

Gretton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 8th May 2024 held at Gretton Village Hall.

Present: Cllr Hanson (Chairman), Cllr Butcher, Cllr Green and Cllr Oliver

In Attendance: Parish Clerk, County Councillor Gray, Borough Cllr Madle, Borough Cllr Mason, plus 1 member of the public.

Before the meeting commenced, the Chairman took a moment to acknowledge the sad death of former Gretton Parish Council Chairman, John Hurley. Gretton Parish Council wishes to offer its sincerest condolences to his family at this sad time.

The death of Peter Massey, well known parishioner of Gretton Parish and former Treasurer to the GVA, was also sadly noted.

1. Election of Chair

Cllr Green proposed Cllr Hanson, who was prepared to stand again, this was seconded by Cllr Oliver. It was resolved that Cllr Hanson be elected unopposed as Chairman and the Declaration of Acceptance of Office of Chairman was signed.

2. Election of Vice-Chair

Cllr Oliver proposed Cllr Green, who was prepared to stand again, this was seconded by Cllr Hanson. It was resolved that Cllr Green be elected unopposed as the Vice Chair and the Declaration of Acceptance of Office of Vice Chair was signed.

3. Apologies for Absence

No apologies for absence were received.

4. Public consultation

To receive comments from members of the public

Cllr Hanson gave thanks to a parishioner for providing feedback on the draft of the Village survey. Parishioner voiced concerns over the possibility of increased traffic coming through Gretton rather than via the historic through route of the B4077 to Toddington. Same parishioner would also like GPC to consider switching to dark skies-friendly lighting in a bid to cut light pollution.

5. Declarations of Interest

It was noted that Cllr Oliver is Chair of the GVA and a Cotswold Warden. Councillors were asked to complete and sign Member Interests forms.

6. Council documents

6.1 Cllrs considered the Code of Conduct and the **Council AGREED** to accept the Code of Conduct without change.

6.2 Cllrs considered the Standing Orders and the **Council AGREED** to accept the Standing Orders without change.

6.3 Cllrs considered the Financial Regulations and the **Council AGREED** to accept the Financial Regulations without change, but with the view to review new NALC Financial Regulations template in the next review of the document.

6.4 Cllrs considered the Risk Management Controls and the **Council AGREED** to accept the Risk Management Controls without change.

7. Committees, sub-committees

Council AGREED that there was no current need to appoint any new committees, sub-committees or working groups these can be created if a need arises.

The following representatives agreed to remain:

Finance Officer	Cllr Hanson
Village Hall Committee	Cllr Oliver
Staffing Group	As needed
Gretton School	Cllr Oliver

Council AGREED that there is no current need for a flood group.

8. Asset inventory

ACTION the Clerk and Cllr Hanson to carry out and full inspection of all the assets, which will be reviewed at the next parish meeting.

9. Insurance cover

ACTION the Clerk and Cllr Hanson to review current renewal policy and source additional quotes. Insurance cover to be agreed by Cllrs between meetings.

10. Memberships

Council AGREED to renew GAPTC membership for the coming year.

11. Minutes of previous meeting

The minutes were agreed and signed by the Chairman for Wednesday 13th March 2024.

12. Financial Matters

12.1 It was resolved that the following payments had been made since the last meeting. Payment of these were approved. Proposed Cllr Hanson, seconded Cllr Green.

Payee	Details	Amount
Public Works Loan	Loan repayment	1168.08
GAPTC	Annual subscription	133.21
C. Bridges	Clerks' salary - Apr	192.30
Total		£1,493.59

It was resolved that the following payments for May be approved. Proposed Cllr Hanson, seconded Cllr Green.

Payee	Details	Amount
C. Bridges	Clerks salary - May 2024	192.30
HMRC	PAYE - Apr 2024	48.00
HMRC	PAYE - May 2024	48.00
Greenfields	INV-4185 Groundworks & safety surface	23644.80
D. Butcher	Expenses - litter pick	85.88
Total		£24,018.98

Council noted that £19704.00 from S106 funding would be claimed from Tewkesbury Borough Council for Greenfields (INV-4185) for the groundwork and safety surface of the new play area. Council also noted there is still S106 money available specifically for the playing pitch.

Council noted that the annual precept of £11752.00 had been received from Tewkesbury Borough Council, which was internally transferred to the Business savings account.

Council noted that £16.73 was received as bank interest.

12.2 Financial statements - April 2024

Council AGREED the income and expenditure to date, the current bank reconciliation and the budget against expenditure to 30 April 2024 as presented at the meeting, see Appendix A.

12.3 End of Year Figures – 2023/24

COUNCIL APPROVED the annual accounts and bank reconciliation for Year End 31 March 2024.

COUNCIL APPROVED the summary of reserves £12850 at 31st March 2024.

Councillors discussed the pros and cons of using reserve funds to pay off the GPC Public Works Loan early. The remaining loan balance is £10,512, with the final payment due in October 2028. Assuming no early repayment fees, early repayment would save £1,142 in interest.

