

STOKE ORCHARD AND TREDINGTON PARISH COUNCIL

Minutes of the Annual Meeting of Stoke Orchard and Tredington Parish Council held on 25 May 2021 at 7.00pm at Stoke Orchard Community Centre

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

Attendees: Clerk/RFO, J. Owen, B.Cllr. A Hegenbarth

25.5.21.1: To elect Chairman and Vice Chairman, Acceptance of Office forms to be signed

Chairman - Richard Chatham was proposed by Cllr. Troughton, seconded by Cllr. Macdonald and unanimously elected as Chairman. He signed the Acceptance of Office form.

Vice Chairman – Cllr. Troughton was proposed by Cllr. Chatham, seconded by Cllr. Gilder and unanimously elected as Vice Chairman.

25.5.21.2: The Chairman will formally ask if anyone is intending recording or filming the meeting

There were no requests to record or film the meeting.

25.5.21.3: 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 (NB Councils cannot lawfully decide items of business that are not specified on the agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

No members of the public present.

25.5.21.4: To receive and approve apologies for absence

Cllr. P. Ternouth, B. Cllr. McLain and Head Teacher from Tredington Primary School.

25.5.21.5: To receive declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

None received.

25.5.21.6: To confirm and agree Minutes of the Parish Council Meeting held on 6 April 2021 they will be signed at the next face-to-face meeting

The Minutes of the Parish Council Meeting held on 6 April 2021 which had previously been circulated to all members were by **AGREED BY COUNCIL** and signed by the Chairman. Minutes from the previous online meetings were also signed by the Chairman.

25.5.21.7: To receive Clerk's Report - circulated prior to meeting

Grant Application – Received confirmation the Stoke Orchard Community Centre had been successful in its application to Tewkesbury Borough Council (TBC) COVID-19 Grant application and a total of £1985.39 had been received. Many thanks to Cllr. Macdonald for his hard work on this application.

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.

Planning Decision received App. 21/00340/FUL for Hallbrooke House, Tredington - Permit

Planning Decision received App. 20/00213/FUL for Manor Farm Yard, Stoke Road, Stoke Orchard – Delegated Approval

Road Closures: Notices received regarding:

25 July 2021 at 23.00 to 26 July at 05.00 Bozard Lane, Tredington

Full details available on the Parish Council website – www.stokeorchardandtredington.org.uk

Decisions agreed under Clerk's Delegated Power since the last meeting on 6 April 2021

COUNCIL AGREED:

Official Playground Opening on 6 June 2021- COUNCIL AGREED a budget of £1,000.00 to £2,000.00 which would be used for promoting the new asset and also ensuring the event was COVID-19 safe. This included three new picnic benches and TBC confirmed they would be funded via S106 Agreements, a COVID-19 grant may also be available from TBC to fund other costs. As the playground had been partially funded by S106 Agreements and a grant from Enover, both would be credited in promotional material.

Extra Long Litter Picker 78" – **COUNCIL AGREED** to purchase for community use, cost: £30.98 plus VAT.

Remote Parish Council Meetings – Due to legislation the Council was unable to hold the Annual Meeting of the Council face-to-face on 11 May 2021 as previously arranged, therefore the **COUNCIL AGREED** to convene it on 25 May 2021 when members of the public would also be able to attend face-to-face too.

COUNCIL AGREED the response circulated to all members via email reference the Ancient Orchard and the position of the Settlement Boundary, as discussed at the Parish Council Meeting on 6 April 2021. The Clerk submitted it to Tewkesbury Borough Council and the Inspector

COUNCIL AGREED the responses to a complaint from a resident relating to Planning Application 21/00221/CLP - Hurricane Drive, Stoke Orchard. Conversion of garage to play/games room and infrequent overnight accommodation

COUNCIL AGREED the purchase of turf required for the new playground at a cost of circa £700.00

COUNCIL AGREED the HRH condolence information which was displayed on the Council website
Cllr. Macdonald had purchased two extra long litter pickers at a cost of £15.98

25.5.21.8: To receive a report from the Community Police and Neighbourhood Watch

There was not a report from the Community Police. The Chairman gave an update on the Speed Watch team confirming that another vehicle activated sign (VAS) was required for Tredington. The Speed Watch Team would recharge batteries and move the VAS signs in the villages. It was suggested the project may be suitable for the Severn Trent Grant Scheme, (STGS). Clerk to forward details of the STGS to Cllr. Macdonald. Village gateways were also discussed which Gloucestershire County Council Highways had offered to fund.

25.5.21.9: To receive a report from Tredington Primary School

A report was received from Tredington Primary School.

25.5.21.10: To receive a report from the Borough Councillor

A report was received from B. Cllr. McLain.

25.5.21.11: To receive a report from the County Councillor

Alex Hegenbarth was welcomed as the new Borough Councillor. He confirmed he was looking forward to working with the Council over the next four years and encouraged members to contact him directly with any questions. He was particularly keen to support the council with regard to the Solar Farm Application and also to try and assist with funding for the additional VAS that was required.

25.5.21.12: Finance, all documents circulated prior to the meeting

COUNCIL AGREED the May 2021 Payment List, total of £2007.27 – see Appendix A

25.5.21.12a: To approve the annual accounts and bank reconciliation for Year End 31 March 2021

COUNCIL AGREED the annual accounts and bank reconciliation for Year End 31 May 2021

25.5.21.12b: To receive the Internal Auditor's Report

COUNCIL RECEIVED the Internal Auditor's Report.

