



# STOKE ORCHARD & TREDINGTON PARISH COUNCIL

[www.stokeorchardandtredington.org.uk](http://www.stokeorchardandtredington.org.uk)

## Draft Minutes of the Stoke Orchard and Tredington Parish Council held on 13 June 2023 at Stoke Orchard Community Centre

**Present:** Cllrs. A. Macdonald (AM) – Chairman, G. Fairbairn, (GF), G. Ferguson (GF), T. Jukes (TJ), S. Shorrock (SS) and A. Troughton (AT).  
**Attendants:** J. Owen, Interim Clerk and Responsible Financial Officer, no members of the public.

Minute Reference	Details	Action
13.6.23.1	<b>The Chairman will formally ask if anyone is intending recording or filming the meeting</b> There were no requests.	
13.6.23.2	<b>To receive comments from the public - no decisions will be made on issues raised</b> None.	
13.6.23.3	<b>To receive and approve apologies for absence</b> Apologies were received and accepted from Cllr. J. Gilder.	
13.6.23.4	<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> No declarations were disclosed or recorded.	
13.6.23.5	<b>To confirm and sign the Minutes of the Annual Meeting of the Parish Council held on 16 May 2023</b> The Minutes of the Annual Meeting of the Parish Council held on 16 May 2023, which had been circulated prior to the meeting, were agreed and signed by the Chairman.	
13.6.23.6	<b>To receive the Clerk's Report</b> The Clerk's Report was received - see Appendix 1.	
13.6.23.7	<b>To receive details of decisions made under delegated authority since the last meeting on 16 May 2023</b> <b>COUNCIL AGREED</b> the annual insurance renewal with Zurich which was due on 1 June 2023 at a cost of £2,441.67 and payment was authorised.	
13.6.23.8	<b>To receive a report from the Borough Councillor H. McLain</b>	

	Report attached – see Appendix 2. She highlighted that the 21 days for planning consultation response was being monitored closely from Tewkesbury Borough Council (TBC).	
<b>13.6.23.9</b>	<b>To receive a report from the County Councillor</b> Nothing received.	
<b>13.6.23.10</b>	<b>Finance, all documents circulated prior to the meeting</b>	
<b>13.6.23.10a</b>	<b>To approve June 2023 Payment List/those paid since last meeting, to note receipts and agree actions</b> <b>COUNCIL APPROVED</b> the June 2023 Payment List, a total of £7,363.15 and payments of £3944.82 those made since the last meeting – see Appendix 3. The <b>COUNCIL APPROVED</b> the purchase of a new battery for the speedwatch camera at a cost £5.90. The purchase of an app to monitor the Security 1 alarm would be added to the agenda for the next meeting.	
<b>13.6.23.10b</b>	To approve the updated asset register <b>COUNCIL APPROVED</b> the updated asset Register, value £2123,392.00	<b>Clerk</b> to add to the website.
<b>13.6.23.10c</b>	<b>To approve the annual accounts and bank reconciliation for Year End 31 March 2023</b> <b>COUNCIL APPROVED</b> the annual accounts and bank reconciliation for Year End 31 March 2023	<b>Clerk</b> to add to the website.
<b>13.6.23.10d</b>	<b>To receive Internal Auditors Report</b> Council received the Internal Auditors Report which had raised several points including two points which would result in the Council not complying with Section 2 and Section 5 of the Annual Governance Statement 2022-23 (AGAR Section 1)	<b>Clerk</b> to prepare a list of required actions and circulate an example of a Clerk's Time Sheet to members.
<b>13.6.23.10e</b>	<b>To approve the Annual Governance Statement 2022-23 (AGAR Section 1) for external auditors, PKF Littlejohn</b> <b>COUNCIL APPROVED</b> the Annual Governance Statement 2022-23 (AGAR Section 1) for external auditors, PKF Littlejohn. It was duly signed by the Chairman and the Clerk. It was noted that the Council did not comply with section 2 and 5 and the Clerk would provide an explanation.	<b>Clerk</b> to submit to PKF Littlejohn and add to the website.
<b>13.6.23.10f</b>	<b>To approve the Accounting Statement 2022-23 (AGAR Section 2) for external auditors, PKF Littlejohn</b> <b>COUNCIL APPROVED</b> the Accounting Statement 2022-23 (AGAR Section 2) for external auditors, PKF Littlejohn. It was duly signed by the Responsible Financial Officer and Chairman.	<b>Clerk</b> to submit to PKF Littlejohn and add to the website.
<b>13.6.23.10g</b>	<b>To agree dates for Exercise of Public Rights to Inspect the Draft Accounts</b> <b>COUNCIL AGREED</b> the dates for Exercise of Public Rights to Inspect the Draft Accounts: 19 June to 28 July 2023.	<b>Clerk</b> to submit to PKF Littlejohn and add to the website.

