# Gretton Parish Council

**Minutes of the Meeting of the Parish Council held on Wednesday 8 July 2026, 7pm at Gretton Village Hall.**

**Present:** Cllr G Hanson (Chair), Cllr R Green, Cllr D Butcher, Cllr S Hawkins & Cllr M Oliver
**In Attendance:** Parish Clerk, County Cllr Agg, Borough Cllr Madle, and one member of the public

*Prior to the formal meeting, the hall was opened early to allow for public discussion. This session was attended by Tewkesbury Borough Council's newly appointed Emergency Planning Officer, who left before the formal meeting began*

**1. Apologies for Absence**

Apologies for absence were received and accepted from Cllr Mason.

**2. Declarations of Interest**

The following declarations of interest were made:

- Cllr Oliver declared a non-pecuniary interest as Chair of the Gretton Village Association (GVA) in relation to item 10.4 (Section 106 / Village Hall Activity Space and Playing Field).
- Cllr Hawkins declared a non-pecuniary interest as a trustee of the Tower Trust.

**3. Public Consultation**

The following matters were raised by residents during the open session:

- The success of the recent village fete was noted.
- Concerns were raised regarding long-term parking on Working Lane.
- Residents queried whether a footway could be created linking Gretton Fields to Gretton. This will be considered at the next meeting.

**4. To approve Minutes of the Parish Council Meeting held on 13 May 2026**

**RESOLVED:** The minutes of the meeting held on 13 May 2026 were approved as a true record and signed by the Chair

**5. Planning Matters**

**5.1 Applications for consideration**

| Reference | Location | Comments |
|---|---|---|
| **26/00377/FUL** | **The Walnuts Gretton Fields** | A previous application at this site was declined. Cllr Hanson has since met with residents and amendments have been made to the proposal. No objection was raised. |
| **26/00553/FUL** | **6 Church Row Gretton** | Application for a large extension. Cllr Oliver to approach neighbouring residents for their views before the Council responds. |

**5.2 Applications for ratification**

| Reference | Location | Comments |
|---|---|---|
| **26/00496/TCA** | **Tythe Farm, Gopshill Lane** | No objection. |
| **26/00494/TCA** | **4 Barn Close** | No objection. |
| **26/00473/TCA, 26/00474/TCA, 26/00475/TCA** | **Christ Church, Church Row** | No objection. |

**5.3 Planning decisions**

Decisions notified since the previous meeting:

| Reference | Location | Decisions |
|---|---|---|
| **26/00402/TCA** | **Old Tower Cottage Working Lane** | No objection. |
| **26/00329/FUL** | **Royal Oak Inn Gretton Road** | Permitted. |

| | | |
|---|---|---|
| **26/00271/FUL** | **Greenway House Greenway Lane Gretton** | Permitted. |
| **26/00307/TCA** | **3 Apple Orchard Close** | No objection. |

**5.4 Planning enforcement**

25/00255/ENFC

The Council has received concerns from residents regarding HGV traffic associated with this site, particularly vehicle movements through Gretton, road safety in the vicinity of the school, and damage to highway verges. As part of a wider communication with local business, the Parish Council has written to the site operator expressing these concerns; no reply has been received to date.

**ACTION**: Clerk to send a copy of the letter to County Cllr Agg.

**6. Reports**

**6.1 County Council** – Cllr Agg

Cllr Agg's July report was circulated in advance:

- A Highways agreement with parish councils is in the initial stages, which would give optional operational empowerment at a local level.
- Severn Trent has been contacted regarding removal of the road closure signage now that the water leak repair is complete.
- A Traffic Regulation Order (TRO) is in progress for a speed reduction on the Toddington–Teddington Hands road at the Black Shed junction.
- A new enforcement case has been opened at Warren Farm.
- Scheme for tree planting along verges - Parish Council to consider any suitable locations.
- Woodmancote has formed a community resilience group, which has been well received.
- The Council reported that Speedwatch data is not being processed and queried whether the scheme remains operational. Cllr Agg agreed to follow up.

