



**Minutes of the Stoke Orchard and Tredington Parish Council Extraordinary Meeting held on 6 February 2024 at Stoke Orchard Community Centre**

**Present:** Cllrs. A. Macdonald - Chairman, J Gilder, G Ferguson, S Shorrocks

**Attendants:** Clerk, M. Hinde, 2 member of the public. CC Alex H arrived 19:39

**06.02.24.1 The Chairman will formally ask if anyone is intending recording or filming the meeting**  
None received.

**ACTIONS**

**06.02.24.2 To receive comments from the public - 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 (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)**

Member of the public 1 – Made the council aware that although the Solar Farm is partly in Stoke Orchard parish the council are not getting any notifications for any of the work going on. Two pylons are being erected in Tredington but council have not been made aware.

Member of the public 2 – Asked the council to provide support with flooding in Archers Lane as it continuously floods. They requested that the council to ask the county council to carry out a proper survey to find out why it doesn't drain.  
Council agreed to add this to the agenda for the next meeting.

**06.02.24.3 To receive and approve apologies for absence**

A. Troughton, T Jukes and G. Fairbairn. B Cllr H Mclain

**06.02.24.4 To receive declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests they 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 for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)**

None

**06.02.24.5 To consider dispensation request from Councillor Macdonald regarding SOHL committee and agree actions**

Council considered and **AGREED** to grant the dispensation request from Councillor Macdonald with regards to remaining on the SOHL and shop committee.

**06.02.24.6 To confirm and sign the Minutes of the Parish Council Meeting held on 5 December 2023 and Extraordinary Meeting held 23<sup>rd</sup> January 2024**

Council **APPROVED** minutes from Parish Council Meeting on 5 December 2023 and the Extraordinary Meeting held 23<sup>rd</sup> January 2024.

Proposed Cllr. Fairbairn  
Seconded Cllr. Gilder

**06.02.24.7 To receive clerks report**

The clerks report was received as per **APPENDIX 1**

**06.02.24.8 To receive details of decisions made under delegated authority since the last meeting on 5 December 2023**

None Recorded

**06.02.24.9 To receive a report from the Borough Councillor**

Council received a report as per **APPENDIX 2**

Clerk to email  
Borough and County  
Councillors to  
request reports 48  
hours before  
meeting

**06.02.24.10 To receive a report from the County Councillor**

Cllr Hegenbarth apologized for missing the last few meetings and confirmed

**Heritage/history boards** – could be funded through the build back better fund. If the council get some quotes they can apply to the grant.

Recommendation would be to start with 6 boards and see how it goes.

**Budget setting** – Gloucester County Council is currently setting their budget and it would be a good idea for councillors to complete a village walk with Max Kelly to show him the areas of concern, where ditches need clearing out and hedges need cutting back.

**Grants** – another grant available is the Greener Gloucestershire Community Grant. This would be ideal for the council to use for a new cycleway or pathway to Tredington school.

**06.02.24.11 Finance, all documents circulated prior to the meeting**

- a) **To approve February 2024 Payment List/those paid since last meeting, to note receipts and agree actions**

Council **APPROVED** payment list totaling £1146.34

- b) **To receive and approve the Bank Reconciliation**

Council **APPROVED** bank reconciliation as per **APPENDIX 3**

**c) To receive and approve budget monitoring report**

Council **APPROVED** budget monitoring as per **APPENDIX 4**

**d) To review direct debits**

Council **AGREED** direct debits as per **APPENDIX 5**

**06.02.24.12 To appoint an internal auditor**

Council **AGREED** to appoint GAPTC as the internal auditor who is competent and independent of the council.

**06.02.24.13 To consider adoption of an Expenses Policy**

Council **APPROVED** the adoption of the Expenses Policy

**06.02.24.14 To consider adoption of a Reserves Policy**

Council **APPROVED** the adoption of a Reserves Policy

**06.02.24.15 To review Standing Orders and adopt amendments**

Council **AGREED** to adopt the amendment to 18f on the Standing Orders

**06.02.24.16 To identify Ear Marked reserves and agree actions**

Council confirmed £330,000 received from Bloor homes was earmarked for the maintenance of public open space.

