

*Innsworth Parish Council
Agenda/summons of
Meeting to be held on 27th September 2024
At 6.30pm
in the Imjin Station Community Centre
GL3 1HW*

1.	Attendance to recorded (anticipated as Parish Councillors Graham Bocking, Julie Evans, David Hale, Kevin Sherwood & Christine Meek, Dona Jiji John, Ploy Culley, Rojina Pradhan Ra& County Councillor Paul McLaine, Borough Councillors Sarah Hand, Paul Ockelton and members of the public
2.	Apologies for absence received to be accepted and recorded from Parish Councillors
3.	Council to invite declarations of Interest related to items in the agenda Councillors to note that declaration of interests forms must be completed -see emails
4.	Council approved the minutes of the meeting held on July 26th 2024
5.	Public Session - Members of the public will invited to speak to members of the Council at the discretion of the Chair of the Council. Once the public session is closed, members of the public are invited to observe the remainder of the meeting but will not be able to take any further part Public session to be closed
6.	Council to invite update from County Councillor McLain
7.	Council to invite report from Borough Councillor Ockleton
8.	Council to invite report from Borough Councillor Hands
9.	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
10	Council to approve the payment list as shown in the cash book-
11	Council to approve the financial reports
12	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.”
13	Council to consider any grant applications have been submitted in accordance with the adopted policy – see website
14	Council to note park updates Council considered further actions/expenditure <ul style="list-style-type: none"> • Council to discuss contract matters in confidential business at the end of the agenda • Cllr Evans has arranged a key and lock – Cllr Sherwood will lock/unlock temporarily and Cllr Hale will cover

	<ul style="list-style-type: none"> • Council to consider any other updates
15	Council to note update on review of the Neighbourhood Development Plan (Cllr Bocking) available (standard item)
16	Planning matters to be considered.
17	Council to note update on pedestrian crossing on Innsworth Lane
18	Council to note update on bridge to Luke Lane to prove school access (Cllr Bocking)
19	<p>Council to consider updates on noticeboards</p> <ul style="list-style-type: none"> • previously agreed there is a need for 2 replacement ones – One opposite school / outside Nightingale Court and attached to community hall fence- price one with legs /one without legs – one with name and one without name- Green colour – contractor needed to fit – Bid for Build Back Better Grant has been successful in the sum of £1630 • Council to approve quote for the above specification • Quote for installation of 2 as specified in sum of £572 to be approved
20	<p>Council to receive updates on social media matters (Cllr Culley)</p> <ul style="list-style-type: none"> • Council to note that the PC appears to be having difficulty posting to Innsworth Noticeboard facebook page and would like to discuss with Borough Cllr Hands
21	<p>Council to receive update on tree planting (Cllr Culley)</p> <p>Grant for tree planting available from GCC- Council agreed for Cllr Culley to lead and to report back</p>
22	<p>Council to consider update on bus shelters</p> <ul style="list-style-type: none"> • Innsworth Lane bus shelter removed by GCC contractors and is to be placed with a new one in the immediate vicinity • Bus shelter opposite Kestrel Parade on next agenda
23	<p>Council to consider further Highways and footpath issues</p> <ul style="list-style-type: none"> • Report of overhanging vegetation made by resident – passed to Glos Highways team
24	<p>Burial ground updates (as standard item)</p> <ul style="list-style-type: none"> • Burial ground costs -Innsworth pc not being asked for monies – email sent but no response received
25	Council to consider GAPTC email regarding Clerk/Chair attending on-line session for launch of GAPTC website and portal
26	Council to consider 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
27	Council confirmed the dates for next meeting of the Council (Imjin Station Community Centre has been booked), meetings start at 6.30pm on 29th November 24 (budget setting)
28	Items raised for information purposes
29	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
30	Close of meeting

Draft minutes
Meeting held on 26th July 2024
At 6.30pm
in the Imjin Station Community Centre
GL3 1HW

1.	Attendance recorded as Parish Councillors Graham Bocking, Julie Evans, David Hale, Kevin Sherwood & Christine Meek, Ploy Culley & County Councillor Paul McLaine and 1 members of the public
2.	Council approved ongoing apologies received from Parish Councillor Rojina Pradhan Rai (due to overseas commitments) at previous meeting.
3.	Apologies for absence recorded Parish Councillor Rojina Pradhan Rai , and Dona Jiji John Borough Councillors Sarah Hand, Paul Ockelton
4.	Council invited declarations of Interest related to items in the agenda - none
5.	Council approved the minutes of the meeting held on May 31st 2024
6.	<p>Public Session - Members of the public were invited to speak to members of the Council at the discretion of the Chair of the Council. Once the public session is closed, members of the public were invited to observe the remainder of the meeting but will not be able to take any further part</p> <p>Matters raised – notice board at community hall and none posting of agenda on at Noting that the 2 noticeboards by the school and hall are damaged but the notice board by playground is being used Request for one at Luke Lane also noted It was suggested that a notice be put in the local shops as a temporary measure</p> <p>The Playground by the benches have broken glass (see confidential business) Big pot hole by Kestral Parade/Swallow crescent reported – noted by CC McLain Lack of recreation facilities for older teenagers noted Report of fridges made to TBC a week ago noted (Innsworth lane and Blackbird Avenue) - fly tipping reported -clerk to report to Alistair Low at TBC cc BC Sarah Hands</p> <p>Cllr Meek reported complaints about the look of the old part of Innsworth and the bridge going towards Longlevens – report to BC Sarah Hands</p> <p>Fly tipping in Robins End reported by Cllr Meek to environmental health and BC Hands Public session closed at 18.41</p>
7.	<p>Council received update from County Councillor McLain (report distributed via email)</p> <p>Community Hall update due shortly TRO update due shortly Build-back better funding highlighted possibly for noticeboards – see GCC website EV charging points update Dry Meadow Lane update Swallow Crescent pot hole noted</p>

