

**Innsworth Parish Council**  
**Agenda**  
**Meeting to be held on 26<sup>th</sup> September 2025**  
**At 6.30pm**  
**in the Imjin Station Community Centre**  
**GL3 1HW**

|     |                                                                                                                                                                                                                                                                                                                  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Welcome</b>                                                                                                                                                                                                                                                                                                   |
| 2.  | <b>Council to note that following the resignation of Cllr Meek, Council can co-opt to fill the vacancy. Lel Tyrell has been co-opted at the previous meeting and will sign the appropriate forms before the meeting</b>                                                                                          |
| 3.  | <b>Attendance to be recorded (anticipated as Parish Councillors David Hale, Graham Bocking, Julie Evans, Dona Jiji John, Rojina Pradhan Ra, Rhiannon Evans , Kevin Sherwood &amp; Ploy Culley County Councillor Sarah Hands Borough Councillors Sarah Hands and Rojina Pradhan Ra and members of the public)</b> |
| 4.  | <b>Apologies for absence received from Parish Councillors to be accepted and recorded (LGA1972 s85)</b>                                                                                                                                                                                                          |
| 5.  | <b>Council to invite declarations of Interest related to items in the agenda</b>                                                                                                                                                                                                                                 |
| 6.  | <b>Council to approve the minutes of the meeting held on July 25<sup>th</sup> 2025</b>                                                                                                                                                                                                                           |
| 7.  | <b>Council to invite report from County Councillor Hands</b>                                                                                                                                                                                                                                                     |
| 8.  | <b>Council to invite a report from Borough Councillor Hands and Borough Councillor Rojina Pradhan Ra</b>                                                                                                                                                                                                         |
| 9.  | <b>Council to note 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</b>                                                                                      |
| 10. | <b>Council to approve the payment list/financial reports as shown in the cash book</b><br><b>Council to note that the independent external audit has been completed with no matters to bring to the attention of the Council</b><br><b>Council to approve national pay award (part of employment contract)</b>   |
| 11. | <b>Council to consider if it wishes to have a printed newsletter</b>                                                                                                                                                                                                                                             |
| 12. | <b>Council to consider grant applications which have been submitted in accordance with the adopted policy – see website</b><br><b>a) Sportily £1450</b><br><b>b) Chatty Café – waiting for an application</b>                                                                                                    |
| 13. | <b>Council to consider providing activities for Children and Elderly residents within the parish</b>                                                                                                                                                                                                             |
| 14. | <b>Council to consider replacement bus shelter for the one removed</b>                                                                                                                                                                                                                                           |
| 15. | <b>Council to consider if the Residents association can access the Parish Council noticeboards</b>                                                                                                                                                                                                               |
