

# STOKE ORCHARD & TREDINGTON PARISH COUNCIL

www.stokeorchardandtredington.org.uk



## Draft Minutes of the Annual Meeting of Stoke Orchard and Tredington Parish Council held 16 May 2023 at Stoke Orchard Community Centre

**Present:** Cllrs. R. Chatham – Chairman (RC), G. Ferguson (GF), J. Gilder (JG), T. Jukes (TJ),  
A. Macdonald (AM) and A. Troughton (AT)

**Attendants:** J. Owen, Interim Clerk and Responsible Financial Officer, one member of the public.

| Minute Reference | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action                                 |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 16.5.23.1        | <b>To elect Chairman and Vice Chairman, including signing Acceptance of Office forms</b><br>Cllr. Macdonald was nominated as Chairman by Cllr. Ferguson, seconded by Cllr. Troughton and duly elected. The new Chairman signed the Acceptance of Office form and took his seat as Chairman.<br>Cllr. Troughton was nominated as Vice-Chairman by Cllr. Jukes, seconded by Cllr. Ferguson and duly elected. The new Vice-Chairman signed the Acceptance of Office form. |                                        |
| 16.5.23.2        | <b>The Chairman will formally ask if anyone is intending recording or filming the meeting</b><br>There were no requests.                                                                                                                                                                                                                                                                                                                                               |                                        |
| 16.5.23.3        | <b>To Co-Opt two members following the uncontested Election on 4 May 2023 including signing Acceptance of Office forms</b><br>Applications had been received from S. Shorrock and G. Fairbairn. Members agreed unanimously to co-opt both to join the Council. S. Shorrock who was present signed her Acceptance of Office form and G. Fairbairn would sign his before or at the next Parish Council Meeting.                                                          | <b>GF</b> to sign Acceptance of Office |
| 16.5.23.4        | <b>To receive comments from the public - no decisions will be made on issues raised</b><br>A resident wished to record his appreciation for the past Chairman, R. Chatham and for his commitment and work over the past 40 years, all members present concurred.                                                                                                                                                                                                       |                                        |
| 16.5.23.5        | <b>To receive and approve apologies for absence</b><br>Apologies were received from Borough Cllr. McLain.                                                                                                                                                                                                                                                                                                                                                              |                                        |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 16.5.23.6   | <p><b>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)</b><br/>No declarations were disclosed or recorded.</p>                                                                                                          |                                                |
| 16.5.23.7   | <p><b>To confirm and sign the Minutes of the Parish Council Meetings held on 4 April 2023</b><br/>The Minutes of the Parish Council Meeting held on 4 April 2023, which had been circulated prior to the meeting, were agreed and signed by the Chairman.</p>                                                                                                                                                                                                                                                                                                |                                                |
| 16.5.23.8   | <p><b>To receive the Clerk's Report</b><br/>The Clerk's Report was received and <b>COUNCIL AGREED</b> to add the SWARCO warranty which covered the vehicle activated sign to the next agenda. See Appendix 1</p>                                                                                                                                                                                                                                                                                                                                             |                                                |
| 16.5.23.9   | <p><b>To receive a report from the Borough Councillor</b><br/>Report received – see Appendix 2.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                |
| 16.5.23.10  | <p><b>To receive a report from the County Councillor</b><br/>No report received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                |
| 16.5.23.11  | <p><b>To consider adopting the General Power of Competence as set out in the Localism Act 2011 and agree actions</b><br/>The Clerk confirmed the Council met the criteria and <b>COUNCIL AGREED</b> to adopt the General Power of Competence as set out in the Localism Act 2011.</p>                                                                                                                                                                                                                                                                        |                                                |
| 16.5.23.12  | <p><b>Finance, all documents circulated prior to the meeting</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                |
