

9th July 2025

NOTICE OF PARISH COUNCIL MEETING

The Members of Hunts Grove Parish Council are hereby summoned to attend the following meeting:

Meeting: Hunts Grove Parish Council
Date and time: 14th July at 6.30pm to 8.30pm
Venue: Hunts Grove Primary Academy, Harrier Way, Hunts Grove, GL2 4EP

Mrs. Sarah Bodmer, Parish Clerk

PUBLIC PARTICIPATION

The Parish Councillors very much welcome members of the public to attend Council meetings. Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

AGENDA

1. APOLOGIES FOR ABSENCE – 877 – 5 mins

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk.

2. DECLARATIONS OF INTEREST – 878 – 5 mins

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

3. MINUTES – 879 – 5 mins

- a) To accept as a true record the minutes of the meetings held on 9th June 2025.

4. PUBLIC PARTICIPATION – 880 – 5 mins

- a) To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k
- b) To receive reports from District and County Councillors.

5. DEVELOPMENT SITE UPDATES – 881 – 20 mins

- a) To note written (and receive late verbal) updates from Preim and Crest/Seaxburh, and to discuss, and agree any actions on, matters arising from – updates will be provided prior to the meeting so that Councillors can read through them & have any questions ready to ask:

- i. Hunts Grove Extension
- ii. Delivery of infrastructure
- iii. Delivery of amenities
- iv. Maintenance and remedials
- v. Certification, handover and adoption

N.B. Written updates to be provided ahead of the meeting with discussion to focus on matters arising and queries.

- b) Potential adoption of Phase 1 POS by the Parish: to receive updates and agree actions
- c) Potential leasing of Phase 2-4 amenities by the Parish: to receive updates and agree actions
- d) The Farmhouse Triangle: to receive updates

6. RECRUITMENT – 882 – 10 mins

- a) **Councillor vacancies – Cllr Thomas**

7. GROUPS, EVENTS & PROJECTS – 883 – 20 mins

- a) **Working Groups – Monthly Update from each working group –**
 - Coms and engagement – Cllr Thomas, Cllr Thorne**
 - Comm Centre and Sport – Cllr Thomas, Cllr Thorne**
 - Phase 1 – Cllr T-W, Cllr Hampson, Cllr Thorne**
 - Finance and Staffing Working Group (Present and Future) – Cllr T-W, Cllr Thomas**

8. PLANNING – 884 – 5 mins

- a) To consider planning applications received since the last meeting.

9. TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY – 885 – 5 mins

- a) To receive an update on any incidents/issues in HG advised by the PCSO's – also receive update on regular meetings & discuss ongoing communication approach – Cllrs Thorne & Turner-Wilkes

10. FINANCE AND PROCEDURES – 886 – 10 mins

- a) To receive the bank reconciliation and budget comparison reports for the last period.
- b) To approve the schedule of payments.
- c) **Update on Bank Account Application - Clerk**
- d) **Full review of all Council Policies and Procedures by working groups – Standing Orders, Financial Regulation, Asset Register etc – Cllr Thomas**
- e) **Council to receive 2024/2025 Annual Governance and Accountability Return (AGAR)– 2024-2025 - Clerk**

11. YOUTH PROVISION – 887 – 5 mins

- a) Update on progress – Cllr Thorne

12. TO RECEIVE THE CLERK REPORT – 888 – 5 mins

- a) To receive Clerk's report

13. TO RECEIVE REPORTS FROM PARISH COUNCILLORS – 889 – 5 mins – to be circulated prior to the meeting

14. COMMUNICATION – 890 – 5 mins

- a) IT upgrade – Cllr Thomas
- b) "Greater Gloucester' unitary local authority – update from meeting – Cllr Thomas

RECURRING ITEMS TO NOTE AND BRING FORWARD AS REQUIRED

9. VILLAGE MAINTENANCE

10.PARKS & OPEN SPACES UPDATE

11.ENERGY FROM WASTE

12.HIGHWAYS UPDATE

13.WEBSITE & COMMUNICATIONS

14.CORRESPONDENCE.

15.BOUNDARY CONSULTATION.

