

MINUTES OF A MEETING OF WINCHCOMBE TOWN COUNCIL HELD AT ABBEY FIELDS COMMUNITY CENTRE, BACK LANE, WINCHCOMBE AT 7.30 PM ON WEDNESDAY 5 FEBRUARY 2025.

PRESENT: Mr J Mason (Chair) Mr D Gray Mr R Wakeford
 Ms S Sturgeon (Vice Chair) Mr M Lennard Clerk / Deputy
 Clerk
 Mr D Chandler Mrs G Madle
 Ms L Gorton Mr S Maughan

PUBLIC PARTICIPATION PRIOR TO MEETING COMMENCING.

Ben Rose from Winchcombe Youth Football Club requested an official line of communication be open to progress Winchcombe Park goal posts/pitch actions. Cllr J Mason suggested a meeting be held before the March council meeting.

Cathy and Jason from Long Shott Coffee requested a meeting with councillors to discuss the possibility of community events in Winchcombe Park, eg classic car display. Cllr J Mason recommended Jason and Cathy put together a proposal for council consideration and members offered support for increased use of the park for events.

Resident M Wynne asked if GCC had an update on when works would be completed for the Parking Restrictions TRO. Cllr D Gray explained that it is still hoped that the works will be completed this financial year.

1. TO NOTE APOLOGIES. Cllrs T Forrester, W Marlow and R Parker.
2. DECLARATIONS OF INTEREST. None.
3. TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON 8 JANUARY 2025. Proposed Cllr S Sturgeon, seconded Cllr S Maughan carried unanimously.

4. TO RECEIVE MATTERS ARISING FROM PREVIOUS MEETING.

Scribe Cemetery	All of the Greet Road Cemetery records are to be added to the new Scribe Cemetery management system
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5. TO SET COMMITTEE MEETING DATES FOR THE YEAR AHEAD. Members agreed to plan quarterly committee and working group meetings on Wednesdays. Clerk to schedule and share.

6. TO RECEIVE AN UPDATE ON THE ZIP LINE AND TREE PLANTING PROJECT AT WINCHCOMBE PARK.

Following a request to investigate issues with the zipline a report has been received from the manufacturers stating major flaws with the original installation, which was carried out by a different contractor. Members agreed that this is very disappointing and that the contractors responsible for the original installation be contacted to discuss rectifying the issues. Clerk to action.

In partnership with GCC 4200 trees and 3500sqm of wildflower seeds are to be planted in Winchcombe Park. The majority of the trees will form hedgerow around the park boundary with approximately 50 standard trees planted within the park. The planting will be carried out by contractors and volunteers from within the community. A recruitment campaign is currently underway.

7. TO RECEIVE AN UPDATE ON THE OLD BOYS SCHOOL. Cllr G Madle explained that the working group are looking at two workstreams covering operational matters and building requirements. GCC will be offering property for sale from 13 March, and bids will be invited. WTC will have until October to put together a strong case for the youth hub. Cllr D Gray to ask if GCC could offer a few open sessions.

8. A REQUEST FOR AN UPDATE FROM THE HIGHWAYS WORKING GROUP ON THE DATA ANALYSIS REPORT FROM THE NOVEMBER 2022 CONSULTATION.

Cllr G Madle asked if the group could be re-established to follow up on the issues raised in the consultation which are still outstanding, to work with GCC to implement actions where required and to ensure effective communications with our community. TBC Highways Area Manager, Jacob Cotterell will be visiting Winchcombe, 10am 19 February, to meet councillors and discuss issues. Cllrs R Wakeford, D Chandler, D Gray, S Maughan, L Gorton and resident Mike Wynne to form new working group. Cllr D Chandler offered to administer the groups meetings. Clerk to propose first meeting date within schedule of meetings as referenced in item 5.

Cllr S Maughan asked for an update on the request to TBC for repainting the directional arrows in Back Lane Car Park. Cllr J Mason to action.

Cllr D Gray shared that data shows the Electric Vehicle Charging points on Abbey Terrace are being well used.

9. TO REVIEW AND APPROVE THE FOLLOWING:

- a) STANDING ORDERS. Proposed Cllr R Wakeford, seconded Cllr S Sturgeon, carried unanimously.
- b) BUSINESS CONTINUITY PLAN - deferred to March meeting.