13.6.23.10h	<p><b>To approve monthly payment of Clerk's salary throughout the year based on regular core hours, any extra hours to be authorized at the following meeting and paid in arrears</b></p> <p><b>COUNCIL AGREED</b> monthly payment of Clerk's salary throughout the year based on regular core hours, any extra hours would be authorised at the following meeting and paid in arrears.</p>	
13.6.23.10i	<p><b>To consider Public Open (POS) accounts and agree actions</b></p> <p>Members considered the way forward regarding management of the POS fund of £330,000.00. Cllr. Ferguson reported that it was proving difficult to find suitable interest rates and provided the following: Lloyds Bank: Fixed 1 year - 3.2% for £10,000, also 32 Day Notice – 2% Unity PLC - 2.3%</p> <p>Item to be added to the agenda for the next meeting for a decision to be agreed.</p>	<p><b>Clerk</b> to investigate investment options and tax implications with Gloucestershire Association of Parish and Town Councils, also the Society of Local Council Clerks.</p>
13.6.23.11a	<p><b>Planning - to consider and agree response to the following Planning Consultation:</b></p> <p>Planning Application No. 23/00241/FUL- Erection of a single story side extension. Location: Long Meadow, Stoke Road, Stoke Orchard</p> <p><b>Note:</b> revised plans submitted on 2 June 2023</p> <p>Link: <a href="https://www.tewkesbury.gov.uk/23/00241/FUL">23/00241/FUL   Erection of a single storey side extension.   Long Meadow Stoke Road Stoke Orchard Cheltenham Gloucestershire GL52 7RY (tewkesbury.gov.uk)</a></p> <p><b>COUNCIL AGREED</b> to submit a no objection response.</p>	<p><b>Clerk</b> to submit to TBC Planning Department.</p>
13.6.23.11b	<p><b>Planning Application No. 23/00343/FUL – Single storey rear extension. Location Godwyn, Dean Lane, Stoke Orchard</b></p> <p>Link: <a href="https://www.tewkesbury.gov.uk/23/00343/FUL">23/00343/FUL   single storey rear extension   Godwyn Dean Lane Stoke Orchard Cheltenham Gloucestershire GL52 7RX (tewkesbury.gov.uk)</a></p> <p><b>COUNCIL AGREED</b> to submit a no objection response.</p>	<p><b>Clerk</b> to submit to TBC Planning Department.</p>
13.6.23.12	<p><b>To receive an update from the Public Open Space Sub-committee and agree actions</b></p> <p><b>COUNCIL AGREED</b> quotes were required for repairs to the MUGA and damaged tennis courts. Members would meet with the contractor to agree a maintenance schedule.</p>	<p><b>Cllrs. Macdonald and Ferguson</b> to obtain quotes for MUGA repairs</p>
13.6.23.13	<p><b>To receive an update from the Community Speedwatch Sub-committee and agree actions</b></p> <p>Cllr. Shorrock reported that regular speed surveys were being carried out which confirmed people were speeding more and did not appear to care. She had attended the Community Speedwatch Research Group and suggested that an average speed zone could be set-up. She was continuing to pursue the donated speedwatch camera. At a joint session with the police at Tredington School the subject of a child struggling using a walker due to required grass maintenance was</p>	

	considered. <b>COUNCIL AGREED</b> there was no budget to assist this year and the school would need to contact Gloucestershire County Highways.	
<b>13.6.23.14</b>	<p><b>To receive an update from Stoke Orchard Community Hub and agree actions</b></p> <p>The Chairman reported that the electricity fixed term deal had come to an end and there were concerns regarding future costs escalating. Bookings were busy. Finances were extremely difficult for the Orchard Store due to staff wages etc. and there were many maintenance tasks, it was hoped members of the community would be able to assist.</p>	
<b>13.6.23.15</b>	<p><b>To consider request from Tewkesbury Borough Council to add the Stoke Orchard Community Centre to the list of Emergency Rest Centres and agree actions</b></p> <p><b>COUNCIL AGREED</b> it did not the volunteer pool to be able to offer what TBC were asking for.</p>	Clerk to advise TBC.
<b>13.6.23.16</b>	<p><b>To considers SWARCO warranty which covers the vehicle activated sign and agree actions</b></p> <p><b>COUNCIL AGREED</b> not to take out the SWARCO maintenance agreement.</p>	
<b>13.6.23.17</b>	<p><b>To receive an update on the legal agreement between Stoke Orchard Hub Limited and the Council and agree actions</b></p> <p><b>COUNCIL AGREED</b> it needed to investigate precisely what document was required and it was suggested contacting other local councils who operate community buildings to see what they have in place.</p>	Clerk to contact GAPTC and Gloucestershire Rural Community Council.
<b>13.6.23.18</b>	<p><b>To receive an update on highways matters and agree actions</b></p> <p>Flood and Drainage Report – see Appendix 4.</p>	
<b>13.6.23.19</b>	<p><b>To consider drainage of the aerodrome and agree actions</b></p> <p>To be added to the agenda for the next meeting.</p>	
<b>13.6.23.20</b>	<p><b>To note agenda items for the next full Parish Council meeting</b></p> <ul style="list-style-type: none"> <li>• Purchase of an app to monitor the Security 1 Ltd. alarm</li> <li>• Consider management of the POS fund</li> <li>• To consider drainage of the aerodrome</li> </ul>	
<b>13.6.23.</b>	<b>Date of next meeting:</b> 11 July 2023	

The Chairman closed the meeting at 20.45pm

## **APPENDIX 1**

### **Clerk's Report**

#### **Planning Decision**

Planning Application: 22/00812/FUL

Erection of pergola to front garden of property

Location: Orchard Cottage, Banady Lane, Stoke Orchard

**Decision: Permit**

#### **Battery Storage for Solar Panels for Stoke Orchard Community Centre**

The Chairman had submitted the grant application to Enovert and a decision was expected in July 2023.

