

**Innsworth Parish Council**  
**AGENDA/SUMMONS**  
**For the MEETING OF THE COUNCIL**  
**TO BE HELD AT 6.30pm ON 8<sup>th</sup> October 2026**  
**at the Community Hall Rookery Road, Innsworth**

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| 1.  | <b>Welcome and introductions – by the Chairman</b>                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.  | <b>Attendance to be recorded</b> (anticipated as Parish Councillors Graham Bocking, David Hale, Rhiannon Evans Dona Jiji John and Lel Tyrrell, Ploy Culley Kevin Sherwood, Rinita Dam & Julie Evans) <i>members of the public</i><br>Borough Councillor Rojina Pradhan Rai<br>Borough and County Councillor Hands                                                                                                                                           |
| 3.  | <b>Apologies for absence to be received &amp; recorded from Parish Councillors</b>                                                                                                                                                                                                                                                                                                                                                                          |
| 4.  | <b>Council to consider Apologies for absences to be <i>accepted</i> in accordance with LGA 1972 s85 (eg 6 month rule)</b><br><b>Council to note no dispensation requests have been received in writing by the Clerk prior to the agenda being prepared for the meeting</b>                                                                                                                                                                                  |
| 5.  | <b>Declaration of Interest for matters on the agenda to be invited</b>                                                                                                                                                                                                                                                                                                                                                                                      |
| 6.  | <b>Minutes of the previous Parish Council Meeting held on 25th September 2026 to be approved</b>                                                                                                                                                                                                                                                                                                                                                            |
| 7.  | <b>Council to consider and approve actions following the RoSPA report of 25/9/26</b>                                                                                                                                                                                                                                                                                                                                                                        |
| 8.  | <b>Council to consider and approve actions following the updated Risk Assessment report of October 2026</b>                                                                                                                                                                                                                                                                                                                                                 |
| 9.  | <b>Council to consider memorial to Park Volunteer</b>                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10. | <b>Council to consider Christmas Family event following feedback from notices posted after meeting of 25<sup>th</sup> September 2026</b>                                                                                                                                                                                                                                                                                                                    |
| 11. | <b>Council to consider if it wishes to amend its Media, Communication and Complaints</b>                                                                                                                                                                                                                                                                                                                                                                    |
| 12. | <b>Council to consider and approve actions on Defibrillator (2016) and Defibrillator (2025)</b>                                                                                                                                                                                                                                                                                                                                                             |
| 13. | <b>Council to invite public participation</b><br><b>Public session to be closed</b>                                                                                                                                                                                                                                                                                                                                                                         |
| 14. | <b>Council to invite reports from Borough and County Councillor Hands and Borough Councillor Rojina Pradhan Rai</b>                                                                                                                                                                                                                                                                                                                                         |
| 15. | <b>Under the Public bodies admission to meetings action 1960 and schedule 12A of the LGA 1972, Council may wish to propose, second and resolve for the Council to move into confidential business to discuss employment, legal and commercial sensitivity matters which may prejudice the Council's financial or bargaining position</b><br><b>Any matters arising from confidential meeting minutes</b><br><b>Grass Cutting and Bus Cleaning contracts</b> |
| 16. | <b>Council to agree date of next meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                |
| 17. | <b>Close of meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**Innsworth Parish Council**  
**DRAFT MINUTES**  
**of the MEETING OF THE COUNCIL**  
**HELD AT 6.30pm ON 25<sup>TH</sup> SEPTEMBER 2026**  
**at the Imjin Station Community Centre, Innsworth Lane**

