



Stoke Orchard & Tredington Parish Council

STOKE ORCHARD AND TREDINGTON PARISH COUNCIL MEETING

Minutes of Stoke Orchard and Tredington Parish Council Meeting held 7th June 2022 at Stoke Orchard Community Centre

Present: R Chatham (Chairman), J Gilder, T. Jukes, A Troughton,

Attendees: Clerk/RFO M. Hinde

- 07.06.22.1** **The Chairman will formally ask if anyone is intending recording or filming the meeting**
There were no requests to film or record the film the meeting.
- 07.06.22.2** **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 (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)**
There were no comments from the public
- 07.06.22.3** **To receive and approve apologies for absence**
Apologies received from Councillor Macdonald and Councillor Ternouth
- 07.06.22.4** **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)**
There were no declarations of interest
- 07.06.22.5** **To confirm and sign the Minutes of the Parish Council Meetings held on 3 May 2022**
Council **APPROVED** the minutes for the meeting held on 3rd May
- 07.06.22.6** **To receive the Clerk's Report**
The Clerks report was received as per **APPENDIX 1**
The Council **AGREED** to take out Zurich insurance on a 3 year contract.
- 07.06.22.7** **To receive a report from the Borough Councillor**
None received
- 07.06.22.8** **To receive a report from the County Councillor**
The county councillors report was received as per **APPENDIX 2**
- 07.06.22.9** **To receive a report from Community Speedwatch**
None received
- 07.06.22.10** **Finance, all documents circulated prior to the meeting**
- 07.06.22.10a** **To approve the June 2022 payment list/those paid since last meeting, to note receipts and agree actions**
Council **APPROVED** payment list of £610.90
- 07.06.22.10b** **To approve the May 2022 bank reconciliation and budget monitoring report**
Council **APPROVED** bank reconciliation as per **APPENDIX 3**
- 07.06.22.10c** **To approve the annual accounts and bank reconciliation for Year End 31 March 2022**
Council **APPROVED** the annual accounts.



Stoke Orchard & Tredington Parish Council

- 07.06.22.10d To receive Internal Auditors report**
The council received the internal auditors report and it will be published on the website.
- 07.06.22.10e To approve the Annual Governance Statement 2021-22 (AGAR Section 1) for external auditors PKF Littlejohn**
Council **APPROVED** the Annual Governance Statement 2021-22 (AGAR Section 1)
- 07.06.22.10f To approve the Accounting Statement 2021-22 (AGAR Section 2) for external auditors PKF Littlejohn**
Council **APPROVED** the Annual Governance Statement 2021-22 (AGAR Section 2)
- 07.06.22.10g To agree dates for the exercise of public rights to inspect accounts**
Council **AGREED** the dates for the exercise of public rights to inspect accounts would be 20th June – 29th July
- 07.06.22.11 To review the handling of the bus administration and agree actions**
Under the Internal Auditors Report, concern was raised that the Parish Council were not regularly reviewing bank mandates and signatories. The council needs to ensure full internal control of its bank accounts and ensure it can show an Income and expenditure/ profit and loss statement for all accounts which they are unable to do for the bus account. This was not acceptable and should be rectified. Under the discussion on this matter Council expressed concern over the increase over the past 6 months of the Bus Administration invoice as it was over the agreed 3 hours per week. Council **AGREED** the clerk would email the CLG to ask for an itemised income and expenditure for the bus account. It had also been agreed when the CLG took over the Centre Management that the CLG should provide a financial report on a quarterly basis for the first two years to ensure that the financial costs to the CLG of running the Centre was tenable and that any updates or re-organisation could be undertaken on a rolling basis to ensure the smooth running in the future.
- 07.06.22.12 To consider the adoption of the April 2022 model of Standing Orders and agree actions**
Council **AGREED** to adopt the April 2022 model of Standing Orders
- 07.06.22.13 To discuss the mowing of the Perry Pear Tree area and agree actions**
Council **AGREED** that Vince would cut the area once a month.
- 07.06.22.14 To receive an update on traffic, highways, drainage, village gates, speed cameras and speeding in the village and agree actions**
Cllr Chatham advised that the village gates should be installed in the next 4 weeks and that the sewer should be completed by 1st April.
- 07.06.22.15 To receive an update regarding the Neighbourhood Development Plan and agree actions**
Cllr Ternouth will update at the next meeting.
- 07.06.22.16 To receive an update regarding the Public Open Space and agree actions**
Cllr Chatham confirmed that Tewkesbury Borough Council had now visited the area and had raised the question about the missing link in the footpath. Cllr Chatham will advise Tewkesbury Borough Council that the footpath was re-routed to avoid dangerous slopes
- 07.06.22.17 To receive an update regarding M5 Junctions 9 and 10 and agree actions**
Council **AGREED** they were not happy with the response from the consultation process and would therefore escalate the issue to Lawrence Robertson
- 07.06.22.18 To receive an update regarding Neighbourhood Watch and agree actions**
Cllr Chatham advised he was still handling this along with John Newton and there was nothing to report.



