

# BODDINGTON PARISH COUNCIL

Chair: Cllr D Lang  
Clerk: Mrs M Hinde  
E-mail: clerk@boddington-pc.gov.uk

Attendees – Cllr D Lang (Chairman) Cllrs. J Metcalfe, J Jackson, A Walters  
Present – M Hinde (Clerk) Mark Clay

## MEETING OF BODDINGTON PARISH COUNCIL MEETING MINUTES

|             |  |
|-------------|--|
| 06.11.25.1  | <b>To note apologies for absence and to confirm the meeting is quorate</b><br>Meeting was declared Quorate. Richard and Mark   |
| 06.11.25.2  | <b>To review co-option applications and agree actions</b><br>Council agreed to co-opt Mark   |
| 06.11.25.3  | To receive comments from the public – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda of the next meeting<br>None  |
| 06.11.25.4  | <b>To receive declarations of interest for items on the agenda below,</b><br>None  |
| 06.11.25.5  | <b>To confirm and agree Minutes of the Parish Council Meeting held on 7<sup>th</sup> August 2025</b><br>COUNCIL APPROVED minutes from meeting held on 7 <sup>th</sup> August   |
| 06.11.25.6  | To receive Clerks Report and agree actions<br>Clerks report received as per <b>APPENDIX 1</b>  |
| 06.11.25.7  | To receive Borough Councillors Report<br>None  |
| 06.11.25.8  | To receive County Councillors Report<br>None   |
| 06.11.25.9  | <b>Finance, all documents to be circulated prior to the meeting:</b><br>a) <b>To approve payment of November 2025 payment list and those paid since last meeting, to note receipts and agree actions</b><br><b>COUNCIL APPROVED</b> payment list totalling £227.16 as per <b>APPENDIX 2</b><br>b) <b>To approve bank reconciliation up to 31<sup>st</sup> October 2025</b><br><b>COUNCIL APPROVED</b> bank reconciliation as per <b>APPENDIX 3</b><br>c) <b>To approve budget monitoring report up to 31<sup>st</sup> October 2025</b><br><b>COUNCIL APPROVED</b> budget monitoring report as per <b>APPENDIX 4</b><br>d) <b>To approve budget for financial year 2026/27</b><br><b>COUNCIL APPROVED</b> budget as per <b>APPENDIX 5</b><br>e) <b>To set precept for financial year 2026/27</b><br><b>COUNCIL AGREED</b> to set the precept at £5236 which is an increase of £11.49 per household per year |
| 06.11.25.10 | <b>To review insurance quotes and agree actions</b><br><b>COUNCIL APPROVED</b> quote from Zurich as other companies refused to quote as they didn't believe their quote would be competitive.  |
| 06.11.25.11 | <b>To review completed asset checks</b><br>Cllr Jackson confirmed she had completed the asset checks completed all ok apart from minor damage to bin   |

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|                    |  |
|--------------------|--|
| <b>06.11.25.12</b> | <b>To assign internal control policy for completion by 2 councillors</b><br><b>COUNCIL AGREED</b> that Cllrs Jackson and Cllr Clay will complete the Internal control policy.  |
| <b>06.11.25.13</b> | <b>To consider the adoption of a IT Policy and agree actions</b><br><b>COUNCIL APPROVED</b> adoption of IT policy  |
| <b>06.11.25.14</b> | <b>To Receive an update on footpaths and agree actions</b><br>It was reported that a new gate will be added to the Tump.   |
| <b>06.11.25.15</b> | <b>To discuss Junction 10</b><br>Cllr Lang raised concerns with Adam Bunce about the Old Spot Junction. It was confirmed that modelling has suggested that a yellow box will be needed there. Adam Bunce has advised he will attend the next meeting but would like a list of questions before hand. Councillors to send the questions to be compiled to Cllr Metcalfe by the end of November. |
| <b>06.11.25.16</b> | <b>To discuss Roads and Highways</b><br>Cllr Metcalfe confirmed Coombe Hill works will be postponed. James to contact Max Kelly regarding the Barrow Loop road off the Boddington Road is splitting.   |
| <b>06.11.25.17</b> | <b>To Receive items for the next meeting agenda</b><br>Junction 10 – Adam Bunce<br>Appoint an Internal Auditor<br>Resignation of Chairman  |
| <b>06.11.25.18</b> | <b>Date of Next Meeting 5<sup>th</sup> February 2026</b>   |

