

MINUTES OF A MEETING OF WINCHCOMBE TOWN COUNCIL HELD AT ABBEY FIELDS COMMUNITY CENTRE, BACK LANE, WINCHCOMBE AT 7.30 PM ON WEDNESDAY 6 AUGUST 2025.

PRESENT: Mr J Mason (Chair) Mr M Lennard Mr R Wakeford

 Ms S Sturgeon (Vice Chair) Mr S Maughan Clerk / Deputy Clerk

 Miss L Gorton Mr R Parker

 Mr D Gray Mr D Tarling

PUBLIC PARTICIPATION PRIOR TO MEETING COMMENCING. None.

1. TO NOTE APOLOGIES. Cllrs D Chandler, G Madle. The Chair shared that Cllr T Forrester has resigned due to personal circumstances.
2. DECLARATIONS OF INTEREST. None.
3. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS;
 - a) PLANNING COMMITTEE MEETING HELD ON 2 JULY 2025. Proposed Cllr R Wakeford, seconded Cllr S Sturgeon, carried unanimously.
 - b) FULL COUNCIL MEETING HELD ON 2 JULY 2025. Proposed Cllr S Sturgeon, seconded Cllr D Gray, carried unanimously.
 - c) PLAYING FIELDS COMMITTEE MEETING HELD ON 15 JULY 2025. Proposed Cllr S Maughan, seconded Cllr M Lennard, carried unanimously.
 - d) GENERAL PURPOSES COMMITTEE MEETING HELD ON 16 JULY 2025. Proposed Cllr S Sturgeon, seconded Cllr M Lennard, carried unanimously.
 - e) LEISURE & TOURISM COMMITTEE MEETING HELD ON 16 JULY 2025. Proposed Cllr S Sturgeon, seconded Cllr R Parker, carried unanimously.
 - f) FINANCE COMMITTEE MEETING HELD ON 23 JULY 2025. Proposed Cllr D Gray, seconded Cllr J Mason, carried unanimously.

4. TO RECEIVE MATTERS ARISING FROM PREVIOUS MEETING.

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| Phone box adoption | Awaiting final confirmation from BT. |
| 20s Plenty | Acknowledgement received from Gloucestershire County Council that they will be implementing lower speed limits across the county over the next three years, where there is parish/public support and where appropriate. Full letter shared with members. |

5. TO CONSIDER A PROPOSAL FOR A CATERING TRAILER IN WINCHCOMBE PARK.
 Ms Liz Clayton would like to offer a service of simple breakfast and burger type fayre from a converted horse box. Litter facilities will be made available. Liz has spoken with the proprietors of both Long Shott and Cotswolds Pies, who are both supportive, and has the required trading licences and insurances. Members raised potential longer-term concerns over capacity and staying true to purpose, and the current lack of toilet facilities, and potential competition with town centre food providers, all of which to be monitored. Proposed by Cllr S Sturgeon to grant permission, seconded Cllr R Wakeford, carried unanimously. Clerk to follow up with Ms Clayton.
6. TO CONSIDER A PROPOSAL TO MANAGE THE CONTRACTOR/WORKS ALREADY AGREED FOR THE PÉTANQUE COURT IN WINCHCOMBE PARK, WORKS TO BE FUNDED BY THE WINCHCOMBE ROTARY CLUB.
 Steve from Winchcombe Rotary Club (WRC) confirmed that new layout designs have been drawn up, with the court to be retained in current location. WRC happy to provide as much


administrative support as possible. Three tenders for the works have been received and WRC provided a recommendation to

members. Works can start as soon as possible following permission from WTC. Cllr S Maughan proposed that WTC proceed, seconded Cllr D Gray, carried unanimously. Clerk to follow up with WRC.

7. TO CONSIDER A PROPOSAL TO IMPLEMENT NEW VEHICULAR ACCESS ARRANGEMENTS TO KING GEORGE V PLAYING FIELD.

Cllr J Mason explained that access up to very recently has been via a privately owned bridge, which has sustained structural damage and as a result access is no longer permitted with the existing moving machinery. Cllr J Mason has explored alternative access arrangements with a neighbouring landowner, who is supportive. A new farm gate would need to be installed and paid for by WTC, which could be completed over the winter. Cllr R Parker proposed to proceed, subject to the contractor being agreeable, seconded Cllr S Maughan, carried unanimously. Cllr J Mason to follow up with landowner, Clerk to liaise with contractor.

