

## **STOKE ORCHARD AND TREDINGTON PARISH COUNCIL**

### **Minutes of the virtual meeting held on 5 January 2021 at 7.00pm**

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

Attendees: Clerk/RFO, J. Owen

#### **5.1.21.1: 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.

#### **5.1.21.2: 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.

Clerk had received an email from a resident regarding the amount of surface water in Stoke Orchard. This would be covered in Agenda Item 17.

#### **5.1.21.3: To note apologies for absence**

None.

#### **5.1.21.4: To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate**

Cllr. Macdonald declared an interest on agenda item 21 and the Clerk confirmed the meeting was quorate.

#### **5.1.21.5: To confirm and agree Minutes of the Parish Council Meeting held on 1 December 2020, they will be signed at the next face-to-face meeting**

The Minutes of the Parish Council Meeting held on 1 December 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.

#### **5.1.21.6: To receive Clerk's Report - circulated prior to meeting**

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 restrictions.

Local Council Award Scheme – the Clerk circulated details of the criteria for Foundation Level and highlighted those items to be addressed during the coming months.

Road markings along Armstrong Road – nothing to report since last meeting.

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

##### **COUNCIL AGREED:**

##### **Stoke Orchard Garage redevelopment site**

The Chairman, on behalf of the Council, contacted Tewkesbury Borough Council (TBC) with regard to a serious concern over the situation involving the failure of provision of an approved storm water management system.

##### **Response to Planning Application Amendment - 20/00003/FUL The Old School House, Stoke Orchard**

Details displayed on Parish Council website for public participation. Response was agreed in consultation with Councillors and the Chairman and submitted to TBC within the required timeframe. Full details available from the Clerk and also available on TBC planning portal.

##### **Response to Planning Application Consultation - 20/00948/FUL - Stoke House, Stoke Road, Stoke Orchard**

Details displayed on Parish Council website for public participation. Following consultation with Councillors and the Chairman, the Council concluded that it should be refused for a number of reasons. Response submitted to TBC within the required timeframe. Full details available from the Clerk and also available on TBC planning portal.

##### **5.1.21.7: To receive the Borough Councillor's Report**

The Chairman had received an email from B. Cllr. McLain regarding the success of the S106 Expression of Interest application, which was excellent news.

##### **5.1.21.8: To receive the County Councillor's Report**

Cllr. Macdonald reported the Shop had completed a grant application for circa £7,000.00 which had been endorsed by C. Cllr. Bird.

**5.1.21.9: Parish Council Procedures, all documents circulated prior to the meeting**

**5.1.21.9a To establish a new committee: Finance and General Purposes Committee, appoint members and agree Terms of Reference**

Cllrs. Macdonald, Newton and Ternouth and Troughton agreed to be members of the new Finance and General Purposes Committee.

**5.1.21.10: Finance, all documents circulated prior to the meeting**

**5.1.21.10a: To approve December 2020 payment list and those paid since last meeting**

COUNCIL AGREED the December 2020 Payment List, total £2918.51, together with those paid since last meeting, as per Bank Reconciliation, see Appendix A.

Payment had been made to Stoke Orchard Community Centre for £1378.00 Covid-19 support.

COUNCIL AGREED the following payments:

The Chairman's expenses of £132.40 for printing, paper and Land Registry documents.

Typecraft Ltd. for car park signage £120.00 – many thanks to Typecraft Ltd. for the generous discount

COUNCIL AGREED for the Clerk to purchase anti-virus software, circa £18.75 and IT storage backup subscription of £40.00.

COUNCIL AGREED payment to the Clerk for 14 extra hours undertaken in December 2020. Discussed Clerk's workload generally which had increased significantly due to replacing Planning Parish Council Meetings on alternate months with full Parish Council Meetings. The Clerk agreed to continue completing a timesheet.

**5.1.21.10b: To approve bank reconciliation as at 21.12.2020**

Cllr. Ternouth AGREED the bank statements to the bank reconciliation.

**5.1.21.10c: To consider and resolve to agree 2021/22 budget/precept**

COUNCIL APPROVED the draft 2021/22 budget and precept requirement of £26760.00 – copy of 2021/22 budget available on the Parish Council website at [www.stokeorchardandtredeington.org.uk](http://www.stokeorchardandtredeington.org.uk) or from the Clerk.

COUNCIL AGREED the community should be made aware of the reasons for the increase including the requirement to support the Stoke Orchard Community Centre and decrease in the number of houses paying Council Tax which impacted on the 'number of Band D equivalent properties' figure, used in calculating Council Tax, reducing. The Chairman would include the information under the Parish Council update in the February Newsletter.

**5.1.21.11: To receive an update regarding the Shop Management Committee and the preparation of a lease due to the new management structure and agree action**

Cllr. Macdonald stated it was proceeding well and although all were working towards a completion date of 1 April 2021 it might be delayed due to Lockdown.

**5.1.21.12: To receive an update from Stoke Orchard Management Committee with regard to the preparation of a formal management structure relating to the Stoke Orchard Community Centre and agree actions**

Cllr. Macdonald stated it was proceeding well and although all were working towards a completion date of 1 April 2021 it might be delayed due to Lockdown. a meeting would be required to discuss financial responsibilities etc.

COUNCIL AGREED it required a discussion document from Stoke Orchard Management Committee to consider financial responsibilities etc. Cllrs. Macdonald and Newton agreed to produce a report for the next meeting. The Chairman asked for it to be circulated a week prior to the meeting (by 26 January 2021) to ensure all members had time to consider it. Cllr. Ternouth suggested the format should be such as to provide a snapshot showing current position and allowing both parties to update as progress was achieved.

