

*Innsworth Parish Council*  
**AGENDA /SUMMONS of**  
*Meeting to be held on 22<sup>nd</sup> November 2024*  
*At 6.30pm*  
*in the Imjin Station Community Centre*  
**GL3 1HW**

1.	<b>Attendance to be recorded ( anticipated as Parish Councillors Graham Bocking, Julie Evans, David Hale, Kevin Sherwood &amp; Christine Meek, Ploy Culley, Dona Jiji John Rojina Pradhan Ra&amp;, Borough Councillors Sarah Hand, County Councillor Paul McLain, Borough Councillor Paul Ockelton and members of the public</b>
2.	<b>Apologies for absence received from Parish Councillors to be accepted and recorded</b>
3.	<b>Council to consider application for co-option from Rhiannon Evans who has confirmed that she meets the national criteria. Following the decision of the Council and the signing of paperwork, the successful applicant will be invited to join the Council</b>
4.	<b>Council to invite declarations of Interest related to items in the agenda</b>
5.	<b>Council to approve the minutes of the meeting held on September 27th 2024</b>
6.	<b>Public Session -Members of the public will be invited to address the Council and then after the public session is closed, they will be invited to observe the remainder of the meeting</b>
7.	<b>Council to invite report from County Councillor McLain</b>
8.	<b>Council to invite report from Borough Councillor Ockleton</b>
9.	<b>Council to invite report from Borough Councillor Hands</b>
10	<b>Council to note that an invitation has been sent to Helen Richards at Bromford Housing (invited guest) to attend the meeting to discuss issues raised by Councillors</b>
11	<b>Council to approve the payment list as shown in the cash book-</b>
12	<b>Council to approve the financial reports</b>
13	<b>Council to approve the budget/precept for 2025/26</b>
14	<b>Council to note no grant applications have been submitted in accordance with the adopted policy – see website</b>
15	<b>Council to consider park updates</b> <ul style="list-style-type: none"> <li>• <b>Council to discuss contract matters in confidential business at the end of the agenda</b></li> </ul>
16	<b>Council to note update on review of the Neighbourhood Development Plan (Cllr Bocking) if available (standard item)</b>
17	<b>Council to consider planning matters</b>
18	<b>Council to invite update from CC McLain on pedestrian crossing on Innsworth Lane</b>
19	<b>Council to consider updates on noticeboards</b> <ul style="list-style-type: none"> <li>• <b>previously agreed there is a need for 2 replacement ones – One Luke Lane/ outside Nightingale Court and attached to community hall fence-price one with legs /– both with name - Green colour – £815+£815 =£1555</b></li> </ul>

	<p><b>Bid for Build Back Better Grant has been successful in the sum of £1630</b></p> <ul style="list-style-type: none"> <li><b>Council to confirm specification for the 2 noticeboards</b></li> </ul>
20	<b>Council to receive updates on social media matters (Cllr Culley)</b>
21	<p><b>Council to receive update on tree planting (Cllr Culley)</b></p> <ul style="list-style-type: none"> <li><b>GCC will supply whips and Council will need to identify and arrange project-</b></li> </ul>
22	<p><b>Council to consider update on bus shelters</b></p> <ul style="list-style-type: none"> <li><b>Bus shelter opposite Kestrel Parade to be removed and disposal- Quote requested by Clerk</b></li> </ul>
23	<b>Council to note further Highways and footpath issues</b>
24	<p><b>Burial ground updates (as standard item)</b></p> <ul style="list-style-type: none"> <li><b>Burial ground costs -Innsworth pc not being asked for monies – 2 emails have been sent but no response received</b></li> </ul>
25	<b>Council to receive feedback from launch of GAPTC website and portal- Clerk</b>
26	<b>Council to consider Defibrillator update (Cllr Sherwood) new one needed to be put outside. Shop at Kestral Parade will confirm all running costs to be covered. Council to approve costs</b>
27	<b>Council to note the dates for meetings of the Council (Imjin Station Community Centre has been booked), meetings start at 6.30pm on 24<sup>th</sup> January, 28<sup>th</sup> March, 23<sup>rd</sup> May and 25<sup>th</sup> July 2025 (all 4<sup>th</sup> Fridays)</b>
28	<b>Items raised for information purposes -</b>
29	<b>Council to agree resolution to exclude members of the public/press/members of other Council bodies under Public Bodies (admission to meetings Act 1960) by reason of the confidential nature of the business to be transacted regarding employment/legal/contracting matters</b>
30	<b>Close of meeting</b>

