**QUENINGTON PARISH COUNCIL**

**MINUTES OF THE QUENINGTON PARISH COUNCIL MEETING HELD**

**ON 14th August 2025 AT QUENINGTON VILLAGE HALL**

**Present**: Cllr Sallis (Chair), Cllr Scott, Cllr Sayer, Cllr Dooley, Cllr Ryan, Cllr Reynolds

**In attendance:** Rita Walsh (Clerk), District Councillor Fowles

**1. Apologies for absence:**

No apologies were received.

**2. Open discussion:**

No discussion took place

**3. Declaration of Interest on items on the agenda:**

There were none

**4. To receive a report from County Councillor Dom Morris:**

County Cllr Morris was not in attendance and had not submitted a written report

**5.To receive report from District Councillor David Fowles:**

District Cllr Fowles had submitted a written report prior to the meeting. District Cllr Fowles explained that CDC were looking at a new local plan and they were also planning for the new unitary authority.

**6. Planning:**

**6.1 To consider the following planning applications received before the meeting:**

There were no planning applications to discuss.

**6.2 To receive August 2025 Planning Report:**

The August planning report was reviewed and accepted.

**7. Minutes: To confirm the minutes of the Parish Council meeting held on the 10th July 2025**

The minutes were agreed as a true and accurate record of the meetings and were signed off by the Chair.

**8. Clerk’s Report:**

The report had been previously circulated and was accepted by the council.

**9. Finance:**

**9.1** The July 2025 accounts report was reviewed and approved.

**9.2** The payment to Quenington Garden Maintenance was noted as well as the bank charge. It was noted that no income had been received since 1st August 2025.

**9.3** The Council reviewed the list of Direct Debts in place for HMRC and ICO and noted that no changes had been made.

**9.4** Council reviewed the following invoices: Bulldog websites annual fee (£96.00) and Marston Hill (£1009.20) and approved them for payment. It was noted that the annual subscription to the ICO (£47.00) was paid by direct debit in August.

**9.5** The bank reconciliation on 7th August 2025 was reviewed and accepted

**10. To review the draft equal opportunities, disciplinary and grievance policies and agree further actions**

The three policies were reviewed by council and it was resolved to approve them. The clerk was asked to publish them on the website. The council also resolved that councillors should undertake Code of Conduct training as well as the Council as an Employer training. The Clerk was asked to circulate training dates and book training through GAPTC.

**Action: Clerk**

**11. To discuss additional information on a new website and .gov.uk emails and agree further actions.**

Cllr Dooley provided an update on the additional information that he had been provided with by Parish Online. The council resolved to confirm the creation of a new website which complies with the latest accessibility requirements and the adoption of a council controlled .gov.uk domain name with associated .gov.uk emails for the clerk and councillors. The clerk was asked to contact Parish Online and commission the necessary work.

**Action: Clerk**

**12.** **To review a proposal to upgrade the council’s IT facilities and agree further actions.**

The clerk’s laptop is 4 years old and has damage to the casing. It is running Windows 11 and Microsoft Home Office Pro 2019, but only meets minimum requirements for these. The existing 5GB cloud storage (provided with MS Home Office) is nearly full. Microsoft will stop supporting MS Home Office 2019 from October 2025 leading to an increased risk of security breaches by hackers. Microsoft recommend upgrading to Microsoft 365, which comes with 1TB of cloud storage.

The council resolved to purchase a new HP ProBook 460 G11, with Intel Core Ultra 7, 32GB RAM, 512GB SSD for £959.99 (incl VAT) laptop which meets the requirements to run Windows 11 and other immediate software upgrades with capacity for future proofing.

The council resolved to purchase a single subscription to Microsoft 365 for Business – Standard version, for £9.60/month for the Clerk. This provides both desktop and web versions of Outlook, Word, Excel, PowerPoint along with Teams and 1TB of OneDrive cloud storage

It was proposed that the new .gov.uk email is confirmed and used during the installation of the new Microsoft 365 software on the new laptop to ensure the Microsoft subscription is linked with this email/domain address.