Stoke Orchard & Tredington Parish Council

- 07.06.22.19** To note agenda items for the next Parish Council Meeting
None
- 07.06.22.20** Date of next Parish Council Meeting: 6th September 2022

Meeting Close – 19:45

APPENDIX 1

Clerks Report

VAT - Had a call from HMRC. They are no longer happy with the Rialtas form for reclaim so I am having to go through the claim line by line and type it out.

Internal Control Procedure – This was picked up on audit and needs to be completed once a year by 2 councillors.

Direct Debits and Standing Orders – this was also down on the internal audit to review. There are currently none live so has not been added to the agenda.

Asset Register – It is a recommendation on the Internal audit report that the purchase price is added to the asset register. Would council like this added?

Declaration to the Pensions Regulator – Managed to reset the online details to be able to login and see details. The last declaration was done in 2020 therefore a new declaration is due next year so no action required from internal audit.

Website Accessibility Statement – this has been added to every page of the website as per the recommendation on the internal audit report.

Rialtas – Year end has been completed. As agreed I will contact Scribe next month to take it out.

Insurance – Quotes received:

Zurich

Year 1: £2,030.65 (including IPT).

Year 3 LTA: £1,937.54 (including IPT).

Year 5 LTA: £1,844.38 (including IPT).

Forum

1 year £2,289.97

BHIB

Quote had not yet arrived



Stoke Orchard & Tredington Parish Council

APPENDIX 2

Church Road resurfacing

- Had the walk-about with the Highways Manager and members of the Parish's Planning Committee in April about suggested ideas for the road and I will be putting additional funding towards it to help improve the scheme.

Wingmoor MRF:

- I will be meeting Jonathon Harris, Grundon's Technical Director, with Cllr Richard Stanley and Cllr Barbara Farmer on 17th June on site about what Grundon is willing to do to reduce the odours coming from the site.

Junction 10:

- GCC have sent me a copy of the 'Population and Human Health Assessment targeted engagement' letter – have SOPC had a copy?



Stoke Orchard & Tredington Parish Council

APPENDIX 3

Stoke Orchard and Tredington Financial Report for 3rd May 2022

Payment

Payee	Receipts	Paid	To be Paid From Current Account	To be Paid From Bus Account	Total
TBC - Precept	13380				
Pockitt		169	60		229
Abec		90			90
Clerk Expenses		12.6	6.3		18.9
Typecraft		70	55		125
Clerk Salary		708.64			708.64
Swarco		309			309
Bus Admin				489.6	489.6
					0
					0
					0
					0
					0
					0
					0
Total Payments	13380	1359.24	121.3	489.6	1970.14

Bank Reconciliation

Lloyds Bank Current Account	Balance Bt Fwd	2585.79
	Less payments since last meeting	1359.24
	Less May. Payment List above	121.3
	Plus Receipts Above	13380
	Closing Cash Balance	14485.25
	Plus payments still to be paid	121.3
	Closing Cash Balance 31.05.22	14606.55
Lloyds Bank Bus Account	Balance bt fwd	10255.52
	Less May Payments	1643.26
	Less June Payment List	435.2
	Closing Cash Balance	8177.06
	Plus payments still to be made	489.6
	Closing Cash Balance 31.05.22	8666.66
Lloyds Community Fund	Balance bt fwd	40422.37
	Interest Received	0.31
	Closing Cash Balance 31.05.22	40422.68



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