

CLERK: Ruth Waller, Copperfields, Colman. Temple Guiting. GL54 5RT

Tel: 01451 850611 E-mail: clerk.toddingtonpc@gmail.com

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MINUTES: of a Council Meeting held in Toddington Village Hall on Monday the 4th November 2019 at 7.30pm.

PRESENT: Parish Councillors: Christine Fawcett (Chairperson), Nigel Parker, David Wynne, Margaret Merritt and Bert Alvis.
Borough Councillor Mel Gore
Clerk: Ruth Waller and 1 member of the public

191104/01 To receive and consider apologies for absence. None. All councillors present. Cllr Alvis joined the meeting at 7.37pm apologising for his late arrival.

191104/02 To receive Declarations of Interest on items on the Agenda. (Localism Act 2011): Cllr Alvis declared an interest on item 12iv as this was his nephew's property.

191104/03 To approve the minutes of the **Parish Council Meeting held on the 9th September 2019 and of a Planning Meeting held on the 7th October** in Toddington Village Hall. The minutes of both these meetings were approved and signed as a true record and duly signed by the Chairman.

191104/4 Matters arising from previous minutes (Clerk's Report): The Clerk's report had been circulated to Cllrs prior to the meeting and its contents noted. Councillors requested that the Clerk continued to initiate the mobile speed enforcement van by liaising with PSCO Chapman.

191104/5 To receive comments and concerns from the public and report/update from Councillor Gore: A resident had reported several pot holes on the lane leading directly to the Church at the end of Church Lane.

Action: Clerk to report these potholes to Gloucestershire Highways

Cllr Gore provided an update from Tewkesbury Borough including the proposed Tewkesbury Garden Town. 10,000 homes are planned in Ashchurch and concern had been raised around the living conditions in the area during development. Cllr Gore also stated that the proposals included a new primary and secondary school using land earmarked as part of the Joint Core Strategy. Cllr Gore would keep the Council informed on progress of this development, particularly its possible effect upon Toddington as a service village.

191104/6 To receive request/presentation from Parishioner regarding speed limit through Toddington and consider extending 40mph limit past Church Lane:

Toddington resident, Clare Hurlock, approached the Parish Council to voice her concerns regarding the speed of vehicles, particularly quarry lorries going through Toddington Village (40mph speed restriction). It was also noted that the volume of traffic and lorries had increased significantly in the past 6 months as well as pedestrians. She also requested that the Parish Council considered extending the speed limit to include the Church Lane junction. The Chairman responded that although the Council was supportive of the idea in principle, it would need the backing of both Gloucestershire Highways and the Police. Also, previous attempts to reduce the speed limit had resulted in the Parish Council being informed by a County Councillor that such a Traffic Regulation Order is extremely costly and not something agreed without evidence.

Previously, the Parish Council had been unsuccessful in such requests, however the increase in residents due to the new estate and traffic may mean the Authorities could be more sympathetic to this. The Clerk stated that the issues relating to quarry lorries could be raised

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at the Stakeholder meeting planned in January 2020 and any evidence available could be shown at this meeting. Clare Hurlock offered to produce video evidence for the Council to provide as evidence at this meeting and wherever it will assist in moving this request forward.

8.05pm Cllr Gore and the member of the public left the meeting

191104/7 To consider this Council's response to the Consultation on the Statement of Community Involvement (SCI) for Gloucestershire | 2nd Review: Following brief discussion, Council decided to respond to the Consultation by noting the effect the quarries in the area have on the roads going through Toddington. Toddington PC wished to ensure they were consulted on any further quarry consultations and applications.

Action: Clerk to submit above comments and to ensure that the new Stakeholder Group was included in the list of Consultees.

191104/8 To consider this Council's response to Tewkesbury Borough Plan Pre-Submission Consultation: Council decided not to respond to the Tewkesbury Borough Plan Consultation

191104/9 To consider letter from TBC regarding Members' Allowances: Council agreed no response was required to this letter but its contents noted. Councillors agreed it was appropriate to claim travel expenses on an event not in the local vicinity.

