

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU  
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DRAFT MINUTES: of a Parish Council Meeting held in Toddington Village Hall on Monday the 9<sup>th</sup> July 2018 at 7.30pm.

PRESENT: Parish Councillors: Joe Humber, Nigel Parker, Margaret Merritt and Dan Blake

One parishioner was 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. No apologies were received.
- 2) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011). No declarations were made.
- 3) To approve the minutes of the **Annual Parish Council Meeting** held on the **14<sup>th</sup> May 2018** at 7.30pm in Toddington Village Hall. These were approved and signed as a true record.
- 4) Matters arising from previous minutes.
  - (a) Annual Return and Exemption of Audit submitted to auditors.
  - (b) Notice of audit, annual return and supporting documents published on website.
  - (c) Insurance renewed with Inspire through Came & Company.
  - (d) PCSO contacted and invited to meeting. No response had yet been received.
  - (e) Transfer of funds from current to reserve account completed (Minute reference: 2017\_18\_708)
- 5) To receive comments and concerns from the public. A member of the public reported that the dip in the Broadway and Tewkesbury roads by the roundabout was causing significant noise when vehicles went over it.  
*ACTION: Clerk to report into Amey.*
- 6) To adopt a new General Data Protection Regulation Policy and Privacy Policy. It was resolved to adopt the policy.  
*ACTION: Clerk to upload policy to website.*
- 7) To adopt an Information Security Policy. It was resolved to adopt the policy.  
*ACTION: Clerk to upload policy to website.*

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- 8) To consider and note planning applications and agree responses:

For consideration

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

Construction of an extension to the existing Village Hall to provide a larger meeting room.

No comments were made.

**Toddington Grange Burberry Hill Toddington (18/00276/FUL) -** Single storey side extension to form car port and log/garden machinery store .

No comments were made.

**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).

- a) Update on bus pull in and shelter. No further information was available. It was believed that Newlands and Tewkesbury BC were finalising S106 money.
- b) Update from planning regarding the work on the extra houses. There was concern that the Groundworks team had dug up the flood relief scheme. The Chair had met with Adrian the site manager who agreed this should be re-instated. The Enforcement Officer from Tewkesbury BC had agreed to visit the site to investigate. It was agreed that a letter to the developers from the Parish Council expressing concern over the removal of the drain should be sent. Severn Trent had also been informed and they too would investigate as the flood relief system should not be touched without their consent

***ACTION: Clerk to submit letter.***

For noting

**Land at 1 Consell Green, Tewkesbury Road (18/00028/FUL) –** Erection of 5 houses. Application refused by Tewkesbury Borough Council.

Enforcement

**Warren Farm** - Chair to update meeting regarding the Enforcement Officer visiting the site. The Enforcement Officer had reported that he had visited the site on a number of occasions recently as there was an ongoing situation in regards to Applications of Certificates of Lawfulness. Some units on the site, within the Winchcombe boundary had concrete bases and therefore were not the 'mobile' units as had been described in their original planning applications. The Enforcement officer promised to keep the Chair updated.

***Action: Chair to receive an update before the next meeting.***

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9) Highways & Road Safety Update

- Cllr Parker to update meeting on the VAS project. Cllr Parker informed the meeting that he was undertaking trials of the VAS in different locations within the Parish. The battery seemed to have a life of around 5 weeks which was longer than what he anticipated. A replacement battery for the faulty one had been sent through free of charge. Once the trials were finished a rota would be established for the re-location of the system and battery re-charges.
- Cllr Parker informed the meeting that there were a number of cars parked on the pavement along the Tewkesbury Road, where it was double white lines. The Clerk informed the meeting that these should be reported into the police. It was agreed that the new PCSO officer details would put on the website and shared with councillors so they could report if a car was causing a hazard on the road.
- Winter Planning from Amey – confirm snow warden details and extra bagged salt allowance. Details were confirmed.

*ACTION: Clerk to submit update to Amey.*

10) To discuss winter maintenance update from Amey and additional bagged salt for winter 2018/19. This was covered under item nine (see above.)

11) To approve drafting a letter to the Planning Department at Tewkesbury Borough Council requesting to be notified about planning applications adjacent to the boundary.

*ACTION: Clerk to submit letter.*

12) Letter to James Lloyd Planning Officer at Tewkesbury Borough Council confirming that the Village Hall committee submitted the planning application in on behalf of the Parish Council.

