

Innsworth Parish Council
Agenda
Meeting to be held on 25th July 2025
At 6.30pm
in the Imjin Station Community Centre
GL3 1HW

1.	Welcome
2.	Council to note that following the resignation of Cllr Meek, Council can co-opt to fill the vacancy. Notices have been posted and 2 applicants will be considered by the Council- Lel Tyrell and Joanna Charman
3.	Attendance to be recorded (anticipated as Parish Councillors David Hale, Graham Bocking, Julie Evans, Dona Jiji John, Rojina Pradhan Ra, Rhiannon Evans , Kevin Sherwood & Ploy Culley County Councillor Sarah Hands Borough Councillors Sarah Hands and Rojina Pradhan Ra and members of the public)
4.	Apologies for absence received from Parish Councillors to be accepted and recorded (LGA1972 s85)
5.	Council to invite declarations of Interest related to items in the agenda
6.	Council to approve the minutes of the meeting held on May 23rd 2025
7.	Public Session -Members of the public are invited to address the Council and then after the public session is closed, they will be invited to observe the remainder of the meeting <i>Public session to be closed</i>
8.	Council to invite report from County Councillor Hands
9.	Council to invite a report from Borough Councillor Hands and Borough Councillor Rojina Pradhan Ra
10.	Council noted that an invitation has been sent to Bromford Housing to attend the meeting to discuss issues raised by Councillors. Multiple avenues of approach have been tried by Clerk. Clerk has also emailed MP
11.	Council to approve the payment list/financial reports as shown in the cash book
12.	Council to consider if it wishes to have a printed newsletter
13.	Council to consider grant applications which have been submitted in accordance with the adopted policy – see website a) Sportily £1450 b) Chatty Café – waiting for an application
14.	Council to consider providing activities for Children and Elderly residents within the parish
15.	Council to consider replacement bus shelter for the one removed
16.	Council to consider if the Residents association can access the Parish Council noticeboards

17.	<p>A) Council to consider provision for dog bins in Dry Meadow Lane and the older areas of Innsworth – Cllrs to provide locations and to instruct Clerk to purchase via s106 monies from TBC</p> <p>b) Council to consider way forward for bins on new developments, as the borough/county have not yet adopted roads and developers have not yet installed bins. Council are advised that if bins are installed on land adopted by developers, emptying costs may be either charged to the PC or to the homeowners via management company</p>
18.	<p>Council to note the removal of the damaged bench as previously discussed Council to consider next steps</p>
19.	<p>Council to consider replacing the park bin – Cllr Hale</p>
20.	<p>Council to reaffirm policy on locking of the park</p>
21.	<p>Council to note park updates</p> <ul style="list-style-type: none"> • Repairs authorised by clerk in sum of £492.17 under H&S • Clerk instructed contractor to attend park to remove broken glass under H&S • Equipment in park spring cleaning- £300- done • Council to consider quotation for matting repair £2398 • Council to consider quotation for replace matting £23982.41
22.	<p>Council to agree installing noticeboard at bus stop on new Development. Specification and exact location to be agreed Council to note the Clerk signed license agreement for new noticeboard to be installed on MOD land</p>
23.	<p>Council to consider if it wishes to adopt BT phone box</p>
24.	<p>Council to consider correspondence from residents regarding 52a/54 Rookery Road (building works and business0</p>
25.	<p>Council to receive updates on social media matters (Cllr Culley)</p>
26.	<p>Council to invite update on tree planting (Cllr Culley)</p>
27.	<p>Council to consider Highways and footpath issues</p> <ul style="list-style-type: none"> • Bins for new development requested from TBC under s106 agreement. TBC agreed s106 funding, waiting for final confirmation. • Bin suggested for TBC grass verge on Rookery Road/opposite play area (s106) -waiting for confirmation from TBC • Damaged wooden bollard on Rookery Road/opposite play area installed by TBC to stop parking on grass needs replacing – not PC but Borough Councillor Hands is following up
28.	<p>Burial ground updates (as standard item)</p> <ul style="list-style-type: none"> • Burial ground costs breakdown requested • update on burial ground meeting if available.
29.	<p>Council to receive Defibrillator update (Cllr Sherwood) Council have previously approved costs /running/reporting and responsibility for maintenance/reporting</p> <ul style="list-style-type: none"> • Order placed and received • Installation at Kestral Parade to be confirmed • Cost £2314 • Heated box with lighting to be installed (costs involved) approx. £500 • Cllr Sherwood to monitor monthly • Budget to be set for running costs £1k pa