10. CIRCULARS AND CORRESPONDENCE.

NALC	<ul style="list-style-type: none"> • Events newsletter 21 Jan • Hey Enter name, our chair has penned an open letter to parish and town councils. Open Letter from NALC Chief Exec 6 Jan • Chief executive's bulletin - 9 January 2025 • Chief executive's bulletin - 16 January 2025 • Chief executive's bulletin - 23 January 2025
TBC	<ul style="list-style-type: none"> • Tewkesbury Borough Council approves new hedgerow, tree and woodland management policies • Prioritise safety around our collection crews • Successful prosecution for fraud • Parish Liaison Group meeting notes - December 2024.pdf • Consultation to add further protection for the historic area of Snowhill • Media Release - Homes England to support re-think on bridge design • Tewkesbury Borough Council votes to retain current name • Tewkesbury Borough Council endorses a county-wide unitary approach to devolution
GAPTC	<ul style="list-style-type: none"> • Planning Newsletter National Government Update • GAPTC January 2025 Newsletter
Glos Playing Fields Association	GPFA Annual Report 2023-24.pdf
Rural Services Network	<ul style="list-style-type: none"> • The Rural Bulletin - 7 January 2025 • RSN Rural Funding Digest - January 2025 Edition • The Rural Bulletin - 14 January 2025 • The Rural Bulletin - 21 January 2025 • The Rural Bulletin - 28 January 2025

**Your
Community
Alerts**

Unknown offender(s) have entered a vehicle by unknown means causing no damage. A dash cam has been stolen and damage caused to the plastic electric housing. The glovebox has also been searched and some loose change stolen. Greet, Cheltenham. Between 23:00hrs on 28/12/2024 and 09:00hrs on 29/12/2024. Incident 256 of 29/12/2024.

Unknown offender(s) have gained access to a property by forcing the rear patio doors. The offender(s) have stolen a set of car keys from the property and stolen a vehicle that was parked on the driveway. The vehicle was later found in the Northway area of Tewkesbury. **Gretton, Cheltenham**. At approximately 03:00hrs on 25/01/2025. **Incident 096 of 25/01/2025**.

[Our News January 2025 issue.pdf](#)

Those using the platform Booking.com to book their holidays or accommodation are being warned they could be targeted with emails or messages requesting payments from hotels who have had their account taken over by fraudsters. Between June 2023 and September 2024, Action Fraud received 532 reports from individuals, with a total of £370,000 lost.

Insight from Action Fraud reports suggests the individuals were defrauded after receiving unexpected messages and emails from a Booking.com account belonging to a hotel they had a reservation with, which had been taken over by a criminal. Using this account, the criminals send in-app messages, emails, and WhatsApp messages to customers, deceiving them into making payment and/or requesting credit card details.

Adam Mercer, Deputy Head of Action Fraud, said: "With more than 500 reports made to Action Fraud, those who have booked a holiday on the Booking.com platform should stay alert to any unexpected emails or messages from a hotel using the Booking.com platform, as their account could have been taken over by a criminal.

"If you receive an unexpected request from a hotel's account you booked with using Booking.com, asking for bank details or credit card details, it could be a fraudster trying to trick you into parting ways with your money. Contact Booking.com or the organisation directly if you're unsure.

"Remember to report any suspicious emails by forwarding it to report@phishing.gov.uk, or if you receive a fraudulent text message, you can forward it to 7726."

Guidance and advice on how to avoid becoming a victim of cyber-crime, specifically relating to hyperlinks and QR codes:

	<ul style="list-style-type: none"> • To click on a hyperlink online – particularly on forums such as social media can be dangerous. It is safer to manually type the URL into a web browser than click on the link. Cyber criminals hide code which can install software on your device or give account privileges by clicking on a link that appears to be genuine. • Do not be pressured to click on links or follow instructions due to a reducing time clock or imminent ending of a competition. Similarly, other tactics such as instilling fear on the reader to click on the link to rectify unpaid tax or similar is used to make the reader operate quickly without thinking • Look past the opportunity to win a prize and ask yourself if this is simply an inducement to click a link • Do not scan QR codes without being absolutely certain where the code came from
<p>Cotswolds Tourism</p>	<p>Happy New Year to you all & we look forward to working with you in 2025.</p> <p>This is a reminder that Cotswolds Tourism has over 1.5 million visitors to our destination website annually www.cotswolds.com with our what's on section proving popular with locals and visitors.</p> <p>We are keen to ensure as many 2025 events are listed on the site as soon as possible to capture interest and help us promote the wider region. As town councils & information centres we would ask that you encourage your major event organisers to add their 2025 events to our website now for free via www.cotswolds.com/submit or when you/they have finalised event information. We need events added with an image - landscape format a <i>Jpeg image 1220x822 pixels</i>. If the event organisers are keen to consider an enhanced package of event promotion for a small cost including being a featured event on our what's on page including the do not miss feature alongside social media promotion then do come back to us or join here.</p> <p>Later this month & into 2025, we will be attending some key tourism events meeting with journalists & tour operators, who are always keen to know what new events, new experiences, new accommodation etc that are happening during the year so do drop us a line with information & an image ideally 6-9 months before opening so we can include on our what's new list.</p> <p>It is helpful for us to work around six months in advance for event promotion so do not worry about adding your summer event now and for Christmas 25 adding in June or earlier!</p> <p>We are also keen to liaise with independent businesses who are keen to join us and we are currently running free business training as part of our 'Help to Thrive' project to help support the local visitor economy.</p> <p>For everyone virtually:</p> <ul style="list-style-type: none"> • Learn about the free Visitor Ready accreditation scheme https://visitorready.com/ <p>In person workshops:</p> <ul style="list-style-type: none"> • 12 February – Northleach Westwood Centre on how to market your tourism business <p>For accommodation providers virtually</p> <ul style="list-style-type: none"> • 7 February will be a come & ask questions session to help you reach new audiences from 10am

	<p>Finally, if there is a newsworthy story you are keen for us to share, do email cotswoldstourism@cotswold.gov.uk</p> <p>Kind regards</p> <p>Cotswolds Tourism Team <i>Cotswold & West Oxfordshire Tourism Team on behalf of</i> Cotswolds Tourism / CotswoldsPlus LVEP</p>
GRCC	<ul style="list-style-type: none"> • Town & Parish Councils New Year Update • Tewkesbury Borough Town & Parish Councils Update 27 Jan
CPRE	<ul style="list-style-type: none"> • Campaigns Update January 2025 {user_data~First Name~Friend}, Happy New Year from all of us at CPRE! • Crucial Environmental Bills by Gloucestershire MPs to be Debated in Parliament this month
SLCC	<ul style="list-style-type: none"> • News Bulletin - 8 January 2025 • Reminder – Consultation: 'Strengthening the Standards and Conduct Framework for Local Authorities in England' - deadline 26 Feb • News Bulletin - 22 January 2025
Falcon Motor Club	Classic Car Trial 2025.docx
Severn Trent	mhtml:file:///C:/Users/user/AppData/Local/Microsoft/Windows/NetCache/Content.Outlook\M8F40CXG/email_(00B).mht Councillor Newsletter January 2025
Safe Avon Project	Safe Avon Update

