

Minutes of the Stoke Orchard and Tredington Parish Council Annual Meeting held on 7th May 2025 at Stoke Orchard Community Centre

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

Attendees - M Hinde (Clerk),

07.05.25.1	To elect Chairman and Vice Chairn	nan, including signing Acceptance				
	of Office forms					
	Cllr Troughton proposed Cllr Macdor	nald as Chairman seconded by Cllr				
	Gilder and unanimously agreed.	·				
	Cllr Troughton proposed Cllr Shorroo	ck as Vice Chairman which was				
	Seconded by Cllr Fairbairn and unan	imously agreed.				
07.05.25.2	To receive and consider apologies	To receive and consider apologies for absence and confirm the				
	meeting is quorate					
	Apologies received from Cllr G Fergu	ison, T Juckes and B. Cllr Heather				
	McLain. The meeting was confirmed	as quorate				
07.05.25.3	To receive declarations of interest	on the agenda below (Localism Act				
	2011)					
	None					
07.05.25.4	To receive comments from the pub	lic on agenda items below – no				
	decisions will be made on issues r					
	decisions will be added to the ager	nda for the next meeting (NB				
	Councils cannot lawfully decide it	ems of business that are not				
	specified on the agenda)					
	None					
07.05.25.5	To confirm and sign the minutes of the Parish Council Meeting held on 5 th March 2025 and the extraordinary meetings held on 10 th April 2025 and 28 th April 2025					
	-	he Parish Council Meeting held on				
	5 th March 2025 and the extraordin	G				
	2025 and 28 th April 2025.					
07.05.25.6	To receive the Clerk's Report					
07.00.20.0	Clerks report received as per APPENDIX 1					
	R Chatham volunteered to speak to environment agency re trees in					
	Swillgate as flood warden	,				
07.05.25.7	To receive a report from the Borough Councillor					
	None					
07.05.25.8	To receive a report from the County	y Councillor				
	None					
07.05.25.9	Finance, all documents circulated	prior to the meeting				
	a) To approve payment May 2025 Payment List/those paid since last					
	meeting, to note receipts and	d agree actions				
	Customer	Price				



		Soribo (Inv. 10092)	C414 72		
		Scribe (Inv-10083)	£414.72		
		Community Centre	£437.60		
		Smart Cut (Inv-25175)	£372.00		
		BMS	£1650.00		
		Total	£2874.32		
		COUNCIL APPROVED paymen	nt list totalling £6047.92 as per		
		APPENDIX 2			
	b)	To approve bank reconciliation	-		
		Council APPROVED bank reconc	iliation as per APPENDIX 3		
	c)	To approve budget monitoring re	eport up to 30 th April 2024		
		Council APPROVED budget m	onitoring as per APPENDIX 4		
	d)	To review bank signatories			
		Could AGREED that Cllr Troughton	n should be added as the 3 rd		
		signatory			
	e)	To review direct debits			
		COUNCIL APPROVED direct deb			
	f)	To consider insurance renewal			
		insured risks and agree actions			
		COUNCIL AGREED that they will			
		deal if quote is less than 10% inci	rease and other quotes are not		
		cheaper			
07.05.25.10		eive update on Parish Council pro	ocedures and resolve to agree		
	action	· -	undated Financial Pagulations		
	a)	To consider the adoption of the COUNCIL ADOPTED the updated	-		
	b)	To review subscriptions to other	_		
		Council reviewed the subscriptio			
		APPENDIX 6	ne te emer beares de per		
	c)	To approve Parish Council Meet	ing dates for 2025/26		
		COUNCIL APPROVED parish council meeting dates for 2025/26			
		as per APPENDIX 7	G		
	d)	To review delegation arrangeme	ents to the Clerk, committees		
		and sub committee			
		Council reviewed delegation arra	ngements to the clerk and were		
		happy with the scheme of delega	tion		
	e)	To review terms of reference for			
		Council reviewed terms of referen			
	f)	Review members of existing co			
		Council reviewed members of exi	sting committess and agreed no		
	l	changes requited	_		
07.05.25.11		ew the following documents and	agree actions		
	_	Standing Orders			
		il reviewed Standing orders and ag	reed no changes required.		
		Code of Conduct	arood no changes required		
		il reviewed Code of Conduct and a	igreed no changes required		
	_	Complaints Procedure	and agreed no changes required		
1	Counc	il reviewed Complaints Procedure	and agreed no changes required		

STOKE ORCHARD & TREDINGTON PARISH COUNCIL



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d) Data Protection Policy

Council reviewed Data Protection Policy and agreed no changes required

e) Asset Register

Council **AGREED** All items value should increase by 5% apart from phonebox which needs to increase to £10,000. Items for the shop should be removed.

f) Action Plan

Council reviewed Action Plan and agreed no changes required

g) Asset Management Plan

Council reviewed Asset Management Plan and agreed items for the shop should be removed but no other changes were required.

h) Grants and Donations Policy

Council reviewed Grants and Donations policy and agreed no changes required

i) Publication Scheme

Council reviewed Publication Scheme and agreed no changes required

j) Communication Policy

Council reviewed Communications policy and agreed no changes required

k) Equality and Diversity

Council reviewed Equality and Diversity policy and agreed no changes required

l) Expenses Policy

Council reviewed Expenses policy and agreed no changes required

m) Reserves Policy

Council reviewed Reserves policy and agreed no changes required To discuss plans to possibly install an EV charger in the Community Centre car park and agree actions

Council reviewed 3 quotes and **AGREED** to proceed with Chargepoint Council **AGREED** to apply to Highways to drop the kerb at the cost of £310.

