



CAM COUNCIL

Minutes of:	Annual meeting of the Full Council
Date & Time:	Wednesday 6 th May, 6pm
Location:	Cam Council Office, 4 Noel Lee Way, GL11 5PS
Signed:	
Date:	

MEMBERSHIP: Chair – Cllr Fowler Vice-Chair – Cllr Fulcher
Cllr Chandler, Cllr Green, Cllr Grimshaw, Cllr Wiggins, Cllr Walker, Cllr Dormer,
Cllr Gough, Cllr Rees, Cllr Angell, Cllr Temlett

PRESENT: Cllr Fowler (Chair), Cllr Fulcher, Cllr Chandler, Cllr Green, Cllr Grimshaw, Cllr Walker,
Cllr Dormer, Cllr Gough, Cllr Rees,

APOLOGIES: Cllr Temlett, Cllr Wiggins

ABSENT: Cllr Angell,

IN ATTENDANCE: Clerk, Deputy Clerk, Cllr Hamilton, Cllr Kinnison, Administration Officer, Clerical
Officer, Projects Officer, MoP x3 (from 6:25)

Cllr Fowler opened the meeting and welcomed everyone present

FC.26.001 ELECT the Chair of the Council and RECEIVE Declaration of Acceptance of Office
Cllr Fulcher nominated Cllr Fowler, seconded by Cllr Chandler. With a majority of votes, Cllr
Fowler was elected to the position of Chair. He duly signed the declaration of office and took
control of proceedings

FC.26.002 ELECT the Vice Chair and RECEIVE Declaration of Acceptance of Office
Cllr Chandler nominated Cllr Fulcher, seconded by Cllr Walker. With a majority of votes, Cllr
Fulcher was elected to the position of Vice- Chair and signed the declaration of office.

FC.26.003 RECEIVE apologies for absence.
Apologies for absence were noted as above

FC.26.004 RECEIVE any Declarations of Interest and Requests for Dispensations
*Members are invited to declare disclosable pecuniary interests and other interests in
items on the agenda as required by Cam Parish Council's Code of Conduct for
Members and by the Localism Act 2011*

None to note.

**FC.26.005 RECEIVE any questions, statements or submissions from members of the public in
attendance**
None to note.



FC.26.006 REVIEW and UPDATE Members Interest Forms as necessary

Parish councillors in England are legally required to update their Register of Members' Interests forms within 28 days of any change in their interests — this is a legal requirement under the Localism Act 2011.

All parish councillors are requested to review their current Register of Interests and submit either a confirmation of accuracy or an updated declaration to the Clerk.

FC.26.007 APPROVE the minutes of the Annual Parish Meeting held 7th May 2025

With no amendments to note, the minutes were APPROVED as a correct record

FC.26.008 CONFIRM ADOPTION of the following policies of the Council:

Working party consisting of Cllr Fowler, Cllr Fulcher, Cllr Gough, Cllr Walker, Cllr Green and Cllr Dormer met on Wednesday 22nd April to review the standing orders, financial regulations, code of conduct terms of reference for committees and terms of reference for working parties.

These were last reviewed in May 2025 with no significant changes.

a) Standing Orders

Council RESOLVED to adopt the standing orders as presented, with no amendments

a) Financial Regulations

Council RESOLVED to adopt the Financial Regulations as presented, with no amendments

b) Code of Conduct

Council RESOLVED to adopt the Code of Conduct as presented, with no amendments

FC.26.009 REVIEW committee structure, scheme of delegation, terms of reference and appoint Chair, Vice Chair and members for:**a) Planning & Highways**

Members for Planning and Highways were agreed as –
Cllr Grimshaw, Green, Rees, Fulcher, Walker, Temlett

Cllr Grimshaw was elected as Chair.
Cllr Green was elected as Vice-Chair

Council RESOLVED to adopt the terms of reference for Planning & Highways Committee as presented, with no amendments.

b) Recreation & Leisure

Members for Recreation and Leisure were agreed as –
Cllr Gough, Dormer, Fulcher, Chandler, Walker, Wiggins

