

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

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

PUBLIC PARTICIPATION PRIOR TO MEETING COMMENCING.

GCC Cllr C Agg spoke of behalf of resident who had contacted her regards overflowing recycling bins in Back Lane Car Park. This is a TBC matter and Cllr Agg requested that the three Borough Councillors on WTC take this forward.

Resident enquiry regarding planting in the town. Cllr Agg to put resident in touch with WTC who will introduce them to the Greening Group.

1. TO NOTE APOLOGIES. Cllr B Rose and R Parker.
2. DECLARATIONS OF INTEREST. None.
3. TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS;
  - a) BURIAL COMMITTEE HELD ON 10 SEP 2025. Proposed Cllr S Maughan, seconded Cllr J Mason, carried unanimously.
  - b) PLANNING COMMITTEE HELD ON 1 OCT 2025. Proposed Cllr R Wakeford, seconded Cllr S Sturgeon, carried unanimously.
  - c) FULL COUNCIL HELD ON 1 OCT 2025. Proposed Cllr D Tarling, seconded Cllr S Sturgeon, carried unanimously.
  - d) GENERAL PURPOSES COMMITTEE HELD ON 15 OCT 2025. Proposed Cllr G Madle, seconded Cllr S Sturgeon, carried unanimously.
  - e) FINANCE COMMITTEE HELD ON 15 OCT 2025. Proposed Cllr R Wakeford, seconded Cllr D Gray, carried unanimously.
  - f) HR COMMITTEE HELD ON 29 OCT 2025. Proposed Cllr D Chandler, seconded Cllr S Sturgeon, carried unanimously.
4. TO RECEIVE MATTERS ARISING FROM PREVIOUS MEETING.

<b>Winchcombe Park</b>	<b>Toddler Play</b> has been commissioned and installation scheduled for Feb/Mar 2026. <b>Pump Track</b> close to completion with benches and bin still to be installed. Contractors removed fencing for half term. Perimeter fencing to be installed – date tbc.
<b>Winchcombe Playgroup</b>	Mini ViPs thrilled to be granted tenancy. Lease is being drafted. Aiming to be open in January 2026.

5. TO CONSIDER A REQUEST TO SUPPORT THE POKÉMON CLUBS' USE OF A ROOM AT ABBEY FIELDS COMMUNITY CENTRE IN 2026.  
 Proposed Cllr G Madle, seconded Cllr D Chandler subject to completion of a Community Grant Scheme application. Carried unanimously.
6. TO RECEIVE AN UPDATE FROM GLOUCESTERSHIRE COUNTY COUNCILLOR.

**Highways**

Roadworks update 🚧 — The B4632 between Dryfield Barns and Postlip has now been resurfaced. We've smoothed out the worst of the lumps and bumps, but the situation is still being monitored with three sensors in place.

The recent Cleeve Hill Road Safety post generated a flood of helpful comments, experiences, and suggestions. Local residents' input helps build a full picture of the issues and strengthens the case for action.

#### **Update:**

- Gloucestershire Constabulary have responded and forwarded my report to the local PCSO for Cleeve Hill.
- Highways are aware of the non-functioning VAS sign on the Winchcombe approach, and a replacement will be actioned.
- Temporary police speed checks and community speed monitoring are being explored. The reports of near misses, collisions, and aggressive driving highlight the urgent need for targeted action.

Reminder of upcoming works on CORNDEAN LANE WINCHCOMBE starting Wk Comm 24th November 2025.

We aim to complete the works as safely and timely as possible.

#### **Greet Footpath**

A resident requested help with walking to school due to width of the path and speeding vehicles. Local highways manager came to site and agreed to contact road safety to set up a meeting. Residents need a crossing point and pavement improvements.

#### **Bassetts Close, Winchcombe Footpath**

The resurfacing of the existing pavement has been completed, fully funded through the local Highways budget contribution, at a cost of £11,093.50. This will make a real difference for residents with disabilities and access needs I've also requested continued monitoring of the nearby Sequoia trees by both Gloucestershire County Council and Tewkesbury Borough Council.

#### **Becketts Lane Bridge**

The Becketts Lane bridge in Winchcombe (over the River Isbourne) is rated for 25 tonnes. Thanks to the resident who asked and prompted me to check!

