

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
Tel: 01242 583303 E-mail: clerk.toddingtonpc@gmail.com
www.toddingtonpc-glos.org

DRAFT MINUTES: of a Parish Council Meeting held in Toddington Village Hall on Monday the 10th September 2018 at 7.30pm.

PRESENT: Parish Councillors: Joe Humber, Bertie Alvis, Margaret Merritt and Dan Blake

Three parishioners were present.

Members of the public were welcomed to the meeting and invited to address the council at item five on the agenda.

- 1) To receive and consider apologies for absence. Apologies received and accepted from Cllr Parker.
- 2) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011). Cllr Alvis declared an interest on the Ashgrove planning application at item 7 of the agenda.
- 3) To approve the minutes of a **Parish Council Meeting** held on the **9th July 2018** at 7.30pm in Toddington Village Hall. These were approved and signed as a true record.
- 4) Matters arising from previous minutes.
 - (a) Winter bagged salt allowance and warden details submitted to Amey.
 - (b) Letter sent on the 27.07.18 to Paul Skelton in Planning at TBC asking to be informed of applications on parish boundaries – no response received.
 - (c) Letter sent to James Lloyd at Tewkesbury Borough Council confirming that the Village Hall committee submitted the planning application regarding the annex on behalf of the Parish Council
 - (d) Letter sent to Andy Saunders on the 20.08.18 requesting whether S106 monies for the Village Hall could be sent direct to their bank.
 - (e) Foundation Level of the Local Council Award Scheme. See item nine on the agenda.
 - (f) Data Protection and Information Security policies were published on the website.
- 5) To receive comments and concerns from the public. No items were raised. The applicants of the planning application at Holly Bank were present.
- 6) To discuss issues and update the Council over problems arising from the Newlands Home development at New Town. Cllr Parker sent a report in that covered the following items:

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU

Tel: 01242 583303 E-mail: clerk.toddingtonpc@gmail.com

www.toddingtonpc-glos.org

- Road drainage and Severn Trent update
Cllr Parker spoke to Bruce of Gloucestershire Highways who had been in contact with Alex Alford the Newland Homes Engineer, about the drainage. Newland Homes had told Bruce that they were happy to connect the Storm Drain into their drainage system. Bruce had questioned whether the Newlands design had enough extra capacity designed into it to cope with what the storm drain could add, he was therefore having the Newland design calculation, check by Highways Engineers.

Newlands Homes would be starting work on the footpath, which would have the drainage scheme under it, in two weeks' time.

ACTION: The Council agreed that they would like to hear back from the Highways Engineers on their findings. Cllr Parker to continue liaison and to enquire if the Parish Council could see the final drainage proposals as neighbours to the site would like copies to submit to their insurers.

- Damage to neighbouring properties
Cllr Parker's property had been damaged from lorries turning around in the development site entrance on the B4077. Newlands had apologised and rectified the damage.
It was noted that if the one-system was adhered to this damage would not have happened. This is an ongoing issue with the site with contractors not using the correct route in and out of the site and the Parish Council have been highlighting the problem since work began.
- Lorries accessing site – update on one-way system
Cllr Parker had been in contact with Adrian Lilley and Dale Martin of Newlands over the continuing issues concerning lorries entering and exiting the site and what they were going to do to remedy the situation, as the one-way system was clearly not being used. He was waiting for confirmation that the hardcore roadway built along the south side of the site to connect to the "4th access" road way would now mean that lorries would be able to deliver to the western part of the development by entering off the B4632 and then leave via the new hardcore road way and 4th Access onto the B4077, hence removing the requirement for the delivery lorries to reverse onto this busy road.

Cllr Parker had also suggested to Newlands that larger "No Entry" signs needed to be fitted on all the Access ways off the B4077.

ACTION: Cllr Parker waiting to hear back from Newlands.

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU

Tel: 01242 583303 E-mail: clerk.toddingtonpc@gmail.com

www.toddingtonpc-glos.org

- 7) To consider and note planning applications and agree responses:
For consideration

Land Off Broadway Road Part Parcel 9070 Toddington (18/00861/FUL) -

Variation of Condition 2 of Planning Ref: 17/01078/FUL - amendment to site location plans PL002, PL003, PL007, PL008 to show exact location of gas main and easement. Toddington Parish Council had no comments to make on this application.

Ashgrove, Toddington (18/00764/FUL) - Variation of conditions 2, 3, 6, 8, 9, 10 and 11 of approved planning application reference 17/00992/FUL, to allow for the removal of 1 no. existing tree and the planting of 1 no. replacement tree, alterations to vehicular access, driveways, parking and turning areas, and extension of footpath. Toddington Parish Council had no comments to make on this application.

