



## Stoke Orchard & Tredington Parish Council

### STOKE ORCHARD AND TREDINGTON PARISH COUNCIL MEETING

**Minutes of the meeting held 1<sup>st</sup> February 2022 at Stoke Orchard Community Centre**  
**Present:** R Chatham (Chairman), A. Macdonald, J Guilder, P. Ternouth, T. Jukes

**Attendees:** Clerk/RFO M. Hinde, S. Shorrock

- 01.02.22.1 The Chairman will formally ask if anyone is intending recording or filming the meeting**  
There were no requests to record or film the meeting.
- 01.02.22.2 To receive comments from the public – no decisions will be made on issues raised. Items requiring decisions will be added to the agenda of the next meeting**  
None
- 01.02.22.3 To receive and consider apologies for absence and to confirm the meeting is quorate**  
Apologies received from Cllr A Troughton and Cllr J Newton. The meeting was declared quorate.
- 01.02.22.4 To receive declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests that members may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members of Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)** None received
- 01.02.22.5 To confirm and sign the Minutes of the Parish Council Meeting held on 7<sup>th</sup> December 2021**  
Council **APPROVED** minutes of parish council meeting held on 7 December 2021
- 01.02.22.6 To receive the Clerk's Report and agree actions**  
The Clerks report was received as per **APPENDIX 1**
- 01.02.22.7 To receive a report from the Borough Councillor**  
None Received
- 01.02.22.8 To receive a report from the County Councillor**  
None Received
- 01.02.22.9 Finance, documents circulated prior to the meeting**
- 01.02.22.9a To approve the December 2021 payment list/those paid since last meeting, to note receipts and agree actions**  
Council **APPROVED** payments list from February 2022 totalling **£16.24** as per **APPENDIX 2**.
- 01.02.22.9b To approve the bank reconciliation and budget monitoring report**  
Council **APPROVED** bank reconciliation as follows:  
Current Acc. £9327.49, Bus Account £12174.78, Comm Fund £40421.36



## Stoke Orchard & Tredington Parish Council

### **01.02.22.10 To agree councils response to the approval of the Solar Farm planning application 21/00259/FUL**

The Chairman reported that he had met with Sandra Ford and Heather McLain on a zoom meeting and in answer to his personal questions with reference to the omission of the details of his Objection, Sandra Ford responded as below.

- a. *Unable to give reason why the Objection was not printed in full in April .*
- b. *Unable to give reason why the Parish Council were not advised of the meeting in November when the Application was heard.*
- c. *Unable to give reason why the Parish Council were not invited to address the meeting.*
- d. *When asked to provide a regulator to ensure that the proposed works details would be followed advised that they were not able to do such work and that they would rely on the Parish Council to update them!*

Council **AGREED** to send a formal letter to Head of Development Services at Tewkesbury Borough Council as they were unhappy with the handling of this application, and to pose questions based upon the above negative answers already received.

### **01.02.22.11 To review the parish council Action Plan and agree actions**

Council **APPROVED** the council Action Plan.

### **01.02.22.12 To review quotes for council email and website host and agree actions**

Council **APPROVED** the quote for IONOS. The clerk will arrange for the website to be transferred and the professional email set up.

### **01.02.22.13 To agree terms of reference for the speedwatch sub-committee**

Council **AGREED** terms of reference as per **APPENDIX 3**.

### **01.02.22.14 To agree terms of reference for the open space sub-committee**

Council **AGREED** terms of reference as per **APPENDIX 4**.

### **01.02.22.15 To discuss ways the council can mark the Queens Jubilee and agree actions**

Cllr Macdonald advised that the Social committee of the community hall were considering a street party using the hall car park. An application for a community grant will be submitted.

The chairman asked that the social committee also ensure Tredington was included to ensure the whole parish is included.

### **01.02.22.16 To discuss the problem of dog fouling in the parish and agree actions**

Council **AGREED** to highlight location of dog bins and the problem in the newsletter.

### **01.02.22.17 To appoint an internal auditor and agree actions**

Council **AGREED** to appoint GAPTC as their internal auditor.

### **01.02.22.18 To receive an update on traffic, highways, drainage, village gates, speed cameras and speeding in the village and agree actions**

Community Speedwatch provided a report as per **APPENDIX 5**.



## Stoke Orchard & Tredington Parish Council

**Drainage** – The chairman advised that the new drainage gauges are showing spikes which shouldn't be there giving the council the evidence that there is no attenuation up stream.

**01.02.22.19 To receive an update regarding the Neighbourhood Development Plan and agree actions**

Cllr Ternouth advised he would be picking this up with Community Speedwatch.

**01.02.22.20 To receive an update regarding the Public Open Space and agree actions**

The chairman advised he had written a letter to the Borough Drainage officer, Jason Westmorland to obtain the money for Tredington Bridge and to arrange for the realignment and improved flow of the Dean Brook in the west end of the Public Open Space.

