

*Innsworth Parish Council  
agreed minutes  
Meeting 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 noted that Lel Tyrell has been co-opted at the previous meeting and has signed the appropriate form before the meeting</b>                                                                                                                                                                                                            |
| 3.  | <b>Attendance recorded as Parish Councillors David Hale, Julie Evans, Kevin Sherwood Dona Jiji John, Lel Tyrell Ploy Culley</b><br><br><b>Rojina Pradhan Ra, Rhiannon Evans, and 1 member of the public</b><br><br><b>County Councillor Sarah Hands Borough Councillors Sarah Hands and Rojina Pradhan Rai</b>                                   |
| 4.  | <b>Apologies for absence received from Parish Councillors accepted and recorded (LGA1972 s85)</b><br><b>Parish councillor Graham Bocking,</b>                                                                                                                                                                                                    |
| 5.  | <b>Council invited declarations of Interest related to items in the agenda</b><br><b>Cllr Hale declared a personal Interest item 23 declared</b>                                                                                                                                                                                                 |
| 6.  | <b>Council approved the minutes of the meeting held on July 25<sup>th</sup> 2025</b>                                                                                                                                                                                                                                                             |
| 7.  | <b>Council noted no report from County Councillor Hands received</b>                                                                                                                                                                                                                                                                             |
| 8.  | <b>Council noted no reports from Borough Councillor Hands and Borough Councillor Rojina Pradhan Rai received</b>                                                                                                                                                                                                                                 |
| 9.  | <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 has also emailed MP. Borough Cllr Hands was taking it forward. Cllr Tyrell will use personal contacts to try to invite neighbourhood coach</b> |
| 10. | <b>Council approved the payment list/financial reports as shown in the cash book</b><br><b>Council noted that the independent external audit has been completed with no matters to bring to the attention of the Council</b><br><b>Council approved national pay award (part of employment contract)</b>                                         |
| 11. | <b>Council considered if it wishes to have a printed newsletter. Council agreed to trial a digital and noticeboard version – Cllr Ploy will edit and will bring to next meeting. An idea of a price for “local answer” avenue</b>                                                                                                                |
| 12. | <b>Council considered grant applications which have been submitted in accordance with the adopted policy – see website</b><br><b>a) Sportily £1450 – funding from reserves -agreed by Council- would request an idea of expenditure spent from this Grant</b><br><b>b) Chatty Café – waiting for an application</b>                              |
| 13. | <b>Council considered providing activities for Children and Elderly residents within the parish</b>                                                                                                                                                                                                                                              |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <ul style="list-style-type: none"> <li>• Council noted that Sportily will be offering some activities</li> <li>• Council considered hiring the hall for an event day. A working party was agreed with Cllr Culley, Cllr Sherwood and Cllr Evans.</li> <li>• Working Party to bring a Budget and plan to be agreed at an extra-ordinary meeting in October. RFO advised Council to consider value for money for parish as a whole. Community event noted budget zero, Vire of funds from reserves to be agreed.</li> </ul>                                                                                                                                                                                                                                                                                                                               |
| 14. | Council considered replacement bus shelter for the one removed. Proposal and seconded for not replacing shelter – Councillors then discussed usage, non-desirable actions- vote 4 for and 2 against. Vote carried not to replace                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 15. | Council considered if the Residents association can access the Parish Council noticeboards- Council agreed to remove from agenda unless raised again by residents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 16. | <p>A) Council considered provision for dog bins in Dry Meadow Lane and the older areas of Innsworth – Cllrs agreed to provide locations and instructed Clerk to purchase via s106 monies from TBC</p> <p>b) Council considered 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</p> <ul style="list-style-type: none"> <li>• Cllr Sherwood will use what3words to identify locations.</li> <li>• Council noted the dual waste bins requested by TBC</li> <li>• Bin suggested for TBC grass verge on Rookery Road/opposite play area (s106) -waiting for confirmation from TBC</li> </ul> |
| 17. | <p>Council noted the removal of the damaged bench has been completed</p> <ul style="list-style-type: none"> <li>• Cllr Sherwood to provide a link to supplier</li> <li>• Clerk to provide Council with quote for next meeting.</li> <li>• Cllr Sherwood to provide what3words</li> </ul> <p>Council also considered a brass plaque for the RAF bench to be on next meeting</p> <ul style="list-style-type: none"> <li>• Cllr Evans to find historical information</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |
| 18. | <p>Council considered replacing 2 park bins as the liners have rusted –</p> <ul style="list-style-type: none"> <li>• Council to agree designs and budget at next meeting- Cllr Hale</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 19. | <p>Council considered policy on locking of the park</p> <ul style="list-style-type: none"> <li>• Has not been locked for over 12 months</li> <li>• Vandalism has reduced</li> <li>• Council agreed the park was overlooked as recommended for H &amp;S</li> <li>• When locked, people were climbing the gates to enter the park</li> <li>• No recorded complaints</li> <li>• No vehicle access</li> </ul> <p>Proposal to not lock it/seconded and agreed by Council</p>                                                                                                                                                                                                                                                                                                                                                                                 |
