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DRAFT MINUTES: of a Parish Council Meeting held in Toddington Village Hall on Monday the 12th March 2018 at 7.30pm.

PRESENT: Parish Councillors: Joe Humber, Nigel Parker, Margaret Merritt and Bertie Alvis

One parishioner was present.

Members of the public were welcomed to the meeting and invited to address the council at item 5 on the agenda.

- 1) **To receive and consider apologies for absence.** Apologies received and accepted from Cllr Blake.
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** No Declarations were made.
- 3) **To approve the minutes of a Parish Council Meeting held on the 18th January 2018 and the Planning Meeting held on the 12th February 2018 at 7.30pm in Toddington Village Hall.** These were approved and signed as a true record
- 4) **To hear a presentation from Barbara Pond from GRCC out-lining the Neighbourhood Plan process.** Barbara Pond talked through the seven to eight step process of creating a Neighbourhood Plan and the costs it could incur – between £5-14k, (grants from Locality were available for this). The whole process could take up to three years to complete. Professional independent planners would need to be consulted and community consultation needed to be properly evidenced. A working committee of volunteers from the community needed to be created with at least one parish councillor on the committee.

The plan would then be a tool for influencing future planning in the parish. It would be a legal document that could be open to challenge by developers. It was noted that a plan was not intended to stop future development but rather encourage it in preferred sites and be in sympathetic design.

It was noted that a Neighbourhood Plan might not be the route to take with issues that the Parish may want to address, namely sewage and speeding.

The Parish Council thanked Barbara Pond for attending and noted that Tewkesbury Borough Council had paid for her time to attend the meeting. The Council decided that it consider the points raised and gauge local opinion on parish issues and whether there was interest in volunteering for a working committee at the Annual Parish Meeting in April.

- 5) **Matters arising from the previous minutes.**
- *Repair worked carried out on the War Memorial step and wall – FOC.*
 - *Clerk unable to attend the audit training course on the 6th February.*
- 6) **To receive comments and concerns from the public for any items on the agenda.** No comments were made.
- 7) To consider and note planning applications and agree responses:
- For consideration
51 Newtown Toddington (18/00098/FUL) - First floor extension over existing rear conservatory. The Parish Council had no objection to this application.
- For noting
Appeal decision on an application for a dwelling at Burberry Woods (APPG1630/W/17/3187127). It was noted that the Appeal had been allowed.
- Enforcement
Update on Warren Fruit Farm, Evesham Road. Cllr Humber was waiting to hear back from the Enforcement Officer to establish which plots had received planning permission and whether or not they were in Toddington or Winchcombe's boundary. **ACTION: Cllr Humber to follow up with the Enforcement Officer.**
- 8) **Updates on issues surrounding the Parcel 5736 Land South Of B4077 Newtown (17/01041/FUL)**
- **Confirmation of new road names for the Newland Homes development have been received.** It was agreed that the Council objected to three of the proposed names as they were not English apple varieties. **ACTION: Clerk to inform Tewkesbury of the objection to the names Ariane, Charden and Evelina.**
 - **To agree content of a letter to Newland Homes confirming that the Parish Council do not want accept ownership and maintenance of the Pond at the new development off the B4077.** The Council agreed it did not want to be responsible for management and maintenance of the pond. **ACTION: Clerk to submit a letter to Newland Homes confirming this.**
 - It was noted that the road surface specification had been amended from cobbled paving to tarmac. The Council were concerned that the materials used in the development were continually being downgraded. As this had already been agreed by planning at Tewkesbury Borough Council it was noted that there was nothing the Parish Council could do on this occasion.
- 9) **Updates regarding the General Data Protection Regulations:**
- (a) New email address for the parish council – clerk.toddingtonpc@gmail.com
 - (b) New email address and draft text compiled use with circulating the parish newsletter and neighbourhood watch updates. Address: toddingtonpc.news@gmail.com
 - (c) Encrypted USB key purchased for the council to store their data on.

- 10) To consider re-compiling an Emergency Plan in light of presentation by GRCC.** It was decided to add this to a future agenda for further discussion.
- 11) To review and comment to Tewkesbury Borough Council regarding the Water Supply Outage in December 2017.** The questionnaire sent was completed by the Parish Council. **ACTION: Clerk to submit response to Tewkesbury Borough Council.**
- 12) To confirm grass-cutting contract for the year 2018/19.** Quotes for the contract had been requested from Greenfields and Square One Grounds and Property Maintenance. Only Greenfields had returned a quote. The quote showed a £2.15 increase per visit, the council believed this increase was acceptable due to increases in fuel etc. Therefore, the Council resolved to award the contract to Greenfields. **ACTION: Clerk to notify Greenfields.**
- 13) To confirm an internal control was carried out on the 24th February by Cllr Humber.** This was noted and no concerns had been raised.
- 14) Highways & Road Safety Update:**
- **Winter update from Gloucestershire Highways.** Cllr Alvis as Snow Warden had received no notifications from Gloucestershire CC during the bad weather last month. **ACTION: Clerk to confirm with Amey they hold the correct contact details.**
 - **Potholes on the B4632, Toddington** – reported (Ref 22019352). Update: enquiry has been assigned to the local Highways Safety Inspector to investigate. Some work on the left-hand carriageway had been carried out but not all holes had been fixed.
 - **Potholes on the B4078, Toddington** – reported (Ref 22019351). Update: enquiry has been assigned to the local Highways Safety Inspector to investigate. Some work had been carried out but not all holes had been fixed.
 - Jettors had been booked in to clear drains on the B4632.
- 15) To note the following training dates for the Parish Council.**
- Being a Better Councillor Course – 8th May. Cllr Parker to attend.
- 16) To set the parish council meeting dates for 2018/19.** The following dates were set:
 Parish Council meetings 2018 - 9th July, 10th September, 12th November. 2019 – 7th January and 11th March.
 Planning meetings (only held if necessary), 2018 - 11th June, 13th August, 8th October, 10th December. 2019 – 11th February.
 Annual Parish Council Meeting 13th May 2019.
 Annual Parish Meeting 1st April 2019.
ACTION: Clerk to confirm hall availability.

