

CLERK: Locum CLERK: Ruth Waller, Copperfield, Colman Temple Guiding. GL54 5RT  
Tel: 01451 850611 E-mail: [clerk.toddingtonpc@gmail.com](mailto:clerk.toddingtonpc@gmail.com)  
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MINUTES: of the Annual Parish Council Meeting held in Toddington Village Hall on Monday the 13<sup>th</sup> May 2019 at 7.30pm.

PRESENT: Parish Councillors: Nigel Parker, Margaret Merritt and David Wynne and Chris Fawcett

Eight members of public were present.

*The outgoing Chairman, Joe Humber, welcomed all to the meeting and invited members of the public to address the council at item 21 on the agenda following the statutory annual meeting business that the Parish Council conducted first.*

**190513/1 To elect the Chairman of the council for the year 2019/20 and to receive the new Chairman's Declaration of Acceptance of Office.** Cllr Fawcett was proposed by Cllr Merritt and Cllr Parker seconded this proposal. Cllr Fawcett agreed to the position and duly signed her Declaration of Acceptance of Office.

**190513/2 To elect the Vice Chairman for the council year and to receive the Vice Chairman's Declaration of Acceptance of Office.** Cllr Nigel Parker was proposed by Cllr Merritt and Cllr Fawcett seconded this proposal. Cllr Parker agreed to the position and duly signed his Declaration of Acceptance of Office.

Councillors then thanked members of the previous Council for their time and commitment shown during their term of office especially those who had spent many years serving as Parish Councillors

**190513/3 To receive and consider apologies for absence.** None: all Councillors present

**190513/4 To receive Declarations of Interest on items on the Agenda.** (Localism Act 2011). Cllrs Merritt and Wynne declared an interest in planning item 22i): 19/00256/PIP – PETT Archive Study Centre Church Lane Toddington.

**190513/5 To approve the minutes of a Parish Council Meeting held on 19<sup>th</sup> March and a Planning Meeting held on the 8<sup>th</sup> April 2019** both commencing at 7.30pm in Toddington Village Hall: The minutes of both these meetings were approved and signed as a true record.

**190513/6 To co-opt a new Councillor onto the Council:** An expression of interest had been received from Bert Alvis. The Council unanimously voted to co-opt Bert Alvis onto the Council. Cllr Alvis was welcomed as a member onto the Council and signed his Declaration of Office. The Clerk advised that training be arranged for all Councillors and the Chairmanship Course for Cllr Fawcett.

**190513/7 To review and confirm eligibility for the General Power of Competence:** The clerk confirmed that as two-thirds of councilors were elected and the Clerk was CiLCA qualified, the Parish Council had the right to use the General Power of Competence if it so wished. Councillors considered the advantages and risks of using this power. **It was resolved to adopt the General Power of Competence.**

**190513/8 To confirm that the Parish Council wish to certify themselves exempt from a limited assurance review under Section 9 of the Local Audits (Smaller Authorities) Regulations 2015 and to sign and return the Certificate of Exemption:** Council confirmed that it met the required criteria to certify themselves except from the limited assurance review and the Exemption certificate was signed.

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**190513/9 To approve the internal auditor's report carried out on the 4<sup>th</sup> May 2019 and to note recommendations.** The internal auditor's report was discussed and items raised were noted, in particular that it was recommended to update financial regulations to include reference to Government Contract Finder (contracts over £25k) and Public Contracts Regulations 2015 and for Councillors to initial Invoices.

**190513/10 To approve the Annual Governance Statement (Section 1 of the Annual Return) for 2018-19:** The Governance Statement was read out to the meeting and approved by the Parish Council. The statement was then duly signed by the Clerk and Chairman.

**190513/11 To approve Section 2 of the Annual Return for 2018/19 and to sign off the end of year accounts for 2018/19.** Section 2 of the Return and the Annual Accounts were considered by the whole Council. **The Council then resolved to approve the Accounts and Section 2 of the Return.** Items were duly signed.

**ACTION: Clerk to publish items on the website for public inspection. (Copy of the approved accounts will also be available on the website.)**

**190513/12 To review the Standing Orders for Toddington Parish Council:** The current Standing Orders were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.

**190513/13 To review and adopt the Parish Council's Code of Conduct** These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.

**190513/14 To review and adopt the Financial Regulations for Toddington Parish Council.** In line with the Internal Auditor's recommendations, these required updating to include reference to Government Contract Finder (contracts over £25k) and Public Contracts Regulations 2015.

**Action: Clerk to amend the Financial Regulation for Council's approval at the next Council meeting.**

**190513/15 To review the Council asset register.** This was reviewed and the Clerk advised that some rubbish bins should be added. The Council resolved to adopt the Asset register and for the Clerk to add the additional items before the next meeting

**190513/16 To review the Parish Council's risk assessment.** These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them. The risk assessment will be reviewed again in more detail later in the year.

**190513/17 To approve insurance provider and payment for forthcoming year.** The Clerk had obtained three Insurance quotes for this Council via Came + Company and recommended the Policy/Schedule with Inspire. **Council agreed to accept the quote from Inspire for a fixed 3 year binding long-term agreement (LTA) with Inspire.** This policy provided adequate cover for the Council and was slightly less than the other two quotes. **The payment of £381.52 to Came and Company was therefore approved.**

**190513/18 To review and consider whether the Council's Internal Control Policy is adequate:** The Internal Control Policy was reviewed and it was agreed that this was adequate. It was therefore agreed to adopt the Policy with no further amendment.

