

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

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DRAFT MINUTES: of a Council Meeting held in Toddington Village Hall on Monday the 2nd March 2020 commencing at 7.30pm.

PRESENT: Parish Councillors: Christine Fawcett (Chairperson), Nigel Parker, Margaret Merritt and Bert Alvis.
Borough Councillor Mel Gore
Ruth Waller (Clerk) and 12 members of the public

Cllr Fawcett opened the meeting at 7.30pm welcoming all those present, particularly those who were new to the village.

200301/01 To receive and consider apologies for absence. None. Cllr Alvis joined the meeting at 7.35pm, apologising for his late arrival.

200302/02 To receive Declarations of Interest on items on the Agenda: Cllr Alvis declared an interest on item 10ii

200303/03 To approve the minutes of the **Parish Council Meeting held on the 6th January 2020** and an **Extraordinary Council Meeting held on the 3rd February** both in Toddington Village Hall. The minutes of this meeting were approved and signed as a true record and duly signed by the Chairman.

200302/4 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.

200302/5 To receive comments and concerns from the public: A member of the public again stated concern regarding the speed of traffic outside the Newlands estate. The resident had initiated discussion regarding possible traffic calming measures with Newlands and Glos. Highways. The Clerk had also received an email stating similar concern over speeding in the village.

Action: Clerk to continue to investigate a Community Speedwatch Training Course

Action: Clerk to contact Craig Freeman and Glos Highways to ensure the Parish Council is aware of any proposed traffic calming measures and explore options available.

200302/6 To receive report/update from Borough Councillors: Cllr Gore provided a brief report to those present, including that the Council tax for Band D was unfortunately being increased this year by £5. The Joint core Strategy was due for review middle of 2020 which would include the new Tewkesbury Garden Town at Ashchurch and Cheltenham Plan. The Tewkesbury Local Plan was due to go to final examination in April 2020.

200302/7 To receive resignation from Councillor Wynne and agree next actions: Cllr David Wynne had announced his resignation at the January Council meeting. On behalf of the Council, Cllr Fawcett thanked Cllr Wynne for his dedication, involvement in Council matters and his skills.

Action: Clerk to contact TBC to inform them of this casual vacancy.

200302/8 To receive an update on S.106 agreement/ play provision resulting from New Town Park estate; Anj Patel (TBC) had prepared a statement in respect of this item. Cllr Fawcett summarised the main points as follows: As part of the New Town Park development, a legal S.106 agreement was made (relating to planning application

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15/00394/OUT and 17/01041/FUL) including the sum of £30,605.97 towards an off-site play facility at Toddington Village Hall.

This will include any necessary work to make the equipment accessible to the public, e.g. all-weather path, gate etc. There is a 10-year clawback period on the contribution being spent from the date of receipt to the borough council not the date the s106 agreement was signed. The borough council has a process to drawdown funds, which includes submitting a proposal, quotes and information relevant for the project. This is then checked to ensure they meet the criteria of the s106 agreement before authorising any spend or approving the project can commence.

The VH committee need to obtain quotes from at least 3 different suppliers for the equipment. These three options then need to go back to a public meeting where the local community can vote for their preferred choice.

Action: Clerk to invite two members of the Village Hall Committee to a meeting in April to discuss next actions.

200302/9 To consider proposed Inscription to Plaque on the War Memorial: Clerk advised that Listed Building consent would be required for any proposed work and, as this was a Parish Council Asset, it may be simpler if the Parish Council applied to TBC. Any further discussion on this item was deferred to next Council meeting.

200302/10 To consider and note planning applications and agree responses:

For consideration:

- i) 20/00098/PDAD | Prior approval for conversion of agricultural building into 1no. larger dwellinghouse (use class C3) and associated building operations. | Part Parcel 5456 Evesham Road Toddington Cheltenham Gloucestershire: Council **agreed no objection to this application**. However, the comments raised in the Bat Roost survey were noted.

Cllr Alvis left the room at 8.06pm to allow free discussion on the next agenda item.

- ii) 20/00035/FUL - Land On The East Side Of Broadway Road Stanway Cheltenham: Council **agreed to restate their request that the agricultural tie remained on this land.**

Cllr Alvis returned to the meeting room at 8.09pm.

For noting:

- i) 19/00865/FUL | Construction of 3 no. outbuildings comprising a garden room, double garage and gazebo. | 6 The Square Toddington GL54 5DJ: Split decision at Committee – Gazebo permitted, garden room and garage refused.

Cllr Gore left the meeting at 8.25pm.

200302/11 To receive report form Cllr Fawcett following Quarry Stakeholder meeting held on 28th January and agree next actions: Cllr Fawcett reported that the meeting was extremely useful to understand the position of all the other stakeholders: Quarries, Minerals, GCC planning, GCC highways, Parish councillors, Gloucestershire County Councillor and Cotswold Conservation Board. Although there was a lot of discussion at the meeting, there weren't any allocated actions taken away. Some of the recommendations from the attendees have been taken up including a steering group being identified. This will enable an on-going forum and regular updates that Parishes can input to as well as useful points of contact for more local updates and communication.

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200302/12 Highways update: The Gigaclear trench had been re-laid and drains cleared. Concern was raised regarding the road surface around the roundabout. Cllr Parker advised that this remained on the GCC Highways list of items to be attended to.