| 16. | <b>A) Council to consider provision for dog bins in Dry Meadow Lane and the older areas of Innsworth – Cllrs to provide locations and to instruct Clerk to purchase via s106 monies from TBC</b>                                                                                                                 |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <i>b) Council to consider way forward for bins on new developments, as the borough/county have not yet adopted roads and developers have not yet installed bins. Council are advised that if bins are installed on land adopted by developers, emptying costs may be either charged to the PC or to the homeowners via management company</i>                                                                                                                                                                                                                                                                     |
| 17. | <i>Council to note the removal of the damaged bench as previously discussed<br/>Council to consider next steps</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 18. | <i>Council to consider replacing the park bin – Cllr Hale</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 19. | <i>Council to reaffirm policy on locking of the park</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 20. | <i>Council to note park updates</i> <ul style="list-style-type: none"> <li><i>• Repairs authorised by clerk in sum of £492.17 under H&amp;S</i></li> <li><i>• Clerk instructed contractor to attend park to remove broken glass under H&amp;S</i></li> <li><i>• Equipment in park spring cleaning- £300- done</i></li> <li><i>• Council to consider quotation for matting repair £2398</i></li> <li><i>• Council to consider quotation for replace matting £23982.41</i></li> </ul>                                                                                                                               |
| 21. | <i>Council to agree installing noticeboard at bus stop on new Development. Specification and exact location to be agreed<br/>Council to note the Clerk signed license agreement for new noticeboard to be installed on MOD land</i>                                                                                                                                                                                                                                                                                                                                                                               |
| 22. | <i>Council to consider if it wishes to adopt BT phone box -deadline passed</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 23. | <i>Council to consider correspondence from residents regarding 52a/54 Rookery Road (building works and business)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 24. | <i>Council to receive updates on social media matters (Cllr Culley)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 25. | <i>Council to invite update on tree planting (Cllr Culley)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 26. | <i>Council to consider Highways and footpath issues</i> <ul style="list-style-type: none"> <li><i>• Bins for new development requested from TBC under s106 agreement. TBC agreed s106 funding, waiting for final confirmation.</i></li> <li><i>• Bin suggested for TBC grass verge on Rookery Road/opposite play area (s106) -waiting for confirmation from TBC</i></li> <li><i>• Damaged wooden bollard on Rookery Road/opposite play area installed by TBC to stop parking on grass needs replacing – not PC but Borough Councillor Hands is following up</i></li> </ul>                                        |
| 27. | <i>Burial ground updates (as standard item)</i> <ul style="list-style-type: none"> <li><i>• Burial ground costs breakdown requested</i></li> <li><i>• update on burial ground meeting if available.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                |
| 28. | <i>Council to receive Defibrillator update (Cllr Sherwood)<br/>Council have previously approved costs /running/reporting and responsibility for maintenance/reporting</i> <ul style="list-style-type: none"> <li><i>• Order placed and received</i></li> <li><i>• Installation at Kestral Parade to be confirmed</i></li> <li><i>• Cost £2314</i></li> <li><i>• Heated box with lighting to be installed (costs involved) approx. £500</i></li> <li><i>• Cllr Sherwood to monitor monthly</i></li> <li><i>• Budget to be set for running costs £1k pa</i></li> <li><i>• Bleed Kit included in cost</i></li> </ul> |
| 29. | <i>Council to note the dates for meetings of the Council (Imjin Station Community Centre has been requested), meetings start at 6.30pm on</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                   |                                                                                                             |
|-------------------|-------------------------------------------------------------------------------------------------------------|
|                   | <b><i>28/11/25, 23/1/26, 27/3/26, 22/5/26 and 24/7/26 (all 4<sup>th</sup> Fridays)</i></b>                  |
| <b><i>30.</i></b> | <b><i>Council to invite public participation</i></b>                                                        |
| <b><i>31.</i></b> | <b><i>Council to be updated on register of interest forms as requested by Monitoring Officer at TBC</i></b> |
| <b><i>32.</i></b> | <b><i>Items raised for information purposes</i></b>                                                         |
| <b><i>33.</i></b> | <b><i>Close of meeting</i></b>                                                                              |