**6.2 Borough Council** – Cllr Madle

- The Council Plan has been reduced from 46 to 17 priorities; some have been completed, combined or removed due to Local Government Reorganisation (LGR) and reduced resources. Remaining priorities include young people, community S106/CIL funding, and flooding.
- The CIL infrastructure fund is open for bids to mitigate the impact of development.
- The Strategic Local Plan (SLP) consultation has closed; a draft plan will go to consultation in autumn.
- A decision on LGR and its rollout timeline is awaited; elections are expected next year.
- Heads of terms for the old boys' school have been agreed, with a formal lease expected by the end of autumn

**6.3 Clerk's Report**

The Clerk's report was received and noted. Key items included:

- The Annual Governance and Accountability Return (AGAR) has been submitted to the external auditor, PKF Littlejohn.
- The CIL monitoring return has been submitted to Tewkesbury Borough Council.

**6.4 Traffic & Road Safety**

- Concerns were raised about resident parking obstructing access for agricultural vehicles; it was agreed that residents should be notified in advance when access is required.
- Stanway Hill will be closed 7-11 September for culvert repairs, with a diversion in place.
- Community Speedwatch remains on hold pending clarification from Gloucestershire County Council and Gloucestershire Police regarding support for the CSW+ camera scheme and data processing. Councillors noted concerns about the uncertainty over the scheme's future.
- The collaborative school parking and road safety initiative has now been completed, including highway improvements, school signage, planters and a well-attended police-led school assembly. A refresher awareness campaign is planned for the new school year, and feedback, including on social media, has been positive.

**ACTION:** Cllr Hanson to submit VAS (Vehicle Activated Sign) locations to Gloucestershire Highways.

**6.5 GVA**

- A formal thank-you has been received from the GVA for the Council's financial support with the summer fete, which was opened by the Mayor of Tewkesbury and well received by residents.
- Funding has been secured from Greener Gloucestershire for LED lighting in the hall.
- The sustainability initiative is progressing well, with battery and clothing recycling now available at the Hall.
- Outcome of the Village of the Year judging is expected on the 16 July.
- The community hub continues to operate successfully.
- A drop-in session, supported by the police, will be held in the hall on 11 August.
- The Men's Shed project will launch shortly.
- Work is underway to tidy up the GVA's charitable structure.

**6.6 Cotswold Wardens**

An update was received from the Cotswold Voluntary Wardens, including:

- Three Way Bridge has been replaced.
- Stairway to Heaven has reopened following repairs.
- Fallen trees have been cleared and route AGR14 has reopened.

**6.7 Gretton Primary School**

No report was received. The school was noted to have been active at the summer fete.

**6.8 The Police**

There have been no advocacy group meetings.

**7. Highways**

**7.1 Collaborative school road safety and parking initiative**

Covered under item 6.4 above. The initiative has been completed and a refresher awareness campaign is planned for the new school year. The Council recorded particular thanks to the Butcher family for their work installing the planters.

**7.2 Relocation of the 30mph speed limit near The Croft / Community 20s and Safer Roads initiative**

Feedback on the equestrian safety petition was provided; supporting data is required and the minimum signature threshold for the petition should be confirmed.

**ACTION**: Cllr Hanson to follow up and provide an update

**7.3 New grass cutting arrangements**

The Gloucestershire County Council grass cutting contract, delegated to the Parish Council, is now in place and operational; contracts have been signed. The arrangement will be reviewed by the end of December. A number of overgrown hedges were reported.

**ACTION**: Councillors to follow up with the relevant homeowners regarding overgrown hedges

**7.4 Village mapping software**

Following the Council's previous resolution to subscribe, the annual Parish Online mapping subscription was renewed on expiry of the trial period.