16.NEIGHBOURHOOD WATCH

17.HUNTS GROVE WOMBLES UPDATE

MINUTES

Meeting: Hunts Grove Parish Annual Council Meeting

Date and time: 9 June 2025 at 6.30pm

Venue: Hunts Grove Primary Academy

Present:

Cllr Matthew Thomas (Chair)
Cllr Demelza Turner-Wilkes (Vice Chair)
Cllr Adam Hampson
Cllr Kevin Thorne
Cllr Sunny Anyanwu
Cllr N Hussein
Mrs S Bodmer (Clerk)

Also In Attendance:

Niki Lathwell, Crest Nicholson representative
Andrew Johnson (Tetra Tech)

1. APOLOGIES FOR ABSENCE – 826/25

Apologies for absence were received from Sam Goold (Preim)
Cllr Eileen O'Toole did not attend the meeting.

2. DECLARATIONS OF INTEREST – 827/25

There were none received

3. MINUTES – 828/25

To accept as a true record the Minutes of the meeting held on 12 May 2025

4. PUBLIC PARTICIPATION – 829/25

A member of the public attended to discuss working with the PC to arrange events in the community and join up with Sportily. **ACTION: Clerk to assist with room booking to progress planning/brainstorming by residents.**

A zebra crossing at HG Primary school was noted as desirable, however Andrew Johnson confirmed this is not part of the master plan. A request to Gloucester Highways to seek their input would be required to make a change. The speed limit outside the school is 30mph but this is a through road for access.

It was noted that double yellow lines are not enforceable until the road is adopted.

ACTION Clerk to write to Highways to obtain the criteria regarding a change to the masterplan. Contact HG primary for details of any near miss information.

DISTRICT COUNCILLOR UPDATES

Cllr John Patient will circulate the report around Junction 10 improvements issued by the department of transport.

Cllr Turner-Wilkes – updated the PC that sadly a district Councillor had passed away triggering a by-election. Once an election has been held the local plan will be released.

Confirmation received that batteries and vapes are to be collected from the roadside.

DEVELOPMENT SITE UPDATES – 830/25

The Parish Council received the Crest Report circulated prior to the meeting

A38 junction - works have started. Concerns raised that traffic is backing up Marconi Drive and no sign of work men. 1 lane open and 40mph speed limit causing large tailbacks and gridlock.

Tuesday 10 June 2025 Information Evening with Crest /PC - access for pedestrians and cyclist - **Action Cllr Thorne to add details to the website**

Below Update from Andrew Johnston:

Update on remedial works - Lime Tree/Harrier Way – the foot path and driveway and open access /remove fencing/ need to notify to residents /drainage work now completed - dates to be confirmed for completion

Phase 1 remedials - Camera survey of the sewers. Plans to keep road closures and diversions to a minimum - updated dates to follow for HG drive - kerbing and surfacing to be done once sewer work completed.

Phase 3 - Keep working back on the sewers - part of adoption process with Severn Trent will involve redoing the camera survey if required - footpaths then to be completed on HG drive, via the school to the former Vistry/Bovis Sales centre.

Complaint received about the raised gullies on Farley Way surfacing **ACTION Dates to be confirmed by Andrew Johnson**

Hunts Grove Drive – it was noted that just past the school the man hole covers are starting to wobble with cracks showing in the gullies

Haresfield Lane - open reach diversion work is now completed so Crest Phase 2 has continued with kerbing and surface works.

Maintenance/Phase 2 - end of June target date - POS /Work around with PC - Order placed for resin paths chasers to sub-contractors on date for work to be completed.

ROSPA inspection booked on the wider POS areas - expected third week of June

Viewpoint works ongoing a rockery has been started - ACTION Andrew to follow up

Sales home built for Phase 4 - only cut grass in front of sales property other areas are overgrown

Play Equipment - can more equipment be provided current equipment is aimed at older children. - Phase 2 POS. Phase 2 once with Man Co – Residents can pay for more play equipment

Phase 2 POS – Update on whether contractors have been instructed to remove dead trees **ACTION Clerk to check this with Sam Goold**

Phase 3 - Contractors due on site for ground works and Crest reviewing tenders for landscaping

Late summer date for opening Phase 3 POS then accesses provided to the community.

Community Building/Sports Pitches and Allotments Approved as of 6 June 2025.

Allotments to be ready by September – a meeting is to be held on Tuesday 10/6 with Crest infrastructure Manager/ PC working group Sunny/Matthew to discuss plot sizes/waiting list.

Sec 106 says goes to Man co with a lease to the PC. This will take the form of intro on 10/6 and then a more detailed review. Crest support in principal and are passing on the contacts to take forward.

