

**STOKE ORCHARD & TREDINGTON PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD REMOTELY**  
**ON 6 OCTOBER 2020 AT 7.00PM**



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

**Attendees:** Clerk/RFO, J. Owen  
One member of the public

- | <b>Minute Ref.</b> | <b>Details</b>  |
|--------------------|---|
| 6.10.20.1          | <p><b>The Chairman will formally ask if anyone is intending recording or filming the meeting</b></p> <p>There were no requests to record or film the meeting.<br/>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. <b>COUNCIL AGREED.</b></p>  |
| 6.10.20.2          | <p><b>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</b></p> <p>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.</p>   |
| 6.10.20.3          | <p><b>To note apologies for absence</b></p> <p>Cllr. J. Gilder made several attempts to join the meeting but was prevented due to Zoom technical issues, the system was down or compromised and the Chairman and Cllr. Ternouth also experienced difficulty in joining the meeting too.</p>   |
| 6.10.20.4          | <p><b>To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate</b></p> <p>None received. Clerk confirmed meeting was quorate.</p>  |
| 6.10.20.5          | <p><b>To confirm and agree Minutes of the Parish Council Meeting held on 1 September 2020, they will be signed at the next face-to-face meeting</b></p> <p>The Minutes of the Parish Council Meeting held on 1 September 2020 which had previously been circulated to all member were by <b>AGREED BY COUNCIL</b> and would be signed by the Chairman at the next face-to-face Parish Council meeting.</p>  |
| 6.10.20.6          | <p><b>To receive Clerk's Report - circulated prior to meeting</b></p> <p><b>Dog Fouling</b> – Tewkesbury Borough Council had been in touch with regard a complaint they received regarding dog fouling on the bridal path behind Dean Lane. The Council had subsequently received new dog fouling signage – many thanks to Cllr. Newton for installing the signage.</p> <p><b>Grant Application</b> - The Clerk had submitted a further grant application to Tewkesbury Borough Council COVID-19 Emergency Fund to cover expenditure for reopening Stoke Orchard Community Centre. Confirmation just received that £986.00 had been awarded.</p> <p><b>Newsletter</b> – Thank you to the Chairman for all his time and effort in preparing the Newsletter and doing an excellent job. Grateful thanks to Matt McGovern of Typecraft for his assistance and with the new Parish Council logo too.</p> <p><b>Remote Parish Council Meetings</b> – NALC still strongly advised local councils to continue to meet remotely, particularly in light of the latest government legislation.<sup>1</sup></p> <p><b>Stoke Orchard Community Hall (SOCC)</b> – Following the COVID-19 Risk prepared by the Stoke Orchard Management Committee (SOCM) <b>COUNCIL AGREED</b> the SOMC could</p> |

<sup>1</sup> The Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020, SI 2020 No. 684  
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proceed with two test and learn events. However, government updated legislation with 'rule of six' which prevented any wider reopening until further notice.

**Road Closures:**

- Stoke Road on 16-19 November 2020 from 08.00 to 18.00
- Stoke Road on 22 November 2020 from 08.00 to 18.00

**Decisions agreed under Clerk's Delegated Power since the last meeting on 1 September 2020**

1. Members agreed SOCC could reopen for two test and learn events (children's parties) having prepared the appropriate COVID-19 Risk. However, due to updated government legislation a further decision was taken on 10 September 2020 not to reopen SOCC
2. Members agreed a response to JBM Solar regarding Claydon Solar Farm public consultation which the Clerk submitted to JBM Solar

Cllr. Macdonald asked about the originality of the pear tree logo and Cllr. Ternouth recommended applying for a trademark. Clerk to liaise with Cllr. Ternouth with regard to this.

- 6.10.20.7 **To receive the Borough Councillor's Report.**  
Chairman had received apologies from Borough Councillor McClain
- 6.10.20.8 **To receive the County Councillor's Report**  
No response received
- 6.10.20.9 **Finance - all documents circulated prior to the meeting**  
6.10.20.9a **To approve October 2020 payment list and those paid since last meeting**  
**COUNCIL AGREED** the payment list and those paid since last meeting – see Appendix A  
Clerk confirmed the balance of the precept had been received from TBC, £12,500.00  
Clerk completed application for Locality Grant and Groundwork had confirmed £6,727.00 had been awarded towards Neighbourhood Development Plan costs
- 6.10.20.9b **To approve bank reconciliation as at 26.8.2020**  
**Cllr. Ternouth AGREED** bank statements to bank reconciliation – see Appendix B
- 6.10.20.9c **To consider two training webinars for Clerk circulated to members at cost of £60.00 plus VAT and agree actions**  
**COUNCIL AGREED** for the Clerk to attend two SLCC training webinars at a cost of £30.00 each plus VAT as follows:
- Creating Accessible Word and PDF documents for the website (documents must be in an 'accessible' format)
  - Communication in the time of Covid-19
- 6.10.20.9d **To consider quote from Integrated Sec. Sol. for £722.00 plus VAT to upgrade security cameras and agree actions**  
**COUNCIL AGREED** for the work to be carried as per the quote from Integrated Security Solutions Ltd. for £722.00 plus VAT to upgrade the security cameras.
- 6.10.20.9e **To approve application for Local Council Award Scheme at a cost of £50.00**  
The Clerk explained the Local Council Award Scheme gives the Council the opportunity to demonstrate it is working to the standard set by the sector and once achieved would receive a discount on the annual subscription from GAPTC. The Council was not far away from being achieving Foundation Level. **COUNCIL APPROVED** the application at a cost of £50.00 for registration with a further £50.00 plus VAT payable when ready for assessment.
- 6.10.20.10 **To consider offer from Knarsboro Homes of gifting the freehold by transfer, of the Pear Tree land at Balladine Crescent/Banady Lane to the Parish and agree actions**

