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|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <p style="text-align: center;"><i>Innsworth Parish Council</i><br/> <i>PUBLISHED APPROVED minutes</i><br/> <i>of meeting</i><br/> <i>held on 27<sup>th</sup> March 2026 at 6.30pm at</i><br/> <i>Innsworth Community Hall Rookery Road, GL3 1AU</i></p>                                                                                                                                                                                                                                                                                                             |
| <b>1.</b>  | <b>welcome</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>2.</b>  | <b>Attendance recorded as Parish Councillors David Hale, Lel Tyrrell, Rhiannon Evans, Julie Evans , and Borough Councillor Sarah Hands and County Councillor Sarah Hands &amp; 1 member of the public</b>                                                                                                                                                                                                                                                                                                                                                           |
| <b>3.</b>  | <b>NO Apologies for absences ACCEPTED in accordance with LGA 1972 s85 (noting 6 month rule – Dispensation requests must be received in writing by the Clerk prior to the agenda being prepared for the meeting)</b>                                                                                                                                                                                                                                                                                                                                                 |
| <b>4.</b>  | <p><b>Apologies for absences received and recorded from Parish Councillors Graham Bocking , Ploy Culley &amp; Dona Jiji John,</b></p> <p><b>Parish Councillor Kevin Sherwood, Rojina Pradhan Rai and Borough Councillor Rojina Pradhan Rai did not attend</b></p> <p><b>The Clerk again explained the 6 month rule and the difference between APPROVAL and recording apologies . Councillors considered the implications for non-attendance of pc meetings and how more frequent meetings make affect attendance of Parish Councillors</b></p>                      |
| <b>5.</b>  | <b>Minutes of previous meeting held on 12<sup>th</sup> February 2026 were approved</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>6.</b>  | <b>Council invited declarations of interest for matters on the agenda</b><br><b>Cllr J Evans declared an interest as a Dual Hatted member</b>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>7.</b>  | <p><b>Council considered request for monthly meetings</b></p> <p><b>Following discussions a Proposal was made and seconded to leave at bi-monthly – Vote was equal for and against</b></p> <p><b>Chair used his casting vote for monthly meetings excluding January and August.</b></p> <p><b>However following further discussions later in the meeting it was agreed that this will need to be taken into account when setting the precept for 26/27 as there are financial implications (in November 2026) with a provisional implementation of May 2027</b></p> |
| <b>8.</b>  | <b>Council noted the minutes of the Burial Ground committee meeting from Churchdown PC have been received</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>9.</b>  | <p><b>Council received reports from County and Borough Councillor Hands</b></p> <ul style="list-style-type: none"> <li>• <b>Report was distributed via email</b></li> <li>• <b>Update on Taylor Wimpey discussions</b></li> <li>• <b>Resurfacing on Innsworth Lane through Longlevens announced</b></li> <li>• <b>Whittle Gardens maintenance contracts – Bins will be taken on by management company</b></li> <li>• <b>Highlighting accessible play equipment in the grass roots funding grant</b></li> <li>• <b>LGR update</b></li> </ul>                         |
