

STAVERTON PARISH COUNCIL MINUTES FROM MEETING 11th NOVEMBER 2025 MEETING 7PM HELD AT THE BUTTERFLY GARDENS

Chair: Cllr J Polgrean
Clerk: Mrs Michelle Hinde
E-mail: clerk@staverton-pc.gov.uk

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

Attendees: Clerk/RFO, Michelle Hinde

Minute Ref. Details

Minutes

11.11.25.1	To note apologies for absence and to confirm the meeting is quorate
	Apologies received from Cllrs Judge and Heat. The meeting was declared quorate.
11.11.25.2	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
11.11.25.3	To receive declarations of interest for items on the agenda below, (Localism Act 2011).
	None
11.11.25.4	To confirm and agree Minutes of the Parish Council Meeting held on 11th August 2025
	COUNCIL APPROVED the minutes of the Parish Council Meeting held on 11 th August 2025
11.11.25.5	To receive Clerks Report and agree actions
	The clerk confirmed the following: Website – the new website is now complete. Councillors agreed not to publish a photo. Emails – Clerk confirmed she had not experienced any further problems with emails now the autofilter has been turned off. Benches – Benches have been delivered and await installation
11.11.25.6	To receive Borough Councillors Report
	Councillor Vines confirmed: <ul style="list-style-type: none"> • Full documentation for the unitary authority would come before TBC in a weeks time. • The planning application for Land West of Cheltenham has been granted. The application has been approved with only 29.2% affordable housing rather than 35% but this was deemed acceptable as the development will contribute to the M5 Junction.
11.11.25.7	To receive County Councillors Report
	None

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11.11.25.8	<p>Finance, all documents to be circulated prior to the meeting:</p> <p>a) To approve payment of November 2025 payment list below and those paid since last meeting, to note receipts and agree actions COUNCIL APPROVED the November payment list as per APPENDIX 1</p> <p>b) To approve bank reconciliation up to 31st October 2025 COUNCIL APPROVED bank reconciliation up to 31st October as per APPENDIX 2</p> <p>c) To approve budget monitoring report up to 31st October 2025 COUNCIL APPROVED Budget Monitoring report up to 31st October as per APPENDIX 3</p> <p>d) To approve 2026/27 Budget COUNCIL APPROVED the budget as per APPENDIX 4</p> <p>e) To set 2026/27 Precept COUNCIL AGREED to set the precept for 2026/27 at £5555</p>
11.11.25.9	<p>To appoint an internal auditor COUNCIL AGREED to appoint GAPTC as an independent internal auditor</p>
11.11.25.10	<p>To consider the adoption of an IT policy COUNCIL AGREED to adopt an IT policy</p>
11.11.25.11	<p>To appoint 2 councillors to complete the Internal Control Policy The document was reviewed and COUNCIL AGREED that Cllrs Polgrean and Lewis would complete the Internal Control Policy.</p>
11.11.25.12	<p>To receive an update on:</p> <p>a) Defib Cllr Polgrean confirmed that there had been a lack of progress with the church for the location of the Defib. Cllr Polgrean also confirmed that he had been in contact with Boddington PC who advised that rather than a defibrillator they provided CPR training. COUNCIL AGREED to advertise the defib and CPR training on the noticeboard and website to see if there is any interest</p> <p>b) Missing Signage and access restrictions on public rights of way Cllr Polgrean confirmed he was trying to get the signs replaced</p> <p>c) Highways Cllr Polgrean confirmed he had a good conversation with Max Kelly and confirmed:</p> <ul style="list-style-type: none"> • That we have confirmation from Highways that Church Lane road adoption reaches past the church to Brook farm with Highways to assess road surface criteria to make necessary road surface improvements. This will include better arrangements to prevent flooding

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	<ul style="list-style-type: none"> Highways confirmed that the footpath from Hazelwoods down to AGD traffic lights requires a minimum of 1 metre width to comply with current standards. Dates for this work have yet to be provided.
11.11.25.13	<p>To discuss the following planning applications/appeals/updates made or received since the last meeting and agree actions:</p> <p>a) Planning Consultation – 25/00632/FUL Description - Single Story rear extension Location – 1 Golden Valley Cottages , Gloucester Road, Staverton COUNCIL CONFIRMED they had NO OBJECTION to the above application.</p> <p>b) Planning Consultation - 25/00663/FUL Description - Minor extension to the East elevation; Change in external material to the North, East, & South elevations; Introduction of green wall systems to the North and East elevation. Location - Britannia House, Herrick Way, Staverton COUNCIL CONFIRMED they had NO OBJECTION to the above application.</p> <p>c) Planning Consultation - 25/00360/FUL Description- Part retrospective - Change of use of the land for the stationing of two mobile homes and two touring caravans for Gypsy / Traveller occupation. Associated hard and soft landscaping. Location - Land Adjacent To 4 Brookview Cottages, Pheasant Lane, Staverton COUNCIL agreed to OBJECT to the above application on the grounds of inappropriate development of the greenbelt and too many sites of this nature in a small community.</p>
11.08.25.14	<p>To receive items for the next meeting</p> <p>Highways Defib CPR training – Clerk to email Cllr Jackson nearer the time to invite her to the February meeting.</p>
11.08.25.15	Date of next Meeting: 10 February 2026