07.05.25.13 To receive quotes to separate the water at the Community Centre from the shop

To be deferred to the next meeting as the council are still awaiting quotes

To discuss erecting wood fencing around public open space and agree

Defer to next meeting

07.05.25.15 To receive an update on the management of Orchard Stores moving forward and agree actions

Cllr Macdonald confirmed that the council were closer to the lease being signed. Further documentation had been sent to the lawyer.

07.05.25.16 To discuss the purchase of heritage boards now that the council is in receipt of part of the Build Back Better Grant

Council AGREED to defer to another meeting once a list of 13 locations had been decided.

07.05.25.17 To receive items for the next agenda

Build Back Better Grant

Shop

07.05.25.12

07.05.25.14



Fencing
Update on Orchard on Chapel Land
Playground maintenance extraordinary meeting with AGAR
Date of next meeting – 2 nd July 2025

APPENDIX 1



Audit – Internal audit documents have been submitted to GAPTC awaiting for a auditor to be allocated for the next stage. An extraordinary meeting will need to be held once the internal audit is complete in order to sign off AGAR.



FINANCIAL REPORT FOR 07.05.25

Payments Made between meetings up to 02.05.25

Details	Amount
Bank Charge	4.25
HMRC	235.73
Nest	44.77
Ionos	12
HMRC	235.73
Frank Smith	500
Lodge Farm Treess	208
Ionos	12
S Shorrock	100.8
HMRC	235.53
Nest	44.17
ABEC	49.5
Smart Cut	372
Clerk Salary	943.23
Clerk Expenses	105.08
Ionos	30
Transfer to Reserves	6017
Clerk Salary	979.83
MJB Haulage	954
Clerk Expenses (Weed Killer)	65.69
PATA	47.46
Mr Green	350
Stoke Orchard Community Centre	447.6
Orchard Stores	5000
Bank Charge	4.25
Total	16998.62

Receipts Received since last meeting

Tewkesbury Borough Council	2754
Tewkesbury Borough Council	6017
Gloucester County Council	5915
Reserves Account	5000
Tewkesbury Borough Council	17500
Total	37186

Payments to be Authorised 07.05.25

.25
18.9
97.2
1650
49.5
234
372
414.72
437.6
372
1650
372
110
110
50
110
6047.92



5 May 2025 (2025-2026)

Stoke Orchard and Tredington PC

Prep	ared by:	Date:		
	Name and Role (Cle	rk/RFO etc)		
Appr	Name and Role (RFO)Cha		Date: _	
	Bank Reconciliation at 30/04	/2025		
	Cash in Hand 01/04/2025			380,144.58
	ADD Receipts 01/04/2025 - 30/04/2025			33,519.62
	SUBTRACT Payments 01/04/2025 - 30/04/2025			413,664.20 1,892.91
A	Cash in Hand 30/04/2025 (per Cash Book)			411,771.29
	Cash in hand per Bank Statements Petty Cash Stoke Orchard Parish Council Trea Stoke Orchard Parish Council Bus Pockitt Prepayment Card Redwood 2 Year Bond 80140651 Hampshire Trust 236247 CCLA	30/04/2025 31/08/2024	0.00 11,365.93 30,782.97 101.06 131,062.50 130,669.81 107,789.02	
	Less unpresented payments			411,771.29
	Plus unpresented receipts			411,771.29
В	Adjusted Bank Balance			411,771.29

A = B Checks out OK



Stoke Orchard and Tredington PC

5 May 2025 (2025-2026)

Monthly breakdown of Receipts and Payments
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Expenditure															
Clerk Salary	10,627.00	943.23												943.23	9,683.77
Clerk PAYE and Pension	3,190.00	280.30												280.30	2,909.70
PATA	195.00														195.00
Admin, Stationary, clerk	1,052.00														1,052.00
Admin Fees	50.00														50.00
Website	350.00	35.00												35.00	315.00
IT Software and Mainter	59.99														59.99
Insurance	2,778.00														2,778.00
Subscriptions	356.62														356.62
Electric															
Training	300.00														300.00
Internal/External Audit	1,599.00														1,599.00
Telephone															
Newsletter	2,033.00														2,033.00
ABEC BMS Monthly Ma	540.00	41.25												41.25	498.75
Hall Maintenance	1,015.00														1,015.00
Parish Maintenance	5,661.00	87.57												87.57	5,573.43
Grass/Hedge Cutting	876.00														876.00
Grants and Donations P	100.00														100.00
Sundry-PC	23.00														23.00
Contingency PC															
SOHL Expenses															
Bus Admin															
Bus Advertising															
Bus Cleaning															
Bus Maintenance															
Bus Fuel															
Bus Insurance, Licence:															
							y Mari								



Direct Debits 07.05.25

Recipient 🗘	Last payment 💠	Frequency 🗘	Amount 🗘		
IONOS CLOUD LTD. V90854951-652351	03 April 2025	Monthly	£12.00	<u>Cancel</u> ×	
NEST 1T000003805392	11 April 2025	Monthly	£44.77	<u>Cancel</u> ×	





Company	Cost
GAPTC	£289.64
SLCC	£59.50
Gloucestershire Playing Fields	£50.00
Association	



Meeting Dates 2025/26

Date	Time
Wednesday 2 nd July 2025	19:00
Wednesday 3 rd September 2025	19:00
Wednesday 5 th November 2025	19:00
Wednesday 7 th January 2026	19:00
Wednesday 4 th March 2026	19:00