The Farm House Triangle The area has experienced ongoing vandalism to the Farmhouse, with fires starting.

ACTION Cllr Turner-Wilkes to discuss with Mark @ CFL re security

The Parish Council received the Preim Report circulated prior to the meeting

5. RECRUITMENT – 831/25

Councillor Vacancies - Internal Chats with interested individuals planned ahead of the next PC meeting

Facebook posters - **ACTION Cllr Thorne to update**

Networking with local contacts.

Council formally adopted the new co-option policy proposed by Cllr Thorne and Seconded by Cllr Thomas

6. GROUPS, EVENTS & PROJECTS – 832/25

Working Groups – Monthly Update from each working group –

Coms and engagement – Cllr Thomas, Cllr Thorne

Comm Centre and Sport – Cllr Thomas, Cllr Thorne

Phase 1 – Cllr T-W, Cllr Hampson, Cllr Thorne

Finance and Staffing Working Group (Present and Future) – Cllr T-W, Cllr Thomas

7. PLANNING – 833/25

Council planning applications received and accepted from the last meeting

8. TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY – 834/25

PCSO - conversation held regarding policing over 2 areas with Cody and Beth looking at dates to restart the regular meetings. Community wardens – plans to reach out to invite them ACTION Cllr Thorne to continue to liaise with PCSO

9. FINANCE AND PROCEDURES – 835/25

Council received and approved the finance papers and authorised the June 2025 Unity payments.

Bank Account – application has been submitted to Hinckley & Rugby – update awaited.

Clerk purchase of a replacement MIFI device – Council approved the purchase of a new device to replace the existing device that has stopped working.

Tea Urn purchase – approved to assist the Pied Piper Charity - Proposer Cllr Thomas and Seconded by Cllr Turner-Wilkes – cost £70-£80.

Replacement Flask - replace lid Amazon 5L Flask £27.99 Proposer Cllr Evans & Seconded by Cllr Turner Wilkes.

Container Key – **ACTION Cllr Thomas to follow up re obtaining an extra key**

10. YOUTH PROVISION – 836/25

Youth provision will be addressed by the newly set up working group

11. TO RECEIVE THE CLERK REPORT – 837/25

Council received the Clerk report for the month of May 2025

12. TO RECEIVE REPORTS FROM PARISH COUNCILLORS – 838/25

No reports received

13. COMMUNICATION – 839/25

Close of meeting 9.05pm

Next Full Council Meeting Monday 14 July 2025

Hunts Grove Planning Applications

Date	Application Number	Address	Application Details	Parish Council Comments	Stroud District Council Planning Decision
16/01/2020	S.20/0103/REM	Hunts Grove Phase 4	Reserved matters community building, grass playing pitches, artificial pitch, tennis courts, local equipped area of play, car parking and associated infrastructure	04/02/20 OBJECT	Application Approved
17/01/2020	S.20/0104/REM	Parcels R1 & R3 Hunts Grove Phase 4	Reserved matters for Neighbourhood Centre including 38 dwellings	05/02/20 OBJECT	Awaiting decision
27/02/2020	S.20/0471/DISCON	Public Open Space Hunts Grove Phase 3	Discharge of conditions 6, 12 & 38 of S.19/1925/VAR	Not consulted	Split decision for Consent and Refusal
24/09/2021	S.21/00317/REM	Land Adjoining Naas Lane, Naas Lane, Quedgeley	Reserved matters application for approval of Appearance, Landscaping, Layout and Scale for the erection of 97 dwellings provision of Green Infrastructure including surface water attenuation and play space and other related infrastructure including foul water pumping station (pursuant to outline planning permission ref. 18/01228/OUT)	11/10/21 No objection plus comments	No objection
16/11/2021	S.21/2579/OUT	Javelin Park, Bath Road, Haresfield	Hybrid planning application for employment development for B8 (Storage or Distribution) Uses, ancillary offices, energy centre, landscaping, fitness trail and amenity areas and new access. i) Outline for whole site (with all matters reserved except access) ii) Full application for Units 1, 2 for B8 (Storage or Distribution) Uses and the energy centre (all matters submitted).	13/12/21 Objection	Permitted
23/12/2021	S.21/2881/REM	Land At Quedgeley Trading Estate East, Haresfield	Reserved Matters (appearance, layout, landscaping and scale) for the erection of 5 no. industrial units for light industrial (E(g)(iii)) general industrial (B2) & storage & distribution use (B8) with ancillary office & associated infrastructure pursuant to outline planning application (ref. S.16/1724/OUT & S.19/2744/VAR)	17/01/22 No objection	Approved
10/01/2023	S.23/0001/FUL	Unit 4A Gateway 12 Business Park Davy Way	Installation of extraction ductwork	Support 13/02/23	Permitted

