

**STOKE ORCHARD & TREDINGTON PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD REMOTELY**  
**ON 3 NOVEMBER 2020 AT 7.00PM**



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

**Minute Ref. Details**

- 3.11.20.1 **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.**
- 3.11.20.2 **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 Chairman explained details of how the public could participate in the electronic meeting and also details of how to submit comments/questions had been given on the agenda on notice boards and the website. None had been received.  
The Chairman introduced the Director of Academies of Gloucestershire Learning Alliance who had taken over the running of Tredington School. She reported she was looking forward to working with the Parish Council and the local community. The Chairman stated the Parish Council and the school had a long history of collaboration and look forward to continuing that. Cllr. Ternouth discussed the geographic severance of the school from the parish and suggested it would be good the engage with the school regarding that point. Cllr. Newton stated that it would be useful to understand what plans the school had for the community to enable the Council to guide and encourage it along.  
The director stated she was preparing an update letter to the parents and she would share it with the Parish Council.
- 3.11.20.3 **To note apologies for absence**  
Apologies received from B. Cllr. McLain.  
Cllr. J. Gilder made several attempts to join the meeting but was prevented due to Zoom technical issues.
- 3.11.20.4 **To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate**  
Cllr. Macdonald declared a personal interest on item no. 21.  
Clerk confirmed meeting was quorate.
- 3.11.20.5 **To confirm and agree Minutes of the Parish Council Meeting held on 6 October 2020, they will be signed at the next face-to-face meeting**  
The Minutes of the Parish Council Meeting held on 6 October 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.
- 3.11.20.6 **To receive Clerk's Report - circulated prior to meeting**  
**Grant Application** – Tewkesbury Borough Council COVID-19 Emergency Fund application was successful and £986.00 was received towards community centre reopening expenditure.  
**Locality Grant** – Application was successful and received £6,727.00 to cover Neighbourhood Development Plan expenses which had to be spent or returned by 31 March 2021 to Groundworks Ltd.  
**Newsletter** – Thank you to the Chairman for his time and effort in continuing to prepare the Newsletter, particularly when he was so busy with other commitments. Many thanks also to Matt McGovern of Typecraft for his assistance.

**Remote Parish Council Meetings** – National Association of Local Councils (NALC) and Gloucestershire Association of Town and Parish Councils (GAPTC) still strongly advised local councils to continue to meet remotely, particularly in light of the latest government lockdown.  
**Local Council Award Scheme** – Registered with NALC, awaiting acknowledgement.  
**Decisions agreed under Clerk’s Delegated Power since the last meeting on 6 October 2020**  
No decisions were agreed under Clerk’s Delegated Power since the last meeting.

- 3.11.20.7 **To receive the Borough Councillor’s Report**  
A report received from B. Cllr. McLain had been circulated to members, see Appendix A.
- 3.11.20.8 **To receive the County Councillor’s Report**  
No report received.
- 3.11.20.9 **Finance** - all documents circulated prior to the meeting
- 3.11.20.9a **To approve November 2020 payment list and those paid since last meeting**  
Further payments added to the payment list for the Stoke Orchard Community Centre, (£1,700.00 for salary and £800.00 to cover expenditure) total of £2,500.00  
Therefore, Payment List total of £4,895.92  
**COUNCIL AGREED** payment list and those paid since last meeting – see Appendix B.  
Members discussed EON bill and it was agreed Cllrs. Macdonald and Troughton would investigate offset etc.  
**COUNCIL AGREED** to support Clerk’s attendance at SLCC Practitioners Conference at a cost of £25.00 plus VAT – a CPD training opportunity, which had proved particularly useful in connection with required HR advice.
- 3.11.20.9b **To approve bank reconciliation as at 26.8.2020**  
**Cllr. Ternouth AGREED** the bank statements to bank reconciliation.
- 3.11.20.9c **To consider which Ear Marked Reserve (EMR) supports Stoke Orchard Community Centre (SOCC) through COVID-19 and agree actions**  
Council previously agreed a ‘loan’ from S106 Bus account would support SOCC during COVID-19 exceptional circumstances, however for transparency etc. it was recommended it would be preferable to use funds from other EMR, therefore, **COUNCIL AGREED** the following EMR:
- |                            |          |
|----------------------------|----------|
| Youth Club                 | 2,000.00 |
| Footpath Feasibility       | 2,000.00 |
| Traffic and Cycle          | 2,000.00 |
| Shop Support               | 1,000.00 |
| Young Persons Award Scheme | 1,000.00 |
- The £8,000.00 would be identified on the Financial Report and expenditure by SOCC monitored during forthcoming months.  
The Chairman stated it was important to monitor financial support to SOCC as it may be required when applying for grants etc.
- 3.11.20.9d **To consider renewal of ABEC Ltd. maintenance contract and agree actions**  
**COUNCIL AGREED** to renew BMS Maintenance Contract received from ABEC Ltd. as per their quotation received of £450.00 plus VAT.
- 3.11.20.9e **To receive External Auditors Report from PKF Littlejohn LLP**  
Clerk reported the External Auditors Report and Certificate 2019/20 had been received from PKF Littlejohn LLP with nothing to report, which was excellent news. A copy would be uploaded to the website together with details of the Conclusion of the Audit.
- 3.11.20.10 **To nominate a Parish Councillor to sit on the Shop Management Committee, as per Plunkett’s recommendation, due to new management structure of the Orchard Store and Amy’s Coffee Shop, also to consider preparing a lease with a peppercorn rent and agree actions**  
The Chairman explained that as he had retired from the Shop Management Committee, (SMC) the Parish Council still had to be represented on the SMC, however nothing was agreed.

