

# 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 3 July 2024 at Stoke Orchard Community Centre

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

**Attendants:** Clerk, M. Hinde, 2 members of the public.

- 03.07.24.1 To receive and consider apologies for absence and confirm the meeting is quorate**  
Apologies received from B. Councillor H Mclain and Councillor J Gilder  
The meeting was declared quorate
- 03.07.24.2 To receive comments from the public on agenda items below - 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)**  
Member of the public 1 – 24/00406/FUL Solar Farm – Ashchurch were consulted but Stoke Orchard were not. There have been 2 new applications on the site and neither sent to Stoke Orchard but were sent to Ashchurch Rural.  
Action - Clerk to email TBC again to see why not consulted.
- 03.07.24.3 To confirm and sign the Minutes of the Annual Council Meeting held on 8 May 2024 and the minutes from the extraordinary meeting on 12 June 2024**  
Council **APPROVED** minutes from 8<sup>th</sup> May and 12<sup>th</sup> June
- 03.07.24.4 To receive clerks report**  
Clerks report received as per **APPENDIX 1**
- 03.07.24.5 To receive a report from the Borough Councillor**  
Borough Councillor report received as per **APPENDIX 2**
- 03.07.24.6 To receive a report from the County Councillor**  
None
- 03.07.24.7 Finance, all documents circulated prior to the meeting**  
a) **To approve July 2024 Payment List/those paid since last meeting, to note receipts and agree actions**  
Council **APPROVED** July 2024 payment list as per **APPENDIX 3**  
b) **To receive and approve the Bank Reconciliation**  
Council **APPROVED** bank reconciliation as per **APPENDIX 4**  
c) **To receive and approve budget monitoring report**  
Council **APPROVED** budget monitoring report as per **APPENDIX 5**
- 03.07.24.8 To discuss councillors using fire tablets and agree actions**  
Council decided **AGAINST** using fire tablets
- 03.07.24.9 To discuss quotes for community centre borders and agree actions**  
Council **AGREED** to get 3 quotes to tidy up the borders

- 03.07.24.10 To receive an update on the Business Rates for the Community Centre and agree actions**  
It was confirmed that the Parish Council business rates are now cleared. Thanks was passed to Councillor Troughton
- 03.07.24.11 To receive an update on the proposed pump track and agree actions**  
Cllr Macdonald confirmed that planning permission has been granted.
- 03.07.24.12 To receive an update on M5 Junction 10 and agree actions**  
Council **AGREED** to chase again and write to the traffic management team regarding a community meeting. **Action Cllr Shorrocks to chase**
- 03.07.24.13 To receive an update with regard to a legal agreement between the Parish Council and Stoke Orchard Hub Limited and agree actions**  
Cllr Shorrocks confirmed that the Management Agreement was all setup and it just needed councillors to read it to be approved in the next meeting.  
**Action – All Councillors to read Management Agreement before next meeting**  
**Action – Clerk to confirm they have a signed copy of tenancy agreement**
- 03.07.24.14 To receive an update regarding the land by the Chapel and agree actions**  
Cllr Macdonald confirmed there was a slight delay as the land is being cleared. The documents will be signed once completed.
- 03.07.24.15 To receive an update in relation to playground, MUGA and other public areas**  
Cllr Ferguson confirmed that the new tennis net was doing its job and is able to be moved so people can also play football.  
**Action Clerk to see when next annual playground inspection will be done**  
**Action Cllr Ferguson to get quotes for public open space maintenance**
- 03.07.24.16 To discuss or confirm councils response to the following planning applications made since the last meeting and agree actions:**
- a) **Planning application No. - 24/00411/FUL**  
**Description** – The installation of a Battery Energy Storage Facility, access, landscaping, biodiversity enhancements and ancillary infrastructure & equipment to include acoustic fence, security fence, CCTV & gates  
**Location** – Part Parcel 7800, Tredington, Tewkesbury  
**Cllr Jukes left the room at 19:36 as he declared an interest in this application.**  
Cllr Macdonald and Cllr Shorrocks confirmed they went to visit the site and did not feel it was a threat to the school. They confirmed they had raised concern over construction traffic but that had been cleared by the management plan. Council concluded they had **NO OBJECTION**  
**Cllr Jukes returned 19:37**
- b) **Planning Application No. - 24/00438/FUL**  
**Description** – Variation of condition 2 of 22/00835/FUL to vary the size/ridge height of the covered pergola garden structure that adjoins the main dwelling  
**Location** – The Field, Mill Lane, Stoke Orchard  
Council has **NO OBJECTION** to this application
- 03.07.24.17 To note agenda items for the next full Parish Council meeting**  
Add the action list as an item on the agenda.  
Setup Financial review on September meeting  
Tender on public open space maintenance  
Car park barrier 3 quotes  
Date of next meeting – 4<sup>th</sup> September 2024
- Meeting Close – 19:54

## **APPENDIX 1**

### **Clerks Report 03.07.24**

**Auditor** – End of year documents submitted to external auditor along with additional information that had been requested on the General Power of Competence

**Pockitt** – Received a new card to be able to withdraw refunded funds. Did a test transfer of £10 to ensure no more fraudulent activity and pockitt closed the account. Now working to get the remaining funds back.

## APPENDIX 2

I'm afraid there is nothing to report as due to the election the Council have shut down all meetings other than the quasi judicial licensing committees.