| 20. | <p>Council noted park updates</p> <ul style="list-style-type: none"> <li>• Repairs authorised by clerk in sum of £492.17 under H&amp;S</li> <li>• Clerk instructed contractor to attend park to remove broken glass under H&amp;S- no invoice has been received.</li> <li>• Equipment in park spring cleaning- £300- done</li> <li>• Council considered quotation for matting repair or to replace matting. A trip hazard has been identified and gap at edging was noted under the small equipment area. Council agreed for Clerk to obtain 3 quotes for both scenarios.</li> </ul>                                                                                                                                                                                                                                                                    |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <ul style="list-style-type: none"> <li>• Council considered MUGA replacement/re-surfacing at a future date</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 21. | <p>Council considered installing noticeboard at bus stop on new Development. Specification and exact location to be agreed with owner of bus shelter</p> <ul style="list-style-type: none"> <li>• Council agreed to cfwd until bus service is operational. Council considered Centurian Road as potential area. Clerk to ask GCC integrated transport for details of ownership,</li> </ul> <p>Council noted the Clerk signed license agreement for new noticeboard installed on MOD land</p>                                                                                                                                                                                                                                                                                                                                 |
| 22. | Council noted the deadline has passed to adopt BT phone box                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 23. | <p>Council noted correspondence from residents regarding 52a/54 Rookery Road (building works and business)</p> <ul style="list-style-type: none"> <li>• 7<sup>th</sup> July email from TBC said that planning permission permitted and therefore any issues would be enforcement matter</li> <li>• Enforcement closed</li> <li>• Enforcement again investigating</li> <li>• Residents advised to refer to other agencies for other matters</li> </ul>                                                                                                                                                                                                                                                                                                                                                                        |
| 24. | <p>Council received updates on social media matters (Cllr Culley)</p> <ul style="list-style-type: none"> <li>• List of multi-faith festivals is being current edited</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 25. | <p>Council invited update on tree planting (Cllr Culley)</p> <ul style="list-style-type: none"> <li>• Email to be forwarded to MOD by Clerk</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 26. | <p>Council considered Highways and footpath issues</p> <ul style="list-style-type: none"> <li>• 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. Resident has replaced himself</li> <li>• Another damaged bollard has been identified – Cllr Sherwood to refer to Borough Councillor Hands</li> <li>• Parking around school area recognised as dangerous. School has taken action by placing temporary signs. Council instructed Clerk to ask Borough/County Councillors to seek funding/permission for metal bollards to be installed. County Councillor to be asked to seek funding/action for road marking</li> <li>• Taylor Wimpey road crossing to be raised with CC Hands (clerk)</li> </ul> |
| 27. | <p>Burial ground updates (as standard item)</p> <ul style="list-style-type: none"> <li>• Burial ground costs breakdown requested response was that the figure was a generic figure with no breakdown</li> <li>• update on burial ground meeting not available.</li> <li>• Clerk to put on agenda for confidential item on next agenda</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 28. | <p>Council received Defibrillator update (Cllr Sherwood)</p> <p>Council have previously approved costs /running/reporting and responsibility for maintenance/reporting</p> <ul style="list-style-type: none"> <li>• Order placed and received at Cost £2314 and paid</li> <li>• Heated box with lighting to be installed by Taylor Wimpey free of charge by end of October.</li> <li>• To be Installed at 1 Kestral Parade confirmed</li> <li>• Taylor Wimpey will donate another one free of charge – location to be confirmed</li> <li>• Cllr Sherwood to monitor monthly</li> <li>• Budget to be considered for running costs £1k pa at next meeting</li> <li>• Bleed Kit was included in cost</li> </ul>                                                                                                                 |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 29. | <b><i>Council noted the dates for meetings of the Council (Imjin Station Community Centre has been requested), meetings start at 6.30pm on 28/11/25, 23/1/26, 27/3/26, 22/5/26 and 24/7/26 (all 4<sup>th</sup> Fridays)</i></b>                                                                                                                                                                                                            |
| 30. | <b><i>Council invited public participation</i></b> <ul style="list-style-type: none"> <li><b><i>• Bromford flats have a stairwell light that flashes on/off. Resident was advised to contact environmental health</i></b></li> <li><b><i>• Potholes on Rookery Road -advised to use “fixmystreet” to report</i></b></li> <li><b><i>• Parking from school affects residents</i></b></li> </ul> <b><i>Public session closed at 20.05</i></b> |
| 31. | <b><i>Council noted update on register of interest forms as requested by Monitoring Officer at TBC</i></b>                                                                                                                                                                                                                                                                                                                                 |
| 32. | <b><i>No Items were raised for information purposes</i></b>                                                                                                                                                                                                                                                                                                                                                                                |
| 33. | <b><i>Close of meeting 20.08</i></b>                                                                                                                                                                                                                                                                                                                                                                                                       |

Innsworth Parish Council  
 Agreed 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> Cllr Evans left at this point<br>Cllr Bocking left at this point<br>Council was not quorate and meeting closed at 18.45 |

## 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          |