



# Stoke Orchard & Tredington Parish Council

## STOKE ORCHARD AND TREDINGTON PARISH COUNCIL MEETING

### Minutes of the Annual meeting held 3<sup>rd</sup> May 2022 at Stoke Orchard Community Centre

**Present:** R Chatham (Chairman), A. Macdonald, J Guilder, P. Ternouth, A Troughton,

**Attendees:** Clerk/RFO M. Hinde, B. Cllr H McClain, C. Cllr A Hegenbarth

- 03.05.22.1 To elect Chairman and Vice Chairman, Acceptance of Office forms to be signed**  
Councillor Ternouth proposed Councillor Chatham as Chairman. Councillor Chatham accepted the nomination and was unanimously elected.  
Councillor Macdonald proposed Councillor Troughton as Vice Chairman. Councillor Troughton accepted the nomination and was unanimously elected.  
Acceptance of Office forms to be signed at a later date.
- 03.05.22.2 The Chairman will formally ask if anyone is intending recording or filming the meeting**  
There were no requests to film or record the film the meeting.
- 03.05.22.3 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)**  
There were no comments from the public
- 03.05.22.4 To receive and approve apologies for absence**  
Apologies received from Councillor Jukes
- 03.05.22.5 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)**  
There were no declarations of interest
- 03.05.22.6 To confirm and sign the Minutes of the Parish Council Meetings held on 5 April 2022**  
Council **APPROVED** the minutes for the meeting held on 5<sup>th</sup> April
- 03.05.22.7 To receive the Clerk's Report**  
The Clerks report was received as per **APPENDIX 1**  
The chairman informed the council that Sandra Ford advised at the community forum meeting that the Solar Farm had been passed to the legal department.  
The council agreed the community bus should be handled totally by the Parish Council as the 5 years S106 is not yet complete. The council **APPROVED** the following points:
- All invoices – should be made out to the Parish Council to ensure VAT details are correct.
  - Invoices should be passed to the Parish Council to be paid by the Clerk under instruction/agreement with Council as is usual procedure.
  - Any Maintenance and repair should be pre-agreed with Council.
  - Regulation tax, insurance and Servicing as requisite should submitted and paid by Clerk as a Parish Council Bill as above from the Bus Account.



## Stoke Orchard & Tredington Parish Council

e. Parish Council should pay an agreed number of hours to CGL for managing of the bus to assist with Centre Manager's costs.

**03.05.22.8**

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

The Borough Councillor provided a report as per the state of the Borough Newsletter which is published on the parish council website. The newsletter covers: **Finance and resources** - confirmed that the budget set 2022/23 included the addition of £450,050 of ongoing growth in services and £392,548 of one-off growth to support ambitions

**Economic growth:** 53 events were held working with Gloucestershire County Council on Junction 10.

**Housing and communities** confirmed there was a new housing and homeless strategy in place and supported delivery 150 affordable homes

**Customer first** new digital platform 'Liberty Create'/bulky waste service completely reformed

**Garden communities** the garden town initiative has continued to progress close to the M5 Junction 10 which would address the amount of pressure on housing numbers.

**Sustainable environment** Small electricals waste collection was confirmed as in place. The car park solar canopy initiative will meet the vast majority of the council's energy needs.

**Covid 19** 5,477 individual business grants were awarded totalling £31.6m. £425k went to support residents with test and trace. 130k went to small community grants. £170k went to the "Welcome Back" shops support

Cllr McLain also confirmed that:

The council were continuing to support homes for the Ukraine scheme  
Gloucester Rural Community Council housing needs survey will go out to parishes this week

Cllr Ternouth asked Cllr McLain if she was aware of the councils issues regarding Junction 10. Council asked a lot of questions to the project team and asked for a written response however a written response was not received.

**03.05.22.9**

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

Cllr Hegenbarth confirmed that he was still waiting to hear from Severn Trent on flooding and from education on the new school.

