

**STOKE ORCHARD & TREDINGTON PARISH COUNCIL**  
**www.stokeorchardandtredington.org.uk**



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

**Present:** Cllrs. A. Macdonald - Chairman, G. Ferguson and S. Shorrock.

**Attendants:** Interim Clerk, J. Owen, Councillor R. Stanley and C. Ashworth.

5.12.23.1	The Chairman will formally ask if anyone is intending recording or filming the meeting None received.	ACTIONS
5.12.23.2	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) None received. Cllr. R. Stanley confirmed that a review of S106 was to be undertaken by Tewkesbury Borough Council (TBC).	
5.12.23.3	To receive and approve apologies for absence Cllrs. G. Fairbairn, T. Jukes and J. Gilder also B. Cllr. H. McLain and C. Cllr. A. Hegenbarth.	
5.12.23.4	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) Non received.	
5.12.23.5	To confirm and sign the Minutes of the Parish Council Meeting held on 14 November 2023 The minutes of the meeting which had been circulated prior to the meeting, were agreed and signed by the Chairman.	
5.12.23.6	To receive the Clerk's Report Owing to the recent absence of the Interim Clerk, the Clerk's Report only included ongoing items known to the Interim Clerk:	

	<p><b>Draft Budget</b> Preparation of the draft budget was underway but owing to the recent absence of the Interim Clerk and requirement for the accounts to be updated, it may not be ready for approval at the 5 December 2023 meeting, in which case an extraordinary meeting would be instigated by the Chairman for January 2024.</p> <p><b>Dog Bin</b> Installation of a covered dog bin for Swan Lane was being delayed temporarily due to requirement for remedial work in the area.</p> <p><b>New Policies</b> Draft Investment Policy and Draft Reserve Policy to be prepared.</p> <p><b>Standing Orders</b> needed to be updated and would be addressed in the New Year, together with any other policies which required review.</p> <p><b>Internal Audit Report</b> Action List in relation to the Internal Audit Report and External Audit Report had been prepared and would be addressed by the Clerk in January 2024.</p> <p><b>Legal agreement between Hub and the Parish Council</b> Clerk had taken advice from Dorset Association of Town and Parish Councils who had spoken to local councils in the same situation and most seemed to have leases in place. NALC advised on steering clear of lite touch agreements on the basis that they had a habit of causing issues in the future.</p> <p><b>Claydon Solar Farm</b> Planning Application 1/00259/FUL Land At Claydon Farm, Claydon, Tewkesbury. GL20 7BH Related planning application number: PP-12421434 21/00259/FUL <b>Received:</b> Discharge of Planning Condition(s) No. 23/00119/CONDIS</p>	
5.12.23.7	<p><b>To receive details of decisions made under delegated authority since the last meeting on 14 November 2023</b> <b>COUNCIL RESOLVED</b> to appoint ES Acoustics Limited to undertake Noise Impact Assessment in connection with the planning application for the pump track at a cost of £1188.00. <b>COUNCIL RESOLVED</b> to appoint solicitors, Frank Smith and Company to handle legal aspects and paid deposit of £500.00.</p>	
5.12.23.8	<p><b>To receive a report from the Borough Councillor</b> No report received.</p>	
5.12.23.9	<p><b>To receive a report from the County Councillor</b> No report received although an email with details of County and Borough Council grants available was received.</p>	

5.12.23.10	<b>Finance, all documents circulated prior to the meeting</b> <b>a) To approve December 2023 Payment List/those paid since last meeting, to note receipts and agree actions</b>	<b>ACTIONS</b>
	The December 2023 payment list and payments made since the last meeting, a total of £2966.41 were approved – see Appendix 1 <b>COUNCIL APPROVED</b> new annual subscription for Scribe software of £345.60 plus VAT and payment to ABEC for £450.00 plus VAT No receipts recorded.	
	<b>b) To receive and approve the Bank Reconciliation and budget monitoring report</b> Not available	
	<b>c) To approve the 2024-25 draft budget and agree actions</b> Deferred to Extraordinary Meeting on 23 January 2024	Deferred
	<b>d) To resolve to approve the precept requirement for 2024-25 and agree actions</b> Deferred to Extraordinary Meeting on 23 January 2024	Deferred
	<b>e) To receive a report on the Internal Control Procedure Policy and agree actions</b> The Chairman and Cllr. Ferguson carried out an Internal Control procedure and reported all was in order	
5.12.23.11	<b>To receive an update from the Community Speedwatch Sub-committee and agree actions</b> Cllr. Shorrock confirmed the meeting notes from the second meeting of the Community Speedwatch Sub-committee would be circulated in due course.	B. Cllr. Stanley stated he would follow-up on offer of speed camera.
5.12.23.12	<b>To receive an update on the Business Rates for the Community Centre and agree actions</b> Cllr. Troughton was not present, therefore no update available.	Clerk to write to Cllr. Troughton requesting an update and to confirm formal application for an appeal had been submitted for the three businesses in the Stoke Orchard Community Centre. No actions.
5.12.23.13	<b>To receive an update from Stoke Orchard Community Hub Limited and agree actions</b> No report received but it was confirmed that the Centre Manager had obtained an alcohol licence.	
5.12.23.14	<b>To receive an update on the proposed pump track and agree actions</b>	Chairman to circulate tender documents to members. He would

Noise Assessment Report had been received and forwarded to TBC in connection with the planning application. The Council were preparing the tender process in line with legal requirements.

contact Cllr. Budge who was experienced with pump tracks and could possibly provide advice in relation to funding, specifically if facility was made accessible.

