

GOTHERINGTON PARISH COUNCIL

Rex Rhodes Building, 54 Malleson Road, Gotherington, Cheltenham, GL52 9EX
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DRAFT Minutes of a meeting of Gotherington Parish Council held on Tuesday 12 May in Gotherington Village Hall, commencing at 7pm

Members Present: B. Osborne , A. Lidington, S. Neighbour, J. Nicolson, O. Paton, D. Rees, H. Samuels and C. Webber

In attendance: R. Waller (Proper Officer), 12 members of the Public

- 26.05.12.01** **To elect a Chairman** of the Parish Council for 2026/2027 and signing of Acceptance of Office form
Cllr. Neighbour unanimously voted as Chair
- 26.05.12.02** **To elect a Vice Chairman** of the Parish Council for 2026/2027 and signing of Acceptance of Office form
Cllr Nicolson elected as Vice Chair
- 26.05.12.03** **To receive and approve apologies for absence**
Apologies received and accepted from Cllr. Fawke
- 26.05.12.04** **To receive the County Councillor's Report**
Not present. Report circulated to Members prior to the meeting
- 26.05.12.05** **To receive the Borough Councillor's Report**
Not present. Report circulated to Members prior to the meeting and would be published on the website.
- 26.05.12.06** **Public Session:** *To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and three minutes per person.*
- Tree roots not yet removed and footpath path remains closed
 - Glass on Ashmead Road: Contact Fix My Street
 - Update on FOBs payment
 - Hedges on Cleve Road
 - Letter of Concern received from resident
 - Footpath from Gotherington
- 26.05.12.07** **To receive declarations of interest for items on the agenda below**, including Disclosable Pecuniary Interests that members may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with the Localism Act 2011
None received
- 26.05.12.08** **To confirm and sign the minutes of the Parish Council meeting held on 22 April 2026**
COUNCIL APPROVED the minutes of the Parish Council meeting held on 22 April and they were signed by the Chair.
- 26.05.12.09** **To receive Clerk's Report and agree actions**
Clerks report received and contents noted. No actions required.
- 26.05.12.10** **To review and approve the Council's Standing Orders**
COUNCIL ADOPTED the Standing Orders as circulated prior to the meeting.
- 26.05.12.11** **To review and approve Financial Regulations**
Deferred
- 26.05.12.12** **To review and approve the Code of Conduct**
COUNCIL APPROVED the Code of Conduct.

- 26.05.12.13 To approve IT Policy**
Item deferred
- 26.05.12.14 To review Data Protection Policy**
COUNCIL APPROVED the data protection Policy
- 26.05.12.15 To approve Safeguarding Policy**
The Safeguarding policy currently in version 4 of review and required further amendment. Item deferred.
- 26.05.12.16 To review the assets register**
Clerk advised that the asset register was out of date.
Action: Clerk and Cllr. Neighbour to update the Register and bring back to Council for approval at the next Council meeting.
- 26.05.12.17 To confirm the arrangements for insurance cover in respect of all insurable risk**
RFO advised that further investigation should be completed to ensure the current cover was adequate.
Action: Cllrs. Nicholson and Samuels to investigate and liaise with RFO
- 26.05.12.18 To review subscriptions to other bodies**
The following subscriptions were confirmed:
Scribe
GALC
Dropbox
- 26.05.12.19 To review and confirm the arrangements for delegated authority to Committees and the Proper Officer**
COUNCIL CONFIRMED that the current arrangements for delegated authority were acceptable but to review amount Clerk delegated to spend.
- 26.05.12.20 To review the Terms of Reference for Committees and agree actions**
COUNCIL AGREED the current Terms of Reference were adequate for the Finance Committee. No further actions required.
- 26.05.12.21 To review and approve the Risk Strategy and Management Policy**
Item deferred
- 26.05.12.22 To consider Schedule of other Council Policies with proposed renewal dates**
Schedule of policy dates requires updating. Deferred to next Council meeting
- 26.05.12.23 To review representation on or work with external bodies and arrangements for reporting back**
COUNCIL AGREED that any two Councillors available could represent the Council when meeting with external bodies.
- 26.05.12.24 To review and approve the Council's Tree Policy**
COUNCIL APPROVED the Tree Policy. It was noted that this remained in date to 2030.
Action: Clerk to obtain three quotes for the felling and stump grinding of three trees on Freemans Field
- 26.05.12.25 To review the Council's employment handbook**
No handbook available.
Action: Clerk to contact HR companies.
- 26.05.12.26 To review the Council's expenditure incurred under s.137 of the Local Government Act 1972** None spent

26.05.12.27 To agree and approve the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

COUNCIL AGREED that meetings should continue to be held the second Tuesday of every month at the Rex Rhodes Building

- 9 June 2026
- 14 July 2026
- 11 August 2026
- 8 September 2026
- 13 October 2026
- 10 November 2026
- 8 December 2026
- 12 January 2027
- 9 February 2027
- 9 March 2027
- 13 April 2027
- 11 May 2027

26.05.12.28 To review the Community Grant Policy

Clerk advised that this policy requires updating.

