

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 ALSO INVITED AND ENCOURAGED TO ATTEND

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

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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 for items on the agenda below, (Localism Act 2011).
22.05.25.4	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
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 Clerks 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 <ol style="list-style-type: none">a) To approve payment May 2025 payment list/those paid since last meeting, to note receipts and agree actionsb) To approve bank reconciliation up to 30th April 2025c) To approve budget monitoring report up to 30th April 2025d) To review bank signatoriese) To review direct debitsf) Review insurance in respect of all insured risks and agree actions
22.05.25.10	To received update on Parish Council procedures and resolve to agree actions <ol style="list-style-type: none">a) To consider adoption of the updated Financial Regulationsb) To review subscriptions to other bodiesc) To approve Parish Council Meeting dates for 2025/26

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Clerk – Mrs M Hinde
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22.05.25.11	To review the following documents and agree actions 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) Communications Policy i) Equality and Diversity Policy j) Risk Policy
22.05.25.12	To review quotes to replace the community bench and agree actions
22.05.25.13	Planning To discuss the following planning applications/appeals/updates made or received since the last parish council meeting
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/OUT Description – Brand signage and directional signage to be displayed permanently
22.05.25.13c	Location – Unit 18 Bamfurlong Industrial Park, Bamfurlong Lane Planning Application: 25/0010/CLE Description – First Schedule Lawful Development Certificate for the use of the building as Storage and Distribution Location – Units 17-17a Bamfurlong Industrial Park, Bamfurlong Lane
22.05.25.14	To discuss planning enforcement on Oaklands and agree actions
22.05.25.15	To receive items for the next meeting
	Date of next Meeting: 11 th August 2025

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