191104/10 Highways update: i) Report following meeting with GCC Highways 10/10/19: Cllr Parker provided an overview of the meeting and work agreed by GCC. The meeting notes are available in Council files. All actions agreed at this meeting will be reviewed on a regular basis by the Council.

ii) Any other matters to be reported/followed up: This had been covered in item 5

191104/11 Report to Council following Asset Inspection – The Clerk had carried out an Assets Inspection on the 22nd October and the following issues were noted:

- Village hall notice board: in urgent need of repair/replacement. Council agreed this should be replaced and potentially re-positioned nearer the wall of the Village Hall.
- Noticeboard by the bus stop at Newlands: Also showing signs of disrepair and becoming difficult to open/close.
Action: Clerk to source 3 quotes for both these notice boards.
- Bus stop opposite Church Lane required a bit of a clean-up.
- Footpath sign next to bus stop had fallen off.
Action: Clerk to report this to Gloucestershire Highways Dept.
- War Memorial: The trees behind the war memorial required inspection by a tree surgeon and probably remedial work or removal. Council agreed that these trees should be inspected by a certified tree surgeon.
Action: Clerk to source 3 quotes for this work.
- Laptop: As previously minuted, it was noted that the laptop battery was no longer holding its charge.
Action: Clerk to investigate if replacement of the battery is a possibility.

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191104/12 To consider and note planning applications and agree responses:

For consideration

- i) 19/00722/FUL: New livestock/general purpose store building and formation of new access track and yard. | Land At Berry Wormington Stanway Road Stanton: **Council agreed "No comment" to this application**
- ii) 19/00723/FUL: New livestock housing/calf rearing building and formation of new access track and yard | Land At Berry Wormington, Stanway Road, Stanton: **Council agreed "No comment" to this application**
- iii) 19/00724/FUL | New agricultural workshop/storage building and formation of new access track and yard. | Land At Berry Wormington Stanway Road Stanton Broadway: **Council agreed NO comment to this application.**
- iv) APPEAL Consultation: 19/00192/FUL-for Retention of an agricultural barn and associated works (Revised scheme Ref:8/00449/FUL) at Land On The East Side Of, Broadway Road, Stanway, Cheltenham: **Council resolved that no further comment was required for this appeal.** Previous comments submitted by this council would be noted by the Inspector.
- v) 19/01029/CLE| Use of building for residential purposes (Class C3) for continuous period in excess of 4 years| Smallholding Plot 8, Warren Fruit Farm, Evesham Road: **Council resolved to OBJECT to this application in line with previous objection comments relating to this site.**

For noting: 19/00690/PIP | Permission in principle for up to 5 dwellings following Demolition of existing buildings (following withdrawal of application no. 19/00256/PIP). | PETT Archive And Study Centre Church Lane Toddington GL54 5DH: **Application Permitted at Committee Level.** The comments submitted by Toddington Parish Council are still valid and will be reviewed in line with next stage of PIP.

191104/13 To provide an update in relation to the Quarry stakeholder meeting: The clerk reported that this meeting was now planned for January 2020, to be held in Toddington Village Hall.

191104/14 To receive correspondence and agree response:

- Consultation on the new Audit Code of Practice Part Two: As NALC were responding to this, **Council agreed no response was required.** Cllr Fawcett stated that the smaller authorities/Parishes should not be required to comply with the same rules as that of a larger council.
- Child Friendly Gloucestershire Engagement questionnaire: For young people in the Parish to complete – information had been forwarded to the village newsletter.
- GCC Road works calendar: circulated to Cllrs. No response required
- Tewkesbury BC Dispensation Form: **Clerk to file for Council's future use.**
- Chartered Parish + Town meeting: **next meeting Wed 4th December.**

191104/15 To review, in detail, this Council's Risk Assessment Policy: This policy had been adopted in the Annual meeting of the Council held in May but was reviewed again following Cllrs requests. The Clerk advised the addition of approaching other local Clerks to stand in if absence was expected. Cllr Fawcett requested that an additional risk was added to cover the Council's workload in respect of planning applications and meetings.

Action: Clerk to add this extra information and to circulate revised document to Councillors in readiness for it to be adopted in the January council meeting.

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191104/16 Finances

- a) **To approve current statement of accounts and bank reconciliation:** The bank reconciliation was approved and signed. The budget vs. spend had been circulated to Councillors for their information. It was noted that there was a potential overspend for hall rental, due to Councillor training and extra meetings. **Council resolved to transfer funds available from other budget areas when necessary, with forecast underspend as necessary.** Council wished it to be noted that the original budget for 2019/20 is not forecast to be exceeded.

