

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
Tel: 01242 583303 E-mail: clerk.toddingtonpc@gmail.com
www.toddingtonpc-glos.org

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

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

No parishioners were present.

- 1) **To receive and consider apologies for absence.** Apologies received from Cllr Alvis.
- 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 10th September 2018** at 7.30pm in Toddington Village Hall. These were approved and signed as a true record.
- 4) **Matters arising from previous minutes.**
 - (a) Extra brackets for VAS sign purchased from Westcotec – these had been ordered and delivered.
- 5) **To receive comments and concerns from the public.** No items were raised.
- 6) **To discuss issues and update the Council over problems arising from the Newlands Home development at New Town.**
 - **Cllr Parker to update Council on talks with Carl Tonks Consulting**
Cllr Parker explained that Carl Tonks were a highways and infrastructure consultancy group that had been appointed by Newlands Homes. They were looking at trying to reduce the speed limit to 30mph and so far, they had the support of Gloucestershire Highways. However, Gloucestershire Constabulary were reluctant to support the reduction as they felt they would not be able to enforce the limit. The Parish Council agreed they were in support of the proposal. Carl Tonks had informed Cllr Parker that a Road Traffic Order could take over a year to implement. In the meantime, they would be undertaking traffic surveys and the new footpath being constructed would have 'build-outs' to give the illusion the road was narrower, encouraging motorists to slow down.
 - **Re-location of noticeboard and bus stop**
This had been relocated, however the noticeboard was inside the bus shelter, waiting to be put up. Residents had informed the council that Newlands had informed them that the Parish Council wanted to retain the existing bus stop and noticeboard. The Council confirmed that this was not actually the case. The Council had asked Newlands to build a

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new bus-stop out of stone to blend in with its new environment but they had refused to do so. Due to the costs of new items the only option left available to the Council was to retain the existing items.

7) To consider and note planning applications and agree responses:

For consideration

TPO 390 – Wellington Meadows.

A temporary TPO had been granted on nine giant Redwoods, a Lebanese Cedar, two Sycamores, one London Plane, two Beech trees and some other woodland alongside Wellington Meadows.

In order to make the TPO permanent residents could register their support with Gaynor Baldwin (Trees Technical Officer) at Tewkesbury Borough Council quoting TPO number 390. The contact email address is landscape@tewkesbury.gov.uk

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). No items raised.

For noting - Tewkesbury Borough Council permitted the following applications:

Holly Bank, 35 Church Lane, Toddington (18/00814/FUL) - Erection of a 1.5 storey side and rear extension. Installation and alteration of windows and doors and proposed timber cladding of dwelling. External landscaping including creation of new driveway.

Parcel 5736 Land South Of B4077 Newtown Toddington (17/01041/FUL) - Erection of 9 dwellings (in place of 3 dwellings as approved under application reference 17/00179/APP) and provision of associated access road, vehicular parking spaces and landscaping.

Enforcement

Cllr Humber to report back on conversations with the Enforcement officer regarding Warren Farm.

Cllr Humber informed the meeting that the Certificate of Lawfulness for some of the units had been refused. However, it was thought that the application may be re-submitted.

Other points of interest were:

- Some of the units had been sold as 'agricultural dwellings'. This then allowed seasonal/temporary workers to live in them whilst they were working away from home.
- Some plots on the Farm were in the Winchcombe parish and one had been sold as 'holiday let'.

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- Cllr Humber had requested that the Enforcement Officer provide a breakdown of which plots were up for sale and of those which were in Toddington's parish

ACTION: Enforcement Officer to report back to Cllr Humber with further information.

8) Highways & Road Safety Update

- **Cllr Parker to update meeting on the VAS project.**

Cllr Parker demonstrated the data capture system. For the month of October, the highest speed recorded on the B4077 was 80mph. Overall the average was 40.3mph.

The Council thanked Cllr Parker for all his hard work in installing the system and his ongoing volunteering for moving the sign around the village.

- **Cllr Humber to update meeting with Chris Riley from Highways on new footpath proposal at Church Lane.**

Cllr Humber reported that work on the footpath had commenced. The 'hidden junction' sign the Council was keen on installing at the junction was not something Highways would necessarily provide. However, there were other possibilities and the Parish Council were in full support of any solution possible. Ideally funding would be through Highways but if not, Councillors were in agreement that this would be funded by the Parish Council.

ACTION: Cllr Humber to liaise with Chris Riley to investigate the installation of signage and whether this would be something that Highways would pay for.

- The Council would request Chris Riley at highways to schedule in re-surfacing of the B4077 once the building work at Newlands was complete.

9) To discuss Council's position of journalist queries regarding Damien Hirst and Toddington Manor.

It was agreed that the Parish Council were not of an opinion to comment on Damien Hirst. They felt it was a shame that the building was still wrapped up and restoration work seemed to be on hold. However, if journalists wanted comments then the Parish Council's official statement would be *'The Parish Council at this time have no comment to make on Mr Hirst or his properties'*.

10) To update Council on progress of Village Hall annex

Cllr Blake informed the meeting that quotes for the work were coming in at a higher cost than anticipated. However, the drawings had now been finalised and these were being re-supplied to contractors with the view that quotes could be re-looked at. This second round of quotes should be finished by the end of this month.