8. CIRCULARS AND CORRESPONDENCE.

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| <p>NALC</p> | <p>Chief executive's bulletin - 3 July 2025 Chief executive's bulletin - 10 July 2025 Chief executive's bulletin - 17 July 2025 Events newsletter 22 July Star Council Awards 2025/26 – Council of the Year Chief executive's bulletin - 24 July 2025</p> |
| <p>TBC</p> | <p>Please find attached a letter, from Councillor Stanley, Leader of the Council in relation to the topics being discussed at the Parish and Town Council Seminar on 17 September for your information.</p> <hr/> <ul style="list-style-type: none"> • Tewkesbury Borough Council climbs climate leaderboard • New grant funding to boost energy efficiency of community buildings • Council Plan refreshed to deliver on ambition through to 2028 • Council launches 'Town safe' campaign to enhance community safety • Former Tewkesbury Borough Council employee prosecuted for fraud • Shoppers at the highly anticipated Cotswold Designer Outlet are entertained by medieval characters • Local projects to benefit from over £800,000 in infrastructure funding • Explore, create or play - discover summer in Tewkesbury Borough • Council action on anti-social behaviour • Grass cutting approach under review across Tewkesbury Borough • Prosperity Fund business grant scheme opens |
| <p>GCC</p> | <p>Councils Connected: June 2025 - M5 Junction 10 update  Councils Connected: July 2025</p> |
| <p>GAPTC</p> | <p>July Newsletter including the Conference Report</p> <hr/> <p>We hosted a very interesting event on 25 June, on Martyn's Law and its implications for Town and Parish Councils. Helen Ball, Clerk to</p> |

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| | <p>Shrewsbury Town Council, and Steven Date, Counter Terrorism Security Advisor to the South West, and the point of contact for all Gloucestershire's Town and Parish Councils for the future planning of events, presented very thorough, useful information for small and large councils, detailing the legislation, what councils can do to prepare for the upcoming guidance, and looked more generally at councils' civic responsibility and duty of care. Please find the recording here: 📄 Martyn's Law.mp4</p> <p>Counter Terrorism Considerations for Organisations Is your organisation prepared to deal with a terrorist incident? If an attack took place at or near your premises, do you or your staff know what to do to help keep people safe? In this session, facilitated by Counter Terrorism Policing South West, we will guide you through some key areas to consider when writing or reviewing a Counter Terrorism (CT) Plan, including communication, evacuation, lockdown, first aid and training. We will signpost you to expert guidance that will help you construct policies and procedures for your organisation that could ultimately save lives. There will be time at the end of the even for Q & A should you have any questions. These sessions are the same, and attendance at only one is necessary.</p> <p>28th July, 2-3 pm https://events.teams.microsoft.com/event/90791cc2-d73d-4450-8260-dd97eac3db29@2d72816c-7e1f-41c0-a948-47a8870ff33a</p> <p>27th August, 10-11 am https://events.teams.microsoft.com/event/b2142afb-93fe-4f70-b48c-4af4888de4ed@2d72816c-7e1f-41c0-a948-47a8870ff33a</p> <p>30th September, 10:30-11:30 https://events.teams.microsoft.com/event/edae39b8-0b31-4d3f-9678-f90d85bee107@2d72816c-7e1f-41c0-a948-47a8870ff33a</p> |
| <p>Rural Services Network</p> | <p>The Rural Bulletin - 30 June 2025 RSN Rural Funding Digest - June 2025 Edition The Rural Bulletin - 8 July 2025 The Rural Bulletin - 15 July 2025 The Rural Bulletin - 22 July 2025 The Rural Bulletin - 29 July 2025</p> |
| <p>Your Community Alerts</p> | <p>July 2025 newsletter (1)-compressed.pdf Unknown offender(s) have removed the key safe from the front of a property in order to gain access through the front door. A Stihl petrol angle grinder has been stolen. Hyde Lane, Winchcombe. Between 17:00hrs on 26/06/2025 and 07:50hrs on 27/06/2025. Incident 083 of 27/06/2025.</p> <hr/> <p>Crime prevention 🚗 We are aware of incidents happening in your area involving key safes. While we work to deal with the incidents here is some crime prevention advice to keep your property safe. 🔑</p> <p>Key Safe advice Letting people into your property when you are not there used to be either leaving a key under the doormat, asking a neighbour to hold a set of keys or the complicated business of sending a set by courier, none are particularly convenient options.</p> |

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| | <p>The alternative is getting a key safe, however if your key safe is not fixed correctly it can be a target for those wishing to enter your home without permission.</p> <p>Please ensure if your key safe has not been professionally installed, you must follow the manufactures instructions exactly.</p> <ul style="list-style-type: none"> 🔑 It should be fitted to solid surface such as brickwork or concrete using the supplied fittings. 🔑 Your key safe should be out of view from the road so it cannot be seen by passers-by. It still needs to be accessible, so maybe behind a plant, towards the bottom of your front door, not at eye level, on a section of your home that is not close to the door that it has keys for. 🔑 There are lots of different key safe's on the market, The two main standards for key safes are Sold Secure SS314 and LPS 1175 🔑 Check with your insurance policy, some insurers may stipulate that any type of key safe will invalidate your insurance. Others may only approve certain makes and models, providers may also specify certain conditions. 🔑 Make your access code unique and change it frequently. Make sure you only share it with the minimum amount of trusted people. |
| GRCC | July Parish & Town Councils Update |
| SLCC | News Bulletin - 11 July 2025 News Bulletin - 11 July 2025 |
| CPRE | Email your MP now to keep local voices in planning This weekend we released our report on mega solar.... |
| Severn Trent | <p>Councillors Newsletter – Summer 2025 Edition</p> <p>mhtml:file:///C:/Users/user/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/M8F40CXG/email (00D).mht</p> |