| 16.5.23.12a | <p><b>To approve payment May 2023 Payment List/those paid since last meeting, to note receipts and agree actions</b><br/>The May 2023 payment list and payments made since the last meeting, a total of £4787.31 were approved – see Appendix 3.<br/>The following payments were also approved<br/>Cleeve Garden Services – Invoice No. 2120 for £612.00<br/>Security 1 Ltd. – Invoice No. 30461 for £138.00<br/><b>Receipts:</b><br/>Tewkesbury Borough Council - 50% of precept: £14,525.00<br/>Transfer of Public Open Space (POS) funds: £330,000.00</p> |                                                |
| 16.5.23.12b | <p><b>To review bank signatories</b><br/><b>COUNCIL AGREED</b> to remove the past Chairman, R. Chatham and add Cllr. Fairbairn.</p>                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                |
| 16.5.23.12c | <p><b>To consider insurance renewal quotations in respect of all insured risks and agree actions</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>AM</b> to provide updated quotations</p> |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                            |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
|                    | Renewal quotations received from: BHIB - £4,534.38, Zurich - £2,204.87 and Forum Insurance - £2,392.92. Current value of the Hall was discussed and it was agreed that it needed to be reviewed. As renewal was due on 1 June 2023, <b>COUNCIL AGREED</b> updated quotations would be circulated via email for a decision and payment to be made.                                                                                                                                     |                                                                                                                            |
| <b>16.5.23.12d</b> | <b>To consider Public Open (POS) accounts and agree actions</b><br>Members considered the way forward regarding managing the POS fund of £330,000.00. Cllr. Ferguson provided an initial spreadsheet with different options. Item to be added to the agenda for the next meeting.                                                                                                                                                                                                     | <b>GF</b> to investigate tax implications in respect of interest.<br><b>AT</b> to explore interest rates with Lloyds Bank. |
| <b>16.5.23.13</b>  | <b>To receive update on Parish Council procedures and resolve to agree actions</b>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                            |
| <b>16.5.23.13a</b> | <b>To adopt the new Code of Conduct as per recommendation from Tewkesbury Borough Council (TBC) with immediate effect</b><br><b>COUNCIL AGREED</b> to adopt the new Code of Conduct with immediate effect.                                                                                                                                                                                                                                                                            |                                                                                                                            |
| <b>16.5.23.13b</b> | <b>To review subscriptions to other bodies</b><br><b>COUNCIL APPROVED</b> the following subscriptions: <ul style="list-style-type: none"> <li>• Gloucestershire Association Of Parish and Town Councils £234.00</li> <li>• Gloucestershire Playing Field Ass £50.00</li> <li>• Society of Local Council Clerks £54.00</li> </ul>                                                                                                                                                      |                                                                                                                            |
| <b>16.5.23.13c</b> | <b>To approve Parish Council Meeting dates for 2023/24</b><br><b>COUNCIL AGREED</b> a meeting was required in July 2023.                                                                                                                                                                                                                                                                                                                                                              | <b>Clerk</b> to update and circulate to members.                                                                           |
| <b>16.5.23.13d</b> | <b>To review delegation arrangements to the Clerk, committees and sub committee</b><br><b>COUNCIL AGREED</b> to retain the existing delegation arrangements to the Clerk, Committees and Sub-committees.                                                                                                                                                                                                                                                                              |                                                                                                                            |
| <b>16.5.23.13e</b> | <b>To review terms of reference for committees</b><br>Documents were not available so it would be deferred to the next meeting.                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                            |
| <b>16.5.23.13f</b> | <b>To agree appointment of Councillors to existing committees</b><br><b>COUNCIL AGREED</b> the following:<br><b>Finance &amp; General Purposes Committee, (to include POS finance):</b><br>Chairman, Cllrs. Jukes and Troughton<br><b>Staffing sub-committee:</b><br>Chairman, Cllrs. Jukes and Shorrocks<br><b>Public Open Sub-committee:</b><br>Chairman, Cllrs. Ferguson and Gilder<br><b>Planning Sub-committee:</b><br>Chairman, Cllrs. Fairbairn, Ferguson, Jukes and Troughton | <b>Clerk</b> to update website.                                                                                            |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | <b>Community Speedwatch Sub-committee:</b><br>Cllrs. Fairbairn, Ferguson and Shorrock                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                         |