#### **Missing School Crossing - Winchcombe Primary**

I've written to the Cabinet Member about the missing school crossing, highlighting the lack of warning lights as part of the school zone. Motorists often pass without realising it's a school at all, raising serious safety concerns.

#### **1st Winchcombe Scout Group**

The group's ceiling renovation project has now reached its fundraising target, including a £16,000 contribution from Winchcombe Rotary. On 16th October, Cameron Thomas MP visited the group for a lively scouting evening.

#### **Grassroots Neighbourhood Fund**

One of my key commitments is to empower local communities — giving people the tools, support, and funding to make a difference where they live. The fund is now open. Eligible groups include community or voluntary groups, charities, parish councils, schools, and more <https://www.gloucestershire.gov.uk/business-property-and-economy/finance-funding-and-grants/grassroots-neighbourhood-fund/>

#### **Winchcombe Christmas Lights Event 2025**

Roads will be closed from 28/11/25 (12:00) to 29/11/25 (22:00) for the Winchcombe Christmas Lights Event. For further information, please contact Gloucestershire Highways on 08000 514514.

### **Car Parking Charges – A Balancing Act** 🚗💰

There will be a debate around car parking charges both at Borough and County on the car parks owned by the respective councils.

I am aware of some of the issues about fines issued to residents who have paid for parking permits. The size of some of the spaces in the car parks and residents mentioned the lack of availability.

### **Public Transport and Rural Connectivity** 🚌

Following a resident enquiry, I raised with the Cabinet Member for Sustainable Transport the omission of Winchcombe from key bus route maps. They confirmed that a new review and map will be completed in early Spring 2026, correctly identifying the 606 route as strategic.

### **Winchcombe Day Centre**

Enjoyed an afternoon meeting residents, taking part in some of the activities, and chatting with the wonderful staff and trustee about the brilliant work they're doing to support our local community. We also discussed the Grassroots Fund, which I hope they'll consider applying for to help further their work in supporting local people.

### **Winchcombe Welcomes Walkers**

Supported warden volunteers in applying for the Enover Grant to fund aggregate needed to resurface some of the local footpaths. This will improve access and safety for residence who use these paths regularly.

7. TO RECEIVE THE 2024-25 EXTERNAL AUDIT REPORT.  
Proposed Cllr D Gray, seconded Cllr D Tarling, carried unanimously.
8. TO PASS A RESOLUTION TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE.  
Following discussion Cllr D Gray proposed that WTC commit to the pledge alongside an annotation to the pledge points to monitor the 'how', and that the HR Committee owns an annual review, seconded Cllr D Chandler, carried with two abstentions.
9. TO CONSIDER SETTING UP A BIODIVERSITY WORKING GROUP TO DEVELOP AN ACTION PLAN AND POLICY, IN ACCORDANCE WITH SECTION 102 OF THE ENVIRONMENT ACT 2021.  
Following discussion Cllr G Madle proposed this was a really important area of work and that how WTC deliver on this objective should be part of a review of the existing structure of committees and working groups and their functions, and what structure will best enable implementation of the four-year plan and the planned outcomes. Review to be undertaken in early 2026.  
Members agreed to defer consideration of whether a working group is the best way forward, and Cllr R Wakeford will research further into the biodiversity legal area. To be revisited at the December meeting.
10. TO REVIEW AND ADOPT THE FOLLOWING POLICIES;
  - a) DIGNITY AT WORK POLICY  
Proposed Cllr S Sturgeon, seconded Cllr D Gray, carried unanimously.
11. TO ADOPT THE FOLLOWING;
  - a) FINANCIAL & NON-FINANCIAL RISK ASSESSMENT
  - b) ANNUAL INVESTMENT STRATEGY
  - c) INTERNAL CONTROL ARRANGEMENTS
  - d) FINANCIAL RESERVES POLICY
  - e) CEMETERY FEES & REGULATIONS  
Proposed Cllr S Sturgeon, seconded Cllr S Maughan, carried unanimously.
12. CIRCULARS AND CORRESPONDENCE.

