

CLERK: Maxi Freeman, Charlwood, Kineton, nr Guiting Power, Glos GL54 5UG
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The next meeting of Naunton Parish Council will take place on Monday 19th May 2025, starting at 7.00 pm. The meeting will take place in the village hall. It will be followed by the Annual Parish Meeting at 8.00 p.m.

M Freeman, Clerk to the Council

15th May 2025

Members of the public and press are welcome to attend and are invited to address the council at item 2 on the agenda.

AGENDA

Call to order

- 1) **Election of the Chairman for 2025/26.**
- 2) **Election of Vice-Chairman for 2025/26.**
- 3) **Declarations of Interest** on items on the agenda (Localism Act 2011) from Councillors
- 4) **To hear representations from the public regarding items on the agenda**
- 5) **Approval and signing of the previous meeting's minutes** (January 2025)
- 6) **Matters Arising**
- 7) **Migration to gov.uk website and email addresses.** From the next financial year (April 26 all PCs must have a .gov.uk domain for the website and individual .gov.uk email addresses. Councillors to decide which provider to choose as GoDaddy is not an approved provider of .gov.uk domains. See the Clerk's report for details.
- 8) **Insurance.** Councillors to decide whether to renew the policy with Community First. Naunton is in a 3 year agreement with Community First. The premium last year was £434.94 (nearest alternative was £467.05. This year it's £431.52.
- 9) **Planning applications**
To comment:
[25/01146/LBC](#) Church House. Alterations to first floor fireplaces and flooring. Deadline 22nd May. Councillors to decide on any response. Extract from heritage statement: *'The works focus on the internal aspects of the Grade II asset and include removal of modern partitions and ceilings, replacement flooring and a glazed access hatch to the cellar. The scheme also includes the refurbishment of the kitchen and bathroom areas and under-floor heating proposed to the ground floor. Timber panelling is proposed to the ground floor hallway and stairs to the first floor. Finally, the modern light fittings are to be replaced and upgraded as part of the internal refurbishment. Areas where alterations are proposed have been carefully considered to ensure that these do not remove areas of fabric which are of historic significance and concentrates on areas where previous alterations have occurred, or modern fabric added. Structural proposals are also included in the application and relate to the lounge beam, these works have been assessed and designed by O'Brien and Price. Therefore, the proposals ensure the architectural and historic significance of the designated asset is preserved.'*
To confirm comments made between meetings:
25/01306/TCNR Fox Hill, Dale Street. Fell ornamental Cherry. Comment of 'No objections' posted. No objections.

25/01147/TCNR Sunnybank Cottage. Reduce height of silver birch in rear garden by 7 - 15 ft. No objections.

25/00928TCNR The Manse. Trim 2 – 3 metres off a yew tree. Remove lower branch of ash tree. Councillors commented that the planned tree surgery was likely to make the tree unbalanced, Tree surgeon agreed to trim whole tree by 2 – 3 metres.

To note changes since the last meeting:

[24/02718FUL](#) Colts House, Dale Street. Changes to approved new roof of conservatory. Permitted.

[25/00053/FUL](#) 4 Mill View, Naunton. Demolition of single storey rear extension, erection of 2-storey rear extension and side porch extension. Permitted.

[24/01956/CLEUD](#) 1 Aylworth Cottages The applicant has taken this to appeal. NO date available yet.

[25/00502/FUL](#) Roundhill Farm, Lower Harford GL54 3AQ. Change of use from agricultural outbuilding to holiday let, extension and associated works. Naunton PC had no objections but drew the planning officer's attention to the context of the development and the resulting light pollution. Awaiting decision.

- 10) **Dog waste disposal signs.** Cllr Gibberson to report on progress on designing an installing signs as per previous meeting. Councillors to decide on any action.
- 11) **20's plenty signage.** Cllr Gibberson to report on progress on designing an installing signs as per previous meeting. Councillors to decide on any action.
- 12) **Neighbourhood Plan.** Cllr Gibberson to report on progress in setting out draft list of steps. Clerk confirm that Sport England would be able to protect facilities in the village. PC can also apply for 'Fields in trust' protection. Councillor to decide on any action.
- 13) **Emergency Plan.** Cllr Gibberson to report on updates to the Emergency Plan. Chairman to confirm contact details in the emergency plan. Councillors to decide whether to adopt it. Adopted plans must be forwarded to CDC for use in an emergency.
- 14) **Asset register.** As per the March meeting, councillors to confirm that the asset register has been checked and updated including flood kit (Cllrs Pickup and Russell).
- 15) **Assets and risk assessment.** To receive reports on council assets and decide on any action.

