

Innsworth Parish Council
PUBLISHED Draft minutes
of meeting

held on 27th March 2026 at 6.30pm at

Innsworth Community Hall Rookery Road, GL3 1AU

1.	welcome
2.	Attendance recorded as <i>Parish Councillors David Hale, Lel Tyrrell, Rhiannon Evans, Julie Evans , and Borough Councillor Sarah Hands and County Councillor Sarah Hands & 1 member of the public</i>
3.	NO Apologies for absences ACCEPTED in accordance with LGA 1972 s85 (noting 6 month rule - Dispensation requests must be received in writing by the Clerk prior to the agenda being prepared for the meeting)
4.	<p>Apologies for absences received and recorded from <i>Parish Councillors Graham Bocking , Ploy Culley & Dona Jiji John,</i></p> <p><i>Parish Councillor Kevin Sherwood, Rojina Pradhan Rai and Borough Councillor Rojina Pradhan Rai did not attend</i></p> <p>The Clerk again explained the 6 month rule and the difference between APPROVAL and recording apologies . Councillors considered the implications for non-attendance of pc meetings and how more frequent meetings make affect attendance of Parish Councillors</p>
5.	Minutes of previous meeting held on 12 th February 2026 were approved
6.	Council invited declarations of interest for matters on the agenda Cllr J Evans declared an interest as a Dual Hatted member
7.	<p>Council considered request for monthly meetings</p> <p>Following discussions a Proposal was made and seconded to leave at bi-monthly - Vote was equal for and against</p> <p>Chair used his casting vote for monthly meetings excluding January and August. However following further discussions later in the meeting it was agreed that this will need to be taken into account when setting the precept for 26/27 as there are financial implications (in November 2026) with a provisional implementation of May 2027</p>
8.	Council noted the minutes of the Burial Ground committee meeting from Churchdown PC have been received
9.	<p>Council received reports from County and Borough Councillor Hands</p> <ul style="list-style-type: none">• Report was distributed via email• Update on Taylor Wimpey discussions• Resurfacing on Innsworth Lane through Longlevens announced• Whittle Gardens maintenance contracts - Bins will be taken on by management company• Highlighting accessible play equipment in the grass roots funding grant• LGR update
10.	Council invited the public to speak to the Parish Council on matters relating to the parish.

	<ul style="list-style-type: none"> • Daniel Smith represented Gloucester Vineyard Church in Innsworth and gave a brief update on their potential role in the community and the services they may be able to offer <p>Session closed at 18.47pm</p>
11.	Council moved into closed confidential session to discuss legal and employment matters- members of the public and representatives from other organisations were asked to leave the meeting at this point
12.	<p>Council agreed actions for Neighbourhood Development Plan</p> <ul style="list-style-type: none"> • AGM to agree a working party to review and to draft updated plan • a copy of original from TBC has now been distributed via email • AGM to agree if they wish to request other adjoining local Council to include Innsworth in any updates of their plans
13.	<p>Council considered actions for purchasing litter/dog bins in Swallow Crescent and any other locations identified specifically by Councillors and to agree use of S137 monies</p> <ul style="list-style-type: none"> • Council discussed locations of current bins eg Ward Avenue • Cllr Tyrell will draft a map of existing maps for Council to identify exact locations that would warrant additional bins. • Council will then be able to identify specific need for Swallow Crescent and land ownership <p>Cllr R Evans left the meeting at this point</p>
14.	Council agreed Cllr Bocking as Innsworth PC's representative on a multi-PC sewage working group
15.	<p>Council agreed actions for Assertion 10</p> <p>Proposal /seconded for new compliant website with Gov.uk email addresses from Parish On-line</p> <p>Agreed that policies required to be adopted at AGM</p>
16.	Council agreed to Object to 26/00064/OUT - Ashville Business Park next to the Dowty Sports and Social club- clerk to submit comments as agreed in principal by Council
17.	Council considered request for meeting to discuss Aldi store (request for parish Councillors to meet in a informal meeting). Clerk to invite to Parish Assembly in May 2026 at 7.30pm (AGM 6.30 to 7.30pm)
18.	Council considered actions for tree planting in memory of Mrs Sue Wilmot- The school are arranging a memorial garden and the PC could donate a sum of £100 - Clerk to arrange (s137)
19.	Council considered actions on placement of purchased defibrillator. Permission has been sought from Bromford Housing and followed up with a 2 nd request and permission in principal given but PC needs to provide its own electricity. Advice is that the cabinet only uses electricity to warm the cabinet in the winter. Council agreed to offer to make a donation of £50pa and would arrange the installation with a qualified electrician,
20.	Council approved financial reports
21.	<p>Council agreed expenditure on play area including matting repair, trip hazard at edging and replacement bins</p> <ul style="list-style-type: none"> • Clerk to obtain 3 newly updated quotes for repair of matting • Clerk to obtain 3 newly updates quotes for replacement matting and to bring to May AGM