**5.12.23.15 To receive an update regarding the land by the Chapel and agree actions**

Transfer deed had been drafted with the solicitors and was awaiting response to enquiries, solicitors would report back when to hand.

No actions currently.

**5.12.23.16 To receive an update with regard to Tredington Bridge and agree actions**

At the last meeting Cllr. T. Jukes agreed to deal with the following issues:

The red tape on the handles of the barriers was unsightly and flood protection was required, the banks also required maintenance.

Chairman to contact C. Cllr. A Hegenbarth to ascertain who was responsible for maintaining the banks.  
Clerk to contact Cllr. Jukes for an update on progress.

**5.12.23.17 To receive an update in relation to playground, MUGA and other public areas**

Following playground inspection and MUGA, they had been updated and the Council was looking for a storage unit for the MUGA. The question of planning permission was discussed and it was agreed to check with TBC Planning Dept.

The following items required attention:

New bin

Recycling bins

Zip wire needs tensioning

Safety matting under swings

Safety matting need near manhole cover near the zip wire

Maintenance contractor was going to spend the winter doing general maintenance including the attenuation pond etc.

Cracking roads and footpaths near the MUGA required attention.

Cllr. Ferguson to liaise with Centre Manager regarding playground updates, following on from the annual inspection.

Cllr.Ferguson to report to GCC ref. cracking footpaths and light that required attention.  
Chairman to check with TBC regarding planning permission for storage container.

Discussed the road signs which were deteriorating, and it was suggested that a list should be created including photographs and a priority rating for each, to be submitted to Max Kelly at GCC Highways for their attention. If funds did not allow for all to be replaced, the Council could consider if it was something it would pay for.

Cllr. Shorrocks to create a list of signs requiring attention together with photographs.

<b>5.12.23.18</b>	<b>To receive an update on M5 Junction 10 and agree actions</b> Application had been withdrawn and would be resubmitted in mid December 2023.	Chairman to Write to Adam Bunce again
<b>5.12.23.19</b>	<b>To receive update on the legal situation in relation to the rainwater drainage from the Manor Farm development and agree actions</b> Heads of Terms received and would be forwarded to their solicitors. They would provide a pavement to connect the houses to the Community Centre, (would require approval by Highways) also a new notice board to be supplied.	No actions
<b>5.12.23.20</b>	<b>To receive an update with regard to a legal agreement between the Parish Council and Stoke Orchard Hub Limited and agree actions</b> <b>COUNCIL AGREED</b> to approach solicitors, Frank Smith and Company with regard to drawing up a lease.	Chairman to contact solicitors regarding a lease
<b>5.12.23.21</b>	<b>To receive an update on highways and drainage matters and agree actions</b> No updated available as Cllr. Gilder was not present. <b>COUNCIL AGREED</b> that if members were not available to attend they should provide a report for items they were responsible for.	Chairman to speak to Cllr. J. Gilder for an update.
<b>5.12.23.22</b>	<b>To consider refurbishment of the Stoke Orchard Notice Board and agree actions.</b>	Deferred until next meeting.
<b>5.12.23.23</b>	<b>To confirm roles and responsibilities of members regarding committees and agree actions</b>	Deferred until next meeting.
<b>5.12.23.24</b>	To note agenda items for the next full Parish Council meeting <ul style="list-style-type: none"> <li>• Update on planning application for Roseleigh</li> <li>• Update on M5 junction 10</li> <li>• Update on the Garden Town</li> </ul>	
<b>5.12.23.25</b>	Date of next meetings: Extraordinary Parish Council Meeting: 23 January 2024 Parish Council Meeting: 6 February 2024	

The Chairman closed the meeting at 20:40pm

**Appendix 1 - Financial Report:**

<b>Details</b>	<b>Details</b>
<b>Payments since last meeting on 14.11.23</b>	
November 2023 Salaries	1269.30
A .J.Babbage Inv. 1361	75.00
R. Chatham, Nov. 23 newsletter	50.00
ReQuest Aplan	31.20
Pockit pre-payment card	75.00
	<b>1500.50</b>
<b>Paymens to be authorised on 5.12.23</b>	
ES Acoustics Ltd. Inv 20597/A/001	1188.00
Cleeve Garden Services Inv. 2542	612.00
J K Owen - printing, paper & stationery (9 months)	5.00
Typecraft Inv.	60.00
SOCC Hall Inv. 357	503.21
R. Chatham, Dec. 23 newsletter	50.00
	<b>2418.21</b>

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

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