11. ACCOUNTS FOR REPORTING AND SETTLEMENT.

Winchcombe Town Council
Accounts for Reporting 01/12/2024-31/12/2024

Date	Description	Supplier	Total
INCOME			
02/12/2024	PATA Rental Income	PATA	990.00
03/12/2024	Grant Build Back Better	GCC (Gloucestershire County Council)	300.00
06/12/2024	Interment	Mason & Stokes Funeral Directors	150.00
09/12/2024	Bank Interest (Gross)	Lloyds Bank - Bus. Bank Instant	526.78
13/12/2024	Interment	Central England Co-operative Ltd	150.00
20/12/2024	Interment	Dignity Funerals	1,750.00
23/12/2024	HMRC - VAT Repayment	HMRC - VAT	16,264.78
EXPENDITURE			
02/12/2024	Public Works Loan Winch Park	Public Works Loan	-12,889.97
02/12/2024	Public Toilet Electricity	Scottish Power	-135.05
06/12/2024	HMRC - Tax and NI	HMRC - Tax and NI	-977.62
06/12/2024	website maintenance	Peter Hampton	-115.00
06/12/2024	Scribe Cemetery Subscription (2024)	SCRIBE	-58.80
06/12/2024	ReformIT Support	ReformIT	-493.32
06/12/2024	AFCC Room Hire	AFCC - Abbey Fields Community Centre	-20.00
06/12/2024	Winchcombe Park Grounds Maintenance	Fairways Contracting Ltd., (Winchcombe Park Development)	-1,079.10
10/12/2024	NEST - WTC and Employees' Contributions	NEST Pension	-127.31
10/12/2024	NEST - WTC and Employees' Contributions	NEST Pension	-169.75
12/12/2024	Interment	Moonbeam (D M Jones)	-80.00
12/12/2024	Grounds Recharge	GCC (Gloucestershire County Council)	-143.87
12/12/2024	Winchcombe Park Electricity	British Gas	-119.00
12/12/2024	Greening Group	John Smith	-134.60
12/12/2024	Toilets Hygiene Products	Initial	-103.89
13/12/2024	Telephone and Internet	Talk Talk (Office 'Phone & Broadband)	-79.68
13/12/2024	Bank Service Charge	Lloyds Bank - Main Bus. Account	-8.50
13/12/2024	Chairman's allowance	Marie Horne	-46.40
13/12/2024	Electrical Emergency Lights	A&E Fire & Security	-598.99
16/12/2024	PATA payroll	PATA	-107.10
16/12/2024	Ready to Plant Hedge for Mountview Ce	Readyhedge LTD	-4,872.00
16/12/2024	Office Supplies	Office Depot (Viking Raja Group)	-166.94
17/12/2024	Interment	Moonbeam (D M Jones)	-80.00
17/12/2024	Winchcombe Park Electricity	NLEC Electrical Installations Ltd	-150.00
17/12/2024	Bank Service Charge	Lloyds Bank - Internet Bank Account	-8.50
18/12/2024	Winchcombe Park Pump Track Depositi	Clark & Kent Contractors	-14,148.00
20/12/2024	Cemetery and playing fields maintenance	Ian Humphries	-1,936.66
20/12/2024	Staff Salaries		-4,360.70
20/12/2024	Water Testing Kits	Friends of the Earth	-600.00
20/12/2024	Cemetery and playing fields maintenance	Ian Humphries	-720.00
20/12/2024	Cleaning	Donna Clarke - A Star Cleaning	-1,126.67
20/12/2024	Photography	Tower leasing Ltd	-174.00

Winchcombe Town Council
Accounts for Reporting 01/01/2025 to 31/01/2025

Date	Description	Supplier	Total
INCOME			
08/01/2025	Interment	Alexander Burn	1,000.00
09/01/2025	Bank Interest (Gross)	Lloyds Bank - Bus. Bank Instant	542.02
15/01/2025	Memorial Fees	Cleevely Memorials	20.00
EXPENDITURE			
02/01/2025	Public Toilet Electricity	Scottish Power	-135.05
10/01/2025	Burial Fees	Moonbeam (D M.Jones)	-750.00
10/01/2025	Grounds Recharge	GCC (Gloucestershire County Council)	-143.87
10/01/2025	ICO Subscription (Data protection Register)	Information Commission's Office	-35.00
10/01/2025	HMRC - Tax and NI	HMRC - Tax and NI	-1,523.27
10/01/2025	Scribe Cemetery Subscription	SCRIBE	-58.80
10/01/2025	Website maintenance	Peter Hampton	-50.00
10/01/2025	ReformIT Support	ReformIT	-493.32
10/01/2025	Office Supplies	Office Depot (Viking Raja Group)	-166.94
10/01/2025	Winchcombe Park Electricity	British Gas	-216.18
10/01/2025	HMRC - Tax and NI	HMRC - Tax and NI	-1,523.27
10/01/2025	NEST - WTC and Employees' Contributions	NEST Pension	-166.48
10/01/2025	NEST - WTC and Employees' Contributions	NEST Pension	-221.98
10/01/2025	Greening Group (Brook Close tree works)	Chris Arnold Tree Surgery	-300.00
10/01/2025	AFCC Room Hire	AFCC - Abbey Fields Community Centre	-6.00
10/01/2025	Winchcombe Park Grounds Maintenance	Fairways Contracting Ltd	-1,079.10
10/01/2025	Bank Service Charge	Lloyds Bank - Main Bus. Account	-8.50
14/01/2025	Telephone and Internet	Talk Talk (Office Phone & Broadband)	-71.90
17/01/2025	Burial Fees	Moonbeam (D M.Jones)	-750.00
17/01/2025	AFCC - Gas and Electricity	AFCC - Abbey Fields Community Centre	-248.93
20/01/2025	Bank Service Charge	Lloyds Bank - Internet Bank Account	-8.50
22/01/2025	CPRE Membership	CPRE (Campaign to Protect Rural England)	-36.00
22/01/2025	Cemetery and playing fields maintenance	Ian Humphries	-852.00
23/01/2025	Professional Services	FBCA Federation of Burial and Cremation Authorities	-216.00
23/01/2025	Photocopier/Printing	MCL - Midshire Communications Ltd.	-144.00
23/01/2025	Winchcombe Park CCTV	Clearway Fire and Security Limited	-500.48
24/01/2025	Staff Salaries		-3,571.15
28/01/2025	Professional Services	SCRIBE	-478.80
31/01/2025	Cemetery and playing fields maintenance	Ian Humphries	-1,746.66
31/01/2025	Cleaning (Public Toilets)	Donna Clarke - A Star Cleaning	-1,126.67