24/03/2023	2023/0130/EIAS	Land South Of, Haresfield Lane	Environmental Impact Assessment	Missed deadline	EIA Required
26/04/2023	S.23/0764/OUT	Land At Quadrant Distribution Centre, Quadrant Way	Outline application for up to 27,871sqm of unit space (up to 19 units) under the use classes B2, B8, Eg(ii) and Eg(iii) with associated office spaces, parking, services and landscaping - all matters reserved except for access	Comments submitted	Permitted
02/08/2023	S.23/1384/OUT	Land At Green Lane, Hardwicke	Development of up to 1350 dwellings together with a primary school and associated playing fields, a local centre, community uses, highway improvements and associated ancillary uses including open space, green infrastructure and drainage attenuation (outline all matters reserved except access)	Comments submitted	Awaiting Decision
23/08/2023	S.23/1661/FUL	Elm Farm, Bristol Road, Hardwicke	Change of use from C3 (dwelling) to C2 (residential institution) & minor alterations.	No objection 11/09/23	Permitted
06/11/2023	S.23/2167/HHOLD	5 Tawney Close	Single storey rear extension	No objection - 13/11/23	Permitted
10/11/2023	S.23/2236/DISCON	Land at Colethrop Farm Bath Rd, Hardwicke, Gloucester, Gloucestershire	Partial discharge of condition 12 Part 17.5 (contamination) - in respect part partial R15 only from application S.19/1925/VAR(variation of condition 10 (noise) from the application S.15/1498/VAR to permit external noise levels above 50 dB(380402-211349)		Permitted
12/01/2024	S.24/0078/FUL	Unit 3 & 4 The Perry Centre Davy Way Hardwicke Gloucester Gloucestershire GL2 2AD	Erection of a single storey extension to the east of building 4 and a single storey extension to the west of building 3		Permitted
02/01/2024	S.24/0017/CPL	Springfield Bath Road Hardwicke Gloucester Gloucestershire GL2 2RG	Erection of a single storey side extension.		Permitted
31/01/2024	S.24/0203/P14J	Unit Q1 (MG Markey Group Ltd) Quadrant Distribution Centre Quadrant Way Hardwicke Gloucester Gloucestershire GL2 2RN	Installation of 325kWp of additional solar panels		Prior Approval Granted
25/01/2024	S.24/0163/FUL	Elm Farm Bristol Road Hardwicke Gloucester Gloucestershire GL2 4RF	Increase height to front boundary wall		Permitted
02/01/2024	S.24/0017/CPL	Springfield Bath Road Hardwicke Gloucester Gloucestershire GL2 2RG	Erection of a single storey side extension		Permitted

