

Badgeworth Parish Council

Clerk: Mrs. H. Jones | 07840073143 | clerk@badgeworthparishcouncil.gov.uk

May 7, 2025

ANNUAL PARISH COUNCIL MEETING

Dear Residents/Councillor,

I hereby notice that **THE MEETING OF THE PARISH COUNCIL** will be held at the **BADGEWORTH VILLAGE HALL on TUESDAY 13th MAY 2025 at 7.00pm**. All Residents of the Parish are welcome, and Members of the Council are hereby summoned to attend to transact the business of the Parish Council as set out below.

A 15 Minute period will be set aside at the start of the meeting for Members of the public to raise questions.

AGENDA

1. **Apologies** - To receive apologies for absence.
2. **Declaration of Interest & dispensation requests** - Members are requested to declare any interest they may have in the business set out on the agenda to which the approved Code of Conduct appears.
3. **To confirm the minutes of the last meeting and deal with Matters Arising not included as an agenda item.**
4. **Election of Chair, to include signing of Acceptance of Office**
5. **To elect/appoint to the following roles:**
 - Vice – Chair of Parish Council
 - Personnel Discussion Group x 3
 - Allotment Discussion Group x 3
 - Footpaths x 2
 - Internal Finance Lead x 1
 - Badgeworth Village Hall Management Committee x 1
 - Gloucestershire Airport Consultative Committee x 1
6. **To Receive a Report from the County and Borough Councillors.**
7. **Finance & Insurance**
 - a) **To review:**
 - **Bank mandates** – signatories and online access
 - **Reserves at the bank and investments**
 - **Direct debits**

- b) To approve the year-end bank reconciliation and accounts for 2024/25
- c) Certificate of Exemption 24/25 - certify that during the financial year 2024/25, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000
- d) To approve the Annual Governance Statement (section 1) for 2024/25
- e) Public Rights & Publication of Annual Governance & Accountability Return - to agree the dates (30th June to 8th August 2025)
- f) Insurance – update on renewal and authorise payment.
- g) Budget – to note and agree revised budget.
- h) Balances at the bank – update, and to note any receipts.
- i) To authorise payments for the following:

Already paid (as expenditure previously authorised)

Payee	Details	Date of invoice	Amount (ex VAT) £	VAT £	TOTAL £
Witcombe & Bentham VH	Hall Hire, March	1/4/25	20	0	20
Tewkesbury Borough Council.	Mixed waste bin	17/3/25	410	82	492
JPT Developments	Installation of noticeboard	31/3/25	225	0	225
Countrywide Grounds Maintenance	March grass cutting	27/3/25	138	27.60	165
Parishes Online	Website and email	8/4/25	230	70	300
Alexander & Angel	Allotment keys x 2	4/3/25	50	10	60
Information Commissioner	Annual fee	30/4/25	47	0	47
Community Heartbeat	2 x replacement defibrillators & cabinets for Badgeworth Village Hall & Witcombe & Bentham Village Hall	12/5/25	3825	765	4590

To be paid

Payee	Details	Date of invoice	Amount (ex VAT) £	VAT £	TOTAL £
Countrywide Grounds Maintenance	April grass cutting	28/4/25	276	55.20	331.20
Tree Maintenance Ltd	Bi Annual tree survey	8/4/25	455	91	546
Clerks Expenses	May payroll	6/5/25	69.38	6.54	75.92
Clerks Expenses	June payroll	6/5/25	26	0	26

- j) Clerk's salary – To authorise payments & BACS (including any HMRC payment) for May and June

8. Parish Council Administration.

- a) **General Power of Competence:** Discuss and agree that the Parish Council meets the criteria for eligibility in terms of the electoral mandate (2/3 declared 'elected') and having a qualified Clerk.
- b) **Review of Parish Council regulations, orders, and policies**
- **review & amend:** Standing Orders update to 2025 model.
 - **Financial Regulations:** update July/September when banking arrangements are settled.
 - **No amendments to:** Code of Conduct, Risk assessment, Grants & Donations policy, Disciplinary & Grievance Procedure, Absence Policy, GDPR Policy & data retention, Publication Scheme

9. Parish Council assets

- a) **Badgeworth Village Hall** – electrical works necessary to interior of building and agree that the Badgeworth Village Hall Management Committee can liaise directly with Tewkesbury Brough Council regarding the use and receipt remaining S.106 funds.
- b) **Noticeboards** – to discuss and agree the use of physical notice boards within the Parish
- c) **Tree Survey** – to receive the bi-annual tree survey and agree action as appropriate.
- d) **Defibrillators** – update on replacement
- e) **Asset Register** – approve
- f) **Asset checks** – discuss work required and agree action and expenditure accordingly.
- g) **Assets** – any other issues to report

10. Planning

- a) **Enforcement Issues** – updates
- b) **Delegated Comments to note:** Clerk to report.
- c) **Planning Decisions, Appeals**– Clerk to report.
- d) **To agree Parish Council response to planning applications received**
 - **25/00001/SCR - Parcel 4600, Badgeworth Lane, Badgeworth. EIA Screening Opinion Request for residential development on behalf of Bromford Housing**
- e) **Mobile Infrastructure** - PROPOSED BASE STATION UPGRADE AT HOME FARM, BADGEWORTH ROAD,

11. Community & Environment

- a) **Wheels on the Green** – request to use the green for an event on 14th June 2025
- b) **Affordable Housing Needs survey. GRCC** - update (Cllr Howe)

12. Highways

- a) **Missing Link Scheme** – receive an update.

13. Ward Reports. Councillors to **report** upon **minor issues** which have not been included on this Agenda.

14. Items for the next agenda and the date of the next meeting.

Signed: *Helen L. Jones* (Clerk to the Council)