

STOKE ORCHARD AND TREDINGTON PARISH COUNCIL PLANNING MEETING

Minutes of the virtual meeting held on 6 April 2021 at 7.00pm

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

Attendees: Clerk/RFO, J. Owen and two members of the public

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

There were no requests to record or film the meeting and the Chairman confirmed it would be recorded by the Clerk. 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.**

6.4.21.2: 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.

A resident present requested details of the historical facts relating to agenda item 16 and the Chairman confirmed that it would be covered later in the meeting.

6.4.21.3: To note apologies for absence: none.

6.4.21.4: To consider dispensation applications and agree actions – none received.

6.4.21.5: To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate: The Clerk confirmed the meeting was quorate. The Chairman declared that agenda item 20 referred to his neighbour and therefore would not participate/vote.

6.4.21.6: To confirm and agree Minutes of the Parish Council Meeting held on 2 March 2021 they will be signed at the next face-to-face meeting - The Minutes of the Parish Council Meeting held on 2 March 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.

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

Grant Application – Received confirmation the Council had been successful in its application to Tewkesbury Borough Council (TBC) COVID-19 Business Support Grant application and a total of £2,700.00 had been received. Many thanks to Cllr. Macdonald for his work on this.

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 advise local councils to continue 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 is due to expire on 7 May 2021 and the government has decided against extending it, (NALC are currently lobbying for it to be extended). Therefore, the Council will need to consider how to move forward with regard to the format of Parish Council Meetings after that date, given that current government restrictions will not permit public meetings. It will be added to the 4 May 2021 Meeting Agenda. See link for details: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings>

Road Closures: Notices received regarding:

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

28 April 2021 – 8.00 to 17.00 part of the Bozard Lane, Tredington

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

Tewkesbury Borough Council Enforcement Officer – received notification that the Knarsboro Homes sign had been removed.

Planning Decision for 20/00213/FUL Manor Farm Yard, Stoke Road, Stoke Orchard – delegated approval.

Decisions agreed under Clerk's Delegated Power since the last meeting on 2 March 2021

COUNCIL AGREED:

Response to Planning Application Consultation - 21/00259/FUL - Land At Claydon Farm Claydon

Tewkesbury – Further to the discussion at the Parish Council Meeting on 2 March 2021 a 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.

Year End Financial Transactions – due to the Parish Council Year End on 31 March 2021 the March 2021 payment list and movement of ear marked reserves were agreed in consultation with Councillors and the Chairman and implemented by the Clerk.

Neighbourhood Development Plan (NDP) Locality Grant – End of Grant Report was completed for Groundworks Limited and total grant of £6727.00 was returned as no NDP activity had taken place due to COVID-19 pandemic.

The Chairman, on behalf of the Council thanked Cllr. Macdonald for the immense amount of work he had undertaken relating to grant applications during the pandemic, thus avoiding the precept being used to support the Stoke Orchard Community Centre (SOCC) due to the huge loss of income.

The return of face-to-face meeting was briefly discussed and **COUNCIL AGREED** to ask the Centre Manager to complete the appropriate risk assessment to enable members to consider the situation further.

6.4.21.8: Finance, all documents circulated prior to the meeting

6.4.21.8a: To approve April 2021 payment list:

COUNCIL AGREED the April 2021 Payment List, total £418.81, see Appendix A.

COUNCIL AGREED that the Bolt Electrical invoice would be paid by the Council at this time but would re-invoiced appropriately when the Stoke Orchard Management Committee (SOMC) reorganisation was complete, (some would also be the Shop responsibility).