Council AGREED not to pay off the loan early, as the potential interest savings were minimal compared to the benefits of using the funds for current projects. Feedback from the upcoming village survey will help determine the best use of these funds.

12.4 Review of Bank Accounts

ACTION Cllr Green to explore options for high interest instant access saving accounts

ACTION Clerk to add Cllr Oliver and Cllr Butcher as bank signatories and remove previous Clerk.

12.5 Funding Request

Cllr Oliver did not participate in discussions due to declaration of interest in item 5.

COUNCIL AGREED to the Cotswold Wardens funding request of £100 for tool replacement.

13. Internal Audit 2023/24

Council noted that the Internal Audit had been completed and no recommendations were made.

14. Annual Governance and Accountability Return 2023-24

14.1 Annual Return – Governance Statements 2023-24

COUNCIL APPROVED the Annual Governance Statement 2023-24 (AGAR Section 1).

14.2 Annual Return – Accounting Statements 2023-24

COUNCIL APPROVED the Accounting Statement 2024 (AGAR Section 2).

14.3 Annual Return – Certificate of Exemption 2023-24

COUNCIL AGREED that the Parish Council has met all the requirements to declare itself exempt, the Certificate of Exemption will be submitted to the External Auditor.

14.4 Dates for the Exercise of Public Rights

COUNCIL AGREED dates for the Exercise of Public Rights to Inspect the Draft Accounts as 3 June 2024 to 12 July 2024.

15. Planning Matters

15.1 To make recommendations to the Planning Authority upon the suitability of the following planning applications/appeals

Reference	Location	Description	Action
24/00283/TCA	Copse End, Winchcombe Road	Tree removal	Submit - No objection
24/00300/FUL	Westerham, Gretton Road	Rear dormer windows, new garage and outbuilding	GPC has notified neighbours of planning application. No responses received. Submit - No objection
Any further applications received after the publication of this agenda will be advised at the meeting. Details of planning applications can be found on the Tewkesbury Borough Council website using the following link: https://publicaccess.tewkesbury.gov.uk/online-applications/			

15.2 Planning decisions

Reference	Location	Description	Decision
24/00186/TCA	Wychwood House, Gretton Road	Tree removal & management	No objection to tree works
24/00241/TCA	Orchard Lodge, Gretton Road	Tree management	No objection to tree works

16. Reports

- 16.1 To receive a report from Borough Councillor Madle
See Borough Council annual report in the minutes of the Annual Parish Meeting 2024.
- 16.2 To receive a report from Borough Councillor Mason
Cllr Mason had no further updates.
- 16.3 To receive a report from County Councillor Gray
Road Works: Improvements have been carried out on the Gretton Road, Greet Road, Teddington Roundabout, and works are underway on the Broadway Road.
Finances: The council's finances are stable with an overall precept increase of 4.99%, including 2% for adult social care. There is a small surplus, but long-term funding remains uncertain.
Junction 9: Public consultation and budget allocation for 2024/25 are ongoing, with GCC and TBC collaborating on the Garden Community project.
Name Change: A proposal to rename Tewkesbury Borough Council to North Gloucestershire Borough Council is under consideration.
Council Tax: Proposals include an increase for all properties deemed second homes, which are occupied periodically by 100% from 1 April 2025.
- 16.4 To receive a report from the Clerk
Council noted that the issue with the Tewkesbury Borough Council invoice for the bins has been resolved
- 16.5 To receive a report from Greening Environment Group
Nothing to report.
- 16.6 To receive a report from Traffic & Road Safety
- The Speedwatch team has only conducted one session since the last meeting, finding 29% of vehicles exceeding 30mph and 6% exceeding 35mph, with normal traffic volumes of around 200 vehicles per hour.
 - Morning Speedwatch sessions will increase with better weather, but afternoon sessions are on hold pending a new coordinator.
 - All team members need to complete the annual disclaimer form.
 - The Q1 summary of Speedwatch activity has been distributed to Councillors by the Police.
 - The relocation of existing cameras has not yet been conducted.
- 16.7 To receive a report from GVA
- The Hub has restarted with strong attendance, supported by GPC, and additional sessions are being considered.
 - The Play Area is nearing completion, with inspections and invoicing for S106 aspects amounting to £23.6k (including VAT) to be billed to GPC.
 - The Walk for the Park 2.0 fundraiser for the Playing Field is on 8 June, and publicity is underway.
 - The new Play Equipment will officially open on 13 July, with the Lord Lieutenant of Gloucestershire attending, supported by a £500 GPC grant and a £500 Build Back Better grant.
 - Residents can sponsor benches in the Playing Field through GVA, with two confirmed so far
 - Minor reports of anti-social behaviour continue in the area.
- 16.8 To receive a report from Flood Group
Extreme weather saw flooding of the field & ditch at White Cottage and Guilders drive.