*Please be aware this meeting may be filmed or recorded*

Meeting Close – 20:00

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## APPENDIX 1

### Clerks Report

I have had a email from Claire Skington TBC

*I thought I would take this opportunity to introduce myself. I have recently joined Tewkesbury Borough Council as Community and Place Development Officer. My role is to work with community groups and parishes in the North West of the borough to see how we can support them. You may have had contact with Lesa my predecessor .*

*As part of our team, we are also have two funding officers Sarah and Helen who are a job share who can support with funding help and advise. I've attached details of the funding officers and funds and a map, to give you an idea of the area I cover.*

*I would be really interested in coming to see you and finding out more about the parish and where we can support you. I am new to the local authority and live out of the area but have spent the last 7 years in Community Development in Gloucester.*

There will be a new point added to the AGAR covering IT and websites. There is a training session with GAPTC in December I would like to attend for a total of £35 split between my councils that would be £11.66 per council is that ok.

Laptop has been updated to windows 11

New website is up but still needs a few tweaks. Are there any pages you specifically want adding.

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## APPENDIX 2

### Financial Report for 01.05.25

#### Payments made between meetings up to 31.10.25

|                          |               |
|--------------------------|---------------|
| Lloyds Charge            | 4.25          |
| Ionos                    | 23.82         |
| GAPTC                    | 11.25         |
| Clerk Salary             | 214.35        |
| Clerk Expenses (Mileage) | 12.96         |
| Lloyds Charge            | 4.25          |
| Ionos                    | 23.82         |
| Parish Online            | 258           |
| Clerk Salary             | 250.99        |
| PATA                     | 52.35         |
| <b>Total</b>             | <b>851.79</b> |

#### Receipts Received Since 01.05.25

|              |          |
|--------------|----------|
|              |          |
| <b>Total</b> | <b>0</b> |

#### Payments to be authorised 06.11.25

|                                |               |
|--------------------------------|---------------|
| Clerk Mileage (August Meeting) | 6.57          |
| Clerk Salary                   | 220.59        |
| <b>Total</b>                   | <b>227.16</b> |

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## APPENDIX 3

**Boddington Parish Council  
 Bank Reconciliation at 31.10.25**

| Details - Parish Council Current Acc. | Receipts    | Payments       | To be authorised |
|---------------------------------------|-------------|----------------|------------------|
| Bank Charge                           |             | 4.25           |                  |
| Ionos                                 |             | 23.82          |                  |
| GAPTC                                 |             | 11.25          |                  |
| Clerk Salary                          |             | 214.35         |                  |
| Clerk Mileage                         |             | 12.96          |                  |
| Bank Charge                           |             | 4.25           |                  |
| Ionos                                 |             | 23.82          |                  |
| Parish Online                         |             | 258            |                  |
| Clerk Salary                          |             | 250.99         |                  |
| PATA                                  |             | 52.35          |                  |
| HMRC                                  |             | 152            |                  |
| Ionos                                 | 0.79        |                |                  |
| Bank Charge                           |             | 4.25           |                  |
| Clerk Salary                          |             | 220.39         |                  |
| Clerk Salary                          |             | 220.59         | 220.59           |
|                                       | <b>0.79</b> | <b>1453.27</b> | <b>220.59</b>    |
|                                       |             |                | <b>0.00</b>      |

**BANK RECONCILIATION:**

|   |                |
|---|----------------|
| Current Acc. Opening balance            | 6943.93        |
| Plus receipts above                     | 0.79           |
|   | 6944.72        |
| Less payments above                     | 1453.27        |
| <b>Closing cash balance</b>             | <b>5491.45</b> |
| Plus payments to be authorised above    | 220.59         |
| <b>Closing bal. at bank at 31.10.25</b> | <b>5712.04</b> |

