

*Innsworth Parish Council
agreed minutes
Extra ordinary meeting held on 5th November 2025 at 7pm at
Innsworth Community Hall
Rookery Road
Innsworth
GL3 1AU*

1.	Welcome
2.	Attendance recorded as Parish Councillors David Hale, Dona Jiji John, Lel Tyrell, Ploy Culley, Rhiannon Evans, Julie Evans And 3 members of the public Parish Councillors, Rojina Pradhan Ra County Councillor Sarah Hands Borough Councillors Sarah Hands and Rojina Pradhan Rai
3.	Apologies for absence received from Parish Councillors accepted and recorded (LGA1972 s85) Parish Councillors Kevin Sherwood Graham Bocking Councillors to note the 6 month rule – Parish Councillors must attend at least one Council meeting every 6 months
4.	Council invited declarations of Interest related to items in the agenda - none
5.	Council approved the minutes of the meeting held on 26th September 2025 with attendance amendments
6.	Council approved the payment list/financial reports as attached Council approved the independent internal auditor as Iain Selkirk
7.	Council invited public participation, suggestions included • Elderly participation • Bingo • Access for disabled -safe space • Separation of activities from refreshments • CRB check if santa • Military wives Choir • Seating in the hall • Risk assessment
8.	Council agreed to provide a Party providing activities for residents within the parish on December 13th 2025 as outlined on the plan attached any other additional items to be confirmed at PC Meeting on 28/11/25 such as Bingo prizes, CRB check, Santa, an extra room, • council approved budget of £5k Vire of funds from reserves to be agreed at next meeting Council agreed to add 2 members of the public to the working party Clerk to confirm our policy will cover volunteers Council thanked Cllr Ploy Culley for preparing the plan.
9.	Council to approve the budget precept for 26/27 – cfwd to next meeting

10.	<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 4th Fridays)</i>
11.	<i>Close of meeting 19.35</i>

***Approved minutes
Meeting held on 26th September 2025
At 6.30pm
in the Imjin Station Community Centre
GL3 1HW***

1.	<i>Welcome</i>
2.	<i>Council noted that Lel Tyrell has been co-opted at the previous meeting and has signed the appropriate form before the meeting</i>
3.	<i>Attendance recorded as Parish Councillors David Hale, Julie Evans, Kevin Sherwood Dona Jiji John, Lel Tyrell Ploy Culley and 1 member of the public</i>
4.	<i>Apologies for absence received from Parish Councillors accepted and recorded (LGA1972 s85) Parish councillor Graham Bocking Parish Councillors Rojina Pradhan Ra, Rhiannon Evans County Councillor Sarah Hands Borough Councillors Sarah Hands and Rojina Pradhan Rai did not attend</i>
5.	<i>Council invited declarations of Interest related to items in the agenda Cllr Hale declared a personal Interest item 23 declared</i>
6.	<i>Council approved the minutes of the meeting held on July 25th 2025</i>
7.	<i>Council noted no report from County Councillor Hands received</i>
8.	<i>Council noted no reports from Borough Councillor Hands and Borough Councillor Rojina Pradhan Rai received</i>
9.	<i>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</i>
10.	<i>Council approved the payment list/financial reports as shown in the cash book Council noted that the independent external audit has been completed with no matters to bring to the attention of the Council Council approved national pay award (part of employment contract)</i>

11.	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
12.	Council considered grant applications which have been submitted in accordance with the adopted policy – see website a) Sportily £1450 – funding from reserves -agreed by Council- would request an idea of expenditure spent from this Grant b) Chatty Café – waiting for an application
13.	Council considered providing activities for Children and Elderly residents within the parish Council noted that Sportily will be offering some activities Council considered hiring the hall for an event day. A working party was agreed with Cllr Culley, Cllr Sherwood and Cllr Evans. 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.
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.	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 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 Cllr Sherwood will use what3words to identify locations. Council noted the dual waste bins requested by TBC Bin suggested for TBC grass verge on Rookery Road/opposite play area (s106) -waiting for confirmation from TBC
17.	Council noted the removal of the damaged bench has been completed Cllr Sherwood to provide a link to supplier Clerk to provide Council with quote for next meeting. Cllr Sherwood to provide what3words Council also considered a brass plaque for the RAF bench to be on next meeting Cllr Evans to find historical information
18.	Council considered replacing 2 park bins as the liners have rusted – Council to agree designs and budget at next meeting- Cllr Hale
19.	Council considered policy on locking of the park Has not been locked for over 12 months Vandalism has reduced Council agreed the park was overlooked as recommended for H &S When locked, people were climbing the gates to enter the park No recorded complaints No vehicle access

