

STAVERTON PARISH COUNCIL MINUTES FROM ANNUAL MEETING ON 11th NOVEMBER 2024 MEETING 7PM HELD AT THE BUTTERFLY GARDENS

Chair: Cllr R Lewis
Clerk: Mrs Michelle Hinde
E-mail: clerk@stavertonpc.org.uk

Present: Cllr. R. Lewis (Chairman), Cllrs J. Judge, J. Polgrean, T. Bradshaw, B Trower, C Cllr P McInain, B Cllr. R Vines

Attendees: Clerk/RFO, Michelle Hinde

Minute Ref. **Details**

- 11.11.24.1** **To note apologies for absence and to confirm the meeting is quorate**
Apologies received from Cllrs H Heat and S John. The meeting was declared quorate
- 11.11.24.2** **To receive comments from the public – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda of the next meeting**
None
- 11.11.24.3** **To receive declarations of interest for items on the agenda below, (Localism Act 2011).**
Cllr Bradshaw declared an interest in agenda item 13 as her property is listed.
- 11.11.24.4** **To confirm and agree Minutes of the Parish Council Meeting held on 12th August 2024**
Council **APPROVED** minutes of Parish council meeting held on 12th August 2024
- 11.11.24.5** **To receive Clerks Report and agree actions**
The clerk confirmed that she had looked into installation of a defib and in order to qualify for a grant the defib must be connected to electricity. The clerk advised that she was still struggling to obtain quotes for Benches with arms but she would keep trying
- 11.11.24.6** **To receive Borough Councillors Report**
Name of council will be changed to North Gloucestershire Borough Council. Staverton in North Cotswold constituency.
Planning – planning committee meeting next week with 1 application on the agenda.
- 11.11.24.7** **To receive County Councillors Report**
Housing developments major concern. Latest figures 25000 new homes swallow up Stoke Orchard and go all the way up to junction 9. New leader County Council took over a couple of months ago who wants the county council to be more robust and have infrastructure first. Cant stop them but can say if this goes ahead then... In terms of new government approach the rural areas will need to take more houses. Tewkesbury need 550 homes per year along with Cheltenham or Gloucester. Government already said increase which would equate to 615 per year. Tewkesbury only have 3.25 housing year supply. If houses are not built it

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doesn't count. Tewkesbury have said they will not defend any planning appeal. Tewkesbury changed rules to planning committee USED to be if a planning application will be more than 10 houses and parish objects it would go to appeal. Now changed to 50 houses. County Council is going with a growth budget. They are not in deficit. Existing services plus additional. Employers NI contributions will have a knock on effect. Joined regional flood board to talk about issues. Of the 35 flood instances 34 had cleared in 2 days. It was the sheer water coming down and the drainage not being able to cope.

Cllr McLain 19:29 left

11.11.24.8

Finance, all documents to be circulated prior to the meeting:

- a) **To approve payment of November` 2024 payment list below and those paid since last meeting, to note receipts and agree actions**

COUNCIL APPROVED payments list totalling £9.54 as per **APPENDIX 1**

- b) **To approve bank reconciliation up to 31st October 2024**
COUNCIL APPROVED bank reconciliation as per **APPENDIX 2**

- c) **To approve budget monitoring report up to 31st October 2024**
COUNCIL APPROVED budget monitoring report as per **APPENDIX 3**

- d) **To approve 2025/26 Budget**
Council **APPROVED** budget as per **APPENDIX 4**

- e) **To agree and set Precept for 2025/2**
Council **AGREED** to set the precept at **£4980**

11.11.24.9

To review quotes for moving website and emails to .gov.uk domain and agree actions

After reviewing the quotes for moving the website and emails to .gov.uk domain the council **AGREED** to go with Parish Online.

11.11.24.10

To discuss the possibility of purchasing a second hand VAS and agree actions

The Clerk advised that she had been advised that unfortunately the machine was no longer for sale.

11.11.24.11

To discuss options for the purchase and location of defib in the parish and agree actions

Cllr Lewis advised he was still awaiting a reply from the Diocese on whether Staverton Church porch could be used to house the defib

11.11.24.12

To discuss replacing the community tables and chairs and agree actions

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COUNCIL AGREED that the clerk should obtain quotes for 20 tables and 50 chairs so they can review costs before deciding. Council would like to review costs before deciding. 20 tables and 50 chairs. Lightweight chairs.

11.11.24.13 To discuss the following planning applications/appeals/updates made or received since the last meeting and agree actions:

- a) **Planning Consultation - 24/00891/FUL & 24/00892/LBC**
Description - Proposed replacement side extension, replacement garage and garden room, removal of porch, lean-to roof and internal alterations, fenestration alterations and gutter replacement
Location - Old Manor House , Church Lane, Staverton
The Council confirmed they had **NO OBJECTION** to this application.
- b) **Planning Consultation - 24/00851/FUL**
Description - Demolition of ground floor side extension and replace with 2 storey side extension. Erection of single storey rear extension. New dormer window to rear to provide additional bedroom
Location - Bayeux , Bamfurlong Lane, Staverton
The Council confirmed they had **NO OBJECTION** to this application.
- c) **Planning Consultation - 24/00547/FUL**
Description - Conversion and extension of existing double garage to provide ancillary domestic accommodation to existing property
Location - 6 Hayden Green, Hayden, Cheltenham
The Council confirmed they had **NO OBJECTION** to this application.

