

# STOKE ORCHARD & TREDINGTON PARISH COUNCIL

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



## Minutes of the Stoke Orchard and Tredington Parish Council Annual Meeting held on 8 May 2024 at Stoke Orchard Community Centre

**Present:** Cllrs. A. Macdonald - Chairman, G Ferguson, S Shorrocks, A Troughton, G Fairbairn, T Jukes

**Attendants:** Clerk, M. Hinde, 0 members of the public.

08.5.24.1	<b>To elect Chairman and Vice Chairman, including signing Acceptance of Office forms</b> Cllr Jukes proposed Cllr Macdonald for Chairman. It was unanimously agreed and Cllr Macdonald agreed to take on the role for another 12 months. Cllr Troughton proposed Cllr Shorrocks as Vice Chairman it was unanimously agreed and Cllr Shorrocks accepted the role. Both Cllr Macdonald and Cllr Shorrocks signed their acceptance of office.	
08.05.24.2	<b>The Chairman will formally ask if anyone is intending recording or filming the meeting</b> There were no requests to film or record the meeting	
08.5.24.3	<b>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)</b>  None	
08.5.24.4	<b>To receive and approve apologies for absence</b> Apologies received from Cllr Gilder, C Cllr Hegenbarth, B Cllr Mclain advised she would attend late as she had to attend another meeting	
08.5.24.5	<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>  There were no declarations of interest	
08.5.24.6	<b>To confirm and sign the Minutes of the Parish Council Meetings held on 3 April 2024</b> <b>COUNCIL APPROVED</b> the minutes from 3 April 2024	
08.5.24.7	<b>To receive the Clerk's Report</b>	

	The Clerks report was received as per <b>APPENDIX 1</b>	
<b>08.5.24.8</b>	<b>To receive a report from the Borough Councillor</b> None as report given for Annual Parish Meeting	
<b>08.5.24.9</b>	<b>To receive a report from the County Councillor</b> None	
<b>08.5.24.10</b>	None as report provided for Annual Parish Meeting  <b>Finance, all documents circulated prior to the meeting</b> a) <b>To approve payment May 2024 Payment List/those paid since last meeting, to note receipts and agree actions</b> <b>Council APPROVED</b> the payment list totaling £2087.56 in <b>APPENDIX 2</b> b) <b>To approve bank reconciliation up to 30th April 2024</b> <b>Council APPROVED</b> bank reconciliation in <b>APPENDIX 3</b> c) <b>To approve budget monitoring report up to 30th April 2024</b> <b>Council APPROVED</b> budget monitoring report in <b>APPENDIX 4</b> d) <b>To review bank signatories</b> Council confirmed they were happy with Cllrs Macdonald, Fairbairn and Ferguson as signatories e) <b>To consider insurance renewal quotations in respect of all insured risks and agree actions</b> <b>Council AGREED</b> to remain with their deal with Zurich and renew insurance for £2511.93 f) <b>To agree budget for Public open space</b> Cllrs <b>AGREED</b> that the VAT from public open space invoices should go back into CCLA Action - Finance committee to set up a meeting to review finance Clerk to ask GAPTC regarding recommendations for a financial review	
<b>08.5.24.11</b>	<b>To receive update on Parish Council procedures and resolve to agree actions</b>	
	a) <b>To consider the adoption of a communications policy</b> <b>Council AGREED</b> to <b>ADOPT</b> the communications policy which will be published on the councils website. b) <b>To review subscriptions to other bodies</b> <b>Council AGREED</b> to the subscriptions to other bodies in <b>APPENDIX 5</b>	
	c) <b>To approve Parish Council Meeting Dates for 2024/25</b> <b>Council APPROVED</b> proposed council meeting dates for 2024/25 in <b>APPENDIX 6</b>	
	d) <b>To review delegation arrangements to the Clerk, committees and sub committee</b> <b>COUNCIL AGREED</b> to retain the existing delegation arrangements to the Clerk, Committees and Sub-Committees.	
	e) <b>To review terms of reference for committees</b> <b>Council APPROVED</b> terms of reference for committees	
	f) <b>To agree appointment of councillors to existing committees</b> <b>COUNCIL AGREED</b> they were happy with the committee allocation agreed at the meeting held 3 <sup>rd</sup> April 2024 g) <b>To consider the adoption of 2 pre payment cards for councillor expenses and clerk expenses</b> <b>Councillors AGREED</b> that two Tesco pay cards would be taken out as there was no monthly charge for this service	