22. Councillors to bring matters to the attention of the Council which have not been discussed on the agenda. NO DECISIONS can be made at this point, but Council may wish to include these matters on the next agenda

Chatty café - next agenda

Council closed the meeting at 19.50 as being non -quorate

*Approved minutes
of Extra Ordinary meeting called by Chair of Council
held on 12th February 2026 at 6.30pm at
Innsworth Community Hall Rookery Road, GL3 1AU*

1.	Welcome from Chair of Council
2.	Attendance recorded as Parish Councillors David Hale, LeI Tyrrell, Rhiannon Evans, Julie Evans , Graham Bocking & Ploy Culley, & 1 member of the public
3.	Apologies for absence received from Parish Councillors and recorded from (LGA1972 s85) Dona Jiji John, Kevin Sherwood Parish Councillor Rojina Pradhan Rai and Borough Councillors Sarah Hands and Borough Councillor Rojina Pradhan Rai and County Councillor Sarah Hands did not attend
4.	Council invited declarations of Interest related to items on the agenda -none
5.	Council approved the minutes of the meeting held on 23rd January 2026
6.	Council invited 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- 6 week blocks- Mondays 3-6 .30pm structured sports leadership certificates one for primary aged children followed by a session for year 7 and 8 and year 10 Also occasional community based activities including pop up sports sessions and small sided 5 a side tournaments
7.	Council agreed the above request (also supported by emails) <ul style="list-style-type: none"> a) Council agreed to allow free access to the park b) Council agreed to allow free access to the MUGA c) No Arrangements for any locking/unlocking are necessary d) Council agreed to no other public accessing facilities at the same time e) Arrangements for Sportily risk assessments agreed by Sportily f) Council agreed that the MUGA does not have floodlighting g) Council agreed to put sportily contact details on the site to explain that the MUGA is being used by Sportily – Cllr Hale to publicise and to send to clerk for website h) Sportily will manage numbers for risk management purposes
8.	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
9.	Council noted no reports from Borough Councillor Rojina Pradhan Rai and Borough Councillor Hands. Council noted no report from County Councillor Sarah Hands
10.	Council noted no members of public attended Speaking as a member of the public Cllr R Evans noted contact made with Bromford Housing and clerk will send an email. Planning dept email address required for Bromford to consider request for siting of defibrillator. Cllr Hale spoke as a member of the public regarding a recent bereavement in the Parish
11.	Meeting closed 18.55

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) *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.*

Financial reports

Cash book

date	payee	chq no	amount	balance
	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
25/07/2025	b holder	so	-732.15	21946.46
25/08/2025	b holder	so	-732.15	21214.31
25/07/2025	bank charges	so	-14.00	21200.31
25/09/2025	b holder	so	-732.15	20468.16
25/07/2025	glebe	932	-544.80	19923.36
25/07/2025	greenway	933	-492.17	19431.19
21/08/2025	b holder backpay	934	-99.07	19332.12
21/08/2025	pata	935	-15.00	19317.12
25/08/2025	glabe	936	-272.40	19044.72
16/09/2025	pkf littlejohn	937	-252.00	18792.72
16/09/2025	b holder	938	-26.20	18766.52
30/08/2025	hsbc bank charges	dd	-3.00	18763.52
30/08/2025	a smith refund	receipt	300.00	19063.52
10/09/2025	b holder salary	939	-19.66	19043.86
16/09/2025	hmrc to sept	940	-1966.15	17077.71
29/09/2025	sportily grant	941	-1450.00	15627.71
25/10/2025	b holder	so	-732.15	14895.56

25/09/2025	hsbc bank charges	dd	-4.00	14891.56
25/10/2025	hsbc bank charges	dd	-5.00	14886.56
30/10/2025	b holder to oct 25	943	-57.46	14829.10
25/11/2025	b holder	so	-732.15	14096.95
20/11/2025	b holder salary	945	-19.64	14077.31
05/11/2025	spotily	944	-48.00	14029.31
04/12/2025	p culley xmas	946	-1669.17	12360.14
04/12/2025	glos events	947	-77.04	12283.10
04/12/2025	spotily	948	-420.00	11863.10
04/12/2025	all about fun	949	-1054.80	10808.30
25/12/2025	b holder	so	-732.15	10076.15
20/12/2025	hmrc dec m9	950	-1893.70	8182.45
18/12/2025	b holder	951	-19.68	8162.77
25/01/2026	b holder	952	-49.04	8113.73
25/12/2025	bank charges	dd	-2.00	8111.73
25/01/2026	bank charges	dd	-6.00	8105.73
25/11/2025	bank charges	dd	-3.00	8102.73
15/10/2025	glebe	942	-272.40	7830.33
25/01/2026	b holder	so	-732.15	7098.18
25/02/2026	b holder	so	-732.15	6366.03
25/03/2026	b holder	so	-732.15	5633.88
15/01/2025	glebe 20531	953	-272.40	5361.48
23/01/2026	j evans wreath	954	-25.00	5336.48
27/01/2026	eyelid prod website	955	-100.00	5236.48
27/01/2026	clear insurance	956	-1697.15	3539.33
16/02/2026	b holder	957	-20.46	3518.87
28/02/2026	bank charges	dd	-3.00	3515.87
19/03/2026	b holder	958	-81.06	3434.81
19/03/2026	hmrc march	959	-1893.70	1541.11
19/03/2026	sportily room booking	960	-60.00	1481.11
26/01/2026	transfer		20000.00	21481.11
				<u>10165.31</u>