09/04/ 2024	S.24/0225/FUL	24 Knotgrass Way Hardwicke Gloucester Gloucestershire GL2 4DY	Change of use of land in the applicant's ownership from public open space to residential use and erection of fencing.		Refusal
09/05/2024	S.24/0558/MINAM	Parcel R2, R6, R8 And R10B Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Minor Amendment to permitted Reserved matters S.19/2622/REM (for 138 dwellings (Phase 4) from S.15/1498/VAR) - Substitution of approved plans identified on Condition 1 to substitute housetypes, minor adjustments to siting of houses, garages and parking, minor adjustments to landscaping and site boundaries.		Application Approved
23/05/2024	S.24/0225/FUL	24 Knotgrass Way Hardwicke Gloucester Gloucestershire GL2 4DY	(Retrospective) Change of use of land in the applicant's ownership from public open space to residential use and erection of close boarded fencing.		Refusal
10/06/2024	S.24/1067/NEWTPO	Colethrop Farm Haresfield Stonehouse Gloucestershire GL10 3EJ	New Tree Preservation Order - TPO/0600 - Colethrop Farm, Haresfield, Stonehouse, Gloucestershire, 2024		Application Approved
09/07/2024	S.24/1253/DISCON	Parcel R2 Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Discharge of condition 12 (Contaminated land) from permitted application S.15/1498/VAR for Parcel R2 only (part of S.19/2622/REM)		Refused
27/08/2024	S.24/1534/HHOLD	24 Lime Tree Avenue Hardwicke Gloucester Gloucestershire GL2 4AU	Installation of air source heat pump		Permitted
21/08/2024	S.24/1514/DISCON	Parcel R2 Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Discharge of condition 23 (CEMP) from the application S.15/1498/VAR for Parcel R2 only		Withdrawn
13/08/2024	S.24/1463/DISCON	Parcel R2 Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Discharge of condition 38 (trees) from S.15/1498/VAR for Parcel R2 only		Permitted
09/08/2024	S.24/1449/DISCON	Parcel R2 Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Discharge of condition 10 (noise report) from S.15/1498/VAR for Parcel R2 only		Refused
23/09/2024	S.24/1701/DISCON	Land At Colethrop Farm Bath Road Hardwicke Gloucester Gloucestershire	Discharge of Condition 36 from S.15/1498/VAR - Fire Hydrants Plan/Water Design from S.15/1498/VAR Parcel R2 only		Permitted
04/09/2024	S.24/1318/DISCON	Parcel R2 Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Discharge of condition 37 (Sustainable Design) from permission S.15/1498/VAR		Permitted
23/10/ 2024	S.24/1922/DISCON	Colethrop Farm Haresfield Stonehouse Gloucestershire GL10 3EJ	Discharge of condition 12 (contaminated land) for Parcel R2 from S.15/1498/VAR		Permitted
23/10/2024	S.24/1921/DISCON	Colethrop Farm Haresfield Stonehouse Gloucestershire GL10 3EJ	Discharge of condition 4 (LEMP) from the application S.19/2622/REM Parcel R2 only		Permitted

07/11/2024	S.24/2024/OUT	Land South Of Haresfield Lane Hardwicke Gloucester Gloucestersh	Development comprising up to 620 dwellings, land for a primary school and all associated landscaping and infrastructure. All matters are reserved for future determination with the exception of the accesses from Haresfield Lane.		Awaiting decision
10/12/2024	S.24/2234/MINAM	Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Minor amendment to S.19/2352/REM - Alterations to vehicular access, fencing, internal parking/circulation and planting schedule for the allotments		Approved
02/12/2024	S.24/2179/DISCON	Colethrop Farm Haresfield Stonehouse Gloucestershire GL10 3EJ	Discharge of Condition 23 (CEMP) from S.15/1498/VAR for parcel R2 only		Refused
02/12/2024	S.24/2178/MINAM	Parcels R3 R3EL R5 And R7 Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Minor amendment to permitted Reserved matters S.19/2622/REM (for 138 dwellings (Phase 4) from S.15/1498/VAR) - Substitution of approved plans identified on Condition 1 - Substitution of house types and associated adjustments to layout		Approved
28/01/ 2025	S.25/0174/DISCON	Colethrop Farm Haresfield Stonehouse Gloucestershire GL10 3EJ	Part discharge of condition 23 (CEMP) from the application S.15/1498/VAR (Parcel R2 only)		Permitted
13/12/2024	S.24/2252/DISCON	Land At Colethrop Farm Bath Road Hardwicke Gloucester Gloucestershire	Discharge of condition 6 (archaeology) for Parcels R2, R6, R8 and R10B from S.15/1498/VAR		Refused
18/03/ 2025	S.25/0524/DISCON	Unit 4 The Perry Centre Davy Way Hardwicke Gloucester Gloucestershire GL2 2AD	Discharge of condition 3 (materials) from S.24/0078/FUL (Erection of a single storey extension to unit 3 and unit 4)		Permitted
11/03/ 2025	S.25/0470/DISCON	Parcels R3 R3EL R5 And R7 Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Discharge of condition 4 (LEMP) from S.19/2621/REM (Reserved matters submission for 163 dwellings from S.15/1498/VAR)		Permitted
11/02/2025	S.25/0273/FUL	Colethrop Farm Haresfield Stonehouse Gloucestershire GL10 3EJ	Full planning permission for 9 new residential dwellings (Use Class C3), conversion of existing farmhouse into a new community hub (Use Class E), local retail and commercial space (Use Class E) & associated landscape and infrastructure works		Awaiting decision
09/05/2025	S.25/0889/MINAM	Parcel R2 Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Non-material amendment to S.19/2658/REM (An area of Public Open Space at Phase 4 of Hunts Grove, pursuant to planning permission S.19/1925/VAR) - Change of play equipment supplier and specification.		Application approved
06/05/2025	S.25/0860/DISCON	Parcel R5 Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Discharge of condition 23 (CEMP) for Parcel R5 from S.15/1498/VAR.		Awaiting decision
04/06/2025	S.25/0640/DISCON	Parcel R5 Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Discharge of condition 12 (contaminated land) for Parcel R5 from S.15/1498/VAR		Refused
30/06/2025	S.25/1245/MINAM	Parcels R3 R3EL R5 And R7 Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Non-material amendment to S.19/2621/REM - to substitute house types and associated adjustments to the layout of Parcel R7.		Awaiting decision

