



# St Helen Without Parish Council

## Working for You

**Minutes of St Helen Without Parish Council Meeting**  
**held on Monday 19<sup>th</sup> May 2025 at 7.00 p.m. in Shippon Church Hall.**

**Present:** Cllr. M. Page (Chair), Cllr R. Bahu, Cllr D. Churchouse, Cllr P Lane-Evans, Cllr M. Littleboy, Cllr M Rusby, Cllr S Rusby

**Absent:** none

**Also in attendance:** W Bates (Clerk), District Cllr Robert Clegg, County Cllr James Plumb, Victoria Talbot, Station Staff Officer David O'Hara

- 1) Election of Chair.
  - a) To elect the Chairman for the forthcoming year – Cllr M. Page was unanimously elected as Chair.
  - b) The Chairman to sign the Declaration of Office Form – the Declaration of Office was signed.
- 2) Election of Vice Chairman
  - a) To elect the Vice Chairman for the forthcoming year– Cllr D. Churchouse was unanimously elected as Vice-Chair.
- 3) To note apologies for absence - none
- 4) To receive any Declarations of Interest from Councillors relating to items on the Agenda - none
- 5) To receive reports from District and County Councillors and MOD Station Admin Manager  
County Councillor James Plumb introduced himself as the newly elected Councillor.  
District Councillor Robert Clegg summarized his report - Public hearing dates for the JLP by the Planning Inspectorate will be over 3-5<sup>th</sup> June, Climate Action fund available for applications, new street trading policy is in force, new garden waste licence is now in effect.  
David O'Hara – correspondence from resident on Honeybottom Lane is ongoing, the arrangements for the fireworks were raised to ensure that the meeting with the safety advisory group is followed up. The hedge on Barrow Road will be cut by the army even though this does not appear to be their responsibility. There has been no update on the MX event. The Council extended appreciation for the updates about movements. A complaint about disturbance from the army exercises and from car boot sales on the airfield had been passed on; the situation is being monitored.
- 6) To receive matters raised by members of the public – issue of daffodils on the verges being cut too early in the year by the grass contractor has been repeated. These should be left uncut for six weeks after flowering.
- 7) To confirm the Minutes of the previous meeting – the minutes were approved and signed.
- 8) To note the Play Area Service Inspection Report from MRH Services – the report was noted.
- 9) Governance
  - a) To agree the review of the Financial Regulations – it was RESOLVED to approve the updated Financial Regulations.
  - b) To agree the review of the Standing Orders – it was RESOLVED to approve the updated Standing Orders.
  - c) To receive the Internal Audit report and note any comments – thanks were extended to the Clerk for the work that has gone into ensuring the Council complies with regulations. It was noted that the actions required following the internal audit report were being undertaken.

d) To complete section 1 of the Annual Governance and Accountability Return (AGAR) – the responses were agreed as follows:

	<b>Assertion</b>	<b>Yes</b>	<b>No</b>
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	
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.	Yes	
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	
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.		No
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	
7	We took appropriate action on all matters raised in reports from internal and external audit.	Yes	
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.	Yes	
9	(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	n/a	

e) To complete section 2 of the Annual Governance and Accountability Return (AGAR) – the figures were reviewed and approved:

	<b>Year End</b>	<b>31/03/2024</b>	<b>31/03/2025</b>
1	Balance Brought Forward	60,127	67,408
2	(+) Precept	18,800	49,917
3	(+) Total Other Receipts	6,766	5,865
4	(-) Staff Costs	4,963	9,464
5	(-) Loan Repayments		
6	(-) All other payments	13,322	38,317
7	(=) Balances Carried Forward	67,408	75,409
8	Total value of cash	67,408	75,409
9	Total fixed assets	67,600	71,399
10	Total borrowings		

f) To approve the redaction of signatures on the AGAR and other documents on the website – it was RESOLVED to approve the redaction of signatures.

