

STOKE ORCHARD AND TREDINGTON PARISH COUNCIL

Minutes of the Stoke Orchard and Tredington Parish Council held on 3 August 2021 at 7.00pm at Stoke Orchard Community Centre

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

Attendees: Clerk/RFO, J. Owen and one member of the public

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.

2 To receive comments from the public - no decisions will be made on issues raised. Items requiring decisions will be added to the agenda for the next meeting

None received.

3 To receive and approve apologies for absence and to confirm the meeting is quorate

Apologies received from Cllr. J. Gilder and C. Cllr. Hegenbarth.

4 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)

Cllr. Troughton declared an interest in agenda item number 26.

5 To confirm and sign the Minutes of the Annual Meeting of the Parish Council held on 25 May 2021

The Minutes of the Annual Meeting of the Parish Council held on 25 May 2021 which had previously been circulated to all members were by **AGREED BY COUNCIL** and signed by the Chairman.

6 To receive the Clerk's Report and agree actions

- **Stoke Orchard Community Centre (SOCC)** – in line with government regulations, it had been able to reopen for all activities including private parties.
- **Grant Application** – Received confirmation that the SOCC had been successful in its application to Tewkesbury Borough Council (TBC) COVID-19 Grant application and a total of £580.00 had been received, £400.00 was to be used to assist with funding local residents attending classes at the Stoke Orchard Community Centre. Many thanks to Cllr. Newton for his work on this application. A further COVID-19 Grant had been awarded to the SOCC for £2,000.00 - many thanks to Cllr. Macdonald for his 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.
- **Road Closures:** Notices received regarding:
16 August 2021 at 8.00 to 18 August 2021 at 18.00 – Gotherington Fields
21 August 2021 at 22.00 to 22 August 2021 at 08.30 - Bozard Lane, Tredington
Full details available on the Parish Council website – www.stokeorchardandtredington.org.uk
- **Planning Decisions received**
App. 21/00162/FUL for Court Farm, Stoke Road, Stoke Orchard Road - Permit
App. 20/00873/FUL for Gothic Farm, Tredington Road - Permit
App. 21/00208/FUL for Stoke Orchard Community Building – Permit
App. 21/00677/CLP for 18 Armstrong Road - Granted
- **Decisions agreed under Clerk's Delegated Power since the last meeting on 25 May 2021:**
COUNCIL AGREED responses to the following planning consultations which the Clerk submitted to Tewkesbury Borough Council
App No. 21/00451/OUT Land to the North West of Fiddington – details available from the Clerk
App No. 21/00631/FUL Greensleeves Shooting Club - no objections
App No 21/00214/APP Land at Stoke Road, Bishops Cleeve – details available from the Clerk
App No. 21/00731/CLP 1 Hurricane Drive, Stoke Orchard - details available from the Clerk