**5.1.21.13: 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**

Chairman reported he was still waiting to hear from Knarsboro Home's solicitor. COUNCIL AGREED the Clerk should write to their solicitor requesting an update.

Members discussed the land at the chapel and the Chairman stated he would contact Tewkesbury Borough Council (TBC) to follow-up again.

Cllr. Gilder reported that several residents had asked for the Knarsboro Homes sign to be removed.

COUNCIL AGREED the Clerk would formally write to Knarsboro Homes requesting the sign to be removed and cc TBC Enforcement Officer.

**5.1.21.14: To receive update regarding S106 Agreements, Expression of Interests Applications, Enovert Grant Application and any other funding applications and agree actions**

The Chairman reported that TBC had confirmed the S106 Agreement funding of £78,000.00 could be used for refurbishing the playground and increasing the size of the community shop.

TBC had decided the Council could use the outstanding S106 Agreement funding, circa £5,000.00 to complete the fencing and gate across the front of the community centre car park to preclude others using it. The Council wished to record thanks to the Chairman for all his hard work on the playground refurbishment project. Enovert meeting when grant application for £20,000.00 would be considered was scheduled for January 2021.

COUNCIL AGREED the community should be made aware of how much money the Council had brought into the parish due to the enormous amount of work by the Chairman and Cllr. Macdonald. Members were asked to send information to the Chairman who would prepare an article for the February Newsletter, it would also be distributed by social media, website and on notice boards.

**5.1.21.15: To receive update on drainage, transport and highways and agree actions**

The Chairman referred to the Flood Report ref. 23 December 2020 which he had sent to GRCC, GCH and others.

Council discussed road markings along Armstrong Road, with the new playground progressing, it was important for the road to be safe. The Chairman confirmed he had sent emails to Gloucestershire Highways. COUNCIL AGREED the Clerk should send a formal letter to Gloucestershire Highways and cc C. Cllr. Bird.

**5.1.21.16: To receive update regarding Claydon Solar Farm proposal and agree actions**

It had all gone very quiet and COUNCIL AGREED the Clerk should write to TBC Panning Department requesting an update.

**5.1.21.17: To receive update on planning/enforcement officer and agree actions**

Members discussed the Stoke Orchard Garage redevelopment site and lack of an adequate storm water management system, which was impacted by increased surface water on the roads. Cllr. Gilder had cleaned the grills out on the corner outside Old Forge Cottages but the water was actually coming from across the road and into the first part of the drain. The Chairman, on behalf of the Council, had contacted TBC with regard to a serious concern over the situation which involved the failure of the provision of an approved storm water management system, a condition precedent prior to starting the development. The lack of compliance was having a material impact and the resulting excess surface water was a safety hazard. COUNCIL AGREED the Clerk would formally write to TBC and The Enforcement Officer concerning the issue.

**5.1.21.18: To consider response to Gloucestershire County Council's public consultation on its draft budget for 2021/22 and agree actions. Response required by 15 January 2021**

Members agreed there was no provision for finance to deal with issues around the parish, particularly with regard to increased traffic due to M5 junction 10 or flooding locally. COUNCIL AGREED the Clerk should write to GCC and cc to C. Cllr. Bird and Cllr. A Hegenbarth.

**5.1.21.19: To receive items for the next meeting agenda**

- 1) To consider management/contractors ref. Public Open Space
- 2) Drainage on Mill Lane
- 3) Strip of dead land outside coal board develop SW side for discussion – Between the houses on the far end of Whittle Lane
- 4) To receive update on car park issues and quotes for the fencing

**5.1.21.20: Date of next meeting: 2 February 2021**

**5.1.21.21: To receive a report from Staffing Committee ref. Clerk's Appraisal and agree actions, in a confidential session**

THE COUNCIL received a report from the Staffing Committee on the Clerk's Annual Appraisal and agreed the actions.

**5.1.21.22: To receive a report from Staffing Committee ref. The Centre Manager  
Cllr. Macdonald did not leave the meeting.**

THE COUNCIL received a report from the Staffing Committee regarding the Centre Manager and agreed the actions.

Meeting closed: 20.40pm

**APPENDIX A**

**Stoke Orchard and Tredington Parish Council Bank Reconciliation at 21.12.2020**

		Payments	To be auth
		84.00	
		1233.00	
Covid-19 support to SOCC		1367.00	
Payments list December 2020 - see below		2918.51	2918.51
HMRC Furlough - November (1)	1233.00		
SOCC PAYE	273.79		
	<hr/> 1506.79	5602.51	2918.51

**BANK RECONCILIATION:**

Current Acc. Opening balance	18207.64
Plus ABEC payment not due in Nov.	45.00
Plus receipts above	1506.79
	<hr/> 19759.43
Less payments above	5602.51
Closing cash balance	14156.92
Plus Nov NEST DD not taken yet	84.50
Plus payments to be authorised	2918.51
Closing bal. at bank at 21.12.2020	<hr/> 17159.93

Parish Council C/Acc after payments	14156.92
Parish Council Community Acc*	71706.31
Closing balance after all payments	<hr/> <u>85863.23</u>

\*Includes Locality Grant of £6727.00

**Payment list - December 2020**

Clerk's salary	895.91
GRCC Subscription	25.00
Office Depot - printer refill	28.99
Clerk's exp.	16.00
SLCC Training - Accessible Word & PDF documents	36.00
HMRC - Dec 2020	397.98
NEST pension	104.63
Typecraft - newsletter	50.00
Citizens Advice Bureau - annual donation	50.00
Security 1 Ltd	1314.00
	<hr/> 2918.51

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

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

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