He also confirmed that he was still waiting for an update on the rescheduling of roadworks.

Cllr Hegenbarth confirmed he was able to sign off funding for all schools including Tredington on cyber safety for years 5 and 6 to be safe online and spot predators. The chairman passed on the thanks of the council for the work on securing the funding for schools.

**03.05.22.10**

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

**03.05.22.10a**

**To approve payment list/those paid since last meeting to note receipts and agree actions**

Council **APPROVED** payment list of £532.80

**03.05.22.10b**

**To approve bank reconciliation and budget monitoring report**

Council **APPROVED** bank reconciliation as per **APPENDIX 2**

**03.05.22.10c**

**To review bank signatories**

Council **APPROVED** to continue with R Chatham and A Macdonald as signatories

**03.05.22.11**

**To receive update on Parish Council procedures and resolve to agree actions:**

**03.05.22.11a**

**To review subscriptions to other bodies and agree actions**



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Council **AGREED** subscriptions to other bodies as per **APPENDIX 3**

- 03.05.22.11b To confirm arrangements for insurance cover in respect of all insured risks**  
Council **AGREED** Councillor Macdonald would review the insurance whilst looking into the renewal and would ensure that it covers open space.
- 03.05.22.11c To approve Parish Council Meeting Dates for 2022/23**  
Council **APPROVED** parish council meeting dates for 2022/23 as per **APPENDIX 4**
- 03.05.22.11d To review delegation arrangements to the Clerk, committees and sub committee**  
Council **AGREED** to continue with delegation to the clerk. The committee and sub committees would not have any delegated authority but would remain advisory committees.
- 03.05.22.11e To review terms of reference for committees**  
Council **AGREED** no changes were required to the terms of reference for its committees and sub committees
- 03.05.22.11f To agree appointment of councillors to existing committees**  
Council **AGREED** to remove Councillor Newton from the Finance Committee due to his resignation from the council
- 03.05.22.12 To review the following documents:**
- 03.05.22.12a Standing Orders**  
Council **AGREED** that no updates were required
- 03.05.22.12b Financial Regulations**  
Council **AGREED** that no updates were required
- 03.05.22.12c Complaints Procedure**  
Council **AGREED** that no updates were required
- 03.05.22.12d Code of Conduct**  
Council **AGREED** that no updates were required
- 03.05.22.12e Data Protection Policy**  
Council **AGREED** that no updates were required
- 03.05.22.12f Asset Register**  
Council **AGREED** to update the values on the asset register
- 03.05.22.13 To consider and agree response to Planning Application No. 22/00103/FUL, Change of annex to holiday let Location Willow Cottage At Waterloo House, Stoke Road**  
This application had already been **APPROVED**
- 03.05.22.14 To consider and agree response to Planning Application No. 22/00443/PIP, one dwelling, Land at Tredington Park, Tredington**  
The Council had **NO OBJECTION** to this application
- 03.05.22.15 To discuss Statement of Community Involvement and agree actions**  
Council **AGREED** to put together a simple statement in response to the statement of community involvement.
- 03.05.22.16 To receive an update on traffic, highways, drainage, village gates, speed cameras and speeding in the village and agree actions**  
Council confirmed that the village gates were due to be installed in June.  
It was also confirmed that the pumping main would be renewed by April 2023.
- 03.05.22.17 To review insurance quotes and agree actions**  
The council were still awaiting insurance quotes.
- 03.05.22.18 To note agenda items for the next full Parish Council meeting**  
AGAR  
Internal Audit  
Mowing of Perry Pear Tree area.



## Stoke Orchard & Tredington Parish Council

03.05.22.19 Date of next meeting 7<sup>th</sup> June 2022

Meeting Close – 20:33

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# Stoke Orchard & Tredington Parish Council

## APPENDIX 1

### Clerk Report May 2022

**Bus -** Had a meeting with Helen regarding handling of bus. At the moment Helen does the Admin for the bus and pays the bills out of the bus Natwest account (separate to the hall) and invoices are given to the clerk. Admin charge for bus is then invoiced to PC. Moving forward should I as Clerk pay the invoices out of Lloyds account when Helen sends me the invoices or should an allowance be paid into the Natwest account for Helen to pay.