<b>08.5.24.12</b>	<b>To review the following documents and agree actions:</b>	
	<ul style="list-style-type: none"> <li>a) <b>Standing Orders</b> Council <b>AGREED</b> no changes were required</li> <li>b) <b>Code of Conduct</b> Council <b>AGREED</b> no changes were required</li> <li>c) <b>Financial Regulations</b> Council <b>AGREED</b> to <b>ADOPT</b> the new 2024 model of Financial Regulations</li> <li>d) <b>Complaints Procedure</b> Council <b>AGREED</b> no changes were required</li> <li>e) <b>Data Protection Policy</b> Council requested the Clerks name was updated on the policy. <b>ACTION</b> – Clerk to update Data protection Policy Clerks name</li> <li>f) <b>Asset Register</b> Council advised that they would like all values on the asset register to be increased by 5%</li> <li>g) <b>Action Plan</b> Council <b>AGREED</b> no changes were required</li> <li>h) <b>Asset Management Plan</b> Council <b>AGREED</b> no changes were required</li> <li>i) <b>Grants and Donations Policy</b> Council <b>AGREED</b> no changes were required</li> <li>j) <b>Publication Scheme</b> Council <b>AGREED</b> no changes were required</li> </ul>	
<b>08.5.24.13</b>	<b>Planning - to consider and agree response to the following Planning Consultation:</b>	
	<ul style="list-style-type: none"> <li>a) <b>Planning Application No. 24/0010/TWMAJW, Grundon Waste Management</b> Council had <b>NO OBJECTION</b> to this application</li> <li>b) <b>Planning Consultation 23/00755/FUL – Roseleigh Stoke Road Stoke Orchard Cheltenham</b> Council <b>AGREED</b> to arrange a meeting with the developer before responding.</li> <li>c) <b>Planning Consultation - 23/00465/FUL - 4 Llanthony Cottages Tredington Tewkesbury Gloucestershire</b> Council had <b>NO OBJECTION</b> to this application</li> </ul>	<b>Action -</b> Clerk to speak to TBC to find out latest deadline for response
<b>08.5.24.14</b>	<b>To review asset checks carried out in 2023/24 and agree actions</b> Council <b>AGREED</b> that asset checks were being carried out thoroughly but <b>AGREED</b> that forms should be completed so a paper trail was visible moving forward.	<b>Action –</b> Clerk to produce forms for approval
<b>08.5.24.15</b>	<b>To receive an update on the proposed pump track and agree actions</b> Cllr Macdonald advised that drainage plans have been submitted to the planner and he was still awaiting a response	
<b>08.5.24.16</b>	<b>To receive an update with regard to the Business Rates for the Community Centre and agree actions</b> Cllr Troughton confirmed he was chasing but has not received a response	<b>Action –</b> Cllr Troughton to continue to

		chase for an update
08.5.24.17	<p><b>To receive an update regarding the land by the chapel and discuss the purchase of a weed burner agree actions</b></p> <p>Cllr Shorrock advised that she was still waiting for the Principle Enforcement Officer to sign it off but has been unable to get hold of him. Council <b>AGREED</b> to purchase a weed burner with gas bottle</p>	<p><b>Action – Cllr Shorrock</b> to continue to chase for an update</p> <p><b>Cllr Juckes –</b> to send monitoring officer email address to Cllr Shorrock</p>
08.5.24.18	<p><b>To receive an update with regards to Tredington Bridge and agree actions</b></p> <p>Cllr Shorrock confirmed there is no report to confirm that the bridge is unstable as reported by a member of the public. The council have been informed that it will be accessed on risk and jobs will be completed in order. Council <b>AGREED</b> to park this agenda item for now and revisit at a later date should no action be taken.</p>	
08.5.24.19	<p><b>To receive an update on playground, MUGA and other public areas</b></p> <p>Cllr Ferguson confirmed he would order the mats to cover the exposed drain. He also advised he would wait for the next inspection by Gloucestershire Playing Fields Association before ordering further materials.</p>	<p><b>ACTION AM</b> to setup meeting with M5 Junction 10 team</p>
08.5.24.20	<p><b>To receive an update on M5 Junction 10 and agree actions</b></p> <p>Cllr Macdonald advised he was trying to get another meeting with Adam Bunce and highways in order to receive an update.</p>	
08.5.24.21	<p><b>To receive an update on the legal agreement between Stoke Orchard Hub Limited and the Parish Council and agree actions</b></p> <p>Cllr Shorrock a draft of the agreement had been completed and it would be taken to the next meeting of the Stoke Orchard Hub Limited Management Committee for approval and then presented at the next meeting of the parish council.</p>	
08.5.24.22	<p><b>To review action list and any outstanding actions</b></p> <p>The action list was reviewed and completed actions removed.</p>	
08.5.24.23	<p><b>To note agenda items for the next full Parish Council meeting</b></p> <p>Fire Tablets .gov.uk email addresses Severn Trent Community Grant</p>	
08.5.24.24	<b>Date of next meeting 3rd July</b>	

Meeting Close – 20:07

## **APPENDIX 1**

### **Clerks Report**

**VAT** – VAT claim sent in for £7921.92

New financial regulations to be adopted later in the meeting

**Pockitt** – Refund has come through but struggling to withdraw it. Liasing with Pockitt to resolve the issue

## APPENDIX 2

### Financial Report for 05.05.24

Details	Amount
IONOS	£12
Stoke Orchard Community Centre	429.28
Clerk Mileage	6.3
Clerk Zoom Payment	7.79
Clerk Zoom Payment	7.79
Kompan	344.83
J Preece & Sons	114
Gloucestershire Playing Fields Association	50
Cleeve Garden Services	612
Hydro International	306
Clerk Salary	950.71
Typecraft	130
IONOS	30
PK Teasdale	12.99
Stoke Orchard Community Centre	23.95
<b>Total</b>	<b>3037.64</b>

