

**STAVERTON PARISH COUNCIL MINUTES FROM
EXTRAORDINARY MEETING 11th AUGUST 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. T. Bradshaw (Vice Chairman), Cllrs B. Lewis, S. John, J. Judge, B Trower, B. Cllr Vines

Attendees: Clerk/RFO, Michelle Hinde

Minute Ref. Details

Minutes

11.08.25.1	To note apologies for absence and to confirm the meeting is quorate Council received apologies from Cllrs J. Polgrean and H Heat and the meeting was declared quorate
11.08.25.2	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
11.08.25.3	To receive declarations of interest for items on the agenda below, (Localism Act 2011). None
11.08.25.4	To confirm and agree Minutes of the Parish Council Meeting held on 22nd May 2025 and the extraordinary meeting held on 10th June 2025 COUNCIL APPROVED minutes of the meeting held on 22 nd May 2025 and the extraordinary meeting held on 10 th June 2025
11.08.25.5	To receive Clerks Report and agree actions The Clerks report was received as per APPENDIX 1
11.08.25.6	To receive Borough Councillors Report Councillor Vines advised that Tewkesbury Borough Council will be changing to unitary authority. There are currently 3 schools of thought to what that authority will look like 1. Gloucestershire 1 unitary authority, 2. Split county into 2 east and west, 3. Gloucester city and surrounding areas to be a unitary authority and the rest to be a unitary authority
11.08.25.7	To receive County Councillors Report None
11.08.25.8	Finance, all documents to be circulated prior to the meeting: a) To approve payment of August 2025 payment list below and those paid since last meeting, to note receipts and agree actions COUNCIL APPROVED payment list August 2025 as per APPENDIX 2 b) To approve bank reconciliation up to 31st July 2025 COUNCIL APPROVED bank reconciliation up to 31 st July 2025 as per APPENDIX 3 c) To approve budget monitoring report up to 31st July 2025 COUNCIL APPROVED budget monitoring report up to 31 st July 2025 as per APPENDIX 4

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11.08.25.9	<p>To receive update on possible location for defib in the parish Cllr Lewis confirmed he had been emailing the church for approx. 12 months. The church have confirmed that the Diocese is currently not happy with locating a defibrillator in the church portch.</p>												
11.08.25.10	<p>To review quotes to replace the clerks laptop Council reviewed the following 3 quotes:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Supplier</th> <th style="width: 40%;">Laptop</th> <th style="width: 30%;">Price</th> </tr> </thead> <tbody> <tr> <td>Argos</td> <td>Lenovo IdeaPad3 + M365 Bundle</td> <td>£399</td> </tr> <tr> <td>Amazon</td> <td>Dell 2024 Inspiron 15 Laptop with Microsoft 365</td> <td>£489</td> </tr> <tr> <td>Currys</td> <td>Acer Aspire 1 14" Laptop</td> <td>£278.97</td> </tr> </tbody> </table> <p>COUNCIL AGREED to purchase the laptop from Argos for £399.</p>	Supplier	Laptop	Price	Argos	Lenovo IdeaPad3 + M365 Bundle	£399	Amazon	Dell 2024 Inspiron 15 Laptop with Microsoft 365	£489	Currys	Acer Aspire 1 14" Laptop	£278.97
Supplier	Laptop	Price											
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11.08.25.11	<p>To discuss Pathways and public access to the parish and agree actions COUNCIL AGREED to defer to the next meeting as Cllr Polgrean was absent</p>												
11.08.25.12	<p>To discuss purchase of a hearing loop Council AGREED to purchase a hearing loop for £50</p>												
11.08.25.13	<p>To discuss the following ongoing concerns/projects:</p> <p style="padding-left: 20px;">a) The road situation on Church road past the church in Staverton COUNCIL AGREED that the Clerk would draft a letter to Max Kelly to request for someone from Highways to come out and look at the condition of the road.</p> <p style="padding-left: 20px;">b) Progress with defibrillator location within the church at Staverton COUNCIL AGREED they had covered this item in agenda point 9</p> <p style="padding-left: 20px;">c) The ongoing path situation towards the end of the village at Hazelwood's and down towards AGD traffic lights. COUNCIL AGREED that the Clerk would chase Highways to ascertain if the drains have been sorted and the ditches cleared. The council also requested the clerk to ask if the hedges could be cut back so it is safe for pedestrians to walk.</p>												
11.08.25.14	<p>To discuss Gloucester County Council 20mph consultation COUNCIL AGREED that no 20mph roads were required in Staverton</p>												
11.08.25.15	<p>To discuss the following planning applications/appeals/updates made or received since the last meeting and agree actions:</p> <p style="padding-left: 20px;">a) Planning Consultation – 25/00565/FUL Description - Revised planning application for the conversion of two existing outbuildings into a single new dwelling with associated ancillary accommodation, previously approved 23/00563/FUL Location – Brooklaines Farm Barrow Boddington Cheltenham Gloucestershire GL51 0TW Council had NO OBJECTION to this application</p>												
11.08.25.16	<p>To receive items for the next meeting Budget</p>												

