

Innsworth Parish Council
ANNUAL MEETING OF THE COUNCIL
TO BE HELD AT 6.30pm ON 22nd May 2026
at the Imjin Station Community Centre

1.	Welcome and introductions – by the present Chairman
2.	Election of Chairman – followed by the signing of acceptance of office papers
3.	Election of Vice-Chairman – followed by the signing of acceptance of office papers
4.	Attendance to be recorded as (anticipated Parish Councillors Graham Bocking, Julie Evans, David Hale, Dona Jiji John, Rojina Pradhan Rai, Rhiannon Evans, Ploy Culley & Kevin Sherwood, Lel Tyrrell, Borough Councillors Sarah Hands, Rojina Pradhan Rai County Councillor Hands) and members of the public
5.	Apologies for absence received to be recorded Council to note that absences ACCEPTED in accordance with LGA 1972 s85 (known as the 6 month rule)– Dispensation requests must be received in writing by the Clerk prior to the agenda being prepared for the meeting.
6.	Declaration of Interest for matters on the agenda to be invited
7.	Minutes of the previous Parish Council Meeting held on 27th March 2026 to be approved
8.	Council to agree delegation to Clerk to book training for Councillors
9.	Council to review delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held
10.	Council to consider if changes are required to financial regulations & standing orders
11.	Council to approve changes made to the asset register
12.	Council to review representation on outside organisations
13.	Council to consider if any changes are required to insurance policy for the coming year
14.	Council to consider if any changes are required to banking mandate
15.	Council to approve working party to look at update of NDP and to bring recommendations to Full Council at each meeting Council to agree if they wish to request other adjoining local Council to include Innsworth in any updates of their plans
16.	Council to approve delegation for community postings on to the website and parish council Facebook page
17.	Council to approve the allocation of reserves – see financial reports
18.	Council to approve the fixed asset register
19.	Council to approve its AGAR completion and delegate to the Chair of Council to sign the appropriate forms
20.	Council to consider map of local bins (Cllr Tyrrell) and to agree actions for purchasing litter/dog bins in Swallow Crescent and any other locations identified specifically by Councillors and to agree use of S137 monies
21.	Council to consider grant applications received in writing by the Clerk prior to the meeting from Chatty Café in the sum of £1500
22.	Council to agree that its meeting schedule as 4th Friday of “odd months commencing at 6.30pm and to be held at the Imjin Community Centre
23.	CONFIDENTIAL BUSINESS Council to agree contract matters – Grass cutting – continuation of previous year Grass matting – costs distributed via email

24.	<i>CONFIDENTIAL BUSINESS – Council to consider information that may have legal/financial implications</i>
25.	<i>Council to receive update on defibrillator if available</i>
26.	<i>Council to invite public participation (may be carried to parish assembly at the discretion of the Chair)</i>
27.	<i>Council to invite reports from Borough and County Councillors (may be carried to parish assembly at the discretion of the Chair)</i>
28.	<i>Close of meeting by 7.45pm to allow the Parish assembly to follow on</i>

	<i>Innsworth Parish Council</i> <i>PUBLISHED Draft minutes</i> <i>of meeting</i> <i>held on 27th March 2026 at 6.30pm at</i> <i>Innsworth Community Hall Rookery Road, GL3 1AU</i>
1.	welcome
2.	Attendance recorded as Parish Councillors David Hale, Lel Tyrrell, Rhiannon Evans, Julie Evans , and Borough Councillor Sarah Hands and County Councillor Sarah Hands & 1 member of the public
3.	NO Apologies for absences ACCEPTED in accordance with LGA 1972 s85 (noting 6 month rule – Dispensation requests must be received in writing by the Clerk prior to the agenda being prepared for the meeting)
4.	Apologies for absences received and recorded from Parish Councillors Graham Bocking , Ploy Culley & Dona Jiji John, Parish Councillor Kevin Sherwood, Rojina Pradhan Rai and Borough Councillor Rojina Pradhan Rai did not attend The Clerk again explained the 6 month rule and the difference between APPROVAL and recording apologies . Councillors considered the implications for non-attendance of pc meetings and how more frequent meetings make affect attendance of Parish Councillors
5.	Minutes of previous meeting held on 12th February 2026 were approved
6.	Council invited declarations of interest for matters on the agenda Cllr J Evans declared an interest as a Dual Hatted member
7.	Council considered request for monthly meetings Following discussions a Proposal was made and seconded to leave at bi-monthly – Vote was equal for and against Chair used his casting vote for monthly meetings excluding January and August. However following further discussions later in the meeting it was agreed that this will need to be taken into account when setting the precept for 26/27 as there are financial implications (in November 2026) with a provisional implementation of May 2027
8.	Council noted the minutes of the Burial Ground committee meeting from Churchdown PC have been received
9.	Council received reports from County and Borough Councillor Hands • Report was distributed via email • Update on Taylor Wimpey discussions • Resurfacing on Innsworth Lane through Longlevens announced • Whittle Gardens maintenance contracts – Bins will be taken on by management company • Highlighting accessible play equipment in the grass roots funding grant • LGR update
10.	Council invited the public to speak to the Parish Council on matters relating to the parish.

