

Naunton Parish Council

Clerk's Report for

Monday 17th November 2025

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MINUTES: of Naunton Parish Council Meeting held on Monday 15th September 2025 at 7.00 pm.

PRESENT: Parish Councillors: Charles Hanks, Keith Russell, David Pickup..

APOLOGIES Received in advance from Cllr Gibberson.

IN ATTENDANCE: Maxi Freeman, Clerk, GCC Councillor Tom Bradley, CDC Councillor Len Wilkins

MEMBERS OF THE PUBLIC: None

1. **To receive Declarations of Interest in items on the agenda (Localism Act 2011)** None.
2. **To hear representations from the public** regarding items on the agenda. None.
3. **Approval of minutes of the previous meeting (July 2025)** The meeting approved the minutes, and the Chairman signed them. **Action: Clerk to post to website.**
4. **Chairmans announcements.** The Chairman invited GCC and CDC councillors to report:

- **GCC Cllr Tom Bradley reported:** that GCC Highways matters were his major priority. He asked for suggestions for the 27/28 resurfacing programme. **Action: Clerk to provide details of locations needing resurfacing, as discussed.** A small fund was available for minor Highways works which GCC Highways could not deliver. FY 26/27 was the final year of funding for the Health & Wellbeing initiative.

Funding for school infrastructure and for school places were major issues in education. The new houses due to be built to meet the December 24 increased number of new houses would create further pressure. A new secondary school in Moreton was planned together with improved facilities at other schools. The current method of assessing the number of school places required relies on birth rates, which are not increasing, and should include the large number of new homes planned.

Dates for the programme to create a unitary authority for the Gloucestershire area were currently:

November 26 – GCC decision on whether to have one authority for Eastern Gloucestershire and one for Western Gloucestershire or to have a single authority for the whole county.

May 27 – shadow elections. New councillors to run alongside existing GCC councillors.

May 28 – new council vested.

- **CDC Cllr Len Wilkins reported:** CDC would not take part of the decision on the format of the new unitary authority. There would be 110 councillors in a single authority, and a split of 52/28 for the E/W division. Unparished areas would have no representation.

Neighbourhood Area Committees (NAC) were proposed. Each PC would have one representative at the NAC, with 1 NAC per 30 – 50,000 residents. Cllr Wilkins noted that this approach had been used in towns but never in rural areas such as the Cotswolds.

Under the unitary authority, planning would consist of a single local plan (currently CDC has its own plan as does the Forest of Dean). The newly formed CDC Planning Board had no representatives from the North Cotswolds so the needs of the local area were not represented.

5. **Clerks Report.** Councillors noted the information regarding possible traffic management measures and external lighting issues. The Clerk reported that the new website and emails had been created and that details were being finalised. Once installed, councillors should always use their new gov.uk email addresses for all council matters. The Clerk informed councillors that the manufacturers had agreed to replace the defective battery in the defibrillator.
6. **Traffic management.**
 - a. **GCC Community 20s and Safer Roads initiative.** Councillors decided to support the GCC Community 20s and Safer Roads initiatives. **Action: Clerk to respond to GCC request that Naunton be considered for the Community 20s programme and for the reduction in speed limits on roads of concern.**
 - b. **20's plenty signs.** Councillors noted that these had been delivered. **Action: Cllr Hanks to install signs.**
 - c. **Speedwatch, Autospeedwatch, GCC speed monitoring.** Councillors decided to postpone any action until the effects of the 20's plenty signs became clear. Councillors to review in Spring 2026.
7. **Planning applications.** Councillors noted that no new applications had been received recently but that a number of previous applications were awaiting decision.
8. **External lighting in Naunton.** Councillors reviewed the draft letter and decided to post a copy to the noticeboard. Further action could be taken if residents requested it. **Action: Clerk to post letter to the noticeboard.**
9. **Dog waste disposal signs.** Cllr Gibberson was absent so could not report on progress.
10. **'Neighbourhood Planning.** In light of on-going changes in the planning process, Councillors decided that further action was not appropriate at this time. **Action: Clerk to attend the GRCC information session on 20th October in Brockworth and report back on new approaches.**

| | |
|---|---|
| Assets and risk assessment Recreation field & benches | No issues. |
| Play area | Cllr Hanks reported that Greenfields had not given a date for the RoSPA repairs works but had agreed to repair the tractor at no charge. |
| Flood Monitoring | Cllr Russell reported that the annual clearance would take place on 25 th October. The overgrowth of reeds would be included in the clearance. |
| Village Hall | Cllr Russell reported that the village hall was busy and well funded. |
| Defibrillator | The manufacturer had agreed to send a replacement battery. |

