



Minutes of the Stoke Orchard and Tredington Parish Council Meeting held on 5th November 2025 at Stoke Orchard Community Centre

Present – Cllr S Shorrocks (Vice Chairman) Cllrs. T Juckes, G Ferguson, A Troughton and G Fairbairn

Attendees – M Hinde (Clerk), 0 members of the public

Minutes

05.11.25.1	To receive and consider apologies for absence and confirm the meeting is quorate
	Apologies received from Cllr A Macdonald and County Cllr R Stanley
05.11.25.2	To receive declarations of interest on the agenda below (Localism Act 2011)
	None
05.11.25.3	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
05.11.25.4	To confirm and sign Minutes of the Meeting held on 3rd September 2025
	COUNCIL APPROVED the minutes of the Meeting held on 3 rd September 2025
05.11.25.5	To receive clerks report
	The clerk advised that there was going to be a new assertion on the AGAR at the end of the financial year and this was going to be covered in the GAPTC Clerk Networking event being held in December. The clerk requested that the council cover a quarter of the cost (as it would be split between 4 councils) to allow her to attend the event. COUNCIL AGREED for the clerk to attend the networking event.
05.11.25.6	To receive a report from the Borough Councillor
	None
05.11.25.7	To receive a report from the County Councillor
	None
05.11.25.8 05.11.25.8a	Finance, all documents circulated prior to the meeting To approve October 2025 Payment List/those paid since last meeting, to note receipts and agree actions

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<p>05.11.25.8b</p>	<p>COUNCIL APPROVED the October Payment List totalling £7623.20 as per APPENDIX 1</p> <p>To receive and approve the Bank Reconciliation up to 31st October 2025</p> <p>COUNCIL APPROVED the bank reconciliation up to 31st October 2025 as per APPENDIX 2</p>												
<p>05.11.25.8c</p>	<p>To receive and approve Budget Monitoring Report up to 31st October 2025</p> <p>COUNCIL APPROVED the budget monitoring report up to 31st October 2025 APPENDIX 3</p>												
<p>05.11.25.8d</p>	<p>To approve Budget 2026/27 and receive Finance Committee recommendations</p> <p>COUNCIL APPROVED the budget 2026/27 as per APPENDIX 4</p>												
<p>05.11.25.8e</p>	<p>To set precept 2026/27 and received Finance Committee recommendations</p> <p>COUNCIL AGREED to set the precept at £35,000.</p>												
<p>05.11.25.8f</p>	<p>To review CIL money and agree actions</p> <p>Council discussed the £69857.20 CIL money that was received in October. Council AGREED to see if another CCLA account can be opened for CIL funds to be deposited separately to the other council reserves and still be readily available.</p> <p>Action Clerk to look into this.</p> <p>Council also AGREED to look if these funds could be used for the wet pour under the zip wire.</p> <p>Due to the increased amount of traffic in the parish council AGREED to spend some of the CIL monies they hold on 2 new VAS to keep residents safe in the parish and reviewed the following quotes:</p> <table border="1" data-bbox="454 1411 1380 1836"> <thead> <tr> <th>Company</th> <th>Description</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Start Traffic Ltd</td> <td>2 Evolis Radar Speed sign kit solar powered</td> <td>£6062.45</td> </tr> <tr> <td>On Site Support</td> <td>2 Onsite Radar Speed sign solar version</td> <td>£8077.51</td> </tr> <tr> <td>Elan City</td> <td>2 RADAR SPEED SIGN EVOLIS VISION - SOLAR VERSION</td> <td>£5615.98</td> </tr> </tbody> </table>	Company	Description	Price	Start Traffic Ltd	2 Evolis Radar Speed sign kit solar powered	£6062.45	On Site Support	2 Onsite Radar Speed sign solar version	£8077.51	Elan City	2 RADAR SPEED SIGN EVOLIS VISION - SOLAR VERSION	£5615.98
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<p>05.11.25.8g</p>	<p>Council AGREED to purchase 2 VAS solar machines from Elan City.</p> <p>To discuss section 106 money and agree actions</p> <p>Cllr Shorrocks asked the council to support a request for S106 funds to upgrade the meeting room. The upgrades would include sound proofing, changing the carpet and adding a hatch so it can be used</p>												