- 7 To receive a report from the Community Police and Neighbourhood Watch and agree actions**
PCSO P. Roberts had sent a report which stated incidents in the community had been very low with no issues reported. Police had been doing speed checks on the main Stoke Orchard Road, often either educating drivers or enforcement. Community Prime Prevention bus would be visiting again in September or October.
Cllr. Newton reported on a recent event at SOCC which PSCO's had attended and **COUNCIL AGREED** the Clerk should write and thank them for their attendance and support.
- 8 To receive a report from the Borough Councillor**
Members discussed the general lack of support from TBC.
- 9 To receive a report from the County Councillor**
C. Cllr. Hegenbarth had sent a report stating that a new community support grant was available, (£40,000 available to be used over the next four years for local Parish Councils) and asked for anything the Council felt would be useful. Members discussed the purchase of a further speed sign and anything else which could help to reduce speeding in the villages.
- 10 Finance, documents circulated prior to the meeting**
- a) To approve the August 2021 payment list/those paid since last meeting and agree actions**
COUNCIL AGREED the August Payment list of £961.36, (see Appendix A) plus the following payments
- Allan Jenkins BS, Inv. No. 6 for £1920.00
 - John Preece, (17 May 21, roadside grass verges) Inv. No. 01283 for £372.00
 - R. Chatham £222.58 for general building supplies etc. for completion of playground etc.
- COUNCIL AGREED** the list of payments made since the previous meeting on 25 May 2021 for £74,072.86, (see Appendix B) and noted receipts of £26,430.95, (see Appendix C)
- b) To approve the bank reconciliation**
The Bank Reconciliation was approved by Cllr. Phil Ternouth for the following accounts:
Current Acc balance: £5441.07, Com. Fund: £47,919.04 and Lloyds Bus Acc: £13,885.91
- 11 To receive update on Parish Council procedures and resolve to agree actions, documents circulated prior to the meeting:**
- a) To review the following documents: Complaints Procedure, Data Protection Policies and Publication Scheme and agree actions**
COUNCIL AGREED the following policy reviews, in future the policies would be reviewed bi-annually or sooner if required
- Complaints Procedure was updated to include the fact the Council would not respond to anonymous complaints/correspondence
 - Data Protection Policies had been reviewed and updated as per NALC model
 - Publication Scheme had been reviewed and was approved with no major updates
- b) To establish a sub-committee of the Finance and General Purposes Committee ref. the Public Open Space and agree actions**
COUNCIL AGREED to establish the Public Open Space Management (POSM) Sub-committee of the Finance and General Purposes Committee. Cllr. Ternouth agreed to provide terms of reference for approval at the September Parish Council Meeting.
- 12 To consider preparing a Winter Plan, including bagged salt requirements and agree actions**
COUNCIL AGREED 10 bags of salt were required – Clerk to order from GCC. A Winter Plan was discussed and members agreed the current system worked well.
Cllr. Jukes agreed to tidy around the four grit bins as they were overgrown
- 13 To receive an update regarding the Public Open Space (POS) and agree actions**
Cllr. Macdonald reported that two members of the public had come forward to assist with managing the POS. The newly formed POSM Sub-committee would start planning the management of the POS to enable quotes/tenders to be sought.

The Chairman reported the MUGA was sinking in one corner, Bloor Homes would reinstate this and also replace the rusty nuts and bolts. Surface needed to be sprayed regularly for weed management.

14 To receive an update on S106 Agreements and agree actions

The Chairman provided an update on S106 funds available and members discussed ideas. Cllr. Newton had prepared a questionnaire to engage with the community to ascertain what sport facilities were required. The questionnaire had been submitted to TBC for their approval prior to it going live.

15 To consider a date for a Community Action Evening and agree actions

COUNCIL AGREED that a Community Action Evening would be held on Friday 15 October 2021, 6.00pm to 7.30pm in the main hall which would coincide with a Pub Night. Local organisations would be invited to attend.

16 To receive an update ref. the car park and the playground and agree actions

The amount of litter in the playground was disappointing and Cllr. Newton kindly agreed to take responsibility for emptying the bins for the time being. The Clerk agreed to look into the Lengthsman Scheme as this task could possibly be included in such a role. The Chairman agreed to update the signage regarding litter and CCTV in operation.

17 To receive an update ref. the shop extension and office window installation and agree actions

Cllr. Macdonald reported the Shop extension was finished, the builder had started work on the office window which should be completed in the next week or so. Members discussed the need to update the CCTV and the broadband.

18 To receive an update from the Stoke Orchard Management Committee (SOMC) ref. the formation of a Company Limited by Guarantee and agree action

Cllr. Newton reported that the SOMC was aiming for hand-over on 1 October 2021, it had been delayed due to COVID-19 (furlough etc.).

19 To consider position of village gates and speed cameras and agree actions

RC reported that he had sent details of the village gates position to the GCC Highways Manager and was waiting for confirmation. **COUNCIL AGREED** that a speed camera at end of straight by the school in Tredington was required.

20 To receive an update regarding M5 Junction 10 Improvements Scheme and agree actions

and Cllr. Ternouth reported on correspondence with GCC Officer handling the M5 Junction 10 improvement Scheme and provided a summary as follows:

- (i) GCC were unable to tell the Council what impact Junction 10 Improvements would have on traffic through the Parish, or at any rate, have not yet done so
- (ii) GCC had only taken into account the impact of developments close to the Junction, presumably on the naïve assumption that it was only traffic accessing or generated by those developments (“unlocked” by the Junction) which would impact on the highway network
- (iii) GCC had not yet carried out any analysis of the potential impact of the Tewkesbury Garden Town on traffic using the Junction (or anywhere further distant than the developments close to the junction)

Cllr. Ternouth stated that he was not disputing the need for the Junction 10 improvements, However, without (a) addressing each of issues (i) and (iii), and (b) including any necessary remedial measures to mitigate the impact on the Parish in the proposals, to consider the application now was woefully premature. **COUNCIL AGREED** this would be the response submitted to the Planning Application in Agenda Item No. 25 and the Clerk would include C. Cllr. Hegenbarth and the GCC Officer he had been liaising with.