TODDINGTON PARISH COUNCIL						
	Budget		Budget	Total		
	2018_19	Actual Spend 2018/19	2019_20	Income/ Spend to 31.10.19	+/- Remainder of Budget	Proposed budget for 2019/20 Reason for +/-
			£	£	£	
Receipts						
carried forward	3198	4753.49	5282	5281.94		estimated on reserve
Precept	8300	8300	8600	8600.00		
Council Tax Support Grant	0	0	0	0.00		
Interest	4.00	4.00	4	1		
Other	0	0	0	60		
Vat reclaim	550	550	550			£225 grass cutting
Total income	12052	13607	14436	13943		
Payments						
Staff costs	3935	3935	3940	1210.54	2729.46	Based on current salary SCP 12 - £11.67 per hr
Admin expenses	500	380	400	25.5	374.5	
Insurance	232	386	390	381.52	8.48	
Audit fees	200	163	200	173	27	
Grass cutting	1200	1098	1127	1050	77	
Meeting room hire	120	105	120	63	57	12 meetings
Subscriptions	200	150	100	140.77	60	GRCC, GAPTC, ICO (reduced as deleted SLCC and CPRE from calculations)
Village Hall loan repayment	1680	1680	1680	838.82	841.18	
Training	100	95	340	50	290	£290 cllr training plus new Chair training £50 approx
Village Newsletter	50	0	50	0	50	Now online
Donations	50	0	0	0	0	
Reserve	0	0	0	0	0	Figure is shown below
VAT	450	200	300	120	180	
Other	300	300	500			
Website	220	220	260		260	Hosting, McAfee software
Total Expenditure	9237	8712	9,407	4,053	4,955	
Balance					£11,000.37	
of which is PC reserve in Lloyds Deposit Acc					£4,963.36	
Operating Balance in current account at end of year					£6,037.01	

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BANK RECONCILIATION			
Period to: 4th November 2019			
Lloyds TSB Current & Deposit			
		£	£
Acc: 02251838 - Statement Bala	4963.57		
Acc: 01042917 - Satement Balar	5846.51		
Add	60.00	10870.08	
Less:			
outstanding/unpresented cheque	12.75		
	590.09		
	154.13		
	180.00		
	10.50		
			947.47
Reconciled balance			<u>9922.61</u>
Cash Book Summary			
Opening balance 01.04.19			5281.94
Add: receipts to date	8661.24		
Less: payments to date	4020.57		
			9922.61
Cash Book balance			<u>9922.61</u>

- a) **To perform an Internal Financial Control Check:** The financial control check was completed after the meeting by the Chairman and the certificate signed by the RFO.
- b) **To consider proposed budget, as circulated to Cllrs:** Following discussion, **Council unanimously agreed to raise the Precept by 2% to £8,772.** However, Councillors felt that the individual budget items needed more time for consideration so will be reviewed again at the next Council meeting.

- c) **The following payments were approved:**

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Payments made between meetings:				
916	PATA	Payroll July – Sep	GPC	£12.75
917	Mrs R Waller	Salary July – Sep		£590.09
918	HMRC	Tax		£154.13
919	Greenfields	Grass Cutting (Sep)		£180.00
920	Todd Village Hall	Room Rental (Sep)		£10.50
The following payments were approved:				
Chq no	Payee	Purpose	Auth	Cheq value
921	GAPTC	Chairmanship training session	GPC	£50.00
922	Ms Kim Bedford	Councillor training session		£285.35
923	Mrs R Waller	Admin. Expenses	GPC	£78.08
924	Toddington Vill. Hall	Hall rental		£46.50
925	Mrs R Waller	Admin exp (Security software/website)		£278.49

All payments are approved by the adopted General Power of Competence unless specified.

191104/17 Future Council meeting dates 2020-2021 were confirmed as follows:

- 6th January 2020: Full Council meeting
- 3rd February 2020: Planning Meeting
- 2nd March 2020: Full council Meeting:
- 6th April 2020: Parish Meeting
- 18th May 2020: Annual Meeting of the Council
- 15th June 2020: Planning meeting
- 6th July 2020: Full Council meeting
- 17th August 2020: Planning meeting
- 14th September 2020: Full Council Meeting
- 5th October 2020: Planning meeting
- 2nd November 2020: Full Council meeting
- 7th December 2020: Planning Meeting
- 11th January 2021: Full Council meeting
- 1st February 2021: Planning Meeting

191104/18: For information only: No further matters were raised.

The Chairman concluded the meeting at 9.35pm and thanked everyone for their attendance.

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Chairman

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Date