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 1.  | <b>Welcome and introductions – by the Chairman</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2.  | <b>Attendance recorded</b> as Parish Councillors Graham Bocking, David Hale, Lel Tyrrell, Ploy Culley<br>Dona Jiji John & Julie Evans – Rinita Dam after co-option<br><i>3 members of the public attended</i>                                                                                                                                                                                                                                                                                                                                                           |
| 3.  | <b>Apologies for absence noted from Parish Councillor Rhiannon Evans and Borough Councillor Rojina Pradhan Rai</b><br>Parish Councillor Kevin Sherwood did not attend<br>Borough and County Councillor Hands did not attend                                                                                                                                                                                                                                                                                                                                             |
| 4.  | <b>Council noted no Apologies for absences to be <b>accepted</b> in accordance with LGA 1972 s85 (eg 6 month rule) were received</b><br><b>Council noted no dispensation requests have been received in writing by the Clerk prior to the agenda being prepared for the meeting</b>                                                                                                                                                                                                                                                                                     |
| 5.  | <b>Council agreed the co-option of Dr Rinita Dam and the meeting paused to for the acceptance of office forms to be signed in front of the Proper Officer</b>                                                                                                                                                                                                                                                                                                                                                                                                           |
| 6.  | <b>Declaration of Interest for matters on the agenda were invited -none</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7.  | <b>Minutes of the previous Parish Council Meeting held on 24<sup>th</sup> July 2026</b><br><b>And the public minutes of 22<sup>nd</sup> September 2026 were approved</b>                                                                                                                                                                                                                                                                                                                                                                                                |
| 8.  | <b>Council agreed it wishes to discuss tenders for bus shelter cleaning under confidential business as matters discussed may be prejudicial to the negotiating and legal position of the Council</b>                                                                                                                                                                                                                                                                                                                                                                    |
| 9.  | <b>Council agreed it wishes to discuss tenders for grass cutting contract under confidential business as matters discussed may be prejudicial to the negotiating and legal position of the Council</b>                                                                                                                                                                                                                                                                                                                                                                  |
| 10. | <b>Council agreed payment of contractor invoices for</b><br><b>Park warden in accordance with terms of contract £425 + £850 = £1275 -agreed</b><br><b>Repairs to play area equipment in accordance with terms of contract -agreed</b>                                                                                                                                                                                                                                                                                                                                   |
| 11. | <b>Council accepted external auditor report for 25/26 stating that on the basis of review of sections 1 and 2 of the AGAR, in their opinion the information in Sections 1 and 2 is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met and there are no other matters affecting their opinion which they draw to the attention of the Council.</b><br><b>Council noted that the Notice of conclusion of audit is to be published</b> |
| 12. | <b>Council considered the report presented by the Clerk of communications received from members of the public (MOP)</b><br><b>MOP3 – update from Chair of Council noted</b><br><b>MOP 2 – noted</b><br><b>MOP 1 – Council agreed unanimously that s21 of FOI 2000 to be applied as information requested is reasonably accessible by other means</b>                                                                                                                                                                                                                    |
| 13. | <b>Council considered that following extensive audit work and collation of supporting evidence the Fixed asset register has been completed with detailed photographic evidence, historic minutes, financial reports, emails, historic ROSPA reports and collaborating information from outside agencies and suppliers that the Fixed Asset Register Sept 2026 be adopted – Proposed by Cllr Evans, Seconded by Cllr Hale and agreed unanimously</b><br><br><b>Council agreed action to be taken for 2016 defibrillator now found</b>                                    |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| 14. | <b><i>Council received feedback on flood risk assessment and sewage matters -Cllr Bocking gave a verbal report on joint working with Twigworth/Down Hatherley Parish Councils Cllr Evans will update at future meeting on T&amp;PC flood risk assessment meetings</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 15. | <b><i>Council invited public participation for matters on the agenda in accordance with standing orders<br/>Request that a Christmas event to be considered by Council- Councillor Ploy referred to decision of Council to invite local groups to organise with potential for grant funding available from PC<br/>Asked if IPC represented at Freshers event at Imjin Barracks. It was confirmed that 2 Councillors had attended and they showed some photos from the day<br/><br/>Public session closed 18.51</i></b>                                                                                                                                                                                                                                                                                                                    |
| 16. | <b><i>Council noted no report from Borough and County Councillor Hands and noted the distribution via email of the report from Borough Councillor Rojina Pradhan Rai</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 17. | <b><i>Under the Public bodies admission to meetings action 1960 and schedule 12A of the LGA 1972, Council received a proposal from Councillor J Evans, Seconded by Cllr Culley and unanimously agreed by the Council to move into confidential business to discuss employment, legal and commercial sensitivity matters which may prejudice the Council's financial or bargaining position<br/><br/>Agreement of confidential meeting minutes of 22<sup>nd</sup> September 2026- proposed by Cllr Culley and seconded by Cllr Hale - council agreed unanimously<br/>Updated legal advice from GALC –noted<br/>Employment matters including Lone worker policy proposed Cllr J Evans, seconded by Cllr Culley, - unanimously agreed<br/><br/>Grass contract and bus shelter contract – cfwd to next meeting- confidential business</i></b> |
| 18. | <b><i>Council agreed date of next meeting- additional meeting play area and defibrillators, memorial to volunteer, Christmas event -8<sup>th</sup> October 2026</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 19. | <b><i>Close of meeting 19.47</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Communication report

