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## PAUNTLEY PARISH COUNCIL

### Minutes of the Parish Council Annual Meeting held on **Monday 12<sup>th</sup> May 2025** **7.30pm in Pauntley Village Hall, Brand Green**

**Present:** Cllrs Paul Eastabrook (in the Chair); M Hargreaves; P Kucharski; J Barratt; N Fowke; M Hampton; C Philipps

**In attendance:** Rachel Freestone - Clerk  
District Councillor - Philip Burford

**Public:** 6

**1. Election of the Chairman of the Council for 2025/26:**

Cllr Paul Eastabrook opened the meeting and welcomed everyone. He expressed his intention to stand down. Cllr Eastabrook requested nominations for the position of Chair, no member was willing to be nominated. Cllr Eastabrook offered to stand in the short term to allow meetings to continue. Cllr Eastabrook was proposed, seconded and duly elected. Cllr Eastabrook signed the Declaration of Acceptance of Office.

**2. Apologies for absence:**

There was none.

**3. Declarations of interest or written applications for dispensation from Councillors on agenda items.**

Cllr Hargreaves declared a pecuniary interest in Agenda item 17b.

- a. Members were reminded to review their Register of Interests and inform the FoDDC monitoring officer of any changes within 28 days.

**4. Election of the Vice-Chairman of the Council for 2025/26:**

Cllr Eastabrook requested nominations for the position of Vice Chair. Members confirmed that this position is no longer required and will not be filled in 2025/26.

**5. General Power of Competence. It was RESOLVED:** Pauntley Parish Council meet the criteria and can adopt the General Power of Competence for 2025-26.

**6. Minutes:** Members considered the minutes of the Parish Meeting held on the 14th April 2025. **It was RESOLVED:** To approve the minutes as a true record of the meeting. They were duly signed by the Chairman.

Cllr Eastabrook mentioned the Hills Ford Rally and confirmed that a letter of objection had been sent to GCC. **It was RESOLVED:** The Clerk to ask GCC when the final decision will be communicated.

**7. Members considered matters arising from the Annual Parish Meeting held on the 28<sup>th</sup> April:**

- a. Broadband provision in the parish. *Cllr Eastabrook asked District Cllr Burford for advice.* The County Council will fund the use of a 4G router. A member added that this only works for those living in the higher areas. **It was RESOLVED:** The Clerk to ask County Cllr Gill Moseley for any updates.
- b. Members and the public were reminded that any Highways issues including pot-holes can be reported by all on 'Fix My Street'.

**8. Open Session:**

There were none.

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**9. Reports:**

- a. Members received a report from District Councillor Cllr Phillip Burford: The County Council election results. He was beaten in Mitcheldean by the Reform candidate but is still our District Cllr until it ceases to exist. Two important decisions at the last FoDDC Full Council meeting. They are seeking Biosphere Status, and he is concerned that this will move planning applications into other parts of the county including Glynchbrook. The Green Party hope this initiative will bring funding to the area. In addition, the Five Acres Leisure Centre has been approved with costs of £17.6 million of which £5.8 million is borrowed from PWLB over 40 years. It is a refurbishment project rather than a new build. There is a concern that the costs of this project will have an impact on available funds for other services.
- b. Members received a report from Gloucestershire County Councillor for Newent Gill Moseley: In her absence, there was none.

**10.** Members NOTED the attendance record of councillors at meetings during 2024-25.

**11. Policies for Pauntley Parish Council:**

- a. LGA Code of Conduct. **It was RESOLVED:** to approve for 2025/26.
- b. Standing Orders with 2025 amendment. **It was RESOLVED:** to approve the amendments to the Standing Orders with the updates to sections 14 and 18 for 2025/26 and the removal of all references to the Vice Chair.
- c. Financial Regulations with 2025 amendment. **It was RESOLVED:** to approve with the amendments to section 5 and the removal of all references to the Vice Chair.
- d. Risk Register. **It was RESOLVED:** to approve for 2025/26.
- e. Risk Management Policy. **It was RESOLVED:** to approve for 2025/26.
- f. Reserves. **It was RESOLVED:** to approve for 2025/26.
- g. Members were reminded of compliance with the transparency code.
- h. Members were reminded of the self-disqualification law.

**12. To appoint Members to serve on Working Groups:**

- a. Finance. **It was RESOLVED:** Cllrs Jo Barratt and Paul Eastabrook.
- b. Planning – **It was RESOLVED:** Cllrs Mandy Hampton; Nick Fowke and Paul Eastabrook.