	<i>Daniel Smith represented Gloucester Vineyard Church in Innsworth and gave a brief update on their potential role in the community and the services they may be able to offer</i> <i>Session closed at 18.47pm</i>
11.	<i>Council moved into closed confidential session to discuss legal and employment matters- members of the public and representatives from other organisations were asked to leave the meeting at this point</i>
12.	<i>Council agreed actions for Neighbourhood Development Plan</i> <i>AGM to agree a working party to review and to draft updated plan</i> <i>a copy of original from TBC has now been distributed via email</i> <i>AGM to agree if they wish to request other adjoining local Council to include Innsworth in any updates of their plans</i>
13.	<i>Council considered actions for purchasing litter/dog bins in Swallow Crescent and any other locations identified specifically by Councillors and to agree use of S137 monies</i> <i>Council discussed locations of current bins eg Ward Avenue</i> <i>Cllr Tyrell will draft a map of existing maps for Council to identify exact locations that would warrant additional bins.</i> <i>Council will then be able to identify specific need for Swallow Crescent and land ownership</i> <i>Cllr R Evans left the meeting at this point</i>
14.	<i>Council agreed Cllr Bocking as Innsworth PC's representative on a multi-PC sewage working group</i>
15.	<i>Council agreed actions for Assertion 10</i> <i>Proposal /seconded for new compliant website with Gov.uk email addresses from Parish On-line</i> <i>Agreed that policies required to be adopted at AGM</i>
16.	<i>Council agreed to Object to 26/00064/OUT – Ashville Business Park next to the Dowty Sports and Social club- clerk to submit comments as agreed in principal by Council</i>
17.	<i>Council considered request for meeting to discuss Aldi store (request for parish Councillors to meet in a informal meeting). Clerk to invite to Parish Assembly in May 2026 at 7.30pm (AGM 6.30 to 7.30pm)</i>
18.	<i>Council considered actions for tree planting in memory of Mrs Sue Wilmot- The school are arranging a memorial garden and the PC could donate a sum of £100 – Clerk to arrange (s137)</i>
19.	<i>Council considered actions on placement of purchased defibrillator. Permission has been sought from Bromford Housing and followed up with a 2nd request and permission in principal given but PC needs to provide its own electricity. Advice is that the cabinet only uses electricity to warm the cabinet in the winter. Council agreed to offer to make a donation of £50pa and would arrange the installation with a qualified electrician,</i>
20.	<i>Council approved financial reports</i>
21.	<i>Council agreed expenditure on play area including matting repair, trip hazard at edging and replacement bins</i> <i>Clerk to obtain 3 newly updated quotes for repair of matting</i>

	• <i>Clerk to obtain 3 newly updates quotes for replacement matting and to bring to May AGM</i>
22.	<i>Councillors to bring matters to the attention of the Council which have not been discussed on the agenda. NO DECISIONS can be made at this point, but Council may wish to include these matters on the next agenda</i> <i>Chatty café – next agenda</i> <i>Council closed the meeting at 19.50 as being non -quorate</i>