- g) To note the period for the exercise of public rights will run from 3<sup>rd</sup> June 2025 – 14<sup>th</sup> July 2025 – the dates of the exercise of public rights was noted.
- h) To review and approve the General Risk Assessment – it was RESOLVED to approve the General Risk Assessment.
- i) To consider the application to fill the vacancy in the Shippon Ward – it was unanimously RESOLVED to co-opt Victoria Talbot as a Councillor in the Shippon Ward.
- j) To agree allocation of roles:

<b>Councillor</b>	<b>Area of Responsibility</b>
Cllr Richard Bahu	Neighbourhood Plan, Dalton Barracks redevelopment overview
Cllr David Churchouse	Vice Chairman, Planning Applications, Overview of Finances
Cllr Pat Lane-Evans	Education Liaison
Cllr Monica Littleboy	Highways Verges and Amenities
Cllr Mike Page	Chairman
Cllr Mark Rusby	Highways
Cllr Sarah Rusby	Councillor/Liaison with Dalton Barracks
Cllr Victoria Talbot	To be decided at a later date

**10) Finance and Administrative Matters**

- a) To consider and agree the insurance renewal – it was RESOLVED to approve the AJG quote at £1048.31 and to agree the proposed Long Term Agreement for 3 years.
- b) To agree the list of payments and any additional invoices presented for payment since the circulation of the agenda:

<b>Ref</b>	<b>Invoice Date</b>	<b>Payee</b>	<b>Amount</b>
b117	18/04/2025	Virtual Landline	£ 8.75
b118	31/05/2025	Payroll	£ 601.23
b119	31/05/2025	Nest Pension	£ 120.24
b120	16/04/2025	Tetbury Accounting	£ 330.00
b121	06/05/2025	Mrs D. O'Brien	£ 190.00
b122	25/04/2025	Shield Maintenance Ltd/Bin Emptying	£ 46.80
b123	23/04/2025	MRH Services/Rec Inspection & Service	£ 86.00
b124	30/04/2025	MRH Services/SID sign relocation	£ 38.50
b125	09/05/2025	Talk Home Mobile	£ 2.74
b126	31/05/2025	Lloyds Monthly Fee	£ 3.00
b127	31/05/2025	Unity Bank/Service Charge	£ 6.00
b128	30/04/2025	BGG/Verges & Rec cutting	£ 1,110.00

- c) To note the list of receipts – the following receipts were noted:

<b>Receipt Date</b>	<b>Ref</b>	<b>Received From</b>	<b>Amount</b>
07-Apr-25	R25/2	NWB CLOSING BALANC	1,329.62
07-Apr-25	R25/3	NWB CLOSING BALANC	500.00
15/04/2025	R25/4	HMRC VTR	5,070.38

d) To consider any request for grant funding

- Friends of Shippon – Cllrs Page and Lane-Evans declared an interest and left the room. It was RESOLVED to approve the request for a grant of £500 towards the costs of speakers and hall hire.

**11) To receive updates on the following items:**

- a) Sandleigh Road Recreation Ground - Cllr Littleboy – painting of the exercise equipment has been started, grass cutting and strimming of the recreation ground has taken place.
- b) Road Verges Grass Cutting - Cllr Littleboy – the first verge cut of the year has taken place.
- c) Highways Issues - Cllr M Rusby – 12866 vehicles were recorded on Cholswell Road travelling south during one week; Honeybottom Lane request to reduce the speed is being followed up; 48 people reported from the Speedwatch and 5 from Lashford Lane. The replacement Vehicle Activated Sign has been requested as a Slow Down sign. A quote is being sought for a new SID pole and it was noted that the SID pole in Barrow Road is due to be relocated.
- d) Dalton Barracks Development and engagement with the Defense Infrastructure Organisation - Cllr Bahu – A lack of garages and other such services was noted and the District Councillor has been requested to highlight this as part of the development. Joint Local Plan – this is not at a level that the Council wishes to engage with.

**12) To consider the proposed logos for the Parish Council. It was RESOLVED to approve the following logo:**



**13) To consider any training opportunities and requirements and review any training attended.** Councillors were made aware of the OALC AGM and Talking Tables Event.

**14) To review and note Communications received and to consider any responses if required – a letter was received about the overgrowth on the footpath from Arthur Evans Close to Lashford Lane.**

**15) To note matters raised by members of the Council and Clerk – agenda item for next meeting – newsletter entries.**

**16) Date of next meeting:**

To confirm the date of the next Parish Council Meeting, which is scheduled for 7.00 p.m. on Monday 23<sup>rd</sup> June 2025 at Shippon Church Hall.

The meeting closed at: 21:00

Signed..... Date.....