Proposed by Cllr S Sturgeon, seconded Cllr S Maughan that the accounts be settled and bank reconciliation signed off, carried unanimously.

The Clerk had previously shared a quarterly budget report.

PUBLIC PARTICIPATION.

A resident asked what the plans would be for the Sports Hall should GCC sell the Old Boys School, as the only facilities are in the OBS. Cllr D Gray explained that there are currently no plans.

A resident asked if WTC would be interested in reports of witnessed traffic collisions/accidents. Cllr J Mason responded that most incidents would be reported to the police and/or insurers, but yes it would be helpful to know of any that perhaps are not reported.

Cllr R Wakeford shared that Geoff Sallis lead for the Safe Avon project, recently presented to members of WinGreen Town and that water testing in the Isbourne is being progressed.

12. SEPARATE BUSINESS. THE CHAIRMAN WILL MOVE THE ADOPTION OF THE FOLLOWING RESOLUTION: UNDER SECTION 100(A)(4) LOCAL GOVERNMENT ACT 1972, THE PUBLIC BE EXCLUDED FOR THE FOLLOWING ITEMS ON THE GROUNDS THAT THEY INVOLVE THE LIKELY DISCLOSURE OF EXEMPT INFORMATION AS DEFINED IN PART 1 SCHEDULE 12A OF THE ACT.

Carried unanimously.

13. TO CONSIDER A PROJECT MANAGEMENT SERVICES PROPOSAL FROM MOOD LANDSCAPE FOR WINCHCOMBE PARK DELIVERABLES IN 2025-26.

It was proposed by Cllr S Maughan and that Mood Landscape support implementation of the following projects in Winchcombe Park;

- Maintenance contract (landscape and equipment) – contract writing/tender process
- Drinking fountain – sourcing and installation
- Toddler play equipment – sourcing and installation
- Football pitch goal posts – sourcing and installation
- Pétanque court – possible support with replacement/upgrade (dependent upon Rotary Club requirements)
- Muga basketball backboards – replacement.

Seconded by Cllr M Lennard, carried unanimously.

14. TO CONSIDER A QUOTATION FOR REPLACEMENT OF ONE OF THE CCTV CAMERAS IN WINCHCOMBE PARK.

Cllr Mason explained that one of the cameras is defective and needs to be replaced. The CCTV is working very well and has recently enable police to identify perpetrators of a graffiti attack to the skate park. Proposed Cllr S Maughan, seconded Cllr S Sturgeon, carried unanimously. Clerk to check that the new camera will be under warranty.

15. TO RECEIVE AN UPDATE FROM WINCHCOMBE SPORTS HUB.

Cllr G Madle and Peter Griffiths have been appointed as the new Directors of the Winchcombe Sports Hub Limited Company. Cllr Madle is chasing Winchcombe School to progress the previously agreed transfer of ownership of the building, which is delaying the completion of essential roof repairs. Cllr J Mason expressed gratitude for the amount of work that Cllr G Madle has done and continues to do.

Meeting closed 8.51pm.