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<p>05.11.25.8h</p>	<p>as a mini café and allow children to buy soft drinks when the bar is open. COUNCIL AGREED. Clerk advised 3 Quotes would need to be obtained</p> <p>To receive External Auditors report Council received the External auditors report and noted the comments. The clerk confirmed the report was published on the website.</p>
<p>05.11.25.9</p>	<p>To approve Asset register</p> <p>Council agreed to defer this item until January whilst replacement prices could be obtained.</p>
<p>05.11.25.10</p> <p>05.11.25.10a</p> <p>05.11.25.10b</p> <p>05.11.25.10c</p> <p>05.11.25.10d</p>	<p>Asset Inspections To review asset inspections for the following (Inspection Form to be provided by Clerk) any issues to be reported to councillors and clerk asap</p> <p>Telephone Boxes The telephone box check had been completed and it was confirmed that there were no problems with the Community Centre phone box or defib as it all appears to be in working order but it could benefit from a light. The Tredington phone box is in need of a repaint but a refurbishment plan is already in place.</p> <p>Bus Shelter It was confirmed that the general health of the bus shelter was good and no structural problems were evident. Council were advised of a couple of items needing TLC including a ridge tile needs repair on the roof, gutters need clearing and the whole shelter could do with a clean.</p> <p>VAS The current battery operated VAS will be upgraded to a solar version.</p> <p>Tractor Mower Action clerk to find out if a service had been carried out on the mover</p>
<p>05.11.25.11</p>	<p>To assign 2 councillors to complete the Internal Control Review</p> <p>COUNCIL AGREED that Cllrs Ferguson and Fairbairn would complete the internal control review. Action Clerk to email documents to Cllrs Ferguson and Fairbairn.</p>
<p>05.11.25.12</p>	<p>To receive an update on long term hire of the attic room in the Community Centre and agree actions</p> <p>It was confirmed that the attic room lease had been finalised and sent to the tenant for approval. If the lease is approved the tenants will be in, in the new year.</p>
<p>05.11.25.13</p>	<p>To discuss upgrades to the meeting room and agree actions</p> <p>Council AGREED this was covered in agenda item 05.11.25.8g</p>

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05.11.25.14	To receive an update on the Build Back Better Grant purchase of heritage boards
	This item was deferred to the January meeting
05.11.25.15	To receive an update on the community shop
	Cllr Shorrock confirmed that the shop fitting had now finished and was hoping the shop would be open in a week or two. It was confirmed that the council will send the shop owner a welcome letter detailing all responsibilities and where payments should be made with rent coming to the Parish Council and the utilities being paid into the Hall account. It was also advised the the Community Centre lettering should be moved and Council AGREED to do this at a cost of £450
05.11.25.16	To discuss maintenance required on the playground and agree actions
	It was confirmed that new latches were to be installed on the gates and quotes were to be obtained to put wetpour under the zip wire. Action Cllrs Shorrock and Ferguson to look at moving the zip wire to the MUGA.
05.11.25.17	To review flood gauge contract and agree actions
	Council AGREED not to renew the contract for the flood gauge unless data could be provided to prove the cost is justified.
05.11.25.18	To discuss the idea by residents to set up and youth club and how the parish council can assist and agree actions
	COUNCIL confirmed that they has been unable to reach any of the volunteers who originally wanted to set up this club.
05.11.25.19	To consider the adoption of an IT Policy
	COUNCIL AGREED to adopt a IT Policy
05.11.25.20	To receive items for the next agenda Date of Next Meeting Wednesday 7th January 2025

