

STOKE ORCHARD & TREDINGTON PARISH COUNCIL

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Minutes of the Stoke Orchard and Tredington Parish Council Annual Meeting held on 4 September 2024 at Stoke Orchard Community Centre

Present: Cllrs. A. Macdonald - Chairman, G Ferguson, A Troughton, J Gilder

Attendants: Clerk, M. Hinde, 5 members of the public.

- 04.09.24.1** To receive and consider apologies for absence and confirm the meeting is quorate
Apologies received from Cllrs Shorrock and Juckes. The meeting was declared quorate.
- 04.09.24.2** 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 (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)
None
- 04.09.24.3** To confirm and sign the Minutes of the Meeting held on 3rd July 2024 and the minutes from the extraordinary meeting on 21 August 2024
Council **APPROVED** minutes from 3rd July and 21st August.
- 04.09.24.4** To receive an update on the community centre and shop and agree actions
It was confirmed that the Community Centre Manager would be leaving her post at the end of September 2024. CLG confirmed they would be looking to streamline the role and advertise for a replacement. One of the main problems for the existing Community Centre Manager is constantly being on call. It was discovered that most call outs were a result of a fault of the alarm system supplied by Security 1. Security One visited site and advised in order to overcome the problem the contacts on the doors should be removed as the motion sensors would pick up any movement. It was also suggested a repeater should be added closer to the shop and main doors. Council **AGREED** that Security One should supply a cost for these works.
It was also suggested that a caretaker role could be considered however council did not vote in favour of this idea.
The Chairman proposed that he would add the news about the Community Centre Managers departure to the Facebook page to see if there was any interest. This was unanimously agreed by all in the room.
- 04.09.24.5** To receive clerks report
The clerks report was received as per **APPENDIX 1**
- 04.09.24.6** To receive a report from the Borough Councillor
None

- 04.09.24.7 To receive a report from the County Councillor**
None. Last attended February 2024
- 04.09.24.8 Finance, all documents circulated prior to the meeting**
- a) **To approve September 2024 Payment List/those paid since last meeting, to note receipts and agree actions**
Council **APPROVED** the payment list as per **APPENDIX 2**
 - 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 report as per **APPENDIX 4**
 - d) **To receive the External Audit Report from PKF Littlejohn and agree actions**
Not yet received
 - e) **To discuss setting up a meeting of the Finance Committee to conduct a financial review**
Council **AGREED** to discuss outside the meeting and a date to be sent to Clerk.
- 04.09.24.9 To review quotes on the maintenance of public open space**
Cllr Ferguson requested that this item was added to the next agenda as he was still waiting on another quote. Cllr Ferguson requested the Clerk to send him a tender pack.
- 04.09.24.10 To discuss options to replace the boundary fences around the public open space and agree actions**
Council agreed this item would be deferred to the next meeting whilst they determine where replacements are really needed.
- 04.09.24.11 To discuss Clerk laptop on whether to repair or replace and agree actions**
Council reviewed the following quotes to replace the clerks laptop:
- | Supplier | Cost |
|--------------------|------|
| Argos HP 15.6 in | £379 |
| Dell – Inspiron 15 | £399 |
| Currys HP 15.6 in | £379 |
- Council **APPROVED** a budget of £450 for the clerk to purchase a laptop with Microsoft 365
- 04.09.24.12 To receive an update on the proposed pump track and agree actions**
Cllr Macdonald confirmed that the pump track would officially open at the community day on 7th September. For the opening Joe Baddeley from JB Extreme who built the track will be attending to do some stunts.
It was requested that this item was added to the next agenda to review quotes to install CCTV over the pump track.
- 04.09.24.13 To receive an update on M5 Junction 10 and agree actions**
Cllr Macdonald confirmed that Adam Bunce would be attending the community day on 7th September with some maps and posters to show the community what is happening and hoping to get some feedback.
- 04.09.24.14 To approve the legal agreement between the Parish Council and Stoke Orchard Hub Limited and agree actions**
Council agreed to defer this item to November as Cllr Shorrock was not present
- 04.09.24.15 To receive an update regarding the land by the Chapel and agree actions**
Cllr Macdonald confirmed that he was unable to reach land owner in order to get an update on the land.
- 04.09.24.16 To receive the Annual Playground and MUGA Safety Report (Register of Play Inspectors International) and agree actions**
Council noted that all the risks were either marked as low/very low. Cllr Ferguson advised that he had spoken with the inspector who advised the report was only recommendations to avoid further deterioration.

