

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

### **Minutes of the virtual meeting held on 2 March 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 and two members of the public.

#### **2.3.21.1: 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 all voting would take place throughout the meeting by a show of hands. **COUNCIL AGREED.**

#### **2.3.21.2: To consider whether or not to record Parish Council Meetings and agree actions**

**COUNCIL AGREED** Parish Council meetings would be recorded via Zoom, after the Minutes had been approved the recording would be deleted. All agreed

#### **2.3.21.3: 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**

An adjacent landowner was in attendance regarding Agenda No. 26, which was discussed after Agenda No. 2.3.21.8.

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

None received.

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

None received.

#### **2.3.21.6: To consider dispensation applications and agree actions**

Members briefly discussed the drainage problems around the Garage site in Stoke Orchard Road and all agreed the issues lay with the neighbours of the site and not with potential purchasers who would be protected by the local authority and developers. **COUNCIL AGREED** that no dispensation was required.

#### **2.3.21.7: To confirm and agree Minutes of the virtual Parish Council Meeting held on 5 January 2021**

The Minutes of the Parish Council Meeting held on 5 January 2021 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.

#### **2.3.21.8: To consider application for co-option to fill vacancy and agree actions**

Members considered an application from Tim Jukes. He was proposed by Cllr. Ternouth, seconded by Cllr. Macdonald and unanimously elected as a member. It was agreed that he would sign his Declaration of Acceptance of Office and Register of Members Interests and return to the Clerk by post.

#### **2.3.21.26: To consider strip of dead land outside Coal Board Development/SW side, between the houses at the far end of Whittle Lane and agree actions**

The Chairman confirmed that at a site meeting with Bloor Homes it had been agreed that the old concrete post/chain link fence was the boundary and everything to the west belonged to the adjoining landowner. The Chairman confirmed the Council would not take responsibility for the Public Open Space until everything was completed by Bloor Homes.

The adjacent landowner agreed that was the most sensible/practical way forward.

#### **2.3.21.9: To receive the Clerk's Report and agree actions, circulated prior to the meeting**

**Grant Application** – Confirmation received that the Council had been successful in its application to Tewkesbury Borough Council COVID-19 Business Support Grant application, £6,239.00 had been received.

**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) continue to advise local councils to meet remotely for the safety of members, staff and the public. Legislation implemented at the beginning of the pandemic allowing remote local council meeting was due to expire on 7 May 2021.

**Planning Decision** received for 20/00226/FUL Old Station Yard Stoke Road, Stoke Orchard – permit.

**Road Closures:** Notices received regarding:

22 March 2021 – 9.00 to 17.00 part of Stoke Road, Stoke Orchard

29 March 2021 - 8.00 to 17.00 part of the Bozard Lane, Tredington

Full details available on the Parish Council website – [www.stokeorchardandtredington.org.uk](http://www.stokeorchardandtredington.org.uk)

**Tewkesbury Borough Council Enforcement** – received notification of alleged unauthorised installation of a 2m closeboard fence adjacent to a highway at a property in Feddon Close, Stoke Orchard.

### **Decisions agreed under Clerk's Delegated Power since the last meeting on 5 January 2021**

#### **COUNCIL AGREED:**

**Playground Refurbishment** - the Council considered three quotations for the project and it was a unanimous decision to accept the quotation from KOMPAN Limited for £68,000 plus VAT.

**Extension to the Orchard Store and Amy's Coffee Shop** – the Council considered three quotations for the project and it was a unanimous decision to accept the quotation of £24,797.73 from Allan Jenkins Complete Building Services.

**Installation of office window** - the Council considered three quotations for the project and it was a unanimous decision to accept the quotation of £4,330.00 from Allan Jenkins.

**Knarsboro Homes signage** – Clerk advised TBC Enforcement Officer that requests had been received for Knarsboro Homes signage to be removed and it was confirmed it would be followed-up.

#### **2.3.21.10: To receive Borough Councillors Report**

No report or apologies received.