6.4.21.8b: To approve bank reconciliation and agree actions

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

Cllr. Gilder joined the meeting at this point (at 7.20pm)

6.4.21.9: To consider a request from Bishops Cleeve Football Club for support for their all-weather pitch from Off Site Sports facilities S106 Fund and agree actions

The Chairman stated that there was circa £120,000.00 of S106 Agreement funding available to the Parish Council for 'off-site facilities' and it had been brought to his attention that Bishops Cleeve Football Club were seeking support for their all-weather pitch. Members discussed possible projects for the Council to implement including a skate park which a young resident had requested. Cllr. Newton agreed to establish a Working Group to investigate Off-site Sports Facilities further to enable the Council to utilise the S106 Agreement funding. On the basis that it met the criteria of S106 Agreements and which the Council needed to confirm with TBC, the Chairman proposed £10,000.00 should be given to Bishops Cleeve Football Club from the S106 Agreement fund for Off-site Sports Facilities, a generous donation from Stoke Orchard and Tredington Parish Council. It was seconded and **COUNCIL AGREED** unanimously.

6.4.21.10: To receive update from Finance and General Purposes Sub-Committee

To receive update from Finance and General Purposes Sub-Committee

Cllr. Ternouth as Chairman of the new committee reported on the inaugural meeting, the minutes of which had been circulated to all members of the Council. **COUNCIL AGREED** that the draft Terms of Reference circulated previously should be adopted. Cllr. Newton had offered to set-up a forecasting and tracking template to feed into the budget preparation for the following year. With regard to potential perceived conflict of interests, given the relationship with the Parish Council and SOMC, **COUNCIL AGREED** it was outside the committee's terms of reference to deal with any matter which affects the Parish Council's relations with the SOMC and SOCC. The designation of the sub-committee was discussed and **COUNCIL AGREED** to establish a Finance and General Purposes Committee, it would be added to the agenda for the next Parish Council Meeting. Cllr. Newton suggested a further sub-committee could be established to monitor the running of the SOCC during the interim period when the SOMC was moving to a Company Limited by Guarantee (CLG). He agreed to circulate further information prior to the next Council Meeting.

6.4.21.11: To receive update from Stoke Orchard Management Committee SOMC ref. the preparation of a formal management structure for Stoke Orchard Community Centre and agree actions

Cllr. Macdonald reported that the CLG had been formed and with the imminent reopening of the SOCC, the next stage would be a meeting between Council members and CLG members to consider the split of financial responsibilities etc. It was agreed that Cllr. Newton would join the meeting which would hopefully be held within the next two weeks.

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

The Chairman confirmed that a new contractor to assist with the clearance of the site had been located and anyone available to help on Saturday or Sunday (10/11 April 2021) would be much appreciated. The playground contractors would be starting on Monday 12 April 2021 and the site had to be cleared.

COUNCIL AGREED the cost of £1,000.00 for machinery and driver hire.

6.4.21.13: To receive update ref. car park issues park and agree actions

Cllr. Macdonald confirmed the barrier had been installed and Bloor Homes had finished the car park. A motorbike bay would be inserted by the builder due to the way Bloor Homes had completed the works. The Chairman thanked Cllr. Macdonald and a member of the community for their work on the project.

6.4.21.14: To receive update ref. the Shop extension and office window installation and agree actions

The Chairman confirmed that TBC had accepted the planning application. Members discussed locating a structural surveyor which was required in relation to the lintel to go above the new office window.

6.4.21.15: To consider road safety with regard to speeding motorists and agree actions

The Chairman discussed correspondence received from TBC, Head of Highways at Gloucestershire County Council (GCC) and the Police Community Support Officer (PCSO) and the suggestion of village gates which all agreed were a good idea but the cost would be prohibitive. As Safer Driving was one of the Police and Crime Commissioners priorities, the Chairman suggested that the local community Speed Awareness Group could work with the PCSO to maybe borrow a speed limiting sign as mentioned. The Chairman also suggested the Speed Awareness Group may wish to consider amending their name to the Local Accident Prevention Action Group or similar.