	<a href="#">Chief executive's bulletin - 2 October 2025</a> <a href="#">Events newsletter 7 Oct 2025</a> <a href="#">Chief executive's bulletin - 9 October 2025</a> <a href="#">Events newsletter 14 Oct 2025</a> <a href="#">Chief executive's bulletin - 16 October 2025</a> <a href="#">Events newsletter 21 Oct 2025</a> <a href="#">Hi Leanne, nominations are open for our 2025 governance elections.</a> <a href="#">Chief executive's bulletin - 23 October 2025</a> <a href="#">Chief executive's bulletin - 30 October 2025</a>
<b>TBC</b>	<a href="#">New planning rules for Snowhill will be introduced from 1 October to help preserve the unique character and heritage of this picturesque village.</a> <a href="#">Tewkesbury Borough Council offers grants to community venues</a> <a href="#">Supporting parishes with long-term plan for grass cutting</a> <a href="#">A new phase of engagement for the Strategic and Local Plan (SLP) begins on Monday, 20 October 2025.</a> <a href="#">Press release: Three local authorities to create a design code for new development</a>  Free Parking in Winchcombe for Christmas: <ul style="list-style-type: none"> <li>• <b>Sunday 9th November</b></li> <li>• <b>Saturday 6th December</b></li> <li>• <b>Saturday 13<sup>th</sup> December</b></li> <li>• <b>Last Saturday before Christmas – 20th December</b></li> </ul>
<b>GCC</b>	<a href="#">Local Government Reorganisation: Town &amp; Parish Councils Briefing</a> <a href="#">Local Government Reorganisation: Councils to consider proposals</a>
<b>GAPTC</b>	<a href="#">GAPTC's October Newsletter</a>
<b>GRCC</b>	<a href="#">Information Session: Community Consultation</a>
<b>Rural Services Network</b>	<a href="#">The Rural Bulletin - 30 September 2025</a> <a href="#">RSN Rural Funding Digest - October 2025 Edition</a> <a href="#">The Rural Bulletin - 7 October 2025</a> <a href="#">The Rural Bulletin - 14 October 2025</a> <a href="#">The Rural Bulletin - 21 October 2025</a> <a href="#">The Rural Bulletin - 28 October 2025</a>  Thank you to those that were able to attend our Rural Market Town Group Annual Meeting which took place on 9 <sup>th</sup> October. I have attached at the link below, the presentation that was given on the day and you can also see the AI summary meeting notes from the session. <a href="https://rsnonline.org.uk/09-10-2025-rural-market-towns-group-meeting">https://rsnonline.org.uk/09-10-2025-rural-market-towns-group-meeting</a> At the meeting, Cllr April Johnson from Knutsford Town Council shared some of their work creating a Bee Trail in the town, which amongst other benefits, helped to support the local economy.  If you'd like to share some of the work of your council at future meeting of the Rural Market Town Group, please get in touch! We encourage our member organisations to learn from others facing the same challenges in rural communities so it is always helpful to have volunteer councils wanting to share their stories.  <b>Rural Survey</b> We currently have over 1500 responses to our Delivering for All survey. We are gathering the views of people in rural areas in England and would be grateful if you could complete the survey yourselves and

	<p>also share via social media the link to the survey. The more responses and information that we have, the better we can evidence to policy makers and politicians, about the need for rural focused policy and a fairer allocation of funding to rural public services. The more people who take part, the stronger the rural voice becomes.</p> <ul style="list-style-type: none"> <li>• Complete the survey at this link: <a href="https://www.surveymonkey.com/r/deliveringforall">https://www.surveymonkey.com/r/deliveringforall</a></li> <li>• Encourage others to join in – members and partners can use our ready-made copy to share on their own channels, <a href="#">this can be found here</a>.</li> </ul>
<p><b>Your Community Alerts</b></p>	<p><a href="#">October 2025 newsletter</a></p> <p>Unknown offenders have broken the lock on a rear door and forced it open. The offender(s) have closed all the curtains and then carried out a messy search, emptying drawers throughout the property. 2 engagement ring and a dress ring have been stolen. <b>Orchard Road, Winchcombe</b>. Between 08:30hrs on 01/10/2025 and 16:00hrs on 06/10/2025. <b>Incident 378 of 06/10/2025</b>.</p> <p>2 males have been seen on CCTV entering a garden by climbing over the gate. They have the forced the locks off 2 shed doors to gain access, damage has been caused. Nothing has been stolen at this time. <b>Abbots Leys Road, Winchcombe</b>. At approximately 02:00hrs on 27/10/2025. <b>Incident 349 of 27/10/2025</b>.</p> <p><b>Saturday 25 October 10:00am Community Webinar ‘DRIVING SAFELY IN WINTER. TIME FOR CHANGE.’</b></p> <p>With the clocks going back on 26 October and temperatures dropping drivers need to prepare for the challenges of winter driving. AA analysis found 11% increase in collisions in the two-week period after the clocks go back. RAC Foundation found around 75% of extra collisions occur in the afternoon, when it is darker due to the earlier evening.</p> <p>This webinar provides advice on how to sharpen driving skills, car preparation and plan journeys to reflect winter driving conditions. We will also give advice for drivers’ considering retiring from driving. Our guest presenter is PC Chris Horwood-Jones from Gloucestershire Constabulary’s’ Road Traffic Unit who will be discussing the legal implications in relation to fitness to drive and use of prescription drugs and the importance of regular eyesight tests.</p> <p><b>To register for this event, click on this link</b>  <a href="https://tinyurl.com/msjr3w6e">https://tinyurl.com/msjr3w6e</a></p>
<p><b>SLCC</b></p>	<p><a href="#">News Bulletin - 17 October 2025</a></p>
<p><b>CPRE</b></p>	<p><a href="#">Let your love of the countryside live on</a>  <a href="#">Your latest update on our countryside</a></p>



