

Innsworth Parish Council
Draft minutes
Meeting held on 28th March 2025
At 6.30pm
in the Imjin Station Community Centre
GL3 1HW

1.	Welcome
2.	Council noted that following the resignation of Cllr Meek, Council can co-opt to fill the vacancy. Notices have been posted and no applications have been received to be considered by the Council
3.	Attendance recorded as Parish Councillors David Hale, Graham Bocking, Julie Evans, Dona Jiji John, , Kevin Sherwood & Ploy Culley Borough Councillor Sarah Hands and 14 members of the public
4.	Apologies for absence received from Parish Councillors accepted and recorded (LGA1972 s85) Rhiannon Evans & Rojina Pradhan Ra County Councillor Paul McLain did not attend
5.	Council noted no declarations of Interest related to items in the agenda
6.	Council approved the minutes of the meeting held on January 24th 2025
7.	Public Session -Members of the public were invited to address the Council and then after the public session is closed, they will be invited to observe the remainder of the meeting <ul style="list-style-type: none"> • Dog bins on new estate- Borough Council matter -see agenda item • Defibrillator update requested – see agenda item • Bus Shelter removal – removed due to damage • Parking for residents, enforcement issues raised with PCSO but stated that it can't be enforced due to no signage. Clerk to raise with County Council- especially outside schools • Childrens' holidays activities update requested- May meeting agenda • VE Day activities update requested • Resident Rookery Road bollard to stop cars onto grass verge- wooden post replaced by the PC -BC Hands have liaised with Bromford and action is being taken • Chatty Café donation/grants advice given Public session closed at 18.51
8.	Council noted no report from County Councillor McLain received
9.	Council invited a report from Borough Councillor Hands <ul style="list-style-type: none"> • Posts • Dog bins s106 held by TBC – Whittle Garden developers need to agree location and emptying before s106 can be accessed. Look at joint bins. • Zebra Crossing TRO (Taylor Wimpey) going through Highways • Dry Meadow Lane ongoing issues • Council Tax 25/26 • Borough /County Councillor elections

	Questions from Parish Councillors – School parking issues asked for solution by Borough where appropriate
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 and has been informed that when new person is in post, they will contact us. MP has offered to be a conduit if appropriate in the meantime
11.	Council approved the payment list as shown in the cash book-
12.	Council approved the financial reports Council approved Independent Auditor- Ian Selkirk Bank Mandate has been amended
13.	Council noted no grant applications have been submitted in accordance with the adopted policy – see website
14.	Council noted the removal of the damaged bench as previously discussed Council considered next steps and agreed to bring prices etc to May meeting
15.	Council noted park updates <ul style="list-style-type: none"> • Bear Bin has now replacement back- but has gone missing again. The bin is still inside the bay and no actions • 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 – Council agreed price and contractor -delegated to Cllr Hale to liaise • Hedges and brambles need cutting back – Clerk to ask for price from previous contractors • Glebe grass cutting to continue for 25/26 • Clerk to arrange ROSPA inspection
16.	Council agreed that Innsworth Parish Council wishes to have a separate NDP to Churchdown PC
17.	Council considered outstanding planning matters Council noted ref 25/00017/ENFD is in progress (operating hours) Brook Lane application noted.
18.	Council noted update on pedestrian crossing on Innsworth Lane -see borough Councillor report
19.	Council noted 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 Croft both with name and legs - Green colour – £815+£815 =£1555 -delivered to Cllr Hale Bid for Build Back Better Grant has been successful in the sum of £1630 • Installation is being arranged by Cllr Hale (updated quote received) following permission from MOD regarding siting of their land (in progress)- licence has been granted but not yet received. To be confirmed as installation on 14/4/25 • 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.	<p>Council received updates on social media matters (Cllr Culley)</p> <ul style="list-style-type: none"> • Posting ongoing • Nationality data investigation
21.	<p>Council invited update on tree planting (Cllr Culley)</p> <ul style="list-style-type: none"> • Permission needed for planting on MOD when land is identified
22.	<p>Council considered 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) -waiting for confirmation from TBC pending what3words • Damaged wooden bollard on Rookery Road/opposite play area installed by TBC to stop parking on grass needs replacing -waiting update-see BC report • Damaged trees at technology park – Cllr Hale to email Cllr Hands • Street Lighting (see public session) Cllr Sherwood reported street lighting is working when he looked but occasional off
23.	<p>Burial ground updates (as standard item)</p> <ul style="list-style-type: none"> • Burial ground costs -Invoice received for admin costs. PC approved payment £255-(clerk to ask for breakdown) • update on burial ground meeting not available.
24.	<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 £2295 – AED (Heart safe) will link with Health services and be put on portal • Heated box with lighting and to be installed on outside of shop at Kestral parade • Cllr Sherwood to liaise delivery/installation and to monitor monthly • Budget to be set for running costs £1k pa • Bleed Kit included • Annual service contract to be included <p>Council approved final costings /suppliers as above</p>
25.	<p>Council noted 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)</p>
26.	<p>Items raised for information purposes – election notices</p> <p>Move public session to end of meeting at July</p>
27.	<p>Close of meeting 19.36</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

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 unpresented cheques	-120.09
	-1650.84
	-770.95
	-255.00

	<u>-2796.88</u>
reconciled balance	<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>