

STOKE ORCHARD & TREDINGTON PARISH COUNCIL

MINUTES OF MEETING HELD ON 6 NOVEMBER 2018 AT 7.00PM

Venue: Stoke Orchard Community Centre, Stoke Orchard.

Present: Cllr. R. Chatham (Chairman), Cllrs. J. Gilder, L. Holmes, A. Macdonald, A. Troughton and H. Webber

Attendees: Clerk/RFO, J. Owen and 7 members of the public

Minute Ref.	Details	Actions
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6.11.18.1	<p>Recording and filming of the meeting There were no requests from the public to record the meeting.</p>	
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6.11.18.2	<p>Received following comments from the public:</p> <ul style="list-style-type: none"> • It was reported that a few houses by Court Farm had not received the newsletter <p>Chairman stated it may have been due to holidays, they were also short of people to deliver the newsletter but he would check.</p>	
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6.11.18.3	<p>Noted apologies for absence Received apologies from B. Cllr. Mel Gore.</p>	
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6.11.18.4	<p>Declarations of interest and to confirm meeting quorate No declarations of interest received and clerk confirmed meeting quorate.</p>	
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6.11.18.5	<p>Minutes from previous meetings Chairman signed the minutes as a true and accurate record of the following meetings:</p> <ul style="list-style-type: none"> • Minutes of the Parish Council Meeting held on 4 September 2018 • Minutes of the Planning Meeting held on 2 October 2018 	
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6.11.18.6	<p>Members considered the casual vacancy No response to date, will continue to advertise the vacancy</p>	
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6.11.18.7	<p>Received Clerk's Report and updated it as follows:</p>	
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Minute Ref.	Description	Latest Update
7.11.17.10	Dog bins at Knaresboro Homes	Following dog bin positions agreed: 1 at end of Banady Lane 1 at other end of that footpath, where people came onto Pennycess 1 by pumping station, mounted on a fence post Cllr. Gilder confirmed they would be installed prior to Christmas and Chairman stated map of location of all dog bins would be sent to TBC for their records
6.3.18.13d	New mail addresses for councilors in line with GDPR	Ongoing
7.11.17.11	Update on Community Emergency Plan	Nothing to report
7.11.17.13	Update on land by the Chapel	Still ongoing
6.11.18.7	Rough Sleeper Count Info from TBC	Clerk to submit a zero return

6.11.18.7 Public Open Space

Chairman reported Bloor were very keen to sign over the Public Open Space and following remaining points were discussed:

1. Hedge on the verge between what was the Offices – from the Car Park to the corner by Old Forge Cottages was getting out of control and needed cutting back to the centre and lowering to avoid it covering the roadside footpath
2. Concern with regard to the steep slopes alongside the Dean Brook and how they would be landscaped, these banks had only been strimmed and there were serious concerns over the safety in future of working on these banks, some ground cover was required
3. A definitive list of wayleaves on the site had previously been requested but not supplied
4. We would wish to be assured that all work on the schedules for planting and tree retention protection had been carried, (i.e. boundary hedge lines which definitely have not been planted up and gapped as scheduled)
5. We need Bloor to advise in what areas the definitive list of wild flowers and have been sown
6. Bloor needed to advise the ongoing situation re. the Ecology area, (length of time, what commitment etc). Chairman would contact Bloor regarding above.

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| 6.11.18.8 | No Borough Councillor's Report | Actions |
| 6.11.18.9 | No County Councillor's Report | |
| 6.11.18.10 | THE COUNCIL APPROVED the payment list together with purchase of 1 Tb ext. hard-drive for backing-up clerk's files at £47.99. THE COUNCIL APPROVED the Financial Report/Bank Reconciliation and Budget Monitoring Reports see Appendix 1.
Chairman confirmed Lloyds Bank Statements to the Bank Reconciliation for current account
THE COUNCIL AGREED a Budget Meeting at 6.45pm on 4 December 2018 prior to Parish Council Planning Meeting, to discuss 2019/20 budget. | |
| 6.11.18.11 | Received update on Parish Council Procedures
Clerk stated it was one year since she commenced employment with the parish council and recommended it was good practice for some members of the Staffing Committee to complete an Annual Appraisal. She would circulate dates to the Staffing Committee. | Clerk to circulate dates |
| 6.11.18.12 | Received report regarding Neighbourhood Development Plan (NDP)
Chairman stated Planning Consultation, Andrea Pellegram had recommended applying for grant funding of £9,000.00 from Locality which would cover the total cost for her to lead the NDP thus ensuring SO&TPC would have an NDP appropriate to its area and needs. THE COUNCIL APPROVED applying for Locality grant and employing Andrea Pellegram to lead the NDP | Clerk to contact Andrea Pellegram |
| 6.11.18.13 | Received Community Centre Committee Report including the shop
Cllr. Macdonald reported it had been a difficult year with the loss of regular hirers which had impacted with the loss of revenue. Enquiries for regular bookings and parties were still coming in but it | |