**8. Assets and Village Projects**

**8.1 War memorial restoration**

A revised quote of £8,000 + VAT has been received from a war memorial specialist for cleaning and repair, including £1,800 to cut out and replace the lettering on the obelisk. Cracks and other damage also require repair. Funding bodies do not support cleaning but may be available toward restoring the lettering. It was agreed in principle to proceed, subject to funding.

**ACTION**: Cllr Hanson to explore funding options.

It was noted that the WWI memorial is now formally registered

**8.2 Second Defibrillator**

It was agreed to explore installing a non-heated cabinet at the back wall of the bus shelter. The next step is to explore funding options. It was also noted that the battery in the Village Hall defibrillator is due for replacement in the next few months.

**8.3 Village Information Board**

**ACTION**: Cllr Oliver to follow up on costings for mounting the information board and to seek local support.

**8.4 Repairs to Jubilee Oak**

Cllr Green to meet with the landowner to discuss replacement fence options. It was agreed that the Council would cover the cost of materials and of a plaque to be installed on the fence.

**9. Information and Correspondence**

**9.1 Village newsletter**

Topics to include the summer fete and the village tidy-up. The newsletter is to be published in early September.

**9.2 Grassroots Neighbourhood Fund**

Councillors noted that external funding opportunities remain available to support future parish projects. Potential project ideas identified include:

- Walking & Wellbeing: e.g. a village walking map, waymarker posts, or benches along popular walking routes or areas of interest.
- Community Spaces: e.g. benches, accessible seating, and noticeboard improvements.
- Health & Wellbeing: e.g. outdoor exercise equipment, nature trail information boards, or equipment to support community wellbeing events.

**10. Financial Matters**

**10.1 Payments, schedule of payments and income received**

Payments made since the previous meeting totalling £866.23 were ratified:

| Payee | Details | Amount £ |
|---|---|---|
| **Clerk** | **June salary** | 216.10 |
| **Clerk** | **June expenses** | 14.70 |
| **HMRC** | **Tax/NI** | 41.60 |
| **Lloyds Bank** | **Bank charge** | 4.25 |
| **Exps: D. Butcher** | **Planters x2** | 158.00 |
| **K. Davis** | **GCC Village Grass cutting** | 160.00 |
| **Saxon** | **Newsletter printing** | 192.58 |
| **Exps: D. Butcher** | **Planters x1** | 79.00 |
| | **Total** | 866.23 |

The following invoices for payment, totalling £839.16, were approved:

| Payee | Details | Amount £ |
|---|---|---|
| **Clerk** | **July salary** | 216.10 |
| **Clerk** | **July expenses** | 14.70 |
| **HMRC** | **Tax/NI** | 41.60 |
| **Lloyds Bank** | **Bank charge** | 4.25 |
| **GALC** | **Internal Audit** | 182.16 |
| **PATA** | **Payroll (Apr, May, Jun)** | 40.35 |
| **GVA** | **AGM hall hire & refreshments** | 96.00 |
| **K. Davis** | **GCC Village Grass cutting** | 160.00 |
| **Exps: S. Hawkins (Parish Online)** | **Annual mapping service** | 84.00 |
| | **Total** | 839.16 |

Receipts totalling £87.00, all relating to bank interest, were noted:

| From | Details | Amount £ |
|---|---|---|
| **Lloyds Bank** | **Bank Interest (CIL)** | 5.75 |
| **Lloyds Bank** | **Bank Interest (B/S)** | 3.17 |
| **Lloyds Bank** | **Bank Interest (32 day)** | 30.21 |
| **Lloyds Bank** | **Bank Interest (CIL)** | 8.21 |
| **Lloyds Bank** | **Bank Interest (B/S)** | 6.14 |
| **Lloyds Bank** | **Bank Interest (32 day)** | 33.52 |
| | **Total** | 87.00 |

**10.2 Bank Reconciliation**

**RESOLVED:** The bank reconciliation to 30 June 2026 was approved (Appendix A).

**10.3 Budget Monitoring Report**

The budget monitoring report was reviewed (Appendix B). It was noted that the asset maintenance budget has £40.35 remaining, as the cost of the new village planters was charged to this category.

