

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

Tel: 01451 850611 E-mail: clerk.toddingtonpc@gmail.com

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DRAFT MINUTES: of a Parish Council Meeting held via Zoom video Conference on Monday the 18th May 2020 commencing at 7.30pm.

PRESENT: Parish Councillors: Christine Fawcett (Chairperson), Nigel Parker, Margaret Merritt and Bert Alvis.
Ruth Waller (Clerk) and 3 members of the public

Cllr Fawcett opened the meeting at 7.30pm welcoming all those present.

200518/01 To receive and consider apologies for absence. None. Cllr Alvis joined the meeting at 7.40pm, as he had been waiting to be 'admitted' to the meeting.

200518/02 To receive Declarations of Interest on items on the Agenda: Cllr Alvis declared an interest on item 10i and Cllr Merritt on Item 10vi.

200518/03 To approve the minutes of the **Parish Council Meeting held on the 2nd March 2020** in Toddington Village Hall. The minutes of this meeting were approved and signed as a true record and duly signed by the Chairman.

200518/4 Matters arising from previous minutes (Clerk's Report): The Clerk's report had been circulated to Cllrs prior to the meeting and its contents noted.

200518/5 To receive comments and concerns from the public: None

200518/6 To review this Council's eligibility for the General Power of Competence: Clerk advised that the Council no longer met the criteria as only 3 of the Councillors were elected. 2/3rds of the total members should be elected which (rounded up to the nearest whole number is 4). Therefore, this council is no longer eligible to use the General Power of Competence.

200302/7 To Co-opt a Councillor onto the Parish Council: Following the resignation of Cllr David Wynne, the Notice of vacancy had been published for the required time. No requests for an election had been received from Parishioners. Therefore, the Parish Council were now able to Co-opt. Richard Cook had volunteered for this role and he met the required criteria to serve on Toddington Parish Council. Councillors unanimously agreed to his co-option onto the Council. Cllr Fawcett then welcomed Cllr Cook onto the Parish Council and the Acceptance of Office was signed.

200518/8 To approve the Internal Auditor's report carried out on the 8th April 2020 and to note recommendations: The Auditor's report was very positive, with only three recommendations:

- 1) To review banking arrangements and accounts
- 2) To check on The Pension Regulator and Auto Enrolment and to minute when this has been completed.
- 3) To set up a new Finance page on the Parish Council's website

Council unanimously approved the Internal Auditor's report. Cllr Fawcett noted that a second memory stick was required to provide a back-up for data to the Chairman.

Action: Clerk to commence completing recommendations made.

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200518/9 The following delegated decisions were noted:

- i. Postponement of the Annual Parish Meeting due to Government restrictions (6th April)
- ii. Setting up of a Community Support Group for residents of Toddington Parish

200518/10 To consider and note planning applications:

For consideration:

- I. Harrington House Toddington Cheltenham Gloucestershire GL54 5DT
Ref. No: 20/00379/FUL: **Objection.:** Council wished to ensure the access from the road was completed as per the conditions of the original application (Condition 12 of 18/00861/FUL) and is fully satisfied in an approved manner that does not rely on omission of an eastern footway linking the development site with the existing eastern pavement located north of the junction between B4077 and B4632 Broadway Road
- II. 20/00041/CONDIS | Application for approval of details subject to conditions 4 (Proposed levels), 5 (Samples), 7 (Suds), 8 (Fire hydrants), 10 (Foul and surface water flow), 11 (SuDS management) and 18 (Landscaping) to planning permission no.19/00376/FUL. | 1 Consell Green Tewkesbury Road Toddington GL54 5DU: **No comment**
- III. 20/00012/NMA | Non material amendment for planning application
15/00379/FUL | Lydes Court 1 500577 Lane To Lydes Farm Toddington Toddington Cheltenham Gloucestershire GL54 5DP: **No comment**
- IV. 20/00238/APP | Erection of an agricultural building. | Oak Farm Toddington Cheltenham Gloucestershire GL54 5BY: **No objection**
- V. 20/00013/CONDIS | Application for approval of details subject to Condition 2 (Materials and Architectural details) of planning application no.17/00183/FUL | Lower Shetcombe Farm Evesham Road Toddington GL54 5BZ: **No objection**
- VI. 20/00303/TPO | TPO 228. T1 - Cedar, Thin branch tips towards garage to reduce chance of branch failure with snowfall, also trim back to give 4 meters clearance of garage roof, and deadwood tree. | 6 Church Meadows Toddington Cheltenham Gloucestershire GL54 5DB: **No comment**
- VII. 20/00011/CONDIS | Application for approval of details subject to conditions 4 (proposed windows and doors) 5 (proposed roof lanterns) of the planning application ref number 18/00540/FUL | Toddington Village Hall Newtown Toddington GL54 5DU: **No objection.** Concern was noted to the rear access of the new building and if it met DDA requirements.
Action: Clerk to contact planning officer to discuss this matter
- viii. **APPEAL: 20/00017/CONDRE** | Application for approval of details subject to condition 10 (External Lighting) of the planning application ref number 15/00394/OUT | Land South Of B4077 Newtown Toddington Cheltenham Gloucestershire: No further comment from Council at this stage. It was noted that there were still objections from residents relating to the existing lighting.
- ix. The Ashchurch Bridge Project: No comment from Council at this stage.

