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PAUNTLEY PARISH COUNCIL
Minutes of the Parish Council Annual Meeting held on
Monday, 18th May 2026
6.30pm in Pauntley Village Hall, Brand Green.

Present: Cllrs P Eastabrook (in the Chair); J Barratt; P Kucharski; A Robbins and N Fowke.

In attendance: Rachel Freestone – Parish Clerk

Public: 1

The Chair informed members that the Clerk had tendered her resignation, he thanked her for her 3.5years in service. He added that members need to act quickly to recruit.

1. **To elect the Chairman of the Council for 2026/27 and to receive the Declaration of Acceptance of Office Form:** Cllr Eastabrook informed members that one nomination had been received. Cllr Andrew Robbins was proposed, seconded and nominated. Cllr Robbins signed the Declaration of Acceptance of Office.

Cllr Robbins thanked Cllr Eastabrook for all his hard work both in meetings and behind the scenes.

2. **To receive and accept apologies for absence:** There were none.
3. **To receive any declarations of interest or written applications for dispensation from Councillors on agenda items:** There were none.
 - a. The Clerk reminded members to review their Register of Interests and inform the monitoring officer of any changes within 28 days.
4. **To elect the Vice-Chairman of the Council for 2026/27:**
Cllr Paul Eastabrook was proposed, seconded and nominated.
5. **Members NOTED that Pauntley Parish Council do not meet the criteria for General Power of Competence for 2026-27. (Elected -2/3 of total and a CiLCA qualified clerk).** Only 2 Cllrs are elected. Members NOTED that S137 (Power of Last Resort) applies.
6. **Minutes: members considered the minutes of the Parish Council meeting held on the 9th March 2026. It was RESOLVED:** to approve the minutes as a true record of the meeting. They were duly signed by Cllr Eastabrook, the retiring Chair who presided over the meeting.
7. **To consider matters arising from the Annual Parish Meeting held on the 27th April.**
 - a. VETS scheme: A member commented that the consensus is that it is difficult to run and often does not work. The theory is good but is not working practically. **It was RESOLVED:** to cancel the VETS scheme. Cllr Fowke asked if the parish council could consider a defib in Ketford? The Clerk asked whether there are any available power sources in the area for a cabinet. Would need to look at feasibility of where it could be positioned.
 - b. The request to reinstate a bridlepath. **It was RESOLVED:** Cllr Kucharski to inform the Clerk where it is so she can contact the PROW accordingly. There is a question on whether it is a designated Bridlepath.
 - c. Lack of adequate Broadband provision. Members agreed that this is ongoing. To raise with County Cllr Moseley.
8. **Open Session:** There was none.
9. **Reports**
 - a. Reports from District Councillors Cllr Phillip Burford and Cllr Clayton Williams. In their absence there was none. It was NOTED that District Cllr continues to receive treatment and members sent their best wishes.
 - b. Report from Gloucestershire County Councillor for Newent Gill Moseley. In her absence there was none.

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10. Members NOTED the attendance record of councillors at meetings during 2025-26 with no amendments.

11. To review/adopt the following policies for Pauntley Parish Council:

- a. LGA Code of Conduct: **It was RESOLVED:** to approve for 2026/27 with no amendments.
- b. Standing Orders: **It was RESOLVED:** to approve for 2026/27 with no amendments.
- c. Financial Regulations: a member asked for clarification on when three quotes are required. **It was RESOLVED:** to approve for 2026/27 with no amendments.
- d. Risk Register: **It was RESOLVED:** to approve for 2026/27 with no amendments.
- e. Risk Management Policy: **It was RESOLVED:** to approve for 2026/27 with no amendments.
- f. Reserves: a member queried the life expectancy of the defibs and plan for replacement. **It was RESOLVED:** to approve for 2026/27 with no amendments.
- g. Members were reminded of compliance with the transparency code.
- h. Members were reminded of the self-disqualification law.

12. It was RESOLVED: to appoint Members to serve on Working Groups as follows:

- a. Finance – Cllrs Robbins; Barratt and the Clerk/RFO.
- b. Planning – Cllrs Eastabrook, Robbins and Kucharski.
The Clerk commented that it would be beneficial to add a Staffing Working Group at this time.
It was RESOLVED: Staffing – Cllrs Robbins and Kucharski.

13. To appoint 2 members to serve on the Village Hall Committee: Cllrs Barratt and Kucharski were proposed, seconded and nominated.