*Innsworth Parish Council*  
*Draft minutes of*  
*Meeting held on 27<sup>th</sup> September 2024*  
*At 6.30pm*  
*in the Imjin Station Community Centre*  
*GL3 1HW*

1.	<b>Attendance recorded as Parish Councillors Graham Bocking, Julie Evans, David Hale, Kevin Sherwood &amp; Christine Meek, Ploy Culley, Dona Jiji John Rojina Pradhan Ra&amp;, Borough Councillors Sarah Hand, and 0 members of the public</b>
2.	<b>Apologies for absence received from County Councillor Paul McLain Borough Councillor Paul Ockelton did not attend</b>
3.	<b>Council invited declarations of Interest related to items in the agenda -none Councillors noted that declaration of interests forms must be completed -see emails</b>
4.	<b>Council approved the minutes of the meeting held on July 26th 2024</b>
5.	<b>Public Session - none attended</b>
6.	<b>Council noted reported from County Councillor McLain had been distributed</b>
7.	<b>Council no report from Borough Councillor Ockleton</b>
8.	<b>Council invited report from Borough Councillor Hands</b> <ul style="list-style-type: none"> <li>• <b>Cyber incident</b></li> <li>• <b>Name change of Borough Council</b></li> <li>• <b>Flash flooding</b></li> <li>• <b>Sandbags – information correct as per TBC website 27/9/24 at 4pm</b></li> <li>• <b>Speedbumps at Whittle Gardens</b></li> </ul>
9.	<b>Council noted that an invitation has been sent to Helen Richards at Bromford Housing (invited guest) to attend the meeting to discuss issues raised by Councillors -no reply received – Borough Councillor Hands will take this forward</b>
10	<b>Council approved the payment list as shown in the cash book- Look at replacing damaged seat- waiting for links for NHS seats Wreath ordered</b>
11	<b>Council approved the financial reports</b>
12	<b>Council noted that the external auditor report has been received with one matter to be brought to the attention of the Council relating to the publication of the public rights in 22/23 “The smaller authority has disclosed that it made proper provision during the year 2023/24 for the exercise of public rights, by answering ‘Yes’ to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered ‘No’ to this Assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering ‘Yes’ to Section 1, Assertion 7, which, on the basis of the above, is not correct.” Payment approved £252.00</b>
13	<b>Council noted no grant applications have been submitted in accordance with the adopted policy – see website</b>

14	<p><b>Council noted park updates</b></p> <ul style="list-style-type: none"> <li>• Council discussed contract matters in confidential business at the end of the agenda</li> <li>• Cllr Evans has arranged a key and lock which is still available – Cllr Sherwood will lock/unlock temporarily and Cllr Hale will cover (H&amp;S advice park is that must be locked at night)</li> <li>• Cost of repairs discussed</li> </ul>
15	<p><b>Council noted no update on review of the Neighbourhood Development Plan (Cllr Bocking) available (standard item)</b></p>
16	<p><b>Council no planning matters to be considered.</b></p>
17	<p><b>Council are waiting update from CC McLain on pedestrian crossing on Innsworth Lane</b></p>
18	<p><b>Council noted update on bridge to Luke Lane to prove school access (Cllr Bocking)- Bridge has been built and waiting for opening</b></p>
19	<p><b>Council considered updates on noticeboards</b></p> <ul style="list-style-type: none"> <li>• previously agreed there is a need for 2 replacement ones – One Luke Lane/ outside Nightingale Court and attached to community hall fence- price one with legs /– both with name - Green colour – £815+£815 =£1555</li> <li>• Bid for Build Back Better Grant has been successful in the sum of £1630</li> <li>• Council approved quote for the above specification &amp; delivery agreed to Councillor Hale</li> <li>• Quote for installation of 2 as specified in sum of £572 to be confirmed</li> </ul>
20	<p><b>Council received updates on social media matters (Cllr Culley)</b></p> <ul style="list-style-type: none"> <li>• Council noted that the PC is having difficulty posting to Innsworth Noticeboard facebook page and discussed with Borough Cllr Hands- further advice given</li> </ul>
21	<p><b>Council received update on tree planting (Cllr Culley)</b> GCC will supply whips and Council will need to identify and arrange project-</p>
22	<p><b>Council considered update on bus shelters</b></p> <ul style="list-style-type: none"> <li>• Innsworth Lane bus shelter removed by GCC contractors and is to be placed with a new one in the immediate vicinity</li> <li>• Bus shelter opposite Kestrel Parade to be removed and disposal- Quote to be obtained – November meeting</li> </ul>
23	<p><b>Council noted further Highways and footpath issues</b></p> <ul style="list-style-type: none"> <li>• Report of overhanging vegetation made by resident – passed to Glos Highways team</li> </ul>
24	<p><b>Burial ground updates (as standard item)</b></p> <ul style="list-style-type: none"> <li>• Burial ground costs -Innsworth pc not being asked for monies – 2 emails have been sent but no response received</li> </ul>
25	<p><b>Council considered GAPTC email regarding Clerk/Chair attending on-line session for launch of GAPTC website and portal- Clerk to attend – no Councillor will be able to attend.</b></p>
26	<p><b>Council considered GAPTC email regarding WCAG 2.2 compatibility. Does Council wish to go ahead with new website with Town and Parish Website who confirm compatibility with 2.1 (agreed prior to new standards) or to go with Parish Online (cost £499 is the same). Council already has the .gov.uk domain as recommended. Council agreed to remain and Cllr Ploy will update where necessary</b></p>
27	<p><b>Council confirmed the dates for next meeting of the Council (Imjin Station Community Centre has been booked), meetings start at 6.30pm on</b></p>

