



## Churchdown Parish Council

### Minutes of the Finance and Administration Meeting held on Tuesday 7 October 2025 at 7pm

**Venue:** Parish Council Chambers, Council Offices, Parton Road, Churchdown, GL3 2JH  
**Present:** Cllrs. Lt Col B. Barton-Ancliffe, W Hands, A Porter, P Weinzweig, Mrs L Yates, I Yates and G Blackwell  
**Attendees:** Deputy Clerk H Day, One member of the public

- 07.10.25.1 **To receive and approve** apologies for absence and confirm the meeting is quorate  
Apologies received and accepted from Cllr J Attwood and the meeting was confirmed as quorate
- 07.10.25.2 **To receive comments from members of the public**  
No comments
- 07.10.25.3 **To receive declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests that members may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with the Localism Act 2011 Section 33(b-e)**  
Cllr. I Yates declared an interest in agenda item 07.10.25.5 – planning
- 07.10.25.4 **To confirm and sign the minutes of the Finance and Administration Committee meeting held on Tuesday 2 September 2025 circulated to Members prior to the meeting**  
These were **AGREED BY COMMITTEE** and signed by the Chairman
- 07.10.25.5 **Planning - to receive** updates, discuss new planning applications and agree actions
- [Demolition of existing lean-to. Erection of a two-storey side extension and single storey rear extension.](#)  
28 Morley Avenue Churchdown Gloucester Gloucestershire GL3 2BL  
Ref. No: 25/00715/FUL **No Objections**
- [Proposed single storey extension](#)  
Walton House Station Road Churchdown Gloucester Gloucestershire GL3 2JR  
Ref. No: 25/00746/FUL **No Objections**
- [Proposed two storey extension to side and rear and single storey extension to rear \(revised application to 25/00078/FUL\).](#)  
24 Cheltenham Road East Churchdown Gloucester Gloucestershire GL3 1AE  
Ref. No: 25/00765/FUL **No Objections**

**Correspondence:**

60 Oldbury Orchard  
Proposed single storey extension

**PERMIT**

- 07.10.25.6 **To agree and approve that staff receive the Local Government Services Pay Agreement 2025/2026 agreed by NJC on 24 July 2025 from 1 April 2025 which should be implemented to staff as soon as possible. To further agree and approve when this backdated increase should be paid to staff**
- It was **PROPOSED, SECONDED** and **AGREED** by committee that the staff should receive the Local Government Services Pay Agreement 2025/2026 agreed by NJC on 24 July 2025 from 1 April 2025 and should be backdated to April 2025. Staff should receive this payment within their next pay (November). This Agreement to be ratified at the next Full Council Meeting
- 07.10.25.7 **To agree and approve** quotes received regarding the replacement height barrier into CP car park. Quotes received from Greenfields and Entrance Supplies Direct circulated to Members prior to the meeting
- The Entrance Supplies Direct quote was **PROPOSED, SECONDED** and **AGREED** by committee
- 07.10.25.8 **For information purposes only** – to inform members that we have changed our Alarm maintenance company from Standfast to Bulldog. Standfast costs were £676.66pa which included call outs, servicing, remote reset and monitoring. Bulldog costs are £240.00pa which includes servicing and monitoring – call out charges are £60.00 during working hours and £80.00 6pm – 6am. We have had one call out in the last 3 years which was recently to change the front door sensor and 1 remote reset – both in working hours.
- 07.10.25.9 **To review and approve the CPC Retention and Disposal Policy and Schedule**  
**IT WAS AGREED** by Committee to approve the CPC Retention and Disposal Policy and Schedule. Policy and Schedule to be ratified at the next Full Council Meeting
- 07.10.25.10 **To review and approve the CPC Safeguarding Policy**  
**IT WAS AGREED** by Committee to **approve** the CPC Safeguarding Policy. Policy to be ratified at the next Full Council Meeting
- 07.10.25.11 **To review and approve the CPC Internal Controls Policy and Checklist**  
**IT WAS AGREED** by Committee to approve the CPC Internal Controls Policy and Checklist, with changes as discussed. Policy to be ratified at the next Full Council Meeting
- 07.10.25.12 **To review and approve the CPC Training and Development Policy**  
**IT WAS AGREED** by Committee to approve the CPC Training and Development Policy. Policy to be ratified at the next Full Council Meeting
- 07.10.25.13 **To review and approve the CPC Staff Appraisal Policy**  
**IT WAS AGREED** by Committee to approve the CPC Staff Appraisal Policy. Policy to be ratified at the next Full Council Meeting
- 07.10.25.14 **To consider** matters for the agenda of the next Finance and Administration Committee meeting  
Cllr Blackwell asked that the Internal Controller role is added to the next meeting

07.10.25.15 **Date of Next Meeting** is arranged for Tuesday 4 November 2025

**MEETING CLOSED AT 20.10**