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11.08.25.17	Date of next Meeting: 10 November 2025

Meeting Close 19:35

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APPENDIX 1

Clerks Report

Oaklands - emailed Will Cole but have not received a response. Emailed Sam Cole today.

Footpath signs - chased again as didn't receive a response to my last email

Allotments - have emailed enquiring about water and I am waiting for a response

Bench - have emailed planning to see if we need planning permission to install a bench. The highways form requires something from TBC confirming if planning permission is required

Grit - this has been requested from Highways.

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APPENDIX 2

Financial Report for 11.08.25

Details	Amount
Community Action Suffolk	60
LLOYDS BANK	4.25
M HINDE (clerk)	214.35
IONOS	36
PATA	37.35
M HINDE (clerk)	214.35
LLOYDS BANK	4.25
IONOS	36
HMRC	142.6
LLOYDS BANK	4.25
ZURICH	247.74
M HINDE (clerk)	247.74
IONOS	36
TOTAL	1284.88

Receipts Received since last meeting 22.05.25

Total **0.00**

Payments to be authorised 11.08.25	
Clerks Mileage (3x meetings)	28.62
Clerks Salary	214.35
Clerks Expenses (50% ink cartridge and paper)	14.23
Total	257.20

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APPENDIX 3

Staverton Parish Council
Bank Reconciliation 11.08.25

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Staverton Parish Council -Current Acc.	Receipts	Payments	To be Authorised
Community Action Suffolk		60	
LLOYDS BANK		4.25	
M HINDE (clerk)		214.35	
IONOS		36	
PATA		37.35	
M HINDE (clerk)		214.35	
LLOYDS BANK		4.25	
IONOS		36	
HMRC		142.6	
LLOYDS BANK		4.25	
ZURICH		247.74	
M HINDE (clerk)		247.74	
IONOS		36	
Total		0	1284.88
			0

Bank Reconciliation

Current Acc. Opening Balance	11490.37
Plus Receipts Above	0
	11490.37
Less Payment Above	1284.88
Closing Cash Balance	10205.49
Plus Payments to be Authorised Above	0
Closing Bal at Bank 30.04.25	10205.49

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APPENDIX 4

Staverton Parish Council Budget Monitoring Report 11.08.25	Budget 2024/25	Budget 2025/26	April	May	June	July	August	September	October	November	December	January	February	March	Accum. payments to date	bal. of budget remain.
Salary/PAYE/pension.	3382	3136	357.35	214.35	214.35	390.34									1176.39	1959.61
INS./Subs./training/Admin incl. stationery etc.	920	640.95	4.25	4.25	41.6	251.99									302.09	338.27
Equipment	183	373.97													0	373.97
Audit	149	184.68													0	184.68
Room Hire	159	124.32													0	124.32
Website maintenance	64	320	30	96	36	36									198	122
Street Furniture	357	300													0	300
Churchyard	21	0													0	0
Expenses	309	39													0	39
Total	5544	4979	391.6	314.6	291.95	678.33	0	0	0	0	0	0	0	0	1676.48	4979

RECEIPTS	Budget 2024/25	Budget 2025/26	April	May	June	July	August	September	October	November	December	January	February	March	Accum. payments to date	bal. of budget remain.
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	44.49	0
TOTAL INCOME	5209	4979	4979	0	0	44.49	0	0	0	0	0	0	0	0	5023.49	0