14. Assets:

- a. Asset Register for 2026: The Clerk commented that it would be beneficial to add a replacement value for the telephone boxes. **It was RESOLVED:** to approve the asset register with a replacement value of £3200 per telephone box added.
- b. Members NOTED the help of the two volunteers who maintain the defibrillators and thanked them. A member had recently strimmed around one of the boxes. Both volunteers are happy to continue.
- c. Members considered the Health and Safety Inspection and maintenance of assets for 2026-27. **It was RESOLVED:** to complete checks every 6 months with the first being in July. Clerk to add to the agenda.

15. Finance

- a. Members NOTED the April 2026 Bank Reconciliation and Bank Statements with end of month balance of £ . Cllr Kucharski as a non-bank signatory duly checked and signed the bank statements, invoices and bank reconciliation as a true record.
- b. Members NOTED the 25/26 End of Year Bank reconciliation and bank balances of £ . Cllr Kucharski as a non-bank signatory duly checked and signed the bank reconciliation as a true record.
- c. Members NOTED the 25/26 End of Year reserves statement with no additional comment.
- d. Members NOTED 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 30th June.
- e. Members NOTED the list of payments over £100 for 2025/26.
- f. Members NOTED the dates for the Notice of Public Rights and Publication as 3rd June – 14th July. The Clerk informed members that these will need to be amended as the internal audit had not been received.
- g. **It was RESOLVED:** To appoint GALC as the competent internal auditor external to the council for 2026-27. The Clerk to complete the appointment letter.
- h. Members considered the quote for the 2026/27 insurance provision as provided by Community First (previously circulated). **It was RESOLVED:** the Clerk to try for 2 more quotes and go for best value from quotes received. To approve a 3yr LTA.
- i. **It was RESOLVED:** To appoint PATA Payroll as Payroll provider for 2026-27.
- j. **It was RESOLVED:** To approve NEST for the Clerks pension and the 3% Employer contribution.
- k. **It was RESOLVED:** To continue to use the “payments and receipts” accounting method for 2026-27.
- l. **It was RESOLVED:** To approve the schedule of regular payments (DD) for 2026-27.
- m. Members NOTED the VAT126 claim of £268.44 for 2025/26.

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- n. Lloyds Bank Signatories. **It was RESOLVED:** Cllrs Eastabrook, Barratt and the Clerk. The Clerk to add Cllr Robbins.
- o. **It was RESOLVED:** To confirm the clerk’s delegated authority to make payments between meetings as necessary.
- p. **It was RESOLVED:** To approve the following invoices for payment:
- Clerk expenses – printer ink £23.32net/£27.99gross
 - GALC – devolution training £50
 - GALC – Annual subscription £101.64
- q. **It was RESOLVED:** To ratify the regular payments made between meetings:
- Clerk Salary March incl PAYE As per contract
 - Nest pension March Salary £54.29
 - Lloyds Bank monthly service charge – March and April £8.50
- r. **It was RESOLVED:** To ratify payments made between meetings:
- Cllr expenses – Annual Parish Meeting food £33.31
- s. **Members NOTED income received:**
- Forest of Dean Precept £7300.00
 - Savings bank Interest 2025-26 £38.03
 - Bank Interest April 2026 £1.99
- t. **Members NOTED virements:**
- | | | |
|--------------|----------|------|
| From Savings | 25.03.26 | £500 |
|--------------|----------|------|

16. Planning

- a. **It was RESOLVED:** to confirm the clerk’s delegated authority to respond to planning queries between meetings.
- b. Members considered the following application for Determination by Forest of Dean District Council:
- c. P0368/26/FUL Paunt House Barn Change of use of agricultural land and erection high stable building, septic tank and fencing to create paddocks. Comment by 22.05.26. **It was RESOLVED:** the Clerk to contact our District Cllrs to ask that this application is considered by a planning committee due to the size and nature of the development. Increased traffic on a narrow track is a concern.
- d. Members NOTED NO planning responses submitted between meetings under devolved powers.
- e. Members NOTED the planning decision made by Forest of Dean District Council:
- P0249/26/FUL Lime Grove, Compton Green. 20ft container for incidental storage. Granted Permission. A member asked if there is an update on Herridges Barn? No, still awaiting the decision.

17. Footpaths/Highways:

- a. Footpaths Officer for 2026-27. **It was RESOLVED:** to appoint Mandy Hampton as she has agreed to continue in post. She was thanked.
- b. Members NOTED the response from GCC Highways that if there are no parking restrictions they have no powers of enforcement.

18. Correspondence

FoDDC Biosphere and Commoners Association. Being debated on 21st May at FoDDC full meeting.

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

Ratify Insurance, Asset checks.

20. Next Meeting: Members NOTED the date of the next ordinary meeting as Monday, 13th July, 7.30pm in the Village Hall.

Signed:..... Date:.....

Chair

The Meeting closed at 19.55