

## **PAUNTLEY PARISH COUNCIL**

Parish Councillors are summoned to the Annual Meeting of the Parish Council,  
**At Pauntley Village Hall, Brand Green**  
**On Monday, 12th May at 7.30pm**

### **AGENDA**

- 1. To elect the Chairman of the Council for 2025/26 and to receive the Declaration of Acceptance of Office Form.**
- 2. To receive and accept apologies for absence.**
- 3. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items.**
  - a. To remind members to review their Register of Interests and inform of any changes within 28 days.
- 4. To elect the Vice-Chairman of the Council for 2025/26 and to receive the Declaration of Acceptance of Office Form.**
- 5. To adopt the General Power of Competence – Pauntley Parish Council have 5 elected (2/3 of total), 2 co-opted Cllrs and a CiLCA qualified clerk.**
- 6. To agree and sign the minutes of the Parish Council meeting held on the 14<sup>th</sup> April 2025.**
- 7. To consider any matters arising from the Annual Parish Meeting held on the 28<sup>th</sup> April.**
  - a. The request for an update on the Broadband provision in the parish.
  - b. To remind that everyone can log Highways issues including pot holes on ‘Fix My Street’.
- 8. Open Session**

Designated maximum period of 5 minutes to accommodate members of the public who may wish to raise relevant issues or ask the Parish Council Questions in respect of business itemised on the agenda and shall not speak for more than five minutes.
- 9. Reports**
  - a. To receive a report from District Councillors Cllr Phillip Burford and Cllr Clayton Williams.
  - b. To receive a report from Gloucestershire County Councillor for Newent Gill Moseley.
- 10. To note the attendance record of councillors at meetings during 2024-25 – Appendix 1**
- 11. To review/adopt the following policies for Pauntley Parish Council:**
  - a. LGA Code of Conduct – Appendix 2
  - b. Standing Orders with 2025 amendment (updates and amendments shown in red text sections 6, 14 and 18) – Appendix 3
  - c. Financial Regulations with 2025 amendment (section 5, shown in red text) – Appendix 4
  - d. Risk Register – Appendix 5
  - e. Risk Management Policy – Appendix 6
  - f. Reserves – Appendix 7
  - g. To remind members of compliance with the transparency code.
  - h. To remind councillors of the self-disqualification law.
- 12. To appoint Members to serve on Working Groups:**
  - a. Finance
  - b. Planning
- 13. To appoint 3 members to serve on the Village Hall Committee.**

**14. To appoint a Footpaths Officer for 2025-26.**

**15. Assets:**

- a. To consider the Asset Register for 2025 – Appendix 8
- b. To consider the Health and Safety Inspection of assets for 2025-26.

**16. Finance**

- a. To note the April 2025 Bank Statements and Bank Reconciliation – Appendix 9
- b. To note that the internal audit has not yet been completed and an extra meeting will be required in June to consider these prior to the deadline of the 30<sup>th</sup> June.
- c. To note the list of payments for 2024/25 over £100 – Appendix 10.
- d. To note the dates for the Notice of Public Rights and Publication as 3rd June – 14<sup>th</sup> July inclusive, publicised on the website and noticeboard.
- e. To consider a competent internal auditor external to the council for 2025-26.
- f. To consider the quote and any amendments required for the 2025/26 insurance provision as provided by Community First as the third and final year of the LTA.
- g. To consider and approve the appointment of PATA Payroll as Payroll provider for 2025-26.
- h. To consider and approve NEST for the Clerks pension and the 3% Employer contribution.
- i. To consider continuing to use the “payments and receipts” accounting method for 2025-26.
- j. To consider and approve the schedule of regular payments (DD) for 2025-26 – Appendix 11.
- k. To consider and approve Lloyds Bank Signatories.
- l. To confirm the clerk’s delegated authority to make payments between meetings as necessary.

**m. To consider the following invoices for payment:**

- Community Heartbeat Trust £400net/£480 Gross
- Community First Insurance – year 3 of 3yr LTA £230.55

**n. To ratify regular payments made between meetings:**

- Lloyds Bank monthly service charge – April £4.25

**o. To ratify payments made between meetings:**

- Clerks expenses APM refreshments £69.50

**p. To note income received:**

- Forest of Dean Precept £7000.00
- Donations to surplus provisions from the APM £21.50

**q. To note virements:**

- 24.04.25 To savings £3000

**17. Planning**

- a. To confirm the clerk’s delegated authority to respond to planning queries between meetings.
- b. To comment on applications for Determination by Forest of Dean District Council:
  - P0506/25/FUL – Pauntley Court, Pauntley Court Drive, Redmarley. Listed building consent for conversion of a historic stable structure to a wellness centre. Removal of existing wc used by the church. Erection of new storage building, new WC for church use and new workshop. PV panels to roof of new structure.
  - P0507/25/LBC – as above

**18. Correspondence**

To note the result of the Local election for Newent as County Councillor Gill Moseley.

**19. To consider items for the next meeting – no discussion.**

**20. To note the date of the next ordinary meeting on the 10<sup>th</sup> June 2024 at 7.30pm.**

*Rachel Freestone*

Date: 7<sup>th</sup> May 2025

Rachel Freestone

Parish Clerk – Pauntley Parish Council.