**13. To appoint 3 members to serve on the Village Hall Committee.**

Only Cllr Kucharski was willing to stand. **It was RESOLVED:** to appoint Cllr Kucharski and defer to the next meeting.

**14. Footpaths Officer for 2025-26.**

**It was RESOLVED:** to appoint Cllr Hampton as the Footpaths Officer for 2025-26.

**15. Assets:**

- a. Members considered the Asset Register for 2025. **It was RESOLVED:** to approve the register as a correct record.
- b. Members considered the Health and Safety Inspection of assets for 2025-26. **It was RESOLVED:** members to monitor the condition of assets and report at meetings as required.

**16. Finance**

- a. Members NOTED the April 2025 Bank Reconciliation and Bank Statements with end of month balances of £7851.57 and £3000. Cllr Philipps as a non bank signatory duly checked and signed the bank statements, invoices and bank reconciliation as a true record.
- b. Members NOTED that the internal audit had been received that day. **It was RESOLVED:** to hold an extra meeting on the **9<sup>th</sup> June at 6.30pm** to consider the audit and AGAR forms prior to the deadline of the 30<sup>th</sup> June.
- c. Members NOTED the list of payments for 2024/25 over £100.
- d. Members NOTED 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.

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- e. Members considered a competent internal auditor external to the council for 2025-26. **It was RESOLVED:** to appoint GAPTC as the internal auditor for 2025-26.
- f. Members considered the quote for the 2025/26 insurance provision as provided by Community First as the third and final year of the LTA. **It was RESOLVED:** to remove the marquee from the list of assets and approve the provision for 2025/26.
- g. **It was RESOLVED:** To appoint PATA Payroll as Payroll provider for 2025-26.
- h. **It was RESOLVED:** to approve NEST for the Clerks pension and the 3% Employer contribution.
- i. **It was RESOLVED:** To continue to use the “payments and receipts” accounting method for 2025-26.
- j. **It was RESOLVED:** To approve the schedule of regular payments (DD) for 2025-26.
- k. **It was RESOLVED:** Cllrs Paul Eastabrook, Mark Hargreaves and Mandy Hampton to continue. Cllr Jo Barratt to be added as a Lloyds Bank Signatory as a member of the Finance Working Group.
- l. **It was RESOLVED:** To approve the clerk’s delegated authority to make payments between meetings as necessary.
- m. **It was RESOLVED: To approve the following invoices for payment:**
  - Community Heartbeat Trust £400net/£480 Gross
  - Community First Insurance – year 3 of 3yr LTA £230.55
- n. **It was RESOLVED: To ratify the following regular payments made between meetings:**
  - Lloyds Bank monthly service charge – April £4.25
- o. **It was RESOLVED: To ratify the following payments made between meetings:**
  - Clerks expenses APM refreshments £69.50
- p. **Members NOTED income received:**
  - Forest of Dean Precept £7000.00
  - Donations to surplus provisions from the APM £21.50
- q. **Members NOTED virements:**
  - 24.04.25 To savings £3000

#### 17. Planning

- a. **It was RESOLVED:** 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:  
20.38 Cllr Hargreaves left the room.
  - 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 we used by the church. Erection of new storage building, new WC for church use and new workshop. PV panels to roof of new structure. **It was RESOLVED:** to SUPPORT the application.
  - P0507/25/LBC – as above  
20.41 Cllr Hargreaves rejoined the meeting.  
It was agreed for the Chair to raise the repairs being carried out at Herridges with the new planting of a hedge. District Cllr Burford recommended that we write to Philippa Lowe, Head of Place at FoDDC. A member asked District Cllr Burford for advice on the development at Paunt House. He recommended that write to Philippa Lowe copying in himself.

#### 18. Correspondence

Members NOTED the result of the Local election for Newent as County Councillor Gill Moseley.

- 19. **To consider items for the next meeting – no discussion.** Village Hall Committee members.
- 20. **Next meeting:** An extra-ordinary meeting to be held on 9<sup>th</sup> June at 6.30pm to consider the Internal Audit and complete the AGAR forms. The next ordinary meeting will take place on Monday 14<sup>th</sup> July 2025 at 7.30pm.

Signed.....*P Eastabrook* .....Date.....*14.07.2025*.....

Chair

**The meeting closed at: 20.55**