- Income received to date totalled £22,579.53 against a full-year budget of £22,454.00.
- Expenditure to date totalled £3,493.05 against a full-year budget of £13,126.00, leaving a remaining budget of £9,632.95.
- Total earmarked reserves stood at £38,454.14, comprising £12,873.10 General Reserve, £1,000 War Memorial repair, £700 Laptop, £1,000 Second Defibrillator, £11,000 GVA Project 26–27, £500 Village Noticeboard, and £11,381.04 CIL.

**10.4 Section 106 / Village Hall Activity Space and Playing Field**

A progress update was received on the Sports Storage and Activity Space project. The Council considered a proposal for Gretton Parish Council to act as the funding body in respect of Section 106 funding and the Council's own contribution.

***Cllr Oliver declared an interest as GVA Chair and did not take part in the discussion or vote on this item.***

The Council resolved as follows:

- **RESOLVED** (unanimously) that Gretton Parish Council acts as the sole applicant for Section 106 funding to support improvements to the Village Hall activity space and playing field;
- **RESOLVED** (unanimously) to approve a Parish Council contribution of up to £11,000 under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976; and
- **RESOLVED** (unanimously) to enter into a funding agreement with the Gretton Village Association in respect of the project.

**ACTION:** Cllr Hawkins to attend the project's advisory group on behalf of the Parish Council

**11. Internal Auditor's Report for the year ended 31 March 2026**

The Council received and noted the Internal Auditor's Report for the year ended 31 March 2026. The audit was completed with a positive outcome and no significant governance concerns were identified. The Council will consider the recommendations over the course of the coming year. The Chair specifically thanked the Clerk, for an excellent Audit outcome.

**12. Parish Council Vision and Priorities**

Councillors discussed the Village of the Year walkthrough, which demonstrated strong community pride and growing proactivity within the village. Discussion focused on how to build on this momentum, encouraging further community action and transparency, and improving communication by sharing updates on a more regular basis rather than in occasional bursts.

**ACTION**: Councillors to bring forward ideas for future community engagement.

**13. Transfer of Website and Email Services to Parish Online**

The Council's current website and email hosting are due for renewal from the beginning of September, currently costing £165 for domain, email and website hosting. Moving to Parish Online would cost £250 + VAT for the first year, including migration and full gov.uk compliance, and £350 for subsequent years.

Justification for use of CIL funds: the website and email service are community infrastructure used by residents to access Council information, and the move also brings the site up to gov.uk accessibility standards.

**RESOLVED**: CIL funds to be used to cover the cost of the transfer.

**ACTION**: Cllr Butcher to arrange the transfer and forwarding of current email accounts

**14. Date of Next Meeting**

The next meeting of Gretton Parish Council will be held on Wednesday 9 September 2026. Items for the agenda include:

- Footpath connecting Gretton Fields to Gretton.
- Gretton priorities.

**The meeting closed at 9.45pm.**

## APPENDIX A

| GRETTON PARISH COUNCIL · Bank Reconciliation · 30 June 2026 | | | |
|---|---|---|---|
| **PART A: BANK STATEMENT BALANCES AT 30 APRIL 2026** | | | |
| Lloyds TSB Current Account | 30/06/2026 | | £643.51 |
| Lloyds TSB Business Account | 30/06/2026 | | £15,472.91 |
| Lloyds TSB Business Account (CIL) | 30/06/2026 | | £20,687.16 |
| Lloyds TSB 32-Day Notice Account | 30/06/2026 | | £20,646.91 |
| **Total per Bank Statements** | | | **£57,450.49** |
| **LESS: UNPRESENTED CHEQUES / OUTSTANDING ITEMS** | | | |
| Cheque no. [enter] | | | |
| **Total unpresented** | | | **£0.00** |
| **ADJUSTED BANK BALANCE (A)** | | | |
| **Adjusted Bank Balance** | | | **£57,450.49** |
| **PART B: CASH BOOK BALANCE AT 31 MARCH 2027** | | | |
| Opening Balance 1 April 2026 | | | £38,454.14 |
| Add: Total Receipts in Year | | | £22,579.53 |
| Less: Total Payments in Year | | | £3,583.18 |
| **Cash Book Balance (B)** | | | **£57,450.49** |
| **RECONCILIATION CHECK** | | | |
| **Difference (A) minus (B)** | | | **£0.00** |
| ✓ *This figure MUST be £0.00 for the reconciliation to balance* | | | |