- 16.9 To receive a report from Cotswold Wardens
- Installation of a new stile on path AWB5 off Winchcombe Road and a replacement stile at Lower Stanley.
 - Regular ditch clearing along the new path from Greenway Lane due to heavy rainfall.
 - Path clearance will soon be the main focus as undergrowth is growing rapidly with the recent weather.
- 16.10 To receive a report from Gretton Primary School – the headmaster has nothing to raise.
- 16.11 To receive a report from the Police advocacy group
- The next meeting takes place 22 May. Comments on the Handbook will be fed back.
 - Chris Nelson was re-elected as the Police Crime Commissioner.

17. 2024 Action Plan Update

- 17.1 To receive update on Village parking concerns – Await the results of the village survey.
- 17.2 To receive update on Village clean-up/litter-pick
The Council noted that it was a successful event and special thanks was given to Cllr Butcher for organising it. It was agreed to schedule the event a few weeks earlier for next year.
- 17.3 To receive update on GPC supporting social activities (GVA)
GPC in the previous meeting agreed to pay £50 per a Hub session (March-October) and £500 towards both the Summer Celebration and Apple Rocks. Next Hub to be held on Sunday 26 May.
- 17.4 To receive update on S106 money for new play area
Council noted that 35p remains of the S106 allocated to the play area.
- 17.5 To receive update on Street Lighting
To include the option of the introduction of Dark Skies in the village survey
ACTION Cllr Hanson to contact Gloucestershire Highways to investigate if turning off the streetlights at a set time would be possible
- 17.6 To receive update on Village Gateway
ACTION to consult with Redwood Close regarding placement of village gateway
- 17.7 To receive update on Bus stop refurbishment –
ACTION Cllr Hanson to meet with contractor to discuss repairs
- 17.8 To receive update on War memorial repairs – no update
- 17.9 To receive update on Flooding – no update
- 17.10 To receive update on grit & salt bins
ACTION Cllr Green to contact Gloucestershire Highways to request two replacement bins
- 17.11 To receive update on mobile speed sign
ACTION VAS to be moved by Cllr Oliver and Cllr Hanson
- 17.12 To receive update on Open Reach poles
Open Reach poles have been installed. GPC has submitted a complaint and received a disappointing response.

18. Village Communication

- 18.1 The council reviewed the amendments that had been made to the draft version of the survey.
Council AGREED to use current print supplier to print copies of the questionnaire.
ACTION Cllr Butcher to organise the printing of the survey. The invoice to be sent to the Clerk.
ACTION Cllr Oliver to post on the village social platforms
- 18.1 Issues with the GPC emails have been reported by councillors.
ACTION Clerk to seek recommendation from GAPTC
ACTION Cllr Butcher to review issues and investigate alternatives

19. Other Items for Information Only/Future Agenda Items

- Defibrillator training session to be advertised across platforms **ACTION** Cllr Oliver
- The suggestion of Blossom trees to be replaced outside the church – a future greening project
- Results from the Village Survey
- How can Gretton make environmental climate improvements

The meeting closed at 8.45pm.

Date of Next Meeting: 10th July 2024, commencing at 7.00pm.

Appendix A

BANK RECONCILIATION - 30 APRIL 2024

Balance per Lloyds TSB C/A statement	30/04/24	6263.91		
Balance per Lloyds TSB B/A statement	30/04/24	27961.33		
				34225.24
Unpresented cheques				
	chq no	0.00	0.00	
				0.00
	Balance as at 30th April 2024		£	34225.24

Cash Book

Opening balance at 1st April 2024		23950.10		
Add	receipts in the year	11768.73		
Less	payments in the year	1493.59		
	Total to carry forward		£	34,225.24

BUDGET v ACTUAL Year 24/25

2023/24	2024/25 Financial Year			
Actual £	Budget £	Receipts	Actual £	Difference £
11100	11752	Precept	11752	0
164.51	0	Bank Interest	17	17
0	0	CIL	0	0
0	0	S106	0	0
0	0	Other funding/grants	0	0
0	0	VAT reclaim	0	0
11264.51	£ 11,752	Total income	£11,769	17
Payments				
2952	2600	Staff Salary	192	2408
	600	HMRC PAYE & NI	0	600
706.95	600	Admin Expenses	0	600
2336.08	2336	Loan	1168	1168
	250	Audit	0	250
435.26	460	Insurance	0	460
	100	Hall Hire	0	100
500	600	Grass Cutting	0	600
96.49	300	Village Greening	0	300
1426.74	300	Village Assets - maintenance	0	300
129.81	140	Membership/Subs	133	7
	300	Training	0	300
	35	Data Protection	0	35
	1050	Village Communications	0	1050

	0	Defibrillator	0	0
	0	CIL/S106	0	0
	481	General Reserve	0	481
1117.92	1600	S137	0	1600
313.51	0	VAT paid	0	0
£ 10,015	£ 11,752	Total Expenditure	£1,494	£ 10,258