

STOKE ORCHARD & TREDINGTON PARISH COUNCIL

www.stokeorchardandtredington.org.uk



Draft Minutes of the Stoke Orchard and Tredington Parish Council Meeting held 5 September 2023 at Stoke Orchard Community Centre

Present: Cllrs. A. Macdonald, Chairman (AM), G. Ferguson (GF), S. Shorrocks (SS) and A. Troughton (AT)

Attendants: J. Owen, Interim Clerk and Responsible Financial Officer, three members of the public.

Minute Reference	Details	Action
5.9.23.1	The Chairman will formally ask if anyone is intending recording or filming the meeting There were no requests.	
5.9.23.2	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)A	
5.9.23.3	To receive and approve apologies for absence Apologies were received and approved from Cllrs. Fairbairn, Gilder and Jukes, Borough Cllr. McLain and County Cllr. Hegenbarth.	
5.9.23.4	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) Council considered Dispensation Requests from Cllrs. Shorrocks and Macdonald. COUNCIL AGREED to grant both dispensations.	
5.9.23.5	To confirm and sign the Minutes of the Parish Council Meetings held on 4 April 2023 The Minutes of the Parish Council Meeting held on 13 June 2023, 11 July 2023 and 3 August 2023 which had been circulated prior to the meeting, were agreed and signed by the Chairman.	
5.9.23.6	To receive the Clerk's Report The Clerk's Report was received - see Appendix 1.	
5.9.23.7	To receive details of decisions made under delegated authority since the last meeting on 3 August 2023 None recorded.	
5.9.23.8	To receive a report from the Borough Councillor Report received - see Appendix 2.	

5.9.23.9	<p>To receive a report from the County Councillor Report received received - see Appendix 3. Members discussed the defibrillator facility and how the Council could provide some defibrillator training.</p>	<p>Cllr. Ferguson to liaise with Stoke Orchard Community Centre Manager regarding training being held at the Community Centre</p>
5.9.23.10	<p>Finance, all documents circulated prior to the meeting</p>	
5.9.23.10	<p>a) To approve payment September 2023 Payment List/those paid since last meeting, to note receipts and agree actions COUNCIL APPROVED the September 2023 payment list of £2376.10 and payments made since the last meeting of £134715.78 - see Appendix 4. The following payments were also approved: R. Chatham - production of the newsletter - £50.00 PKF Littlejohn Ltd. Invoice for External Audit - £378.00 Receipts: No receipts received.</p> <p>b) To receive and approve the Bank Reconciliation and Budget Monitoring Report Bank Reconciliation was agreed and signed by Cllr. Troughton and Council received the Budget Monitoring Report</p> <p>c) To receive an update on the Enovert Grant and agree actions Claim for payment of grant was being processed. Payment of Inv. No. 785 for £25,336.80 from Hands on Electrical for installation of solar battery storage was authorised for payment once Enovert funds were received The Cost of building insurance was discussed for solar batteries as Council had been advised to have a Fire Risk Assessment. A quotation of £695.00 plus VAT had been received from Envesca</p> <p>d) To receive the External Audit Report from PFK Littlejohn and agree actions The External Audit Report was received and External auditor's limited assurance opinion 2022/23 noted, together with other matters drawn to the attention of the Council – see website for details. Points raised would be added to the list of actions from the Internal Audit Report</p> <p>e) To receive an update on the Action List in relation to the Internal Audit Report and agree actions Clerk was working through the list COUNCIL AGREED that an Investment Policy and Reserves Policy was required</p> <p>f) To receive an update on the investment of Public Open Space funds COUNCIL AGREED the following investments: Redwood Investment Management for £125,000 – 2 year fixed term, protected up to £85,000 Hampshire Trust Bank - £125,000 – 5 year fixed, protected up to £85,000</p>	<p>Clerk to settle invoice when grant funds received Clerk to contact installer to see if they had a product fire risk for installation in a public building</p> <p>Clerk to add completed AGAR to website and Notice of Conclusion of Audit</p> <p>Clerk to prepare draft policies for the next meeting</p>