**01.02.22.21 To receive an update regarding M5 Junctions 9 and 10 and agree actions**

Cllr Ternouth advised that Gloucestershire County Council had now withdrew its offer of a written response as it would be too time consuming. They offered a virtual meeting instead.

**01.02.22.22 To receive an update regarding Neighbourhood Watch and agree actions**

Council **AGREED** that a note should be sent out with the next newsletter advising the recipients that their e-mail address would also be used for Neighbourhood Watch unless they opt out.

**01.02.22.23 To receive an update regarding planning/enforcement ref. Planning Application**

**01.02.22.23a 21/01533/FUL – The Barn, Mill Lane, Stoke Orchard, Cheltenham**

The council have no objection to this application as long as the soft landscaping is implemented. Councillor Ternouth will be putting together some words.

**01.02.22.23b Stoke Orchard Garage Stoke Road Stoke Orchard Cheltenham**

The Chairman reported that he had met with John Hinett, the TBC Senior Planning Officer with responsibility for enforcement who had advised that due to the actions of Mt Skelton, the Borough Council were no longer in a position to correct the problem and suggested that the council use the County Flood Management Office to attempt to rectify the problem. The council will obtain formal letters of complaint from upstream injured parties

**01.02.22.23c The land at the Old Chapel**

Council **AGREED** to try again to get the land handed over to them along with the maintenance fund currently being held by Tewkesbury Borough Council.

**01.02.22.23d The Perry Pear Tree Site**

The Council **AGREED** to install a knee high fence and plant trees at the back of the site as soon as it was cleared. The Chairman would contact Mr Rob Phipps to facilitate.

**01.02.22.23 To note agenda items for the next Parish Council Meeting**

None

**01.02.22.24 Date of next Parish Council Meeting: April 5<sup>th</sup> 2022**



## Stoke Orchard & Tredington Parish Council

Meeting Close – 20:56

DRAFT



## Stoke Orchard & Tredington Parish Council

### APPENDIX 1

#### Clerks Report 1<sup>st</sup> February 2022

- Councillor Training** 90% of councillors have responded and it looks like most people can attend on the 3<sup>rd</sup> and 10<sup>th</sup> March. There were not 2 dates that all councillors could attend.
- Finance Software** Rialtas has confirmed they will go through SOTPC year end on 6<sup>th</sup> May.
- Correspondence** Complaint received on the amount of people not clearing up after their dogs. To be discussed later in the agenda.



# Stoke Orchard & Tredington Parish Council

Stoke Orchard and Tredington Financial Report for 1st February 2022				
Payment				
Payee	Receipts	Paid	To be Paid	Total
Avenue Group		106.78		106.78
Cleeve Garden Machinery		102.03		102.03
HMRC		62.4		62.4
J Owen Expenses		31.48		31.48
R Chatham Expenses		31.05		31.05
SO Comm Centre		216		216
Typecraft Newsletter - Dec		50		50
Walford Timber		80.28		80.28
Building Supplies Online	88.14			0
Guy Owen		271.4		271.4
Clerk Salary December		1059.47		1059.47
PATA		59.95		59.95
Security 1		1333.6		1333.6
SO Comm Centre		3000		3000
Cleeve Garden Machinery		429.48		429.48
Stoke Orchard Reserves	7500			
ABEC		90		90
Bolt Electrical		180		180
Pockitt		115		115
Clerk Expenses		7.19	7.19	14.38
Security 1		69		69
Typecraft Newsletter - Jan		50		50
Clerk Salary January		627.64		627.64
Nest Pension	39.83			
Macdonalds Traditional Cobblers			9.05	
<b>Total Payments</b>	<b>7627.97</b>	<b>7972.75</b>	<b>16.24</b>	<b>6833.92</b>



## **Stoke Orchard & Tredington Parish Council**

### **Stoke Orchard and Tredington Parish Council Community Speed Watch Terms of Reference**

#### **Purpose**

The key purpose of the group is to plan, promote and manage action to reduce speeding within the villages of Tredington and Stoke Orchard. The group serves as a sub-committee of the Parish Council and as such must work under its direction and jurisdiction.

Formal Contact and responsibility to the Parish Council will be limited to the members of the CSW Committee whose names will be received and recorded by the Clerk for regulatory purposes.

#### **Responsibilities**

The group will submit regular formal reports regarding its activities to the Parish Council and where required, attend meetings. Proposals, including those involving financial expenditure, will be subject to approval by the Parish Council. The group will also contribute to the Parish magazine as part of the promotion of community action.

When conducting activities such as Speed Monitoring, the group must work under the jurisdiction of the Gloucestershire Constabulary Road Safety Traffic Management team.