### a) MOP 3

*Meeting and discussion on signage and road markings in the section of road outside of infant school (Luke Lane) which has been confirmed as not under highways control and Junior school (Rookery Road)*

### b) MOP 2

*Requests relating to litter bin and ASB in layby on A40-  
6 emails including TBC, Glos Highways, National Highway agency, Longford PC and IPC*

### c) MOP 1

*Requests relating to: emails as distributed to parish councillors including the demonstration of active access or ownership of information being requested*

Council considered FOI Act 2000 guidance

**FOI STATES REQUESTS DO NOT HAVE TO STATE OR BE LABELLED FOI, THE PUBLIC AUTHORITY ARE LEGALLY REQUIRED TO TREAT ANY CLEAR WRITTEN REQUEST FOR RECORDED INFORMATION UNDER FOI RULES**

**s21 states that a public authority can refuse a request if the information is already reasonably accessible by other means including in their physical possession - Council is referred to email of 11/9/26 demonstrating the MOP has access to email correspondence and minutes of meetings at least up to 2022- Section 21 exemption is absolute and does not have to provide evidence of how or where MOP received information. S21 allows authorities to factor in the specific requester's circumstances. Since the MOP has demonstrated active access or ownership of the files, the data is by definition reasonably accessible to them**

## *Fixed asset register*

Following extensive audit work and collation of supporting evidence the Fixed asset register has been completed with detailed photographic evidence, historic minutes, financial reports, emails, historic ROSPA reports and collaborating information from outside agencies and suppliers

Council accepted the ownership by TBC of the bollards/knee rail at the meeting on 22/9/26