The only thing ongoing is the new administrations consultation on renaming the borough from Tewkesbury to North Gloucestershire. The parish should have been notified and encouraged to comment. Here is the link <https://tewkesbury-borough.civilspace.io/en/projects/exploring-a-new-name>  
It's a binary choice Tewkesbury or North Gloucestershire. Some Wag commented that given the amount of development we might as well be called greater Cheltenham! I haven't detected a lot of enthusiasm either way.

## APPENDIX 3

### Financial Report for 03.07.24

#### Payments made between meetings up to 30.06.24

Details	Amount
Cleeve Garden Services	£1,200.00
Cleeve Garden Services	£612.00
Cleeve Garden Services	£612.00
GAPTC	£263.42
Clerk Expenses	£25.20
Zoom	£7.79
Ink	£20.19
Community Centre	£430.96
Typecraft	£140.00
Ionos	£30.00
Cleeve Garden Services	£180.00
Cleeve Garden Services	£612.00
Clerk Salary	£873.53
Cleeve Garden Services	£612.00
Ionos	£12.00
Cleeve Garden Services	£540.00
GAPTC	£390.00
Graham Ferguson	£119.99
Hydro International	£398.40
Clerk Salary	£1,064.61
Typecraft	£140.00
Zurich	£2,511.93
Ionos	£30.00
Cleeve Garden Services	£696.00
J Preece & Sons	£456.00
Security 1	£152.40
SK Heating & Cooling	£303.16
Community Centre	£430.96
<b>Total</b>	<b>£12,864.54</b>

#### Receipts Received since last meeting 08.05.24

POCKITT REFUND	10.00
<b>Total</b>	<b>10.00</b>

#### Payments to be authorised 03.07.24

Clerk Expenses Paper	5.67
Clerk Expenses Mileage	6.30
Clerk Expenses Zoom	15.58
PATA 23/1192/PPS	31.05
Typecraft - 112514	140.00
Graham Ferguson - Screwfix	7.49
Clerk Expenses - File	3.87
<b>Total</b>	<b>209.96</b>

APPENDIX 4

3 July 2024 (2024-2025)

**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>Bank Reconciliation at 30/06/2024</b>		
	Cash in Hand 01/04/2024	393,973.36
	<b>ADD</b> Receipts 01/04/2024 - 30/06/2024	27,373.74
		421,347.10
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/06/2024	17,092.89
<b>A</b>	<b>Cash in Hand 30/06/2024</b> (per Cash Book)	<b>404,254.21</b>
	Cash in hand per Bank Statements	
	Petty Cash 13/07/2022	0.00
	Stoke Orchard Parish Council Trea 30/06/2024	3,191.45
	Stoke Orchard Parish Council Bus 30/06/2024	28,602.45
	Pockitt Prepayment Card 30/06/2024	101.06
	Redwood 2 Year Bond 80140651 30/04/2024	125,000.00
	Hampshire Trust 236247 30/04/2024	125,000.00
	CCLA 30/06/2024	122,359.25
		<b>404,254.21</b>
	Less unrepresented payments	
		404,254.21
	Plus unrepresented receipts	
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>404,254.21</b>
	<b>A = B Checks out OK</b>	

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APPENDIX 5

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	873.53	1064.61										2888.85	133.4
7	Clerk PAYE and Pension	3120.00		0	0										0	0.0
8	PATA	107.00		41.25	0										41.25	38.6
9	Admin, Stationary, clerks exp.	650.00	481.16	73.51	430.96										985.63	151.6
10	Admin Fees	50.00		440.96	0										440.96	881.9
11	Website	0.00	12	10	35										57	#DIV/0!
12	IT Software and Maintenance	383.00		0	0										0	0.0
13	Insurance	3500.00		0	2511.93										2511.93	71.8
14	Subscriptions	258.00		347.92	0										347.92	134.9
15	Electric	0.00		0	0										0	#DIV/0!
16	Training	300.00		0	0										0	0.0
17	Internal/External Audit	584.00		0	390										390	66.8
18	Telephone	0.00		0	0										0	#DIV/0!
19	Newsletter	1320.00	130	140	140										410	31.1
20	ABEC BMS Monthly Maintenance	540.00		0	0										0	0.0
21	Hall Maintenance	1948.00		0	430.16										430.16	22.1
22	Parish Maintenance	1615.00	12.99	0	0										12.99	0.8
23	Grass/Hedge Cutting	950.00	114	0	380										494	52.0
24	Grants and Donations Paid	0.00		0	0										0	#DIV/0!
25	Sundry-PC	920.00	329.95	0	0										329.95	35.9
26	Contingency PC	0.00		0	0										0	#DIV/0!
27	SOHL Expenses	5500.00		0	0										0	0.0
29	Comm Centre Admin	6000.00		430.96	0										430.96	7.2
30	Bus Advertising	0.00		0	0										0	#DIV/0!
31	Bus Cleaning	0.00		0	0										0	#DIV/0!
32	Bus Maintenance	0.00		0	0										0	#DIV/0!
33	Bus Fuel	0.00		0	0										0	#DIV/0!
34	Bus Insurance, Licences etc	0.00		0	0										0	#DIV/0!
36	POS Maintenance	500.00	612	3190	1540										5342	1068.4
37	MUGA/Playground Maintenance	1328.00	394.83	0	0										394.83	29.7
38	Portion of grant received	0.00		0	0										0	#DIV/0!
41	Solar battery storage	0.00		0	0										0	#DIV/0!
42	Bin	0.00		0	0										0	#DIV/0!
	Councillor Exepenses	0.00			99.99										99.99	#DIV/0!
	Flood Gauge Maintenance	0.00			332										332	#DIV/0!
<b>Total</b>			<b>3037.64</b>	<b>5548.13</b>	<b>7354.65</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>	