



Minutes of the Stoke Orchard and Tredington Parish Council Meeting held on 8th January 2025 at Stoke Orchard Community Centre

Present – Cllrs. A Macdonald (Chairman), Cllrs S Shorrocks, A Troughton, G Fairbairn, G Ferguson, J Gilder,

Attendees – 0 members of the public

| | |
|---|--|
| 08.01.25.1 | To receive and consider apologies for absence and confirm the meeting is quorate Apologies received from Cllr T Jukes and Clerk M Hinde. The meeting was declared quorate. |
| 08.01.25.2 | To receive declarations of interest on the agenda below (Localism Act 2011) None |
| 08.01.25.3 | 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) None |
| 08.01.25.4 | To confirm and sign Minutes of the Meeting held on 6 November 2024 and 21st November 2024 COUNCIL APPROVED minutes from 6 November 2024 and 21 st November 2024 |
| 08.01.25.5 | To receive clerks report None |
| 08.01.25.6 | To receive a report from the Borough Councillor |
| 08.01.25.7 | To receive a report from the County Councillor Cllr A Hegenbath has not attended since February 2024 |
| 08.01.25.8 08.01.25.8a | Finance, all documents circulated prior to the meeting To approve January 2025 Payment List/those paid since last meeting, to note receipts and agree actions |
| | January Payment List |
| | Stoke Orchard Community Centre £592.60 |
| | Clerks Expenses £40.19 |
| 08.01.25.8b | COUNCIL APPROVED payment list as per APPENDIX 1 To receive and approve the Bank Reconciliation COUNCIL APPROVED bank reconciliation as per APPENDIX 2 |
| 08.01.25.8c | To receive and approve Budget Monitoring Report |

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| 08.01.25.8d | COUNCIL APPROVED Budget Monitoring Report as per APPENDIX 3 |
| 08.01.25.8e | <p>To agree on the budget for 2025/26</p> <p>Extraordinary meeting required to agree so PC can understand precept we need to clear that the VAT rebate is for the day to day running of the Parish and not from capital money. If this is the case should the VAT be repaid to the capital accounts and the precept reviewed to ensure we are spending what we receive not working at a loss</p> <p>To set the precept for 2025/26</p> |
| 08.01.25.8f | Deferred to extraordinary meeting |
| 08.01.24.9 | <p>To discuss renewal of contract with Hydro International</p> <p>COUNCIL AGREED to renew for 1 more year with further investigation on what value it adds with the flood elevation team. PC decided not to go ahead with alarm. If Newent withdraw, we will review the PC's position</p> |
| 08.01.24.10 | <p>To receive an update regarding the land by the chapel and agree actions</p> <p>Meeting to be held with Paul Duncliffe and discuss how the site will be left and £6k to come from TBC. Contractor has been instructed on keeping it maintained.</p> |
| 08.01.24.11 | <p>To discuss the management of Orchard Stores moving forward and agree actions</p> <p>COUNCIL AGREED that Cllr Macdonald should contact Gotherington stores to see if they would be interested in taking over the shop. If they are not interested Cllr Troughton to help in making it an attractive proposition for a 3rd party. To be reviewed at march meeting</p> |
| 08.01.24.12 | <p>To review quotes for the extension of the pump track and agree actions</p> <p>COUNCIL AGREED to proceed with the quote from JB Extreme</p> |
| 08.01.24.13 | <p>To review quotes for the heritage boards and agree actions</p> <p>Cllr Macdonald to obtain 2 more quotes</p> |
| 08.01.24.14 | <p>To receive the community speedwatch report</p> <p>The report was circulated by Community Speedwatch. Council passed thanks to Graham Wright who leads every single monitoring session.</p> |
| 08.01.24.15 | <p>To receive an update on the flood warden meeting and agree actions</p> <p>Council confirmed they had a useful meeting with Rachel Seymour to see where the issues are and it was confirmed the flood prevention team will be visiting the parish.</p> |
| 08.01.24.16 | <p>To discuss the possibility of arranging a professional flooding report and agree actions</p> |