**Council agreed action to be taken for 2016 defibrillator now found**

Council approved the fixed asset register as shown below

| ref   | summary                                                                                                   | value    | subtotal | confirmed start date of record | date removed from AR | verified |
|-------|-----------------------------------------------------------------------------------------------------------|----------|----------|--------------------------------|----------------------|----------|
| bs1   | bus shelter at A40 bridge                                                                                 | £4,903   |          | 19/02/2013                     |                      | Aug-26   |
| bs2   | bus shelter at snowbelle drive formerly "white house" and innsworth farm                                  | £4,903   |          | 03/03/2014                     |                      | Aug-26   |
| bs3   | bus shelter at Imjin roundabout opp frogfurlong lane                                                      | £4,903   |          | start date                     |                      | Aug-26   |
| bs4   | bus shelter at Imjin opp pedestrian entrance                                                              | £3,400   |          | pre 2009                       |                      | Aug-26   |
| bs5   | bus shelter at corner of rookery road opp centurian road                                                  | £4,903   |          | 18/09/2013                     |                      | Aug-26   |
| bs6   | bus shelter next to tech park                                                                             | £3,688   |          | 01/01/2011                     |                      | Aug-26   |
| bs7   | bus shelter at mottershead/shearwater                                                                     | £1       | 26701    | 01/03/2022                     |                      | Aug-26   |
| NB1   | notice board at rookery road play area                                                                    | £419     |          | 01/07/2020                     |                      | Aug-26   |
| NB2   | notice board at Nightingale Croft                                                                         | £852     |          | 01/11/2024                     |                      | Aug-26   |
| NB3   | notice board at Luke Lane -MOD land- license signed                                                       | £852     |          | 01/11/2024                     |                      | Aug-26   |
| NB4   | notice board on rear gate at rookery road play area                                                       | £359     | 2482     | 01/07/2020                     |                      | Aug-26   |
| S1    | poppy seat at corner of rookery road opposite centurion road                                              | £704     |          | 01/10/2018                     |                      | Aug-26   |
| S2    | poppy seat at mottershead                                                                                 | £704     |          | 01/10/2018                     |                      | Aug-26   |
| S3    | poppy seat to left of tech part going into Innsworth                                                      | £705     |          | 01/10/2018                     |                      | Aug-26   |
| S4    | RAF seat at Nightingale Croft/opp Junior School                                                           | £1,401   |          | 27/08/2019                     |                      | Aug-26   |
| S5    | NHS seat opp Frogfurlong Lane roundabout                                                                  | £930     | 4444     | 01/05/2020                     |                      | Aug-26   |
| IS1   | Innsworth Sign Frogfurlong Lane first                                                                     | £0       |          | 01/07/2018                     | Aug-18               |          |
| IS2   | Innsworth Sign A40 bridge                                                                                 | £218     |          | 01/06/2018                     |                      | Aug-26   |
| IS3   | Innsworth Sign Highgrove Way                                                                              | £218     |          | 01/06/2018                     |                      | Aug-26   |
| IS4   | chair storage ex clocktower                                                                               | £247     |          | 01/07/2020                     |                      | Aug-26   |
| IS5   | replaced missing frogfurlong lane                                                                         | £532     | 1214     | 01/07/2020                     |                      | Aug-26   |
| PP1   | RR play area front gates                                                                                  | £2,910   |          | 01/02/2022                     |                      | Aug-26   |
| PP2   | gate signage                                                                                              | £159     |          | 31/05/2022                     |                      | Aug-26   |
| PP3   | litter bins                                                                                               | £1       |          | 2009/14                        |                      | Aug-26   |
| PP4   | glasdon 2 seats by tidy bear corner                                                                       | £1,227   |          | 01/03/2017                     |                      | Aug-26   |
| PP5   | Glasdon seat at muga                                                                                      | £1,113   |          | 01/11/2021                     |                      | Aug-26   |
| PP6   | tidy bear at play park                                                                                    | £199     |          | 15/05/2019                     |                      | Aug-26   |
| PP7   | carousel/rolator bowl                                                                                     | £1       |          | 2009/14                        |                      | Aug-26   |
| PP8   | Swing basket sutcliffe                                                                                    | £1       |          | 2009/14                        |                      | Aug-26   |
| PP9   | wickstead multi play slide climber (cherry unit)                                                          | £12,474  |          | 01/03/2009                     |                      | Aug-26   |
| PP10  | climber frame and net                                                                                     | £1       |          | 2009/14                        |                      | Aug-26   |
| PP11  | MATTA safety surface area                                                                                 | £1,522   |          | 01/10/2017                     |                      | Aug-26   |
| PP11B | MATTA safety surface area                                                                                 | £5,364   |          | 01/03/2018                     |                      | Aug-26   |