**06.02.24.17 To review Councils Committees and Working Groups and agree actions  
Defer to next meeting when more councillors are present**

Council **AGREED** to defer this item to the next meeting when more councilor's will be present.

**06.02.24.18 To receive an update from the Community Speedwatch Sub-committee and agree actions**

Council received a report from Community Speedwatch as per **APPENDIX 6**

**06.02.24.19 To receive an update on the Business Rates for the Community Centre and agree actions**

Council **AGREED** to defer this item to the next meeting .

**06.02.24.20 To receive an update from Stoke Orchard Community Hub Limited and agree actions**

Council received report a report from Stoke Orchard Community Hub as per **APPENDIX 7**

<p><b>06.02.24.21 To receive an update on the proposed pump track and agree actions</b>  Cllr Macdonald confirmed that the tender finished at the end of January and only 2 quotes were received.  Council <b>AGREED</b> to proceed with quote from JB Extreme if planning position is granted.</p>	<p>Clerk to confirm if ok to proceed as only 2 people quoted under tender.</p>
<p><b>06.02.24.22 To receive an update regarding the land by the Chapel and agree actions</b>  Cllr Macdonald confirmed that the lawyer is currently chasing this up on behalf of the council.</p>	
<p><b>06.02.24.23 To receive an update with regard to Tredington Bridge and agree actions</b>  Council <b>AGREED</b> to write to highways about Tredington Bridge as it is unsafe.</p>	<p>Susan Shorrock To write to highways and locate Atkins survey</p>
<p><b>06.02.24.24 To receive an update in relation to playground, MUGA and other public areas</b>  Council confirmed the following tasks need to be completed:</p> <ul style="list-style-type: none"> <li>• Zip Line to be tightened</li> <li>• Fencing added to MUGA</li> <li>• More Matting under grass swings</li> <li>• Add recycle bins to play park</li> <li>• Move boulders</li> </ul>	
<p><b>06.02.24.25 To receive an update on M5 Junction 10 and agree actions</b>  Cllr Macdonald confirmed he was having trouble getting meetings convened.  Council <b>AGREED</b> to keep chasing A Bunce for a meeting date</p>	<p>Alan Macdonald – To Chase For Meeting</p>
<p><b>06.02.24.26 To receive an update with regard to a legal agreement between the Parish Council and Stoke Orchard Hub Limited and agree actions</b>  Council <b>AGREED</b> to contact the councils existing lawyer about quoting to draw up an agreement</p>	<p>Susan Shorrock To Contact Lawyer</p>
<p><b>06.02.24.27 To receive an update on highways and drainage matters and agree actions</b>  Cllr Gulder confirmed their were lots of trees in the Swilgate at the bottom of Swan Lane. Council <b>AGREED</b> to contact Brian Probert for advice</p> <p>Highways have accepted responsibility for Watery Lane and it is on the schedule.</p> <p>Flood gauge – Council <b>AGREED</b> to continue the existing contract with Hydro International for a further 2 years on the gauge in Stoke Orchard however they requested the Tredington gauge be removed as there is already a gauge from the environmental agency there.</p>	<p>Tim Jukes to contact Brian Probert re Swilgate under bridge at bottom of Swan Lane</p> <p>Clerk – contact Hydro International to confirm the best price has been quoted and ask for the Tredington one to be removed.</p>

**To write to  
highways and locate  
Atkins survey on  
gauge to be  
removed**

**06.02.24.28 To consider refurbishment of the Stoke Orchard Notice Board and agree actions**

Cllr Macdonald confirmed that Cotswold Oak are supplying a new noticeboard and that the noticeboard on the wall of the Community Centre is having the perspex replaced.