Recreation field & benches	Cllr Hanks to report on any works required.
Play area	Cllr Hanks to report.
Flood Monitoring	Cllr Russell to report.
Village Hall	Cllr Russell to report on Village Hall Committee meetings

16) Defibrillator.

- a) **Battery.** Cllr Gibberson to update councillors of condition of defibrillator battery.
- b) **Defibrillator familiarisation training** (Sevenside Defibrillators – free training) Councillors to decide whether to organise this for the village. See Clerk's report for details.

17) Annual fees for use of recreation field. Councillors to decide whether to retain the current charges for the village societies:

Village Hall Society	£100
Naunton Music Society	£100
Naunton Village Social Society	£300

18) AGAR - Certificate of Exemption from external audit (AGAR 2024/5 Form 2). Councillors to review and approve. See Clerk's report.

19) AGAR - Governance and Accountability Return 2024/25 See Clerk's report.

- a) **Annual accounts: Section 1 Annual Governance Statement 2024/25.** Councillors to review and approve.

b) Annual accounts: Section 2 Accounting Statement 2024/25 Councillors to review and approve.

c) Annual accounts: Notice of commencement of Public Rights. Councillors to note dates.

20) Internal auditor's report. Councillors to note the following comment made by the Internal Auditor and decide on any action: Risk management policy not reviewed in 2024 25'. See Clerk's report for copy of risk management policy.

21) Finances

a) To receive current accounts and bank reconciliation

Current account balance A/c 00462740: £32442.94 (14th May 2025)

Deposit account balance A/c 01612290: £491.35 (14th May 2025)

Naunton Parish Council Reconciliation

Period 1 April 2024 to 14 May 2025

Current account 00462740 Online

Balance @14 May 2025	£32442.94
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Deposit account 01612290 Online

Balance @ 14 May 2025	£491.75
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Total	£32934.69
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Less outstanding cheques	0
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Reconciled balance	£32934.69
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Cash book summary

Opening balance 1.4.24	£18746.20
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Add receipts to date	£14192.74
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Less payments to date	£4.25
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Cash book balance	£32934.69
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Signed:

Clerk & RFO

Chairman

Date: 19th May 2025

b) To confirm direct debits and standing orders.

Lloyds Bank account fee £4.25 per month per account

Public Works Loans Board (1) every 6 months £1,616.95

Public Works Loans Board (2) every 6 months £1,610.97

PATA payroll services £37.35 per quarter (increased from £31.05)

St Andrews Church £1 p.a.

c) To approve payments and note receipts

The following payments to be approved:				
Epay	M Freeman	Clerk's salary April/May @ £230.07 p m	LGA 1972 s.112 (2)	£406.14
Epay	HMRC	Tax	LGA 1972 s.112 (2)	£29.20
	RoSPA	Annual inspection report		£124.80
	GoDaddy	Domain renewal		£47.93
	GAPTC	Annual subscription 25 26		£101.39
	GAPTC	Internal audit fees		£210.00
	GPFA	Annual membership 25 26		£50.00
	Community First	Annual insurance		£431.52

The following credits have been received:				
	Deposit a/c	Interest March, April and May 2025		£1.12
	CDC	Precept part 1		£14,192
FPI	P Johnson	Nauntonbury 24 and 25 hire		£75
Payments between meetings:				
SO	PWLB	Village Hall loan repayment 507130	LG(MP)A 1976 s.19	£1,610.97
PAY	Lloyds	Account fees x 2 accounts @ £4.25 each p mth		8£.50

22) Dates of 2025/26 meetings Naunton PC normally meets on the third Monday of the month, every other month. The following dates to be approved:

21st July, 15th September, 17th November, 19 January, 16th March, 18th May (26/27)

23) 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.