11. Finances

a) To receive current accounts and bank reconciliation

Current account balance A/c 00462740: £29,917.12 (21st July 2025)

Deposit account balance A/c 01612290: £492.36 (21st July 2025)

Councillors approved the bank balances and the reconciliation. The Chairman signed the reconciliation.

| | | | | | | |
|---------------------------------------|--|----------------------------|--|------------|--|-------|
| Naunton Parish Council Reconciliation | | | | | | |
| Period 1 April 2025 to | | 9th September 2025 | | | | |
| Current account 00462740 Online | | | | | | |
| | | Balance @ 8 September 2025 | | £27,854.43 | | |
| Deposit account 01612290 Online | | | | | | |
| | | Balance @ 8 September 2025 | | £492.67 | | |
| Total | | | | £28,347.10 | | |
| Less outstanding cheques | | | | | | £0.00 |
| Reconciled balance | | | | £28,347.10 | | |
| Cash book summary | | | | | | |
| | | Opening balance 1.4.25 | | £18,746.20 | | |
| | | Add receipts to date | | £14,193.66 | | |
| | | Less payments to date | | £4,592.76 | | |
| Cash book balance | | | | £28,347.10 | | |
| Signed: | | | | | | |
| | | | | | | |
| Clerk & RFO | | | | | | |
| | | | | | | |
| Chairman | | | | | | |
| | | | | | | |
| Date: 15th September 2025 | | | | | | |

- b) **Payments and receipts** (The payment for the twenty's plenty signage was increased to cover additional fixings).

| The following payments were approved: | | | | |
|---------------------------------------|---------------|--|--------------------|---------|
| Epay | M Freeman | Clerk's salary August/September @ £230.07 p.m. | LGA 1972 s.112 (2) | £406.14 |
| Epay | HMRC | Tax @£24.60 p.m. | LGA 1972 s.112 (2) | £49.20 |
| Epay | Parish Online | New website & emails | LGA 1972 s.142 | £258.00 |
| Pay | M Freeman | Expenses – 20's plenty signs & fixings | RTRA 1984 s.72 | £498.72 |
| Epay | M Freeman | Expenses - VAT on GoDaddy payment May 25 | LGA 1972 s.142 | £7.99 |

12. Items for the next meeting: None.

The next meeting will take place on Monday 17th November 2025.

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Chairman
2025

Date 17th November

There being no further business the Chairman closed the public meeting at 8.00 p.m.

Closed meeting: Clerk's review. Councillors agreed to increase the Clerk's grade in line with the contract. Councillors also agreed that the Clerk would be entitled to claim the working from home allowance.

Agenda item 13 – IT policy

IT Policy

Reviewed at a meeting of Naunton Parish Council on 17th November 2025 at minute item 13.

Introduction

Naunton Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Scope

This policy applies to all individuals who use Naunton Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

Acceptable use of IT resources and email

Naunton Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software, and applications will be provided by Naunton Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

Data management and security

All sensitive and confidential Naunton Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Network and internet usage

Naunton Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by Naunton Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Password and account security

Naunton Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote Work

Mobile devices provided by Naunton Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Email monitoring

Naunton Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

Training and awareness

Naunton Parish Council will, where possible, provide training and resources to educate users about IT security including email security and best practices, privacy concerns, and technology updates.

Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts

For IT-related enquiries or assistance, users can contact the Clerk.

All staff and councillors are responsible for the safety and security of Naunton Parish Council's IT and email systems. By adhering to this IT and Email Policy, Naunton Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: 17th November 2025

Signature:

Charlie Hanks

Role: Chairman

| Budget v actual 25/26 and precept calculation 26/27 | | | | | | | | | | | | |
|--|-----------------------|-------------------------|--------------------------|-------------|---------------------------------|----------------------------|-------------------------------|-----------|--|--|---------------------------------|----------------|
| | | | | % D | | | | | | | | |
| | Budgeted income 25/26 | Actual income 25/26 YTD | Expected income YE 25/26 | % D | Budgetted expenditure for 25/26 | Expenditure to date Nov 25 | Expected expenditure YE 25/26 | % D | Notes | | 2026/27 - Inflation assume 4.5% | |
| Carried over bank balance | £18,746.20 | | | | | | | | | | | |
| Income | | | | | | | | | | | | |
| Precept inc VH loan supplement | 18922.00 | 18922.00 | 18922.00 | | | | | | | | | |
| Council tax supp grant | 0.00 | 0.00 | 0 | | | | | | | | | |
| Donations | 0.00 | 0.00 | 0 | | | | | | | | | |
| Bank interest | 5.00 | 2.17 | 3.25 | | | | | | | | | |
| Rec ground rental | 700.00 | 550.00 | 600.00 | | | | | | | | | |
| Other (VAT & CIL) | 0.00 | 0.00 | 0.00 | | | | | | | | | |
| TOTAL | 19627.00 | 19474.17 | 19525.25 | 0.52 | | | | | | | | |
| Expenditure | | | | | | | | | | | | |
| VH loan repayments | | | | | 6456.00 | 3227.92 | 6456.00 | 0.00 | Fixed | | | |
| Administration costs inc bank charges | | | | | 300.00 | 586.00 | 730.00 | 56.67 | New website & emails | | | |
| HMRC | | | | | 0.00 | 123.00 | 300.00 | 100.00 | New rates introduced | | | |
| Staff costs | | | | | 3200.00 | 2254.60 | 3268.00 | 2.13 | NALC rate inc + arrears | | | |
| Insurance | | | | | 500.00 | 432.00 | 432.00 | 13.60 | | | | |
| Audit costs | | | | | 250.00 | 210.00 | 210.00 | 16.00 | GAPTC increase | | | |
| Flood relief | | | | | 150.00 | 0.00 | 0.00 | 100.00 | Flood prevention kit | | | |
| Playground inspection | | | | | 135.00 | 125.00 | 125.00 | 7.41 | Price held | | | |
| Playground maintenance | | | | | 500.00 | 0.00 | 500.00 | 0.00 | Playground maintenance | | | |
| Infrastructure (strimming, benches, dogs, Rec Ground, speeding project, NDP, VAS, Defib other?) | | | | | 6000.00 | 586.00 | 1100.00 | | 20's plenty signs but no VAS, no dog bags and only 1 strimming invoice - 2 in 24/5 | | | |
| Subscriptions (GAPTC and GPFA) | | | | | 150.00 | 151.00 | 151.00 | 0.00 | | | | |
| Grants | | | | | 150.00 | 1000.00 | 1000.00 | 566.67 | Grant to Dovecote | | | |
| Rent | | | | | 133.00 | 1.00 | 1.00 | 99.25 | £132 rent of VH for meetings | | | |
| Other (inc training) | | | | | 100.00 | 0.00 | 90.00 | 10.00 | New Councillor training/ne | | | |
| Section 137 | | | | | 100.00 | 0.00 | 0.00 | 100.00 | Village events 25/26 | | | |
| Annual allocation for poss. Contested elections | | | | | 100.00 | 100.00 | 100.00 | 0.00 | Accumulates by £100 p.a. | | | |
| TOTAL EXPENSES | | | | | £18,224 | £8,797 | £14,463.00 | 21 | | | | £13,335 |
| Expected difference between income and expenditure at Y/E 2025 - 2/ £5,062.25 | | | | | | | | | | | | |
| CALCULATIONS FOR 2026/27 | | | | | | | | | | | | |
| Ringfenced funds | | | | | | | | | | | | |
| Fund for possible election | | | | | 400.00 | | | | | | | |
| Advisory min 3 months operation costs (25% of Total Expenses) | | | | | 3333.74 | | | | | | | |
| Recreation ground - carried over | | | | | 1296.00 | | | | | | | |
| Total ringfenced | | | | | 5029.74 | | | | | | | |
| Precept requirement calculation | | | | | | | | | | | | |
| Total funds required (expected expenses+ ringfenced sums) | | | | | 18364.71 | | | | | | | |
| 25/26 Reserves (expected income - expected expenses at YE) | | | 5062.25 | | | | | | | | | |
| Funding required (expected expenses+ ringfenced sums) - reserves | | | 13302.46 | | | | | | | | | |
| Balance to be funded by precept | | | 8240.21 | | | | | | | | | |
| Precept 25/26 | 18922.00 | | | | | | | | | | | |
| Precept 26/27 | | | | | | | | | | | | |
| Increase in precept (26/27 compared with 25/26) | | | | | | | | | | | | |
| Increase as a % of 25/26 precept | | | | | | | | | | | | |
| Band D26/27 | | | | | | | | | | | | |
| Band D25/26 | | | | | | | | | | | | |
| Band D26/27 - Band D 25/26 | | | | | | | | | | | | |
| Band D25/26 - Band D24/25 | | | | | | | | | | | | |
| Overall % increase 25/26 to 26/27 | | | | | | | | | | | | |
| * Band D = precept divided by tax base (depends on number of residents - 231.2 in 23/24, 221.6 in 24/25, 258 in 25/26) | | | | | | | | | | | | |

Link to this file:

[Budget for Nov 25 meeting 2026 27 .xlsx](#)