	<b>22nd November 24 (budget setting)</b>
28	<b>Items raised for information purposes -Defibrillator location noted – new one needed to be put outside. Shop at Kestral Parade will confirm all running costs to be covered. Council to approve costs at next meeting (Cllr Sherwood to send links and Clerk to look at alternative suppliers) Gutters and outside Blackbird Avenue gardens, TBC bins need to be cleaned /replaced was discussed – Borough Councillor has been emailed by Clerk</b>
29	<b>Council agreed resolution to exclude members of the public/press/members of other Council bodies under Public Bodies (admission to meetings Act 1960) by reason of the confidential nature of the business to be transacted regarding employment/legal/contracting matters</b>
30	<b>Close of meeting 19.30</b>

## FINANCIAL REPORTS FOR NOVEMBER 2024

### Cash book

date	payee	chq no	amount	balance
	opening balance			17786.67
29/04/2024	precept		21000.00	38786.67
10/04/2024	b holder	868	-91.00	38695.67
26/04/2024	b holder	869	-916.08	37779.59
26/04/2024	bank charges		-10.00	37769.59
15/05/2024	b holder	870	-915.88	36853.71
28/05/2024	b holder	871	-117.00	36736.71
15/05/2024	m cotterell	872	-308.88	36427.83
15/05/2024	pata	873	-134.20	36293.63
15/05/2024	gaptc	874	-529.86	35763.77
06/06/2024	greenway fence	875	-659.54	35104.23
20/06/2024	hmrc to 30/6/24	877	-1114.70	33989.53
19/06/2024	m cotterell	878	-308.88	33680.65
20/06/2024	l selkirk	879	-155.00	33525.65
20/06/2024	b holder	880	-796.08	32729.57
21/06/2024	glebe to 7/24	881	-1140.44	31589.13
26/05/2024	bank charges		-12.00	31577.13
18/07/2024	b holder	882	-776.00	30801.13
18/07/2024	greenway seats	884	-1862.06	28939.07
18/07/2024	m cotterell	883	-308.88	28630.19
18/07/2024	glebe to 7/24	885	-855.33	27774.86
08/08/2024	cloud next 9 months	886	-431.28	27343.58
15/08/2024	cloud next domain	887	-132.00	27211.58
13/08/2024	b holder sal/expenses	888	-737.00	26474.58
04/09/2024	glebe 8/24	889	-285.11	26189.47
18/09/2024	b holder sal/expenses	890	-759.88	25429.59
18/09/2024	hmrc	891	-1576.50	23853.09
18/09/2024	pkf littlejhn	892	-252.00	23601.09
25/08/2024	charges	dd	-11.00	23590.09
25/07/2024	charges		-15.00	23575.09
25/06/2024	charges		-12.00	23563.09
01/11/2023	cheque w/o	845	18.50	23581.59
24/10/2024	b holder	893	-759.88	22821.71
14/11/2024	pata	894	-15.00	22806.71
14/11/2024	hmrc to nov 24	896	-1250.46	21556.25
14/11/2024	b holder salary	895	-852.50	20703.75
14/11/2024	b holder expenses	897	-74.80	20628.95
14/11/2024	glebe	898	-285.11	20343.84
14/10/2024	GCC build back better	receipt	1630.00	21973.84
25/09/2024	charges	dd	-12.00	21961.84
25/10/2024	charges	dd	-11.00	21950.84

