

Naunton Parish Council

Clerk's Report for May 2025 Meeting

Supporting documents for meeting on 19th May 2025

Please note that documents required for the meeting may be included as links to OneDrive. If possible, please read the document using the link rather than printing the documents. This is to save paper.

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Agenda item 3 – Minutes of the March meeting of NPC

Note: Please sign the copy of the document included in the file of documents for signing, not this one, which is included for information only.

Control click to see [Minutes 11th March 2025 for signing.docx](#)

MINUTES: of the Naunton Parish Council Meeting held on Thursday 30th January 2025 at 7.00 pm.
PRESENT: Parish Councillors: Nicki Gibberson (Chairman), Keith Russell, David Pickup.
GCC Councillor MacKenzie-Charrington, CDC Councillor Wilkins
APOLOGIES: Received in advance from Charles Hanks (Chairman).
IN ATTENDANCE: Maxi Freeman, Clerk
MEMBERS OF THE PUBLIC: One

- 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 and signing of the previous meeting's minutes** (January 2025). Councillors agreed that the minutes were accurate and the Vice Chairman agreed to sign them as she had chaired the last meeting.
- 4) **Matters Arising.** GCC Councillor MacKenzie-Charrington reported that he would not be standing again at the May elections but that there would be an increase in the number of GCC Councillors from 53 to 55.

Looking further ahead, the Devolution programme would mean that all the district councils in the GCC area would merge under GCC. Some services may be delegated to urban areas but there should be no difference for parish councils. The objective is cost savings. Each unitary authority must cover a minimum of 500,000 residents to enable cost savings and GCC covers 650,000. Splitting the county would reduce the number of residents to less than is feasible. If a mayoral system is proposed, it must cover 1.5 million residents so Gloucestershire would need to merge with a neighbouring county.

New mandatory housing targets for the county require three times the previous number of new houses to be built. However, 85% of the county is in

a designated National Landscape, which means that new homes must be built on the remaining 15% of land. Towns offer the sustainability required. In the North Cotswolds, development will focus on Moreton-in-Marsh.

Cllr MacKenzie-Charrington announced a 'Made in Gloucestershire' campaign to support local products including food and manufacturing. This would also support the council's farming tenants

A national crime report found that the North Cotswolds is the safest part of the county, with only 48.9 crimes p.a. per 1,000 population, compared with 150 in Gloucester. .

5) Planning applications

To comment:

[25/00502/FUL](#) Roundhill Farm, Lower Harford GL54 3AQ. Change of use from agricultural outbuilding to holiday let, extension and associated works. Councillors agreed to post 'No objections' comment with the following conditions:

- a) The Heritage Statement notes that the building is sited between two listed heritage farm buildings. CDC should consider the impact of any building works in the context of pre-existing heritage assets and their contribution to the heritage architecture of the setting.
- b) The plan proposes that 10 windows are inserted into the roof and that a further 5 windows are built into the new kitchen extension. This is likely to radically alter the suitability of the area for bat roosting and nesting, whether bat boxes are installed as mitigation or not.
- c) Although the location is secluded and unlikely to be visible to other residents in the area, the presence of these 15 windows will also affect the quality of the night sky and would not support the Council's commitment to the Dark Skies initiative. Automatic blinds could help mitigate the impact. **Action: Clerk to post comments to the CDC planning portal.**

To confirm comments made between meetings:

[24/02718FUL](#) Colts House, Dale Street. Changes to approved new roof of conservatory. Councillors agreed that the 'No objections' comment submitted reflected their views.

[25/00053/FUL](#) 4 Mill View, Naunton. Demolition of single storey rear extension, erection of 2-storey rear extension and side porch extension. Councillors agreed that the 'No objections' comment submitted reflected their views.

- 6) **Dog waste disposal.** Councillors decided to attach laminated signs on gates in the village showing where the nearest dog waste disposal bins were located to encourage dog walkers to dispose of the bags properly instead of leaving them in the village. **Action: Cllr Gibberson to design signs and install them.**
- 7) **20's Plenty signage.** Councillors decided to attach signs to the four village entrance signs already in place. The '20's plenty' signs will be the same size as the village signs. **Action: Cllr Gibberson to design signs and install them.**
- 8) **Neighbourhood Plan.** Cllr Gibberson reported on progress. **Action: Cllr Gibberson to draft list of steps required for the PC to draft a neighbourhood plan. Clerk to check whether Sport England would be able to protect facilities in the village.**
- 9) **Internal Financial Controls.** Cllrs Pickup and Russell had completed the internal financial controls report and councillors accepted the report.
- 10) **Emergency Plan.** Cllr Gibberson reported that the Village Hall committee had agreed to allow the village hall to be the 'safe place' for the village in an emergency. **Action: Clerk to forward copy to the Chairman to check contact details. Clerk to forward completed plan to CDC.**
- 11) **Information Commissioner's Office.** Councillors decided not to register with the Information Commissioner's Office as the minimal amount of personal data stored is not processed in the ways listed by the ICO.
- 12) **Asset Register.** Cllr Hanks will check items on the asset register except those related to flood prevention. Cllrs Russell and Pickup will check flood kit. **Action: Councillors to update register for the next meeting.** Cllrs discussed making residents aware of the kit, which is available to all, although the majority of flood-affected houses should already be aware. **Action: Clerk to include notice on website giving Cllrs Russell and Pickup as contacts for sandbags etc for any property in danger of flooding. Cllrs Pickup and Russell to have two new keys cut for the unit where the sand bags are kept.**