	<i>Proposal to not lock it/seconded and agreed by Council</i>
20.	<i>Council noted park updates</i> <i>Repairs authorised by clerk in sum of £492.17 under H&S</i> <i>Clerk instructed contractor to attend park to remove broken glass under H&S- no invoice has been received.</i> <i>Equipment in park spring cleaning- £300- done</i> <i>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.</i> <i>Council considered MUGA replacement/re-surfacing at a future date</i>
21.	<i>Council considered installing noticeboard at bus stop on new Development. Specification and exact location to be agreed with owner of bus shelter</i> <i>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,</i> <i>Council noted the Clerk signed license agreement for new noticeboard installed on MOD land</i>
22.	<i>Council noted the deadline has passed to adopt BT phone box</i>
23.	<i>Council noted correspondence from residents regarding 52a/54 Rookery Road (building works and business)</i> <i>7th July email from TBC said that planning permission permitted and therefore any issues would be enforcement matter</i> <i>Enforcement closed</i> <i>Enforcement again investigating</i> <i>Residents advised to refer to other agencies for other matters</i>
24.	<i>Council received updates on social media matters (Cllr Culley)</i> <i>List of multi-faith festivals is being current edited</i>
25.	<i>Council invited update on tree planting (Cllr Culley)</i> <i>Email to be forwarded to MOD by Clerk</i>
26.	<i>Council considered Highways and footpath issues</i> <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. Resident has replaced himself</i> <i>Another damaged bollard has been identified – Cllr Sherwood to refer to Borough Councillor Hands</i> <i>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</i> <i>Taylor Wimpey road crossing to be raised with CC Hands (clerk)</i>
27.	<i>Burial ground updates (as standard item)</i> <i>Burial ground costs breakdown requested response was that the figure was a generic figure with no breakdown</i> <i>update on burial ground meeting not available.</i> <i>Clerk to put on agenda for confidential item on next agenda</i>
28.	<i>Council received Defibrillator update (Cllr Sherwood)</i>

	Council have previously approved costs /running/reporting and responsibility for maintenance/reporting • Order placed and received at Cost £2314 and paid • Heated box with lighting to be installed by Taylor Wimpey free of charge by end of October. • To be Installed at 1 Kestral Parade confirmed • Taylor Wimpey will donate another one free of charge – location to be confirmed • Cllr Sherwood to monitor monthly • Budget to be considered for running costs £1k pa at next meeting • Bleed Kit was included in cost
29.	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 4th Fridays)
30.	Council invited public participation • Bromford flats have a stairwell light that flashes on/off. Resident was advised to contact environmental health • Potholes on Rookery Road -advised to use “fixmystreet” to report • Parking from school affects residents Public session closed at 20.05
31.	Council noted update on register of interest forms as requested by Monitoring Officer at TBC
32.	No Items were raised for information purposes
33.	Close of meeting 20.08

Financial reports for 5th November meeting

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

bank reconciliation business current account		
opening balance 1/4/25	<u>11315.8</u>	
income	21000.00	
payments	<u>-17486.70</u>	
closing balance 31/3/25	<u>14829.10</u>	0.00

balance per statement 4/10/25		17328.71
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less unrepresented cheques		
24/25 churchdown pc	914	-255.00
so		-732.15
sportily	941	-1450
	dd	-5.00
	943	-57.46
		<u>-2499.61</u>
reconciled balance		<u>14829.10</u>

money manager	71,398.02
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total cash at bank	83,727.51
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Budget against actual and draft precept/budget

