

**STAVERTON PARISH COUNCIL MINUTES FROM  
EXTRAORDINARY MEETING 10<sup>th</sup> JUNE 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,

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

**Minute Ref.**     **Details**

- 10.06.25.1**     **To note apologies for absence and to confirm the meeting is quorate**  
Apologies received from Cllr Heat and the meeting was declared quorate
- 10.06.25.2**     **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
- 10.06.25.3**     **To receive declarations of interest for items on the agenda below,  
(Localism Act 2011).**  
None
- 10.06.25.4**     **Finance, all documents to be circulated prior to the meeting:**
- a) To approve the annual accounts and bank reconciliation for Year  
End 31 March 2025**  
**COUNCIL APPROVED** the annual accounts and bank reconciliation  
for Year End 31 March 2025
  - b) To receive the Internal Auditors Report**  
Council received the internal auditors report from GAPTC
  - c) To discuss registering as exempt from External Audit and signing  
Certificate of Exemption on part 3 of AGAR**  
**COUNCIL AGREED** to register as exempt from External Audit and  
the certificate of exemption was signed
  - d) To approve the Annual Governance Statement 2024-25 (AGAR  
Section 1) for external auditors PKF Littlejohn**  
**COUNCIL APPROVED** the Annual Governance Statement 2024-25  
(AGAR Section 1) for external auditors PKF Littlejohn
  - e) To approve Accounting Statement 2024-25 (AGAR Section 2) for  
external auditors, PKF Littlejohn**  
**COUNCIL APPROVED** the Accounting Statement 2024-25 (AGAR  
Section 2) for external auditors PKF Littlejohn
  - f) To agree dates for the exercise of public rights to inspect  
accounts**  
**COUNCIL AGREED** dates for the exercise of public rights as  
Monday 16<sup>th</sup> June – Friday 25<sup>th</sup> July 2025
- 10.06.25.5**     **To receive insurance renewal quotes and agree actions**

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The Clerk advised that quotes had been requested from Zurich, Community Action and Clear Councils Insurance. Community Action advised they could not get near the Zurich quote and therefore would not supply a quote and Clear Councils Insurance did not respond. **COUNCIL AGREED** they were happy with their insurance and to renew the policy with Zurich for £247.74

**10.06.25.6 To discuss the Clerk Laptop and agree actions**

The Clerk advised that the clerk laptop displays a warning that Windows 10 is no longer supported each time it is switched on. Council requested the clerk supply Quotes for a replacement at the next meeting

**10.06.25.7**

**Planning**

**a) APPLICATION NO. 22/01107/OUT**

**PROPOSAL** Outline planning application for phased residential development comprising a mixture of market and affordable housing (use class C3), which could include retirement/extra care accommodation (use class C2/C3) a flexible mixed use area with a community hub (including potentially use classes E, F1 and F2), a primary school and children's nursery, a convenience store (use class E), site clearance and preparation, green infrastructure (including Suitable Alternative Natural Greenspace), walking and cycling routes, formal and informal public open space, sports pitch provision, drainage and other associated works and infrastructure, including utilities and highways works, all matters reserved except partially for access.

**LOCATION** Land West Of Cheltenham Gloucestershire

**COUNCIL AGREED** to re submit their objections on the above application. It was agreed Cllr Polgrean will rewrite the objections.

**10.06.25.8**

**To receive items for the next meeting**

Ear Loop

Clerks Laptop

Pathways and public access to the parish

**10.06.25.9**

**Date of next Meeting: 11<sup>th</sup> August 2025**

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