13) Assets

Recreation field & benches	Cllr Hanks reported that the part of the recreation area used for the bonfire still needed seeding in spring. Benches were in good condition. A booking has been received for the 2025 Nauntonbury event. Action: Clerk to invoice P. Johnson with a reminder re previous year's payment.
Play area	Cllr Hanks has mowed the play area.
Flood Monitoring	Cllr Russell reported that the river was flowing well.
Village Hall	Cllr Russell reported that the Village Hall was very busy with regular yearly, monthly and weekly events as well as one-off bookings.

14) Finances

- a) **Current accounts and bank reconciliation.** Councillors noted the bank balances of £19,799.66 in the current account and £490.63 in the deposit account. The Chairman signed the reconciliation.
- b) **To approve payments and note receipts.** The following payment was approved:

Epay	M Freeman	Clerk's salary February/ March @ £254.67 p m	LGA 1972 s.112 (2)	£509.34
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15) Items for the next meeting:

NOTE: No decisions can be made on items raised in this section. Discussions can lead to items being included on the agenda for the next meeting only.

The Clerk had reported the defibrillator battery problem to Community Heartbeat and that they had reported the problem to the manufacturer. Cllr Gibberson reported that she had sent a video of the defibrillator battery fault code for investigation as to whether the responsibility lies with the manufacturer or the PC.

The next meeting will be held on Monday 19th May 2025 at 7.00 p.m. in the village hall. There will be two meetings – the Annual Parish Council Meeting and the Annual Parish Meeting.

Agenda item 7 – Migration to .gov.uk domain name and emails.

A gov.uk website domain will be mandatory from April 2026. Email addresses for council business will have to share the same domain name. The following providers are among those recommended by other clerks and are recognised as primarily providers of services to town and parish councils. They are all on the Approved Registrars list and are designated Parish Council Helper Service Registrars.

Parish Online	Aubergine	Cuttlefish
£300 set up and same each year. £100 off at set up.	£499 set up. Same each year.	£600 set up Same each year.
Set up includes: Set up of new domain, migration of web content. Standard gov.uk style and templates. Automatic forwarding from old emails, 20 email boxes,	Set up includes: Set up of new domain, migration of web content (1 year's worth + 5 years of AGAR documents. £25 p hr to transfer other documents). Free domain for the first year, £100 annually thereafter.	Set up includes: Set up of new domain, £75 p .a. thereafter. Email accounts £85 each p.a. (Microsoft), calendar, events, announcements banner. Extras available: Mobile app £225 p.a. Appointments £50 p.a.

	Lot of extras available e.g. secure councillor portal (£100 p.a.), events and tickets (£250 once only), Surveys (£50 p.a.) integration with local authority planning portal (£100 p.a.) Payments (£250 once only)	
No training provided.	Training provided.	Training provided.

Note: Prices are ex VAT

Agenda item 13 – Emergency Plan

This is a 16 page document. Please avoid printing if possible.

Control click this link: [Emergency Plan checklist marked up Jan 25.pdf](#)

Agenda item 14. Asset register for updating inc flood equipment

Control click this link: [Asset Register May 2025 with photographs.docx](#) Note: this is a 26 page document. Please avoid printing if possible.

Agenda item 16 – Defibrillator familiarisation for residents of Naunton



****Community Defibrillator Familiarisation!****

Good afternoon,

My name is Chris Butcher, I am the Managing Director of Severnside Defibs and Training. I am enquiring to see if your community could benefit from a familiarisation session on your local defibrillator?

Did you know, there are approximately 40,000 out-of-hospital cardiac arrests per year within the UK. However, the survival rate is currently low, with only 10% of victims surviving. Yet, research has shown that deploying a defibrillator within 3–5 minutes of collapse can produce survival rates as high as 50–70%.

I can offer a defibrillator familiarisation session - giving you and your community the knowledge and confidence to use it. It is perfect if your community have never had any familiarisation on it, or are frightened to use it. It is all well and good having a defibrillator, but of no use at all if people are scared to use it! These sessions have been, and continue to be, extremely popular with Parish Councils and communities up and down the UK - especially as they don't take a long time and are an informal, no pressure environment.

The session lasts 1.5hrs approx and is a full practical demonstration of the defib you have in your community (using a training device the same as your defibrillator, not your actual defibrillator). It is not a hands-session (i.e we do not ask attendees to stand at the front and perform CPR/Role-play, or use the defib, however they are welcome to if they want to), nor is it certificated training, it is a real-time demonstration and familiarisation session.