21 To receive a Neighbourhood Development Plan (NDP) update and agree actions

Cllr Ternouth confirmed he was going to recommence work on the NDP in the near future.

22 To receive an update on planning/enforcement ref. Planning Application 19/00984/FUL –

Stoke Orchard Garage, Stoke Road, Stoke Orchard and agree actions

Members discussed the situation and **COUNCIL AGREED** that Cllr.Ternouth would draft an email for members to approve prior to the Clerk submitting it to TBC .

23 To receive an update on traffic, highways, drainage, and TBC Enforcement Department and agree actions

Details received from the Enforcement Officer at TBC:

- Alleged unauthorised use of property as a short stay holiday let at 14 Pennycress Gardens, Stoke Orchard
- Alleged unauthorised use of property as a short stay holiday let at Waterloo House, Stoke Orchard

The Chairman confirmed the land at Banady Lane, (the Pear Tree) was going through and the transfer would be completed soon. He also reported on updates from the GCC Highways Manager.

24 To receive a report from the inaugural meeting of Gloucestershire and Worcestershire Parish Council Association (GWPCA) on 15 July 2021 and agree actions

The Chairman had circulated a report regarding the meeting which he discussed and **COUNCIL AGREED** with his suggested questions/response.

25 To consider and agree response to the Planning Application by Gloucestershire County Council for an Order granting Development Consent for the M5 Junction 10 Improvements Scheme. To be submitted by 18 August 2021 – see Link:

<http://infrastructure.planninginspectorate.gov.uk/document/TR010063-000008>

See Agenda item 22 for details.

26 To consider and agree response to Planning Application No. 21/00893/AGR - [Erection of two fertilizer tanks and bunded area \(for storage of liquid fertilizer\) at Tredington Court, Tredington. GL20 7BW](#)

Cllr. Troughton did not participate

COUNCIL AGREED it was awaiting further information.

To consider Planning Application 21/00677/CLP - [Erection of a single storey rear extension at 18 Armstrong Road, Stoke Orchard](#) and agree actions

Received notice it had been granted – see Clerk's Report.

27 To note agenda items for the next full Parish Council Meeting

The Clerk asked members to advise if any sub-committee reports were required for any future agenda items.

28 Date of next meeting – 7 September 2021

Meeting closed: 20.48

APPENDIX A

Payment List

Clerk's exp - June	20.40
Abec Inv 60492	45.00
Zoom	7.19
HMRC - PAYE	557.64
NEST Pensions	131.25
Typecraft - August Newsletter	50.00
Bus Admin support (to be paid from Lloyds Bus acc)	149.88
	961.36