Holly Bank, 35 Church Lane, Toddington (18/00814/FUL) - Erection of a 1.5 storey side and rear extension. Installation and alteration of windows and doors and proposed timber cladding of dwelling. External landscaping including creation of new driveway. Toddington Parish Council had no comments to make on this application.

Updates (if any) on, Parcel 5736 NewTown, Toddington (17/00179/APP) – Approval of reserved matters for 33 dwellings including appearance, landscaping, layout and scale (access already approved). No updates provided.

For noting

Toddington Grange Burberry Hill Toddington (18/00276/FUL) - Single storey side extension to form car port and log/garden machinery store. **Tewkesbury Borough Council's Decision: REFUSE.**

Toddington Village Hall Newtown Toddington (18/00540/FUL) -

Construction of an extension to the existing Village Hall to provide a larger meeting room. **Tewkesbury Borough Council's Decision: PERMIT.**

Enforcement

Warren Farm

The Chair had spoken to the Enforcement Officer who had promised to come back with an update. After numerous phone calls to chase him the officer had still not replied.

ACTION: The Chair agreed to continue to chase the Officer and will report update back to Council.

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
 Tel: 01242 583303 E-mail: clerk.toddingtonpc@gmail.com
www.toddingtonpc-glos.org

8) Highways & Road Safety Update

- Cllr Parker to update meeting on the VAS project and to discuss purchase of extra brackets for VAS sign. Cllr Parker was not present at meeting so no update was given. However, it was agreed that the Council would purchase another set of brackets so the sign could be moved more easily. It was agreed to purchase a set from Westcotec at the cost of £50+VAT.

ACTION: Clerk to raise order with Westcotec.

- Cllr Humber to update meeting on new footpath proposal at Church Lane. Cllr Humber had spoken to Highways regarding the proposal for some new footway into Church Lane. It was agreed he would follow up to see when the work would be scheduled in. Cllr Blake also highlighted the fact, and the Parish Council unanimously agreed, that a warning sign for a hidden junction should also be purchased.

ACTION: Cllr Humber to follow up with Chris Riley and to request funding towards a sign warning of a hidden junction.

9) To discuss items required to fulfil LCAS Foundation Level Award

- Disciplinary Policy
- Training Policy
- Calendar of training undertaken, Clerk and Councillors

It was agreed that the Council would register for the Foundation Level Award and that the above policies that the Council required would be considered at the next meeting. It was also noted that the Council may need some more training at a later date. The best option was some bespoke group training specifically for Toddington Parish Council.

ACTION: Clerk to: prepare and circulate draft policies for approval at the next meeting; register the Council with the LCAS and investigate training opportunities for councillors.

10) To update Council on progress of Village Hall annex

Cllr Blake gave the following report:

- *Jeffrey Taylor has been chosen as the Architect since his work resulted in the current building.*
- *Planning permission was obtained early in August and the final drawings are close to completion. The latest drawings show changes to the positions of the toilet and storage access but are based on a self-contained annexe rather than an extension. This has the benefit of saving around £40K since the annexe will be a new separate building which not rely on access from the main building and therefore will not attract VAT. Advice has been obtained from a VAT inspector.*
- *ADCMS, a Cheltenham company, has been chosen to provide a Pretender Cost Plan, Management of the Tender Process and Contractor Appointment and Contract. This appointment allows us to*

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU

Tel: 01242 583303 E-mail: clerk.toddingtonpc@gmail.com

www.toddingtonpc-glos.org

justify the value and control which is key to the grant requirements. ADCMS will report on the Pretender Cost Plan by Monday 17th September which will then give us a clear cost expectation and whether we can proceed on the funding plan. The Funding Plan is based on:

- *The Section 106 funds amounting to £82K, including a small amount from the latest housing numbers.*
 - *A Leader Grant of £40,000, the first stage of which has gained approval but relies on the all the stage cost plans being available in September and building quotes received the end of the month, and both being acceptable to the grant provider.*
 - *A Sport England Grant for £40,000 applied for a waiting for decision which is unlikely to be soon.*
 - *A Lottery Based Awards for All grant of £10,000 which is likely to be obtained.*
 - *The remainder from current funds grant providers and fund raising.*
 - *We currently have £40K in current funds which could be used.*
- *The financial effect of the use of the annexe will be an increase in overall revenue with marginal extra costs of heating and cleaning. This will depend on the increase in use of the main hall from the benefit of use of the annexe/meeting room. However, the annexe will also lead us into employing at least one Full Time Equivalent person to look after the buildings. We have applied for a change of the charity to a Charitable Incorporated Organisation which allows employment and offers protection to trustees.*
 - *The combined buildings will offer a much better range of services to our local communities which are the basis of the charity.*

11) Report on condition of Parish Council assets.