| PP12  | junior swing 1 bay 2 seat greenfields                                                                     | £1,490   |          | 01/05/2021                     |                      | Aug-26   |
| PP13  | Carousel /roundabout greenfields                                                                          | £3,120   |          | 01/05/2021                     |                      | Aug-26   |
| PP14  | rocker car                                                                                                | £1,304   |          | 01/03/2019                     |                      | Aug-26   |
| PP15  | play feature musical kompan                                                                               | £1,672   |          | 01/03/2019                     |                      | Aug-26   |
| PP16  | pirate ship kompan                                                                                        | £6,750   |          | 01/03/2019                     |                      | Aug-26   |
| PP17  | play panel kompan                                                                                         | £1,548   |          | 01/03/2019                     |                      | Aug-26   |
| PP18  | sealine springer kompan                                                                                   | £1,133   |          | 01/03/2019                     |                      | Aug-26   |
| PP19  | octopus seesaw kompan                                                                                     | £2,326   |          | 01/03/2019                     |                      | Aug-26   |
| PP20  | Agility Trim Trail including monkey bars                                                                  | £1       |          | 2009/14                        |                      | Aug-26   |
| PP21  | wickstead Toddler swing set 1 bay 2 seat                                                                  | £1,632   |          | 01/03/2009                     |                      | Aug-26   |
| PP22  | General surface wet pour                                                                                  | £9,938   |          | 01/05/2019                     |                      | Aug-26   |
| PP23  | Rear Fencing                                                                                              | £8,950   |          | 01/11/2021                     |                      | Aug-26   |
| PP24  | Cableway -zip wire                                                                                        | £621     |          | 01/04/2014                     |                      | Aug-26   |
| PP25  | MUGA double end lightman                                                                                  | £111,990 |          | 01/05/2011                     |                      | Aug-26   |
| PP26  | rear pedestrian gate                                                                                      | £1,205   |          | 01/05/2021                     |                      | Aug-26   |
| PP27  | 2x round bar lightmain green seats outside muga                                                           | £1,700   | 180351   | 2009/14                        |                      | Aug-26   |
| land  | Rookery road play area                                                                                    | £1       | 1        | 12/02/2015                     |                      | Aug-26   |
| RR1   | 21 xknee rail and posts at 45 Rookery Road- ownership confirmation received as TBC asked for contribution | £0       |          | 03/04/2018                     | removed 8/26         |          |
| RR2   | 9 knee rail and posts at Rookery Road/Falcon Close ownership confirmation received from TBC               | £0       |          | 03/04/2018                     | removed 8/26         |          |
| RR3   | 9 bollards at Finch Road opp 22 on bend ownership confirmation received from TBC                          | £0       |          | 28/01/2020                     | removed 8/26         |          |
| RR4   | 57 bollards at 45-55 rookery road known as phase 2 ownership confirmation received from TBC               | £0       |          | 24/02/2020                     | removed 8/26         |          |
| RR5   | 20 bollards at 72 rookery road/near falcon close - confirmed as NOT IPC PROPERTY                          | £0       |          |                                | removed 8/26         |          |
| RR6   | OWNED BY TBC 32 bollards at 62 rookery road/ Finch road bend - CONFIRMED NOT PC property                  | £0       | 0        | 12/08/2026                     | removed 8/26         |          |
| O1    | Lenovo laptop with clerk                                                                                  | £369     |          | 24/09/2020                     |                      | Aug-26   |
| RBL   | 2 RBL figures -unknown soldier and woman                                                                  | £312     |          | 30/10/2021                     |                      |          |
| D1    | defibrillator purchased 2016                                                                              | £1,329   |          | 04/10/2016                     |                      | Aug-26   |
| D2    | defibrillator and bleed kit purchased 2025                                                                | £2,315   |          | 10/04/2025                     |                      | Aug-26   |
| DB    | Red dog bins                                                                                              | £3,225   |          | 01/03/2022                     |                      | Aug-26   |
| LB    | litter bins (green/black on sticks)                                                                       | £630     |          | 01/03/2022                     |                      | Aug-26   |
| MB    | mixed waste bins                                                                                          | £2,160   | 10340    | 01/03/2023                     |                      | Aug-26   |
| map 1 | map of street furniture sept 2026                                                                         | n/a      |          |                                |                      | Aug-26   |
| map 2 | map of bins May 2026                                                                                      | n/a      |          |                                |                      | Aug-26   |
| agar  | AGAR FA and supporting document                                                                           | n/a      |          |                                |                      | Aug-26   |
|       |                                                                                                           |          | 225,533  |                                |                      |          |
|       | Agar 25/26                                                                                                |          | 221,708  |                                |                      |          |
|       | difference                                                                                                |          | 3825     |                                |                      |          |