Financial reports

Cash book

date	payee	chq no	amount	balance
	opening balance			11315.8
02/04/2025	cloud next	915	-119.98	11195.82
24/04/2025	b holder	916	-759.15	10436.67
15/05/2025	glebe	917	-272.40	10164.27
15/05/2025	a smith	918	-300.00	9864.27
02/04/2025	b holder exp	919	-26.00	9838.27
05/05/2025	n b construction	920	-750.00	9088.27
15/05/2025	pata	921	-150.40	8937.87
15/05/2025	gaptc	922	-670.14	8267.73
15/05/2025	b holder exp	923	-25.65	8242.08
15/06/2025	b holder exp	924	-25.65	8216.43
05/06/2025	l selkirk	925	-165.00	8051.43
05/06/2025	a smith	926	-300.00	7751.43
28/05/2025	glebe	927	-544.80	7206.63
13/06/2025	heartsafe	928	-2777.94	4428.69
30/06/2025	glebe	929	-544.80	3883.89
17/07/2025	b holder exp	930	-26.20	3857.69
17/07/2025	hmrc a,m,j	931	-1820.87	2036.82
25/05/2025	b holder	so	-732.15	1304.67
25/06/2025	b holder	so	-732.15	572.52
30/04/2025	bank charges	dd	-11.00	561.52
30/05/2025	bank charges	dd	-10.00	551.52
30/06/2025	bank charges	dd	-15.00	536.52
25/04/2025	b holder	so	-732.15	-195.63
28/04/2025	b holder	refund	732.15	536.52
28/04/2025	precept	receipt	21000.00	21536.52
31/05/2025	vat refund	receipt	1142.09	22678.61
25/07/2025	b holder	so	-732.15	21946.46
25/08/2025	b holder	so	-732.15	21214.31
25/07/2025	bank charges	so	-14.00	21200.31
25/09/2025	b holder	so	-732.15	20468.16
25/07/2025	glebe	932	-544.80	19923.36
25/07/2025	greenway	933	-492.17	19431.19
21/08/2025	b holder backpay	934	-99.07	19332.12
21/08/2025	pata	935	-15.00	19317.12
25/08/2025	glabe	936	-272.40	19044.72
16/09/2025	pkf littlejohn	937	-252.00	18792.72
16/09/2025	b holder	938	-26.20	18766.52
30/08/2025	hsbc bank charges	dd	-3.00	18763.52
30/08/2025	a smith refund	receipt	300.00	19063.52
10/09/2025	b holder salary	939	-19.66	19043.86
16/09/2025	hmrc to sept	940	-1966.15	17077.71
29/09/2025	sportily grant	941	-1450.00	15627.71
25/10/2025	b holder	so	-732.15	14895.56
25/09/2025	hsbc bank charges	dd	-4.00	14891.56
25/10/2025	hsbc bank charges	dd	-5.00	14886.56

30/10/2025	b holder to oct 25		943	-57.46	14829.10
25/11/2025	b holder	so		-732.15	14096.95
20/11/2025	b holder salary		945	-19.64	14077.31
05/11/2025	spotily		944	-48.00	14029.31
04/12/2025	p culley xmas		946	-1669.17	12360.14
04/12/2025	glos events		947	-77.04	12283.10
04/12/2025	spotily		948	-420.00	11863.10
04/12/2025	all about fun		949	-1054.80	10808.30
25/12/2025	b holder	so		-732.15	10076.15
20/12/2025	hmrc dec m9		950	-1893.70	8182.45
18/12/2025	b holder		951	-19.68	8162.77
25/01/2026	b holder		952	-49.04	8113.73
25/12/2025	bank charges	dd		-2.00	8111.73
25/01/2026	bank charges	dd		-6.00	8105.73
25/11/2025	bank charges	dd		-3.00	8102.73
15/10/2025	glebe		942	-272.40	7830.33
25/01/2026	b holder	so		-732.15	7098.18
25/02/2026	b holder	so		-732.15	6366.03
25/03/2026	b holder	so		-732.15	5633.88
15/01/2025	glebe 20531		953	-272.40	5361.48
23/01/2026	j evans wreath		954	-25.00	5336.48
27/01/2026	eyelid prod website		955	-100.00	5236.48
27/01/2026	clear insurance		956	-1697.15	3539.33
16/02/2026	b holder		957	-20.46	3518.87
28/02/2026	bank charges	dd		-3.00	3515.87
19/03/2026	b holder		958	-81.06	3434.81
19/03/2026	hmrc march		959	-1893.70	1541.11
19/03/2026	sportily room booking		960	-60.00	1481.11
26/01/2026	transfer			20000.00	21481.11
	GNC s 137 donation -EMR				
31/03/2026	9/23		963	-500.00	20981.11
31/03/2026	bank charges	dd		-3.00	20978.11
				9662.31	

Money Manager deposit account

opening balance			70,717.80
interest income			
	Apr-25	105.71	70823.51
	may	101.29	70924.80
	june	98.79	71023.59
	july	95.74	71119.33
	aug	97.66	71216.99
	sept	91.94	71308.93
	oct	89.09	71398.02
	nov	88.89	71486.91
	dec	82.26	71569.17
	jan	85.1	71654.27
	transfer		20000
	feb	80.31	51654.27
	march	54.14	51734.58
		1070.92	51788.72
			20000

Bank reconciliation

bank reconciliation business current account			
	opening balance 1/4/25	<u>11315.8</u>	
	income	42142.09	
includes	transfer from money man	-	
	payments	<u>32479.78</u>	
	closing balance 31/3/26	<u>20978.11</u>	0.00
	balance per statement 31/3/26		21733.11
	less unpresented cheques		
	914/962	-255.00	
	963	-500.00	
		<u>-755.00</u>	
	reconciled balance	<u>20978.11</u>	
	money manager	51,788.72	
	total cash at bank	72,766.83	