It was agreed the most urgent action was to put matting over the man hole cover on the zip line.

04.09.24.17 To discuss or confirm councils response to the following planning applications made since the last meeting and agree actions:

a) Planning application No. - 24/00123/CONDIS

Description – Application for approval of details subject to condition 6 (CEMP) of the planning application ref number 23/00913/FU

Location – Part Parcel 7800, Tredington, Tewkesbury

The council had NO OBJECTION to this application

a) Planning Application No. - 24/00372/FUL

Description – To move a permitted SUDs Pond to serve planning permission ref 22/01377/FUL.

Location – Part Parcel 4717, Stoke Road, Stoke Orchard

Council had **NO OBJECTION** to this application

04.09.24.18 To note agenda items for the next full Parish Council meeting
Public Open Space

Date of next meeting – 6th November 2024

APPENDIX 1

S106 Pump Track – I have contact TBC regards the code required for the invoice I will generate to claim the S106 money for the pump track.

CCLA – Completed a withdrawal form for £50,000 to be signed off to pay for the pump track

.gov.uk domain - I attended a meeting on 29th July regarding councils moving to a .gov.uk domain. It is not mandatory but is recommended for security. It is advisable to transfer both email addresses and website. I have seen one quote for £385 for the year for emails the domain and website (currently paying around £42 per month) The first 1000 councils can claim a grant of £100 to cover costs however it is unknown how many have now been claimed but the last count was around 500.

GAPTC – launching a new website all clerks must attend a teams meeting which I am registered to join on 8 October

APPENDIX 2

Financial Report for 04.09.24

Payments made between meetings up to 31.08.24

Details	Amount
IONOS	£24.00
Garden Services	£90.00
G Ferguson Expenses	£7.49
Mileage	£6.30
Clerk Paper	£5.67
Clerk File	£3.87
Clerk Expenses Zoom	£15.58
PATA	£31.05
Typecraft	£140.00
Cotswold Groundcare	£337.86
Clerk Salary	£1,028.80
Starboard Systems (Scribe)	£414.72
IONOS	£30.00
Community Centre	£457.33
Typecraft	£31.20
Planning Portal	£215.00
Ionos	£12.00
Cleeve Garden Services	£2,880.00
J Preece & Sons	£456.00
CDG Franklin (bus stop repair)	£533.00
Garden Services	£50.00
Clerk Salary	£938.57
Typecraft	£140.00
IONOS	£30.00
Cleeve Garden Services	£1,080.00
Gordon Playground	£180.00
Community Centre	£457.33
Zurich	£198.23
Total	£9,794.00

Receipts Received since last meeting

Total	0.00

Payments to be authorised 04.09.24

Clerk Expenses Mileage	12.60
Clerk Expenses Zoom	15.58
Typecraft	140.00
Cleeve Garden Services - 2756	612.00
Typecraft 113541	228.00
JB Extreme JB190	50000.00

APPENDIX 3

3 September 2024 (2024-2025)

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)

