman stated that as a local person he had received information regarding the 'Suggestion of a new road around Tredington in the next few years.' No maps had been circulated yet – a new highway, to do with junction 9 presumably.

He also noted applications going in for Elm Park (JCS land) without going through system (4,500 houses at Uckington).

1.9.20.14

Items for the next meeting agenda:

- Expressions of Interests for S106 – closing day was 17 October 2020 **and next meeting may be later**

71.9.20.15

Date of next meeting: To be confirmed due to Covid-19 and Government Regulations

1.9.20.16

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. **COUNCIL AGREED** to maintain the Centre Manager's wages for a further three months, until 31 December 2020. Clerk to add to agenda for 3 November 2020 Meeting.

Meeting closed at 20.25

APPENDIX A

Stoke Orchard and Tredington Parish Council Bank Reconciliation at 26.8.2020

Details - Parish Council Current Acc.	Receipts	Payments	To be authorised
Trsf to Com Fund ref. Speed Sign loan		3490.36	
NEST		118.37	
SOCC -payment from Covid-19 Grant		2600.00	
ABEC Ltd. Maint. Contract for bms Inv 57372		45.00	
PATA April to June 2020 Inv 19/1157/PPS		62.50	
HMRC - July 2020		393.08	
Typecraft Ltd - July Magazine printing		50.00	
PC Salary July 2020		880.19	
Clerk Exp. July 2020		30.80	
Zoom Vido Communications Aug 2020		7.19	
NEST		103.95	
TBC S106 payment ref. hall extension	18880.71		
Tsfr frm Treasurers Acc - loan ref. S106		6494.65	
Tsfr frm Treasurers Acc - loan ref. S106		6266.71	
SOCC -payment from Covid-19 Grant		445.00	
Bloor Homes S106 cheque	15000.00		
Trsf to Community Fund Acc		10000.00	
Payment to SOCC - ref TBC Hall reopening Grant		931.32	
Payment to Shop ref. Bloor S106 payment		5000.00	
Newsletter advertising income	100.00		
PAYE and pension from SOCC	434.01		
TBC Emergency COVID-19 Grant	1000.00		
Payment to SOCC from Covid-19 Grant		1155.00	2300.00
*Payment to SOCC from Reserve		*1145.00	
PC Salary August 2020		880.39	880.39
John Preece & Sons - grass cutting		354.00	354.00
PATA July to Sept 2020 Inv 19/1413/PPS		52.50	52.50
Security 1 parts fire alarm serv. ref. inv 24316		288.00	288.00
ABEC Ltd. Maint.Contr. for bms Inv 57580		45.00	45.00
Viking stationery		43.14	43.14
Zoom Video Communications Inv 33463143		7.19	7.19
Clerk Exp. Aug 2020		32.75	32.75
HMRC - Aug 2020		349.51	349.51
Typecraft Ltd - Aug Magazine printing		50.00	50.00
	35414.72	40176.60	4402.48

Stoke Orchard Community Centre

Details - Current Acc.

Jun-20

Details - Current Acc.	Receipts	Payments
HFC - IT support		15.84
SOCC PAYE/Pension - May		463.80
Security 1 Ltd		138.00
HP Printer		7.99
E-ON		26.79
Giff Gaff		6.00
Refund damage deposit		23.00
Refund damage deposit		150.00
Voice to Voice		71.08
Accident Book		9.24
Transition - website		20.00
HFC - IT support		15.84
Cleaner		19.50
HFC - IT support		15.84

SOCC salary - June		1736.07
From Parish Council (TBC Grant)	2300.00	
TOTAL	2300.00	2718.99
Jul-20		
B&Q Maintenance		69.88
Brewers Paint		54.72
E-ON		226.22
HP Printer		7.99
Hirer refund		38.00
Sanitizers - COVID-19		187.10
Giff Gaff		6.00
Voice to Voice		71.00
Keys, petrol - A Macdonald		74.75
Transition - website		20.00
Amazon - COVID-19		118.68
Amazon - COVID-19		54.93
E-ON		93.14
SOCC salary - July		1772.65
From Parish Council (TBC Grant)	2600.00	
Hire income	23.00	
TOTAL	2623.00	2795.06
20-Aug		
SOCC salary - June		1662.91
Typecraft		90.00
TBC Licensing		180.00
Sanitizing Fluid -COVID-19		80.00
Cleaner		156.00
E-ON - estimate		150.00
Water		45.00
Giff Gaff		6.00
Voice to Voice		71.00
HFC - IT support		15.84
HFC - IT support (not paid in July)		15.84
Cleaner		300.00
Transition - website		20.00
HP Printer		14.99
Cleaning materials for hall		100.00
From Parish Council (TBC Grant)	1155.00	
From Parish Council reserves	1145.00	
TOTAL	2300.00	2907.58

Tewkesbury Borough Council Grant	Details	Payments	Receipts	Balance
23/04/20	TBC Small Bus. Covid-19 Grant		10000.00	10000.00
05/05//20	To cover SOCC salary & hall payments	2500.00		7500.00
28/05//20	To cover SOCC salary & hall payments	1000.00		6500.00
20/06/2020	To cover SOCC salary & hall payments	2300.00		4200.00
20/07//20	To cover SOCC salary & hall payments	2600.00		1600.00
04/08//20	To cover hall deposit refund	445.00		1155.00
13/08//20	TBC Emergency COVID-19 Grant		931.32	2086.32
13/08//20	To cover hall reopening expenditure	931.32		1155.00
26/08//20	To cover SOCC salary & hall payments	2300.00		-1145.00
Totals		12076.32	10931.32	

BANK RECONCILIATION:

Current Acc. Opening balance	19028.59
Plus receipts above	35414.72
	<u>54443.31</u>
Less payments above	41308.46
	<u>13134.85</u>
Closing cash balance	13134.85
Plus payments to be authorised above	4389.34
Closing bal. at bank at 26.8.20	17524.19

Parish Council Treasurers Acc.	13134.85
Parish Council Community Acc.	66177.16
NatWest Bus Reserve Acc.	10000.00
Closing balance after all payments	<u>89312.01</u>

Signed Date

Chairman, R. H. Chatham

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