# APPENDIX B

| Category | 2025/26 Actual £ | 2026/27 Budget £ | Receipts / Spent to Date £ | Remaining Budget £ | Earmarked Reserves | Amount £ |
|---|---|---|---|---|---|---|
| **INCOME** | | | | | | |
| Precept | £12,058.00 | £13,167.00 | £13,167.00 | £0.00 | General Reserve | 12873.1 |
| Bank Interest | £496.07 | | £125.20 | £125.20 | War memorial repair | 1000 |
| CIL | £11,351.18 | £9,287.00 | £9,287.33 | -£0.33 | Laptop | 700 |
| S106 | £0.00 | | £0.00 | £0.00 | 2nd Defibrillator | 1000 |
| Other funding / grants | £1,465.27 | | £0.00 | £0.00 | GVA Project 26-27 | 11000 |
| VAT reclaim | £638.00 | | £0.00 | £0.00 | Village noticeboard | 500 |
| | | | | | CIL | 11381.04 |
| **TOTAL INCOME** | **£26,008.52** | **£22,454.00** | **£22,579.53** | **£124.87** | TOTAL RESERVES | **£38,454.14** |
| **EXPENDITURE** | | | | | | |
| Staff Salary | £2,693.80 | £3,500.00 | £648.50 | £2,851.50 | | |
| HMRC PAYE & NI | £324.01 | £500.00 | £124.60 | £375.40 | | |
| Admin Expenses | £450.27 | £600.00 | £56.85 | £543.15 | | |
| Loan | £2,336.16 | £2,336.00 | £1,168.08 | £1,167.92 | | |
| Audit | £420.00 | £500.00 | £0.00 | £500.00 | | |
| Insurance | £363.00 | £450.00 | £324.11 | £125.89 | | |
| Hall Hire | £156.00 | £120.00 | £0.00 | £120.00 | | |
| Grass Cutting | £668.50 | £700.00 | £0.00 | £700.00 | | |
| GCC Grass Cutting | | £500.00 | £160.00 | £340.00 | | |
| Village Greening | £167.56 | £300.00 | £58.68 | £241.32 | | |
| Village Assets Maintenance | £481.72 | £300.00 | £259.65 | £40.35 | | |
| Membership & Subs | £0.00 | £200.00 | £0.00 | £200.00 | | |
| Training | £90.00 | £200.00 | £0.00 | £200.00 | | |
| Data Protection | £47.00 | £50.00 | £0.00 | £50.00 | | |
| Village Communications | £806.32 | £1,050.00 | £192.58 | £857.42 | | |
| Website & Email | | £200.00 | £0.00 | £200.00 | | |
| Defibrillator Maintenance | £64.95 | £100.00 | £0.00 | £100.00 | | |
| S137 | £1,752.39 | £1,520.00 | £500.00 | £1,020.00 | | |
| CIL/S106/Grant | £2,945.16 | | £0.00 | | | |
| General Reserve | £0.00 | | £0.00 | | | |
| VAT | £781.08 | | | | | |
| **TOTAL EXPENDITURE** | **£14,547.92** | **£13,126.00** | **£3,493.05** | **£9,632.95** | | |

| | |
|---|---|
| **BALANCE IN HAND** | **£19,086.48** |