		Actions
	<p>continued to be challenging.</p> <p>Accounts had been submitted but there were a few questions so he had a meeting with accountant on Thursday.</p> <p>Volunteers were still required and committee were addressing the issue.</p> <p>Chairman stated he was keen for the Stoke Orchard Community Centre (SOCC) to be a Community Interest Company (CIC) but if that did not go ahead it would remain a committee/sub-committee of the Parish Council with adopted terms of reference, however, he was still keen for SOCC to be run as a separate cost centre.</p> <p>With regard to the shop accounts, the Chairman stated the original \$106 funding was introduced as loans as opposed to grants so it would be necessary to ratify the Parish Council would cover shop losses for the first five years as that was agreed when it was instigated.</p> <p>Shop Report - Cllr. Webber stated the shop footfall was 40% up on last year so although still not making a profit, it was going in the right direction.</p> <p>Chairman discussed a DEFRA grant for the shop of £5,000 which would require match-funding, timescale was quite short but it would be good if available, he would investigate further.</p>	
6.11.18.14	<p>Members considered relocating defibrillator, telephone box and notice board</p> <p>THE COUNCIL RESOLVED to relocate the defibrillator near to the front doors of the Community Centre in the telephone box. Also for the Notice Board to be refurbished and relocated to the 'V' shaped piece of land by the bus stop.</p>	<p>Chairman to follow-up DEFRA grant</p> <p>Cllrs. Gilder and Macdonald Cllr. Macdonald</p>
6.11.18.15	<p>Received Footpath Report</p> <p>Cllr. Webber met with Footpath Officer and residents with a view to supporting footpaths in the area. Should be able to walk from Stoke Orchard to Bishops Cleeve and Swindon Village, they hope to work with local farmers with a view to installing signage and dog bins in the appropriate places. Members were all in favour and wished to be kept informed of progress.</p>	
6.11.18.16	<p>Received update on Newsletter</p> <p>Chairman stated he was looking for people to write articles for the newsletters and was ready do invoices for the advertisers. Also, anyone available to assist with distribution would be much appreciated.</p>	
6.11.18.17	<p>Received updates on Traffic & Highways incl. CCTV in Tredington</p> <p>Chairman had not received anything from GCC so would chase it. Speeding enforcement officer was busy with fines in Tredington.</p>	
6.11.18.18	<p>Received updated with regard to RAF Memorial Plaque</p> <p>Chairman stated it was still ongoing.</p>	
6.11.18.19	<p>To receive report ref. proposed Youth Club</p> <p>Clerk reported she was currently preparing a survey to distribute.</p>	
6.11.18.20	<p>Received drainage reports for both villages</p> <p>Chairman confirmed Severn Trent re-repaired water main just over Dean Brook bridge.</p>	
6.11.18.21a	<p>Planning:</p> <p>Members considered Planning App. No. No. 18/00865/FUL - 10 Archers Lane Stoke Orchard, revised plan (by 7.11.18)</p>	

Members agreed they objected to the revised plan due to the same concerns raised previously, regarding the incursion into the front garden and which still brought the development line too far forward in relation to the other properties.

Actions
Clerk to submit to TBC

6.11.18.21b Members considered consider Planning App. No. 18/0045/TWREG3 Tredington Primary School Proposed Modular Classroom and all members agreed they had no objections. Clerk to advise GCC

6.11.18.21c Members considered Tewkesbury Borough Plan - Preferred Options Consultation. Chairman was to attend Open Meeting on 8 November 2018 and it was agreed the Chairman would circulate a response to members following the meeting if required, for the clerk to submit. Clerk to check with Chairman after 8.11.18

6.11.18.21d Members considered Planning App. No.18/00873/FUL - Old Station Yard, Stoke Road, Stoke Orchard - storage building for tree surgeon's tools and timber associated with the forestry and woodland management operation. The members did not object to the application on the condition it was in line with this business use only. Clerk to submit to TBC

6.11.18.22 **Members considered Street Naming for land off Banady Lane**
All agreed that as a 300-400 year old map showed the land called 'Wards Hay Orchard' this would be the preferred name Clerk to advise TBC

6.11.18.23 **Received Neighbourhood Watch Report as follows:**
All should be aware of a silver 4x4 vehicle which had been seen in Woodmancote area collecting scrap metal.
Chairman warned everyone to continue to be vigilant.

6.11.18.24 **Next Meeting:** Budget Meeting at 6.45pm - 4 December 2018
Planning Meeting at 7.00pm - 4 December 2018
Full Council Meeting - 8 January 2019
Meeting closed: 8.10pm

Chairman

Signed

Date

APPENDIX 1

Stoke Orchard & Tredington Parish Council Financial Report at 5.11.18

Details

	Payments
John Preece, Grass Cutting Inv. 5576	108.00
R. Chatham - Safe fixings	13.10
GAPTC - Planning Training, 6.11.18 - 2 places	80.00
Typecraft - Newsletter Inv No 82230	165.00
J Owen Clerk's Oct. 2018 Salary	460.07
J Owen Clerk's Expenses Oct. 2018	72.20
Integrated Security Solutions Ltd. - CCTV	1977.46
Integrated Security Solutions Ltd. - CCTV	670.56
PATA July-Sept.2018	45.00
TOTALS	Total 3591.39

BANK RECONCILIATION

Opening balance	19043.98
Plus receipts	0.00
	19043.98
Less payments	3591.39
Closing cash balance	15452.59
Add payments to be authorised	3470.29
Closing balance at bank 5.11.18	18922.88

SO&TPC bank accounts as at 5.11.2018

Lloyds Acc. 03017475 - C/Acc	15452.39
Less VAT refund for car park	11845.43
	3606.96
Plus S106 refund 25.9.18	8275.43
Closing balance of Current Acc.	11882.39
Lloyds Acc.07965106 - Comm. Fund	66470.63
Plus interest 9.10.18	2.48
	66473.11
Plus VAT refund for S106 claims	11845.43
	78318.54
Less S106 receipt Inv. TBC3001	8275.43
Closing balance of Community Acc.	70043.11
Total of SO&TPC Funds at 5.11.18	81925.50