200302/13 To receive three quotes for the Council's notice boards and agree next actions:

The Clerk had approached four companies to provide quotes for both wooden and aluminium boards. **Council resolved to purchase two freestanding aluminium boards and then the third in 2021.**

Action: Clerk to circulate final quote to Councillors prior to ordering two notice boards.

200202/14 To review and approve the Council's Complaints Policy: This had been circulated to Cllrs prior to the meeting and was approved without any further changes.

200302/15 To review and approve the Publication Scheme for Toddington PC: This had been circulated to Cllrs prior to the meeting and was approved without any further changes.

200302/16 To adopt the Council's Disciplinary procedure: This had been circulated to Cllrs prior to the meeting and was approved without any further changes.

Action: Clerk to upload all three reviewed procedures onto the council's website.

200302/17 To appoint an Internal Auditor for 2019-20: **Council resolved to appoint GAPTC to conduct the audit for 2019-20.**

200302/18 Finances:

- a) **To approve current statement of accounts and bank reconciliation:** The bank reconciliation was approved and signed. The budget vs. expenditure had been circulated to Cllrs prior to the meeting.

TODDINGTON PARISH COUNCIL				
BANK RECONCILIATION				
Period to: 29th February 2020				
Lloyds TSB Current & Deposit				
		£		£
Acc: 02251838 - Statement Bala		5129.40		
Acc: 01042917 - Satement Balar		3372.00		
Add				8501.40
Less:				
outstanding/unpresented cheques				
		10.50		
		12.00		
				22.50
Reconciled balance				8478.90
Cash Book Summary				
Opening balance 01.04.19				5281.94
Add: receipts to date		8989.75		
Less: payments to date		5792.79		
				8478.90
Cash Book balance				8478.90

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	2018_19	Actual Spend 2018/19	2019_20	Income/ Spend to 28.02.20	+/- Remainder of Budget
			£	£	£
Receipts					
carried forward	3198	4753.49	5282	5281.94	
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	203	
Vat reclaim	550	550	550	165	
Total income	12052	13607	14436	14251	
Payments					
Staff costs	3935	3935	3940	2029.09	1910.91
Admin expenses	500	380	400	123.65	276.35
Insurance	232	386	390	381.52	8.48
Audit fees	200	163	200	173	27
Grass cutting	1200	1098	1127	1140	-13
Meeting room hire	120	105	120	142.5	-22.5
Subscriptions	200	150	100	140.77	60
Village Hall loan repayment	1680	1680	1680	838.82	841.18
Training	100	95	340	335.35	4.65
Village Newsletter	50	0	50	0	50
Donations	50	0	0	0	0
Reserve	0	0	0	0	0
VAT	450	200	300	210	90
Other	300	300	500		
Website	220	220	260	278	-18
Total Expenditure	9237	8712	9,407	5,793	3,215
Balance					£9,004.39
of which is PC reserve in Lloyds Deposit Acc					£4,963.77
Operating Balance in current account at end of year					£4,040.62

b) To perform an Internal Financial Control Check: Cllr Parker to arrange a meeting with the RFO to complete the Financial Control Check.

c) The following payments were approved:

Payments made between meetings:				
0931	Todd Village hall	Meeting room hire (Jan)	GPC	£12.00
The following payments to be approved at this meeting:				
Chq no	Payee	Purpose	Auth	Cheque value
0932	Todd Village Hall	Meeting room hire – Feb	GPC	£12.00
DD	ICO	Data Protection renewal	GPC	£35.00

The Contract quote from Greenways for the grass cutting had been approved in February. Clerk advised that this will need to be retendered next year, in line with the Council's Financial Regulations.

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200302/19 To note recent correspondence and agree responses, if any:

- Tree surgeon will be on site on the 16th March
- Chartered Parish + Town Councils Meeting, 4th March, Churchdown.
- North Cotswold Cluster meeting (GAPTC), Thurs 26th March, Bourton-on-the-Water:
Clerk will attend
- Councils Connected newsletter: on website + circulated to Cllrs.
- Sports England: Emergency grants for Community clubs affected by recent storms.

200302/20 Items for information only:

- Housing needs survey to be circulated to 45 businesses within the Parish.
- Cllr Fawcett had attended the Gloucestershire CC School Provision meeting in Bishops Cleeve in January. She raised the point that rural schools are not being supported as there is too much work to do with the larger schools. Notes produced of the meeting did not include the points raised regarding rural schools. Cllr Fawcett had followed this up with 2 GCC education representatives and also sent details requesting support from Laurence Robertson MP, Lord Wymess and Cllr Mel Gore. Cllr Mel Gore had responded 'Thank you for your email and can confirm my absolute support in promoting our rural schools and the importance of retaining our schools to meet the needs of our residents.'
- Website: new legislation regarding the accessibility of data + documents
- **Parish meeting 6th April 2020:** Those present were encouraged to attend the next meeting on the 6th April which will be the Parish Meeting. This year, a new-style, informal meeting will be held, including Q+A session for Parishioners.

The Chairman closed the meeting at 9.05pm and thanked everyone for their attendance.

200302/21 (Closed Item) Report following Clerk's Remuneration review and agree Pay Scale for forthcoming year: The Clerk's review had been undertaken by Cllrs Fawcett and Merritt following input from all Cllrs. **Councillors were pleased with the Clerk's performance and agreed an increase in pay scale to SCP 15 from 1st June 2020.**

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Chairman

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Date