| <b>10.</b> | <p><b>Council invited the public to speak to the Parish Council on matters relating to the parish.</b></p> <ul style="list-style-type: none"> <li>• <b>Daniel Smith represented Gloucester Vineyard Church in Innsworth and gave a brief update on their potential role in the community and the services they may be able to offer</b></li> </ul> <p><b>Session closed at 18.47pm</b></p>                                                                                                                                                                          |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>11.</b> | <b><i>Council moved into closed confidential session to discuss legal and employment matters- members of the public and representatives from other organisations were asked to leave the meeting at this point</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>12.</b> | <b><i>Council agreed actions for Neighbourhood Development Plan</i></b> <ul style="list-style-type: none"> <li><b><i>• AGM to agree a working party to review and to draft updated plan</i></b></li> <li><b><i>• a copy of original from TBC has now been distributed via email</i></b></li> <li><b><i>• AGM to agree if they wish to request other adjoining local Council to include Innsworth in any updates of their plans</i></b></li> </ul>                                                                                                                                                                                                         |
| <b>13.</b> | <b><i>Council considered actions for purchasing litter/dog bins in Swallow Crescent and any other locations identified specifically by Councillors and to agree use of S137 monies</i></b> <ul style="list-style-type: none"> <li><b><i>• Council discussed locations of current bins eg Ward Avenue</i></b></li> <li><b><i>• Cllr Tyrell will draft a map of existing maps for Council to identify exact locations that would warrant additional bins.</i></b></li> <li><b><i>• Council will then be able to identify specific need for Swallow Crescent and land ownership</i></b></li> </ul> <b><i>Cllr R Evans left the meeting at this point</i></b> |
| <b>14.</b> | <b><i>Council agreed Cllr Bocking as Innsworth PC's representative on a multi-PC sewage working group</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>15.</b> | <b><i>Council agreed actions for Assertion 10</i></b><br><b><i>Proposal /seconded for new compliant website with Gov.uk email addresses from Parish On-line</i></b><br><b><i>Agreed that policies required to be adopted at AGM</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>16.</b> | <b><i>Council agreed to Object to 26/00064/OUT – Ashville Business Park next to the Dowty Sports and Social club- clerk to submit comments as agreed in principal by Council</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>17.</b> | <b><i>Council considered request for meeting to discuss Aldi store (request for parish Councillors to meet in a informal meeting). Clerk to invite to Parish Assembly in May 2026 at 7.30pm (AGM 6.30 to 7.30pm)</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>18.</b> | <b><i>Council considered actions for tree planting in memory of Mrs Sue Wilmot- The school are arranging a memorial garden and the PC could donate a sum of £100 – Clerk to arrange (s137)</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>19.</b> | <b><i>Council considered actions on placement of purchased defibrillator. Permission has been sought from Bromford Housing and followed up with a 2<sup>nd</sup> request and permission in principal given but PC needs to provide its own electricity. Advice is that the cabinet only uses electricity to warm the cabinet in the winter. Council agreed to offer to make a donation of £50pa and would arrange the installation with a qualified electrician,</i></b>                                                                                                                                                                                  |
| <b>20.</b> | <b><i>Council approved financial reports</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>21.</b> | <b><i>Council agreed expenditure on play area including matting repair, trip hazard at edging and replacement bins</i></b> <ul style="list-style-type: none"> <li><b><i>• Clerk to obtain 3 newly updated quotes for repair of matting</i></b></li> <li><b><i>• Clerk to obtain 3 newly updates quotes for replacement matting and to bring to May AGM</i></b></li> </ul>                                                                                                                                                                                                                                                                                 |
| <b>22.</b> | <b><i>Councillors to bring matters to the attention of the Council which have not been discussed on the agenda. NO DECISIONS can be made at this point, but Council may wish to include these matters on the next agenda</i></b><br><b><i>Chatty café – next agenda</i></b><br><b><i>Council closed the meeting at 19.50 as being non -quorate</i></b>                                                                                                                                                                                                                                                                                                    |