**Graham Ferguson –  
to look at  
noticeboard**

**06.02.24.29 To confirm details of Clerk contract and outgoing Interim Clerk after return to work**

The council confirmed the Clerk had returned from maternity leave and is contracted 12 hours a week and is on salary scale 23.

The Interim clerk contract of 10 hours a month at £25 an hour had finished.

**06.02.24.30 To note agenda items for the next full Parish Council meeting**

Budget for Public Open Space

**Date of Next Meeting – 3<sup>rd</sup> April 2024**

**Meeting Close: 20:21**

## APPENDIX 1

### Clerks Report 06.02.24

**Banking** – Updated 2 councillor signatures required to authorise payments. My access has been changed to create only.

May need to think of another signatory as there are currently only 2 who can sign off payments and if Alan or George are on holiday payments wont proceed.

Jules has been removed from the bank account.

Submitted the form for closure of the community bus account.

**Budget** – Draft budget was prepared for meeting 23<sup>rd</sup> January 2024 and precept confirmed to TBC

**ABEC** – We have had confirmation that invoice 67714 will be credited and monthly invoices of £37.50 have been sent through.

Going back and fourth with ABEC on invoice 67784. It is now with the supervisor and awaiting a response.

**Action Log Created** – Action log created as per conversation with Alan and Sue to ensure councillors receive an update on actions between meetings.

**S106** - invoices sent to Anj for a total of £3471.02 towards block paving

#### Internal Audit

Action Required	Completed
Renewal of Pension Regulator	Yes – Minuted ref 5.9.23.10g
Amend 18f on Standing Orders	On Agenda item 06.02.24.15
Direct Debit review	On Agenda item 06.02.24.11d
Review Risk Management Policy	Will be added to April Agenda
Asset Register Format Review	Will be added to April Agenda
Internal Controls	
Bank Access for Clerk and Payments requiring 2 signatures	Yes. On Clerks report 06.02.24.7
Implement a Reserves policy	On Agenda item 06.02.24.14
Identify Ear Marked Reserves	On Agenda 06.02.24.16
Budget Monitoring	From Agenda 06.02.24 budget monitoring and bank reconciliation have been given separate minutes
Minutes must reflect details in clerk contracts	Added to agenda 06.02.24.29
Adopt an expenses policy	Added to agenda 06.02.24.13
Website Accessibility Statement on home page of website	Its already there
ROMI added to the website	done

## Appendix 2

The public consultation on the Strategic and Local Plan (SLP) is ongoing until March 12th 2024. This primarily looks at development and infrastructure needs across the three Councils, Cheltenham Borough, Gloucester City and Tewkesbury Borough. You can feedback online or attend one of several workshops or consultations being run throughout the month in different locations. These are on the TBC site and have been communicated out to the Parish Council's.

The maps attached are only illustrative at this stage, and no land allocations or preferences have been stated, as public views have not been heard yet.

There is a dedicated site that it would be worth everyone looking at on [Strategiclocalplan.org](http://Strategiclocalplan.org) or contact Ian Bowan, Planning Policy Manager on [ian.bowen@tewkesbury.gov.uk](mailto:ian.bowen@tewkesbury.gov.uk).

The new administration at TBC looking to pool Community Infrastructure Levis (CIL) with Gloucester city and Cheltenham borough for larger more cross-boundary strategic projects. This will be managed by a committee from all three councils. (This is only the Council's part of any CIL monies and the parishes will still receive their quota.)

The total pot is just over 11m, although 8m is from TBC! We are currently challenging what Gloucester city and Cheltenham borough are contributing in kind, given that much of the housing numbers will once again fall into Tewkesbury borough

A statement of Common Ground has been agreed across all 6 Councils. This lays out the revised general rules that all 6 Councils have to operate under. In preparing local plans, local authorities are required to work together on strategic cross-boundary issues.

Polling District boundaries and where we vote, have all been reviewed.