The Chairman reported Knarsboro Homes had made an offer to gift the freehold by transfer but the agreement had not yet been received. It would be classed as Public Open Space (POS) and Cllr. Ternouth stated he would investigate transferring it as a community asset to ensure it could not be alienated from the community. COUNCIL AGREED it would like to take over the land and the Chairman confirmed he would keep members updated when documents were received.

6.10.2 0.11

**To consider email from a resident of The Orchard development regarding several issues relating to poor maintenance of public open space by Bloor Homes and agree actions**

The resident who was present, was invited to speak by the Chairman. He discussed the minimal maintenance by Bloor Homes and particularly the bank adjacent to the bridge which was unsightly.

The Chairman agreed with all that was said and confirmed a copy of the resident's email had been sent to Tewkesbury Borough Council and also to Bloor Homes but a response had not been received to date. He explained that Bloor Homes were keen to hand-over the POS but until everything was completed, the Parish Council would not accept it. The Council would love to do the work but once they did, Bloor Homes will not complete it. The Chairman stated that a map was required identifying the dead trees and other issues and public support would also assist with their approach to Bloor Homes. Cllr. Macdonald agreed to work with the resident to garner support from other residents who were also living with it, using social media too.

6.10.20.12

**To receive S106 Expression of Interest (EOI) update from the Chairman including the playground and shop extension and agree actions**

The Chairman reported he would be attending a meeting on Thursday regarding the EOI and would know more after that. There was £88,000 to claim in the next five weeks and more money could be available in future so more equipment could be added later. Cllr. Ternouth on behalf of the members complimented the Chairman on an excellent application, the response from Borough Councillor McClain was also very complimentary. 33 letters of support had been received for the playground and several for the shop extension too.

The Chairman stated that he and Cllr. Macdonald together with the Centre Manager and a volunteer had worked extensively on the project to date, he asked members if anyone else wanted to be involved in the decision making process and Cllr. Newton joined the working party.

6.10.20.13

**To consider request for road markings along Armstrong Road, Stoke Orchard and agree actions**

Cllr. Newton stated that at the entrance into Armstrong Road, cars were parking where the lowered kerbs were, which caused issues with vehicles turning, also as children were picked up there by the school bus in the mornings, therefore causing a pinch point.

The Chairman agreed to contact the Highways Manager at GCC. Cllr. Newton agreed to put a case together, including photographic evidence and forward to the Chairman which would support his request. The Chairman stated that Bloor Homes were supposed to put white lines round the parking areas around the Community Centre but failed to so maybe they would be able get something sorted for that too.

6.10.20.14

**To receive update on M5 junction 9 and A46 (Ashchurch) Transport Scheme from Gloucestershire County Council and agree actions**

The Chairman had written to the Graduate Transport Planner at Atkins who was working with GCC regarding the proposed M5 junction 9 and A46 update. He stated there were some 26 different options, they planned to have a design available by Summer 2021 when it would go out to public consultation. The Chairman of Ashchurch Rural Parish Council (ARPC) had been in touch and **COUNCIL AGREED** the Council should work with ARPC on this project and also the next agenda item too, (Claydon Solar Farm).