#### **2.3.21.11: To receive County Councillors Report**

No report or apologies received.

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

##### **2.3.21.12a: To review Asset Register and agree actions**

**COUNCIL AGREED** the Asset Register. Cllr. Macdonald agreed to update information for insurance purposes

##### **2.3.21.12b: To consider Terms of Reference for the new Finance and General Purposes Committee and agree actions**

**COUNCIL AGREED** the draft Terms of Reference for the new Finance and General Purposes Committee would be considered at its inaugural meeting which the Clerk would facilitate for Cllrs. Macdonald, Newton, Ternouth and Troughton.

##### **2.3.21.12c: To consider Annual Parish Meeting due to be held on 4 May 2021 and agree actions**

**COUNCIL AGREED** a face-to-face meeting would be preferable. However, as legislation required for it to be held by 1 June 2021, with the uncertainty of the government's Covid-19 legislation a Community Action Meeting would be held when permitted where the Chairman would deliver his Annual Report.

##### **2.3.21.12d: To receive update on Local Council Awards and agree actions**

Training was a requirement for all Councillors therefore a group training session would be held on at 6.49pm on 30 March 2021, (date to be confirmed).

#### **2.3.21.13: Finance, all documents circulated prior to the meeting**

##### **2.3.21.13a: To approve February 2021 payment list/those paid since last meeting and agree actions**

**COUNCIL AGREED** the March 2020 Payment List, total £572.18, together with those paid since last meeting, as per Bank Reconciliation, see Appendix A.

##### **2.3.21.13b: To approve bank reconciliation and agree actions**

Cllr. Troughton **AGREED** the bank statements to the bank reconciliation.

##### **2.3.21.13c: To appoint an Internal Auditor and agree actions**

**COUNCIL APPROVED** the appointment of M. A. Owen as Internal Auditor at a cost of £90.00.

##### **2.3.21.13d: To consider a donation to The Countryside Charity Gloucestershire, formerly CPRE Gloucestershire and agree actions**

**COUNCIL AGREED** a £50.00 donation to the Countryside Charity Gloucestershire, formerly CPRE Glos.

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

Cllr. Macdonald stated there was nothing to report due to the situation. The Clerk referred to advice received from a VAT specialist via GAPTC who stated the Council could claim the VAT on the shop extension as long as only a peppercorn rent was paid and no other charges were made for utilities etc.

**2.3.21.15: To receive update from Stoke Orchard Management Committee (SOCM) ref. the preparation of a formal management structure for Stoke Orchard Community Centre (SOCC) and agree actions**

Cllr. Macdonald reported a document had been prepared by the SOCM which would be circulated to members after the meeting in preparation for a discussion with representatives of Stoke Orchard Management Committee. Cllr. Macdonald agreed to complete the day-to-day finances of SOCC and the Bus from 1 April 2021, in tandem with the Clerk until the CLG was established.

**2.3.21.16: To receive update ref. Knarsboro Homes gifting freehold of Pear Tree land at Balladine Crescent/Banady Lane to the Parish and agree actions**

The Chairman reported that the Council's solicitors were negotiating with Knarsboro Homes and it should be concluded shortly. Knarsboro Homes would remove everything from the site and hand it over to the Council in a suitable condition. It was noted that the Council needed to ascertain who was responsible for the maintenance of the POS on Pennycress to ensure maintenance of the footpaths.

**2.3.21.17: To receive update ref. the playground refurbishment and agree actions**

Chairman reported that KOMPAN Limited should be ready to start refurbishment in 5-6 weeks and therefore the site required preparation, including removing fence and six trees. Cllr. Macdonald agreed to liaise with Nature First to obtain a quote for hiring a small skid loader. Soil would be moved to the MUGA area and Cllr. Gilder had offered to assist with a tractor/trailer.