	<ul style="list-style-type: none"> • <i>Bleed Kit included in cost</i>
30.	<i>Council to note the dates for meetings of the Council (Imjin Station Community Centre has been requested), meetings start at 6.30pm on 26/9/ 2025 28/11/25, 23/1/26, 27/3/26, 22/5/26 and 24/7/26 (all 4th Fridays)</i>
31.	<i>Council to invite public participation</i>
32.	<i>Council to be updated on register of interest forms as requested by Monitoring Officer at TBC</i>
33.	<i>Items raised for information purposes</i>
34.	<i>Close of meeting</i>

Innsworth Parish Council
DRAFT MINUTES OF ANNUAL MEETING OF THE COUNCIL
HELD AT 6.30pm ON 23rd May 2025
at the Imjin Station Community Centre

1.	Welcome and introductions – by the present Chairman
2.	Election of Cllr Dave Hale as Chair – followed by the signing of acceptance of office papers
3.	Election of Cllr Kevin Sherwood as Vice-Chairman – followed by the signing of acceptance of office papers
4.	Attendance recorded as Parish Councillors Graham Bocking, Julie Evans, David Hale, Dona Jiji John, Rojina Pradhan Rai, Rhiannon Evans, Ploy Culley & Kevin Sherwood Borough Councillors Sarah Hands, Rojina Pradhan Rai County Councillor Hands and 10 members of the public)
5.	Apologies for absence received accepted and recorded from PC Ploy Culley
6.	Declaration of Interest for matters on the agenda were invited -none
7.	Council noted a co-option application has been received in writing to the Clerk and the candidate has been invited to attend July meeting
8.	Minutes of the previous Parish Council Meeting held on 28th March 2025 approved
9.	Council agreed delegation to Clerk to book training for Councillors where no meeting of the Council can be held
10.	Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held
11.	Council agreed no changes are required to financial regulations & standing orders
12.	Council agreed no changes made to the asset register
13.	Council reviewed representation on outside organisations Cllr Bocking – Burial Committee
14.	Council agreed no changes are required to insurance policy for the coming year
15.	Council agreed no changes are required to banking mandate
16.	Council approved its independent internal auditor as Ian Selkirk as last year, pending his report
17.	Council noted that other contract matters will be carried forward to next PC meeting (confidential matters)
18.	Council approved delegation for community postings on to the website and parish council Facebook page- Cllr Culley
19.	Council approved the allocation of reserves –
20.	Council approved the fixed asset register -see item 12
21.	Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms (chase CPC for breakdown of costs)
22.	Council noted no grant applications received in writing by the Clerk prior to the meeting
23.	Council agreed that its meeting schedule as 4th Friday of “odd months commencing at 6.30pm and to be held at Imjin Station Community Centre
24.	Council invited public participation <ul style="list-style-type: none"> • Innsworth tenants association – to be re-named • Children’s activities should be a priority for PC

	<ul style="list-style-type: none"> • <i>Events for elderly residents should be provided by PC</i> • <i>Residents association want access to notice board (agenda)</i> • <i>New organisers of Community Building noted (sportily)</i> • <i>Sportily sending a grant application for July agenda</i> • <i>Park bin is rotten –Cllr Hale to provide information to go on July agenda</i> • <i>Wooden posts discussed at last meeting- BC Hands is following up</i> • <i>Dog Bins – Dry Meadow Lane and old estate roads – location to be suggested by Councillors</i> • <i>Removal of bus shelter disputed as being owned by PC, would like a replacement one (to be on July agenda)</i> • <i>Grants for local groups – clerk confirmed process</i> • <i>Locking of park – Clerk to look back at last decision for July agenda</i> • <i>Sticker for brown bin at park</i> <p><i>Public session closed at 19.02</i></p>
25.	<p><i>Council invited report from County Councillor Hands</i></p> <ul style="list-style-type: none"> • <i>New County Council 3 priorities – civic pride (highways etc) out of county child-care to brought back into county, lowering speed limits where PC's want</i> • <i>Cllr Hands leading on Environment Scrutiny Committee</i> • <i>Grass cutting contract changes (July agenda)</i>
26.	<p><i>Council invited report from Borough Councillor Hands</i></p> <ul style="list-style-type: none"> • <i>Dry Meadow Lane – PROW – obligation to resurface including by new developers, No through Road sign now up. Brook clearance on going discussions with Tech Park & owners of the land</i> • <i>Dog bin locations on Dry Meadow Lane identified (information from Cllr Hands</i> • <i>Final phase application for footpaths etc brought forward</i> • <i>Phone box in Kestral Parade stats on use shared (July agenda)</i>
27.	<p><i>Close of meeting by 7.16pm</i></p>