<u>budget against actual</u>	<u>budget</u>	<u>actual</u>	<u>balance</u>	<u>26 to 27</u>	<u>tax base</u>	
income						
					845.23 =	
precept	21000	21000	0	34000	£24.85	25/26
cil		0	0		40.23	26/27
wayleave		0	0			
interest on money manager		680	680			
grant income		0				
vat refund		129	129			
	21000	21809	809	34000		
expenditure						
employment costs	14352	8131	6221	15000		
ers ni	3000	736	2264	1471		
play area	9000	792	8208	9000		
website	700	100	600	700		
training	200	0	200	200		
payroll costs	200	165	35	200		
subscriptions	600	670	-70	700		
bank charges	100	62	38	100		
burial ground		0	-255	300		
grass cutting	3600	1816	1784	3600		
insurance	1200	0	1200	1200		
room hire	500	0	500	500		
defibrillator			0	500		
audit	500	375	125	500		
total expenditure from precept	33952	12848		33971		
expenditure from reserves						
community events		0	0	5000		
play area floor surface				24000		
play equipment		0	0			
defibrillator		2315				
dog and waste bins		0	250	250		
grants		1450	250	1000		
notice boards		625	250	625		
bus shelter/ seats		0	288	300		
balance from reserves	-12427					
expenditure from reserves		4390		31175		
total expenditure	21525	17238	20849	41469		
		-8131				
		9106				

This means that the Council is using its reserves for capital expenditure and community events- the reserves will stand at £41k if Council sets the precept to meet its day to day expenditure £33971. Any precept set at a lower level will use the reserves and will not fund major projects such as MUGA

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	
		<u>219698</u>	<u>219393</u>	
	defibrillator 30/06/2025			2315

reserves reconciliation

	2024	2025	25/26 already spent
play parks	20000	24100	
street furniture	20000	18492	-625
grants and donations	5500	8080	-1450
contingency	5000	5000	
muga	10000	10000	
defib			-2315
NDP	5000	5000	
IT	1000	1000	
election	3500	3500	
general	17170	<u>6862</u>	
bank balance at year end	87170	<u>82034</u>	

Community Christmas Event Schedule-

Innsworth Community Christmas Party 2025

Schedule

Date:

Saturday 13th December 2025

Time:

2pm-6pm (4 hours)

Location:

Main sports hall at Innsworth community Hall

Activities

For younger children:

- Toddler play centre
- Soft play mat and toys
- Bouncy castle
- Ball pit

For older children and adults:

- Rodeo reindeer
- Table top football game
- Giant buzzer game
- High striker

For everyone:

- Face painting
- Craft kits
- Christmas photo op

Refreshments

I opted for packaged edibles so that anything unopened can be donated to food bank.

Drinks:

- Coffee
- Tea
- Hot chocolate
- Orange juice
- Blackcurrant juice

Savoury food:

- Savoury biscuit assortment (crackers)
- Mixed cheese portions
- Crisps

Sweet food:

- Mince pies
- Sweet biscuit assortment
- Mini bite jam donuts
- Mini double chocolate muffins
- Lollipops
- Candy floss (manned candy floss machine - still awaiting confirmation of availability from supplier)

Volunteers

- Keep refreshments stocked at the tables and clean up any accidents - Ploy
- Watch over the children and/or help out at craft tables - 2 volunteers needed
 - We'll place signs at the door and tables saying "Need help? Look for elves!"
- Santa to sit at the photo op and hand out chocolate bars - volunteer needed

Promotion

- Post on Innsworth Noticeboard Facebook group
 - Give flyers to Innsworth Community Hall (for attendees of Community Cafe and Breakfast Cafe)
 - Give flyers to Innsworth Infant School
 - Give flyers to Hungry No More food bank
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Costs

If we go ahead with everything listed below, then the total cost is approximately £3,880.80.