17) Finances

To receive current state of accounts. The Statement of Account was accepted and approved. A bank reconciliation was performed and approved.

TODDINGTON PARISH COUNCIL					
BUDGET vs ACTUAL 2017_18					
	Actual Income/ Spend to 28.02.17 £	Budget 2017_18 £	Total Income / Spend to 28.02.18 £	Remainder of Budget +/- at 01.03.18 £	Total Income/ Spend to 31.03.18 £
Receipts					
carried forward	3975.37	3958	4381.87		4382
Precept	7473	8050.00	8050.00		8050.00
Council Tax Support Grant	87	43.00	43.00		43.00
Interest	1.29	4	1.52		2
Other	5.2	750	3768.58		3769
Vat reclaim	221.67	550	254.23		1027
Total income	11764	13355	16499		17272
Payments					
Staff costs	2569	3250	3580	-330	3902
Admin expenses	331	500	340	160	410
Insurance	227	250	232	18	232
Audit fees	120	200	150	50	150
Grass cutting	1035	1087	981	106	981
Meeting room hire	74	120	63	57	86
Subscriptions	170	200	185	15	220
Village Hall loan repayment	1678	1680	1678	2	1680
Training	36	100	40	60	40
Village Newsletter	0	50	0	50	0
Donations	0	50	0	50	0
Reserve	0	0	0	0	0
VAT	224	450	869	-419	869
Other	198	1850	3761	-1,911	3761
Website	0	192	166	26	166
Total Expenditure	6662	9,979	12063		12,497
Balance			£4,774.97		
of which is PC reserve in Lloyds Deposit Acc			£686.48		
Balance in hand			£4,088.49		
Balance made up of:					
Balance per Lloyds Acc 02251838 (Deposit /Reserve)			£686.48		
Balance per Lloyds Account 01042917 (Current)			£2,525.45		
Balance			£3,211.93		
Transfer of funds back to reserve account*			£3,500.00	*once VAT has been refunded	
Operating balance			-£288.07		

BANK RECONCILIATION				
Period to: 28th February 2018				
Lloyds TSB Current & Deposit A/cs				
		£		£
Acc: 02251838 - Statement Balance @ 28.02.18		686.48		
Acc: 01042917 - Statement Balance @ 28.02.18		3749.57		
Add		0.00	4436.05	
Less:		0.00		
Reconciled balance			4436.05	
Cash Book Summary				
Opening balance 01.04.17			4381.87	
Add: receipts to date		12117.35		
Less: payments to date		12063.17		
			4436.05	
Cash Book balance			4436.05	

To approve payments and to note receipts.

To transfer funds back to Council's reserve account (as previously agreed). It was agreed to transfer funds back once the precept had been received in April

Receipts: the following were noted and approved.

Grant of £279.11 received from the Transparency Fund (GAPTC)

Grant from GCC of £2750.00 towards purchase of Vehicle Activated sign

Payments: the following were noted and approved.

Payments made between meetings – none made				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Chq value
846	K Sales	Expenses – Feb-Mar	LG(FP)A 1963 s.5	67.03
847	K Sales	Clerk's salary – March 2018	LGA 1972 s.112 (2)	321.32
848	K Sales	Clerk's salary – April 2018*	LGA 1972 s.112 (2)	321.32
849	Toddington Village Hall	Meeting room hire – Jan & Feb	LGA 1972 s.142	10.50
850	PATA Payroll	Payroll for Jan-Mar	LGA 1972 s.111	22.50
851	ICO	Data Protection renewal	LGA 1972 s.143	35.00

852	GAPTC	Membership renewal	LGA 1972 s.143	110.67
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*Post-dated chq as no meeting in April

18) To note recent correspondence and agree responses:

Job Centre request to display website link on Parish Council website. It was agreed to put the link on the website.

Severn Trent request to discuss and agree a contingency plan for the parish in case of another water outage. Steven Kear 07841918340. It was agreed to contact Seven Trent to discuss a contingency plan.

19) Items for information only.

No items were raised.

The Chairman concluded the meeting at 9.10pm and thanked everyone for their attendance. The next meeting will be the Annual Parish Meeting on the 23rd April 7.30pm in the Village Hall.

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Chairman

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Date