06/06/2025	S.25/1055/CPL	The Former Telephone Exchange Bath Road Hardwicke Gloucester Gloucestershire GL2 2RG	Proposed conversion of the existing loft space to form a new bedroom and living space, creating a new first floor within the existing structure. It is proposed to construct 4 No new dormer windows in accordance with permitted development rights under Class B as detailed on drawing number 65/02		Application Withdrawn
17/06/2025	S.25/1144/MINAM	Hunts Grove Phase 4 Hunts Grove Drive Hardwicke Gloucester Gloucestershire	Non-material amendment to S.20/0103/REM (Reserved Matters application for a community building, grass playing pitches, an artificial pitch, tennis courts, a local equipped area of play (LEAP), car parking and associated infrastructure) - Change of play equipment supplier and specification		Awaiting Decision

HUNTS GROVE PC BANK RECONCILIATION 2025-2026

BANK BALANCES 30 JUNE 2025	
Unity Trust Bank	£140,567.71
Unity Trust Savings	£36,176.16
TOTAL MONIES IN BANK	£176,743.87
LESS OUTSTANDING PAYMENTS	
TOTAL OUTSTANDING PAYMENTS	£0.00
TRUE BALANCE AT 30/06/25	£176,743.87
Opening Balance at 01/04/25	£153,145.34
Receipts year to date	£28,020.38
Sub-total	£181,165.72
Expenditure year to date	£4,421.85
TRUE BALANCE AT 30/06/25	£176,743.87

Signed Clerk Date.....
Name

Signed Chairman Date.....
Name

HUNTS GROVE PARISH COUNCIL				
BUDGET COMPARISON REPORT 2025-26				
		£		
		£		
INCOME	2025-26 Budget	Received as at 30/06/25	2025/26 Balance	Notes
Precept	55620	27610	28010.00	
VAT reclaim	2500	0	2500.00	
Event Grants	0	0	0.00	
Other Grants	0	0.00	0.00	
Other Income	0	0.00	0.00	
Interest	500	210.38	289.62	
Total Income	58620	27820.38		
EXPENDITURE	2025/26 Budget	Spend as at 30/06/25	2025/26 Balance	
Staff costs (net / paye / pension)	12967	3012.48	9954.52	
Chairman's Allowance	250	0.00	250.00	
General Admin/expenses	2400	763.19	1636.81	
Subscriptions	800	0.00	800.00	
Insurance	1000	0.00	1000.00	
Donations		0.00	0.00	
Training	1000	225.00	775.00	
IT / Website / Newsletter	3100	303.80	2796.20	
New equipment	3000	0.00	3000.00	
Community Events	10000	0.00	10000.00	
Professional fees	2600	0.00	2600.00	
Youth projects	8000	0.00	8000.00	
Earmarked Reserves contribution	12750	0.00	12750.00	
Total Expenditure	57867	4304.47	53562.53	
EARMARKED RESERVES	£			
Community events	3990.01			
CIL	17044.01	(Plus £22725.34 Unused)		
Professional Fees	9050.00			
Maintenance contingency	32750.00			
Grants/donations	1000.00			
Youth projects	8000.00			
TOTAL EMR	63834.02			

Report

Clerk Sarah Bodmer

Meeting: Full Council
Agenda Item: Payment Schedule
Date and time: 14th July 2025 at 6.30pm

SUMMARY

To provide Council with the list of accounts for payment.

MATTERS FOR VOTING

To approve the payment schedule.

