

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU  
Tel: 01242 583303 E-mail: [clerk.toddingtonpc@gmail.com](mailto:clerk.toddingtonpc@gmail.com)  
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MINUTES: of a Parish Council Meeting held in Toddington Village Hall on Monday the 14<sup>th</sup> January 2019 at 7.30pm.

PRESENT: Parish Councillors: Joe Humber, Nigel Parker, Margaret Merritt and Dan Blake.  
Clerk: Kate Sales and Locum Clerk, Ruth Waller

1 parishioner was 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).** Cllr Parker declared an interest on agenda item 7 (planning) as this was his property.
- 3) **To approve the minutes of a Parish Council Meeting** held on the 12<sup>th</sup> November 2018 at 7.30pm in Toddington Village Hall. These were approved and signed as a true record.
- 4) **Matters arising from previous minutes:** A letter had been submitted to Landscaping at TBC in support of TPO at Wellington Meadows.
- 5) **To receive comments and concerns from the public.** No items were raised.
- 6) **To discuss issues and any updates arising from the Newlands Home development at New Town.**
  - Noticeboard and bus stop had now been relocated to new site further along the B4077. Bus-stop sign was not yet back in place.
  - Cllr Parker informed the meeting that he had been in contact with Highways. He assured Cllr Parker he would be in touch with the engineers at Newlands to establish that the top drain connected up properly – he would get back to Cllr Parker once he had spoken to Newlands.  
*ACTION: Cllr Parker to report back to the meeting once Highways got back in touch.*
  - Cllr Blake had queried why some of the road into the development were tarmac and some pavers – this was due to the developers running out of the materials. Once back in stock the tarmac would be replaced.
  - Cllr Parker queried the amount of light coming from the 6ft high outside lights on the new houses. It had been agreed that this development would have no street lighting as the area was dark light zone. He was worried that once the whole site had been built and if they all had this type of outside lighting it would affect the existing residents in Newtown.

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*ACTION: It was agreed that Cllr Parker would contact Newlands to see if they could fit timing sensors into the lights on the houses not already built.*

**7. To consider and note planning applications and agree responses:**

For consideration

**Thatchers Cottage, 44 Newtown, Toddington (18/01275/FUL) -**

Dropped kerb: **No objection**

For noting

**Appeal submitted for Toddington Grange Burberry Hill Toddington:** Single storey side extension to form car port and log/garden machinery store

Enforcement

**Cllr Humber to report back on any updates of any, with the Enforcement officer regarding Warren Farm.** The Chair reported that he tried repeatedly to contact the Enforcement Officer with no success. He informed the meeting he would continue.

**Highways & Road Safety Update**

- Church Lane junction sign – update and approve payment if necessary: No payment necessary from the Parish Council, following inspection of the site by David Pritchard, who confirmed that GCC were unlikely to approve any further signage. He had also stated that mirrors were no longer permitted.
- VAS update: Another set of brackets were to be purchased. Cllr Parker presented some figures from the VAS reports. An average speed of 50mph had been recorded between Buttermilk Farm and Church Lane and 280 vehicles were recorded within 1 hour.
- It was noted that the area outside Newlands should be paved, not tarmacked
- A manhole cover required attention: this had already been reported by a resident.
- Broken bollard: this had also been reported.

*Action: Clerk to chase both the above matters*

- Some of the Road signs needed cleaning.

*Action: Clerk to request that this work is completed as part of the Lengthsman's Scheme.*

**9. To discuss and finalise the budget for 2019/20 and to approve the precept for 2019/20.** The following were approved for inclusion in the budget:

- Kim Bedford training costs for a 2 to 2.5hr training night for all councillors on a night to be agreed at a cost of £275.00 + mileage at 45p per mile.

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- Chairmanship training with GAPTC at a cost of £50 approx.
- Grass cutting on same specification as 2018/19 (15 cuts per year) - £1126.20 plus VAT an increase of £1.83 per cut on previous year
- LCAS Foundation status for the parish council £100 submission fee
- Funds towards maintenance of VAS sign: extra brackets £50 each; funds towards new battery £100.

Having considered the proposed budget and knowing what projects and work the Council wanted to undertake in the next financial year, the Council were also mindful of not wanting to increase residents' council tax. Therefore, the Council resolved to set the precept of £8,600 for 2019/20. It was agreed that any shortfalls in the budget would be taken care of by using some of the council's reserves.