**Internal Audit** – Should now be complete awaiting results.

**CSW** – 2 speed guns and counters ordered.

**Prepayment Card** – Statement to be signed off.

**Solar Farm** – Chasing Sandra Ford for a response to the letter sent 9<sup>th</sup> February 2022

**Planning** – chasing Andrea Pellegram for an update on her planning newsletter but so far no response.

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# Stoke Orchard & Tredington Parish Council

## APPENDIX 2

### Stoke Orchard and Tredington Financial Report for 3rd May 2022

#### Payment

Payee	Receipts	Paid	To be Paid From Current Account	To be Paid From Bus Account	Total
HMRC		165.3			165.3
ABEC		180			180
GAPTC		234.26			234.26
Garden Services Gotherington		695			695
JPJ Electricals		916.16			916.16
Pockitt		267.54			267.54
Clerk Expenses		33.28	12.6		33.28
R Chatham Expenses		25.24			25.24
Typecraft		50			50
Glennearn Plant Hire		120			120
Clerk Salary		708.64			708.64
SLCC Membership		53.75			53.75
ABEC			45		45
Bus Service				435.2	
<b>Total Payments</b>	<b>0</b>	<b>3449.17</b>	<b>57.6</b>	<b>435.2</b>	<b>3494.17</b>

#### Bank Reconciliation

##### Lloyds Bank Current Account

<b>Balance Bt Fwd</b>	<b>6034.96</b>
Less payments since last meeting	3449.17
Less May. Payment List above	57.6
Less Receipts Above	0
<b>Closing Cash Balance</b>	<b>2528.19</b>
Plus payments still to be paid	57.6
<b>Closing Cash Balance 31.03.22</b>	<b>2585.79</b>

##### Lloyds Bank Bus Account

<b>Balance bt fwd</b>	<b>11475.34</b>
Less April Payments	1219.82
Less May Payment List	435.2
<b>Closing Cash Balance</b>	<b>9820.32</b>
Plus payments still to be made	435.2
<b>Closing Cash Balance 31.03.22</b>	<b>10255.52</b>

##### Lloyds Community Fund

<b>Balance bt fwd</b>	<b>40422</b>
Interest Received	0.37
<b>Closing Cash Balance 31.03.22</b>	<b>40422.37</b>



# Stoke Orchard & Tredington Parish Council

## APPENDIX 3

### Stoke Orchard and Tredington Parish Council Subscriptions for 2021/22

Gloucestershire Ass. Of Parish & Town Councils	234
Gloucestershire Playing Field Ass	50
Society of Local Council Clerks	54
<b>TOTAL</b>	<b>338</b>



# Stoke Orchard & Tredington Parish Council

## APPENDIX 4

### STOKE ORCHARD AND TREDINGTON PARISH COUNCIL

#### MEETING DATES 2022/23

MEETINGS ARE HELD AT STOKE ORCHARD COMMUNITY CENTRE, ARMSTRONG ROAD,  
STOKE ORCHARD, GL52 7SB

[www.stokeorchardandtredington.org.uk](http://www.stokeorchardandtredington.org.uk)

MEMBERS OF THE PUBLIC ARE INVITED AND ENCOURAGED TO ATTEND

Date	Time	Parish Council Meeting
7th June 2022	19:00	Full
6 <sup>th</sup> September 2022	19:00	Full
1 <sup>st</sup> November 2022	19:00	Full
6th December 2022	19:00	Full
7th February 2023	19:00	Full
4th April 2023	19:00	Full
2nd May 2023	18:45	Annual Parish Meeting
2nd May 2023	19:00	Annual Meeting