Meeting Close – 20:07

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APPENDIX 1

FINANCIAL REPORT FOR 05.11.25

Payments Made between meetings up to 31.10.25

Details	Amount
Clerk Salary	967.95
ABEC	49.5
Typecraft	140
Smart Cut	372
Security 1	324
NEST	60.1
GARDEN SERVICES	150
BANK CHARGE	4.25
IONOS	12
Community Centre	437.6
Smart Cut	1020
Dowdeswell Forestry	1122
Smart Cut	744
PATA	62.46
Clerk Salary	1092.15
HMRC	422.27
ABEC	49.5
Typecraft	110
Clerk Expenses (Microsoft 365)	84.99
J Preece & Sons	456
Garden Services Go	150
NEST	44.77
TFN Landscapes	1968.66
Community Centre	447.6
Smart Cut	1212
Security 1	357.6
Clerk Expenses	12.6
HMRC	328.3
IONOS	12
Bank Charge	4.25
Total	£12,218.55

Receipts Received since last meeting

Bank Transfer from Reserves Account	12500
Bank Transfer from Reserves Account	5000
Total	17500

Payments to be Authorised 05.11.25

Soft Surfaces Ltd	6123.6
Typecraft	140
Smart Cut	912
Community Centre	447.6
Total	7623.2

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APPENDIX 2

4 November 2025 (2025-2026)

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 31/10/2025			
	Cash in Hand 01/04/2025		380,043.52
	ADD Receipts 01/04/2025 - 31/10/2025		144,896.56
			524,940.08
	SUBTRACT Payments 01/04/2025 - 31/10/2025		41,635.40
A	Cash in Hand 31/10/2025 (per Cash Book)		483,304.68
	Cash in hand per Bank Statements		
	Petty Cash 13/07/2022	0.00	
	Stoke Orchard Parish Council Trea 31/10/2025	12,676.95	
	Stoke Orchard Parish Council Bus 31/10/2025	99,159.60	
	Pockitt Prepayment Card 31/05/2025	0.00	
	Redwood 2 Year Bond 80140651 31/10/2024	131,062.50	
	Hampshire Trust 236247 31/08/2024	130,669.81	
	CCLA 30/09/2025	109,735.82	
			483,304.68
	Less unrepresented payments		
			483,304.68
	Plus unrepresented receipts		
B	Adjusted Bank Balance		483,304.68
	A = B Checks out OK		

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APPENDIX 3

Stoke Orchard and Tredington PC Detailed Budget Summary

4 November 2025 (2025-2026)

All Cost Centres and Codes (Between 01/04/2025 and 04/11/2025)

Expenditure	Last Year 2024-2025				Current Year 2025-2026								Next Year	
	Receipts		Payments		Receipts		Forecast		Payments		Receipts		Payments	
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
6 Clerk Salary				11,596.53					10,627.00	6,775.65		6,775.65		
7 Clerk PAYE and Pensi				869.59					3,190.00	1,971.42		1,971.42		
8 PATA				123.95					195.00	109.92		109.92		
9 Admin, Stationary, clei				2,925.38					1,052.00	322.17		322.17		
10 Admin Fees			50.00						50.00	4.25		4.25		
11 Website				555.00					350.00	105.00		105.00		
12 IT Software and Maint			383.00						59.99	345.60		345.60		
13 Insurance		3,500.00	2,710.16						2,778.00	2,869.14		2,869.14		
14 Subscriptions		258.00	347.92						356.62	339.64		339.64		
15 Electric														
16 Training			300.00						300.00	67.50		67.50		
17 Internal/External Audit			584.00	1,230.00					1,599.00	320.00		320.00		
18 Telephone														
19 Newsletter			1,320.00	1,783.20					2,033.00	986.00		986.00		
20 ABEC BMS Monthly M			540.00	506.37					540.00	810.00		810.00		
21 Hall Maintenance			1,948.00	2,156.16					1,015.00	4,204.00		4,204.00		
22 Parish Maintenance			1,615.00	8,229.21					5,661.00	382.64		382.64		
23 Grass/Hedge Cutting			950.00	950.00					876.00	910.00		910.00		
24 Grants and Donations			100.00						100.00					
25 Sundry-PC				22.00					23.00					
26 Contingency PC														
27 SOHL Expenses				5,000.00										
29 Bus Admin														
30 Bus Advertising														
31 Bus Cleaning														
32 Bus Maintenance														
33 Bus Fuel														