It was noted that the Bus Shelter on the B4077 (property of the Parish Council) was due to be moved by Newlands to its new site. The concrete base was now in but there were concerns that no footings had been laid.

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU

Tel: 01242 583303 E-mail: clerk.toddingtonpc@gmail.com

www.toddingtonpc-glos.org

12) Finances

To receive current statement of accounts and bank reconciliation. These were approved and the bank reconciliation was signed.

TODDINGTON PARISH COUNCIL					
BUDGET vs ACTUAL 2017_18					
	Actual Income/ Spend to 31.08.17 £	Budget 2018_19 £	Total Income / Spend 31.08.18 £	Remainder of Budget +/- at 01.09.18 £	Total Income/ Spend to 31.03.19 £
Receipts					
carried forward	4381.87	3198	4753.49		4753.49
Precept	8050	8300.00	8300.00		8300.00
Council Tax Support Grant	43	0.00	0.00		0.00
Interest	0.83	4	0.40		4
Other	361.13	0	0.00		0
Vat reclaim	0	550	0.00		550
Total income	12837	12052	13054		13607
Payments					
Staff costs	1607	3935	1633	2,302	3935
Admin expenses	152	500	145	355	400
Insurance	232	232	386	-154	386
Audit fees	150	200	163	37	163
Grass cutting	356	1200	293	810	1103
Meeting room hire	32	120	32	89	75
Subscriptions	106	200	111	89	200
Village Hall loan repayment	839	1680	839	841	1680
Training	0	100	95	5	95
Village Newsletter	0	50	0	0	0
Donations	0	50	0	0	0
Reserve	0	0	0	0	0
VAT	143	450	59	200	200
Other	461	300	0	300	300
Website	0	220	0	220	220
Total Expenditure	4078	9,237	3754		8,757
Balance			£4,850.49		
of which is PC reserve in Lloyds Deposit Acc			£5,516.29		
Operating Balance in current account at end of year			£665.80		

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU

Tel: 01242 583303 E-mail: clerk.toddingtonpc@gmail.com

www.toddingtonpc-glos.org

TODDINGTON PARISH COUNCIL			
BANK RECONCILIATION			
Period to: 31 August 2018			
Lloyds TSB Current & Deposit A/cs		£	£
Acc: 02251838 - Statement Balance @ 31.08.18	4960.88		
Acc: 01042917 - Statement Balance @ 31.08.18	4328.54		
Add	0.00		9289.42
Less:			
outstanding/unpresented cheques	0.00		
	0.00		0.00
Reconciled balance			<u>9289.42</u>
Cash Book Summary			
Opening balance 01.04.18			4753.49
Add: receipts to date	8300.61		
Less: payments to date	3764.68		
			9289.42
Cash Book balance			<u>9289.42</u>

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
 Tel: 01242 583303 E-mail: clerk.toddingtonpc@gmail.com
www.toddingtonpc-glos.org

- To approve payments and to note receipts. The following were approved.

Payments made between meetings				
DD	PWLB	Loan repayment	PWLA 1965 S2	838.82
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
867	Todd Village Hall	Meeting room hire	LGA 1972 s.142	10.50
868	K Sales	Clerk's Expenses – Aug – Sept	LG(FP)A 1963 s.5	44.69
869	K Sales	Clerks Salary – September	LGA 1972 s.112	327.93
870	K Sales	Clerks Salary – October *	LGA 1972 s.112	327.93
871	Greenfields	Grass cutting – July & Aug	HA 1980 s.96	351.60
872	N Parker	Padlock for VAS signs	LGA 1972 s111	29.98
873	PATA	Payroll Aug-Oct	LGA 1972 s111	22.50

*Post-dated chq as no meeting in October

13) To note recent correspondence and agree responses:

- Clerks and Council Direct – for information only.
- Clerks Magazine – clerk to read and feedback relevant information
- GRCC Countryside Wise magazine – for information only.

14) Items for information only.

NOTE: No decisions can be made on items raised in this section. Discussions can lead to items being included on the Agenda for the next meeting only.

No other matters were raised.

The Chairman concluded the meeting at 8.40pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 10th November 2018 at 7.30pm in the Village Hall.

.....
 Chairman

.....
 Date