Reconciliations

bank reconciliation business current account

opening balance 1/4/25	<u>11315.8</u>	
income	42142.09	
payments	-31976.78	
closing balance 16/3/26	<u>21481.11</u>	0.00

balance per statement 4/3/26 24503.02

less unpresented cheques

24/25 churchdown pc	914	-255.00	
	958	-81.06	
	959	-1893.70	
	960	-60.00	
28/03/2026	so	-732.15	
			<u>-3021.91</u>
reconciled balance			<u>21481.11</u>

money manager 956 -1697.15 51,788.72

total cash at bank 70,247.92

Employment

payroll reconciliation 30/3/26

	cash book	pata	hmrc due
gross	14811.72	14811.72	
ees ni			
ers ni	1471.19	1471.19	
paye/ni	6103.23	6103.23	0.00
net	8708.49	8708.49	

	30/09/2025	30/11/2025	30/01/2026	31/03/2026
mileage	12	24	12	24
use of home				
june, aug				
printing	5.8	5.8	8.6	8.6
stationery				10.38
postage	8.4	8.8	8.8	8.8
	26.2	38.60	29.4	51.78
		18.86	19.64	29.28
		57.46	49.04	81.06

Deposit account

Apr-25	105.71	70823.51
may	101.29	70924.80
june	98.79	71023.59
july	95.74	71119.33
aug	97.66	71216.99
sept	91.94	71308.93
oct	89.09	71398.02
nov	88.89	71486.91
dec	82.26	71569.17
jan	85.1	71654.27
transfeer	-20000	51654.27
feb	80.31	51734.58
march	54.14	51788.72

Budget against actual

<u>budget against actual</u>	<u>budget</u>	<u>actual</u>	<u>balance</u>	<u>26 to 27</u>
income				
precept	21000	21000	0	27000
cil		0	0	
wayleave		0	0	
interest on money manager		1071	1071	
vat refund		1142	1142	
	21000	<u>23213</u>	<u>2213</u>	27000
expenditure				
employment costs	14352	14812	-460	15000
ers ni	3000	1471	1529	1471
vat expenditure		1104		
play area	9000	792	8208	9000
admin costs		600		
website	700	200	500	700
training	200	0	200	200
payroll costs	200	165	35	200
subscriptions	600	670	-70	700
bank charges	100	76	24	100
burial ground		0	-255	300
grass cutting	3600	2270	1330	3600
insurance	1200	1697	-497	1200
room hire	500	108	392	500
defibrillator			0	500
audit	500	375	125	500
expenditure funded from precept	33952	24341	11060	33971
general expenditure from reserves (shortfall from precept for general expenditure)				6971
community events		3246	-3246	5000
play area floor surface				24000
play equipment		0	0	
defibrillator		2315		
dog and waste bins		0	250	250
grants		1450	250	1000
notice boards		625	250	625
bus shelter/ seats		0	288	300
balance from reserves	-12427			
expenditure from reserves		<u>7636</u>		38146
total expenditure	21525	31977	11060	72117

fixed asset register

land

play

equipment	rookery road play area	value	2025	2026	
	cherry unit	0	0	0	
	various	12474	12474	12474	
	MUGA	9000	9000	9000	
	safety surface	113698	113698	113698	
	tidy bear	6886	6886	6886	
2022	pirate ship	200	200	200	

street

furniture	play equipment and gates	24670	24670	24670	
	poppy seats x3	18616	18616	18616	
	bus shelters x8 \reduced to 7 in jan 25	2113	1849	1849	7
	notice boards x5 increased in Jan 25	15042	16642	16642	
	village name plates	3522	3522	3522	7
	wooden knee railing and posts	1147	1147	1147	0
	RAF seat	6369	6369	6369	
	NHS seat removed jan 25	1401	0	0	
	dog bins x7	1860	2820	2820	
	litter bins x12	1000	1000	1000	
	laptop	1700	500	500	
		<u>219698</u>	<u>219393</u>	<u>219393</u>	
	defibrillator 30/06/2025			2315	
				221708	