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APPENDIX 1

Payment List

Payments Made since 01.08.25

Supplier	Price
LLOYDS BANK	4.25
M HINDE (clerk)	214.35
IONOS	36
M HINDE LAPTOP	368.99
GLOUCESTERSHIRE DEAF ASSOCIATION	50
PATA	52.35
M HINDE (clerk)	250.99
LLOYDS BANK	4.25
IONOS	36
HMRC	152
GAPTC	210
GAPTC	187.9
LLOYDS BANK	4.25
M HINE (clerk)	220.39
Barriers Direct	1732.44
Total	3524.16

Receipts

Customer	Price

Payments to be Authorised 11.11.25

Supplier	Price
The Butterfly Garden	30
The Butterfly Garden	30
Clerk Expenses (mileage)	9.54

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APPENDIX 2

Staverton Parish Council
Bank Reconciliation 11.11.25

Staverton Parish Council -Current Acc.	Receipts	Payments	To be Authorised
M HINDE LAPTOP		368.99	
Gloucestershire Deaf Association		50	
PATA		52.35	
M Hinde (Clerk)		250.99	
Lloyds		4.25	
Ionos		36	
HMRC		152	
GAPTC		210	
GAPTC		187.9	
Lloyds		4.25	
M Hinde (Clerk)		220.39	
Barriers Direct		1732.44	
Lloyds		4.25	
M Hinde (Clerk)		214.35	
Ionos		36	
The Butterfly Garden		30	30
The Butterfly Garden		30	30
Total		0	60

Bank Reconciliation

Current Acc. Opening Balance	10205.49
Plus Receipts Above	10205.49
Less Payment Above	3584.16
Closing Cash Balance	6621.33
Plus Payments to be Authorised Above	60
Closing Bal at Bank 31.10.25	6681.33

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APPENDIX 3

Staverton Parish Council Budget Monitoring Report 12/11/25	Budget 2024/25	Budget 2025/26	April	May	June	July	August	September	October	November	December	January	February	March	Accum. payments to date	Bot. of budget remain.
Salary/PAYE/pension.	3382	3136	357.35	214.35	214.35	390.34	214.35	250.99	372.39						2014.12	1121.88
INS/Subs/training/Admin incl. stationery etc.	520	640.36	4.25	4.25	41.6	251.99	4.25	56.6	192.15						555.09	85.27
Equipment	183	373.97						418.99							418.99	-1.02
Audit	149	184.68							210						210	-25.39
Room Hire	159	124.32		30			30								60	64.32
Website maintenance	64	320	30	96	36	36	36	36							270	50
Street Furniture	357	300							1732.44						1732.44	-1432.44
Churchyard	21	0													0	21
Expenses	309	39													0	39
Total	5544	4979	391.6	344.6	291.95	678.33	284.6	762.58	2506.98	0	0	0	0	0	5260.64	4979
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	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	44.40	0
TOTAL INCOME	5209	4979	4979	0	0	44.40	0	0	0	0	0	0	0	0	5023.40	0

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APPENDIX 4

Current Precept		4980													
		2022/23		2023/24		2024/25		RPI INFLATION - September 24 was 4.5%		2025/26					
Expenditure		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Spend ytd	Projected Spend	Total	Difference	Budget 2026/27		
INS/SUBS/TRAINING/ADMIN	367	912.99	1209	796.29	920	624.13	640.36	555.09	173.25	728.34	-87.98	761			
EQUIPMENT	105	324	148	0.00	148	364.49	373.97	418.99	0	418.99	-45.02	439			
SALARY/PAYE/ADMIN	3511	2515	2960	2,738.08	2960	3090.66	3136	2014.12	1253.95	3268.07	-132.07	3415			
AUDIT	105	0	13	140.00	149	180	184.68	210	0	210	-25.32	220			
ROOM HIRE	147	84.38	123	120.00	165	120	124.32	0	120	120	4.32	120			
WEBSITE/Emails	63	60	68	50.00	64	311.67	320	270	216	486	-166	300			
STREET FURNITURE	419	4303.04	426	280.00	357	1722	300	1732.44	0	1732.44	-1432.44	300			
CHURCHYARD	157	0	19	91.26	21	0	0	0	0	0	0	0			
ELECTION	105	0	13	243.13	309	37.77	39	0	0	39	0	0			
	4750		4979	4458.76	4979	6450.72			Total		6963.84	5555			
Current Bank Balance	6681.33														
Projected Spend	1763.2														
Projected End of Year Balance	4918.13														
Income															
Reserves Total	4918.13														
Defib	1000														
Total Reserves after Allocation	3918.13														
Precept 2025 26	4979														
Precept 2026 27	5555														
Difference	576														
Tax Base 2025 26	233.5														
Price per household 2025 26	21.32														
Price per household 2026 27	23.79														
Increase per household per year	2.47														