TBC has again seen properties flooded within the Borough. Helpful surgeries have been run to help affected people. A review of all the flood areas and better contingency plans will be made for the future, as climate change is not going away. A separate budget is to be earmarked for this work. Anyone affected by flooding that haven't told the Council are encouraged to do so, in order to create a full and detailed report and produce actions for the future.

The Tewkesbury Council are considering a change of name, as yet no idea to what.

**Appendix 3**

	Cash in hand per Bank Statements		
	Petty Cash	13/07/2022	0.00
	The Community Bus Stoke Orchar	30/11/2023	0.00
	Stoke Orchard Parish Council Trea	05/02/2024	14,870.59
	Stoke Orchard Parish Council Bus	05/02/2024	49,459.11
	Pockitt Prepayment Card	05/02/2024	36.06
	Redwood 2 Year Bond 80140651	30/11/2023	125,000.00
	Hampshire Trust 236247	30/11/2023	125,000.00
	CCLA	01/01/2024	80,532.94
			<b>394,898.70</b>
	Less unrepresented payments		
			394,898.70
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>394,898.70</b>
	<b>A = B Checks out OK</b>		

## Appendix 4

### Budget Monitoring Report Stoke Orchard and Tredington Parish Council Financial Year 2023/24

Code	Title	Budget	Actual	Forecast	Total	Percentage of Budget
6	Clerk Salary	15,000.00	14,776.95	1,504.00	14,776.95	99
7	Clerk PAYE and Pension	2,500.00	436.40	254.98	436.40	17
8	PATA	250.00	173.90	4,222.80	173.90	70
9	Admin, Stationary, clerks exp.	600.00	555.23	65.98	555.23	93
10	Admin Fees	50.00	343.28	250.00	343.28	687
11	Website	250.00	308.00		308.00	123
12	IT Software and Maintenance	400.00	2,441.67		2,441.67	610
13	Insurance	2,500.00	165.00		165.00	7
14	Subscriptions	400.00	560.00		560.00	140
15	Electric	300.00	1,123.00		1,123.00	374
16	Training	500.00	6,014.91		6,014.91	1203
17	Internal/External Audit	1,600.00	1,894.29		1,894.29	118
18	Telephone	450.00	1,549.49		1,549.49	344
19	Newsletter	3,000.00	953.70		953.70	32
20	ABEC BMS Monthly Maintenance	500.00	1,320.99		1,320.99	264
21	Hall Maintenance	650.00	7,520.00		9,024.00	1388
22	Parish Maintenance	100.00	1,274.92		1,529.90	1530
23	Grass/Hedge Cutting	6,000.00	2,111.40		2,111.40	35
24	Grants and Donations Paid	0.00	21,114.00		25,336.80	
25	Sundry-PC	0.00	329.90		395.88	
26	Contingency PC	0.00	1,250.00		1,500.00	
27	SOHL Expenses	0.00	4,082.40		4,082.40	
29	Bus Admin	0.00				
30	Bus Advertising	0.00				
31	Bus Cleaning	0.00				
32	Bus Maintenance	0.00				
33	Bus Fuel	0.00				
34	Bus Insurance, Licences etc	0.00				
36	POS Maintenance	0.00				
37	MUGA/Playground Maintenance	0.00				
38	Portion of grant received	0.00				
41	Solar battery storage	0.00				
42	Bin	0.00				
43	Pump Track	0.00				
44	Com Centre Admin	0.00				

## Appendix 5

### Direct Debits

£75 to Pockitt

### Pockitt Card

#### Monthly

Ionos £30 (Email)

Zoom £7.79

Ionos £8.40 (Website)

Pockitt £1.99

#### Annually

Currys Cloud Backup £50

Mcafee £89.99

## Appendix 6



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

**Formal Meeting** Monday 30th October 2023 @ 6pm NB updates subsequent to meeting recorded in RED

#### 1. Welcome and introductions

Pete Muir, Jane Bryenton, Paul Cooke, Rob Gordon, Vicky Ward (kindly taking meeting notes), Graham Wright, Susan Shorrock (chair)

Apologies: Anthony Musson, Ben Tylour PCSO, Helen and Jim Healy, Graham Ferguson, Ros Hanks, Richard Gregson.

