

Notice of Beverston Parish Council Meeting 6 pm, Tuesday 16th September at Beverston Village Hall

All residents of the parish are welcome to attend and a period of up to 20 minutes will be available for members of the public to raise brief questions (maximum of 3 minutes per resident).

To: Councillors

Oliver Preston (Chair), Caroline Lowsley-Williams (Vice-Chair), Dermot McMeekin,
Jorn Rixen-Osterbro

Date of Summons: 11th September 2025

Members are summoned to attend so the following business can be considered and resolved.

Parish Clerk & RFO – Zara Kirk

AGENDA

- Apologies for absence.
- Declarations of interests for agenda items either pecuniary or personal.
- APPROVE the minutes of the AGM meeting on 14th May 2025.
- Public participation (at the discretion of the chair if there are attendees).
- Report from District Councillor Tony Slater
- Report from County Councillor Ian Watson

1. Highways

1.1 Council to consider and APPROVE our registration of interest in the Community 20s scheme at GCC from the point of view of resolving the issue of the speed along the A4135, our collaboration with TTC . Cllr Ian Watson is attending to discuss Beverston's desire for 30 mph speed limit.

1.2 Council to note the clerk has met with Gill Portlock to review a Highways Winter Plan scheduled for 15th so it may require approving.

2. Website and Email

2.1 To APPROVE payment and builder approval for the new website transfer by end of September which we need to comply with NALC conditions which also entails a new .gov email address and due to our current one requiring an update. This is accounted for in the cost of the budgeted current web hosting with All about Sites and which was due to be renewed at the end of October.

3. Finance

3.1 Council to note that all year-end and AGAR documentation has been uploaded to the website.

3.2 Council to note that the AGAR Certificate of Exemption has been forwarded to the external auditor, PKF Littlejohn, in good time and accepted.

3.3 Council to note that the Notice for the Exercise of Public Rights was published on the website on 14th May, to take place between 3rd June and 14th July inclusive

3.4 Council to REVIEW the Effectiveness of the Internal Audit and Internal Controls – as per Document sent .

3.5 To note that the Clerk has reclaimed the VAT for the two parish notice boards totalling £518.88

3.6 Council to note and APPROVE the bank reconciliation and internal controls process

4. Policies and Procedures

Council to note or consider and approve

4.1 That a review of our insurance cover has been undertaken.

4.2 That a General Reserves Policy has been created – to be APPROVED by the Council

4.3 That a second authorisation has been set up on our bank account – to consider a revised internal controls policy and a third authoriser. To be APPROVED.

4.4 That we have reviewed and put in place our Financial Policy to be APPROVED

4.5 That we have reviewed our Code of Conduct and readopted and APPROVED.

4.6 Council to consider and adopt the new draft IT Policy as required under SAPP (previously JPAG).

4.7 That we have a Biodiversity Policy as per law and APPROVED-

4.8 That all of the above are put on the website

That concludes the recommendations of documents and controls we needed to put in place from our internal audit report and Clerks training.

5. Planning – consider and comment as necessary

5.1- Beverston Castle – Current works situation, report to CDC Conservation department and Historic England. Pilgrim's Barn curtilage listed plans presented by Evan Hamlet for discussion.

5.2 2 Applications

Reference 25/02358/LBC

Reference: 25/02357/FUL

5.3 Any further applications

6. Other matters

6.1 In relation to the General Reserves Policy – does the Council agree that 2 Defibrillators should be purchased for Beverston and Chavenage. For APPROVAL.

6.2 In relation to Internal Audit recommendations and Clerk trainer to confirm new Clerk post 6 month probation – APPROVAL and review Clerks salary to current NALC levels back dated to April 2025, also whether to use PATA.

7. Babdown

8. Matters arising.

9. Dates of future meetings

All at 6pm unless stated

- Tuesday 2nd December 2025
- Tuesday 8th April 2026 (TBC)