Cllr Gough was elected as Chair
Cllr Dormer was elected as Vice-Chair

Council RESOLVED to adopt the terms of reference for Recreation & Leisure Committee as presented, with no amendments.

c) Finance, Policies & General Purpose

Members for Finance, Policies and General purpose were agreed as –
Chairs and Vice Chairs plus Cllr Angell & Cllr Walker

Council RESOLVED to adopt the terms of reference for Finance, Policies & General Purpose Committee as presented, with no amendments.

d) Staffing Committee

Members for Staffing Committee were agreed as –
Chairs and Vice Chairs plus Cllr Angell & Cllr Walker

Council RESOLVED to adopt the terms of reference for Finance, Policies & General Purpose Committee with one amendment to meet annually rather than just when necessary.

FC.26.010 REVIEW working parties, agree terms of reference and appoint members for:**a) Events & Community Development**

Cllr Chandler, Dormer, Temlett, Gough, Fowler, Walker

b) Biodiversity & Environment

Cllr Chandler, Fulcher, Dormer, Grimshaw

c) Jubilee & Playground Development

Cllr Fowler, Dormer, Gough, Fulcher, Chandler, Wiggins

d) Strategic Development

Chairs and Vice-Chairs plus Cllr Walker

e) Heritage Assets

Cllr Gough, Chandler, Temlett, Rees plus residents

FC.26.011 CONSIDER APPOINTING representatives on the following outside bodies

a) Arthur Winterbotham Hall – Cllr Chandler

b) Woodfields Youth and Community Centre - Cllr Chandler, Walker

c) Dursley and District Community Centre – Cllr Angell

d) Cam and Dursley Youth Group Cllr Chandler, Rees, Fulcher

e) Cam Institute Charity – Cllr Temlett

f) Dursley United Charities – Cllr Dormer

g) Patient Participation Group – Cllr Fulcher

h) Stinchcombe Hill Recreation Ground Trust – Cllr Fowler, Chandler

i) Joint Woodlands Management Committee – Cllr Fulcher, Temlett

j) Dursley Environmental Land Group – Cllr Fulcher

k) Dursley Welcomes Walkers – Cllr Temlett

l) Cam & Dursley Transportation Group – Cllr Fulcher, Chandler, Fowler

m) Neighbourhood Development Plan Review Group – Cllr Fulcher, Dormer, Green, Temlett, Grimshaw, Walker, Rees

n) Cam and Dursley cycleway – Cllr Angell, Gough, Chandler

o) Littlecombe Community Interest Group – Cllr Angell

p) Everlands Sports Committee – Cllr Dormer

Signed: [insert_text_here]

Date: [insert_text_here]

FC.26.012 REVIEW list of Parish Council Powers

Council is not eligible for the Power of General Competence due to not having enough elected Councillors. This means the Council can only spend under the list of approved powers. (Please bear this in mind when looking at projects or expenditure.)

FC.26.013 CONFIRM the Council's banking arrangements and signatories

Council RESOLVED to confirm its banking arrangements are adequate and continue to bank with Unity Trust Bank. Unity account signatories currently stand as –
Cllr Fulcher, Cllr Angell, Cllr Dormer, Cllr Green

Any two of these signatories are authorised to sign off online banking transactions.

Council must resolve to continue to invest with CCLA. Closing balance as of 31st March 2026 was £415,786.32.

FC.26.014 AGREE the list of regular payments for 2026/27

Signed:

Date:



CAM COUNCIL

SCHEDULE OF REGULAR PAYMENTS 2026-27

Name	Description	Frequency	£ (-VAT)	Account
TalkTalk	Phone & broadband	Monthly	variable DD average £70	88201224623
British Gas	Office electricity	Monthly	variable DD	604098996
EDF	Office gas	Monthly	variable DD	A-5F9EE09F
British Gas	Jubilee PF Electric	Monthly	variable DD	604098995
PWLB	Loan repayments	Aug & Feb	£6187.02	PW498341
Waterplus	Water charges – allotments	Monthly	variable DD	Upthorpe 7001115398 Woodfields 0908061204 Ash 1 7000951556 Ash 2 7000951545 Office 0264002639 JF 0213012061
Waterplus	Water charges – office	Monthly	variable DD	
Waterplus	Water charges – JF	Monthly	variable DD	
Parish Online	Subscription	Annual	£135.00	
Open Spaces Society	Subscription	Annual	£45.00	75035
Glos PFA	Subscription	Annual	£100.00	
XBM	Photocopier	Monthly	variable DD	K2052
Tower Leasing	Photocopier	Monthly	variable DD	
Outsource Safety	H&S	Monthly	£164.00	16722
Lloyds Bank	Credit Card	Monthly	variable	
Unity Bank	Banking charges	Monthly	£12.50	
Direct IT	Subscription MS365	Monthly	£400.00 approx	
Clearwater	Domain License	Annual	£192.00	
Clearwater	Website Hosting	Annual	£360.00	
The Allotment Society	Subscription	Annual	£70	S5021A
Play Inspection comp	Annual inspections	Annual	£478.00	
Proludic	Routine inspections	Annual	£1,800	
Kingscote Dix	Payroll	Quarterly	£280.00	
GALC	Subscription	Annual	£3095.95	
D R Howse	Handyperson contract	Monthly	£1000	
D R Howse	Grounds Maintenance	Monthly	£1919	
Info Commissioner	Registration fee	Annual	£35.00	
The Door	Youth Work	Quarterly	£4553	
SVP	Rackleaze	Quarterly	£1300	
The Core Facilities	Cleaning contract	Monthly	variable	
Scribe	Account management	Annual	£960 approx	
Scott Security	Door service	Annual	£300	
Proactive Business supplies		Various	As required	
Eke Security	Fire alarm testing	Bi-annual	£240	
Thirstywork	Bottled water	Various	As required	702247
SLCC membership	Clerk, Deputy	Annual	£442	
Metta Media	Year End services	Annual	£250	
Staff salary, Pensions, HMRC		Monthly	Various	



FC.26.015 RECEIVE details of any Deeds, Trust instruments, and other legal documents in the custody of the Council

Council RESOLVED to approve the list of Deeds, Trust instruments, and other legal documents in the custody of the Council.

FC.26.016 REVIEW Assets Register and AGREE actions

Council RESOLVED to approve the assets register with a more detailed review in the coming months through FPGP.

FC.26.017 REVIEW and confirm that the insurance requirements are adequate

Council RESOLVED to accept the insurance cover with a more detailed review on renewal. Clerk will check the defibrillators and kiosks are covered.

FC.26.018 CONFIRM approval of year-end accounts for 2025/26 or AGREE actions

Council APPROVED the year end accounts ready for the external auditor.

FC.26.019 RECEIVE the Annual Internal Audit report and AGREE actions

Clerk noted that the internal audit had not yet concluded and is currently being carried out. Initial comments have been positive with praise given to the easily accessible and well-structured website.

Council RESOLVED to delegate the review of the final report to FPGP in June.

FC.26.020 COMPLETE and APPROVE Section 1 of the Annual Governance and Accountability Return (*The annual Governance statement*)

Chair read out each statement in turn. Council RESOLVED to accept each statement.

FC.26.021 COMPLETE and APPROVE Section 2 of the Annual Governance and Accountability Return (*Accounting Statement*)

Clerk completed section 2 of the AGAR. Council RESOLVED to accept the figures as presented.

FC.26.022 AGREE dates of the period for the exercise of public rights

Council RESOLVED to set the dates as Wednesday 3 June – Tuesday 14 July 2026

Comfort Break**FC.26.023 APPROVE the minutes from the Full Council meeting held 4th March 2026 as a true and correct record**

Council RESOLVED to accept the minutes as a correct record.

FC.26.024 NOTE any matters arising from the minutes and not covered by agenda items

None to note

FC.26.025 RECEIVE Chairs and Clerks report

Received and noted.



