

Minutes of Beverston Parish Council Meeting 6 pm, Tuesday 16th September 2025 at Beverston Village Hall

All Councillors attended.

The minutes of the Annual Meeting of the Parish Council on 14th May 2025 were approved – DM proposed, JRO seconded and signed by the Chairman

Report from District Councillor: Tony Slater spoke about the forthcoming possibilities of local government reorganisation and that it will not be until November that plans start to be formulated by Gloucestershire CC. Local parishes are starting to network and look at provision of local services as it is thought a Unitary Authority will take the bulk of funding and so smaller services such as grass cutting may need to be funded by town or parish councils which could likely mean increased costs to parishioners.

Report from County Councillor: Warm welcome to Ian Watson for the first time to our PC meetings and for his introduction. He enlarged on the topic of the reorganisation, likely there will be 3 possibilities, one unitary county, a doughnut model or two unitaries but due to practicalities will likely be the first option with the decision coming by mid 2026. Hopes for devolution of responsibilities to town and parish councils.

1. Highways

OP spoke in support of the new speed initiatives from the CC and outlined our situation with the A4135. We have two issues, of speed and a lack of solid white lines. Councillor DM put forward that our VAZ signs should be moved from the middle to the edges of the village. DC Tony Slater suggested we tackle both as a package. CC Ian Watson explained he has a certain amount of annual funding to put towards road issues sighting the £10,000 funding for the works to the Tetbury Upton part of Chavenage Lane currently and he would be supportive of our requirements in the next financial year from April 2026. OP stated that he and ZK had met with Gill Portlock and Jake Thompson of GCC Highways and after discussions, she advised that we contact the Road and Safety Department to take the matter forward. She would send details to ZK. It is proposed as a PC that we would be able to fund up to a maximum of £15,000 towards a speed and white line initiative. IW said it will be important to have as much data as possible and councillor DM confirmed that we have had surveys done previously.

1.1 We are submitting our interest in the Community 20s scheme at GCC from the point of view of supporting Charlton Hill and Tetbury Town Council and resolving the issue of the speed along the A4135. Cllr Ian Watson said such collaboration will be important.

1.2 It was noted that the clerk and OP met with Gill Portlock to review our Highways and Winter Plan. It was agreed we do not presently require a winter plan.

2. Website and Email

2.1 The PC approved transfer to a new website for Beverston Parish Council to comply with regulations and payment for it. Who builds it (Clerk or external) and how it links to the Village Hall and Church are still to be clarified – Clerk to research further and begin the process. CLW proposed and JRO seconded.

3. Finance

3.1 Council noted that all year-end and AGAR documentation has been uploaded to the website.
3.2 Council noted that the AGAR Certificate of Exemption has been forwarded to the external auditor, PKF Littlejohn, in good time and accepted.

3.3 Council noted that the Notice for the Exercise of Public Rights was published on the website on 14th May, to take place between 3rd June and 14th July inclusive

3.4 Council reviewed the effectiveness of the Internal Audit and Internal Controls – as per Document sent.

3.5 Council noted that the Clerk has reclaimed the VAT for the two parish notice boards totalling

£518.88

- 3.6 Council noted, approved and OP signed the bank reconciliation and internal controls process

4. Policies and Procedures

- 4.1 Council noted that a review of our insurance cover has been undertaken.
- 4.2 Council noted that a General Reserves Policy has been created, reviewed and it was approved by the council with DM proposing and CLW seconded.
- 4.3 Council noted that a second authorisation with OP has been set up on our bank account – a revised internal controls policy – OP proposed and CLW seconded. A third authoriser thought wise to set up in due course once this one is operational.
- 4.4 Council noted that we have reviewed and put in place our Financial Policy. PC approved - JRO proposed and CLW seconded.
- 4.5 Council noted that we have reviewed and readopted our Code of Conduct. OP proposed and DM seconded and approved by the PC
- 4.6 Council noted the new draft IT Policy as required under SAPPP (previously JPAG). OP proposed and JRO seconded.
- 4.7 Council noted that we have a Biodiversity Policy as per law and approved. Proposed OP seconded JRO.
- 4.8 Council noted that all of the above are and will be put on the website and new website. That concludes the recommendations of documents and controls we needed to put in place from our internal audit report and Clerks training. OP wanted to thank the Clerk for doing all the documentation and work and thanks also to Irena Litton and Simon Hale for their input and training.

5. Planning

5.1- Beverston Castle – OP outlined the current works situation, that there has been digging at the barns and complaints from Beverston residents. It was reported to CDC Conservation department and Historic England. Pilgrim's Barn curtilage listed plans have been presented now by Evan Hamlet and submitted as of 16th September 2025. They are to be 2 beds and EH advised that they are likely to be sold. PC supports the submission as it stands but looks forward to seeing the official planning application.

No further applications

6. Other matters

6.1 In relation to the General Reserves Policy – The Council agreed that 3 Defibrillators should be purchased for Beverston, Babdown and Chavenage. This was proposed by OP and seconded by JRO who highlighted the importance for Babdown to have one too.

6.2 OP proposed that the PC approves that the Clerk has passed their 6 month probation period seconded by DM. In relation to recommendations the PC will review Clerks salary – though ZK to research what current NALC levels are and forward the PATA information for HMRC help. To be acted upon on receipt of further information.

7. Babdown

Councillor JRO said a new couple, Katherine and Andy Randall have moved into the previous Randall's house and he will introduce himself to them.

8. Matters arising.

Councillor DM said he would not stand down currently but will stay on until he gives further notice. The search for new councillors continues.

9. Dates of future meetings

All at 6pm unless stated

- Tuesday 2nd December 2025
- Tuesday 7th April 2026