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| <p>08.01.24.17</p> | <p>Council decided not to proceed with a flooding report as the flooding prevention team will be visiting the parish, To discuss or confirm councils response to the following planning applications made since the last meeting and agree actions:</p> |
| <p>08.01.24.17a</p> | <p>Planning Application No. - 22/01107/OUT Description - Outline planning application for phased residential development comprising a mixture of market and affordable housing (use class C3), which could include retirement/extra care accommodation (use class C2/C3) a flexible mixed use area with a community hub (including potentially use classes E, F1 and F2), a primary school and children's nursery, a convenience store (use class E), site clearance and preparation, green infrastructure (including Suitable Alternative Natural Greenspace), walking and cycling routes, formal and informal public open space, sports pitch provision, drainage and other associated works and infrastructure, including utilities and highways works, all matters reserved except partially for access. Location - Land West Of Cheltenham Gloucestershire To note agenda items for the next full Parish Council Meeting Councillor Shorrock to send objections to the clerk for the response to be submitted</p> |
| <p>08.01.24.18</p> | <p>To note agenda items for the next full Parish Council Meeting A. Trees to come down by manor farm and swan lane b. wood fencing around POS c. update on email address</p> |
| <p>08.01.24.19</p> | <p>Confidential Session – To receive update from the staffing committee and agree actions COUNCIL AGREED to increase clerks’ salary from level 23 to 24. The Clerks contracted hours will also increase from 12 to 15 to be reviewed after 6 months.</p> |
| <p>08.01.24.20</p> | <p>Date of next meeting – 5th March 2025</p> |

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APPENDIX 1

FINANCIAL REPORT FOR 08.01.25

Payments Made between meetings up to 31.12.24

| Details | Amount |
|-----------------------------|-----------------|
| Ionos | 12 |
| Unicorn Restoration | 1944 |
| Cleeve Garden Services | 540 |
| Cleeve Garden Services | 876 |
| Clerk Expenses | 6.3 |
| Security 1 | 78 |
| Security 1 | 342 |
| Typecraft | 130 |
| Typecraft | 26 |
| Cleeve Garden Services | 1188 |
| Cleeve Garden Services | 540 |
| Ionos | 30 |
| Clerk Salary (inc back pay) | 1299.55 |
| Community Centre | 497.94 |
| Community Centre | 467.6 |
| Nest | 40.62 |
| Cleeve Garden Services | 180 |
| Ken Preece | 114 |
| Typecraft | 140 |
| Ionos | 12 |
| Frank Smith & Co | 2935.68 |
| Clerk Salary | 957.35 |
| PATA | 51.65 |
| Total | 12408.69 |

Receipts Received since last meeting

| | |
|----------------------------|--------------|
| Tewkesbury Borough Council | 46810 |
| Total | 46810 |

Payments to be Authorised 08.01.25

| | |
|------------------------------|---------------|
| Clerks Expenses | 40.19 |
| Community Centre Dec Invoice | 592.6 |
| Total | 632.79 |

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APPENDIX 2

5 January 2025 (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)

| | | | |
|--|---|------------|-------------------|
| Bank Reconciliation at 31/12/2024 | | | |
| | Cash in Hand 01/04/2024 | | 393,973.36 |
| | ADD | | |
| | Receipts 01/04/2024 - 31/12/2024 | | 113,365.21 |
| | | | 507,338.57 |
| | SUBTRACT | | |
| | Payments 01/04/2024 - 31/12/2024 | | 104,230.58 |
| A | Cash in Hand 31/12/2024 (per Cash Book) | | 403,107.99 |
| Cash in hand per Bank Statements | | | |
| | Petty Cash | 13/07/2022 | 0.00 |
| | Stoke Orchard Parish Council Trea | 31/12/2024 | 9,925.76 |
| | Stoke Orchard Parish Council Bus | 31/12/2024 | 60,144.53 |
| | Pockitt Prepayment Card | 31/08/2024 | 101.06 |
| | Redwood 2 Year Bond 80140651 | 31/10/2024 | 131,062.50 |
| | Hampshire Trust 236247 | 31/08/2024 | 130,669.81 |
| | CCLA | 31/10/2024 | 71,204.33 |
| | | | 403,107.99 |
| | Less unrepresented payments | | |
| | | | 403,107.99 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 403,107.99 |
| A = B Checks out OK | | | |