	<p>CCLA – in process of establishing that account, COUNCIL AGREED deposit would include £30,000 from Community Bus Fund – fund was protected but in a slightly different manner to above two accounts, (all UK protected banks were used)</p> <p>g) To note the pension re-declaration to the Pensions Regulator has been completed by PATA on behalf of the Council Clerk confirmed PATA had completed the re-declaration to the Pensions Regulator</p>	
5.9.23.11	<p>To consider quotation from Security 1 Ltd. to complete maintenance work on the Community Centre at a cost of £560.00 plus VAT and agree actions COUNCIL AGREED to obtain a quotation for the work from a local electrician and authorised the work to be carried out with Security 1 Ltd. or local electrician if quotation was competitive.</p>	
5.9.23.12	<p>To consider renewal of ABEC Annual Maintenance Contract, also to consider three year term renewal and agree actions COUNCIL AGREED to go ahead with ABEC Maintenance Contract renewal for this year at a cost of £450.00 per annum, this was year two of a three year term.</p>	
5.9.23.13	<p>To receive an update from the Community Speedwatch Sub-committee and agree actions Cllr. Shorroock reported that she had still not received any communication regarding the speed camera applied for over a year ago. She stated that they were seeing more speeding and overtaking cyclists on bends, it was getting worse but confirmed the Community Speedwatch Sub-committee received great support from the police.</p>	
5.9.23.14	<p>To receive an update on the Business Rates for the Community Centre and agree actions Still ongoing.</p>	
5.9.23.15	<p>To receive the Annual Playground and MUGA Safety Report (Register of Play Inspectors International) and agree actions Playground: Cllr. Shorroock was present who reported that it was generally good with a few items identified in the report requiring attention. COUNCIL AGREED that Kompan should be approached to deal with these issues. MUGA: there was an issue with the fencing and Cllr. Ferguson had ordered the items required including post holes for the tennis courts. A storage unit was discussed which would be funded by Sect. 106 Agreements.</p>	<p>Cllr. Shorroock to contact Kompan</p> <p>Cllr. Ferguson to source storage unit</p>
5.9.23.16	<p>To receive an update from Stoke Orchard Community Hub Limited and agree actions Bookings were low for August and September which was historical but were better for October.</p>	

	The shop had a good July and August, but times were extremely challenging financially due to a several reasons (cost of wages, increase in prices etc.) however, the Management Committee were working hard managing the tight budgets.	
5.9.23.17	To receive an update on the proposed pump track and agree actions The Chairman reported that a presentation from the suppliers had taken place with a good turnout. £43,000 had been allocated from Sect.106 Agreements which would provide £4,000 for completing the car park etc. A deposit of 20%, circa £12,000 would be required to be paid, which would be claimed back from Sect. 106 Agreements. Tewkesbury Borough Council (TBC) had suggested that planning permission may be required for the pump track and members were awaiting a response from TBC Planning Dept.	
5.9.23.18	To receive an update regarding the Land by the Chapel and agree actions The Chairman confirmed that it was going to be handed back, and both parties were working on how this would be achieved legally. It would include circa £6,000.00 Sect. 106 Agreements that had been with TBC for since 2012. The land would be cleared and re-seeded prior to being handed back to the Council.	Chairman to circulate the emails to all members
5.9.23.19	To receive update on legal agreement between Hub and pc Awaiting advice.	Clerk was waiting to hear back from Dorset Association of Parish Town Councils
5.9.23.20	To receive an update on highways matters and agree actions Nothing to report.	Cllr. Shorrocks to contact Highways Manager regarding barriers remaining at the Swillgate in Tredington
5.9.23.21	Refurbishment of Stoke Orchard Notice Board Notice board had been vandalised and COUNCIL AGREED to get quotations for a replacement, also for one the Community Centre which leaked and the notice board on the side of the bus shelter on the corner of Mill Lane in Stoke Orchard was also discussed. The purchase of a map from a local person was discussed and COUNCIL AGREED expenditure of a maximum of £250.00 for an A1 poster.	Chairman to source quotations Chairman to follow-up purchase of map
5.9.23.22	To consider drainage of the aerodrome and agree actions Deferred to November Meeting.	
16.5.23.23	To note agenda items for the next full Parish Council meeting <ul style="list-style-type: none"> • Planning Application for Roseleigh for 136 dwellings 	Clerk to request an extension until after 7 November 2023 Meeting
16.5.23.24	Date of next meeting: 7 November 2023.	

Meeting closed at 8.25pm

APPENDIX 1

Clerks Report

Battery Storage for Solar Panels for Stoke Orchard Community Centre

The battery storage for the solar panels have successfully been installed. There will be an increase in cost of insurance cover and a fire brigade are going to complete a fire risk audit.

Dog Bin

A covered dog bin has been ordered from Tewkesbury Borough Council for Swan Lane as agreed.