#### 2. Review of previous meeting/actions and updates:

##### A. Speed monitoring March 2023 (GW)

Tredington Village Hall. 10 sessions  
Tredington, Mill Farm. 2 sessions.  
Tredington School. 2 sessions.  
S.O. Armstrong Road. 3 sessions.  
S.O. Waterloo Farm. 3 sessions.  
**20 sessions in total**

**275 vehicles** were reported to the police, 211 acknowledged for action. 158 letters were sent; 145 for a first letter, 13 represented a second letter. 1 motorist is contesting.

**ADVICE from police:** avoid gesturing to/speaking with motorists and avoid any confrontation.

##### B. Community Speed Watch fund (SS)

SS met with Kat Dean who is the new Community Speedwatch Project Officer. Discussed delays and problems in communication with fund applicants which Kat is trying to address. SS explained the current developments in the village. Kat agreed to investigate data regarding efficacy of the Auto Speedwatch cameras from PC now using them.

**Action: SS to follow up**

*SS has contacted Kat – will chase again 7.1.24*

*C. Vehicle Activated Speed Sign (VAS) updates (GW/SS)*

GW regularly changes the batteries but needs assistance to move the VAS to another location especially as taller more robust steps are needed. After SS and AM changed the clock batteries following what seemed to be a malfunction caused by hot weather 22, we have discovered the VAS has only been recording speeds up to 25mph. Help needed to take VAS down so AM can look at and recalibrate the system. GW alerted CSW team that the VAS should move location more frequently.

**Action: GW et al** will remove VAS 31.10.23 *(completed)*

*D. Speed Signage, line markings (SS/GF)*

SS reported that AHM advised that there was no longer money in the budget this year to carry out line markings and that this had been carried over until 2024. During discussions with GCC and AHM regarding the application for the development at Junction 10, it was agreed that line markings could either be carried out by GCC or if the Roseleigh development goes ahead, then money from S106 may pay for line markings as well as speed signs.

*E. Solar sign at Waterloo Farm (SS)*

GF with the help of Tim Jukes attempted to check the batteries and connections of the sign whilst in situ. It appears that a bit of fiddling with the connections has improved functionality. The meeting noted that the sign was old when first installed. Again, J10 developments may have an impact on its use.

*F. Stoke Orchard footpath/ cycle path to Bishops Cleeve (SS)*

This has not received funding as Bishops Cleeve to Cheltenham is a priority.

**Action: SS** will get update from Alex Hegenbarth.

*The PC has been trying to get a face to face meeting with AH for some time to discuss this and other matters – will chase again!*

*G. School Zone at Tredington school (SS)*

AHM advised that school improvement team did not feel that Tredington school met the criteria for the implementation of a school zone which is normally focused upon urban settings. However, with the proposed developments within Stoke Orchard SS has asked through the s106 discussions that this is re-visited.

*H. Village Gates updates (SS)*

As reported above - Highways lack money to carry out line painting this year. SS has put in a request for line painting, flower boxes and signs as part of s106 traffic mitigation measures. Highways has agreed to do 3 line traffic assessments; these monitor volume and speed of vehicles.

*Traffic assessments were carried out before Xmas. The PC has been requesting meeting with Adam Bunce to discuss this and the other J10 mitigation measures – time to chase again!*

I. **CSW research project (SS)**

SS re-established contact and attended a meeting. Interim research findings were presented that appeared to be lacking academic rigour. The project leader was going on maternity leave and no one from the team has been in contact again.

J. **Junction 10 - updates (everyone!)**

SS advised that anyone can sign up via the J10 proposal website and will be able to make comments when the consultation period starts.  
The CSW team present all felt that average speed cameras are the most effective way to control speeding.