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APPENDIX 3

Stoke Orchard and Tredington PC
Monthly breakdown of Receipts and Payments
 All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

3 January 2025 (2024-2025)

| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance |
|--------------------------|----------|--------|--------|----------|----------|----------|----------|--------|----------|--------|-----|-----|-----|----------|-----------|
| PAYMENTS | | | | | | | | | | | | | | | |
| Expenditure | | | | | | | | | | | | | | | |
| Clerk Salary | | 950.71 | 873.53 | 1,064.61 | 1,028.80 | 1,078.57 | 938.57 | 939.43 | 1,273.55 | 931.55 | | | | 9,079.32 | -9,079.32 |
| Clerk PAYE and Pension | | | | | | | | | 40.62 | 77.68 | | | | 118.30 | -118.30 |
| PATA | | | 41.25 | | | | 31.05 | | | 51.65 | | | | 123.95 | -123.95 |
| Admin. Stationary, clerk | | 44.28 | 73.51 | | 426.60 | 25.00 | 375.82 | 28.18 | 32.30 | 26.00 | | | | 1,031.69 | -1,031.69 |
| Admin Fees | 50.00 | | | | | | | | | | | | | 50.00 | |
| Website | | 10.00 | 10.00 | 35.00 | 30.00 | | 35.00 | 37.00 | 35.00 | 35.00 | | | | 227.00 | -227.00 |
| IT Software and Maintner | 383.00 | | | | | | | | | | | | | 383.00 | |
| Insurance | 3,500.00 | | | 2,511.93 | | 198.23 | | | | | | | | 2,710.16 | 789.84 |
| Subscriptions | 258.00 | | 347.92 | | | | | | | | | | | 347.92 | -89.92 |
| Electric | | | | | | | | | | | | | | | |
| Training | 300.00 | | | | | | | | | | | | | 300.00 | |
| Internal/External Audit | 584.00 | | | 390.00 | | | 840.00 | | | | | | | 1,230.00 | -646.00 |
| Telephone | | | | | | | | | | | | | | | |
| Newsletter | 1,320.00 | 130.00 | 140.00 | 140.00 | 171.20 | | 382.00 | 330.00 | 130.00 | 140.00 | | | | 1,563.20 | -243.20 |
| ABEC BMS Monthly Ma | 540.00 | | | | 3.87 | | | | | | | | | 3.87 | 536.13 |
| Hall Maintenance | 1,948.00 | | | 430.16 | | | 210.00 | | 350.00 | | | | | 990.16 | 957.84 |
| Parish Maintenance | 1,615.00 | 267.99 | | | 281.55 | 533.00 | 2,820.00 | | 1,620.00 | | | | | 5,522.54 | -3,907.54 |
| Grass/Hedge Cutting | 950.00 | 95.00 | | 380.00 | | 380.00 | | | | 95.00 | | | | 950.00 | |
| Grants and Donations P | 100.00 | | | | | | | | | | | | | | 100.00 |
| Sundry-PC | | | | | | | | | 22.00 | | | | | 22.00 | -22.00 |
| Contingency PC | | | | | | | | | | | | | | | |
| SOHL Expenses | | | | | | | | | | | | | | | |
| Bus Admin | | | | | | | | | | | | | | | |
| Bus Advertising | | | | | | | | | | | | | | | |
| Bus Cleaning | | | | | | | | | | | | | | | |
| Bus Maintenance | | | | | | | | | | | | | | | |
| Bus Fuel | | | | | | | | | | | | | | | |
| Bus Insurance, Licence: | | | | | | | | | | | | | | | |