#### **M5 Junction 10**

Members had met with representatives from Gloucestershire County Council who recognised and sought to address the anticipated traffic increase. Several points were discussed and various actions taken away from the meeting. All present agreed that a further meeting was required, and it was suggested that the local highways manager and the police speed enforcement representatives would be invited.

#### **Business Rates for the Stoke Orchard Community Centre**

The Council were still awaiting a response from Tewkesbury Borough Council with regard this.

#### **Pump Track**

The Council were awaiting confirmation from TBC with regard to availability of S106 funds for this project.

## **APPENDIX 2**

### **Report from Borough Councillor H. McLain**

1. The new administration has paused the Garden town project for a further review.

As highlighted in the local media there are concerns about the impact -or otherwise - this will have on future housing land supply numbers, as well as the risk of fragmented and piecemeal developer led building on site without any coordinated requirements for infrastructure.

2. Planning cttee numbers have been reduced - from 19 to 13. Concerns have been flagged that rural parishes will have less representation and the membership contains more of the urban cllrs, although the option remains for individual ward members to attend and make representations.
3. TBC want to "promote good news initiatives" across three broad themes: the environment, conservation and volunteering. Good news stories might include litter picking, tree planting or other community volunteering groups that bring the community together. This is very short notice but they asked "Please send any ideas or good news stories from relevant initiatives or projects, with good quality photos if you have them, by Monday, 19 June."
4. As seen in news release:

Council / local authority of the year - Winner

Awarded in recognition of the council's commitment to energy efficiency, including the installation of its solar canopy and plans for an air source heating project at its Public Services Centre in Tewkesbury. The award also

recognised the wider participation of the council's staff, including the completion of carbon literacy training, the forming of a Green Champion network to encourage environmentally-friendly behaviour, and the use of EV pool cars when officers are travelling on council business.

Landlord of the year - Highly commended

Awarded in recognition of the work undertaken to upgrade the seven domestic homes the council manages. These upgrades included the addition of enhanced insulation, LED lighting, heating improvements, and new energy efficient windows and doors – all of which result in warmer homes and lower costs for tenants.

Large project of the year - Commended

Awarded in recognition of the solar canopy project constructed at the council's staff car park which provides electricity to both the centre itself and Tewkesbury Leisure Centre. The project is estimated to produce approximately two thirds of the council's electricity and reduces its carbon footprint by around 76 tonnes of carbon each year.

### APPENDIX 3

#### Financial Report – 13 June 2023

Details	Amount
<b>Payments made since last meeting on 16.5.23</b>	
May 23 salaries	1503.15
Zurich Insurance	2441.67
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	<b>3944.82</b>
<b>Payments for authorisation on 13.6.23</b>	
Abec - Inv. No. 65915 annual maintenance	45.00
Abec - Upgrade work	5527.41
John Preece & Sons - Inv. 0631	456.00
Typecraft - Inv. No. 105126	90.00
Sweet Success - Inv. ADC92	459.00
Stoke Orchard Community Centre - Inv. 282	610.54
Security 1 Ltd. - Inv32153 call out to reset alarm	146.40
J. Owen - May 23 expenses	28.80
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	<b>7363.15</b>

### APPENDIX 4

#### Flood and Drainage Report

Vigilant passers-by will have noticed that a new green box with Solar Panels affixed has been installed by the Tredington Bridge over the Swilgate. This is a new River Level gauge installed and maintained by the Environment Agency. A second gauge has been installed on the Tirl Brook at Walton Cardiff. Apparently the Environment Agency has realised the serious effect of further development upstream on both rivers. I spoke with James Blockley – County Council Flood Management office – who was interested to hear the news. He agrees that in the future, this will mean that the Timeview Gauge that we installed two years ago will

become redundant in 12 months time. This will save us around £200 per year maintenance fees.  
James Blockley also asked for news about Tredington Bridge so in my capacity as Flood Warden will ask for further support from him so we may at last get a replacement. The present condition is getting more serious as the weight of transport is gradually causing the brickwork to loosen on the North Eastern Face. It has already been condemned following inspection by a bridge team from Atkins.  
It might be an idea for the Council to consider a request for S106 monies on the Uckington 4200 unit development for a replacement Bridge with increased capacity as the increase in flow rates will be considerable.

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

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