Notice of the  
Gloucestershire Playing Fields Association  
**Annual General Meeting 2025**

The 63<sup>rd</sup> Annual General Meeting of the Association will be held on

**Tuesday 18 November**  
**at 7pm**

At Churchdown Community Centre (Green Rm),  
Parton Rd, Churchdown, Gloucester GL3 2JH

The AGM Agenda is attached.

Last year's minutes are available on request.

All GPFA members are welcome to attend.


Should you require further information, please contact:

*Kay Lillington*  
**Secretary/Advice Officer**  
**Gloucestershire Playing Fields Association**  
07504 544413  
[secretary@glospfpa.org.uk](mailto:secretary@glospfpa.org.uk)  
[www.glospfpa.org.uk](http://www.glospfpa.org.uk)

**Cotswolds  
Trail Events**

Broadway Marathon & Half Marathon  
Sunday 16 November 2025  
Passes through Winchcombe 09:15-12:00

**The Circuit  
Community  
Defibrilators**

[The Circuit Newsletter: Your Autumn update](#) 

**Digital  
Landline  
Switchover**

You may be aware that land lines are changing, and the UK's telephone network is going digital by January 2027, but you might not be too sure what that means for you or the communities you serve.

BT have contacted the RSN to ask that we share the following resources and training opportunities with you to ensure that communities in rural areas are not overlooked and have a clear understanding of the what the switchover will mean for them.

**Connected Together Resources**

You can access helpful resources at this link: [Connected Together - All-IP - About BT | BT Plc](#)

**Online Training**

The BT Digital Voice team will be hosting 1-hour webinars to equip community leaders with the knowledge of what the switchover means in practice and the support available for those with additional needs. The webinars will also cover support for those without broadband

and information on how to access backup solutions to protect connections during power cuts. Attendees will also be introduced to the Connected Together Conversation Starter Pack - a new resource designed to give you the key information you need. It will not only help you explain the switch to your communities but also prepare you to answer any questions.

If you or anyone in your community or council would like to join a training event there are currently two on offer, note each event covers the same content, so there is no need to attend both. Joining instructions below.

**Digital Voice Training 1-2pm Tuesday 28 October**

[Join the meeting now](#)

Meeting ID: 351 882 489 690

Passcode: DLusnh

**Digital Voice Training 1-2pm Thursday 6 November**

[Join the meeting now](#)

Meeting ID: 374 016 098 012

Passcode: yRq5QN

**Unable to join the above training events but still keen to have a training session?**

If you can't make either of the dates above, please complete the following poll and the BT team will try and schedule a training session to best suit your needs.