**2.3.21.18: To receive update ref. car park issues, to consider quotes for completing car park and agree actions**

Cllr. Macdonald reported that the barrier would be delivered tomorrow. The Council considered three quotations for completing the carpark and the decision was unanimous to accept the quotation of £1,820.00 plus VAT from Allan Jenkins Building Services. The Chairman stated S106 funds must be claimed by 31 March 2021. Cllr. Newton agreed to prepare signage for the closure.

**2.3.21.19: To receive update ref. the shop extension and office window installation and agree actions**

The Chairman reported that planning application for the shop extension had submitted to TBC.

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

**2.3.21.20a: Road markings in Armstrong Road**

The Chairman reported that Gloucestershire County Council (GCC) Head of Highways department agreed something was required but advised that there were no funds available for anything until 1 April 2021.

**2.3.21.20b: Drainage in Mill Lane**

The Chairman advised that he, Cllr. Gilder and Ken Preece would attend Mill Lane to alleviate the issues and enable the drains to work properly. The pipework by Whittle Road needed checking but it could not be completed currently due to legislation regarding the birds nesting season.

The Chairman reported on the Flood Warden meeting stating that it was proving difficult to achieve anything due to the lack of a Drainage Officer at TBC. The Environment Agency and GCC Flood Department had both promised funds to deal with the Swilgate which was silted-up, also for flow indicators on the Swilgate and Dean Brook.

The Chairman also reported on the Wingmoor Farm Liaison Group meeting, there had been numerous complaints from Bishops Cleeve regarding the odour from the waste tip and there was also concern about the filtration and leachate, therefore the quality of the water from the Swilgate would be monitored.

In Tredington, following six bursts on the mains pipes, a meeting with Severn Trent had resulted with them agreeing to start work within 6 weeks to rectify.

Complaints of flooding from residents in Banday Lane had also been received. The Chairman had produced Emergency Contact Information for the Newsletter to signpost residents with complaints. GCC had requested a copy of the Newsletter Emergency Contact Information.

Cllr. Newton asked if the Chairman would assist him with acquiring local knowledge with regard to flood risks etc. and the Chairman stated that he was in the process of documenting all the information and he would willingly share the flood reports etc. The Chairman suggested that a Parish Council laptop would be beneficial to store such data as it could easily be passed on to subsequent Chairman, thus ensuring continuity and the safe storage of the flooding/drainage history etc. of the villages.

**2.3.21.21: To receive update regarding Claydon Solar Farm Planning Application agree actions**

Members discussed the imminent planning consultation and **COUNCIL AGREED** that the building process was particularly concerning. Cllr. Ternouth agreed to prepare a draft response to the planning consultation which would be circulated to all members for their approval, prior to submission to TBC by the Clerk.

**2.3.21.22: To receive update on planning/enforcement ref. Planning Application 19/00984/FUL – Stoke Orchard Garage, Stoke Road, Stoke Orchard and agree actions**

Members were concerned that TBC had discharged the sustainable drainage system clause without completing a filtration test. After a discussion it was agreed that Councillors would liaise with local residents with the support of the Ombudsman if required and the Chairman would contact the Head of Highways at GCC.

**2.3.21.23: To consider management/contractors ref. Public Open Space**

The Chairman confirmed that Bloor Homes had completed a tree survey which would be circulated to all members. TBC stated that if the Council did not agree to accept the Public Open Space, Bloor Homes would continue to be responsible for it.

**2.3.21.24: To receive update from meeting with Spitfire Homes and members of the Parish Council and agree actions**

Members present at the Spitfire Homes meeting all agreed that Spitfire Homes felt whatever happened in Stoke Orchard was not their responsibility regardless of the points highlighted by the Parish Council. Cllr. Ternouth agreed to prepare a draft response to the planning consultation which would be circulated to all members for their approval, prior to submission to TBC by the Clerk.

