

*Innsworth Parish Council
Summons/Agenda for
For Extra Ordinary meeting called by Chair of Council
To be held on 12th February 2026 at 6.30pm at
Innsworth Community Hall Rookery Road, GL3 1AU*

1.	Welcome
2.	Attendance to be recorded (anticipated as Parish Councillors David Hale, Dona Jiji John, Lel Tyrrell, Rhiannon Evans Julie Evans, Kevin Sherwood Graham Bocking Rojina Pradhan Rai & Ploy Culley, County Councillor Sarah Hands & Borough Councillors Sarah Hands and Borough Councillor Rojina Pradhan Rai And members of the public
3.	Apologies for absence received from Parish Councillors and recorded (LGA1972 s85) Apologies for absence received and ACCEPTED from Parish Councillors see briefing note regarding the legal status of apologies
4.	Council to receive declarations of Interest related to items on the agenda
5.	Council to approve the minutes of the meeting held on 23rd January 2026
6.	Council to invite representation from Sportily regarding the request made for Free sports activities for activities for young people by access to Rookery Road park and MUGA area with effect from 23rd February 2026
7.	Council to consider the above request (also supported by emails 28/1/26) a) Does Council agree to allow free access to the park b) Does Council agree to allow free access to the MUGA c) Arrangements for any locking/unlocking d) Arrangements for other public accessing facilities at the same time e) Arrangements for PC /Sportily risk assessments f) Does the MUGA have floodlighting and if so time restrictions g) Any conditions that the pc wish to attach to these decisions h) Any other decisions related to this matter to be agreed See briefing note
8.	Council to note the dates for meetings of the Council at Imjin Station Community Centre meetings start at 6.30pm on 27/3/26, 22/5/26 and 24/7/26 (all 4th Fridays) Room booked to November 2026
9.	Council to invite reports from Borough Councillor Rojina Pradhan Rai and Borough Councillor Hands
10.	Council to invite reports from County Councillor Sarah Hands
11.	Council to invite public participation for a period of up to 15 minutes or at the discretion of the Chair of the meeting, noting that no decisions can be made at this point– see briefing note attached taken from adopted standing orders Public session to be closed
12.	Meeting to be closed

*Innsworth Parish Council
Draft minutes
For meeting held on 23rd January 2026 at 6.30pm at
Imjin Station Community Centre, GL3 1HW*

1.	Welcome
2.	Attendance recorded as Parish Councillors David Hale, Dona Jiji John, Lel Tyrrell, Rhiannon Evans Julie Evans, Kevin Sherwood Graham Bocking And 2 member of the public
3.	Apologies for absence received from Parish Councillor Rojina Pradhan Rai and Ploy Culley, recorded (LGA1972 s85) County Councillor Sarah Hands & Borough Councillors Sarah Hands and Borough Councillor Rojina Pradhan Rai did not attend It was be noted that Parish Councillors who have not attended a parish council meeting within 6 months and have not given apologies which have been accepted by Council and recorded as such, are subject to the 6 month rule- see briefing note
4.	Council received no declarations of Interest related to items on the agenda
5.	Council considered update on defibrillator to be installed on Kestral Parade and the verbal report given by the electrician following a site visit with Cllr Hale Electrician had attended site but felt that the site was not suitable. Councillors considered alternative sites A site belonging to Bromford to be approached by Cllr R Evans It was noted that there is already a defibrillator inside the Premier Shop at Kestral Parade
6.	Council approved the minutes of the meeting held on 28th November 2025
7.	Council noted no reports from Borough Councillor Rojina Pradhan Rai and Borough Councillor Hands
8.	Council noted no reports from County Councillor Sarah Hands
9.	Council approved financial reports and payment lists as attached/discussed
10.	Council received feedback on Christmas Party on December 13th 2025 as distributed via email (to be attached to minutes). The Council expressed its gratitude to Cllr Ploy for all her efforts. Very positive feedback received from members of the public. Council agreed that a 3rd Party may take over the organisation of the event and the Council would consider a grant. Working Party to be set up at May AGM
11.	Council noted report from Cllr Culley regarding social media -distributed via email
12.	Council noted report from Cllr Culley regarding tree planting- distributed via email – Feedback from Military requested. Consider a memorial tree within school. Next Agenda.
13.	Council invited public participation for a period of 15 minutes or at the discretion of the Chair of the meeting, after which members of the public were

	<p>invited to stay to listen to the remainder of the meeting – see briefing note attached taken from adopted standing orders</p> <ul style="list-style-type: none"> • Parking around Kestral Parade causing concern. Request for bollards around the area. Police have been requested to make a site visit. Refer to Borough/County Councillor Hands. Planning permission for lighting around shopping area queried. Clerk to contact planning enforcement regarding light nuisance • Parking by Community Hall – site meeting potentially be arranged with CC Hands • Parking near schools and restrictions/road markings not clear – has been followed up by residents. Highways say that it is on the list for the next financial year. • Request for police speed checks. Local residents can form a local speed watch group. Clerk to find out details of how to set up a local speed watch group • Liaison with MOD for brook clearance – referred to CC Hands as being instrumental in getting the brook cleared previously. Other MOD liaison is done by Cllr Sherwood. Request for parking restrictions on grass at Luke Lane. Cllr Sherwood to email Clerk contact details. • Crossing opposite bridge near to school. Discussion on private management group adjacent to MOD housing • Noticeboard at Luke Lane not being updated <p>Public session closed 19.12</p>
14.	<p>Council noted the dates for meetings of the Council at Imjin Station Community Centre meetings start at 6.30pm on 27/3/26, 22/5/26 and 24/7/26 (all 4th Fridays) Room booked to November 2026</p> <p>Council meeting cycle to be put on next agenda.</p> <p>Council agreed to go into closed session to discuss employment matters</p>
15.	<p>Close of meeting at 19.25</p>

Briefing notes

- a) *Where apologies have been received prior to the meeting and have been recorded as accepted by Council, the 6 month rule does not apply. However where no apologies have been received, accepted and recorded, The “6 month rule applies” and Councillors immediately cease to be Parish Councillors.*
- b) *VAT on sports facilities : from 2023 PC hiring out parish Council sports facilities are now classed as non-business and VAT will not be charged*
- c) *The PC public liability insurance will cover playing field and MUGA providing the areas are risked assessed for the purposes of faulty equipment*
- d) *Other organisation needs to have their own Public Liability insurance in place for any activities organised on PC land*
- e) *Adopted 2025 Standing order 3 relating to the public participation at a Parish Council meeting*

- *Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*
- *The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.*
- *Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.*
- *In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.*
- *A person shall raise their hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort)*
- *A person who speaks at a meeting shall direct their comments to the chair of the meeting.*
- *Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.*