A	Bank Reconciliation at 31/08/2024		
	Cash in Hand 01/04/2024		393,973.36
	ADD Receipts 01/04/2024 - 31/08/2024		28,479.36
			422,452.72
	SUBTRACT Payments 01/04/2024 - 31/08/2024		26,886.89
	Cash in Hand 31/08/2024 (per Cash Book)		395,565.83
B	Cash in hand per Bank Statements		
	Petty Cash 13/07/2022	0.00	
	Stoke Orchard Parish Council Trea 31/08/2024	8,833.45	
	Stoke Orchard Parish Council Bus 31/08/2024	13,205.19	
	Pockitt Prepayment Card 31/08/2024	101.06	
	Redwood 2 Year Bond 80140651 31/08/2024	125,000.00	
	Hampshire Trust 236247 31/08/2024	125,000.00	
	CCLA 31/08/2024	123,426.13	
			395,565.83
	Less unrepresented payments		
			395,565.83
B	Plus unrepresented receipts		
	Adjusted Bank Balance		395,565.83
	A = B Checks out OK		

APPENDIX 4

Stoke Orchard and Tredington Parish Council Budget Monitoring Report 2024/25

Account Number	Cost Code	Proposed Budget 2024-25	April	May	June	July	August	September	October	November	December	January	February	March	Total	% of Budget
6	Clerk Salary	2165.00	950.71	873.53	1064.61	1028.8	938.57								4856.22	224.1
7	Clerk PAYE and Pension	3120.00		0	0										0	0.0
8	PATA	107.00		41.25	0	31.05									72.3	67.6
9	Admin, Stationary, clerks exp.	650.00	481.16	73.51	430.96	476.14	30								1491.77	229.3
10	Admin Fees	50.00		440.96	0										440.96	881.9
11	Website	0.00	12	10	35	24	12								93	#DIV/0!
12	IT Software and Maintenance	383.00		0	0										0	0.0
13	Insurance	3500.00		0	2511.93		198.23								2710.16	77.4
14	Subscriptions	258.00		347.92	0										347.92	134.9
15	Electric	0.00		0	0										0	#DIV/0!
16	Training	300.00		0	0										0	0.0
17	Internal/External Audit	584.00		0	390										390	66.8
18	Telephone	0.00		0	0										0	#DIV/0!
19	Newsletter	1320.00	130	140	140	171.2	140								721.2	54.6
20	ABEC BMS Monthly Maintenance	540.00		0	0										0	0.0
21	Hall Maintenance	1948.00		0	430.16										430.16	22.1
22	Parish Maintenance	1615.00	12.99	0	0	427.86	583								1023.85	63.4
23	Grass/Hedge Cutting	950.00	114	0	380		456								950	100.0
24	Grants and Donations Paid	0.00		0	0										0	#DIV/0!
25	Sundry-PC	920.00	329.95	0	0										329.95	35.9
26	Contingency PC	0.00		0	0										0	#DIV/0!
27	SOHL Expenses	5500.00		0	0										0	0.0
29	Comm Centre Admin	6000.00		430.96	0	457.33	457.33								1345.62	22.4
30	Bus Advertising	0.00		0	0										0	#DIV/0!
31	Bus Cleaning	0.00		0	0										0	#DIV/0!
32	Bus Maintenance	0.00		0	0										0	#DIV/0!
33	Bus Fuel	0.00		0	0										0	#DIV/0!
34	Bus Insurance, Licences etc	0.00		0	0										0	#DIV/0!
36	POS Maintenance	500.00	612	3190	1540		3960								9302	1860.4
37	MUGA/Playground Maintenance	1328.00	394.83	0	0		180								574.83	43.3
38	Portion of grant received	0.00		0	0										0	#DIV/0!
41	Solar battery storage	0.00		0	0										0	#DIV/0!
42	Bin	0.00		0	0										0	#DIV/0!
	Planning	0.00				215										
	Councillor Exepenses	0.00			99.99	7.49									107.48	#DIV/0!
	Flood Gauge Maintenance	0.00			332										332	#DIV/0!
Total			3037.64	5548.13	7354.65	2838.87	6955.13	0	0	0	0	0	0	0	0	