

Innsworth Parish Council
ANNUAL MEETING OF THE COUNCIL
HELD AT 6.30pm ON 23rd May 2025
at the Imjin Station Community Centre

1.	Welcome and introductions – by the present Chairman
2.	Election of Cllr Dave Hale as Chair – followed by the signing of acceptance of office papers
3.	Election of Cllr Kevin Sherwood as Vice-Chairman – followed by the signing of acceptance of office papers
4.	Attendance recorded as Parish Councillors Graham Bocking, Julie Evans, David Hale, Dona Jiji John, Rojina Pradhan Rai, Rhiannon Evans, Ploy Culley & Kevin Sherwood Borough Councillors Sarah Hands, Rojina Pradhan Rai County Councillor Hands and 10 members of the public)
5.	Apologies for absence received accepted and recorded from PC Ploy Culley
6.	Declaration of Interest for matters on the agenda were invited -none
7.	Council noted a co-option application has been received in writing to the Clerk and the candidate has been invited to attend July meeting
8.	Minutes of the previous Parish Council Meeting held on 28th March 2025 approved
9.	Council agreed delegation to Clerk to book training for Councillors where no meeting of the Council can be held
10.	Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held
11.	Council agreed no changes are required to financial regulations & standing orders
12.	Council agreed no changes made to the asset register
13.	Council reviewed representation on outside organisations Cllr Bocking – Burial Committee
14.	Council agreed no changes are required to insurance policy for the coming year
15.	Council agreed no changes are required to banking mandate
16.	Council approved its independent internal auditor as Ian Selkirk as last year, pending his report
17.	Council noted that other contract matters will be carried forward to next PC meeting (confidential matters)
18.	Council approved delegation for community postings on to the website and parish council Facebook page- Cllr Culley
19.	Council approved the allocation of reserves –
20.	Council approved the fixed asset register -see item 12
21.	Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms (chase CPC for breakdown of costs)
22.	Council noted no grant applications received in writing by the Clerk prior to the meeting
23.	Council agreed that its meeting schedule as 4th Friday of “odd months commencing at 6.30pm and to be held at Imjin Station Community Centre
24.	Council invited public participation Innsworth tenants association – to be re-named Children’s activities should be a priority for PC Events for elderly residents should be provided by PC Residents association want access to notice board (agenda) New organisers of Community Building noted (sportily) Sportily sending a grant application for July agenda Park bin is rotten –Cllr Hale to provide information to go on July agenda Wooden posts discussed at last meeting- BC Hands is following up

	• <i>Dog Bins – Dry Meadow Lane and old estate roads – location to be suggested by Councillors</i> • <i>Removal of bus shelter disputed as being owned by PC, would like a replacement one (to be on July agenda)</i> • <i>Grants for local groups – clerk confirmed process</i> • <i>Locking of park – Clerk to look back at last decision for July agenda</i> • <i>Sticker for brown bin at park</i> <i>Public session closed at 19.02</i>
25.	<i>Council invited report from County Councillor Hands</i> • <i>New County Council 3 priorities – civic pride (highways etc) out of county child-care to brought back into county, lowering speed limits where PC's want</i> • <i>Cllr Hands leading on Environment Scrutiny Committee</i> • <i>Grass cutting contract changes (July agenda)</i>
26.	<i>Council invited report from Borough Councillor Hands</i> • <i>Dry Meadow Lane – PROW – obligation to resurface including by new developers, No through Road sign now up. Brook clearance on going discussions with Tech Park & owners of the land</i> • <i>Dog bin locations on Dry Meadow Lane identified (information from Cllr Hands</i> • <i>Final phase application for footpaths etc brought forward</i> • <i>Phone box in Kestral Parade stats on use shared (July agenda)</i>
27.	<i>Close of meeting by 7.16pm</i>

Approved 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 • 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 • 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 • 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 • 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.	Council received updates on social media matters (Cllr Culley) • Posting ongoing • Nationality data investigation
21.	Council invited update on tree planting (Cllr Culley) • Permission needed for planting on MOD when land is identified
22.	Council considered Highways and footpath issues

	• 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.	Burial ground updates (as standard item) • 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.	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 • 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 Council approved final costings /suppliers as above
25.	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)
26.	Items raised for information purposes – election notices Move public session to end of meeting at July
27.	Close of meeting 19.36