In addition, the group will work co-operatively with relevant partners, such as the local community Police, Gloucestershire Highways, local schools and businesses. The group will share reports of its activities with relevant community partners.

#### **Frequency**

Formal meetings will be held a minimum of 2x per year. Other meetings with community partners etc will be scheduled on a needs basis.

#### **Duration**

Formal meetings should last no more than 1 hour.

#### **Members**

Members will be those residents who have formally signed the Road Safety Traffic Management CSW form.



## Stoke Orchard & Tredington Parish Council

### **Quorum**

A meeting quorum will be 3 signed up CSW members including chair.

### **Chair**

The Chair of the CSW group will be elected by other members and will normally chair formal meetings, represent the group at Parish Council meetings and communicate with community partners. A Vice Chair will also be appointed to delegate should the Chair be unable to attend formal meetings of CSW or Parish Council meetings that require attendance. Appointments will be made on an annual basis.

During meetings, the Chair is responsible for ensuring that the agenda is followed, that members have the opportunity to be heard and that the meeting remains within the terms of reference for the group.

### **Secretary**

A secretary will be appointed on a rolling basis ahead of formal meetings. The responsibility is work with the Chair to ensure that all meeting materials are available in a timely manner. The key points from the meeting should be captured together with actions and decisions. These will be recorded in formal minutes.

### **Inputs**

Any documents required for the meetings, along with the agenda and minutes from the previous meeting, will normally be circulated to members 7 days ahead.

### **Outputs**

Minutes will be included in the subsequent formal report to the Parish Council. It is expected that the outputs of the meeting will be focused upon the community action to reduce speeding within the villages of Tredington and Stoke Orchard.





## Stoke Orchard & Tredington Parish Council

### APPENDIX 4

#### STOKE ORCHARD POS COMMITTEE TERMS OF REFERENCE – DRAFT

1. **Purpose.** The Stoke Orchard Public Open Space Committee (POSC) is a sub-committee of the Finance & General Purposes sub-committee of Stoke Orchard & Tredington Parish Council and is staffed by volunteers for the purpose of managing and monitoring such public open spaces in Stoke Orchard under the jurisdiction & responsibility of said Council.
2. **Vision.** The POSC aims to monitor and oversee the public open spaces aforementioned and to report, discuss, recommend improvements and ensure maintenance of these areas.
3. **Membership.** Any member of the community can join the committee and there are no formal terms to serve. The committee can also co-opt volunteers as and when needed. Two members at least must also be councillors. The maximum number of committee members is 5, to ensure the committee has the ability to be able to organise and deliver their remit.
4. **Scope.** The committee will recommend, undertake, and provisionally proffer scope of works and remedial actions to the Parish Council. The authority to act and final decisions will rest with the Council. The financial remuneration for all work also rests with the Parish Council.
5. **POSC Committee Meetings.** A POSC committee meeting will be held twice a year to discuss and prepare any required actions. Decisions on proposals for actions will be made by consensus to be decided by the majority of votes. A report will be made to the Parish Council at PC meetings subsequent to the POSC meetings.
6. **Review.** These Terms of Reference will be reviewed annually and approved by both the POSC and by the Parish Council.



## Stoke Orchard & Tredington Parish Council

### APPENDIX 5

#### Stoke Orchard and Tredington Parish Council Community Speed Watch Formal

**Meeting** (NB - actions post meeting are highlighted)

Agenda - meeting 25th January, 2022 - 5.30pm

#### 1. Welcome and introduction

Susan Shorrock, Steve Wallbridge, Ros Hanks, Nikki Boyle, Helen Healy, Graham Wright, Jane Bryenton

Apologies: Vicky and David Ward

#### 2. Election of Chair and Vice Chair

- Nominate Chair - SS nominated by SW, seconded by NB - agreed by all
- Nominate Vice - GW nominated by SS seconded by SW - agreed by all
- Committee welcomed the new Chair and Vice Chair

#### 3. Draft Terms of Reference - see attached document

- The group discussed the key points, having previously received the document via email. These were agreed. SS proposed that to be quorate, a minimum of three full members are required including the chair. This was added to the ToRs.
- Draft Terms of Reference will be presented to the Parish Council for approval at the next meeting 1st February 2022.