#### Payments made between meetings up to 30.04.24

#### Receipts Received since last meeting 03.04.24

CIL Payment	11048.49
Precept	15436.00
Interest	54.79

<b>Total</b>	<b>26539.28</b>
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#### Payments to be authorised 08.05.24

GAPTC	263.42
Typecraft	140.00
Cleeve Garden Services	1200.00
Community Centre	430.96
Clerk Expenses Mileage	25.20
Clerk Expenses Ink Cartridge	20.19
Clerk Expenses Zoom	7.79
<b>Total</b>	<b>2087.56</b>

**Stoke Orchard and Tredington PC**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 30/04/2024</b>		
	Cash in Hand 01/04/2024		393,973.36
	<b>ADD</b> Receipts 01/04/2024 - 30/04/2024		26,901.84
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/04/2024		420,875.20
	<b>Cash in Hand 30/04/2024</b> (per Cash Book)		<b>3,037.64</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 13/07/2022	0.00	
	Stoke Orchard Parish Council Trea 30/04/2024	17,236.70	
	Stoke Orchard Parish Council Bus 30/04/2024	28,533.41	
	Pockitt Prepayment Card 30/04/2024	111.06	
	Redwood 2 Year Bond 80140651 30/04/2024	125,000.00	
	Hampshire Trust 236247 30/04/2024	125,000.00	
	CCLA 30/04/2024	121,956.39	
			<b>417,837.56</b>
	Less unrepresented payments		417,837.56
Plus unrepresented receipts			
<b>Adjusted Bank Balance</b>		<b>417,837.56</b>	
<b>A = B Checks out OK</b>			

APPENDIX 4

Stoke Orchard and Tredington Parish Council Budget Monitoring Report 2024/25

Account Number	Cost Code	Proposed Budget 2024-25	April	May	June	July	August	September	October	November	December	January	February	March	Total	% of Budget
6	Clerk Salary	2165.00	950.71												950.71	43.9
7	Clerk PAYE and Pension	3120.00													0	0.0
8	PATA	107.00													0	0.0
9	Admin, Stationary, clerks exp.	650.00	481.16												481.16	74.0
10	Admin Fees	50.00													0	0.0
11	Website	0.00	12												12	#DIV/0!
12	IT Software and Maintenance	383.00													0	0.0
13	Insurance	3500.00													0	0.0
14	Subscriptions	258.00													0	0.0
15	Electric	0.00													0	#DIV/0!
16	Training	300.00													0	0.0
17	Internal/External Audit	584.00													0	0.0
18	Telephone	0.00													0	#DIV/0!
19	Newsletter	1320.00	130												130	9.8
20	ABEC BMS Monthly Maintenance	540.00													0	0.0
21	Hall Maintenance	1948.00													0	0.0
22	Parish Maintenance	1615.00	12.99												12.99	0.8
23	Grass/Hedge Cutting	950.00	114												114	12.0
24	Grants and Donations Paid	0.00													0	#DIV/0!
25	Sundry-PC	920.00	329.95												329.95	35.9
26	Contingency PC	0.00													0	#DIV/0!
27	SOHL Expenses	5500.00													0	0.0
29	Comm Centre Admin	6000.00													0	0.0
30	Bus Advertising	0.00													0	#DIV/0!
31	Bus Cleaning	0.00													0	#DIV/0!
32	Bus Maintenance	0.00													0	#DIV/0!
33	Bus Fuel	0.00													0	#DIV/0!
34	Bus Insurance, Licences etc	0.00													0	#DIV/0!
36	POS Maintenance	500.00	612												612	122.4
37	MUGA/Playground Maintenance	1328.00	394.83												394.83	29.7
38	Portion of grant received	0.00													0	#DIV/0!
41	Solar battery storage	0.00													0	#DIV/0!
42	Bin	0.00													0	#DIV/0!
<b>Total</b>			<b>3037.64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## APPENDIX 5

### Subscriptions to Other Bodies

Company	Price
GAPTC	£263.42
SLCC	£59.50
GPFA	£50



**Stoke Orchard and Tredington Parish Council**

**Meeting Dates 2024/25**

Wednesday 3 <sup>rd</sup> July 2024	19:00	Full Council Meeting
Wednesday 4 <sup>th</sup> September 2024	19:00	Full Council Meeting
Wednesday 6 <sup>th</sup> November 2024	19:00	Full Council Meeting
Wednesday 8 <sup>th</sup> January 2025	19:00	Full Council Meeting
Wednesday 5 <sup>th</sup> March 2025	19:00	Full Council Meeting
Wednesday 7 <sup>th</sup> May 2025	19:00	Annual Parish Meeting
Wednesday 7 <sup>th</sup> May 2025	Immediately after Annual Parish Meeting	Annual Meeting