FINANCIAL REPORTS FOR year ended MARCH 2025

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
25/01/2025	charges		-11.00	17812.35
25/02/2025	charges		-12.00	17800.35
30/01/2025	parish notice board	907	-1023.00	16777.35
30/01/2025	clear ins	908	-1613.72	15163.63
06/02/2025	t lane bus shelter/seat	909	-252.00	14911.63
28/02/2025	b holder	910	-786.95	14124.68
28/02/2025	glasdon bear bin	911	-120.09	14004.59
23/03/2025	hmrc to 31/3/25	912	-1650.84	12353.75
23/03/2025	b holder	913	-770.95	11582.80
23/03/2025	Churchdown PC burial ground admin	914	-255.00	11327.80
31/03/2025	bank fees	dd	-12.00	11315.80

Reconciliations

bank reconciliation
business current account

opening balance 1/4/24	17786.67	
income	22630.00	
payments	-29100.87	
closing balance 31/3/25	11315.8	0.00

balance per statement 31/3/25 11570.80

less unrepresented cheques -255.00

	-255.00	
reconciled balance	11315.80	

Money manager deposit account

	Apr-24	114.32	69497.63	
may		110.82	69608.45	
june		114.69	69723.14	
july		111.17	69834.31	
aug		115.06	69949.37	
sept		115.25	70064.62	r
oct		111.72	70176.34	r
nov		114.13	70290.47	r
dec		108.61	70399.08	r
jan		112.41	70511.49	r
feb		110.96	70622.45	r
march		95.35	70717.80	r
		1334.49		
closing	balance			70717.80

<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

Note

*Council have saved £34k for play areas refurbishment /improvements
£18k for street furniture replacement/improvements*

*They have made provision for election costs and renewal/review of
Neighbourhood development plan*

They have made provision for contingencies in the sum of £5k

And have a balance of £6k for non-budgeted expenditure

*They have set aside £8k for grants – The Council have a grant policy
published on their website*

payroll reconciliation 31/3/25

	cash book	pata	hmrc
gross	15077.16	14351.88	
ees ni		142.10	
ers ni		725.28	
paye/ni	6142.78	5275.40	0.00
net	8934.38	8934.38	

	31/03/2025	31/05/2025
mileage	48	12
use of home	78	
june, aug printing	5.8	5
5		
postage	8	8.65
	144.8	25.65
dec wfh	-80	

fixed asset register

land			
play equipment	rookery road play area	value	2025
	cherry unit	0	
	various	12474	12474
	MUGA	9000	9000
	safety surface	113698	113698
	tidy bear	6886	6886
	pirate ship	200	200
2022			
street furniture	play equipment and gates	24670	24670
	poppy seats x3	18616	18616
	bus shelters x8	2113	1849
	notice boards x5	15042	16642
	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
		<u>219698</u>	<u>219393</u>

Agar

	<u>2024</u>	<u>2025</u>		differences	
balance					
bfwd	96190	87170			
precept	19038	21000			
other					
receipts	1492	2964	23964	1962	inflation increase
staff costs	10895	15077		1472	grant less £158 reduction in interest received
loans	0	0		4182	full year of clerk salary +pay increase and increase in ERS NI
other					
payments	18655	14024	29101		reduction in play area costs
balance					
cfwd	87170	82034		-4631	
bank/cash	87170	82,034	0		
fixed assets	221576	219393			
borrowings	0	0			

<u>budget against actual</u>	<u>budget</u>	<u>actual</u>	<u>balance</u>
income			
precept	21000	21000	0
cil		0	0
wayleave		0	0
interest on money manager		1334	1334
grant income		1630	
vat refund			0
	21000	23964	1334
expenditure			
employment costs	6500	15077	-8577
admin	3000	848	2152
play area	9000	3548	5452
website	500	569	-69
training	500	0	500
payroll costs	120	189	-69
subscriptions	300	530	-230
bank charges	100	140	-40
burial ground		255	-255
grass cutting	5000	2376	2624
insurance	1200	1614	-414
room hire	500	0	500
vat		1124	-1124
audit	150	365	-215
total expenditure from precept	26870	26636	
expenditure from reserves			
community events	2000	0	2000
play equipment	4100	0	4100
dog and waste bins	250	0	250
grants	2580		250
notice boards		1705	250
bus shelter/ seats	1200	760	288
balance to/from reserves			
total expenditure	37000	29101	234
		-15077	
		14024	

Summary

The parish council receives £21k from precept and budget to spend £26K on running costs meaning they are operating at a loss

They budget to spend a further £10k from reserves on capital and grants