Temporary closure of public right of way footpath

Advice of work:

Tredington Churchyard GL20 7BP Period: 6/7 September 2023 Reason: Tree Surgery in Church Yard

APPENDIX 2

Report from Borough Cllr. McLain – 5 September 2023

There is not a huge amount to report, the important point is regarding the moving forward of the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (CGTSLP). It will draw together four core elements formally (JCS). Which potentially exasperates the probable development in Tewkesbury as Cheltenham and Gloucester don't have many sites. Meaning they will fall to us as they did last time through the JCS and their nominated urban extensions. The 3 authorities are proposing to start public consultation this autumn with the process concluding in 2026! I am sure the Parish Council will be contributing to this process!

At the last full council meeting the new administration put forward plans for air source heating at the council offices. Ground source is an obvious nonstarter. The debate was held in private because of commercial confidentiality. However, it is no secret that it would be a considerable capital outlay in the 7 figures. It would also require the council to use alternative heating during the winter months. Whilst I support the principal of carbon neutrality I do wonder if it would be more cost effective to purchase green sourced electricity as a source of heating. I obviously can't say more because of confidentiality.

I spoke with the lead for licensing yesterday and spoke to her about the gun club. She is going to investigate and find out who is dealing with it and where we are. I am sure she will do what she has promised to.

The overall aim of the website review was to streamline the existing website and make information more accessible and easier to find creating a portal of information for our residents.

On the new website you will find:

- An improved search engine.
- A user-friendly design making the website easier to navigate.
- Improved accessibility for residents who require assistive technologies.
- Improvements in the way documents are stored making them easier to open on mobile devices.

The new website has been designed with accessibility at the forefront. It is important that the information on our website is available to all our residents and so the new website has been through extensive accessibility checks to ensure this is the case.

The search engine has been greatly improved, this will allow our residents to search for information across our whole website, including planning applications using the reference number which will then direct them to the planning application tracker and Public Access for more information. They will also be able to search for

information from committee agendas and minutes directly from the search bar.
The website will still be accessible using the www.tewkesbury.gov.uk web address.

As part of the Government's Household Support Fund, the County Council has allocated funds to each district to support vulnerable residents and families with food and fuel costs as well as household essentials. Tewkesbury Borough Council has distributed its funding allocation to a variety of organisations who are best placed to offer residents support and advice. Currently, 12 organisations have been supported with this funding. A webpage detailing this support has gone live, residents can be directed to this website to find the most appropriate support for them, depending on where they live and the type of support they need:

[Household support fund - Tewkesbury Borough Council](#)

In addition, the County Council is also providing wider support on an application basis through its own Household Support Fund allocation: <https://www.gloucestershire.gov.uk/health-and-social-care/gloucestershire-welfare-support-scheme/household-support-fund-find-out-more-and-apply/>

APPENDIX 3

Report from County Cllr. Hegenbarth – 5.9.23

I'm in ongoing discussion to make sure that the pedestrian access to the new school site planned for north Cleeve comes at the south of the site to improve safety.

I still have £17k available for Community Projects so please let me know of any community groups who could benefit.

Defibrillator Fund still available so if you haven't done so already please let TBC know you're interested.

APPENDIX 4

Financial Report – 5 September 2023

Details	Amount
Payments made between meetings up to 30.8.23	
Cleeve Garden Services Inv. 2234	612.00
R. Chatham Inv. NewsSOTPC 30/6/23	50.00
Salaries - July 23	1508.62
HFC Systems	24.00
AAC (Road Markings) Ltd. Inv. 20285	744.00
Typecraft Ltd.	120.00
Cleeve Garden Services Inv. 2314	180.00
Cleeve Garden Services Inv. 2309	912.00
Salaries - August 23	1585.52
John Preece & Sons - Inv. 0671	456.00
GAPTC - Inv. 96, Audit fee	245.00
Vince Larcome - Inv. 32 Perry tree area 2.11.22	100.00
Gordon Playground Inspections Ltd. Inv. 0393	180.00
Redwood Bank - initial deposit	5000.00
Enovert Management	2111.40
Redwood Bank - second deposit	120000.00
Net World Sports - Ref Q00049314	887.24
	134715.78

Payments for authorisation on 5.9.23

Abec - annual maintenance Inv. 65915	450.00
R. Chatham Inv. NewsSOTPC 30/8/23	50.00
Cleeve Garden Services Inv. 2357	1212.00
Typecraft Ltd. Inv. 106608	60.00
Stoke Orchard Community Centre Inv. 304	604.10
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	2376.10

Bank Account Balances at 30.8.23

Community Fund	49170.52
Deposit Account	35269.36
Treasurers' Account	196211.97
Redwood Deposit	125000.00
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	405651.85

..... Date:
The Chairman

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