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## APPENDIX 4

| Boddington Parish Council Budget<br>Monitoring Report 30.04.25 | Budget<br>2024/25 | Budget<br>2025/26 | April         | May          | June           | July         | August        | September     | October       | November | December | January  | February | March    | Accum.<br>payments<br>to date | bal. of<br>budget<br>remain. |
|--|-------------------|-------------------|---------------|--------------|----------------|--------------|---------------|---------------|---------------|----------|----------|----------|----------|----------|-------------------------------|------------------------------|
| Clerks Salary  | 2675              | 2260.22           | 214.55        | 214.35       | 214.35         | 214.35       | 214.35        | 250.99        | 372.39        |          |          |          |          |          | 1695.33                       | 879.67                       |
| Administration   | 44                | 0                 | 89.24         | 4.25         | 4.25           | 4.25         | 4.25          | 4.25          | 4.25          |          |          |          |          |          | 114.74                        | 52.74                        |
| Clerk Expenses   | 321               | 353.35            |               |              |                |              |               | 12.96         |               |          |          |          |          |          | 12.96                         | 308.04                       |
| FATA   | 120               | 95.57             |               |              | 37.35          |              |               |               | 52.35         |          |          |          |          |          | 89.7                          | 30.3                         |
| HMRC   | 461               | 557.32            | 142.8         |              | 142.6          |              |               |               |               |          |          |          |          |          | 285.4                         | 175.6                        |
| Training   | 31.89             | 32.72             |               |              |                |              | 11.25         |               |               |          |          |          |          |          | 11.25                         | 20.64                        |
| Grass Cutting  | 0                 | 0                 |               |              |                |              |               |               |               |          |          |          |          |          | 0                             | 0                            |
| Maintenance  | 18                | 20.52             |               |              |                |              |               |               |               |          |          |          |          |          | 0                             | 18                           |
| Hedges   | 191.34            | 196.31            |               |              |                |              |               |               |               |          |          |          |          |          | 0                             | 191.34                       |
| Insurance  | 298               | 283.25            |               |              |                |              |               |               |               |          |          |          |          |          | 0                             | 298                          |
| Audit  | 191.34            | 143.64            |               |              | 210            |              |               |               |               |          |          |          |          |          | 210                           | 15.66                        |
| S137   | 0                 |                   |               |              |                |              |               |               |               |          |          |          |          |          | 0                             | 0                            |
| Donations and Subs   | 187               | 130.92            |               |              |                |              |               |               |               |          |          |          |          |          | 0                             | 187                          |
| Street Furniture   | 212               | 504.79            |               |              | 500            | 960          |               |               |               |          |          |          |          |          | 1460                          | 1338                         |
| Website  | 199               | 236.39            | 21.6          | 21.6         | 21.6           | 21.6         | 23.82         | 281.82        |               |          |          |          |          |          | 392.04                        | 103.26                       |
| Planning   | 0                 | 0                 |               |              |                |              |               |               |               |          |          |          |          |          | 0                             | 0                            |
| Elections  | 157               | 161.08            |               |              |                |              |               |               |               |          |          |          |          |          | 0                             | 157                          |
| <b>Total</b>   | <b>5026.57</b>    | <b>4974.08</b>    | <b>468.19</b> | <b>740.2</b> | <b>1590.15</b> | <b>240.2</b> | <b>266.63</b> | <b>589.41</b> | <b>376.64</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>4271.42</b>                | <b>3613</b>                  |

  

| RECEIPTS            |          |             |             |          |          |          |          |          |          |          |          |          |          |          |          |             |
|---------------------|----------|-------------|-------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| Interest            | 0        | 0           | 0           | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0           |
| Precept             |          | 3665        | 3665        |          |          |          |          |          |          |          |          |          |          |          |          | 3665        |
| Other Income        |          |             |             |          |          |          |          |          |          |          |          |          |          |          |          |             |
| <b>TOTAL INCOME</b> | <b>0</b> | <b>3665</b> | <b>3665</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>3665</b> |