- 6.10.20.15 **To consider email from JBM Solar regarding Claydon Solar Farm proposal and agree action**  
The Chairman was very concerned about this proposal and had spoken to the Chairman of Ashchurch Rural Parish Council (ARPC). A 235 acres was a huge area, requesting a forty years permission, he noted their own association recommended 25 years permission.  
The Chairman asked if all members were opposed or not and all agreed they were opposed. It was stated the Council must be prepared to get the best deal possible if JMB Solar were granted permission - the stronger the case the Council could build, the more the Council would benefit if the project did go ahead.  
The Chairman asked if they should allow JMB Solar to attend a meeting or not and it was stated that having a meeting was ticking a box for them with TBC when JMB Solar applied for planning permission.  
**COUNCIL AGREED** it should have a joined-up approach with ARPC. It would be visible from Oxenton.  
**COUNCIL AGREED urgent action was needed** - a letter requesting support needed to be drafted, that could be sent to the list already prepared by the Chairman.
- 6.10.20.16 **Planning:**  
**To consider how to respond to three Planning Consultations received from NALC (Transparency and Competition - land control, Planning for the Future) with closing on 15 October 2020, and agree actions, all circulated prior to the meeting**  
Cllr. Ternouth had prepared a response to Planning for the Future White Paper and the Chairman had prepared a response to the Transparency and Competition - land control document, both of which had been circulated to members prior to the meeting. **COUNCIL AGREED** the responses and Members wished to thank Cllr. Ternouth and the Chairman for their hard work and expertise in preparing the responses. Clerk to submit responses to NALC.
- 6.10.20.17 **Items for the next meeting agenda:**
- Most items from this agenda would need to be followed up
  - Report back from meeting with Cllr. Alex Hegenbarth
  - Update from Stoke Orchard Management Committee
  - Due to new management structure of the Orchard Store and Amy's Coffee Shop, to nominate a Parish Council Member to sit on the Management Committee, as per Plunkett's recommendation, also to consider drawing-up a lease with a peppercorn rent
- 6.10.20.18 **Date of next meeting:** 3 November 2020
- 6.10.20.19 **To consider proposal relating to the Clerk circulated prior to the meeting, in a confidential session**  
Members considered the proposal relating to the Clerk and **COUNCIL AGREED UNANIMOUSLY.**
- Meeting closed at 20.24

**APPENDIX A**

**Payment list for authorisation:**

Date: 30/09/2020	<b>Stoke Orchard &amp; Tredington Parish Council</b>				<b>Page 1</b>
Time: 15:17	<b>Lloyds Current Bank A/c</b>				
<b>List of Payments made between 01/10/2020 and 01/10/2020</b>					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2020	HMRC	BACS	348.23	PCM & RC	PAYE
01/10/2020	HMRC	BACS	104.71	PCM & RC	PAYE PC
01/10/2020	Zoom	BACS	7.19	PCM & RC	Inv 38576181 Zoom
01/10/2020	HP Inc UK Ltd	BACS	31.99	PCM & RC	Printer cartridge
01/10/2020	J K Owen	BACS	26.80	PCM & RC	Clerk's exp
01/10/2020	Integrated Security Sol Ltd	BACS	78.00	PCM & RC	Inv-0072
01/10/2020	ABEC Ltd.	BACS	45.00	PCM & RC	Inv 57782
01/10/2020	Typecraft Ltd.	BACS	50.00	PCM & RC	Invoice 91705
01/10/2020	SLCC	BACS	181.00	PCM & RC	SLCC subscription
01/10/2020	Zoom	BACS	7.19	PCM & RC	Inv 43849264
01/10/2020	Security 1 Ltd	BACS	138.00	PCM & RC	Inv 25921 call out
<b>Total Payments</b>			<u>1,018.11</u>		

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**APPENDIX B**

**Stoke Orchard and Tredington Parish Council  
Bank Reconciliation at 30.9.2020**

<b>Details - Parish Council Current Acc.</b>	<b>Receipts</b>	<b>Payments</b>	<b>To be authorised</b>
Payments made since last meeting:			
Trsf to Stoke Orchard Community Centre ref COVID-19 support		1200.00	
PC Salary		975.96	
Nest pension		113.12	
Payments as list on 1.10.10 - see attached list		1018.11	1018.11
Cashbook transfe from Com Fund	1200.00		
SOCC PAYE	384.08		
Adjst to payment in previous month			
Nest pension		97.39	
Tewkesbury Borough Council balance of precept	12500.00		
	<b>14084.08</b>	<b>3404.58</b>	<b>1018.11</b>

**BANK RECONCILIATION:**

<b>Current Acc. Opening balance</b>	<b>13134.85</b>
Plus receipts above	14084.08
	<u>27218.93</u>
Less payment in previous month	13.14
Less payments above	3404.58
	<u>23801.21</u>
<b>Closing cash balance</b>	<b>23801.21</b>
Plus payments to be authorised above	1018.11
	<u>24819.32</u>
<b>Closing bal. at bank at 30.9.20</b>	<b>24819.32</b>

Parish Council acc after payments	23801.21
Parish Council Community Acc.	64977.66
<b>Closing balance after all payments</b>	<b><u>88778.87</u></b>

Please note, above figures do not take into account the Stoke Orchard Community Centre and Bus accounts as bank statements not received

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

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