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Ongoing funding bid work was being carried out. It was noted that only a certain percentage of the total cost of the work could be obtained through public money. It had come to light that S106 money was public money even though it was coming from the Newlands Home development.

11) To approve and adopt the Disciplinary and training policies.

The Disciplinary Policy and training schedule were approved and adopted. It was agreed that a full council training night would be undertaken once the elections in May had passed to allow possible new members to take part.

12) Report on condition of Parish Council assets.

The Clerk informed the meeting she had carried out an inspection on the 2nd November 2018. The report was read out and it was noted that the Clerk was unable to inspect the bus stop and noticeboard on the B4077 as they had been removed by Newland Homes and were in the process of being re-located to their new position.

13) To discuss items for inclusion in budget and precept planning for 2019/20.

A discussion took place over what the Council's priorities were for the following year. It was agreed that continual investment in road safety; repair & replacement of worn assets; and training for new councillors were the areas that would need investment. Costs and quotes would be investigated for the meeting on the 14th January 2019 for the following items:

- Training for councillors
- Road sign at Church Lane
- Spare battery and extra brackets for the VAS sign
- Bus shelter repairs
- New noticeboards
- Grass cutting

ACTION: Clerk to gather quotes and report back for budget setting meeting in January.

14) To approve payment for the war memorial wreath for Remembrance Sunday.

This was approved. The Council thanked Cllr Alvis for sorting the wreath.

15) Finances

- **To receive current statement of accounts and bank reconciliation.**
The following accounts were approved and signed as true record.

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TODDINGTON PARISH COUNCIL					
BUDGET vs ACTUAL 2018_19					
	Actual Income/ Spend to 31.10.17 £	Budget 2018_19 £	Total Income / Spend 31.10.18 £	Remainder of Budget +/- at 01.11.18 £	Total Income/ Spend to 31.03.19 £
Receipts					
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	1.15	4	0.83		4
Other	361.13	0	0.00		0
Vat reclaim	254.23	550	0.00		550
Total income	13091	12052	13054		13607
Payments					
Staff costs	2249	3935	2289	1,646	3935
Admin expenses	219	500	212	288	400
Insurance	232	232	386	-154	386
Audit fees	150	200	163	37	163
Grass cutting	697	1200	586	810	1103
Meeting room hire	42	120	53	68	75
Subscriptions	106	200	111	89	200
Village Hall loan repayment	839	1680	839	841	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	143	450	117	200	200
Other	461	300	30	270	300
Website	0	220	0	220	220
Total Expenditure	5138	9,237	4880		8,757
Balance			£4,850.49		
of which is PC reserve in Lloyds Deposit Acc			£4,961.10		
Operating Balance in current account at end of year			£110.61		

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BANK RECONCILIATION			
Period to: 31 October 2018			
Lloyds TSB Current & Deposit A/cs		£	£
Acc: 02251838 - Statement Balance @ 31.10.18		4961.30	
Acc: 01042917 - Statement Balance @ 31.10.18		3243.39	
Add		0.00	8204.69
Less:			
outstanding/unpresented cheques		0.00	
	872	29.98	
			29.98
Reconciled balance			<u>8174.71</u>
Cash Book Summary			
Opening balance 01.04.18			4753.49
Add: receipts to date		8301.03	
Less: payments to date		4879.81	
			8174.71
Cash Book balance			<u>8174.71</u>

- **To approve payments and to note receipts.**

The following payments were approved. It was noted that the PC's website and domain renewal and security software would be coming up in December. It was agreed that the Clerk would re-new these items in December on the Council's behalf and submit the invoice for payment at the January meeting.

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Payments made between meetings				
874	Westcotec	Extra bracket for VAS sign	HA 1980 s247A	60.00
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
875	Todd Village Hall	Meeting room hire	LGA 1972 s.142	10.50
876	K Sales	Clerk's Expenses – Oct-Nov	LG(FP)A 1963 s.5	65.16
877	K Sales	Clerks Salary – November	LGA 1972 s.112	327.93
878	K Sales	Clerks Salary – December *	LGA 1972 s.112	327.93
879	Greenfields	Grass cutting – Sept & Oct	HA 1980 s.96	351.60
881	PATA UK	Payroll - Oct-Dec		22.50
881	Godaddy.com & security software	Renewal of website & domain	LGA 1972 s.111	TBC

*Post-dated chq as no meeting in December

16) To note recent correspondence and agree responses:

- Clerk Direct magazine – for information only
- Clerk & Council’s Direct – for information only
- Pension Regulator – re-enrolment notification. Clerk to submit a re-enrolment date.
- Rough Sleeper request – Clerk to submit count to Tewkesbury Borough Council from the night of the 13th November 2018.

17) Items for information only.

Cllr Humber requested clarification of whether the drains opposite 51 Newtown had been replaced and re-connected by Newlands after they had been dug up in error. Cllr Parker said Bruce from Gloucestershire Highways should be providing a map of all the drains in the area. He agreed to contact Bruce to ensure they were all correct and report back at the next meeting.

The Clerk informed the meeting that due to other work commitments she would unfortunately be resigning as Clerk at the end of January 2019. Advertising would take place shortly so that there was ample time for a smooth handover.

The Chairman concluded the meeting at 8.55pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 14th January 2019 at 7.30pm in the Village Hall.

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 Chairman

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 Date