| <b>16.5.23.14</b>  | <b>To review the following documents and agree actions</b><br><b>COUNCIL AGREED</b> to adopt the following reviewed documents:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                         |
| <b>16.5.23.14a</b> | Standing Orders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                         |
| <b>16.5.23.14b</b> | Financial Regulations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                         |
| <b>16.5.23.14c</b> | Complaints Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                         |
| <b>16.5.23.14d</b> | Data Protection Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                         |
| <b>16.5.23.14e</b> | Asset Register – see Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>GF</b> to ascertain if there was an expiry date on buoyancy aids and determine if they needed to be added to the Asset Register.<br><b>AT</b> to update replacement values and circulate to members. |
| <b>16.5.23.15</b>  | <b>Planning - to consider and agree response to the following Planning Consultation:</b><br>Planning Application No. 22/00812/FUL, Orchard Cottage, Banady Lane, Stoke Orchard<br>Link:<br><a href="https://www.tewkesbury.gov.uk/22/00812/FUL   Erection of pergola to front garden of property   Orchard Cottage Banady Lane Stoke Orchard Cheltenham Gloucestershire GL52 7SJ (tewkesbury.gov.uk)"><u>22/00812/FUL   Erection of pergola to front garden of property   Orchard Cottage Banady Lane Stoke Orchard Cheltenham Gloucestershire GL52 7SJ (tewkesbury.gov.uk)</u></a><br><b>COUNCIL AGREED</b> to submit a comment of 'No objection.'                                                                | <b>Clerk</b> to submit to TBC.                                                                                                                                                                          |
| <b>16.5.23.16</b>  | <b>To receive an update with regard to Public Open Space including consider maintenance quotations and agree actions</b><br><b>COUNCIL AGREED</b> to accept all the quotations with the exception of the church grass cutting quotation, although they would be monitored to ensure costs did not soar.<br>Members considered the church grass cutting and the Clerk advised that under the restriction of Section 81(1) of the 1894 Local Government Act, The Prish Council was not permitted to contribute towards any church property or its upkeep.<br><b>COUNCIL AGREED</b> that as part of the public open space maintenance, the borders round the back of the hall and by the car park would be gravelled. |                                                                                                                                                                                                         |
| <b>16.5.23.17</b>  | <b>To receive update on Community Health and Wellbeing Grant application and agree actions</b><br>The Chairman reported that a grant of £1,000.00 had been awarded to create a community garden in the Perry Pear tree area of public open space on The Pennycress estate.                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                         |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                              |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>16.5.23.18</b> | <b>To receive an update on the pump track including consider quotations and agree actions</b><br>The Chairman confirmed that Tewkesbury Borough Council were checking on the availability of S106 funds and that John Newton would give an update on progress of the pump track at the next meeting.                                                                                                                                   |                                                                                                                                              |
| <b>16.5.23.19</b> | <b>To receive an update with regard to the Business Rates for the Community Centre and agree action</b><br>Awaiting response from Tewkesbury Borough Council.                                                                                                                                                                                                                                                                          |                                                                                                                                              |
| <b>16.5.23.20</b> | <b>To consider quotes for lining carpark and agree actions</b><br><b>COUNCIL AGREED</b> to accept the quotation from AAC Road Markings Ltd. for £620.00 plus VAT. Members considered the required chevron road markings and the past Chairman offered to locate the permission received from the previous Highways Manager.                                                                                                            | <b>AM</b> to instruct AAC Road Markings to go ahead.<br><b>SS</b> agreed to contact Highways about line markings outside The Orchard Stores. |
| <b>16.5.23.21</b> | <b>To receive an update on highways matters and agree actions</b><br>Nothing to report.                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                              |
| <b>16.5.23.22</b> | <b>To note agenda items for the next full Parish Council meeting</b> <ul style="list-style-type: none"> <li>• SWARCO warranty which covers the vehicle activated sign</li> <li>• Management of the POS fund</li> <li>• Terms of reference for the Committees and Sub-committees</li> <li>• Drainage of the aerodrome</li> <li>• Legal agreement between the Hub and the Council</li> <li>• Battery storage for solar panels</li> </ul> |                                                                                                                                              |
| <b>16.5.23.23</b> | <b>Date of next meeting:</b> 13 June 2023.                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                              |