*Financial reports*  
*Cash book*

| date       | payee           | chq no | amount  | balance  |
|------------|-----------------|--------|---------|----------|
|            | opening balance |        |         | 11315.8  |
| 02/04/2025 | cloud next      | 915    | -119.98 | 11195.82 |
| 24/04/2025 | b holder        | 916    | -759.15 | 10436.67 |
| 15/05/2025 | glebe           | 917    | -272.40 | 10164.27 |
| 15/05/2025 | a smith         | 918    | -300.00 | 9864.27  |

|            |                    |         |          |          |
|------------|--------------------|---------|----------|----------|
| 02/04/2025 | b holder exp       | 919     | -26.00   | 9838.27  |
| 05/05/2025 | n b construction   | 920     | -750.00  | 9088.27  |
| 15/05/2025 | pata               | 921     | -150.40  | 8937.87  |
| 15/05/2025 | gaptc              | 922     | -670.14  | 8267.73  |
| 15/05/2025 | b holder exp       | 923     | -25.65   | 8242.08  |
| 15/06/2025 | b holder exp       | 924     | -25.65   | 8216.43  |
| 05/06/2025 | l selkirk          | 925     | -165.00  | 8051.43  |
| 05/06/2025 | a smith            | 926     | -300.00  | 7751.43  |
| 28/05/2025 | glebe              | 927     | -544.80  | 7206.63  |
| 13/06/2025 | heartsafe          | 928     | -2777.94 | 4428.69  |
| 30/06/2025 | glebe              | 929     | -544.80  | 3883.89  |
| 17/07/2025 | b holder exp       | 930     | -26.20   | 3857.69  |
| 17/07/2025 | hmrc a,m,j         | 931     | -1820.87 | 2036.82  |
| 25/05/2025 | b holder           | so      | -732.15  | 1304.67  |
| 25/06/2025 | b holder           | so      | -732.15  | 572.52   |
| 30/04/2025 | bank charges       | dd      | -11.00   | 561.52   |
| 30/05/2025 | bank charges       | dd      | -10.00   | 551.52   |
| 30/06/2025 | bank charges       | dd      | -15.00   | 536.52   |
| 25/04/2025 | b holder           | so      | -732.15  | -195.63  |
| 28/04/2025 | b holder           | refund  | 732.15   | 536.52   |
| 28/04/2025 | precept            | receipt | 21000.00 | 21536.52 |
| 31/05/2025 | vat refund         | receipt | 1142.09  | 22678.61 |
| 25/07/2025 | b holder           | so      | -732.15  | 21946.46 |
| 25/08/2025 | b holder           | so      | -732.15  | 21214.31 |
| 25/07/2025 | bank charges       | so      | -14.00   | 21200.31 |
| 25/09/2025 | b holder           | so      | -732.15  | 20468.16 |
| 25/07/2025 | glebe              | 932     | -544.80  | 19923.36 |
| 25/07/2025 | greenway           | 933     | -492.17  | 19431.19 |
| 21/08/2025 | b holder backpay   | 934     | -99.07   | 19332.12 |
| 21/08/2025 | pata               | 935     | -15.00   | 19317.12 |
| 25/08/2025 | glabe              | 936     | -272.40  | 19044.72 |
| 16/09/2025 | pkf littlejohn     | 937     | -252.00  | 18792.72 |
| 16/09/2025 | b holder           | 938     | -26.20   | 18766.52 |
| 30/08/2025 | hsbc bank charges  | dd      | -3.00    | 18763.52 |
| 30/08/2025 | a smith refund     | receipt | 300.00   | 19063.52 |
| 10/09/2025 | b holder salary    | 939     | -19.66   | 19043.86 |
| 16/09/2025 | hmrc to sept       | 940     | -1966.15 | 17077.71 |
| 29/09/2025 | sportily grant     | 941     | -1450.00 | 15627.71 |
| 25/10/2025 | b holder           | so      | -732.15  | 14895.56 |
| 25/09/2025 | hsbc bank charges  | dd      | -4.00    | 14891.56 |
| 25/10/2025 | hsbc bank charges  | dd      | -5.00    | 14886.56 |
| 30/10/2025 | b holder to oct 25 | 943     | -57.46   | 14829.10 |
| 25/11/2025 | b holder           | so      | -732.15  | 14096.95 |
| 20/11/2025 | b holder salary    | 945     | -19.64   | 14077.31 |
| 05/11/2025 | spotily            | 944     | -48.00   | 14029.31 |
| 04/12/2025 | p culley xmas      | 946     | -1669.17 | 12360.14 |
| 04/12/2025 | glos events        | 947     | -77.04   | 12283.10 |
| 04/12/2025 | spotily            | 948     | -420.00  | 11863.10 |
| 04/12/2025 | all about fun      | 949     | -1054.80 | 10808.30 |
| 25/12/2025 | b holder           | so      | -732.15  | 10076.15 |
| 20/12/2025 | hmrc dec m9        | 950     | -1893.70 | 8182.45  |

