

STAVERTON PARISH COUNCIL MINUTES FROM MEETING 9th FEBRUARY 2026 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, J Judge, H Heat

Attendees: Clerk/RFO, Michelle Hinde

Minutes

Minute Ref. Details

09.02.26.1	To note apologies for absence and to confirm the meeting is quorate
	Apologies received from Cllr Trower and the meeting was declared quorate
09.02.26.2	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
09.02.26.3	To receive declarations of interest for items on the agenda below, (Localism Act 2011).
	None
09.02.26.4	To discuss the possibility of CPR training for residents
	Council Agreed the Clerk should contact Cheltenham West Fire Station to see if they hold any first aid courses
09.02.26.5	To confirm and agree Minutes of the Parish Council Meeting held on 11th November 2025
	COUNCIL APPROVED minutes from the parish council meeting held on 11 th November 2025
09.02.26.6	To receive Clerks Report and agree actions
	The clerk confirmed they had attended the GAPTC run Clerks Networking session in December where Assertion 10 on the AGAR was covered. Assertion 10 mainly ensures that the website is compliant, specific council emails are being used and that data protection is taken seriously. The clerk explained that all councillors and the clerk will need to attend data protection training.
09.02.26.7	To receive Borough Councillors Report
	None
09.02.26.8	To receive County Councillors Report
	None
09.02.26.9	Finance, all documents to be circulated prior to the meeting:
	<ul style="list-style-type: none"> a) To approve payment of February 2026 payment list below and those paid since last meeting, to note receipts and agree actions COUNCIL APPROVED payment list as per APPENDIX 1

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	<p>b) To approve bank reconciliation up to 31st January 2026 COUNCIL APPROVED the bank reconciliation up to 31st January 2026 as per APPENDIX 2</p> <p>c) To approve budget monitoring report up to 31st January 2026 COUNCIL APPROVED the budget monitoring report up to 31st January 2026 as per APPENDIX 3</p>
09.02.26.10	To receive an update on the completion of the Internal Control Policy
	Cllrs Polgrean and Lewis confirmed that they completed Internal Control Policy and everything was fine.
09.02.26.11	To consider the option of purchasing a solar defibrillator
	Councillors AGREED the solar options were too expensive and agreed to speak to the Church again about locating it there
09.02.26.12	<p>To receive an update on:</p> <p>a) Defib COUNCIL AGREED that Cllr Lewis would speak to church again to see if an agreement could be made over the location.</p> <p>b) Missing Signage and access restrictions on public rights of way Council asked the Clerk to chase Enforcement for an update on blocked public footpath</p> <p>c) Highways AGD Pond, Pathway exit of Staverton to AGD as it goes thin, road from church to Brook Farm annual clear out of drain, on the corner of AGD highways trying to get channels either side to divert the water. Highways are trying to come up with a plan.</p>
09.02.26.13	<p>To discuss the following planning applications/appeals/updates made or received since the last meeting and agree actions:</p> <p>a) Planning Consultation – 25/00894/FUL. Description - East side single storey extension Location - Hayden Laurels , Gloucester Road, Staverton Council confirmed this had been refused by Tewkesbury Borough Council</p> <p>b) Planning Consultation - 25/00877/PIP Description - Permission in Principle for erection of 6no. dwellings. Location - Land Between Lowerfield Farm And The Orchard, Gloucester Road, Staverton Council confirmed that they had No objection to this application</p> <p>c) Planning Consultation - 25/00921/FUL Description - Full planning application for conversion of existing dwelling into 2 x 2 bed flats and 2 x 1 bed flats and erection of new building on site providing 2 x 2 bed flats, including new access, parking, landscaping and associated works.</p>

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	<p>Location - The Orchard, Gloucester Road, Staverton Council confirmed they had no objections to this application</p> <p>d) Planning Consultation - 25/00969/FUL Description - Retention of garage and land for ancillary residential purposes Location - Pear Tree Lake House , Boddington Road, Boddington Council confirmed they had No objection to the above application and that Tewkesbury Borough Council Refused the application</p> <p>e) Planning Consultation - 25/01061/FUL Description - The redevelopment of existing vehicle storage compound to provide 2 new infill commercial B1 (Light Industry) and Class B2 (General Industry) uses, including associated parking and landscaping. Resubmission of expired consent 18/00543/FUL. Location - The Staverton Connection, Gloucester Road, Staverton The council had no objections to this application</p>
09.02.26.14	<p>To receive items for the next meeting AGD Flooding Locations for extra dog bins in Staverton</p>
09.02.26.15	<p>Date of next Meeting: 11 May 2026</p>

Meeting Close – 19:39

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APPENDIX 1

Payment List

Payments Made since 01.11.25

Supplier	Price
IONOS	36
BANK CHARGE	4.25
CLERK SALARY	220.59
IONOS	36
ICO	47
PATA	37.35
CLERK SALARY	220.39
Lloyds	4.25
Ionos	36
HMRC	147.4
Lloyds	4.25
Clerk Salary	220.59
Ionos	36
Total	1050.07

Receipts

Customer	Price

Payments to be Authorised 09.02.26

Supplier	Price
Clerk Expenses (mileage)	9.54

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APPENDIX 2

Staverton Parish Council
Bank Reconciliation 09.02.25

Staverton Parish Council -Current Acc.	Receipts	Payments	To be Authorised
Ionos			36
Lloyds Bank Charge			4.25
Clerk Salary			220.59
Ionos			36
ICO			47
PATA			37.35
Clerk Salary			220.39
Lloyds Bank Charge			4.25
Ionos			36
HMRC			147.4
Lloyds Bank Charge			4.25
Clerk Salary			220.59
Ionos			36
Total		0	1050.07
			0

Bank Reconciliation

Current Acc. Opening Balance	6681.33
Plus Receipts Above	_____
	6681.33
Less Payment Above	_____
	1050.07
Closing Cash Balance	5631.26
Plus Payments to be Authorised Above	_____
	0
Closing Bal at Bank 31.10.25	5631.26

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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	Bal. of budget remain.
Salary/PATe/pension.	3382	3136	357.35	214.35	214.35	390.34	214.35	250.99	372.39	220.59	220.39	367.99			2823.09	312.91
INS/Subs/Training/Admin incl. stationery etc.	725	640.38	4.25	4.25	41.6	251.99	4.25	56.6	192.15	4.25	88.6	4.25			652.15	1.13
Equipment	153	373.97						418.99							418.99	-45.02
Audit	149	184.68							210						210	-15.12
Room Hire	159	124.32													0	124.32
Website maintenance	64	320	30	96	36	36	36	36		72	36	36			414	-34
Street Furniture	357	300							1732.44						1732.44	-1432.44
Churchyard	21	0													0	0
Expenses	309	39													0	39
Total	5544	4979	391.6	314.6	291.95	678.33	254.6	762.58	2506.98	296.84	344.99	408.24	0	0	6250.71	-1132.14

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	44.49	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INCOME	5209	4979	4979	0	0	44.49	0	0	0	0	0	0	0	0	5023.49	0