<u>reserves reconciliation</u>	2024	2025	31/03/2026
play parks	20000	24100	29465
street furniture includes defib	20000	18492	15802
grants and donations and community events	5500	8080	3000
contingency reduced by overspend	5000	5000	5000
muga	10000	10000	10000
NDP	5000	5000	5000
IT	1000	1000	1000
election	3500	3500	3500
general	17170	6862	
bank balance at year end	87170	<u>82034</u>	<u>72767</u>

Payroll reconciliation

payroll reconciliation 30/3/26

	cash book	pata	hmrc due
gross	14811.72	14811.72	
ees ni			
ers ni	1471.19	1471.19	
paye/ni	6103.23	6103.23	0.00
net	8708.49	8708.49	
		0.00	

Actual against budget

<u>budget against actual</u>	<u>budget</u>	<u>actual</u>	<u>balance</u>
income			
precept	21000	21000	0
interest on money manager		1071	1071
vat refund		1142	1142
	21000	23213	2213
expenditure			
employment costs	14352	14812	-460
ers ni	1500	1471	29
vat expenditure (claim made)		1104	-1104
play area	1000	792	208
admin costs	1500	600	900
website	700	200	500
training	200	0	200
payroll costs	200	165	35
subscriptions	600	670	-70
bank charges	100	79	21
burial ground		0	0
grass cutting	3600	2270	1330
insurance	1200	1697	-497
room hire	500	108	392
defibrillator			0
audit	500	375	125
expenditure funded from precept	25952	24344	1608
expenditure from reserves			
community events		3246	-3246
play area floor surface	8000		8000
play equipment		0	0
defibrillator		2315	-2315
dog and waste bins		0	
grants		1950	-1950
notice boards	1962	625	1337
bus shelter/ seats	1472	0	1472
expenditure from reserves	11434	8136	
total expenditure	37386	32480	1608

Agar

	<u>2025</u>	<u>2026</u>		<u>variances</u>
balance bfwd	87170	82034		0
precept	21000	21000		0
other receipts	2964	2213	23213	explanation
staff costs	15077	16283		explanation
loans	0	0		
other payments	14024	16197	32480	explanation
balance cfwd	82034	72767		
bank/cash	82034	72767	0	
fixed assets	219393	221708		explanation
borrowings	0	0		

<u>other receipts</u>	<u>2025</u>	<u>2026</u>
grant income	1630	
interest received	1334	1071
VAT refund		1142
totals	<u>2964</u>	<u>2213</u>

<u>salaries</u>	<u>2025</u>	<u>2026</u>	<u>difference</u>	
gross	14352	14812	460	national pay increase
ers Ni	<u>725</u>	<u>1471</u>	746	increase in ERS NI
	<u>15077</u>	<u>16283</u>		

<u>other expenditure</u>	<u>2025</u>	<u>2026</u>	<u>difference</u>	<u>explanation</u>
vat expenditure	1124	1104	20	not significant
play area	3548	792	2756	repairs and replacements reduced
admin costs	848	600	248	reduction in admin fees
website	569	200	369	late invoicing in 2025 from 2024
payroll costs	189	165	24	not significant
subscriptions	530	670	140	not significant
bank charges	140	79	61	not significant
				late
burial ground	255	0	255	invoicing
grass cutting	2377	2270	107	not significant
insurance	1614	1697	83	not significant
room hire		108	108	not significant
audit	365	375	10	not significant
community events		3246	3246	new initiative
defibrillator		2315	2315	new defibrillator purchased
grants		1950	1950	grant to organisation running community hall
notice boards	1705	625	-1080	new noticeboards installed
bus shelter/ seats	760	0	-760	waiting to replace
	<u>14024</u>	<u>16197</u>		

fixed asset register

play

equipment		value	2025	2026
	rookery road play area			
	cherry unit	0	0	0
	various	12474	12474	12474
	MUGA	9000	9000	9000
	safety surface	113698	113698	113698
	tidy bear	6886	6886	6886
2022	pirate ship	200	200	200
	play equipment and gates	24670	24670	24670
	poppy seats x3	18616	18616	18616
	bus shelters x8 \reduced to 7 in jan 25	2113	1849	1849
	notice boards x5 increased in Jan 25	15042	16642	16642
	village name plates	3522	3522	3522
	wooden knee railing and posts	1147	1147	1147
	RAF seat	6369	6369	6369
	NHS seat removed jan 25	1401	0	0
	dog bins x7	1860	2820	2820
	litter bins x12	1000	1000	1000
	laptop	1700	500	500
		219698	219393	219393
	defibrillator 30/06/2025			2315
				221708