Cllr. Troughton kindly offered to assist with preparing a lease. **COUNCIL AGREED** for the Chairman, Cllrs. Troughton and Macdonald to meet with SMC to assist with moving things forward - Cllr. Macdonald to facilitating the meeting.

The Chairman agreed to email previous information to Cllr. Troughton.

3.11.20.11 **To receive report from members meeting with Cllr. Hegenbarth**

Cllr. Ternouth reported on a successful meeting between members and Cheltenham B. Cllr. Hegenbarth who was standing against Cllr. Bird. The Chairman stated they did not meet on a political basis, they explored topics on a mutual basis including sustainable transport, cycle and footpaths to Tredington School from Stoke Orchard, concerns over the Wingmoor Farm and lack of process/denial of democracy.

3.11.20.12 **To receive update from Stoke Orchard Management Committee with regard to Stoke Orchard Community Centre (SOCC) generally and also regarding the formal management structure of the SOCC moving forward and agree actions**

Cllrs. Macdonald and Newton discussed a document circulated previously regarding the desire of the Stoke Orchard Management Committee (SOMC) to formally separate from the Parish Council (PC) and form a Company Limited by Guarantee (GLG) although it could be changed to a Community Benefit Society (CBS) at a later date if the GLG so wished. Cllr. Newton stated that a CLG could be signed off quickly and the Shop would also be seeking to proceed that way forward too.

Cllr. Troughton asked about VAT implications and if risk assessments had been completed?

Cllr. Ternouth stated the proposed CLG would be below the VAT threshold of £80,000.00 and it would be eligible to apply for charitable status. He confirmed his wife was one of the volunteers involved with the SOMC.

Cllr. Macdonald said they were looking for the best way forward for the PC and the SOMC.

Cllr. Ternouth recommended the change and was minded of a CLG.

The Chairman stated that from the beginning it was the intention that the SOCC was run by the community and ownership would be by those that ran it and he was still keen that should happen. However, he and Cllr. Troughton had not seen the document referred to and therefore required time acquaint themselves of the details and subsequently agreed to meet SOMC within the next ten days.

3.11.20.13 **To receive update regarding Knarsboro Homes gifting freehold by transfer of Pear Tree land at Balladine Crescent/Banady Lane to the Parish and agree actions**

The Chairman had received the transfer document and Cllr. Troughton confirmed he would review it the following day. **COUNCIL AGREED** it was content to proceed.

3.11.20.14 **To receive update regarding S106 Expression of Interest including the playground, shop extension and office window and agree actions**

The Chairman confirmed that all three S106 Expressions of Interest had been submitted to TBC. The Council wished to thank the Chairman for his excellent work on this huge task.

The Chairman reported that there was a shortfall of £20,000.00 to complete all three projects, however, when the Chairman recently attended the Wingmoor Farm Committee Meeting, Enovert suggested the Council submit a claim for the £20,000.00 as it could potentially assist. It would delay commencement of the project until January 2021 but **COUNCIL AGREED** that would not be an issue.

The Shop could apply to the Summerfield Trust for a grant of up to £3,000 which could be used for fitting out the shop which would also assist greatly.

3.11.20.15 **To receive update regarding request for road markings along Armstrong Road, Stoke Orchard and agree actions**

The Chairman reported that he had written to the Local Highways Manager regarding signage for parking on the corner etc.

3.11.20.16 **To receive update on M5 Junction 10 and Junction 9/A46 Transport Scheme and agree actions**

Members discussed changes to M5 Junction 10 and it was agreed the Chairman would forward his information to Cllr. Ternouth who would prepare a report and circulate to members prior to submitting to GCC Junction 10 Improvements Consultation.

The Chairman had been liaising with the company collaborating with GCC regarding the M5 junction 9 and A46 (Ashchurch) Transport Scheme. There was no further information available currently, however, they had assured him they would be in touch when drainage advice was required.

