

Clerk Notes for 8th September Full Council Meeting

Part 1: A few brief updates for items not on the September agenda

A) The Lawns visibility mirror: A resident has enquired about a visibility mirror at the bottom of The Lawns. I will email GCC Highways to ask about feasibility as the laws are quite strict. I will keep the resident and Council informed on the outcome of my enquiry.

B) Hayfield Homes traffic management concerns: I am chasing for updates from TBC particularly on whether any enforcement action is planned, having heard it was as possibility.

C) War memorial repairs: Awaiting itemised quote from restoration company, chased 3/9.

D) Tennis courts floodlights: I have conveyed TBC pre-planning information to the tennis club. The guidance suggests the application is best made by the 'lead' organisation, which I interpret as the tennis club. This approach is also likely faster than if undertaken by the council, due to my workload. A quicker timescale would facilitate GTC meeting funding application deadlines. I have advised GTC that GPC is on hand to provide information as needed, and I have requested a copy of the application before submitted, for our information.

Part 2: Notes for items on the September agenda

7.2 Village website: to agree ongoing arrangements

A. At the August meeting the councillor consensus (though not vote taken) seemed to be:

- An openness to keeping ownership of the domain for 12 months at least
- An openness to paying website costs indefinitely
- Website stays live
- Clerk keeps basic oversight as in the past during these 12 months

I have since undertaken a little more research on the situation regarding councils and websites.

B. After 12 months, there seem to be two possible outcomes:

1. If the PC *keeps* the website permanently

This is what it will have to look like in order for the parish council to stay compliant:

- PC is the legal owner of the site
- PC is responsible for all content, even if volunteers write it
- Clerk (or a councillor) becomes the Website Manager and would handle GDPR, FOI, accessibility rules, complaints, moderation and security. (I am comfortable doing this but there are time/workload implications.)
- All edits **may** (pending advice from GALC) need to be approved by the Clerk before they appear on the site (this model is used in larger councils with many content editors).

In short, if the PC keeps it, it will need to become a council service, with rules, oversight and responsibility.

2. If the PC does *not* keep the website

This MUST happen between now and Month 12:

- A small community group must be created (3-4 volunteers) – which requires willingness and capacity among community members. It needs a name, a simple constitution, a bank account and a named domain owner
- Volunteers must agree basic rules for content and admin

- Clerk prepares a handover pack (logins, backups, instructions)
- PC can still fund the domain via a grant if it wishes.

In short, if the PC doesn't keep it, a properly formed community group must do so.

Council needs to officially make a decision on arrangements for the next 12 months at least, and agree any steps towards establishing what will happen after that.

9.2 To note updates on the Neighbourhood CIL grant

Applications process launched 20th August. No applications have been received yet, but I understand several are expected before this round closes on 30th September. Applications will be considered at the October full council meeting.

10.1 To note new planning decisions issued by Tewkesbury Borough Council

While there is no overall planning decision yet, because the parish council objected here is an interim update on planning application 26/00540/FUL – Proposed 2 dwellings, vehicular access, parking and turning (Land at Manor Lane, Gotherington GL52 9QX)

- Parish Council objection submitted following the meeting of 11 August.
- The Conservation Officer has recommended refusal.
- The Highways Authority has issued a holding objection, stating that insufficient technical information has been provided to enable a decision.
- The Land Drainage Authority is withholding support pending submission of a full SuDS drainage strategy.
- The Public Rights of Way Officer has advised that the definitive legal line of footpath AGO22 runs through Plot 1. The current layout would obstruct the PROW, and planning cannot lawfully approve the scheme unless a T CPA diversion is secured and all land required for the diversion is under the same ownership.

10.4 Gotherington NDP

We have received the following invitation from a resident – **please let me know if you intend to attend and I will put you in touch with the organiser.**

Dear Clerk and Councillors

As discussed at the last parish council meeting, It was suggested I organise a meeting between the council and GWT. I have managed to find a date and time with Laura Bates and availability with The Chapel, for a meeting about updating the NDP. Laura Bates is from the Gloucestershire Wildlife Trust, and is their "Green Infrastructure Policy and Planning Lead" Her expertise lies in planning ecologies and the environment. She is putting together some slide for the meeting on the

18th September 1pm at The Chapel.

Here is a rough outline of what will be covered.

Agenda

Introductions and background

Why it would be beneficial to update the NDP

Why having stronger environment/ greenspace policies could benefit the community

Timings- wait for SLP/ new potential boundary changes?

*Please can you forward this onto the councillors and let me know who is able to come along?
This has been challenging to organise so hopefully they will all be interested.*

11.1 To approve the September payments list, and ratify those paid between meetings under delegated authority

PAYMENT LIST - September 2026			
Payee	Details	Total	Date Paid
Scribe (Starboard Systems)	Bookings subscription	£21.60	01/09/2026
Scribe (Starboard Systems)	Accounts subscription	£37.20	01/09/2026
Unity Bank	Monthly service charge	£7.00	31/08/2026
M Humphries	Clerk salary Aug 2026		04/09/2026
Gilders	Septic waste collection (Cesspit)	£220.00	10/08/2026
FOR APPROVAL AND PAYMENT			
Ground Up	Grass cutting on Freeman Field on 4th Aug	£66.00	
IONOS	Web hosting - village website	£1.20	
Cheltenham Glass & Glazing	Replacement window for RRB changing rooms	£174.00	
The Old Chapel	Contribution to cost of power supply to CCTV System at The Old Chapel 1/10/26 to 30/9/27	£65.00	

11.2 & 11.3: Online banking access update

I now have online banking access to Unity and Redwood.

While requesting online banking access, Hampshire Trust Bank has asked for completion of an updated change-of-signatories form along with some supporting documents. An agenda item has been included for Council to approve the updated signatories and authorise submission of the required paperwork. Once approved, I will complete and return the form to HTB.

11.4 To approve finalised costs for one licence on Microsoft 365 Business Standard and payment arrangements in the medium and long term

Following approval at the August full council meeting I've set up a M365 licence. M365 Business Standard with Copilot is the best value for money for the needs of the council (includes Microsoft Forms, which I have used for the CIL grant application) and the cost is £18.10 per month, paid annually (so £217.20 annually). Currently we are on a one-month free trial. Payment must be by card. As GPC won't be able to apply for a payment card until April 2027 I recommend I use my personal credit card and can claim reimbursement. Thereafter, the council can pay annually, direct to Microsoft.

Meg Humphries

Clerk/RFO

3rd September 2026