|            |                         |     |          |          |
|------------|-------------------------|-----|----------|----------|
| 18/12/2025 | b holder                | 951 | -19.68   | 8162.77  |
| 25/01/2026 | b holder                | 952 | -49.04   | 8113.73  |
| 25/12/2025 | bank charges            | dd  | -2.00    | 8111.73  |
| 25/01/2026 | bank charges            | dd  | -6.00    | 8105.73  |
| 25/11/2025 | bank charges            | dd  | -3.00    | 8102.73  |
| 15/10/2025 | glebe                   | 942 | -272.40  | 7830.33  |
| 25/01/2026 | b holder                | so  | -732.15  | 7098.18  |
| 25/02/2026 | b holder                | so  | -732.15  | 6366.03  |
| 25/03/2026 | b holder                | so  | -732.15  | 5633.88  |
| 15/01/2025 | glebe 20531             | 953 | -272.40  | 5361.48  |
| 23/01/2026 | j evans wreath          | 954 | -25.00   | 5336.48  |
| 27/01/2026 | eyelid prod website     | 955 | -100.00  | 5236.48  |
| 27/01/2026 | clear insurance         | 956 | -1697.15 | 3539.33  |
| 16/02/2026 | b holder                | 957 | -20.46   | 3518.87  |
| 28/02/2026 | bank charges            | dd  | -3.00    | 3515.87  |
| 19/03/2026 | b holder                | 958 | -81.06   | 3434.81  |
| 19/03/2026 | hmrc march              | 959 | -1893.70 | 1541.11  |
| 19/03/2026 | sportily room booking   | 960 | -60.00   | 1481.11  |
| 26/01/2026 | transfer                |     | 20000.00 | 21481.11 |
|            | GNC s 137 donation -EMR |     |          |          |
| 31/03/2026 | 9/23                    | 963 | -500.00  | 20981.11 |
| 31/03/2026 | bank charges            | dd  | -3.00    | 20978.11 |
|            |                         |     | 9662.31  |          |

### *Money Manager deposit account*

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

### *Bank reconciliation*

|          |                                              |          |          |
|----------|----------------------------------------------|----------|----------|
|          | bank reconciliation business current account |          |          |
|          | opening balance 1/4/25                       | 11315.8  |          |
|          | income                                       | 42142.09 |          |
| includes | transfer from money man                      | -        |          |
|          | payments                                     | 32479.78 |          |
|          | closing balance 31/3/26                      | 20978.11 | 0.00     |
|          | balance per statement 31/3/26                |          | 21733.11 |

less unpresented cheques

|         |         |
|---------|---------|
| 914/962 | -255.00 |
| 963     | -500.00 |

|                    |                 |
|--------------------|-----------------|
|                    | -755.00         |
| reconciled balance | <u>20978.11</u> |
| money manager      | 51,788.72       |
| total cash at bank | 72,766.83       |

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

## *Payroll reconciliation*

### payroll reconciliation 30/3/26

|         | cash book      | pata           | hmrc due |
|---------|----------------|----------------|----------|
| gross   | 14811.72       | 14811.72       |          |
| ees ni  |                |                |          |
| ers ni  | 1471.19        | 1471.19        |          |
| paye/ni | 6103.23        | 6103.23        | 0.00     |
| net     | <u>8708.49</u> | <u>8708.49</u> |          |
|         |                | 0.00           |          |

## Actual against budget

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

## Agar

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

|              |        |        |             |
|--------------|--------|--------|-------------|
| fixed assets | 219393 | 221708 | explanation |
| borrowings   | 0      | 0      |             |

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

fixed asset register

|      |                                         |               |               |               |
|------|-----------------------------------------|---------------|---------------|---------------|
| 2022 | pirate ship                             | 200           | 200           | 200           |
|      | play equipment and gates                | 24670         | 24670         | 24670         |
|      | poppy seats x3                          | 18616         | 18616         | 18616         |
|      | bus shelters x8 \reduced to 7 in jan 25 | 2113          | 1849          | 1849          |
|      | notice boards x5 increased in Jan 25    | 15042         | 16642         | 16642         |
|      | village name plates                     | 3522          | 3522          | 3522          |
|      | wooden knee railing and posts           | 1147          | 1147          | 1147          |
|      | RAF seat                                | 6369          | 6369          | 6369          |
|      | NHS seat removed jan 25                 | 1401          | 0             | 0             |
|      | dog bins x7                             | 1860          | 2820          | 2820          |
|      | litter bins x12                         | 1000          | 1000          | 1000          |
|      | laptop                                  | 1700          | 500           | 500           |
|      |                                         | <u>219698</u> | <u>219393</u> | <u>219393</u> |
|      | defibrillator 30/06/2025                |               |               | <u>2315</u>   |
|      |                                         |               |               | <u>221708</u> |