

STAVERTON PARISH COUNCIL

Chair – Cllr R Lewis

Clerk – Mrs M Hinde

E-mail – clerk@staverton-pc.gov.uk

STAVERTON PARISH COUNCIL

<https://staverton.onesuffolk.net>

**Public Notice is given of The Annual Meeting Of Staverton Parish Council
To be immediately after the Annual Parish Meeting on Thursday 22 May 2025
At Dundry Nurseries, Bamfurlong Lane, Staverton, GL51 6SL
For the transaction of business on the following agenda**

Members of the public and press are invited and encouraged to attend the meeting

To all members of the Parish Council

You are hereby summoned to attend a Meeting of Staverton Parish Council to be held immediately after the Annual Parish Meeting **Thursday 22 May 2025** at **Dundry Nurseries** for the transaction of business on the following agenda.

Signed

Michelle Hinde

Michelle Hinde

Parish Clerk and Responsible Finance Officer

Staverton Parish Council

Email: clerk@staverton-pc.gov.uk

16th May 2025

ANNUAL MEETING OF STAVERTON PARISH COUNCIL AGENDA

22.05.25.1	To elect Chairman and Vice Chairman, including signing Acceptance of Office forms
22.05.25.2	To receive and consider apologies for absence and confirm the meeting is quorate
22.05.25.3	To receive declarations of interest on the agenda below (Localism Act 2011)
22.05.25.4	To receive comments from the public on agenda items below – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda for the next meeting (NB Councils cannot lawfully decide items of business that are not specified on the agenda)

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22.05.25.5	To confirm and sign the minutes of the Parish Council Meeting held on 10 th February 2025
22.05.25.6	To receive the Clerk's Report
22.05.25.7	To receive a report from the Borough Councillor
22.05.25.8	To receive a report from the County Councillor
22.05.25.9	Finance, all documents circulated prior to the meeting <ul style="list-style-type: none"> a) To approve payment May 2025 Payment List/those paid since last meeting, to note receipts and agree actions b) To approve bank reconciliation up to 30th April 2024 c) To approve budget monitoring report up to 30th April 2024 d) To review bank signatories e) To review direct debits f) To review insurance in respect of all insured risks and agree actions
22.05.25.10	To receive update on Parish Council procedures and resolve to agree actions <ul style="list-style-type: none"> a) To consider the adoption of the updated Financial Regulations b) To review subscriptions to other bodies c) To approve Parish Council Meeting dates for 2025/26
22.05.25.11	To review the following documents and agree actions <ul style="list-style-type: none"> a) Standing Orders b) Code of Conduct c) Complaints Procedure d) Data Protection Policy e) Asset Register f) Grants and Donations Policy g) Publication Scheme h) Communication Policy i) Equality and Diversity
22.05.25.12	To review quotes to replace the community benches and agree actions
22.05.25.13	Planning: To discuss the following planning applications/appeals/updates made or received since the last meeting and agree actions:
22.05.25.13a	Planning Application- 25/00169/OUT Proposal – Erection of Warehouse Unit Location – Land on The East Side of Cheltenham Road East Churchdown Gloucester
22.05.25.13b	Planning Application – 25/00168/ADV Description – Brand signage and directional signage to be displayed permanently Location – Unit 18 Bamfurlong Industrial Park Bamfurlong Lane
22.05.25.13c	Planning Application – 25/0010/CLE Description – First Schedule Lawful Development Certificate for the use of the building as Storage and distribution Location – Units 17 to 17a Bamfurlong Industrial Park, Bamfurlong Lane
22.05.25.14	To discuss planning enforcement on Oaklands and agree actions
22.05.25.15	Items for the next agenda Date of Next Meeting

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