Financial reports

	opening balance			11315.8
02/04/2025	cloud next	915	-119.98	11195.82
24/04/2025	b holder	916	-759.15	10436.67
15/05/2025	glebe	917	-272.40	10164.27
15/05/2025	a smith	918	-300.00	9864.27
02/04/2025	b holder exp	919	-26.00	9838.27
05/05/2025	n b construction	920	-750.00	9088.27
15/05/2025	pata	921	-150.40	8937.87
15/05/2025	gaptc	922	-670.14	8267.73
15/05/2025	b holder exp	923	-25.65	8242.08
15/06/2025	b holder exp	924	-25.65	8216.43
05/06/2025	l selkirk	925	-165.00	8051.43
05/06/2025	a smith	926	-300.00	7751.43
28/05/2025	glebe	927	-544.80	7206.63
13/06/2025	heartsafe	928	-2777.94	4428.69
30/06/2025	glebe	929	-544.80	3883.89
17/07/2025	b holder exp	930	-26.20	3857.69
17/07/2025	hmrc a,m,j	931	-1820.87	2036.82
25/05/2025	b holder	so	-732.15	1304.67
25/06/2025	b holder	so	-732.15	572.52
30/04/2025	bank charges	dd	-11.00	561.52
30/05/2025	bank charges	dd	-10.00	551.52
30/06/2025	bank charges	dd	-15.00	536.52
25/04/2025	b holder	so	-732.15	-195.63
28/04/2025	b holder	refund	732.15	536.52
28/04/2025	precept	receipt	21000.00	21536.52
31/05/2025	vat refund	receipt	1142.09	22678.61

bank reconciliation business current account

opening balance 1/4/25	<u>11315.8</u>	
income	21000.00	
payments	<u>-9637.19</u>	
closing balance 31/3/25	<u>22678.61</u>	0.00

balance per statement 30/6/25 25325.48

less unrepresented cheques

24/25 churchdown pc	914	-255.00
	929	-544.80
	930	-26.2
	931	-1820.87

-2646.87

reconciled balance 22678.61

money manager 71,119.33

total cash at bank 91,151.07

<u>budget against actual</u>	<u>budget</u>	<u>actual</u>	<u>balance</u>
income			
precept	21525	21000	525
cil		0	0
wayleave		0	0
interest on money manager		402	402
grant income		0	
		307	307
	21525	<u>21709</u>	<u>1234</u>
expenditure			
employment costs	14352	3939	10413
admin	3000	209	2791
play area	9000	600	8400
website	700	100	600
training	200	0	200
payroll costs	200	150	50
subscriptions	600	670	-70
bank charges	100	36	64
burial ground		0	-255
grass cutting	3600	1135	2465
insurance	1200	0	1200
room hire	500	0	500
			0
audit	500	165	335
total expenditure from precept	33952	7004	
expenditure from reserves			
community events		0	0
play equipment		0	0
defibrillator		2315	
dog and waste bins		0	250
grants			250
notice boards		625	250
bus shelter/ seats		0	288
balance from reserves	-12427		
expenditure from reserves		2940	
total expenditure	21525	<u>9944</u>	<u>26693</u>

expenses reconciliation

	31/03/2025	31/05/2025	31/07/2025
mileage	48	12	12
use of home	78		
june, aug			
printing	5.8	5	5.8
stationery	5		
postage	8	8.65	8.4
	144.8	25.65	26.2

	cash book	pata	hmrc
gross	3587.97	3587.97	
ees ni		35.52	
ers ni	-350.55	350.55	
paye/ni	1820.87	1434.80	0.00
net	<u>2117.65</u>	<u>2117.65</u>	

<u>reserves reconciliation</u>	2024	2025
play parks	20000	24100
street furniture	20000	18492
grants and donations	5500	8080
contingency	5000	5000
muga	10000	10000
NDP	5000	5000
IT	1000	1000
election	3500	3500
general	17170	<u>6862</u>
bank balance at year end	87170	<u>82034</u>

fixed asset register

land

play

equipment	rookery road play area	value	2025	2026
	cherry unit	0		
	various	12474	12474	
	MUGA	9000	9000	
	safety surface	113698	113698	
	tidy bear	6886	6886	
2022	pirate ship	200	200	
street furniture	play equipment and gates	24670	24670	
	poppy seats x3	18616	18616	
	bus shelters x8	2113	1849	7
	notice boards x5	15042	16642	6
	village name plates	3522	3522	
	wooden knee railing and posts	1147	1147	
	RAF seat	6369	6369	
	NHS seat	1401	0	
	dog bins x7	1860	2820	
	litter bins x12	1000	1000	
	laptop	1700	500	
		<u>219698</u>	<u>219393</u>	
	defibrillator 30/06/2025			2315

