

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

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DRAFT MINUTES: of a Meeting of the Parish Council held via Zoom video conference on Monday the 2nd November 2020 commencing at 7.33pm.

PRESENT: Parish Councillors: Nigel Parker (Acting Chairperson), Richard Cook, Mandy Gooch and Kathryn Walker
Borough Councillor Mel Gore
Helen Richards, GRCC
Ruth Waller (Clerk) and 4 members of the public

Cllr Parker opened the meeting at 7.33pm welcoming all those present.

201102/01 To receive and consider apologies for absence. None.

201102/02 To receive Declarations of Interest on items on the Agenda: None declared.

201102/03 To approve the minutes of the Parish Council Meeting held on the on the 21st September and the Extraordinary Council planning meeting held on the 5th October 2020 both via Zoom video conference: The minutes of both these meetings were agreed as a true and accurate record and will be signed by the Chairman at the next physical Council meeting.

201102/04 To receive Clerk's Report and agree actions: The Clerk's report had been circulated to Cllrs prior to the meeting and its contents were noted. It should be noted that the Clerk had been contacted by the Planning Officer in respect of the objections raised by the Council to item 201012/04vi 2 Russet Close. The Council used delegated powers to change the wording on their response as follows:

Although this property is not actually within the AONB, the proposed roof lighting would have a detrimental impact upon the AONB which this property overlooks. It is not in keeping with the Dark Skies Policy of the AONB (Policy CE5). More control is therefore required on this proposed lighting.

- The proposed amount of external lighting is excessive (24 in total) and does not meet with the conditions attached on this development and current Enforcement Notice: 19/00017/BOCON | Alleged breach of condition - lighting | Parcel 5736 Newtown Toddington Cheltenham Gloucestershire".
- The Parish Council also requests that a condition is attached to this application to ensure the proposed gym remains for personal use only and shall not be used for commercial business.

201102/05 To receive update report from Tewkesbury Borough Councillor, Mel Gore: Cllr Gore provided an update, in particular relating to the response to the Government's White Paper "Planning for the Future". Cllr Gore was supportive of a local Neighbourhood Development Plan for this Parish, but felt that the proposed 24-month review in the White Paper was unrealistic given the amount of time and work in the writing of an NDP.

201102/06 To receive comments and concerns from the public: No comments were received at this point. A number of residents wished to make representations on Item 8.

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201102/07 To consider information provided relating to a Neighbourhood Development Plan and agree next actions: Helen Richards from GRCC provided those present with a detailed presentation of Community Led Planning in particular the Process involved in writing and Neighbourhood Development Plan and the pros and cons of implementing this legal document. This Neighbourhood Development Plan would guide and influence future development in the Parish.

Some questions and concerns were raised relating to the presentation, particularly with the impact the Government's White Paper will have on Planning. Cllrs were concerned that commencing this process now may be wasted until the outcome of the White Paper is known. The time-scale for this is unknown.

Another concern was the overlap with the Parish boundaries – Parts of Didbrook and Stanway are counted as part of Toddington Service Village in the local Plan, yet they are different Parishes. These areas could not be included in Toddington's local plan, without agreement from the Neighbouring Parish Councils.

The next steps in this process would be to set up a steering group of volunteers (both Councillors and residents) to consider next steps in this proposal.

No one present at the meeting volunteered to be part of this working group. Council therefore decided to review this in the New Year, once the current Government restrictions were relaxed. The PowerPoint slides are available from the Clerk for anyone who may wish to revisit the presentation.

Action: Clerk to contact Helen Richards in the New Year to review the possibility of a steering group in relation to a Neighbourhood Development Plan.

211101/08 To discuss concerns regarding Speeding issues and HGV movements and agree next actions: Several comments had been received from residents prior to the meeting regarding concern over speeding, noise and increased volume of traffic, particularly HGV's on the B4078. In 2018, Newlands had originally implied that where the B4077 passed through the new development, the speed limit would be decreased to 30pmh. This plan to reduce the speed limit had now been abandoned and Gloucestershire Highways were not supportive of the restrictions.

The following actions were agreed:

- Clerk to contact Road Safety Team to see if any 'Kill your Speed' signs.
- Cllr Walker to contact the Road Safety Team to see if there is any other advice/support they could offer the Parish Council incl. traffic calming solutions.
- Clerk to establish if the Community Speed Watch Team is operating again.
- To continue liaising with the Quarry Stakeholder Group to raise concerns over noise and speed of HGV's.

201102/09 To approve Terms of Reference of a Planning Committee, in line with the Council's Standing Orders: Council unanimously approved the Terms of Reference of a Planning Committee.

201102/10 To approve Terms of Reference of a Staffing Committee, in line with the Council's Standing Orders: Councillors unanimously approved the Terms of Reference. Cllr Walker and Gooch were voted on as member of this committee, with support from Cllr Cook if required.

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201102/11 To consider and note the following planning applications:

For consideration:

i) 20/00429/FUL | Erection of a replacement dwelling with detached outbuilding/garage and one additional dwelling. Alterations to existing access and associated works. | Corner Close Cottage Tewkesbury Road Toddington Gloucestershire GL54 5DG: Council resolved not to object to this Planning Application. However, concern was raised regarding the access onto the Highway.