**ACTION:** Clerk to submit precept request to Tewkesbury Borough Council.

TODDINGTON PARISH COUNCIL				
	Budget	Total		Proposed budget for 2019/20
	2018_19	Income/ Spend	Budgets	Reason for + / -
	£	to 31.03.19 £	£	
<b>Receipts</b>				
carried forward	3198	4753.49	4961	estimated on reserve
Precept	8300.00	8300.00	8600	
Council Tax Support Grant	0.00	0.00	0	
Interest	4	4	4	
Other	0	0	0	
Vat reclaim	550	550	550	£225 grass cutting
<b>Total income</b>	<b>12052</b>	<b>13607</b>	<b>14115</b>	
<b>Payments</b>				
Staff costs	3935	3935	3940	Based on current salary SCP 25 @ £12.012 per hr
Admin expenses	500	380	400	
Insurance	232	386	390	
Audit fees	200	163	200	
Grass cutting	1200	1098	1127	Quote received
Meeting room hire	120	105	120	12 meetings
Subscriptions	200	150	100	GRCC, GAPTC, ICO (reduced as deleted SLCC and CPRE from calculations)
Village Hall loan repayment	1680	1680	1680	
Training	100	95	340	£290 cllr training plus new Chair training £50 approx
Village Newsletter	50	0	50	Now online
Donations	50	0	0	
Reserve	0	0	0	Figure is shown below
VAT	450	200	300	
Other	300	300	500	Bus shelter £100, Noticeboard £100, AGM £50, VAS upkeep £150, LCAS £100,
Website	220	220	260	Hosting, Domain name McAfee software
<b>Total Expenditure</b>	<b>9,237</b>	<b>8,712</b>	<b>9,407</b>	
<b>Balance</b>			<b>£4,708.00</b>	
of which is PC reserve in Lloyds Deposit Acc			<b>£4,961.30</b>	
<b>Operating Balance in current account at end of year</b>			<b>-£253.30</b>	

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**10). Finances**

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

<b>BUDGET vs ACTUAL 2018_19</b>					
	Actual Income/ Spend to 31.12.17 £	Budget 2018_19 £	Total Income / Spend 31.12.18 £	Remainder of Budget +/- at 01.01.19 £	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	1.33	4	1.24		4
Other	739.47	0	0.00		0
Vat reclaim	254.23	550	0.00		550
<b>Total income</b>	13470	12052	13055		13607
<b>Payments</b>					
Staff costs	2892	3935	2945	990	3935
Admin expenses	288	500	300	200	380
Insurance	232	232	386	-154	386
Audit fees	150	200	163	37	163
Grass cutting	981	1200	879	321	1098
Meeting room hire	53	120	63	57	105
Subscriptions	185	200	111	89	150
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	860	450	186	200	200
Other	3761	300	80	220	300
Website	0	220	0	220	220
<b>Total Expenditure</b>	10241	9,237	6065		8,712
<b>Balance</b>			<b>£4,895.49</b>		
of which is PC reserve in Lloyds Deposit Acc			<b>£4,961.30</b>		
<b>Operating Balance in current account at end of year</b>			<b>£65.81</b>		

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<b>BANK RECONCILIATION</b>			
Period to: 31 December 2018			
<b>Lloyds TSB Current &amp; Deposit A/cs</b>			
		£	£
Acc: 02251838 - Statement Balance @ 31.12.18		4961.72	
Acc: 01042917 - Statement Balance @ 31.12.18		2355.70	
Add		0.00	7317.42
Less:			
outstanding/unpresented cheques		0.00	
	878	327.93	
			327.93
<b>Reconciled balance</b>			<b>6989.49</b>
<b>Cash Book Summary</b>			
Opening balance 01.04.18			4753.49
Add: receipts to date		8301.45	
Less: payments to date		6065.45	
			6989.49
<b>Cash Book balance</b>			<b>6989.49</b>

- **To approve payments and to note receipts.**  
 The following payments were approved.

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<b>Payments made between meetings</b>				
	None made			
<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>
882	Todd Village Hall	Meeting room hire – Nov 18	LGA 1972 s.142	10.50
883	K Sales	Clerk's Expenses – Dec-Jan	LG(FP)A 1963 s.5	50.62
884	K Sales	Clerks Salary – January	LGA 1972 s.112	327.93
885	Go daddy.com	Website renewal (pd by Ks Sales on behalf of PC.	LGA 1972 s.111	160.91
886	Mcfee security software	PC Protection (pd by K Sales on behalf on PC)	LGA 1972 s.111	64.99

**11) To approve CiLCA qualified, locum clerk Ruth Waller for a 4-month period at SCP 25 for 4.5 hours per week with start date of 14<sup>th</sup> January 2019:**

Council approved to contract Ruth Waller as locum Clerk from 14<sup>th</sup> January for a period of at least 4 months through the elections to be held in May.

**12) To note recent correspondence and agree responses:**

- Clerk & Council's Direct – for information only
- Email from David Pritchard

**13) Items for information only:**

No items were raised.

The Chairman concluded the meeting at 8.15pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 4<sup>th</sup> March 2019 at 7.30pm in the Village Hall.

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 Chairman

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 Date