Action: Clerk to update the Community Grant Policy and bring back to Council for Approval at the June meeting.

26.05.12.29 Planning:

1. To discuss planning application and agree actions

None received

2. To note new planning decisions issued by Tewkesbury Borough Council

See Clerks Report

3. To discuss any urgent planning applications received since publication of the agenda

New planning application received: **COUNCIL AGREED** to hold an ECM to discuss this on 28th May, prior to the Annual Parish Meeting

Cllr. Lidington left the meeting at 20.04. Discussion paused. Meeting resumed at 20.05

26.05.12.30 Finance – documents circulated prior to meeting:

1. COUNCIL APPROVED the May payment list/those paid between meetings and to note receipts (Appendix A)

2. COUNCIL APPROVED payments list along with Clerks Salary for April and reimbursement to Cllr. Osborne

2. To approve the bank reconciliation for April 2026

Bank reconciliation not available.

RFO recommended opening up a CCLA Public Sector Deposit account to invest surplus funds. Interest from this account would be paid into the Unity account

3. COUNCIL APPROVED the following regular payments of Direct Debit

- Octopus Energy
- Scribe
- IONOS
- Everflow

- 26.05.12.31 To review current Bank signatories and appoint signatories for 2026-27**
Clerk, Cllrs Nicolson, Paton, Samuels and Rees are current signatories on Unity and Redwood accounts.
HTB signatories to be confirmed
- 26.05.12.32 To consider expenditure items for S106 and CiL monies and agree actions**
No decision will be made on Cil expenditure until after closure of survey and public open day.
- 26.05.12.33 Accounts for Year Ended 31 March 2026:**
- 1. To approve the annual accounts and bank reconciliation for Year End 31 March 2026**
COUNCIL APPROVED the annual accounts and bank reconciliation for Year End 31 March 2026
 - 2. To approve the Annual Governance Statement (Section 1) for external auditors PKF Littlejohn**
Item Deferred
 - 3. To approve and sign the Accounting Statement 2025-26(AGAR Part 3, Section 2) for external auditors PKF Littlejohn**
Item deferred
 - 4. COUNCIL APPROVED** the publication of the unaudited accounts for 2025-26
 - 5. COUNCIL CONFIRMED** the period for the exercise of public rights to inspect the draft accounts to take place between Wednesday 3 June and Tuesday 14 July 2026
- 26.05.12.34 Health and Safety**
- 1. To receive any health and safety issues relating to the Council buildings and agree actions**
Report of mouse droppings in JWP building.
Concern raised relating to the quality of cleaning in the JW Pavilion.
- 26.05.12.34 The date of the Next Council Meeting** - confirmed as Tuesday 9 June 2026 at 7pm in the Rex Rhodes Building
- 26.05.12.35 Confidential item:** Council are excluding members of the public and the press to progress matters of a confidential nature. Public Bodies (Admissions to Meetings Act) 1960. Local Government Act 1972, ss 100 and 102
- 1. To confirm contract for permanent Clerk and Responsible Financial Officer and agree actions**
Further details required from incoming Clerk.
It was noted that final salary scale had not been agreed.
ACTION: Clerk to liaise with incoming Clerk and report back to Council.

Meeting closed at 9pm

Appendix A (see the next page)

PAYMENT LIST - May 2026								
Payee	Invoice	Date of Invoice	Details	Total	Minute Ref	Authority Budget Code	Direct Debit / FPO	Date Paid
PATA Payroll	5	04/04/2026	Payroll	£40.85		LGA 1972, s.111	FPO	
Andrew Berlow	115	30/04/2026	Cleaning - Rex Rhodes Building	£205.35		LGA 1972 s133	FPO	
Starboard Systems Ltd	18451	15/05/2026	Scribe Bookings	£21.60		LGA 1972, s.111	DD	
Starboard Systems Ltd	INV-17128	15/05/2026	Scribe Accounting Software	£178.80		LGA 1972, s.111	DD	
Everflow	53311641	17/04/2026	Water Charges - RRB	£33.97		LGA 1972. s.133	DD	
IONIS			Website security					
Mrs R Waller - Staff			Salary April 2026	DP		LGA 1972 s112(2)	FPO	
HMRC			Employers Tax			LGA 1972 s112(2)	FPO	
				£480.57				