Action: Clerk to submit Councils' response and to request that a Highway Safety Survey is Completed prior to final consideration of the planning application by Tewkesbury BC.

For noting:

20/00952/DEM | Demolition of the dwellinghouse known as Ashgrove | Ashgrove Toddington Cheltenham Gloucestershire GL54 5DT: PERMIT

201102/12 To receive update relating to proposed playground from s106 agreement: There was no further update on this and a date had still not been agreed to discuss the proposed playground with the Village Hall Committee and Tewkesbury BC. This item was therefore deferred until the next meeting.

201102/13 To receive update on quotes for the Parish notice boards and agree next

actions: The Parish Council had initial agreed to replace all three Notice Boards with aluminium ones. Two were included in this year's budget and the third in the 2011/12 budget. To replace each noticeboard with a double noticeboard as the Council have currently, would cost between £1,000 and £1,200. Cllr Cook had reviewed this decision and felt it may be more financially viable to use the current wooden posts and reconsider a wooden notice board. Cllrs agreed that a Header was unnecessary and would cost an additional £200. Clerk advised that this would require a new resolution and this should be included on the agenda for the next Council meeting.

Action: Cllr Cook to provide three final quotes to the Parish Council prior to the next meeting for both wooden and aluminium double noticeboards.

201102/14 To confirm and approve proposed Budget for 2021/22: The proposed budget had been circulated prior to the meeting and Cllrs considered some amendments as proposed by the RFO. Council unanimously approved the proposed budget with no amendments other than a £500 increase for the budget for the replacement noticeboards to £1,500.

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	Budget	Budget	pend to date			Proposed budget for 2021/22
	2019_20	2020_21	Income/Sp end to date 31/09/20	+/- Remainder of Budget	Proposed budget 2021_22	Reason for + / -
	£			£	2%increase	
Receipts						
carried forward	5282	7640.50				estimated on reserve
Precept	8600	8994.00	8994.00	8994	9174	
Council Tax Support Grant	0	0.00				
Interest	4	2	1	1		
Other	0					
Vat reclaim	550	180		150	180	grass cutting
Total income	14436	9176	8995	9145	9354	
Payments						
Staff costs	3940	4,567	2023.31	2,544	4,567	Calculated on current SCP 16 - £12.48 per hr (incl. tax + overtime) + £312 hom
Admin expenses	400	400	25.5	374.5	300	decrease of £100
Insurance	390	390	391.47	-1.47	440	Increase of £50
Audit fees	200	200	165	35	200	
Grass cutting	1127	1127	697.5	542.5	1127	Spend will be reduced this year due to COVID restrictions
Meeting room hire	120	180	0	180	180	Spend will be reduced this year due to COVID restrictions
Subscriptions	100	178.32	173	5.32	200	GRCC, GAPTC, ICO
Village Hall loan repayment	1680	1680	1680	0	1680	
Training	340	250	0	250	250	
Village Newsletter	50	0	0	0	0	Now online
Donations	0	0	0	0	0	
Reserve	0	0	0	0	0	Figure is shown below
VAT	300	300	108.5	191.5	300	
Management of Assets	500	1000	0	1000	1500	New buget heading - increased to purchase new noticeboard
Website	260	280	0	280	280	Hosting, McAfee software
Total Expenditure	9,407	10,552	5,264	5,401	11,024	
Balance				£12,678.46		
of which is PC reserve in Lloyds Deposit Acc				£5,130.89		
Operating Balance in current account at end of year				£7,547.57		

201102/15 To propose Precept for 2021/22 in line with budget set: Councillors considered the proposed Precept and felt that a 4% increase may be more in line with the predicted Expenditure for 2021/22.

Action: RFO to calculate a 4% and 8% increase to the current Precept for final approval at the next Council meeting.

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b) The following payments were approved:

Payments made between meetings (delegated powers):					VAT to be re-claimed
954	£20	Royal British Legion	Remembrance Wreath	LGA 1972, s.137	None
955	£186	Greenfields	Grass Cutting (Sep)	HA 1980, s.96	£31
Payments to be Approved:					
Cheque No	Amount	Payee	Purpose	Authority	VAT to be re-claimed
956	£180	Greenfields	Grass cutting (Oct)	HA 1980, s.96	£30
957	£181.86	Mrs R Waller	Website hosting, security software renewal	LGA 1972, s.142	TBC

A payment for administrative expenses totalling approx. £30 to the Clerk was agreed, subject to receipts.

201102/17 To provide update relating to Clerk vacancy and discuss interim Clerk cover, if necessary: This item was closed to public due to some confidential matters to be discussed. Council agreed to extend the closing date by one week to the 12th November and to advertise it more locally and on Social Media. Due to the new COVID restrictions, it was unlikely that a handover would take place this month. Council agreed that the current Clerk would carry on until a physical handover was possible.

201102/18 For Information Only:

There being no further business, the Chairman closed the meeting at 21.30pm, thanking everyone for attending.

The next full meeting of the Parish Council will be held on Monday 11th January at 7.30pm, again via Zoom video conference.

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Chairman

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Date