

Innsworth Parish Council
Agenda
Meeting to be held on 28th March 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 any applicants will be considered by the Council
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 Paul McLain Borough Councillor Sarah Hand 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 January 24th 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 Public session to be closed
8.	Council to invite report from County Councillor McLain
9.	Council to invite a report from Borough Councillor Hands
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 as shown in the cash book-
12.	Council to approve the financial reports Council to approve Independent Auditor
13.	Council noted no grant applications have been submitted in accordance with the adopted policy – see website
14.	Council to note the removal of the damaged bench as previously discussed Council to consider next steps
15.	Council to note park updates <ul style="list-style-type: none"> • Bear Bin has now replacement back- • Equipment in park spring cleaning- Council delegated to Clerk to use H & S delegated authority to arrange work to be done – Councillors agreed to inform Clerk of name of potential contractor
16.	Council to agree that Innsworth Parish Council wishes to have a separate NDP to Churchdown PC

17.	Council to consider outstanding planning matters Council to note ref 25/00017/ENFD is in progress (operating hours)
18.	Council to note update on pedestrian crossing on Innsworth Lane if available
19.	Council to note updates on noticeboards <ul style="list-style-type: none"> • Order placed for 2 free standing notice boards and received • To be installed at Luke Lane & outside Nightingale Court both with name and legs - Green colour – £815+£815 =£1555 -deliver to Cllr Hale Bid for Build Back Better Grant has been successful in the sum of £1630 • Installation to be arranged by Clerk and to be managed by Cllr Hale (updated quote received) following permission from MOD regarding siting of their land (in progress) • Council considered request for noticeboard outside the Londis shop opposite barracks – Possible for ex Community building notice board to be refurbished. Waiting update • Council will also consider installing one at bus stop on new Development. Permission already received- new financial year
20.	Council to receive updates on social media matters (Cllr Culley)
21.	Council to invite update on tree planting (Cllr Culley)
22.	Council to consider Highways and footpath issues <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 -waiting update • Street Lighting (see public session) Cllr Sherwood to report via “Fixmystreet”
23.	Burial ground updates (as standard item) <ul style="list-style-type: none"> • Burial ground costs -Invoice received. PC to approve payment • update on burial ground meeting if available.
24.	Council to receive Defibrillator update (Cllr Sherwood) new one to be put outside shop at Kestral Parade Council approved costs /running/reporting and responsibility for maintenance/reporting <ul style="list-style-type: none"> • Cost in region of £2k • Heated box with lighting and to be installed (costs involved) approx. £500 • Company details to be provided by Cllr Sherwood • Cllr Sherwood to monitor monthly • Budget to be set for running costs £1k pa • Bleed Kit to be considered at next meeting Council to approve all final costings /suppliers
25.	Council to note the dates for meetings of the Council (Imjin Station Community Centre has been booked), meetings start at 6.30pm on 23rd May (AGM/Parish assembly) and 25th July 2025 (all 4th Fridays)
26.	Items raised for information purposes
27.	Close of meeting

Innsworth Parish Council
Draft minutes
Meeting held on 24th January 2025
At 6.30pm
in the Imjin Station Community Centre
GL3 1HW

1.	Welcome
2.	Council noted the resignation of Cllr Meek and noted that the appropriate procedure is being followed
3.	Attendance recorded as Parish Councillors David Hale, Graham Bocking, Julie Evans, Kevin Sherwood & Ploy Culley and 3 members of the public
4.	Apologies for absence received from Parish Councillors accepted and recorded Dona Jiji John, Rojina Pradhan Ra, Rhiannon Evans Other apologies recorded County Councillor Paul McLain Borough Councillor Sarah Hand, Borough Councillor Paul Ockelton
5.	Council received no declarations of Interest related to items in the agenda
6.	Council approved the minutes of the meeting held on 22nd November 2024
7.	Public Session -Members of the public were invited to address the Council and then after the public session is closed, they were invited to observe the remainder of the meeting a) <ul style="list-style-type: none"> • Upkeep of village, uncleaned streets, weeds etc • Garages in Swallow Crescent (report to enforcement) • Street Lighting not working in Swallow Crescent (report via fix my street) • Tree planting requested in the village (see agenda item) • Bus shelter removed in Swallow Crescent (explained) • Dual Hatted Councillors • Children activities in village b) <ul style="list-style-type: none"> • Echoed previous comments • Shops (take-aways) causing litter- reported to Borough • Planning permission /licensing for takeaway units (cc in Parish Council) c) <ul style="list-style-type: none"> • Speeding cars • Damaged bench • Bromford housing (see agenda item) • Parking on streets Public session closed at 18.58
1.	Council noted report from County Councillor McLain was distributed
2.	Council has not received a report from Borough Councillor Hands

