

# STAVERTON PARISH COUNCIL MINUTES FROM ANNUAL MEETING 22<sup>ND</sup> MAY 2025 MEETING 7PM HELD AT THE BUTTERFLY GARDENS

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Chair: Cllr R Lewis  
Clerk: Mrs Michelle Hinde  
E-mail: [clerk@staverton-pc.org.uk](mailto:clerk@staverton-pc.org.uk)

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**Present:** Cllr. R. Lewis (Chairman), Cllrs J. Judge, J. Polgrean, T. Bradshaw, S. John, B. Trower

**Attendees:** Clerk/RFO, Michelle Hinde

**Minute Ref.** Details

<b>22.05.25.1</b>	<p><b>To elect Chairman and Vice Chairman, including signing Acceptance of Office Forms</b></p> <p>Cllr Lewis proposed Cllr Polgrean as Chairman and it was unanimously agreed. It was agreed Cllr Polgrean would sign his acceptance of office at a later date as injury prevented him from doing so.</p> <p>Cllr Judge proposed Cllr Bradshaw as Vice Chairman and it was unanimously agreed. Cllr Bradshaw signed her acceptance of office.</p>
<b>22.05.25.2</b>	<p><b>To receive and consider apologies for absence and confirm the meeting is quorate</b></p> <p>Apologies received from Cllr Heat and the meeting was declared quorate</p>
<b>22.05.25.3</b>	<p><b>To receive declarations of interest for items on the agenda below, (Localism Act 2011).</b></p> <p>None</p>
<b>22.05.25.4</b>	<p><b>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</b></p> <p>None</p>
<b>22.05.25.5</b>	<p><b>To confirm and sign the minutes of the parish council meeting held on 10<sup>th</sup> February 2025</b></p> <p><b>COUNCIL APPROVED</b> the minutes of the parish council meeting held on 10<sup>th</sup> February 2025</p>
<b>22.05.25.6</b>	<p><b>To receive the Clerks Report</b></p> <p>The clerk advised that the internal audit report had now been received and that the council would need to hold an extraordinary meeting to sign off the AGAR.</p>
<b>22.05.25.7</b>	<p><b>To receive a report from the Borough Councillor</b></p> <p>Provided in the Annual Parish Meeting</p>
<b>22.05.25.8</b>	<p><b>To receive a report from the County Councillor</b></p> <p>Provided in the Annual Parish Meeting</p>
<b>22.05.25.9</b>	<p><b>Finance, all documents circulated prior to the meeting</b></p> <p style="padding-left: 40px;">a) <b>To approve payment May 2025 payment list/those paid since last meeting, to note receipts and agree actions</b></p> <p style="padding-left: 40px;"><b>COUNCIL APPROVED</b> payment list as per <b>APPENDIX 1</b></p> <p style="padding-left: 40px;">b) <b>To approve bank reconciliation up to 30<sup>th</sup> April 2025</b></p>

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	<p><b>COUNCIL APPROVED</b> bank reconciliation up to 30<sup>th</sup> April 2025 as per <b>APPENDIX 2</b></p> <p><b>c) To approve budget monitoring report up to 30<sup>th</sup> April 2025</b> <b>COUNCIL APPROVED</b> budget monitoring up to 30<sup>th</sup> April 2025 as per <b>APPENDIX 3</b></p> <p><b>d) To review bank signatories</b> Council requested that Cllr Bradshaw was added as a signatory to the account</p> <p><b>e) To review direct debits</b> <b>COUNCIL APPROVED</b> direct debits as per <b>APPENDIX 4</b></p> <p><b>f) To review insurance in respect of all insured risks and agree actions</b> Council confirmed they were happy with the insurance policy but asked the Clerk to ensure that the new noticeboards were covered.</p>
<b>22.05.25.10</b>	<p><b>To received update on Parish Council procedures and resolve to agree actions</b></p> <p><b>a) To consider adoption of the updated Financial Regulations</b> <b>COUNCIL AGREED</b> to adopt the updated Financial Regulations</p> <p><b>b) To review subscriptions to other bodies</b> <b>COUNCIL APPROVED</b> subscriptions to other bodies as per <b>APPENDIX 5</b></p> <p><b>c) To approve Parish Council Meeting dates for 2025/26</b> <b>COUNCIL APPROVED</b> parish council meeting dates for 2025/26 as per <b>APPENDIX 6</b></p>
<b>22.05.25.11</b>	<p><b>To review the following documents and agree actions</b></p> <p><b>a) Standing Orders</b> Council reviewed standing orders and agreed no changes required</p> <p><b>b) Code of Conduct</b> Council reviewed Code of Conduct and agreed no changes required</p> <p><b>c) Complaints Procedure</b> Council reviewed Complaints Procedure and agreed no changes required</p> <p><b>d) Data Protection Policy</b> Council reviewed Data Protection Policy and agreed no changes required</p> <p><b>e) Asset Register</b> Council reviewed asset register and requested the noticeboard value be updated to reflect the new noticeboards</p> <p><b>f) Grants and Donations Policy</b> Council reviewed Grants and Donations Policy and agreed no changes required</p> <p><b>g) Publication Scheme</b></p>