Innsworth Parish Council  
Draft minutes  
Meeting held on 25<sup>th</sup> July 2025  
At 6.30pm  
in the Imjin Station Community Centre  
GL3 1HW

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <b>Welcome</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2. | <b>Council noted that following the resignation of Cllr Meek, Notices have been posted and 2 applicants were considered by the Council- Lel Tyrell and Joanna Charman- a silent vote took place and Lel Tyrell was duly elected. Forms to be signed at next meeting</b>                                                                                                                                                                                                                                                                                                                                                                       |
| 3. | <b>Attendance recorded as Parish Councillors David Hale, Graham Bocking, Julie Evans, &amp; Ploy Culley and 4 members of the public)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4. | <b>Apologies for absence received from Parish Councillors were accepted and recorded (LGA1972 s85)<br/>Rhiannon Evans &amp; Kevin Sherwood<br/>County Councillor Sarah Hands Borough Councillors Sarah Hands and Rojina Pradhan Ra did not attend<br/>Parish Councillors did not Dona Jiji John &amp; Rojina Pradhan Ra</b>                                                                                                                                                                                                                                                                                                                   |
| 5. | <b>Council invited declarations of Interest related to items in the agenda<br/>Cllr Hale &amp; Cllr Bocking – item 24,</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6. | <b>Council approved the minutes of the meeting held on May 23rd 2025</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> <ul style="list-style-type: none"> <li>• Street Lights in car park at Bromford between Swallow Crescent and between 7-9 Blackbird Avenue. Clerk to report</li> <li>• A Councillor was asked why they were on the Council</li> <li>• Graveyard shared with Churchdown</li> <li>• Noted passing of resident</li> </ul> <p>Cllr Evans left at this point<br/>Cllr Bocking left at this point<br/>Council was not quorate and meeting closed at 18.45</p> |

## Financial reports

| 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 |
| 25/10/2025 | b holder          | so      | 0.00     | 21200.31 |
| 25/07/2025 | glebe             | 932     | -544.80  | 20655.51 |
| 25/07/2025 | greenway          | 933     | -492.17  | 20163.34 |
| 21/08/2025 | b holder backpay  | 934     | -99.07   | 20064.27 |
| 21/08/2025 | pata              | 935     | -15.00   | 20049.27 |
| 25/08/2025 | glabe             | 936     | -272.40  | 19776.87 |
| 16/09/2025 | pkf littlejohn    | 937     | -252.00  | 19524.87 |
| 16/09/2025 | b holder          | 938     | -26.20   | 19498.67 |
| 30/08/2025 | hsbc bank charges | dd      | -3.00    | 19495.67 |
| 30/08/2025 | a smith refund    | receipt | 300.00   | 19795.67 |

deposit account (money manager)

|                 |        |               |                 |
|-----------------|--------|---------------|-----------------|
| opening balance |        | 70,717.80     |                 |
| interest income |        |               |                 |
|                 | Apr-25 | <b>105.71</b> | <b>70823.51</b> |
|                 | may    | <b>101.29</b> | 70924.80        |
|                 | june   | <b>98.79</b>  | 71023.59        |
|                 | july   | <b>95.74</b>  | 71119.33        |
|                 | aug    | <b>97.66</b>  | 71216.99        |

## Reconciliations

bank reconciliation business current account

|                         |           |      |
|-------------------------|-----------|------|
| opening balance 1/4/25  | 11315.8   |      |
| income                  | 21000.00  |      |
| payments                | -12520.13 |      |
| closing balance 31/3/25 | 19795.67  | 0.00 |

balance per statement 30/8/25 20601.27

less unrepresented cheques

|                     |     |         |
|---------------------|-----|---------|
| 24/25 churchdown pc | 914 | -255.00 |
|                     | 936 | -272.40 |
|                     | 937 | -252    |
|                     | 938 | -26.2   |

-805.60

reconciled balance 19795.67

money manager 71,216.99

total cash at bank 90,207.06

### payroll reconciliation

30/8/25

|         | cash book | pata    |
|---------|-----------|---------|
| gross   | 5099.34   | 6171.55 |
| ees ni  |           | 74.53   |
| ers ni  | 350.55    | 496.14  |
| paye/ni | 1470.32   | 2468.40 |
| net     | 3629.02   | 3628.62 |

### expenses reconciliation

|             | 31/03/2025 | 31/05/2025 | 31/07/2025 | 30/09/2025 |
|-------------|------------|------------|------------|------------|
| mileage     | 48         | 12         | 12         | 12         |
| use of home | 78         |            |            |            |
| june, aug   |            |            |            |            |
| printing    | 5.8        | 5          | 5.8        | 5.8        |
| stationery  | 5          |            |            |            |
| postage     | 8          | 8.65       | 8.4        | 8.4        |
|             | 144.8      | 25.65      | 26.2       | 26.2       |

| <u>reserves reconciliation</u> | 2024  | 2025  |
|--------------------------------|-------|-------|
| play parks                     | 20000 | 24100 |
| street furniture               | 20000 | 18492 |
| grants and donations           | 5500  | 8080  |
| contingency                    | 5000  | 5000  |
| muga                           | 10000 | 10000 |
| NDP                            | 5000  | 5000  |
| IT                             | 1000  | 1000  |
| election                       | 3500  | 3500  |
| general                        | 17170 | 6862  |
| bank balance at year end       | 87170 | 82034 |