*ACTION: Clerk to submit letter.*

13) Report on condition of Parish Council assets. Nothing was reported.

**14)** To discuss applying for the bronze level accreditation on the Local Council Award Scheme by NALC. It was agreed that the Council would look to obtaining their Foundation Level, the cost was £100.

*ACTION: Clerk to start the application process.*

15) Finances

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

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<b>TODDINGTON PARISH COUNCIL</b>					
<b>BUDGET vs ACTUAL 2017_18</b>					
	Actual Income/ Spend to 30.06.17 £	Budget 2018_19 £	Total Income / Spend to 30.06.18 £	Remainder of Budget +/- at 01.07.18 £	Total Income/ Spend to 31.03.19 £
<b>Receipts</b>					
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	0.33	4	0.12		4
Other	361.13	0	0.00		0
Vat reclaim	0	550	0.00		550
<b>Total income</b>	<b>12836</b>	<b>12052</b>	<b>13054</b>		<b>13607</b>
<b>Payments</b>					
Staff costs	964	3935	977	2,958	3935
Admin expenses	98	500	76	424	456
Insurance	232	232	386	-154	386
Audit fees	150	200	163	37	163
Grass cutting	142	1200	73	1,127	1127
Meeting room hire	21	120	21	99	105
Subscriptions	106	200	111	89	200
Village Hall loan repayment	0	1680	0	1,680	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	101	450	15	200	200
Other	361	300	0	300	300
Website	0	220	0	220	220
<b>Total Expenditure</b>	<b>2175</b>	<b>9,237</b>	<b>1916</b>		<b>8,867</b>
<b>Balance</b>			<b>£4,740.49</b>		
of which is PC reserve in Lloyds Deposit Acc			<b>£4,960.00</b>		
<b>Operating Balance in current account at end of year</b>			<b>-£219.51</b>		

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<b>BANK RECONCILIATION</b>				
Period to: 31st May 2018				
<b>Lloyds TSB Current &amp; Deposit A/cs</b>				
		£		£
Acc: 02251838 - Statement Balance @ 31.05.18		1460.39		
Acc: 01042917 - Statement Balance @ 31.05.18		10025.80		
Add		0.00	11486.19	
Less:				
outstanding/unpresented cheques	853	21.00		
	857	327.93		
		0.00	348.93	
<b>Reconciled balance</b>			<b>11137.26</b>	
<b>Cash Book Summary</b>				
Opening balance 01.04.18			4753.49	
Add: receipts to date		8300.12		
Less: payments to date		1916.35		
			11137.26	
<b>Cash Book balance</b>			<b>11137.26</b>	

- To discuss reserve amounts. The Councillors agreed that they felt that the reserve held (nearly 50%) of the annual precept was more than adequate for their needs.
- To approve payments and to note receipts. The following were approved.

<b>Payments made between meetings – none made</b>				
<b>The following payments to be approved</b>				
<b>Chq no</b>	<b>Payee</b>	<b>Purpose</b>	<b>Auth</b>	<b>Cheque value</b>
862	Todd Village Hall	Meeting room hire	LGA 1972 s.142	21.00
863	K Sales	Clerk's Expenses – June- July	LG(FP)A 1963 s.5	68.95
864	K Sales	Clerks Salary – July	LGA 1972 s.112	327.93
865	K Sales	Clerks Salary – August *	LGA 1972 s.112	327.93
866	Greenfields	Grass cutting - May	HA 1980 s.96	87.90

\*Post-dated chq as no meeting in August

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16) To note recent correspondence and agree responses:

- Resident query on why planning application 18/00449/FUL would not be discussed. Chair had explained that this application was not in the parish. Chair promised to re-visit the resident to explain the above.
- Mr Parker From Sedgeberrow had asked if the Planned Environment Trust Therapy had been in contact regarding the closure of the Archive & Study Centre in Church Lane. The Parish Council agreed that they had not been contacted about the closure.
- Sue Ryder poster was displayed on the parish noticeboards
- The Clerk Magazine – Summer issue.
- The Mail on Sunday request for information under the Environment Information regulations regarding Toddington Manor. The Clerk confirmed that she had responded within the timescale set and that the Council had had no contact with Damien Hirst or his agents within the timeframe specified in the request.

17) 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 10<sup>th</sup> September 2018 at 7.30pm in the Village Hall.

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Chairman

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Date