<https://www.surveymonkey.com/r/5GP77J7>

13. ACCOUNTS FOR REPORTING AND SETTLEMENT.

# Winchcombe Town Council

## Transactions for All Banks (From 01/10/2025 to 31/10/2025)

Date	Description	Supplier	Total
<b>INCOME</b>			
02/10/2025	Grant - Winchcombe Rotary	Winchcombe Rotary Club	7,417.44
08/10/2025	Memorial Fees	Simply Stone	20.00
09/10/2025	Bank Interest (Gross)	Lloyds Bank	475.10
14/10/2025	Memorial Fees	Simply Stone Evesham Ltd	100.00
15/10/2025	Memorial Fees	Omar L Cottle Stone Masons	20.00
20/10/2025	Memorial Fees	Cleevely Memorials	95.00
29/10/2025	Bank Interest (Gross)	Lloyds Bank	3,162.50
30/10/2025	Community Infrastructure Levy (CIL)	TBC - Tewkesbury Borough Council	109,081.14
<b>EXPENDITURE</b>			
01/10/2025	Public Toilet Electricity	Scottish Power	-135.05
02/10/2025	Insurance	James Hallam Council Guard	-797.55
02/10/2025	ReformIT Support	ReformIT	-590.52
02/10/2025	Visual Tree Assessment	Nicholson Nurseries Ltd	-1,542.00
02/10/2025	Winchcombe Park Grounds Maintenance	Fairways Contracting Ltd., (Winchcombe F	-1,111.50
02/10/2025	Scribe Cemetery Subscription (2024)	SCRIBE	-58.80
02/10/2025	AFCC Room Hire	AFCC - Abbey Fields Community Centre	-27.00
02/10/2025	Install new Petanque terrain	James Taylor	-9,224.93
03/10/2025	Grounds Recharge	GCC (Gloucestershire County Council)	-152.51
07/10/2025	Grave Digger Fees	Moonbeam (D M Jones)	-750.00
07/10/2025	website maintenance	Peter Hampton	-215.00
08/10/2025	Picnic Bench	The Plastic Company (Southwest) Limited	-1,200.00
08/10/2025	Water Supply	Water Plus	-90.88
10/10/2025	NEST - WTC and Employees' Contributions	NEST Pension	-307.20
10/10/2025	Removal of boundary hedging in Mountview Cemetery	Chris Arnold Tree Surgery	-1,800.00
13/10/2025	Bank Service Charge	Lloyds Bank - Main Bus. Account - 025359	-11.35
13/10/2025	Playgroup Hooks	Leanne Clements	-59.09
14/10/2025	Telephone and Internet	Talk Talk (Office Phone & Broadband)	-77.04
15/10/2025	HMRC - Tax and NI	HMRC - Tax and NI	-1,175.03
20/10/2025	Winchcombe Park Electricity	British Gas	-140.79
20/10/2025	Winchcombe Pump Track	Forte Trailscape Limited	-21,227.18
20/10/2025	Bank Service Charge	Lloyds Bank -	-8.50
27/10/2025	website maintenance	Peter Hampton	-30.79
28/10/2025	Cemetery Fencing	James Waller	-2,976.00
29/10/2025	Office Supplies	Office Depot (Viking Raja Group)	-133.01
29/10/2025	Office Supplies	Office Depot (Viking Raja Group)	-43.50
30/10/2025	Ian Humphries Work	Ian Humphries	-1,986.66
30/10/2025	Toilets maintenance	Donna Clarke - A Star Cleaning	-1,126.67
31/10/2025	Staff Salery	Staff Salery	-4,243.59
31/10/2025	Greening Group	Winchcombe Greening Group	-132.14
31/10/2025	Photography	Tower leasing Ltd	-174.00

Proposed Cllr R Wakeford, seconded Cllr D Chandler, carried unanimously that the accounts be settled and bank reconciliation signed off.

PUBLIC PARTICIPATION. None.

14. 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.  
Proposed Cllr G Madle, seconded Cllr D Gray, carried unanimously.
15. TO CONSIDER QUOTATIONS FOR UPGRADING THE WTC WEBSITE TO MEET NEW COMPLIANCE AND AUDIT REGULATIONS. Proposed Cllr D Gray, seconded Cllr G Madle, to instruct Aubergine for two-year package, carried unanimously.
16. TO RECEIVE A RECOMMENDATION FROM THE HR COMMITTEE TO APPOINT AN ADMIN SUPPORT OFFICER.  
Cllr D Chandler (Chair of HR Committee) provided a rationale. Following discussion Cllr D Tarling proposed, seconded Cllr S Sturgeon, carried unanimously.

Meeting closed 9.28pm.