**Action: Clerk**

**13. Items for future meetings**

Village plan

Letter from the three parish councils regarding the mobile phone mast

The council resolved to move into a confidential session to discuss separate business, pursuant to s1(2) of the Public Bodies (admission to meetings) Act 1961.

Members of the public left the meeting at this point.

**14 To consider matters relating to the playground**

A discussion took place on matters relating to the playground. Council resolved to:

* Propose a new boundary line with the land owners
* Take legal advice as necessary
* Start the new lease from September 2026

**15. Date of next meetings: 7.30pm Thursday 11th September 2025**

There being no further business, the meeting closed at 9pm.

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**August 2025 PLANNING REPORT**

**Work to reduce size of walnut tree at The Old Post Office Mawley Road Quenington Cirencester Gloucestershire GL7 5BH**

25/01619/TCONR

Status: Decided – No objection

**Works to trees in conservation areas for Juniper Tree- Fell tree due to rust fungus. at Pool Hay Victoria Road Quenington Cirencester Gloucestershire**

25/01734/TCONR

Status: Decided – No objection

**Works to trees with a TPO for T1- Walnut tree - 30% crown reduction (2meters laterally) T2- Ash - Reduce by approx 1.5meters to side growth over drive and to extension growth in upper crown (target prune) 3- Silver Birch (located in front garden boundary hedge) Remove due to conflicting location with property damage threatening at Jakemans The Green Quenington Cirencester Gloucestershire**

25/02102/TPO

Status: Undecided

**Works to trees in conservation areas for Scope of works applicable for permission -**

**Quenington, Court Farm. #2 Lime with weak fork – Pollard #3 Wild Cherry Trees x 2 – Fell #4 Ash in decline – Fell #5 White Willow with decay in stem – Repollard**

**#6 Ash in decline - Fell**

**Fairford, Leafield Road:**

**#7 Sycamore in decline – Fell #10 Ash with scarring in stem – Fell #11 Wild Cherry with canker in stem - Fell**

**#17 Group of elm, dead and dying - Fell at Court Farm Church Road Quenington**

**Cirencester Gloucestershire**

25/02371/TCONR

Status: Undecided

July 2025 accounts

Bank balances at 31st July 2025

**Savings........... £53,242.50**

**Current............ £4291.69**

# Current account

**June 2025 Spreadsheet balance £ 2225.99**

**Income**

Funds transferred in £5000.00

**Total income £5000.00**

**Expenditure** *(Notes in italics refer to minute when item approved)*

Lloyds Bank – Bank charges £4.25

BACS237 Quenington Garden Maintenance £56.25

BACS238 Playsafety Ltd (July 2025, item 9.4) 1039.00

DD HMRC £120.60

BACS239 Marston Hill (July 2025, Item 9,4) £1009.20

BACS240 Rita Walsh July salary (Email approval 26/07/2025) £705.00

**Total expenditure £2934.30**

**July spreadsheet balance, agrees with the bank account.**

**£ 4291.69**

**Relevant Local Government Powers**

**Cheque No Power**

BACS239 Highways Act 1980 s96, Public Health Act 1875 s164, Open Spaces Act 1906 ss9&10

BACS240 Local Government Act 1972 s151

BACS238 Local Government Act 1972 s111

BACS237 Local Government (Miscellaneous Provisions)Act 1953s4 / Parish Councils Act 1957 s1

**To note:**

**Expenditure approved and paid since 1/08/2025**

01/08/2025 Bank charges £4.25

01/08/2025 Quenington Garden Maintenance £37.50 (Bench removal)

**Income received since 1/08/2025**

No income received

**Direct debit**

No new DD added.

**Bank reconciliation – 7th August 2025**

2024-2025 Accounts spreadsheet balance £4249.19

Treasurers account balance £4249.19