9. ACCOUNTS FOR REPORTING AND SETTLEMENT.

Winchcombe Town Council
Accounts for Reporting 1-31 July 2025

| Date | Description | Supplier | Total |
|--------------------|---|--|-----------|
| INCOME | | | |
| 09/07/2025 | Burial Fees | Alexander Burn | 125.00 |
| 09/07/2025 | Bank Interest (Gross) | Lloyds Bank | 514.45 |
| 09/07/2025 | Burial Fees | Alexander Burn | 150.00 |
| 15/07/2025 | Wayleave Payment Advice | National Grid Electrical Distribution | 41.66 |
| 18/07/2025 | Memorial Fees | Just Memorials Ltd | 100.00 |
| 25/07/2025 | Burial Fees | Merstow Green Funeral Home | 1,000.00 |
| 29/07/2025 | Memorial Fees | Simply Stone | 75.00 |
| EXPENDITURE | | | |
| 01/07/2025 | Public Toilet Electricity | Scottish Power | -135.05 |
| 11/07/2025 | Bank Service Charge | Lloyds Bank | -8.50 |
| 14/07/2025 | NEST - WTC and Employees' Contributions | NEST Pension | -307.20 |
| 15/07/2025 | Telephone Kiosk - 01242602470 | BT Payphones Receivables CTC | -1.00 |
| 15/07/2025 | Telephone and Internet | Talk Talk (Office 'Phone & Broadband) | -76.94 |
| 16/07/2025 | Burial Fees | Moonbeam (D M Jones) | -80.00 |
| 16/07/2025 | Burial Fees | Moonbeam (D M Jones) | -750.00 |
| 16/07/2025 | Burial Fees | Moonbeam (D M Jones) | -750.00 |
| 16/07/2025 | Scribe Cemetery Subscription (2024) | SCRIBE | -58.80 |
| 16/07/2025 | website maintenance | Peter Hampton | -120.00 |
| 16/07/2025 | ReformIT Support | ReformIT | -590.52 |
| 16/07/2025 | HMRC - Tax and NI | HMRC - Tax and NI | -1,175.03 |
| 16/07/2025 | AFCC Room Hire | AFCC - Abbey Fields Community Centre | -20.00 |
| 16/07/2025 | CCTV Engineer | Clearway Fire and Security Limited | -143.10 |
| 16/07/2025 | CCTV Engineer | Clearway Fire and Security Limited | -517.32 |
| 16/07/2025 | Winchcombe Park Grounds Maintenance | Fairways Contracting Ltd., (Winchcombe Park Developm | -1,111.50 |
| 16/07/2025 | Winchcombe Park Grounds Maintenance | Mood Landscapes (Winchcombe Park Designers) | -1,092.00 |
| 16/07/2025 | Office Supplies | Office Depot (Viking Raja Group) | -30.80 |
| 17/07/2025 | Grounds Recharge | GCC (Gloucestershire County Council) JUNE | -152.51 |
| 17/07/2025 | Grounds Recharge | GCC (Gloucestershire County Council) MAY | -127.09 |
| 17/07/2025 | Water Supply | Water Plus | -90.88 |
| 17/07/2025 | Office Supplies | Office Depot (Viking Raja Group) | -45.59 |
| 18/07/2025 | Winchcombe Park Electricity | British Gas | -155.93 |
| 21/07/2025 | Bank Service Charge | Lloyds Bank - Internet Bank | -8.50 |
| 22/07/2025 | GRCC Membership | GRCC | -25.00 |
| 22/07/2025 | Playgroup Call Out | A&E Fire & Security | -194.96 |
| 25/07/2025 | Staff Salary | Winchcombe Town Council | -3,571.15 |
| 30/07/2025 | Ian Humphries Work | Ian Humphries | -2,041.66 |
| 30/07/2025 | Toilets maintenance | Donna Clarke - A Star Cleaning | -1,126.67 |

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

PUBLIC PARTICIPATION.

10. 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.
11. TO RECEIVE A RECOMMENDATION FROM THE PLAYING FIELDS COMMITTEE TO AWARD A NEW WINCHCOMBE PARK MAINTENANCE CONTRACT.
Members reviewed the tender summary provided by Mood Landscape. Following discussion Cllr R Wakeford proposed that the contract is awarded to Glebe Contractors Ltd, seconded Cllr R Parker, carried unanimously.
12. TO RECEIVE AN UPDATE FROM THE OLD BOYS SCHOOL WORKING GROUP.
Cllr G Madle had provided documents, which are to be added to Teams for members to review and leave comments, all feedback to be provided by Wed 20 Aug.

Meeting closed 8.28pm.