6.4.21.16: 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 suggestion that the Orchard be included in the Settlement area and accordingly what request the Council might make to Tewkesbury Borough Council on (a) their locus and (b) how the Orchard came to be defined as outside the settlement and as an important local open space and whether or not any of these facts have changed

The Council discussed this matter in the light of recent discussion and **COUNCIL AGREED** that the Parish Council should, in addition to the previous submission to the Local Plan, provide clarification by further advising the Local Plan Inspector that it was the Parish Council's continued wish that the present status of the Orchard as Important Local Space should be maintained along with the present Settlement Boundary line between the Orchard Estate/Old CRE Site as was initially agreed previous to the construction of the Orchard Estate. The Council were adamant that the longstanding status of the Orchard and the position of the Settlement Boundary should be continued.

6.4.21.17: To review the position on volunteers to progress the Neighbourhood Development Plan and agree actions

Following the easing of lockdown, **COUNCIL AGREED** Cllr. Ternouth should go ahead and recommence work on the Neighbourhood Development Plan (NDP) with the NDP Steering Committee.

6.4.21.18: To receive update on planning/enforcement ref. Planning Application 19/00984/FUL – Stoke Orchard Garage, Stoke Road, Stoke Orchard and to consider what follow-up the Council should make to Tewkesbury Borough Council's failure to answer two follow-up questions on the submission of details for the Garage site; an important factor in the Council helping any residents to make a case to the Ombudsman

Members considered the lack of response from TBC and the Chairman reported that the Head of Highways at GCC was aware of the lack of drainage on the highway and that he would be liaising with their legal

team. The Chairman stated that the Parish Council required a response from TBC to enable the Parish Council to be able to support local residents as they could liaise with the Ombudsman. **COUNCIL AGREED** Cllr. Ternouth would draft a letter to TBC and circulate it to all members for their comment, prior to the Clerk submitting it.

6.4.21.19: To consider and agree response to Planning Application No. 21/00162/FUL 21/00162/FUL – Court Farm, Stoke Road, Stoke Orchard. Removal of Condition 1 of Planning Application Ref. 17/01336/FUL to allow the continued and permanent use of land for the siting of a mobile home to provide an office, storage and staff facilities in association with Court Farm and Court Farm Shop, and the variation of conditions 2 and 3 of Planning Application ref number 17/01336/FUL to omit the 3.6 metre fencing and to incorporate the permanent cladding of the South, North and East elevations of the mobile home in waney edged larch

Members considered the application and **COUNCIL AGREED** that it supported the application. Clerk to submit to TBC.

6.4.21.20: To consider and agree response to Planning Application No. 21/00340/FUL - Hallbrooke House, Tredington. Erection of a front porch, single storey rear extension and existing rear dormer window existing rear dormer window

The Chairman did not participate in the discussion or vote

Members considered the application and **COUNCIL AGREED** that it could not see any reason for making an objection on planning grounds. Clerk to submit to TBC.

6.4.21.21: To consider and agree response to Planning Application 21/00221/CLP - Hurricane Drive, Stoke Orchard. Conversion of garage to play/games room and infrequent overnight accommodation

Members discussed issues that had been raised by local residents regarding the Certificate of Lawfulness of Proposed Use application. **COUNCIL AGREED** it would collate views from the local community and forward them to TBC and the Enforcement Officer so that the matter of the frequency of use may be investigated and for a determination of whether or not a change of use requiring planning permission had occurred.

6.4.21.22: To receive items for the next meeting agenda

- To establish a Finance and General Purposes Committee
- To consider establishing a sub-committee that would be responsible for monitoring the SOCC during the interim period when the SOMC was moving to a CLG

6.4.21.23: Date of next meeting: The Annual Parish Council Meeting on 4 May 2021

6.4.21.24: 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.

Meeting closed: 9.00pm

APPENDIX A

Payment List for authorisation - 6 April 2021

ICO Data Protection Fee - previously authorised but needs to be paid in new F/Year	40.00
GAPTC Annual subs	220.81
Glos Playing Fields Ass	50.00
Bolt Electrical - SOCC and Shop PAT Testing	108.00
	418.81

Signed Date
Chairman, R. H. Chatham

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

Stoke Orchard & Tredington Parish Council Planning Meeting held on 6 April 2021

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