

**MINUTES** of a Chalford Parish Council Meeting held on Thursday 5<sup>th</sup> June 2025 at 7pm.  
at the Parish Centre in accordance with notice given.

**In the Chair:** Cllr Trinder

**Present:** Cllrs Beioley, Funnell, Gardiner, Humberstone, Morris-Wyatt, Oakley, Roberts, Samaroo, D Taylor, L Taylor, Woodfine, District Cllr Fenton, County Cllrs Luff and Turner

**In attendance:** The Clerk

**1.06.25 APOLOGIES** Cllrs Golding, Lee, Pearson

Cllr Samaroo advised the Chair that she needed to leave the meeting at 7.30pm.

**2.06.25 DECLARATIONS OF INTEREST – None**

**3.06.25 PUBLIC PARTICIPATION – None**

**4.06.25 MINUTES OF APRIL MEETING -** Cllr Oakley proposed “**acceptance of the 3<sup>rd</sup> April 2025 minutes**” This was seconded by Cllr D Taylor. There were two abstentions.

**5.06.25 MINUTES OF THE ANNUAL MEETING OF THE COUNCIL –** Cllr Samaroo proposed “**acceptance of the Annual Meeting of the Council 8<sup>th</sup> May 2025 minutes**” This was seconded by Cllr Humberstone. There were three abstentions.

**6.06.25 a) COUNTY COUNCILLOR REPORT –**

A copy of Cllr Turner’s report had been circulated to members prior to the meeting.

Cllr Trinder congratulated Cllr Turner on becoming the new Leader of Stroud District Council.

Cllr Turner introduced County Cllr Gary Luff who now covers the Bussage and Brownhill division since the parish boundary has been divided.

Cllr Turner explained that the County Council has set its initial priorities which are clearing up Highways detritus; bringing children in care closer to their social networks (in turn reducing costs); and introducing 20 mph speed limits in areas where there is support.

Cllr Morris-Wyatt explained that the PC is submitting further questions to Cabinet in time for the July GCC meeting regarding poor road conditions within the parish and asked if Cllrs were aware of the new administration’s view on roads. Cllr Turner explained that the new Liberal Democrat leadership have previously raised concerns about potholes, so now they are in control they should be seen as a priority. She confirmed that the Council has also been given more funding for rural roads, although the budget will only go so far.

Cllr Luff confirmed it was good to keep the pressure on.

Cllr D Taylor raised concerns about smaller cars having the potential to be damaged by speed bumps. He feels that speed bumps should be the width of the road as this would prevent cars from straddling them.

Cllr Gardiner highlighted the fact that poor road drainage means surface water collects and creates potholes. The Parish Groundsman creates gulleys along Middle Hill to ensure that the water drains from the road into the neighbouring field. This responsibility should really fall to Highways and could be done in other areas with the parish. Cllr Gardiner asked if anything can be done about this.

Cllr Luff agreed that water is problematic, as it freezes and causes damage. He said GCC wants to explore how to better keep water off the road as this is a bigger problem due to environmental changes. Natural flood management would make roads safer and less damaged.

Cllr Roberts asked more about children's services. Cllr Turner confirmed that the previous Government had this matter as an objective, so the extent of the issue is well known; this is the second most expensive part of GCC's budget.

Cllr Oakley asked County Cllrs about the temporary barriers on Toadsmoor Road. Cllr Turner explained that the barriers had become dirty so had to be renewed. Highways seem happy that the work that has been done in this area to reduce floods has been successful but she will follow up on this.

## **b) DISTRICT COUNCILLOR REPORT –**

A copy of the District Report was circulated to members.

Cllr Morris-Wyatt raised a query about the Enforcement department at SDC. In the past, the PC would receive updates about an enforcement case when requested. However, it seems to be difficult to get an update now unless the PC have ticked a box to track an application, and this box cannot be ticked retrospectively. As a point of principle, a PC should be able to receive updates from the District Council. Cllr Luff explained that he thought there had been a change to policy which would explain the difficulty in getting an update.