FC.26.026 RECEIVE resignation from Cllr Pat Griffin and AGREE actions

Pat Griffin has made the decision to resign for personal reasons which has been formally accepted by the Chair. The vacancy will be advertised through elections with a closing date of 26th May 2026.

This leaves us with 4 vacancies so please spread the word if you think you know someone who would make a good addition to the team.

FC.26.027 RECEIVE recommendation from Clifton Community Award working party and AGREE actions

Shortlisting took place on Wednesday 22nd April, and the working party were again impressed by the high standard of nominees.

Council RESOLVED to accept the recommendation from the working party, who will be announced at the Annual Parish Meeting on Wednesday 27th May.

FC.26.028 RECEIVE reports on issues affecting Cam from**a) County Councillor**

Cllr Rees – 20mph speed limits have been discussed. Glos Fire and Rescue service have started their annual 'Be water aware' campaign. Grassroots Neighbourhood Funding allocation to be decided. Meeting with residents of Chapel Street to look at improvements to road safety. GCC AGM will be held next week. Meeting with residents and GCC officers to look at traffic calming measures along Everlands.

b) District Councillors

April to May report - enjoyed the opening of the Pedersen Way on 24th April. Milly and Terri did a quick litter pick of Woodfields before the Easter Egg Hunt. April 20th - we had a mini ward walk. We discussed ways to improve the general amenity in Woodfields. Councillor aim to hold a Surgery there soon. Ian and Terri started to plan Cam Peak Fest music festival to be held on 5th September. Early bird tickets should be on sale from 20th May. 30th April - visited the Barhale site working on the new Severn Trent holding tank on Draycott. We were impressed by the professionalism and open communication to work in the most efficient way to minimise disruption. Casework continues.

c) Parish Councillors

Cllr Dormer will attend Dursley United Charities and Everlands Sports committee next week. Everlands are working towards a new pavilion.

Cllr Rees to look into the closure of the footpath through Draycott. The closure has been extended until November 2027 but residents are frustrated that this circular route is not accessible.

Request from resident to leave the verge outside the cricket ground for no mow may. Cllr Dormer to raise with the sports club.

Cllr Fulcher and Clerk met with Glos Wildlife Trust to look at suitable areas for urban drainage. Link with Cllr Kinnison and Cllr Hill to consider the culvert at Fairmead.

FC.26.029 RECEIVE minutes of Committee meetings held

a) Planning & Highways – March & April 2026 – Received and noted

b) Recreation & Leisure – April 2026 – Received and noted

FC.26.030 APPROVE recommendations from committee for ratification including the following
Planning & Highways

a) Receive update on acquisition of the car parks along Box Road and AGREE actions

GCC have now confirmed that they will not manage third party car parks. In order for them to manage the additional overflow car parks, they need to own them. Council RESOLVED to no longer pursue ownership of the car parks but to support GCC instead. There is no further update on timescales.

Recreation & Leisure

b) Receive update on SEND facility at Jubilee playing fields and AGREE actions

Parents and Carers Alliance continue to work through the necessary requirements and have had an expression of interest for a funding bid approved in principle. Projects Officer has received legal advice in respect of the potential lease arrangement including the proposed structure and associated costs. Preplanning meeting has taken place further technical work, including a highways assessment by Gloucestershire County Council, will be required as part of the planning process. Investigating request to use existing pavilion as an interim. a further report be brought to a future Recreation & Leisure Committee meeting with detailed proposals and options relating to the potential pavilion hire arrangement

FC.26.031 RECEIVE monthly financial reconciliation reports, and CONFIRM member for internal controls arrangements for accounts

Cllr Fowler completed the internal controls with no issues to note. Cllr Gough volunteered for next time.

FC.26.032 AGREE payments for Monthly accounts and payments issued under delegated permissions

Council APPROVED the payments presented.

FC.26.033 APPROVE Internal Controls Policy

Council APPROVED the Internal Controls Policy as presented with no issues to note.

FC.26.034 To NOTE any items for INFORMATION or REFERRAL ONLY

With no future business the Chair closed the meeting at 20:10pm