For Noting:

- New TPO for land adj. Wellington Meadows, Toddington known as TPO 397
- New livestock/general purpose store building and formation of new access track and yard. – Land At Berry Wormington Stanway Road Stanton Broadway Gloucestershire
Ref. No: 19/00722/FUL | Received date: Tue 16 Jul 2019 | Status: Application Permitted
- New livestock housing/calf rearing building and formation of new access track and yard. – Land At Berry Wormington Stanway Road Stanton Broadway Gloucestershire
Ref. No: 19/00723/FUL | Received date: Tue 16 Jul 2019 | Status: Application Permitted

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- New agricultural workshop/storage building and formation of new access track and yard. – Land At Berry Wormington Stanway Road Stanton Broadway Gloucestershire Ref. No: 19/00724/FUL | Received date: Tue 16 Jul 2019 | Status: Application Permitted
- Residential development up to 28 units, including means of access and landscaping. Land Parcel 0088 Willow Bank Road Alderton Tewkesbury Gloucestershire: Application refused
- Erection of up to 41 new residential dwellings, including 20 affordable houses, associated access and landscaping - Land On The South Side Of Dibden Lane Alderton Tewkesbury Gloucestershire Ref. No: 19/00781/OUT | Received date: Wed 07 Aug 2019 | Status: Application Withdrawn

200518/11 To delegate authority to the Proper Officer in consultation with Councillors by electronic means or telephone, to make decisions on behalf of the Council, where such decisions cannot reasonably be deferred. This will enable any necessary measures required for the Council to continue functioning and for benefit and safety of its community during COVID-19 restrictions – as per NALC guidelines: Council agreed that Delegated Authority could be given to the Proper Officer if so required in consultation with the Chair/Vice-Chair.

Any delegated decisions/actions would then be reported at the next full Council meeting.

200518/12 To review the Parish Council's Insurance is adequate and confirm Insurance Provider for forthcoming year: Information had been circulated to Councillors prior to the Meeting and the Clerk had completed a Statement of Demands and needs to establish that the Policy still met the Council's requirements. Council agreed the Insurance Policy still met its requirements and the Long-term agreement with Pen insurance would continue.

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200518/13 Finances

- a) The End of Year Accounts (March 2020 had been circulated to Cllrs prior to meeting and were approved as follows:

TODDINGTON PARISH COUNCIL				
BANK RECONCILIATION				
Period to: 31st March 2020				
Lloyds TSB Current & Deposit				
		£		£
Acc: 02251838 - Statement Bala		5129.82		
Acc: 01042917 - Satement Balar		2510.68		
Add			7640.50	
Less:				
outstanding/unpresented cheques				
		12.00		
		12.00		
		12.75		
		609.10		
		134.60		
		336.00		
			1116.45	
Reconciled balance			6524.05	
Cash Book Summary				
Opening balance 01.04.19			5281.94	
Add: receipts to date		8990.17		
Less: payments to date		7748.06		
			6524.05	
Cash Book balance			6524.05	

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- b) To approve current statement of accounts and bank reconciliation (as circulated to Cllrs prior to meeting)

TODDINGTON PARISH COUNCIL			
BANK RECONCILIATION			
Period to: 30th April 2020			
Lloyds TSB Current & Deposit			
	£		£
Acc: 02251838 - Statement Bala	5130.04		
Acc: 01042917 - Satement Balar	10338.23		
Add	0.00		15468.27
Less:			
outstanding/unpresented cheques			
			0.00
Reconciled balance			<u>15468.27</u>
Cash Book Summary			
Opening balance 01.04.20			6524.05
Add: receipts to date	8944.22		
Less: payments to date			15468.27
Cash Book balance			<u>15468.27</u>

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c) The following payments were approved:

Payments made between meetings (delegated powers):					VAT to be re-claimed
0933	£12.00	Todd village hall	March hall rental	GPC	None
0934	£12.75	PATA	Payroll services		None
0935	£609.10	Ruth Waller	Jan- March salary		None
0936	£134.60	HMRC	Tax		None
0937	£336.00	Chris Arnold Tree Surgery Ltd	Tree work at War Memorial		£56
Payments to be Approved:					
Cheque No	Amount	Payee	Purpose	Authority	VAT to be re-claimed
0938	£113.20	GAPTC	Annual subs	LGA 1972, s.111	None
0939	£165.00	GAPTC	Internal Audit	LGA 1972 s.111	None
0940	£391.47	Came + Company	Council Insurance	LGA 1972, s.111	None
0941	£93.00	Greenfields	Grass cutting	HA 1980. s.96	£15.50
	TBC	Mrs R Waller	April – June Salary	LGA 1972, s.112(2)	None
	TBC	HMRC	Tax	LGA 1972, s.111	None
	£12.75	PATA UK	Payroll services	LGA 1972, s.111	None
	TBC	Greenfields	Grass cutting (May/June)	HA 1980, s.96	TBC

Council agreed that the Clerks salary, payment to HMRC and Payroll services would be signed once the Payroll had been processed for April – June. It was also agreed that the payment due to Greenfields for May/June would be paid upon receipt of Invoice.

- d) **To note that the AGAR timing had been postponed due to Covid-19 virus.** The external auditors, PKF Littlejohn had notified the Parish Council to receive and approve the AGAR at their next full Council meeting so that the accounts could be publicised in September and submit the completed AGAR to the external auditors by October

200518/14 To review website and current content and frequency of updates: Cllr Fawcett expressed concern regarding the length of the home page. Clerk explained that these were current press release items for public information which normally remained on the site for two weeks. Currently the website was updated daily due to COVID-19 updates. The website had been praised by the Auditor who had suggested a separate page for the Financial information.

Action: Clerk/Cllr Fawcett to insert extra page on website to clearly show the Financial Information.

The Chairman closed the meeting at 8.34pm and thanked everyone for their attendance.

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Chairman

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Date