

**MINUTES OF A PITCHCOMBE ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE
HALL ON THURSDAY 22ND MAY 2025 AT 8 PM**

Present: Cllr Philippa James Chairman
Cllr Beverly Gorton
Cllr Michael Parsons
Cllr Nigel Shaw
Cllr Paul Swadling

3 Members of the Public.

1. Election of Chairman.

Cllr Philippa James was elected as Chairman with Cllr Beverly Gorton proposing, Cllr Mike Parsons seconding and unanimously agreed.

2. Election of Vice Chairman.

Cllr Paul Swadling was elected as Vice Chairman with Cllr Philippa James proposing, Cllr Mike Parsons seconding and unanimously agreed.

3. Apologies (To receive apologies for absence).

The Council accepted apologies from County Cllr Gary Luff.

4. Declaration of Interest (Members are requested to declare any interest they may have in the business set out on the Agenda to which the approved Code of Practice appears).

There were none.

5. Approval of the Minutes from the Parish Council Meeting held on Thursday 27th March 2025.

The minutes were accepted as an accurate record of the meeting and duly signed.

6. Planning matters requiring decisions: Items received with a minimum of 48 hours notice prior to the meeting date.

There were no items to discuss.

7. To discuss the GAPTC devolution survey and finalise the Parish Council response for submission.

The item was briefly discussed, with only one amendment regarding community engagement. The Clerk confirmed that she will submit the final responses on the GAPTC online portal.

8. To discuss the future usage of the hired thermal camera.

An initial plan was discussed for the thermal camera with the Clerk confirming that she would book the camera for the period Monday 9th February – Friday 21st February 2026. A more detailed plan would then be discussed in the September meeting.

9. To discuss residents requests for a new bus stop on the A4173.

The requirement for the bus stop was discussed, following a resident's detailed email sent to the Council prior to the meeting. It was noted that the proposed location may cause some

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visual obstruction when the bus stops however it was also noted that bus stops should mirror each other on opposite sides of the road. Cllr Philippa James confirmed that she would pick up the matter with County Cllr Gary Luff.

10. To discuss the following updates (if relevant):

a. PROW - MP17

The Chairman and Clerk confirmed that they had made further investigations and drafted a letter to the landowner, however both agreed (as the land did not fall in the parish), that it should be Sarah Macaulay-Lowe, Public Rights of Way Officer for Stroud (West of A46) of GCC who should be in charge as she has the authority.

b. Footpaths in general within the parish

Several footpaths had already been discussed as part of the Annual Parish Meeting, which included the footpath between the Church and the top of Wragg Castle Lane. Additionally as part of the Annual Parish Council meeting, Cllr Beverly raised concern regarding another path at the top of the parish leading to the Bird in Hand. The Clerk confirmed that she was happy to report these items however where possible would like photos and a What3Words location.

c. Dog fouling in the Parish

The matter once again appeared to be under control however it was agreed the summer months would be the best time from review.

d. TRO 5227/42 and Highways – Final project review.

As part of the Annual Parish and Annual Parish Council meeting this item was discussed. It was noted that several highways signs were either missing, or covered. The Clerk confirmed that she would report these on FixMyStreet following the meeting.

10. To note final updates to the 'Financial Regulations' and 'Code of Conduct documents' adopted at the previous Parish Council Meeting.

Cllr Nigel Shaw confirmed that some numerical values should be changed, however he did not have the final document. The Clerk reiterated that other members could not note the final updates without having a clear list of changes. It was therefore agreed that the Clerk would call Cllr Shaw before the next meeting to finalise the item for closure at the next meeting in September.

12. Finance:

a. Review of Mandate Signatories – removal and addition.

The current setup was discussed, with the Clerk explaining the complications caused by online banking and signatory setup. It was agreed (at present) not to change the number of signatories required, however it could be reviewed again in the future.

b. Review of Direct Debits

The Clerk confirmed that at present there is only one Direct Debit setup on the Parish Account and this is for the required ICO (Data Protection) administration. There were no changes to discuss.

c. Future authorisation to change the Banking correspondence address (reflecting the foreseen pending change in Locum Clerk home address).

Authorisation was given.

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13.Accounts:**a. To approve the Accounts for Payment as per the list circulated prior to the meeting.**

Accounts for payment:		For meeting 22nd May 2025	
Payee	Chq Number	Amount	Reason
Town & Parish Council Websites	518	£180.00	Annual Fees
I Crowe	519	£140.00	Annual Audit
T Slator	520	£204.75	April Salary £178.75; expenses £26
HMRC	521	£44.60	April PAYE tax
Pata (UK)	522	£150.40	Annual payroll services
Community First Trading Limited	523	£243.77	Annual Insurance (Yr 1 of 3 LTA)
T Slator	524	£224.60	May Salary £178.75; expenses £45.85
HMRC	525	£44.60	May PAYE tax
Total		£1,232.72	

The Council agreed that the accounts be accepted for payment.

b. To complete the Annual Governance Statement.

The Council confirmed the Annual Governance statement and it was duly signed by the Chairman and Clerk.

c. To adopt the Accounts for the year ended 31st March 2025.

The Council unanimously agreed to adopt the accounts.

d. To agree the Certificate of Exemption and Self Certify.**e.**

The certificate of Exemption was agreed and duly signed by the Chairman and Clerk.

f. To Note the dates of the Exercise of Public Rights 3rd June - 14th July 2025.

The Clerk explained the relevance of the dates and the dates were acknowledged.

g. To approve the reallocation of reserves, as per details circulated prior to the meeting.

Following an email sent to the Cllrs prior to the meeting, the reallocation of reserves was confirmed as follows:

Previous allocations:

- *Village improvements* = £337
- *Contingency* = £2,103
- *General* = £457
- *Elections* = £0
- *Total* = £2,897

New allocation:

- *Mid-term elections* £1,500
- *Projects* £2000 (this will cover a multitude of things including internet page, .gov emails, items in the village).
- *Total* £3,500

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14. Date of the next meeting – Thursday 25th September 2025.

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 9.02 PM**

Signature: _____

Date: _____

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