**3.11.20.17 To receive update ref. JBM Solar regarding Claydon Solar Farm proposal and agree actions**

Despite JBM Solar trying to contact the Chairman, he had avoided liaising with them. Cllr. Ternouth suggested arranging a meeting with Ashchurch Rural.

**3.11.20.18 To consider and agree response to Planning Application No.20/00873/ ref. conversion of farm building into a dwelling located at Gothic Farm, Tredington, Tewkesbury**

Members discussed and **COUNCIL AGREED** that the Council support this application with the stipulation that any permission granted carried an Agricultural Workers Condition – occupancy must be for an agricultural worker.

Clerk to submit response to Tewkesbury Borough Council

**To consider and agree response to Planning Application No. 20/01050/FUL ref. Demolition of existing structures and erection of an outbuilding to provide store area, home office and workshop located at The Field, ill Lane, Stoke Orchard**

**COUNCIL AGREED** it had no objection to the application provided that it was ancillary to the occupation of the main residence.

Clerk to display on the website for public consultation prior to submitting Council response to Tewkesbury Borough Council.

**3.11.20.19 To receive items for the next meeting agenda**

- Update on progress of negotiations on SOMC
- Update on progress for the Shop

**3.11.20.20 Date of next meeting: 1 December 2020 Planning**

To be confirmed due to Covid-19 and Government Regulations

**3.11.20.21 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 and **COUNCIL AGREED**. A Staffing Committee Meeting with the Centre Manager had been arranged for 2 December 2020 for monitoring purposes.

**Cllr. Macdonald re-joined the meeting**

The Chairman confirmed the outcome of the confidential agenda item.

**Meeting closed:** 20.50pm

**APPENDIX A**

Date: 27/10/2020	<b>Stoke Orchard &amp; Tredington Parish Council</b>	Page 1			
Time: 14:38	<b>Lloyds Current Bank A/c</b>				
<b>List of Payments made between 28/10/2020 and 28/10/2020</b>					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/10/2020	J K Owen	BACS	1,013.87	PCM & RC	PC salary
28/10/2020	HMRC	BACS	132.39	PCM & RC	PC PAYE
28/10/2020	HMRC	BACS	313.82	PCM & RC	SOCC PAYE
28/10/2020	NEST Pension	DD	41.78	PCM & RC	PC pension
28/10/2020	NEST Pension	DD	70.26	PCM & RC	SOCC pension
28/10/2020	Community Heartbeat	BACS	35.00	PCM & RC	Community Heartbeat Inv 6798
28/10/2020	J K Owen	BACS	22.80	PCM & RC	Clerk's exp Oct
28/10/2020	Security 1 Ltd	BACS	69.00	PCM & RC	Sec 1 Ltd Inv 26011
28/10/2020	ABEC Ltd.	BACS	45.00	PCM & RC	Ann. contract bms maint.
28/10/2020	Typecraft Ltd.	BACS	50.00	PCM & RC	Newsletter printing
28/10/2020	National Ass. Local Councils	BACS	50.00	PCM & RC	Local Council Award Scheme Reg
28/10/2020	PKF Littlejohn LLP	BACS	480.00	PCM & RC	External auditor
28/10/2020	SLCC	BACS	36.00	PCM & RC	Webinar Inv BK14208
28/10/2020	SLCC	BACS	36.00	PCM & RC	Webinar - Inv BK14209
<b>Total Payments</b>			<u>2,395.92</u>		

**Stoke Orchard and Tredington Parish Council  
Bank Reconciliation at 28.10.2020**

Details - Parish Council Current Acc.	Receipts	Payments	To be authorised
Payment made since last meeting:			
Rowett Insurance - mower		104.60	
Payments list dated 28.10.10 - see attached list		2395.92	2395.92
SOCC PAYE	423.74		
Locality Grant	6727.00		
Tewkesbury Borough Council Covid Emergency Grant	986.00		
	<b>8136.74</b>	<b>2500.52</b>	<b>2395.92</b>

**BANK RECONCILIATION:**

<b>Current Acc. Opening balance</b>	<b>23801.21</b>
Plus receipts above	<u>8136.74</u>
	31937.95
Less payments above	<u>2500.52</u>
<b>Closing cash balance</b>	<b>29437.43</b>
Plus payments to be authorised	<u>2395.92</u>
<b>Closing bal. at bank at 28.10.20 includes Locality Grant of £6727.00</b>	<b>31833.35</b>

Parish Council Acc. after payments	29437.43
Parish Council Community Acc.	<u>64978.20</u>
<b>Closing balance after all payments</b>	<b><u>94415.63</u></b>

**Payment to SOCC for October still to be made**

**Note: above figures do not take into account Stoke Orchard Community Centre and Bus bank accounts**

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

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