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APPENDIX 4

Stoke Orchard and Tredington Parish Council Budget 2024-25						
EXPENSES						
Cost Code	Budget 25-26	Actual Expenditure 25-26	Forecast 25-26	Total Forecasts d Expenditur e 25-26 Actual + Forecast	Variance to budget	Proposed Budget 2026-27
Clerk Salary	10627.00	4735.55	6817.35	11532.90	-805.90	12384.00
Clerk PAYE and Pension	3190.00	1115.98	1579.86	2695.84	494.16	2820.00
PATA	195.00	109.92	94.92	204.84	-8.84	214.26
Admin, Stationary, clerks exp.	1052.00	259.73	45.50	305.23	746.79	319.00
Admin Fees	0.00	0.00	0.00	0.00	0.00	0.00
Websites	150.00	95.00	90.00	45.00	-105.00	476.00
IT Software and Maintenance	59.99	345.60	84.99	430.59	-370.60	450.00
Insurance	2778.00	2869.14	0.00	2869.14	-91.14	3001.00
Subscriptions	156.62	339.64	0.00	339.64	18.98	355.00
Electric	0.00	0.00	0.00	0.00	0.00	0.00
Training	0.00	67.50	0.00	67.50	-67.50	380.00
Internal/External Audit	1199.00	310.00	504.00	824.00	375.00	882.00
Newsletter	2011.00	846.00	660.00	1506.00	527.00	1576.00
ABEC BMS Monthly Maintenance	140.00	727.50	346.50	1074.00	-934.00	1123.00
Hall Maintenance	1015.00	3934.00	1609.00	5543.00	-4528.00	5798.00
Parish Maintenance	5661.00	142.64	0.00	142.64	5518.36	500.00
Grass/Hedge Cutting	876.00	910.00	200.00	1110.00	-234.00	1151.00
Grants and Donations Paid	0.00	0.00	0.00	0.00	0.00	0.00
Sundry PC	23.00	0.00	0.00	0.00	23.00	0.00
Contingency PC	0.00	0.00	0.00	0.00	0.00	0.00
SOHL Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Com Centre Admin	6193.00	2665.60	3133.20	5798.80	394.20	6066.00
MUGA/Playground Maintenance	500.00	460.00	6237.00	6697.00	-6197.00	1000.00
Bin	0.00	0.00	0.00	0.00	0.00	0.00
Councilor expenses	165.00	154.96	100.00	254.96	-89.96	267.00
Flood Gauge Maintenance	628.00	613.00	0.00	613.00	15.00	641.00
CAR PARK BARRIER	0.00	0.00	0.00	0.00	0.00	0.00
Debris Supplies	0.00	476.00	0.00	476.00	-476.00	498.00
TOTAL	37841.61	21167.74	21772.32	42940.06	-5098.45	39800.26

INCOME

Cost Code	Actual income to 29.09.25	Estimated income from 01.10.25 to 31.3.26	Total 2025/26 Actual Income plus forecast
Precept	35,000.00	0	35000
Donations and Grants Income	25093.63	0	25093.63
Bank Interest	2,072.00	2370	4442
Other Income incl. S106	12,478.37	2400	14878.37
VAT refund	0	17397.82	17397.82
TOTAL	74644	22167.82	96811.82

PRECEPT SUMMARY

Net Precept Budget	35000
Number of Band D Dwellings	434.38
Rate per dwelling 2026-27	£80.57
Rate per dwelling 2025-26	£80.57
Variance	£0.00
Percentage	0.0%

BANK RECONCILIATION

Current A/c and deposit A/c	17336.35	Bank Account
	29287.92	Lloyds Reserve Account
	109954.96	CCLA
	137419.03	Redwood
	136745.36	Hampshire Trust
Total Bank	430144.22	Bank as of 29.09.25
Forecast expenditure FY 24/25	21772.32	
Forecasted Income 25/26	22167.82	
Balance	430539.72	
Number of Times Reserve over Precept	12.30	

Earmarked Reserves

Public Open Space	£324,152.87
Build Back Better Grant	11830
Land by Church	6017
CIL	20088.16
Total	£362,088.03

Bank Balance - Reserves	£68,451.69
Number of Times over precept	1.96