**190513/19 To consider if any other Parish Council policies need reviewing:** It was agreed that no other policies required reviewing at this time.

**190513/20 To confirm the current Clerk's SCP salary scale and future contract with this Council:** Currently, the Clerk was acting as a Locum. Council was advised that it was good practise to advertise the Clerk position. However, Council were satisfied with the Clerk's

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performance and **resolved to offer Ruth Waller an employment contract with this Council. It was agreed that the clerk would be employed on SCP 23 (new SCP 13) for 4.5 hours a week, to be reviewed in 3 months time.**

**190513/21 To receive comments and concerns from the public:** These were covered under Highways (23)

**190513/22 To consider and note planning applications and agree responses:**

For consideration

- i) 19/00256/PIP - PETT Archive And Study Centre Church Lane Toddington : Council objected to this application for the following reasons:
  - The application far exceeds the footprint of the current buildings.
  - The application would put further pressure on the current, inadequate sewage system in the Parish.
  - Flooding: The proposed development is on the edge of a flood plain area, thus putting the development at an increased risk,
  - Easement: Further investigation needs to be made into the impact of building near the Easement owned by Severn Trent.
  - Environmental: there are many trees on the proposed site. The loss of such trees would have a devastating effect upon wildlife. No provision has been made to preserve the trees or wildlife that will be impacted by this development.
  - Heritage: The site is on a Roman Road and thus has huge archeological implications. The council notes the observations made by the Archaeological officer and requests a full archaeological survey prior to any decision being made and/or development commencing.
  - Privacy: Plots 1 and 2 are in too close proximity of existing properties. The council endorses the comments made by the design officer in relation to this.
- ii) 19/00376/FUL: The erection of five new dwelling houses with garages, parking and associated vehicular access - 1 Consell Green, Tewkesbury Road, Toddington: **no objection**
- iii) 19/00302/CLP | Siting of 4 pig arks. | Smallholding Plot 1 Warren Fruit Farm Evesham Road Greet Cheltenham GL54 5BN: no objection
- iv) 19/00251/CLP | Siting of 4 pig arks. | Smallholdings 2B Warren Fruit Farm Evesham Road Greet Cheltenham Gloucestershire: no objection.

**Action: Clerk to submit responses on Council behalf onto Tewkesbury BC Planning Portal.**

For noting: none

**190513/23 Highways & Road Safety Update:**

- i) **Blocked gulleys next to the roundabout and on the B4077:** This matter had been reported several times and no improvements had been made. Council agreed that the Clerk should now contact the GCC Area Manager for this area to investigate the problem. One resident requested to be kept informed of progress.
- ii) **Any other highways matters:** Cllr Parker reported that the average speed recorded going out of Toddington on the Broadway Road was 40mph. The external lightning at Newlands continued to be a matter and for the enforcement officer to again be informed.

**Action: Cllr Parker to raise lighting concerns with Newlands and TBC  
 Action: Clerk to raise blocked gulleys with Highways and Newlands.**

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**190513/24 Finances. The following payments were approved:**

Payee	Purpose	Authority	Cheq. Value
Toddington Village Hall	Meeting room Hire	LGA 1972, s.142	£10.50
R. Waller	Clerk's Exp. incl. ICO payment	LG(FP)A 1963,s.5	£47.32
GAPTC	Internal Audit Fee	LGA 1972, s.111	£172.60
Greenfields	Grass Cutting	HA 1980, s. 96	£180
Came + Company	Insurance cover for 2019-20	LGA 1972, s.111	£381.52

**Receipts**

- Precept payment received from Tewkesbury Borough Council of £8300.00.

**TODDINGTON PARISH COUNCIL  
BANK RECONCILIATION AT 31ST MARCH 2019**

Balance per Lloyds Acc 02251838		£4,962.33	
Balance per Lloyds Account 01042917		£340.61	
			£5,302.94
Unpresented cheques	chq no:		
	887	£10.50	
	888	£10.50	
			£21.00
Uncleared funds		£0.00	£0.00
<b>Balance</b>			<b><u>£5,281.94</u></b>
<b>Balance as per cash book 31 MARCH 2019</b>			<b><u>£5,281.94</u></b>
<b>Total to carry forward</b>			<b>£5,281.94</b>

**190513/25 To note recent correspondence and agree responses:**

- GAPTC: Sector updates and course dates.
- STW road closure for a month to replace water pipe

**190513/26 To confirm the meeting dates for Toddington Parish Council 2019-20:** The following dates were approved: would be held at the Village hall in Toddington, commencing at 7.30pm unless stated otherwise.

- 3<sup>rd</sup> June – Planning (if required)
- 1<sup>st</sup> July – Council Meeting
- 5<sup>th</sup> August – Planning
- 9<sup>th</sup> September – Council meeting
- 7<sup>th</sup> October – Planning

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- 4<sup>th</sup> November – Council Meeting
- 2<sup>nd</sup> December- Planning
- 6<sup>th</sup> January – Council Meeting
- 3<sup>rd</sup> February – Council Meeting
- 2<sup>nd</sup> March - Planning
- 6<sup>th</sup> April – Annual Parish Meeting

**190513/27 Items for information only:** no further items were raised.

The Chairman concluded the meeting at 9.30pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 1st July 2019 at 7.30pm in the Village Hall.