#### fixed asset register

|           |                               |        |        |      |
|-----------|-------------------------------|--------|--------|------|
| land      |                               |        |        |      |
| play      |                               |        |        |      |
| equipment | rookery road play area        | value  | 2025   | 2026 |
|           | cherry unit                   | 0      |        |      |
|           | various                       | 12474  | 12474  |      |
|           | MUGA                          | 9000   | 9000   |      |
|           | safety surface                | 113698 | 113698 |      |
|           | tidy bear                     | 6886   | 6886   |      |
| 2022      | pirate ship                   | 200    | 200    |      |
| street    |                               |        |        |      |
| furniture | play equipment and gates      | 24670  | 24670  |      |
|           | poppy seats x3                | 18616  | 18616  |      |
|           | bus shelters x8               | 2113   | 1849   | 7    |
|           | notice boards x5              | 15042  | 16642  | 6    |
|           | village name plates           | 3522   | 3522   |      |
|           | wooden knee railing and posts | 1147   | 1147   |      |
|           | RAF seat                      | 6369   | 6369   |      |
|           | NHS seat                      | 1401   | 0      |      |
|           | dog bins x7                   | 1860   | 2820   |      |
|           | litter bins x12               | 1000   | 1000   |      |
|           | laptop                        | 1700   | 500    |      |
|           |                               | 219698 | 219393 |      |
|           | defibrillator 30/06/2025      |        |        | 2315 |

| <u>budget against actual</u>          | <u>budget</u> | <u>actual</u> | <u>balance</u> |
|---------------------------------------|---------------|---------------|----------------|
| <b>income</b>                         |               |               |                |
| precept                               | 21525         | 21000         | 525            |
| cil                                   |               | 0             | 0              |
| wayleave                              |               | 0             | 0              |
| interest on money manager             |               | 499           | 499            |
| grant income                          |               | 0             |                |
|                                       |               |               |                |
| vat refund                            |               | 129           | 129            |
|                                       | 21525         | 21628         | 1153           |
| <b>expenditure</b>                    |               |               |                |
| employment costs                      | 14352         | 5099          | 9253           |
| ers ni                                | 3000          | 351           | 2649           |
| play area                             | 9000          | 792           | 8208           |
| website                               | 700           | 100           | 600            |
| training                              | 200           | 0             | 200            |
| payroll costs                         | 200           | 165           | 35             |
| subscriptions                         | 600           | 670           | -70            |
| bank charges                          | 100           | 53            | 47             |
| burial ground                         |               | 0             | -255           |
| grass cutting                         | 3600          | 1816          | 1784           |
| insurance                             | 1200          | 0             | 1200           |
| room hire                             | 500           | 0             | 500            |
|                                       |               |               | 0              |
| audit                                 | 500           | 375           | 125            |
| <b>total expenditure from precept</b> | 33952         | 9422          |                |
| <b>expenditure from reserves</b>      |               |               |                |
| community events                      |               | 0             | 0              |
| play equipment                        |               | 0             | 0              |
| defibrillator                         |               | 2315          |                |
| dog and waste bins                    |               | 0             | 250            |
| grants                                |               |               | 250            |
| notice boards                         |               | 625           | 250            |
| bus shelter/ seats                    |               | 0             | 288            |
| balance from reserves                 | -12427        |               |                |
| expenditure from reserves             |               | 2940          |                |
| <b>total expenditure</b>              | 21525         | 12362         | 24275          |