

STAVERTON PARISH COUNCIL MINUTES FROM ANNUAL MEETING 22ND MAY 2025 MEETING 7PM HELD AT THE BUTTERFLY GARDENS

Chair: Cllr R Lewis
Clerk: Mrs Michelle Hinde
E-mail: clerk@staverton-pc.org.uk

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

Attendees: Clerk/RFO, Michelle Hinde

Minute Ref. **Details**

| | |
|-------------------|--|
| 22.05.25.1 | <p>To elect Chairman and Vice Chairman, including signing Acceptance of Office Forms Cllr Lewis proposed Cllr Polgrean as Chairman and it was unanimously agreed. It was agreed Cllr Polgrean would sign his acceptance of office at a later date as injury prevented him from doing so. Cllr Judge proposed Cllr Bradshaw as Vice Chairman and it was unanimously agreed. Cllr Bradshaw signed her acceptance of office.</p> |
| 22.05.25.2 | <p>To receive and consider apologies for absence and confirm the meeting is quorate Apologies received from Cllr Heat and the meeting was declared quorate</p> |
| 22.05.25.3 | <p>To receive declarations of interest for items on the agenda below, (Localism Act 2011). None</p> |
| 22.05.25.4 | <p>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</p> |
| 22.05.25.5 | <p>To confirm and sign the minutes of the parish council meeting held on 10th February 2025 COUNCIL APPROVED the minutes of the parish council meeting held on 10th February 2025</p> |
| 22.05.25.6 | <p>To receive the Clerks Report The clerk advised that the internal audit report had now been received and that the council would need to hold an extraordinary meeting to sign off the AGAR.</p> |
| 22.05.25.7 | <p>To receive a report from the Borough Councillor Provided in the Annual Parish Meeting</p> |
| 22.05.25.8 | <p>To receive a report from the County Councillor Provided in the Annual Parish Meeting</p> |
| 22.05.25.9 | <p>Finance, all documents circulated prior to the meeting</p> <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 COUNCIL APPROVED payment list as per APPENDIX 1 b) To approve bank reconciliation up to 30th April 2025 COUNCIL APPROVED bank reconciliation up to 30th April 2025 as per APPENDIX 2 c) To approve budget monitoring report up to 30th April 2025 COUNCIL APPROVED budget monitoring up to 30th April 2025 as per APPENDIX 3 |

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| | <p>d) To review bank signatories Council requested that Cllr Bradshaw was added as a signatory to the account</p> <p>e) To review direct debits COUNCIL APPROVED direct debits as per APPENDIX 4</p> <p>f) To review insurance in respect of all insured risks and agree actions Council confirmed they were happy with the insurance policy but asked the Clerk to ensure that the new noticeboards were covered.</p> |
| 22.05.25.10 | <p>To received update on Parish Council procedures and resolve to agree actions</p> <p>a) To consider adoption of the updated Financial Regulations COUNCIL AGREED to adopt the updated Financial Regulations</p> <p>b) To review subscriptions to other bodies COUNCIL APPROVED subscriptions to other bodies as per APPENDIX 5</p> <p>c) To approve Parish Council Meeting dates for 2025/26 COUNCIL APPROVED parish council meeting dates for 2025/26 as per APPENDIX 6</p> |
| 22.05.25.11 | <p>To review the following documents and agree actions</p> <p>a) Standing Orders Council reviewed standing orders and agreed no changes required</p> <p>b) Code of Conduct Council reviewed Code of Conduct and agreed no changes required</p> <p>c) Complaints Procedure Council reviewed Complaints Procedure and agreed no changes required</p> <p>d) Data Protection Policy Council reviewed Data Protection Policy and agreed no changes required</p> <p>e) Asset Register Council reviewed asset register and requested the noticeboard value be updated to reflect the new noticeboards</p> <p>f) Grants and Donations Policy Council reviewed Grants and Donations Policy and agreed no changes required</p> <p>g) Publication Scheme Council reviewed Publication Scheme and agreed no changes required</p> <p>h) Communications Policy Council reviewed Communication Policy and agreed no changes required</p> <p>i) Equality and Diversity Policy Council reviewed Equality and Diversity Policy and agreed no changes required</p> <p>j) Risk Policy Council reviewed the Risk Policy and agreed no changes were required</p> |
| 22.05.25.12 | <p>To review quotes to replace the community bench and agree actions Council reviewed 3 quotes and AGREED to order 2 benches in Brown from Barriers Direct once approval had been granted from highways.</p> |
| 22.05.25.13 | Planning |

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| 22.05.25.13a | <p>To discuss the following planning applications/appeals/updates made or received since the last parish council meeting</p> <p>Planning Application: 25/00169/OUT Proposal Erection of Warehouse unit Location – Land on the East side of Cheltenham Road East Churchdown Gloucester COUNCIL OBJECTED to the above application on the grounds of inappropriate development of greenbelt and the loss of sports and social club.</p> |
| 22.05.25.13b | <p>Planning Application: 25/00168/OUT Description – Brand signage and directional signage to be displayed permanently Location – Unit 18 Bamfurlong Industrial Park, Bamfurlong Lane COUNCIL HAD NO OBJECTION to the above application</p> |
| 22.05.25.13c | <p>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 COUNCIL HAD NO OBJECTION to the above application</p> |
| 22.05.25.14 | <p>To discuss planning enforcement on Oaklands and agree actions Council AGREED no action had been taken on site and therefore agreed to write to Will Cole to chase an update</p> |
| 22.05.25.15 | <p>To receive items for the next meeting None</p> |
| | <p>Date of next Meeting: 11th August 2025</p> |