25.5.21.12c: To approve the Annual Governance Statement 2020-21 (AGAR Section 1) for external auditors, PKF Littlejohn

COUNCIL APPROVED the Annual Governance Statement 2020-21 (AGAR Section 1).

25.5.21.12d: To approve Accounting Statements 2020-21 (AGAR Section 2) for external auditors, PKF Littlejohn

COUNCIL APPROVED the Accounting Statements 2020-21 (AGAR Section 2).

25.5.21.12e: To agree dates for the exercise of public rights to inspect accounts

COUNCIL AGREED the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return would be 14 June to 23 July 2021, details would be displayed on website and noticeboards.

25.5.21.13: To receive update on Parish Council procedures and resolve to agree actions:

25.5.21.13a: To review subscriptions to other bodies and agree actions

COUNCIL AGREED subscriptions to other bodies.

25.5.21.13b: To confirm arrangements for insurance cover in respect of all insured risks

COUNCIL AGREED the Zurich Insurance Policy at a cost of £1817.00 for one year and authorised the Clerk to make the payment for the forthcoming year.

25.5.21.13c: To approve Parish Council Meeting Dates for 2021/22

COUNCIL APPROVED the Parish Council Meeting Dates for 2021/22

25.5.21.13d: To review delegation arrangements to the Clerk, committees and sub committee

COUNCIL AGREED to extend the existing delegation to the Clerk for a further four months, it would be added to the September 2021 agenda for review. The F&GP Committee and all sub-committees would not have any delegated authority, they would all be advisory committees only.

25.5.21.13e: To review terms of reference for committees

COUNCIL AGREED terms of reference for committees and sub committees.

25.5.21.13f: To agree appointment of councillors to existing committees

COUNCIL AGREED the Planning Committee would comprise of all members of the Parish Council.

25.5.21.13g: To establish a Finance and General Purposes Committee (F&GP)

COUNCIL AGREED to establish an F&GP Committee - members: Cllrs. A. Macdonald, J. Newton, P. Ternouth and A. Troughton.

25.5.21.13h: To consider establishing a Staffing Sub-Committee of the F&GP Committee and agree actions

COUNCIL AGREED to establish a Staffing Sub-Committee of the F&GP Committee - members: The Chairman, Cllrs. A. Macdonald and P. Ternouth.

25.5.21.13i: To consider and agree actions regarding establishing a sub-committee of the F&GP Committee that would be responsible for monitoring the SOCC during the interim period when the SOMC was moving to a CLG

COUNCIL AGREED to establish a SOCC Sub-Committee - members: The Chairman, Cllrs. A. Macdonald, J. Newton and A. Troughton.

25.5.21.14: To review the following documents:

25.5.21.14a: Standing Orders – COUNCIL AGREED to update No.18 with details of new values when tendering, as per NALC recommendation.

25.5.21.14b: Financial Regulations – COUNCIL AGREED no updates were required.

25.5.21.15: To consider and agree response to Planning Application No. 21/00524/FUL Erection of a single storey rear extension. Location: Queenswood, Dean Lane, Stoke Orchard

Members considered the application and **AGREED** there was no objection in principle but the impact on adjoining properties in the matter of restriction of natural light to the rear of the properties should be considered. **COUNCIL AGREED** the Clerk would submit the response on behalf of the Council. Full details available from the Clerk or on the Tewkesbury Borough Planning Portal.

25.5.21.16: To consider and agree response to Planning Application No. 19/0066/TWMAJW, Variation of condition 7(Buildings, plant and machinery) and 19(Hours of operation) relating to planning consent 17/0066/TWMAJW dated 19/10/2017. Location: Wingmoor Farm (East), Stoke Road, Bishops Cleeve, Cheltenham, Gloucestershire, GL52 7DG

Members considered the application and **AGREED** a Strong Objection on the grounds of: Environmental Disturbance, Odour to nearby properties and (particularly for this Council), completely unacceptable increase in traffic. The Chairman agreed to prepare a response taking into account comments forwarded to the Clerk from Cllr. Ternouth. The Clerk would then submit it to Gloucestershire County Council to meet the 27 May 2021 deadline. Full details available from the Clerk or on the Tewkesbury Borough Planning Portal. The Chairman reported on a recent Wingmoor Meeting he had attended which acknowledged there had been an improvement in the odour of gas escape. Also, planned increase in car spaces and opportunities for household recycling to encourage more people to visit and avoid fly tipping. The Chairman also reported on a successful meeting with the Manager of Gloucestershire County Council Highways Department.

25.5.21.17: To note agenda items for the next full Parish Council meeting

Members discussed the draft agenda.

25.5.21.18: Date of next meeting: 1 June 2021

25.5.21.19: 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 Clerk and **COUNCIL AGREED** with the recommendations relating to the Centre Manager.

APPENDIX A

Clerk's salary - May	1033.46
Clerk's exp - May	18.00
Abec Inv. 60018	45.00
Zoom	7.19
HMRC - PAYE	570.46
NEST Pensions	133.28
Typecraft - June Newsletter	50.00
Bus Admin support (to be paid from Lloyds Bus acc.)	149.88
	2007.27

Signed Date

Chairman, R. H. Chatham

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