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	<p>Council reviewed Publication Scheme and agreed no changes required</p> <p><b>h) Communications Policy</b> Council reviewed Communication Policy and agreed no changes required</p> <p><b>i) Equality and Diversity Policy</b> Council reviewed Equality and Diversity Policy and agreed no changes required</p>
<b>22.05.25.12</b>	<p><b>To review quotes to replace the community bench and agree actions</b> Council reviewed 3 quotes and <b>AGREED</b> to order 2 benches in Brown from Barriers Direct once approval had been granted from highways.</p>
<b>22.05.25.13</b>	<p><b>Planning</b> To discuss the following planning applications/appeals/updates made or received since the last parish council meeting</p>
<b>22.05.25.13a</b>	<p><b>Planning Application: 25/00169/OUT</b> <b>Proposal Erection of Warehouse unit</b> <b>Location – Land on the East side of Cheltenham Road East Churchdown Gloucester</b> <b>COUNCIL OBJECTED</b> to the above application on the grounds of inappropriate development of greenbelt and the loss of sports and social club.</p>
<b>22.05.25.13b</b>	<p><b>Planning Application: 25/00168/OUT</b> <b>Description – Brand signage and directional signage to be displayed permanently</b> <b>Location – Unit 18 Bamfurlong Industrial Park, Bamfurlong Lane</b> <b>COUNCIL HAD NO OBJECTION</b> to the above application</p>
<b>22.05.25.13c</b>	<p><b>Planning Application: 25/0010/CLE</b> <b>Description – First Schedule Lawful Development Certificate for the use of the building as Storage and Distribution</b> <b>Location – Units 17-17a Bamfurlong Industrial Park, Bamfurlong Lane</b> <b>COUNCIL HAD NO OBJECTION</b> to the above application</p>
<b>22.05.25.14</b>	<p><b>To discuss planning enforcement on Oaklands and agree actions</b> Council <b>AGREED</b> no action had been taken on site and therefore agreed to write to Will Cole to chase an update</p>
<b>22.05.25.15</b>	<p><b>To receive items for the next meeting</b> None</p>
	<b>Date of next Meeting: 11<sup>th</sup> August 2025</b>

Meeting Close: 20:15

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## APPENDIX 1

### Financial Report for 22.05.25

Details	Amount
HMRC	142.8
LLOYDS	4.25
CLERK SALARY	214.55
IONOS	30
IONOS	42
CLERK SALARY	214.35
LLOYDS	4.25
Parish Online	258
CLERK SALARY	214.35
PATA	37.35
THE BUTTERFLY GARDEN	30
IONOS	30

### Payments made from 01-04-25 - 30.04.25

#### Receipts Received since last meeting 01.04.25

Tewkesbury Borough Council	4980.00
<b>Total</b>	<b>4980.00</b>

#### Payments to be authorised 22.05.25

Gloucestershire Association of Parish/Town Councils	173.53
<b>Total</b>	<b>173.53</b>

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## APPENDIX 2

Staverton Parish Council  
Bank Reconciliation 22.05.25

Staverton Parish Council -Current Acc.	Receipts	Payments	To be Authorised
HMRC		142.8	
LLOYDS BANK		4.25	
M HINDE (CLERK)		214.55	
IONOS		30	
COMMUNITY ACTION SUFFOLK		60	
LLOYDS BANK		4.25	
M HINDE (CLERK)		214.35	
TEWKESBURY BOROUGH COUNCIL	4980		
IONOS		42	
M HINDE (CLERK)		214.35	
BANK CHARGES		4.25	
Parish Online		258	
M HINDE (CLERK)		214.35	
PATA		37.35	
THE BUTTERFLY GARDEN		30	
IONOS		30	
<b>Total</b>	<b>4980</b>	<b>1500.5</b>	<b>0</b>

Bank Reconciliation

Current Acc. Opening Balance	7732.27
Plus Receipts Above	4980
	12712.27
Less Payment Above	1500.5
Closing Cash Balance	11211.77
Plus Payments to be Authorised Above	0
Closing Bal at Bank 30.04.25	11211.77

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## APPENDIX 3

Staverton Parish Council Budget Monitoring Report 22.05.25	Budget 2024/25	Budget 2025/26	April	May	June	July	August	September	October	November	December	January	February	March	Accum. payments to date	Est. of budget remain.
Salary/PAYE/pension	3352	3136	357.35	214.35											571.7	2564.3
INS/SLC/Rates/Adm'n Incl. stationary etc.	320	860.56	4.25	4.25											8.5	851.56
Equipment	115	373.57													0	373.57
Audit	149	124.52													0	124.52
Room Hire	159	124.52													0	124.52
Website maintenance	54	320	30	60											90	230
Street Furniture	327	300													0	300
Churchyard	21	0													0	0
Expenses	309	38													0	38
<b>Total</b>	<b>5544</b>	<b>4979</b>	<b>391.6</b>	<b>278.6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>670.2</b>	<b>4879</b>

  

RECEIPTS																
Interest	0	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	0	0
Precept	4979	4979	4979	0	0	0	0	0	0	0	0	0	0	0	4979	0
Reserves	230	0	0	0	0	0	0	0	0	0	0	0	0	0	44.48	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL INCOME</b>	<b>5209</b>	<b>4979</b>	<b>4979</b>	<b>0</b>	<b>0</b>	<b>44.48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5023.48</b>	<b>0</b>

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## APPENDIX 4

Direct Debits	<a href="#">Standing Orders</a>
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Enter details, such as name or account number



Recipient	Last payment	Frequency	Amount	
<b>IONOS CLOUD LTD.</b> V90749562-64302708	28 July 2025	Monthly	£36.00	<a href="#">Cancel</a> x
<b>ICO</b> ZB584038	04 December 2024		£35.00	<a href="#">Cancel</a> x

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## APPENDIX 5

### Subscription to Other Bodies

GAPTC	173.53
SLCC	59.5
Information Commissioners Office	35



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## APPENDIX 6

### Meeting Dates 2025/26

Meeting Date and Time	Type
11 <sup>th</sup> August 19:00	Ordinary Council Meeting
10 <sup>th</sup> November 19:00	Ordinary Council Meeting
9 <sup>th</sup> February 19:00	Ordinary Council Meeting
11 <sup>th</sup> May 19:00	Annual Parish and Annual Meeting