11.11.24.14 **To receive update on M5 junction 10**

Cllr Lewis advised he and Cllrs Polgrean and Bradshaw attended the Boddinton Parish Council meeting to listen to a representative of the junction 10 team. It was confirmed that:

- The project is still in planning part of scheme.
- They hope to get a decision by 4th June by the planning inspectorate and if that goes ahead start build 2nd half of next year with completion in 2028.
- There will be a dual carriage way from the new junction to Kingsditch and a single carriageway from the junction to Coombe Hill.

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- It will be located in the same place with a roundabout making a 4 way junction.
- The slip road will be closed for 2 years.
- Coombe Hill may be out of action for a few weeks as Victorian waterways need replacing.

11.11.24.15 To receive items for the next meeting

Appoint internal auditor

11.11.24.16 Date of next Meeting: 10 February 2024 7pm

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APPENDIX 1

Financial Report for 11.11.24

Details	Amount
Community Action Suffolk	11.67
GAPTC	180
Clerk Salary	205.17
HMRC	265.12
Clerk Expenses	37.77
PATA	89.99
Ionos	30
HMRC	2.1
Clerk Salary	204.97
PATA	31.05
Ionos	30
Total	0

Payments made between meetings up to 31.10.24

Receipts Received since last meeting 12.08.24	
GCC	1644.00
Total	1644.00

Payments to be authorised 11.11.24	
Clerk Expenses (Mileage)	9.54
Total	9.54

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APPENDIX 2

Bank Reconciliation 11.11.24			
Staverton Parish Council -Current	Receipts	Payments	To be Authorised
Community Action Suffolk		11.67	
GAPTC		180	
HMRC		403.02	
Clerk Salary		205.17	
Clerk Expenses		37.77	
PATA		31.05	
IONOS		30	
Gloucestershire CC	1644		
M HINDE		204.97	
PATA		31.05	
IONOS		30	
Clerk Salary		205.17	
Signs of Cheshire (Noticeboards)		1722	
IONOS		30	
GAPTC		45	
Total	1644	3166.87	0
Bank Reconciliation			
	Current Acc. Opening Balance	10425.26	
	Plus Receipts Above	1644	
		12069.26	
	Less Payment Above	3166.87	
	Closing Cash Balance	8902.39	
	Plus Payments to be Authorised Above	0	
	Closing Bal at Bank 31.10.24	8902.39	

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APPENDIX 3

Staverton Parish Council Budget Monitoring Report 31.07.24	Budget 2023/24	Budget 2024/25	April	May	June	July	August	September	October	November	December	January	February	March	Accum. payments to date	bal. of budget remain.
Salaries/PAY/Expension.	2960	3361	205.17	102.17	204.97	205.17	470.18	207.07	340.87						1233.31	1548.18
INS/Subs/Printing/Admin incl. stationery etc.	1209	920		233.09		224	31.05	61.05	75						624.13	295.87
Equipment	148	153	174.5		59.99				0						364.49	153.51
Audit	117.91	149					180								150	69
Room Hire	165	159	30			60									90	69
Website maintenance	71	64	30	30	30	30	41.67								161.67	27.33
Street Furniture	471	357							1722						1722	1145
Churchyard	176	21													0	21
Expenses	112	308					37.77								37.77	271.23
Total	5436	4979	539.67	468.2	324.96	519.17	760.78	268.12	2137.97	0	0	0	0		5018.87	4979

RECEIPTS																
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
VAT Refund	0		0	0	0	0	0	0	0	0	0	0	0		0	0
Precept	4750	4979	4850	0	0	0	0	0	0	0	0	0	0		4850	
Reserves	230	0	0	0	0	0	0	0	0	0	0	0	0			
Other	0	0	0	0	0	44.49	0	1644	0	0	0	0	0		44.49	
TOTAL INCOME	4980	4979	4980	0	0	44.49	0	1644	0	0	0	0	0		5024.49	5024.49

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APPENDIX 4

Expenditure	2021/22		2022/23		2023/24		RPI INFLATION - September 24 was 2.6%				
	Budget	Actual	Budget	Actual	Budget	Actual	2024/25				
							Budget	Spend ytd	Projected Spend	Total	Budget 2025/26
INS/SUBS/TRAINING/ADMIN	350	507.96	367	912.99	1209	796.29	920	624.13	0	624.13	640.36
EQUIPMENT	100	0	105	324	148	0.00	148	364.49	0	364.49	373.97
SALARY/PAYE/ADMIN	3350	1943.37	3511	2515	2960	2,738.08	2960	1838.81	1251.85	3090.66	3136
AUDIT	100	105	105	0	13	140.00	149	180	0	180	184.68
ROOM HIRE	140	0	147	84.38	123	120.00	165	90	30	120	124.32
WEBSITE/Emails	60	60	63	60	68	50.00	64	161.67	150	311.67	320
STREET FURNITURE	400	0	419	4303.04	426	280.00	357	1722	0	1722	300
CHURCHYARD	150	0	157	0	19	91.24	21	0	0	0	0
EXPENSES	100	35.5	105	0	13	248.12	309	37.77	0	37.77	39
	4750		4979	8199.41	4979	4458.76		Total		6450.72	5118.33
Income											
Reserves Total	7470.54										
Bench	500										
Total Reserves after Allocation	6970.54										
Reserves	139										
Precept	4979										