#### 4. Updates from recent actions:

##### **Meetings with Tredington school (Helen Pearce)**

- School keen to work with CSW (plus aids travel plan).
- The school children are developing a character to accompany CSW publicity.
- New fencing is proposed outside school - offers an opportunity to display information banners.
- Concern that flashing lights aren't accompanied by a speed limit at present. Police advised that flashing lights/20mph at Corse and Staunton. SS to investigate



## Stoke Orchard & Tredington Parish Council

### ***Speed monitoring in the villages 14th and 15th December. Duration 1 hour each day***

- The results were not conclusive though there were notable differences between the 2 villages. Exercise served as useful familiarisation with equipment. Results were:
- Tredington (total 201) - 61% of vehicles travelled 31-34mph, 19% exceeded 35mph. Two vehicles exceeded 40mph.
- Stoke Orchard (total 177) - 8% travelled 31-34mph, 0% exceeded 35mph
- STM requested the return of the gun etc as their training equipment.
- *SS has now requested loan of Tewkesbury equipment (currently on loan to Shurdington) as well as two additional hi viz jackets - confirmed*
- Vicky and David Ward have generously offered to fund the purchase of a speed gun for villages. This will be discussed by PC and now also considered in light of information about Crime Commissioner's Fund.

### ***Village Gates***

- It is now the responsibility of CSW to submit a proposal (including 3 quotes) for the purchase, siting and installation.
- Total budget is approx £8.5k. This will be carried out in discussions with Highways. Cllr. Alan MacDonald has agreed to be PC link. Richard Chatham has passed on existing photographs and siting proposals.
- SS has visited Boddington to meet with PC rep and view recently installed gates, has opened discussions with Highways and contacted 3 suppliers - Glasden, JACS and Watt Plastics Ltd
- *Site meeting to be held Wed 2nd Feb with one supplier JACS uk*

### ***Vehicle Activated Speed Sign (VAS)***

- SW has kindly agreed to lead on relocations of equipment around the villages.
- Sign has been temporarily removed to set up downloading data etc. Anthony Musson (CSW member) has kindly agreed to act as our IT adviser. AM quickly made sense of the equipment and has been in touch with the supplier to resolve outstanding issues. SS requested information re any maintenance and service contracts (received)
- More brackets are needed for the posts so device can face either way.
- *See below for queries/issues for attention of the PC.*
- SS suggested using VAS (vehicle activated speed sign) along with CSW roadside observations to capture types of vehicles and registration numbers.
- *This has now been raised with RSTM and has been referred to senior management*



## Stoke Orchard & Tredington Parish Council

### ***Speed Signage in the Villages***

- SS has been in contact regarding this. It appears that some signs are missing (eg Stoke Orchard lacks sufficient repeater signage), dirty and damaged. Some repeater signs may be illegally sited as now in lit areas. A map with the signs marked up and action requested will be sent to Highways

### ***Solar sign at Waterloo Farm***

- Does not work properly and when it does illumination is poor.
- SS investigating ownership which was originally with Bloor Homes
- Sign installed as part of the Coal Research Establishment - [14/01053/38](#). As this development has been adopted then the maintenance of such issues lie with GCC. Chris Hawkins has been asked to investigate.

### ***Police Community Action visit 20.1.22***

- The police visitors were impressed with the group's involvement as several members of CSW popped along for a chat.

### ***Junction 10 - consultation***

- JB kindly went to Hester's away event as CSW representative.
- Information re on-line consultation will be in Jan Parish Magazine and group members were encouraged to fill out the survey.

## **5. Jubilee Celebrations and Community Action**

- Plans are in hand for a celebration on Sunday 5th June 2022
- SS spoken to Helen MacDonald re possible village tidy up ahead of the celebrations which CSW would support as this would generally enhance impression of the village and hopefully encourage speed awareness.

Meeting closed at 6.10 - NB and HH left. SS thanked for attending.

### **6.15pm meeting with PS El Hammond**

#### **1. Welcome and introductions**

Police Sergeant El Hammond and PCSO Theresa Hyoms attended

Theresa is a PCSO who liaise with the community as a visual presence they have no police powers.



## Stoke Orchard & Tredington Parish Council

### 2. Overview of local police activity regarding speed reduction

- EH reported that she had examined village signage re weight restrictions and checked legislation
- EH will formulate joint letter to local businesses re supporting speed awareness and to share concerns on road usage and potential police action.
- Weight restrictions on lorries problematic to enforce.
- Training for police on their new speed cameras in February.
- The Environment agency is working to ensure vehicles are properly licensed.

### 3. Recap of current CSW community actions and potential police support - agreed actions and responsibilities going forward

- SS briefly recapped CSW activities
- Agreed support from police when CSW wants to carry out speed watch operations.
- Media information and contacting local businesses to make them aware of speeding issues will be formulated by local police and sent as joint communication with CSW
- The Crime Commissioner has a funding pot to access money for equipment such as a speed monitoring kit. EI will forward details to SS (received)?
- EI said it was refreshing to visit a group that was taking such positive action to work with the police.

Meeting closed at 7pm - everyone thanked for attending.

### Items for the consideration of the Parish Council

- A. ToRs (attached)
- B. Additional brackets for VAS
- C. Consideration of maintenance and service contracts for VAS
- D. Viability of second VAS