Meeting Close: 20:15

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APPENDIX 1

Financial Report for 22.05.25

| Details | Amount |
|----------------------|-----------|
| HMRC | 142.8 |
| LLOYDS | 4.25 |
| CLERK SALARY | 214.55 |
| IONOS | 30 |
| IONOS | 42 |
| CLERK SALARY | 214.35 |
| LLOYDS | 4.25 |
| Parish Online | 258 |
| CLERK SALARY | 214.35 |
| PATA | 37.35 |
| THE BUTTERFLY GARDEN | 30 |
| IONOS | 30 |

Payments made from 01-04-25 - 30.04.25

Receipts Received since last meeting 01.04.25

| | |
|----------------------------|----------------|
| Tewkesbury Borough Council | 4980.00 |
| Total | 4980.00 |

Payments to be authorised 22.05.25

| | |
|---|---------------|
| Gloucestershire Association of Parish/Town Councils | 173.53 |
| Total | 173.53 |

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APPENDIX 2

Staverton Parish Council
Bank Reconciliation 22.05.25

| Staverton Parish Council -Current Acc. | Receipts | Payments | To be Authorised |
|--|-------------|---------------|------------------|
| HMRC | | 142.8 | |
| LLOYDS BANK | | 4.25 | |
| M HINDE (CLERK) | | 214.55 | |
| IONOS | | 30 | |
| COMMUNITY ACTION SUFFOLK | | 60 | |
| LLOYDS BANK | | 4.25 | |
| M HINDE (CLERK) | | 214.35 | |
| TEWKESBURY BOROUGH COUNCIL | 4980 | | |
| IONOS | | 42 | |
| M HINDE (CLERK) | | 214.35 | |
| BANK CHARGES | | 4.25 | |
| Parish Online | | 258 | |
| M HINDE (CLERK) | | 214.35 | |
| PATA | | 37.35 | |
| THE BUTTERFLY GARDEN | | 30 | |
| IONOS | | 30 | |
| Total | 4980 | 1500.5 | 0 |

Bank Reconciliation

| | |
|--------------------------------------|----------|
| Current Acc. Opening Balance | 7732.27 |
| Plus Receipts Above | 4980 |
| | 12712.27 |
| Less Payment Above | 1500.5 |
| Closing Cash Balance | 11211.77 |
| Plus Payments to be Authorised Above | 0 |
| Closing Bal at Bank 30.04.25 | 11211.77 |

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APPENDIX 3

| Staverton Parish Council Budget Monitoring Report 22.05.25 | Budget 2024/25 | Budget 2025/26 | April | May | June | July | August | September | October | November | December | January | February | March | Accum. payments to date | Est. of budget remain. |
|--|----------------|----------------|--------------|--------------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|-------------------------|------------------------|
| Salary/PAYE/pension. | 3352 | 3138 | 357.35 | 214.37 | | | | | | | | | | | 571.7 | 2564.3 |
| INS/JS/lev/Rates/ing/Admin/Incl. stationery etc. | 300 | 860.36 | 4.25 | 4.25 | | | | | | | | | | | 8.5 | 851.86 |
| Equipment | 115 | 373.57 | | | | | | | | | | | | | 0 | 373.57 |
| AudR | 149 | 124.65 | | | | | | | | | | | | | 0 | 124.65 |
| Room Hire | 159 | 124.32 | | | | | | | | | | | | | 0 | 124.32 |
| Website maintenance | 54 | 320 | 30 | 60 | | | | | | | | | | | 90 | 230 |
| Street Furniture | 327 | 300 | | | | | | | | | | | | | 0 | 300 |
| Churchyard | 21 | 0 | | | | | | | | | | | | | 0 | 0 |
| Expenses | 309 | 38 | | | | | | | | | | | | | 0 | 38 |
| Total | 6844 | 4979 | 391.6 | 278.6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 670.2 | 4879 |

| RECEIPTS | Budget 2024/25 | Budget 2025/26 | April | May | June | July | August | September | October | November | December | January | February | March | Accum. payments to date | Est. 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 |
| Receipt | 4979 | 4979 | 497.9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 497.9 | 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 | 44.48 | 0 |
| TOTAL INCOME | 5209 | 4979 | 497.9 | 0 | 0 | 0 | 44.48 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5023.48 | 0 |

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APPENDIX 4

| Direct Debits | | Standing Orders | | |
|--|------------------|---------------------------------|--------|--------------------------|
| <input type="text" value="Enter details, such as name or account number"/> | | | | |
| Recipient | Last payment | Frequency | Amount | |
| IONOS CLOUD LTD. V90749562-64302708 | 28 July 2025 | Monthly | £36.00 | Cancel x |
| ICO ZB584038 | 04 December 2024 | | £35.00 | Cancel x |

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APPENDIX 5

Subscription to Other Bodies

| | |
|----------------------------------|--------|
| GAPTC | 173.53 |
| SLCC | 59.5 |
| Information Commissioners Office | 35 |

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APPENDIX 6

Meeting Dates 2025/26

| Meeting Date and Time | Type |
|---------------------------------|----------------------------------|
| 11 th August 19:00 | Ordinary Council Meeting |
| 10 th November 19:00 | Ordinary Council Meeting |
| 9 th February 19:00 | Ordinary Council Meeting |
| 11 th May 19:00 | Annual Parish and Annual Meeting |