	<p>Questions from PC Re community hall – response not available due to contract/confidentiality rules Taylor Wimpey is ready to go on the Crossing Questions on speed on Innsworth Lane Innsworth Lane – Glos City home build contractors are parking on grass verge & obscuring view -TBC enforcement situation/ Community Policing Team to be contacted</p>
8.	Council noted no report received from Borough Councillor Ockleton
9.	Council noted no report received from Borough Councillor Hands
10	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 – She was unable to attend - invitation will be reissued and Councillors will send questions to clerk who will email Helen and other managers
11	Council approved the payment list as shown in the cash book-
12	Council approved the financial reports Burial ground costs -Innsworth pc not being asked for monies – email sent
13	Council noted that the independent internal auditor report has been received with no matters to be brought to the attention of the Council
14	Council approved the 2024 financial regulations as recommended by NALC and tailored to IPC Questions – H & S budget to be £5k-agreed
15	Council noted no grant applications have been submitted in accordance with the adopted policy (attached for information only)
16	<p>Council noted park updates Council considered further actions/expenditure</p> <ul style="list-style-type: none"> • Algae to be cleaned in Spring – Jet washing quote for equipment by required. Council noted Clerk has been given delegated authority to clerk to process quote – no quote received • Council noted Park caretaker has resigned her contract with effect from 30th June, final payment has been made • Council discussed contract matters in confidential business at the end of the agenda • Council noted that under delegated H&S powers, the Clerk has instructed repairs to the fence and to the toddler swings • STWA compound no longer active – PC has put on a combination lock
17	Council noted no update on review of the Neighbourhood Development Plan (Cllr Bocking) available (standard item)
18	Planning matters considered. 20/00679/FUL - Land Adjacent Ivy Cottage Innsworth Lane – comments agreed to be submitted
19	Council noted “Innsworth roundabout” on the A40 is now open - Cllr Bocking
20	Council considered update on pedestrian crossing on Innsworth Lane See CC item – waiting for signs to go up
21	Council noted update on bridge to Luke Lane to prove school access (Cllr Bocking)- funding and permission is now available – Brook is now being cleared and then access to school will be available

22	<p>Council considered updates on noticeboards</p> <ul style="list-style-type: none"> • previously agreed there is a need for 2 replacement ones – One opposite school / outside Nightingale Court and attached to community hall fence- price one with legs /one without legs – one with name and one without name- Green colour – contractor needed to fit – Bid for Build Back Better Grant
23	<p>Council considered social media matters (Cllr Culley) New facebook page set up by Cllr Culley and Council approved 3 Councillors for admin Cllr J Evans and Cllr K Sherwood (& Dona Jiji John)</p>
24	<p>Council considered tree planting (Cllr Culley) Grant for tree planting available from GCC- Council agreed for Cllr Culley to lead and to report back</p>
25	<p>Council considered further Highways and footpath issues</p> <ul style="list-style-type: none"> • Patches on Rookery Road were done without notice and in school hours -complaint to CC McLain- done
26	<p>Council confirmed the dates for next meeting of the Council (Imjin Station Community Centre has been booked), meetings start at 6.30pm on 27th September 24 29th November 24 (budget setting)</p>
27	<p>Items raised for information purposes Burial ground updates to be put on agenda as standard item Shops at Kestrel Parade discussed Bus shelter opposite Kestrel Parade on next agenda</p>
28	<p>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</p>
29	<p>Close of meeting at 20.00</p>

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

Payment list

08/08/2024	cloud next 9 months	886	-431.28
15/08/2024	cloud next domain	887	-132.00
13/08/2024	b holder sal/expenses	888	-737.00
04/09/2024	glebe 8/24	889	-285.11
18/09/2024	b holder sal/expenses	890	-759.88
18/09/2024	hmrc	891	-1576.50
18/09/2024	pkf littlejhn	892	-252.00

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
	new litter/dog	
office equipment	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	
		66500

<u>budget against actual</u>	<u>budget</u>	<u>actual</u>	<u>balance</u>
income			
precept	21000	21000	0
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>
expenditure			
salary	6500	7263	-763
admin	3000	497	2503
hmrc			0
play area	9000	3448	5552
bus shelter	1200	0	1200
website	500	563	-63
training	500	0	500
community events	2000	-19	2019
play equipment	4100	0	4100
payroll costs	120	174	-54
subscriptions	300	530	-230
bank charges	100	60	40
consultancy		0	0
grass cutting	5000	2281	2719
insurance	1200	0	1200
room hire	500	0	500
vat		0	0
audit	150	407	-257
burial ground		0	0
dog and waste bins	250	0	250
grants	2580		
total expenditure	<u>37000</u>	<u>15205</u>	<u>19215</u>
balance to/from reserves	<u>-16000</u>		
	<u>21000</u>		