3.	Council has not received a report from Borough Councillor Ockleton
4.	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 to email MP if no response
5.	Council approved the payment list as shown in the cash book-
6.	Council approved the financial reports Council approved Independent Auditor Council agreed to remove and scrap the damaged bench as previously discussed (repair price £1874.91 in dec 23 was rejected by Council). Clerk to use H & S delegated authority to remove and scrap
7.	Council noted no grant applications have been submitted in accordance with the adopted policy – see website
8.	Council noted park updates <ul style="list-style-type: none"> • Council discussed contract matters • Bear Bin needs replacement back- quote awaited- Council delegated to Clerk to arrange work to be done • Equipment in park spring cleaning- Council delegated to Clerk to use H & S delegated authority to arrange work to be done
9.	Council noted no update on review of the Neighbourhood Development Plan was available (standard item)
10.	Council considered outstanding planning matters 24/00429/APP- Dry meadow Lane amendment noted received 24/1/25 Council discussed Rookery Road application as permitted
11.	Council noted update on pedestrian crossing on Innsworth Lane was available TRO has been submitted by developers and waiting public consultations
12.	Council noted updates on noticeboards <ul style="list-style-type: none"> • Order placed and waiting delivery • To be installed at Luke Lane & outside Nightingale Court both with name and legs - Green colour – £815+£815 =£1555 -deliver to Cllr Hale Bid for Build Back Better Grant has been successful in the sum of £1630 • Installation to be arranged by Clerk and to be managed by Cllr Hale (quote received but will need amendment) • Council considered request for noticeboard outside the Londis shop opposite barracks – Possible for ex Community building notice board to be refurbished. • Council will also consider installing one at bus stop on new Development. Permission already received
13.	Council received updates on social media matters (Cllr Culley) <ul style="list-style-type: none"> • Timetable of postings distributed agreed • Additional items will be posted for community events • Email distribution of Social media Guidance for Councillors
14.	Council invited update on tree planting (Cllr Culley) <ul style="list-style-type: none"> • Maps and potential trees distributed • Ownership of land to be investigated • Potential for residents to be involved

15.	<p>Council noted update on bus shelters</p> <ul style="list-style-type: none"> • Bus shelter opposite Kestrel Parade removed and disposed of due to H&S concerned (damaged)
16.	<p>Council considered further 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) • Damaged wooden bollard on Rookery Road/opposite play area installed by TBC to stop parking on grass needs replacing • Street Lighting (see public session) Cllr Sherwood to report via "Fixmystreet"
17.	<p>Burial ground updates (as standard item)</p> <ul style="list-style-type: none"> • Burial ground costs -Innsworth pc not being asked for monies – 3 emails have been sent and Churchdown Clerk has responded that she will look into it. Waiting further response • Churchdown/Innsworth Parish Councillors update requested- No burial ground meeting has taken place.
18.	<p>Council received Defibrillator update (Cllr Sherwood) new one to be put outside shop at Kestral Parade Council approved costs /running/reporting and responsibility for maintenance/reporting</p> <ul style="list-style-type: none"> • Cost in region of £2k • Heated box with lighting and to be installed (costs involved) approx. £500 • Company details to be provided by Cllr Sherwood • Cllr Sherwood to monitor monthly • Budget to be set for running costs £1k pa • Bleed Kit to be considered at next meeting <p>Council will approve all final costings /suppliers at next meeting</p>
19.	<p>Council noted the dates for meetings of the Council (Imjin Station Community Centre has been booked), meetings start at 6.30pm on 28th March, 23rd May and 25th July 2025 (all 4th Fridays)</p>
20.	<p>Items raised for information purposes – Meeting with police/military/Cllr Bocking to work together going forward</p>
21.	<p>Close of meeting 19.50</p>