Venue - £192

- Hire main sports hall for 8 hours (2 hours for set up 4 hours for the event and 2 hours for clean up) - £192

Activities - £1,963.40 (pending quote for face painting):

- Items from cheltenhambouncycastle.co.uk - quoted £1,238.40 (inc. VAT);
 - Toddler play centre
 - Soft play mat and toys
 - Bouncy castle
 - Ball pit
 - Rodeo reindeer
 - Table top football game
 - High striker
- Giant buzzer game - £30 (from 3countiescastlehire.co.uk)
- Face painting - approx £300 (my high estimate as still awaiting quote)
- Craft kits - approx £200 (from various websites)
- Photo op - £205;
 - Backdrop - £110 (from katebackdrop.com)
 - Backdrop clamps - £5 (from Temu)
 - Rug - approx £30 (from Temu)
 - Lighting - approx £50 (from Amazon)
 - 5 metre extension cord (from Amazon) - £10

Refreshments - £1,074.80

- Items from brake.co.uk - £801.80;
 - 200 coffee sachets - £22.60
 - 400 enveloped tea bags - £22
 - 200 hot chocolate sachets - £86
 - 1000 sugar sachets - £9.60
 - 36 cartons 1l Lakeland Dairies UHT semi-skimmed milk - £50.60
 - 8 cartons 1l Alpro oat long life drink/milk - £14.40
 - 162 cartons 200ml orange juice - £74.40
 - 144 cartons 250ml blackcurrant juice - £67.60
 - 6kg savoury biscuit assortment (crackers) - £63.80
 - 200 mixed cheese portions - £90.90
 - 256 Walkers classic crisps - £84.60
 - 216 mince pies - £52.50
 - 6kg sweet biscuit assortment - £42.80
 - 345 mini bite jam donuts - £34
 - 288 mini double chocolate muffins - £86
- 300 Chupa Chups lollipops - £33 (from eBay)
- Candy floss (manned candy floss machine) - £240 (from 3countiescastlehire.co.uk)

Equipment - £235.85

- Items from gloseventhire.co.uk - £38.30;
 - 4 gallon water boiler (for hot drinks) - £18
 - 8 litre drinks dispenser (for water) - £7
 - 10 x 10" square plates (for displaying food) - £3 (£0.30 each)
 - 2 x 12" glass bowls (for displaying food) - £3.50 (£1.75 each)
 - 9" oval rattan basket (for displaying drink sachets) - ££0.30
 - 3 x 12"x16" rectangular rattan basket (for displaying crisps and Santa hats) - £1.50
 - Bin - £5
- Items from brake.co.uk - £77.94;
 - 400 x 9.2" uncoated white paper plates - £21.10
 - 400 x 2ply jolly holly napkins - £10
 - 500 x 8oz Vegware Christmas paper cups (for drinks) - £46.80
- 2 x bubble machines - £70 (£35 each) (from 3countiescastlehire.co.uk)
- 3 banners from vistaprint.co.uk (reusable for future events) - £17.40 (£5.80 each);
 - "Refreshments"
 - "Face painting"
 - "Snap a shot!" (for the photo op)
- 7 x 6ft tables - included in quote above from cheltenhambouncycastle.co.uk (under "activities")
- 3 x 8m red paper banquet rolls (from partyrama.co.uk) - £17.25 (£5.75 each)
- Items from Amazon - £15;
 - Pack of 3 kitchen rolls (for cleaning spillages) - £3
 - Box of 100 nitrile gloves (for handling food and cleaning up) - £5
 - Roll of 10 120 litre bin liners - £7

Decorations - £266.90

- 3ft Christmas tree - £16 (from Marks & Spencer)
- Lots of bunting - £60 (from Temu)
- 25m Sellotape (for attaching bunting to walls) - £1.50 (from Amazon)
- 200 child size Santa hats - £56
- 200 adult size Santa hats - £58.40
- 3 x elf jumpers for volunteers to wear - £75 (£25 each)

Promotion - £19

- 500 flyers - £19 (from vistaprint.co.uk)
-