**2.3.21.25:** Duplicate of Agenda Item 2.3.21.23 above.

**2.3.21.27: To consider use of Stoke Orchard telephone box/application from Friends of Tredington School and agree actions - details circulated prior to the meeting**

**COUNCIL AGREED** that the telephone box should be moved and renovated, its use could then be discussed further.

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

- To recommence work on Neighbourhood Development Plan
- To consider planning where gullies are in Mill Lane reference drainage
- To consider tidying the footpath from Banady Lane to the far end by Cleeve View
- To consider Public Rights of Way and the significance of 2026, (Clerk to source the definitive map relevant to the parish prior to the meeting)

**2.3.21.29: Date of next meeting – 6 April 2021: Planning Meeting**  
4 May 2021: Annual Meeting of the Parish Council

**2.3.21.30: To receive update from the Staffing Committee relating to the Centre Manager and agree actions, in a confidential session - details circulated prior to the meeting**

Members received an update from the Staffing Committee and **COUNCIL AGREED** with the recommendations relating to the Centre Manager.

Meeting Closed at 9.00pm

## APPENDIX A

### Stoke Orchard and Tredington Parish Council Bank Reconciliation at 28.2.21

Details - Parish Council Current Acc.	Receipts	Payments	To be authorised
PC salary		895.91	
Clerks exp.		26.55	26.55
Zoom March 21		7.19	7.19
HMRC		245.72	245.72
NEST pension		81.28	81.28
Typecraft Ltd.		50.00	50.00
ABEC Inv. 59173		45.00	45.00
PATA Jan to March 21		52.95	52.95
Security 1 Ltd. Inv. 26734		60.00	60.00
A Macdonald - printing costs		3.49	3.49
Security 1 Ltd. Inv 26657 replace/test emerg. lights		192.00	
Dewbar Fabrications Ltd.		260.00	
Typecraft Ltd.		60.00	
KOMPAN Ltd.		49580.60	
Rialtas fin. software ann .maintenance		148.80	
Community Heartbeat		270.00	
Planning Permission Application		142.00	
ABEC Inv. 59116		45.00	
ABEC Inv. 59115		45.00	
R Chatham - stationery and Land Registry fee		132.40	
Typecraft - MUGA signage		120.00	
Typecraft		50.00	
NEST pension		101.78	
SOCC JRS Grant		1203.80	
Payment List 28.2.21 less payments not paid yet		1713.83	
SOCC JRS Grant		969.03	
Tewkesbury Borough Council Covid grant	238.00		
Tewkesbury Borough Council Covid grant	6001.00		
HMRC JRS Grant	1203.80		
SOCC PAYE & pension	425.82		
HMRC JRS Grant	969.03		
SOCC PAYE & pension	290.65		
Transfer from Community Fund	49580.59		
SOCC PAYE & pension	250.21		
	<b>58959.10</b>	<b>56502.33</b>	<b>572.18</b>

#### BANK RECONCILIATION - Parish Council Current Account

Opening balance	14156.92
Plus receipts above	58959.10
	73116.02
Less payments above	56502.33
<b>Closing cash balance</b>	<b>16613.69</b>
Plus payments to be authorised above	572.18
Plus payments not paid from last Bank Rec.	136.00
<b>Closing bal. at bank at 28.2.21</b>	<b>17321.87</b>

**Bus Account**

Transfer from Community Fund Account	10000.00	
From SOCC NatWest Account	10000.00	
Admin charge from SOCC		1948.44
Transfer to NatWest Bus Account for bus maintenance		500.00
	20000.00	2448.44
Less payments	2448.44	
<b>Closing balance at 28.2.21</b>	<b>17551.56</b>	

**Com. Fund Account**

Balance bt fwd	71706.31	
Transfer to Bus Account		10000.00
Interest received	0.53	
Loan to C/Acc for KOMPAN Ltd.		49580.59
	71706.84	59580.59
Less payments	59580.59	
<b>Closing balance at 28.2.21</b>	<b>12126.25</b>	

**Balance of Parish Council Accounts at Lloyds Bank**

Parish Council C/Acc after payments	16613.69
Bus Account	17551.56
Parish Council Community Acc*	12126.90
<b>Closing balance after all payments</b>	<b>46292.15</b>

\*Includes Locality Grant of £6727.00

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

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