Lloyds Current Bank A/c

List of Payments made between 01/06/2021 and 28/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Allan Jenkins CBS Ltd	BACS	4,702.82	PCM & RC	Inv 1 - shop ext
01/06/2021	Allan Jenkins CBS	BACS	1,773.59	PCM & RC	Inv 1 - car park
04/06/2021	Typecraft Ltd.	BACS	140.00	PCM & RC	Playground opening booklets
04/06/2021	Typecraft Ltd.	BACS	288.00	PCM & RC	Playground opening - boards
10/06/2021	KOMPAN Limited	BACS	32,895.56	PCM & RC	Inv 235058
15/06/2021	Allan Jenkins CBS	BACS	6,045.12	PCM & RC	Inv 2 - shop extension
15/06/2021	Allan Jenkins CBS	BACS	207.45	PCM & RC	Inv 2 - car park works
15/06/2021	Cheltenham Fencing	BACS	132.34	PCM & RC	Playground fencing
15/06/2021	NatWest SOCC Current	JKO	374.63		May furlough grant
15/06/2021	Allan Jenkins CBS	BACS	10.00	PCM & RC	Overpayment Inv. 2
28/06/2021	NEST Pension	DD	72.98	PCM & RC	SOCC Pension
28/06/2021	NEST Pension	DD	46.95	PCM & RC	PC Pension
29/06/2021	PATA Payroll Services	BACS	52.95	PCM & RC	April-June 21
29/06/2021	Typecraft Ltd.	BACS	50.00	PCM & RC	Newsletter
29/06/2021	HMRC	BACS	329.65	PCM & RC	SOCC PAYE
29/06/2021	HMRC	BACS	153.47	PCM & RC	PC PAYE
29/06/2021	J K Owen	BACS	29.90	PCM & RC	Clerks exp
29/06/2021	J K Owen	BACS	1,072.88	PCM & RC	PC salary
29/06/2021	Zoom	BACS	7.19	PCM & RC	Zoom
29/06/2021	ABEC Ltd.	BACS	45.00	PCM & RC	ABEC Ltd.
29/06/2021	Marmax Products Ltd.	BACS	0.01	PCM & RC	Test payment
01/07/2021	Marmax Products Ltd	BACS	1,138.79	PCE and RC	Picnic benches for SOCC
01/07/2021	Green Magic Co. Ltd.	BACS	59.64	PCE and RC	Frames fo playground signage
01/07/2021	Typecraft Ltd.	BACS	306.00	PCE and RC	Boards for playground opening
01/07/2021	Green Magic Co Ltd	BACS	-59.64	PCE and RC	Entered on wrong code
01/07/2021	Green Magic Co Ltd	BACS	59.64	PCE and RC	Playground signage not S106
01/07/2021	Allan Jenkins CBS	BACS	6,365.91	PCE and RC	Inv 3
01/07/2021	R D & M Capewell	BACS	-1,102.06	PCM & RC	Moved to 4271
01/07/2021	R D & M Capewel	BACS	1,102.06	PCM and RC	R D & M Capewel
02/07/2021	Tigerstride	BACS	237.99	PCE and RC	Website hosting/maintenance an
09/07/2021	Rialtas Business Solutions Ltd	BACS	672.00	RC & PCM	Alpha software Y/End
09/07/2021	T K Refrigeration Ltd.	BACS	1,371.36	RC & PCM	Inv 32874
18/07/2021	Allan Jenkins CBS	BACS	7,764.94	PCM & AM	A Jenkins Inv 4
27/07/2021	NatWest SOCC Current	JKO	44.96		June furlough refund ref HM
28/07/2021	Allan Jenkins CBS	BACS	6,639.56	PCM & AM	A Jenkins Inv 5
28/07/2021	J K Owen	BACS	1,041.22	PCM & AM	July salary
Total Payments			74,072.86		

29/07/2021

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10:06

Lloyds Current Bank A/c

Cash Received between 01/06/2021 and 28/07/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
06/07/2021	Denton RPA Ltd.	CH 6 2021	Newsletter	40.00
28/06/2021	Gloucestershire County Council	GCC	Grass cutting Inv 3029GCC	600.00
09/06/2021	HMRC furlough		May furlough grant	374.63
08/07/2021	HMRC HRS Grant		Furlough payment ref HM	44.96
08/07/2021	M Kyte	MK072021	Newsletter	100.00
28/06/2021	NatWest SOCC Current	HM	SOCC PAYE	402.63
28/07/2021	NatWest SOCC Current	JKO	Frigh pay to SOCC not pd yet	44.96
16/06/2021	Tewkesbury Borough Council	00252496	Inv 3027TBC/Inv 1	3,919.02
16/06/2021	Tewkesbury Borough Council	00252496	Inv 3028/Inv 2	1,477.99
24/06/2021	Tewkesbury Borough Council	00007689	Covid grant for SOCC classes	580.00
29/06/2021	Tewkesbury Borough Council	00252496	Inv 3030TBC/Inv 2	5,037.60
29/06/2021	Tewkesbury Borough Council	00252496	Inv 3031TBC/Inv2	172.88
01/07/2021	Tewkesbury Borough Council	00252496	S106	7,412.97
20/07/2021	Tewkesbury Borough Council	TBC S106	Invs 3034, 3040,3035	6,223.31
Total Receipts				<u>26,430.95</u>

Signed by the Chairman, R. H. Chatham Date

These minutes are subject to approval at the next Stoke Orchard and Tredington Parish Council Meeting