**7.06.25**

## **CLERK'S REPORT –**

**Flooding on canal path at St Marys** - Further to the Clerks' report, the Clerk advised members that Network Rail now intend to carry out work to prevent flooding on the canal path on Monday 9<sup>th</sup> June. Cllrs recognised that this may not be achievable in one day given the scale of the work required and how long this problem has been ongoing and were therefore keen to keep the pressure on network Rail to ensure that the necessary work is carried out. The Clerk assured members that our Public Rights of Way Officer has a good relationship with Network Rail and has diarised to chase this with them should work not start on 9<sup>th</sup> June to ensure that a satisfactory solution is reached.

**Chalfest** – Cllr Trinder confirmed that the all the points raised by members at the April Full Council meeting have been addressed, and all documents have been approved by the Charity Committee and are ready to sign. The Clerk will arrange for all documents to be printed and signed. **ACTION: Clerk**

Cllr Trinder also explained that the organisers of Chalfest have asked whether, as has been the case in previous years, they can put tickets on sale immediately following the 2025 event; this is allowed for in the Agreement provided there have been no serious incidents at the event.

Cllr D Taylor questioned how the PC can justify charging various clubs such as local football clubs, Chalford Band etc to use the pleasure grounds and band hut when we don't charge the Chalfest organisers to use the land. Cllr Trinder explained that going forward the social, environmental and economic impact of Chalfest will be reviewed annually as part of the annual review. This is partly to ensure there is some benefit to the wider community. The annual review will include a review of the annual accounts to assess whether there is scope for Chalfest to make a financial contribution towards local projects (rather than the PC charging for the land) showing a more tangible benefit. This will be considered in detail from 2026.

Cllr Oakley pointed out that Chalfest have made improvements at the France Lynch Pleasure Ground, such as widening the entrances to the pleasure ground to make them accessible.

Cllr Morris-Wyatt explained that as Chalfest is a not-for-profit organisation the accounts are not required to be detailed, e.g. you can't see how income and expenditure is balanced. Cllr Trinder confirmed that from next year the PC will be able to see more detailed accounts.

#### **8.06.25                      2024/2025 ACCOUNTS**

The Finance and Management Committee had considered the accounts for 2024/25 and recommended acceptance by Full Council.

**a) To consider and approve Internal Auditor's Report for End of Year Financial Accounts 2024-2025** - Councillors were furnished with a full copy of the accounts prior to the meeting. Cllr Morris-Wyatt proposed, **"acceptance of the Internal Auditor's Report for Year End Financial Accounts"** This was seconded by Cllr Humberstone and unanimously agreed.

**b) To consider the Annual Governance Statement and, if approved, to authorise Chair to sign on behalf of Council (Section 1)** - Councillors had been furnished with a copy of the Statement prior to the meeting. The Chair read out all the statements and Councillors responded 'yes' to all. Cllr Morris-Wyatt proposed **"acceptance of Annual Governance Statement Section 1"**. This was seconded by Cllr Oakley and unanimously agreed. The Chair signed Section 1, this had been signed by the RFO prior to presenting to Council.

**c) To consider Accounting Statements and, if approved, to authorise Chair and RFO to sign on behalf of Council (Section 2)** - Councillors had been furnished with a copy of the Statement prior to the meeting. Cllr Morris-Wyatt proposed, **"acceptance of the Accounting Statements Section 2"**. This was seconded by Cllr Beioley and unanimously agreed. The Chair and Clerk signed Section 2.

**d) To confirm the dates for publication of the Notice Period for the Exercise of Public Rights** – Cllr Trinder confirmed that the Notice Period for the exercise of Public Rights will be publicised from 9<sup>th</sup> June until 18<sup>th</sup> July 2025. This will be displayed on Parish noticeboards and the PC's website. Cllr Morris-Wyatt proposed **"we acknowledge and accept the Notice Period for Exercise of Public Rights"** This was seconded by Cllr Woodfine and unanimously agreed.

The RFO will submit the 2024/25 accounts to our External Auditor. **ACTION: RFO**

Cllr Oakley stated that the report was very pleasing. Cllr Morris-Wyatt confirmed that the RFO had worked hard to ensure that Scribe is our sole source of accounting, and she was rightly pleased with the Auditor's report.

#### **9.06.25                      TO CONSIDER & APPROVE F&M RECOMMENDATIONS**

Cllr Trinder explained that the Standing Orders and Financial Regulations had been updated by the Finance and Management Committee in line with the National Association of Local Council's recommendations. There were no comments or questions.