3. **Election of Chair and Vice Chair**

SS was duly elected as Chair, proposed by VW, seconded by RG. GW was elected as vice chair, proposed by SS, seconded by VW.

4. **Overview of local police activity Community Speedwatch data regarding speed reduction (GW/Info from DH)**

*The van site at Stoke Orchard has been visited 7 times with 75 offences detected.  
The trucam site at Stoke Rd, Tredington has been visited 12 times with 98 offences detected  
The trucam at Stoke Rd/Armstrong Rd has been visited 7 times with 24 offences detected  
The trucam at Waterloo Farm has been visited 1 time and 0 offences detected.  
The number of letters sent is 158 since 01/03/2023. There were 145 first letters sent and only 13 second letters which suggests quite a good level of compliance after the initial letter, compliance has been much better than we are seeing elsewhere. There are a number of variables here but the general position is that the group has had a positive effect on quite a number of drivers.*

**Action:** SS will query Waterloo Farm data/new SO site to replace Manor Farm

*SS has contacted Dave Holland re above*

5. **CSW community actions and potential police support - actions and responsibilities to be secured going forward (SS/GW/police)**

Ben Tylour has secured a new post within policing, and we will soon meet our new PCSO Cody Dovic around the end of November 2023. However, he has already emailed to establish contact.

*Cody emailed again before Xmas and recently attended CSW 4.1.24 monitoring session accompanied by Ben. SS will invite him to CC for a coffee/chat*

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SS (as PC Advocate) attended a meeting on 26.10.23 run by Annie White, Volunteer and Engagement Officer (PCC). She will ask Annie if we can get police support re sending letters to local businesses to support our speed reduction efforts. This action would chime nicely with this year's ROAD SAFETY WEEK, 19th - 25th November: *Let's talk about Speed*

**Action: SS to follow up**

*SS contacted Annie re RSW – agreed joint letter with constabulary which was emailed to local businesses. Cotswold Oak were keen to support. Annie also advised how to send formal feedback about staff (Dave Holland). SS forwarded Dave's thank you email to members (7.1.24). GW suggests we do same for Ben Tylour.*

**6. AOB**

Sadly, we must say farewell to our good friend and team mate Ros. She couldn't attend the meeting but hopes that we can meet up before 15th November. We wish Ros and Paul every happiness in their new (revised!) life 'down under.'

GW thanked everyone who conducts CSW monitoring sessions. *We forgot to add that the award for attending the most sessions so far this year (apart from Captain Speedwatch Graham) is Ros!* 🍷🍷🍷

Everyone was thanked for attending. The meeting closed at 6.50pm.

**Items for the consideration of the Parish Council:**

- J10 and Roseleigh planning application developments
- Cycle path from SO to BC

## Appendix 7

### Stoke Orchard Community Hall The Orchard Store & Amy's Coffee Shop

#### Report for Parish Council

Bookings for the hall are still good – with new regular hirers coming on board and the party season getting under way. The events team have set dates for “pub nights”, reverting to having a pub night on the last Friday of every month plus some additional events through the year. The annual Community Day is being planned for July 6<sup>th</sup> and there are plenty of ideas for both activities and for finding helpers for the day.

The shop continues to be challenging with poor sales in December and January. Our nose is just above the water but we are concerned about the next increase in National Living Wage which will have a big impact on costs, adding around £4000 to the annual wages bill.

The management team are planning an open meeting for February 12<sup>th</sup> with the aim of consulting with the residents and recruiting some more volunteers to help with a wide range of jobs to facilitate the viability of the shop. Whilst we don't expect to be able to recruit volunteers to work instead of paid staff, if we can have a group of volunteers who can cover some holiday and sick leave it would make a big difference.

We aren't sure what turnout we will have for a meeting and so will follow up the meeting with direct requests for specific help through the Facebook group and via leaflets.

Heather Webber