

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

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

10	<b>Council has not received a report from Borough Councillor Ockleton</b>
11	<b>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</b>
12	<b>Council approved the payment list as shown in the cash book-</b>
13	<b>Council approved the financial reports Council approved Independent Auditor</b>  <b>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 &amp; S delegated authority to remove and scrap</b>
14	<b>Council noted no grant applications have been submitted in accordance with the adopted policy – see website</b>
15	<b>Council noted park updates</b> <ul style="list-style-type: none"> <li>• <b>Council discussed contract matters</b></li> <li>• <b>Bear Bin needs replacement back- quote awaited- Council delegated to Clerk to arrange work to be done</b></li> <li>• <b>Equipment in park spring cleaning- Council delegated to Clerk to use H &amp; S delegated authority to arrange work to be done</b></li> </ul>
16	<b>Council noted no update on review of the Neighbourhood Development Plan was available (standard item)</b>
17	<b>Council considered outstanding planning matters 24/00429/APP- Dry meadow Lane amendment noted received 24/1/25 Council discussed Rookery Road application as permitted</b>
18	<b>Council noted update on pedestrian crossing on Innsworth Lane was available TRO has been submitted by developers and waiting public consultations</b>
19	<b>Council noted updates on noticeboards</b> <ul style="list-style-type: none"> <li>• <b>Order placed and waiting delivery</b></li> <li>• <b>To be installed at Luke Lane &amp; 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</b></li> <li>• <b>Installation to be arranged by Clerk and to be managed by Cllr Hale (quote received but will need amendment)</b></li> <li>• <b>Council considered request for noticeboard outside the Londis shop opposite barracks – Possible for ex Community building notice board to be refurbished.</b></li> <li>• <b>Council will also consider installing one at bus stop on new Development. Permission already received</b></li> </ul>
20	<b>Council received updates on social media matters (Cllr Culley)</b> <ul style="list-style-type: none"> <li>• <b>Timetable of postings distributed agreed</b></li> <li>• <b>Additional items will be posted for community events</b></li> <li>• <b>Email distribution of Social media Guidance for Councillors</b></li> </ul>
21	<b>Council invited update on tree planting (Cllr Culley)</b> <ul style="list-style-type: none"> <li>• <b>Maps and potential trees distributed</b></li> <li>• <b>Ownership of land to be investigated</b></li> <li>• <b>Potential for residents to be involved</b></li> </ul>

22	<p><b>Council noted update on bus shelters</b></p> <ul style="list-style-type: none"> <li>• Bus shelter opposite Kestrel Parade removed and disposed of due to H&amp;S concerned (damaged)</li> </ul>
23	<p><b>Council considered further Highways and footpath issues</b></p> <ul style="list-style-type: none"> <li>• Bins for new development requested from TBC under s106 agreement. TBC agreed s106 funding, waiting for final confirmation.</li> <li>• Bin suggested for TBC grass verge on Rookery Road/opposite play area (s106)</li> <li>• Damaged wooden bollard on Rookery Road/opposite play area installed by TBC to stop parking on grass needs replacing</li> <li>• Street Lighting (see public session) Cllr Sherwood to report via "Fixmystreet"</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 – 3 emails have been sent and Churchdown Clerk has responded that she will look into it. Waiting further response</li> <li>• Churchdown/Innsworth Parish Councillors update requested- No burial ground meeting has taken place.</li> </ul>
25	<p><b>Council received Defibrillator update (Cllr Sherwood)</b>  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"> <li>• Cost in region of £2k</li> <li>• Heated box with lighting and to be installed (costs involved) approx. £500</li> <li>• Company details to be provided by Cllr Sherwood</li> <li>• Cllr Sherwood to monitor monthly</li> <li>• Budget to be set for running costs £1k pa</li> <li>• Bleed Kit to be considered at next meeting</li> </ul> <p>Council will approve all final costings /suppliers at next meeting</p>
26	<p><b>Council noted the dates for meetings of the Council (Imjin Station Community Centre has been booked), meetings start at 6.30pm on 28<sup>th</sup> March, 23<sup>rd</sup> May and 25<sup>th</sup> July 2025 (all 4<sup>th</sup> Fridays)</b></p>
27	<p><b>Items raised for information purposes – Meeting with police/military/Cllr Bocking to work together going forward</b></p>
28	<p><b>Close of meeting 19.50</b></p>

## FINANCIAL REPORTS FOR JANUARY 2025 MEETING

### 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
10/12/2024	b holder	899	-732.15	21218.69

16/01/2025	b holder	906	-754.95	20463.74
12/12/2024	hmrc dec	900	-550.28	19913.46
17/12/2025	parish notice board	902	-1023.00	18890.46
02/01/2025	glebe -oct	903	-285.11	18605.35
02/01/2025	eyelid -website	904	-100.00	18505.35
08/01/2025	lane and co bus shelter removal	905	-660.00	17845.35
25/12/2024	charges	dd	-12.00	17833.35
25/11/2024	charges	dd	-10.00	17823.35

### Payment list

parish notice board	902	-1023.00
glebe -oct	903	-285.11
eyelid -website	904	-100.00
lane and co bus shelter removal	905	-660.00

### Bank reconciliations

opening balance 1/4/24	<u>17786.67</u>	
income	22630	
payments	<u>-22593.32</u>	
closing balance 18/11/24	<u>17823.35</u>	0.00

balance per statement 4/1/25 20646.41

less unrepresented cheques

906	-754.95
902	-1023.00
903	-285.11
904	-100
905	-660.00

-2823.06

reconciled balance 17823.35

money manager 70,511.49

total cash at bank 88,334.84

### Other reconciliations

#### payroll reconciliation

	cash book	pata	hmrc
gross	12014.02	11959.90	
ees ni		118.42	
ers ni		604.40	
paye/ni	4491.94	4319.40	550.28

net 

7522.08	7522.08
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**expenses reconciliation**

	30/04/2024	30/05/2024	30/06/2024	31/07/2024	31/9/24	30/11/2024	30/01/2025
mileage		24	12	12	12	12	12
use of home	78	52	26	26	52	52	26
june, aug			52				
printing	5	12	5	5	2.8	2.8	2.8
stationery		17	8				
postage	8	12	8	8	8	8	8
	<u>91</u>	<u>117</u>	<u>111</u>	<u>51</u>	<u>74.8</u>	<u>74.8</u>	<u>48.8</u>
dec wfh							26

**budget against actual**

**income**

	<u>budget</u>	<u>actual</u>	<u>balance</u>	<u>25/26</u>	
precept	21000	21000	0	21525	2.50%
cil		0	0		
wayleave		0	0		
interest on money manager		1128	1128		
transfer out					
transfer in		0			
vat refund			0		
	21000	<u>22128</u>	<u>1128</u>	21525	

**expenditure**

salary	6500	12014	-5514	14352	
admin	3000	721	2279	3000	
hmrc			0		
play area	9000	3448	5552	9000	running costs
bus shelter	1200	660	540		from reserves
website	500	663	-163	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	105	-5	100	
notice boards		1023	-1023		
grass cutting	5000	2851	2149	3600	
insurance	1200	0	1200	1200	<b><u>due Jan 25</u></b>
room hire	500	0	500	500	
vat		0	0		
audit	150	407	-257	500	
burial ground		0	0		from reserves
dog and waste bins	250	0	250		from reserves
grants	2580				from reserves
total expenditure	<u>37000</u>	<u>22593</u>	<u>11827</u>	<u>33952</u>	
balance to/from reserves	<u>-16000</u>			<u>-12427</u>	
	<u>21000</u>			<u>21525</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