FINANCIAL REPORTS FOR MARCH 2025 MEETING

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
			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

date	payee	chq no	amount
	opening balance		
29/04/2024	precept		21000.00
10/04/2024	b holder	868	-91.00
26/04/2024	b holder	869	-916.08
26/04/2024	bank charges		-10.00
15/05/2024	b holder	870	-915.88
28/05/2024	b holder	871	-117.00
15/05/2024	m cotterell	872	-308.88
15/05/2024	pata	873	-134.20
15/05/2024	gaptc	874	-529.86
06/06/2024	greenway fence	875	-659.54
20/06/2024	hmrc to 30/6/24	877	-1114.70
19/06/2024	m cotterell	878	-308.88
20/06/2024	l selkirk	879	-155.00
20/06/2024	b holder	880	-796.08
21/06/2024	glebe to 7/24	881	-1140.44
26/05/2024	bank charges		-12.00
18/07/2024	b holder	882	-776.00
18/07/2024	greenway seats	884	-1862.06
18/07/2024	m cotterell	883	-308.88
18/07/2024	glebe to 7/24	885	-855.33
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
25/08/2024	charges	dd	-11.00
25/07/2024	charges		-15.00
25/06/2024	charges		-12.00
01/11/2023	cheque w/o	845	18.50
24/10/2024	b holder	893	-759.88
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
14/10/2024	GCC build back better	receipt	1630.00
25/09/2024	charges	dd	-12.00
25/10/2024	charges	dd	-11.00
10/12/2024	b holder	899	-732.15
16/01/2025	b holder	906	-754.95
12/12/2024	hmrc dec	900	-550.28
17/12/2025	parish notice board	902	-1023.00
02/01/2025	glebe -oct	903	-285.11
02/01/2025	eyelid -website	904	-100.00
08/01/2025	lane and co bus shelter removal	905	-660.00

25/12/2024	charges	dd	-12.00
25/11/2024	charges	dd	-10.00
25/01/2025	charges		-11.00
25/02/2025	charges		-12.00
30/01/2025	parish notice board	907	-1023.00
30/01/2025	clear ins	908	-1613.72
06/02/2025	t lane bus shelter/seat	909	-252.00
28/02/2025	b holder	910	-786.95
28/02/2025	glasdon bear bin	911	-120.09
23/03/2025	hmrc to 31/3/25	912	-1650.84
23/03/2025	b holder	913	-770.95
23/03/2025	Churchdown PC burial ground admin	914	-255.00

bank reconciliation business current account			
opening balance 1/4/24		<u>17786.67</u>	
income		22630	
payments		<u>-29088.87</u>	
closing balance 18/11/24		<u>11327.8</u>	0.00
balance per statement 4/3/25			14124.68
less unrepresented cheques		-120.09	
		-1650.84	
		-770.95	
		-255.00	
reconciled balance		<u>-2796.88</u>	
		<u>11327.80</u>	
money manager			70,717.80
total cash at bank			82,045.60

gross
ees ni
ers ni
paye/ni
net

	30/11/2024	30/01/2025	31/03/2025
mileage	12	12	48
use of home	52	26	78
june, aug printing	2.8	2.8	5.8
		5	
postage	8	8	8
	74.8	48.8	144.8
dec wfh		26	-80
			64.8

budget against actual

	<u>budget</u>	<u>actual</u>	<u>balance</u>	<u>25/26</u>
income				
precept	21000	21000	0	21525
cil		0	0	
wayleave		0	0	
interest on money manager		1334	1334	
transfer out				
transfer in		0		
vat refund			0	
	21000	<u>22334</u>	<u>1334</u>	21525
expenditure				
salary	6500	15077	-8577	14352
admin	3000	867	2133	3000
hmrc			0	
play area	9000	3568	5432	9000
bus shelter/ seats	1200	912	288	
website	500	663	-163	700
training	500	0	500	200
community events	2000	-19	2019	
play equipment	4100	0	4100	
payroll costs	120	189	-69	200
subscriptions	300	530	-230	600
bank charges	100	128	-28	100
notice boards		2046	-2046	
grass cutting	5000	2851	2149	3600
insurance	1200	1614	-414	1200
room hire	500	0	500	500
vat		0	0	
audit	150	407	-257	500
burial ground		255	-255	
dog and waste bins	250	0	250	
grants	2580			
total expenditure	<u>37000</u>	<u>29089</u>	<u>5331</u>	<u>33952</u>
balance to/from reserves	<u>-16000</u>			<u>-12427</u>
	<u>21000</u>			<u>21525</u>