1. PAYMENT SCHEDULE

Invoice Date	Payee	Net	VAT	Gross
20.07.2025	Clerk Salary	£634.33	£0	£826.55
01.07.2025	Cloudy IT	£70.10	£14.02	£84.12
31.07.2025	Pensions (D/D)	£152.10	£0.00	£152.10
24.06.2025	Amazon – EE PAYG Sim card with 2 months unlimited data – already paid as approved at last Council meeting	£23.32	£4.66	£27.98
24.06.2025	Amazon – MIFI Device – already paid as approved at last Council meeting	£27.49	£5.50	£32.99
27.06.2025	Amazon – Tea Urn – already paid as approved	£62.48	£12.50	£74.98
	Amazon – Replacement Vacuum Flask – already paid as approved at last Council meeting	£22.39	£4.48	£26.87
01.07.2025	Space Centre Self Storage (D/D)	£73.13	£14.62	£87.75
01.07.2025	Mailchimp - Estimate	£19.48	£3.90	£23.38
24.06.2027	Gloucester Assoc of Parish & Town Councils – Course - Matthew Thomas – invoice to be received	£45.00	£0.00	£45.00
20.06.2025	Gloucester Assoc of Parish & Town Councils – Internal Audit Fee - AGAR	£285.00	£0.00	£285.00
	TOTALS:	£1,414.82	£59.68	£1,666.72

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of

HUNTS GROVE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that

1. We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so
4. We provided proper opportunity during the year to the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly
6. We maintained throughout this year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial records and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit
8. We considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant
9. (For local councils only) Trust funds including charities. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund/assets, including financial reporting and, if required, independent examination or audit.			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on 25/06/2025

and recorded as minute reference 841/25

Signed by the Chair and Clerk of the meeting where approval was given

Chair

Clerk

<https://www.huntsgrove-pc.gov.uk/>

Section 2 – Accounting Statements 2024/25 for

HUNTS GROVE PARISH COUNCIL

	2024/25	2023/24	Notes
1. Balances brought forward	76,244	134,759	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	52,250	54,000	Total amount of precept (or for CDE rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	41,231	947	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	8,353	12,944	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers' NI contributions, employers' pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	26,330	23,617	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	135,042	153,145	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	135,042	153,145	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	12,616	15,815	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWC).

Part 2: Declaration Only			
11a. Disclosure note re Trust funds (including charitable)			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

S.L. Bodner
Date 25/6/25

I confirm that these Accounting Statements were approved by this authority on this date

25/06/2025

as recorded in minute reference

841/25

Signed by Chair of the meeting where the Accounting Statements were approved



Annual Internal Audit Report 2024/25

HUNTS GROVE PARISH COUNCIL

<https://www.huntsgrove-pc.gov.uk/>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")		✗	✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken *See attached note.*

19/06/2026

Name of person who carried out the internal audit
Janet Eustace (GAPTC)

Signature of person who carried out the internal audit

Janet Eustace

Date

23/06/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

HUNTS GROVE INTERNAL AUDIT REPORT 2024/25

NOTES

Objective C. The Council failed to review its Risk Management policy during the year. Insurance cover was renewed by the Clerk with the agreement of the Chair but the Council failed to carry out a review of its adequacy. The External Audit report was not presented to Council.

Objective M. The relevant sections of 2023/24 AGAR, including Public Rights, were signed, dated and on the web site but when the auditor checked the minute reference given it was not the correct one. Further investigation shows that the sign off of the AGAR is not minuted.

Additional note: The Council should have noted that it lost the General Power of Competence in May 2024 as its new Clerk was not CILCA qualified. The Council failed to do this and continued to use the GPC to make payments throughout 2024/25. The auditor has recommended that the Council review payments made during the year to ensure their legality.

Janet Eustace (Internal Auditor GAPTC)

23/06/2025

Report

Clerk

Meeting: Full Council

Agenda Item: Clerk's Report

Date and time: 14th July 2025 at 6.30pm

MATTERS FOR VOTING

Report for information only.

RESIDENT QUERIES

- The majority of the resident queries were around various issues with A38 congestion & allotments
- **OTHER MATTERS**
- Original forms are now with the Hinckley & Rugby Building Society to set up the new bank account
- The preparation & issuing of the AGAR to the Internal & external Auditors has taken up most of the Clerk's time for June