**a) Standing Orders** – Cllr Beioley proposed **"we accept the updated standing orders"** This was seconded by Cllr Roberts and unanimously agreed. **ACTION: Clerk/RFO**

**b) Financial Regulations** – Cllr Woodfine proposed **"we accept the updated financial regulations"** This was seconded by Cllr Oakley and unanimously agreed. **ACTION: Clerk/RFO**

#### **10.06.25                      THREE YEAR BUSINESS PLAN**

Cllr Trinder explained that the Finance and Management Committee have thoroughly reviewed the Council's business plan reformatting it to give more detail and clarity; going forward this document will be reviewed on a rolling annual basis continually covering a three year period. Cllr Morris-Wyatt

confirmed that the PC have additional responsibilities as our precept has increased to over £200,000. Following a short discussion Cllr Gardiner proposed **“we approve the Council’s three-year business plan”** This was seconded by Cllr Oakley and unanimously agreed. **ACTION: Clerk/RFO**

#### **11.06.25 COMMITTEE TERMS OF REFERENCE**

Cllr Beioley proposed **“we accept each Committee’s Terms of Reference”** This was seconded by Cllr Humberstone and unanimously agreed. **ACTION: Clerk/RFO/Assistant Clerk**

#### **12.06.25 CHALFEST PARISH COUNCIL STAND**

Members agreed that the PC should have a stand at Chalfest 2025. Cllr Beioley has organised the stand for the past two years and confirmed that having a game is always popular as it is mainly children, some with parents, who visit the stand. The Clerk suggested that we build on this approach, by having some additional games and perhaps a lucky dip. She also confirmed that the organiser has agreed to position the PC stand next to similar children’s stands so it is more visible, and footfall will hopefully increase. This should allow for more funds to be raised for our chosen charity. Members would like a display showing what the Parish Council does.

This year Cllr Beioley would like to hand the reigns to someone else. The Clerk confirmed that she would be happy to organise and coordinate arrangements but wouldn’t be present on the day to assist in running the stand. Cllr Humberstone volunteered to assist the Clerk with arrangements and various Cllrs agreed to volunteer on the day from approximately 1pm until 5pm. Last year Cllr Gardiner suggested donating to a different charity in 2025, so this needs consideration. Cllr Humberstone proposed **“we proceed with the Clerk’s idea to run several games, and the Clerks will create a display showing what the PC does”** This was seconded by Cllr Beioley and unanimously agreed. The Clerk and Cllr Humberstone will investigate ideas and keep members updated. **ACTION: Cllr Humberstone, Clerk.**

#### **13.06.25 REFERRALS FROM COMMITTEES - None**

#### **14.06.25 COMMITTEE CHAIR REPORTS**

**Finance and Management Committee** – Cllr Morris-Wyatt didn’t have anything further to report that hadn’t been covered by agenda items.

**Plans Assessment Committee** – Nothing to report.

**Works Committee** – Nothing to report.

**15.06.25 CORRESPONDENCE** – Various correspondence has been sent from Stroud District Council which the Clerk has circulated to members, and residents where relevant.

The PC’s response to the Local Government Reorganisation and Devolution survey was prepared by Cllrs Pearson and Trinder with the Clerk, and had been agreed by members before being submitted.

The Independent Remuneration of Parish Council Allowances survey was circulated to members some of whom had already completed the survey. Town and Parish Councils have been asked to consider whether they would like to be included in the review. After a fairly lengthy discussion members agreed for Chalford to be included. The Clerk will make this request to SDC before the deadline of 23<sup>rd</sup> June 2025. Attendance at any panel discussion will be agreed nearer the time. Members agreed to send the Clerk questions should they have any. The Clerk will ask the Clerk at Bisley-with-Lypiatt if they are taking part in the review. **ACTION: Clerk**

The Consultation and Community Engagement survey has been advertised to residents via the PC Facebook page, website and posters on parish noticeboards and hard copies of the survey are available in the office. The survey needs to be submitted by 30<sup>th</sup> June 2025. Cllr Trinder suggested that the External Councils Liaison working group which comprises of Cllrs Morris-Wyatt and Samaroo should complete the survey and circulate answers to members prior to submitting.

**ACTION: Cllrs Morris-Wyatt, Samaroo, Clerk.**

**16.06.25 ANY ITEMS FOR INFORMATION OR REFERRAL - None**

There being no further business the Chair closed the meeting at 8.21pm.

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