We also use the latest in manikin technology to show clearly the effects of cardiac arrest and simulate blood flow when carrying out CPR – this all helps paint a clear picture of what happens during a cardiac arrest rescue and makes it easier for the public to understand.

The session overview is as follows:

- *Means of access (i.e how to gain access if the defib is inside a locked cabinet)
- *How to spot a Cardiac Arrest and the difference between a C.A and Heart Attack
- *Fears, phobias and myths surrounding defibrillators including statistics
- *Discussion of the defibrillator in your community
- *Overview of 'prompts' of the defibrillator (the defibrillator will be turned on at this point so everything can be heard and seen)
- *Slow time demo – a scenario involving a training defibrillator, talking to the audience step-by step
- *Real time demo involving the defibrillator and manikin from start to finish -

This is priced at £325 +VAT per session for as many people as you like, there are no minimum or maximum numbers – the more the merrier. I am happy to do day time or evening at a venue that suits you best. Whilst I am there, I can also look over the defib(s) you have and make sure they are ok / rescue ready, as part of the price. If you want to make use of this now or in the future then please do let me know.

Please take the opportunity to look at reviews from our sessions here: <https://uk.trustpilot.com/review/severnsidedefibs.com>

If you have any questions, or would like to book a session, then please let me know.

I look forward to hearing from you,

Kind Regards,

Chris Butcher

Managing Director

Severnside Defibs and Training LTD

☎ 07813 577564 Chris@severnsidedefibs.com

<https://www.severnsidedefibs.com/>

Agenda item 18 – Certificate of Exemption

Control click for link: [Naunton Cert Exemption 24 25.pdf](#)

Agenda item 19 (a) – AGAR Annual Governance Statement

Control click on: [Naunton Annual Gov Statement 24 25.pdf](#)

Agenda item 19 (b) – AGAR Accounting Statement

Control click on: [Naunton Annual Acctg Statement 24 25 complete.pdf](#)

Agenda item 19 (c) – Notice of commencement of public rights

Control click on: [Provision-for-the-exercise-of-public-rights-2024-25-exempt-authorities completed.docx](#)

Agenda item 20 – Risk Management Policy for review

Control click to link: [Risk Management policies \(not assets\) November 2023.pdf](#)

Naunton Parish Council Risk Register - likelihood etc							
Approved at November 2023 meeting							
Reviewed and approved at November Council Meeting 2023 Item 8 (e)							
Assessment Scoring: 1 = low; 2 = low/medium; 3 = medium/high; 5 = high							
	Risk	Cause	Effect	Likelihood	Severity	Score	Actions
Activity	Sudden large expenditure required or excessive under budgeting	Unforeseen problem / Poor budgeting	Service not provided. Lack of confidence in council. Inability to carry out functions. Insufficient funds for contingencies	2	3	5	Council has some reserves. Insurance in place to cover major risks. Careful budget planning and review of adequate reserves at budget planning time in November
1. Finances							

	Fraud	Inadequate controls	Loss of funds	1	5	6	Annual internal & external audit (if income/expenditure is greater than £25,000). Bank balances reported at every meeting with bank reconciliation. Internal audit control policy adopted by Council and audits to take place twice a year by councillors. (See internal audit policy for detail.) Cheques signed by 3 councillors once payments have been approved by the Parish Council.
2. Finances							
	Contractors not supplying services	Unavailable due to illness, poor weather	Poor Services	2	4	6	Contracts are defined. Contracts are informally monitored by Clerk & Councillors. Corrective action taken as required

3. Contractors							
	Loss of Parish Council records and archives	Fire, Flood, theft		2	4	6	Lodge archived records with Gloucestershire County Council's Archives Office
4. Parish Council records and archives							
	Loss of documents on Clerk's computer	Computer crash, fire, theft, flood	Loss of records	2	5	7	Back-up copies on portable memory stick. Originals on OneDrive for access by all to access files in emergencies. Minutes on the website, and copied to all councillors. Signed hard copies filed and scanned. Policies held on parish council website.
5. Records							

	Unavailability	Resignation, illness	Work to of the Parish Council can not be carried out	2	5	7	Urgent work carried out by the Chairman and other Councillors. Contact GAPTC about availability of temporary cover. OneDrive enables the Parish Council to access files and work in case of emergencies.
6. Clerk to the Parish Council							
	Accommodation unavailable for meetings	Damage to Village Hall	Meeting room unavailable	1	2	3	Use nearby village hall or similar amenity e.g. St Andrews church.
7. PC Meetings							
	Vacancies on council	Resignation, retirement, insufficient nominations at elections	Meetings cannot be held due to not being quorate	2	5	7	Identify on an unofficial basis local residents who might be interested in becoming councillors.
8. Membership							

of the Parish Council							
	Damage	Vandalism, Accident, Storms	High cost of repair. Loss of Assets. Disruption. Damage to public property or person	2	2	4	Insurance Cover. Maintain up-to-date register of assets. Regular maintenance of physical assets. Annual review of risk and condition of assets and adequacy of insurance cover.