## Payment list

14/11/2024	pata	894	-15.00
14/11/2024	hmrc to nov 24	896	-1250.46
14/11/2024	b holder salary	895	-852.50
14/11/2024	b holder expenses	897	-74.80
14/11/2024	glebe	898	-285.11

## Bank reconciliations

opening balance 1/4/24	<u>17786.67</u>	
income	22630	
payments	<u>-18465.83</u>	
closing balance 18/11/24	<u>21950.84</u>	0.00

balance per statement 4/11/24 24428.71

less unrepresented cheques	894	-15.00	
	896	-1250.46	
	895	-852.50	
	897	-74.80	
	898	-285.11	
		<u>-2477.87</u>	
reconciled balance		<u>21950.84</u>	

## Other reconciliations

	cash book	pata	hmrc
gross	10051.44		9567.92
ees ni			94.74
ers ni			483.52
paye/ni	3941.66		3363.40
net	<u>6109.78</u>	<u>6109.78</u>	3941.66

	30/04/2024	30/05/2024	30/06/2024	31/07/2024	31/9/24	30/11/2024
mileage		24	12	12	12	12
use of home	78	52	26	26	52	52
june, aug			52			
printing	5	12	5	5	2.8	2.8
stationery		17	8			
postage	8	12	8	8	8	8
	<u>91</u>	<u>117</u>	<u>111</u>	<u>51</u>	<u>74.8</u>	<u>74.8</u>

fixed asset register			
land			
play equipment		rookery road play area	value
		cherry unit	0
		various	12474
		MUGA	9000
		safety surface	113698
		tidy bear	6886
	2022	pirate ship	200
street furniture		play equipment and gates	24670
		poppy seats x3	18616
		bus shelters x8	2113
		notice boards x5	15042
		village name plates	3522
		wooden knee railing and posts	1147
		RAF seat	6369
		NHS seat	1401
		dog bins x7	1860
		litter bins x12	1000
office equipment		new litter/dog bins	960
		laptop	1700
		printer	369
maintenance equipment		phone	286
			105
		vegetation maintenance	
		TOTAL at 31/3/23	158
			<hr/> 221576

### reserves reconciliation

reserves	2024	
play parks	20000	
street furniture	20000	
grants and donations	5500	
contingency	5000	
muga	10000	
NDP	5000	
IT	1000	
31/3/24		66500

## Budget against actual

<u>budget against actual</u>	<u>budget</u>	<u>actual</u>	<u>balance</u>	<u>Provisional 25/26</u>	
<b>income</b>					
precept	21000	21000	0	21525	2.50%
cil		0	0		
wayleave		0	0		
interest on money manager		681	681		
transfer out		0			
transfer in		0			
vat refund			0		
	21000	<u>21681</u>	<u>681</u>	21525	
<b>expenditure</b>					
salary	6500	10051	-3551	14352	actual
admin	3000	646	2354	3000	
play area	9000	3448	5552	9000	running costs only
bus shelter	1200	0	1200		from reserves
website	500	563	-63	700	
training	500	0	500	200	
community events	2000	-19	2019		from reserves
play equipment	4100	0	4100		from reserves
payroll costs	120	189	-69	200	
subscriptions	300	530	-230	600	
bank charges	100	83	17	100	
consultancy		0	0		
grass cutting	5000	2566	2434	3600	
insurance	1200	0	1200	1200	
room hire	500	0	500	500	
vat		0	0		
audit	150	407	-257	500	
burial ground		0	0		
dog and waste bins	250	0	250		from reserves
grants	2580				from reserves
total expenditure	<u>37000</u>	<u>18466</u>	<u>15954</u>	<u>33952</u>	
balance to/from reserves	<u>-16000</u>			<u>-12427</u>	this means council is running at loss
	<u>21000</u>			<u>21525</u>	

*Capital expenditure and grants are budgeted within reserves*

*Day to day expenditure exceeds precept by £12k*