The Chairman closed the meeting at 20.45pm

## APPENDIX 1

### Clerks Report - 16 May 2023

#### Appeal Decision

PINs reference: APP/G1630/W/22/3311465

Site address: Land at Tredington Park, Tredington GL20 7DJ

LPA reference: 22/00443/PIP

#### The appeal was dismissed

#### Planning Decisions

Planning Application: 23/00195/FUL

Proposed oak framed gazebo to rear garden

LOCATION: Hare House, 31 Banady Lane, Stoke Orchard

**Decision: Permit**

## **Planning Decision**

Planning Application: 23/00082/FUL

Erection of a detached garage and carport

LOCATION: The Barn, Mill Lane, Stoke Orchard

**Decision: Permit**

**SWARCO** – advised the warranty on device Ref. VM17435 is due to expire shortly

**Commissioners Fund, Youth Investment Fund** – members investigated this but were disappointed to find there were no funds available for this postcode area

**Community Health and Well Being Fund** - Tewkesbury Borough Council awarded £1,000.00 towards the proposed Community Garden

## **APPENDIX 2**

Report May 2023

From Borough Councillor McLain

The recent Borough Council Elections have seen quite a change in representation of Councillors.

16 Lib Dems

9 Conservatives

9 Independents

4 Green

I am obviously delighted that I was re-elected. I really look forward to continuing to working with the Parish Council and supporting the residents.

Things to note on Council 22/23

New Chief Executive Alistair Cunningham OBE joined Tewkesbury Council last June. There were quite a number of changes to officers throughout the municipal year. Some moving departments or being promoted, others temporary, resigning or retiring. This sometimes made it difficult to communicate particularly in Planning.

Hopefully it will be more settled this year although recruiting staff is a national problem not just TBC. The head of planning is resigning, current recruitment is taking place. At a recent Scrutiny Committee meeting I called for the staffing budget to be reviewed and a range of recruitment and retention options to be considered, both to increase the numbers within the department and to improve the attractiveness of the vacant posts.

The solar canopy will generate up to 260,000 kWh of renewable electricity which can be used by both the council buildings and the leisure centre. The energy savings are expected to be around £45,000 per year. The council was awarded certification as a Bronze Carbon Literate Organisation in recognition for its commitment to carbon literacy and a low-carbon culture. We have also asked for further work to be done in electrifying the council's vehicle fleet where practical – most likely the street cleaning vehicles- and increasing the number of charging points available at council sites, including the car parks.

In the TBC approved budget for 2023/24, the council tax rate as one of the lowest in the country. The Council is currently financially sound with a surplus of just under 1.2m.

The Auditors came in and there was an unqualified signing off of the accounts, recognising sound financial management.

There have been improvements to the council website which should make it easier for people to access and navigate the various areas. The IT department have done considerable work to ensure cyber security safety for

the council.

Customer services have improved communication with an answer message enabling you to go directly to the department required.

Regarding the cost-of-living crisis there is quite a lot of information and guidance on the website [Cost of living support – Tewkesbury Borough Council](#)

### APPENDIX 3

#### Financial Report – 16 May 2023

| Details                                              | Amount         |
|------------------------------------------------------|----------------|
| <b>Payments made since last meeting on 4.4.23</b>    |                |
| HMRC                                                 | 396.97         |
| Pockitt                                              | 75.00          |
| April 23 salaries                                    | 1583.40        |
| S. Hinde - March 23 expenses                         | 18.90          |
| S. Shorrock - litter picker tool                     | 14.95          |
|                                                      | <b>2089.22</b> |
| <b>Payments for authorisation on 16.5.23</b>         |                |
| Abec - Inv. No. 65915 annual maintenance             | 450.00         |
| Community Heartbeat - Inv. No. 10028                 | 172.00         |
| Typecraft - Inv. No. 104716                          | 60.00          |
| Cleeve Garden Services - Inv. No. 2076               | 1884.00        |
| Amazon - Toshiba 2TB portable external hard drive    | 69.99          |
| J. Owen - March and April 23 expenses                | 62.10          |
|                                                      | <b>2698.09</b> |
| <b>Receipts since last meeting on 4.4.23</b>         |                |
| Tewkesbury Borough Council - Part payment of precept | 14525.00       |
| POS funds                                            | 330000.00      |
|                                                      | 344525.00      |

Signed: ..... Date: .....  
The Chairman

The draft Minutes will be approved at the next Parish Council Meeting