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## APPENDIX 5

Boddington Parish Council Budget 2026/27

RPI

4.60%

| Precept 2024/25                    |        | 3665    |         |            |                                |                       |                                 |   |                         |                 |                     |
|------------------------------------|--------|---------|---------|------------|--------------------------------|-----------------------|---------------------------------|---|-------------------------|-----------------|---------------------|
|                                    |        | 2023/24 | 2024/25 | 2025/26    |                                |                       |                                 | 2026/27   |                         |                 |                     |
| Expenditure                        | Budget | Budget  | Budget  | Actual YTD | Projected Spend to end of year | Projected end of year | Variance To show Unspent budget | Notes   | End of Year + Inflation | Proposed Budget | Precept Calculation |
| Clerk's Salary                     | 2070   | 2575    | 2260.22 | 1322.34    | 1178.34                        | 2501.28               |                                 |   | 2616.34                 | 2620            | 2620                |
| Administration                     | 68     | 64      | 0       | 110.49     | 25.5                           | 135.99                | 0                               |   | 412.25                  | 420             | 420                 |
| Clerk Expenses                     | 287    | 321     | 353.35  | 12.96      | 172.86                         | 185.82                | 167.53                          |   | 194.37                  | 195             | 32                  |
| Maintenance                        | 17     | 18      | 20.52   | 0          | 0                              | 0                     | 20.52                           |   | 0                       | 20.52           | 0                   |
| DATA                               | 113    | 120     | 96.57   | 89.7       | 74.7                           | 164.4                 | 0                               |   | 171.96                  | 172             | 172                 |
| HMRC                               | 303    | 461     | 557.32  | 285.4      | 304                            | 589.4                 | 0                               |   | 616.51                  | 617             | 617                 |
| Training                           | 83     | 31.89   | 32.72   | 11.25      | 0                              | 11.25                 | 21.47                           |   | 11.77                   | 50              | 29                  |
| Grass Cutting                      | 0      | 0       | 0       | 0          | 0                              | 0                     | 0                               |   | 0                       | 0               | 0                   |
| Chairpersons Allowance             | 0      | 0       | 0       | 0          | 0                              | 0                     | 0                               |   | 0                       | 0               | 0                   |
| Hiring                             | 360    | 191.34  | 196.31  | 0          | 0                              | 0                     | 196.31                          |   | 0                       | 196.31          | 0                   |
| Insurance                          | 303    | 298     | 283.25  | 0          | 289.49                         | 289.49                | 0                               |   | 302.81                  | 303             | 303                 |
| Audit Fees                         | 197    | 191.34  | 143.64  | 210        | 0                              | 210                   | 0                               |   | 210.66                  | 220             | 220                 |
| S137                               | 0      | 0       | 0       | 0          | 0                              | 0                     | 0                               |   | 0                       | 0               | 0                   |
| Donations & Subs                   | 541    | 187     | 130.92  | 0          | 0                              | 0                     | 130.92                          |   | 0                       | 130.92          | 0                   |
| Street Furniture                   | 200    | 212     | 504.79  | 1460       | 0                              | 1460                  | 0                               | 0 was for Noticeboard covered by the Build Back Better Fund           | 523                     | 523             | 523                 |
| Website                            | 190    | 199     | 263.39  | 392.04     | 0                              | 392.04                | 0                               | first part of year ions then change to Parish Online. Budget based on | 410.07                  | 300             | 300                 |
| Planning                           | 0      | 0       | 0       | 0          | 0                              | 0                     | 0                               |   | 0                       | 0               | 0                   |
| Elections                          | 157    | 157     | 161.08  | 0          | 0                              | 0                     | 161.08                          |   | 0                       | 161.08          | 0                   |
| Estimated End Of Year Bank Balance |        |         |         |            |                                |                       |                                 |   |                         | 4043            |                     |
| <b>Proposed Precept</b>            |        |         |         |            |                                |                       |                                 |   |                         | <b>5396</b>     |                     |
| Precept Increase %                 |        |         |         |            |                                |                       |                                 |   |                         | 42.86           |                     |
| Tax Base 2025/26                   |        |         |         |            |                                |                       |                                 |   |                         | 136.73          |                     |
| Price per household 2025/26        |        |         |         |            |                                |                       |                                 |   |                         | £26.80          |                     |
| Price per household 2026/27        |        |         |         |            |                                |                       |                                 |   |                         | £38.29          |                     |
| Increase per household per year    |        |         |         |            |                                |                       |                                 |   |                         | £11.49          |                     |