

	Date	Minute Reference	Resolution/Action to carry out	Proposer	Seconder	Vote	Abstention	Cost	Cost Code	Officer Leading	Councillor Leading	Action	Progress	Completed / Date
FC	27.05.2025	FC 015.1	To adopt the new Hybrid Meetings policy and commence action plan for implementation	Cllr P Park	Cllr J Ali	Unanimous	N/A	N/A	N/A	GMD/JM/VM	VM	Action the Chairman, Chief Officer and meetings administrator to configure the system and run tests. Action to update the new policy and publish on the HWPC website.	See below - awaiting installationby VM to begin streaming	
EC	26.08.2025	FC 067	An update on from the library Working party held on 12th August 2025 was received and it was suggested another trial with a different event will take place.	Cllr B Patrick-Okoh	Cllr P Park	Unanimous	N/A	N/A	N/A	GMD	VM	Action:- Chief Officer to inform SBC that another trial event to be held and to let them know that there is no commitment to any longer-term partnership at this stage. Members acknowledged the notes and agreed to trial another event with a different audience to establish suitability/different age groups etc.	APM event - analysis of the venue in 24/3	
EC	25.11.2025	FC 119	Full discussion around Francomes Play area and agreed amongst several actions that the park must be closed with immediate effect.	Cllr L Jackson	Cllr R Hailstone	Unanimous	N/A	N/A	N/A	LC	VM	proceed with the immediate closure, remove any HWPC branding and install a closure notice and make it clear HWPC is not responsible for the park and is acting in the interest of public safety.	See report 24/3/26	
EC	25.11.2025	FC 122A	Members were presented with the Community Emergency Plan (CEP) and agreed to adopt.	Cllr R Hailstone	Cllr L Stevenson	Unanimous	N/A	N/A	N/A	LC	VM	Agreed to the recommendations and to adopt CEP Plan. Action meetings administrator upload to website.	Update at June FC	
Full Council 24	27.08.24	FC 066C	Cold Harbour Junction	Vinay Manro	Junab Ali	Unanimous	N/A	N/A	N/A	GMD/JM	John Fuller	GMD/JM to write letter to lobby Ward Cllrs / MP North on behalf of HWPC. Any progress to be reporting at future meeting.	Letter Written and sent 06.09.24. Chase needed	
Full Council 24	27.08.24	FC 067B	Future provision of Memory Café	N/A	N/A	N/A	N/A	N/A	N/A	LC/JN	Rebecca Ross	To review future of Memory Café capacity etc in Feb 25	Taking a service provision update to CD in April '26	
FC	27.05.2025	FC 014B	There had been minimal reports regarding anti-social behaviour around a bench, it will remain on site unless more data from the Police is established. Near Voyager	Cllr P Park	Cllr S Heyes	Agreed with two (2) Abstentions	? Who	N/A	N/A	LC	RH	Keep bench and monitor any ASB	Ongoing monitoring	
FC	27.05.2025	FC 015	Agreed the new policy for Hybrid Meetings following all the transparency, principles and protocols.	Cllr P Park	Cllr J Ali	Unanimous	N/A	N/A	N/A	GMD/JM	VM	Implementation Jun/Jul and	Waiting for VM to install	
EC	25.11.2025	FC 124	Tree identification trail was agreed to.	Cllr L Stevenson	Cllr V Manro	Unanimous	N/A	£150.00	N/A	LC	VM	Action Deputy Clerk to contact Westonbirt for sharing best practice and obtaining some tips: plaques etc with good knowledge and operationally progress with the Facility & POS Manager		
EC	25.11.2025	FC 127	GMF - final billing and snagging outstanding							GMD	VM	Chief Officer to continue to request updates and final billing from the GMF contractor	GMD Continues to request bill weekly	
EC	25.11.2025	FC 128	CCTV Surveillance							LC	VM	Chief Officer to set up a Working Party and arrange an initial meeting	VM looking at spec ans awaiting response. Focusing on one camera at each site.	
EC	25.11.2025	FC 129	Tadpole							GMD	VM	Action: Chief Officer to progress lease negotiations with the Railway and Council's solicitors	Ongoing liaison with group. No further update	
EC	25.11.2025	FC 130	Clary Road Members agreed to progress the initiative as documented in the report presented. 1. Agree to start formal discussions with Draycott Football Club on a possible long-term lease of Clary Road field. 2. Request a full business plan from Draycott Football Club. 3. Confirm that a peppercorn rent will apply if the club fund all works, and that if the Parish are required to put in any funds, the rent will be set to recover those costs over a ten-year period. 4. Support Draycott Football Club in preparing and submitting any Football Association funding bids. 5. Support any planning applications or certificates of lawfulness required to bring the site into football use. 6. Produce a Memorandum of Agreement to set out the principles and expectations for the negotiation stage. 7. Receive a full report once all information has been gathered.	Cllr V Manro	Cllr L Stevenson	Unanimous	N/A	N/A	N/A	GMD	VM	Chief Officer to set up a Working Party and arrange an initial meeting	WP being confirmed at 9/12 FC. Meeting after FC. See line 157 - ongoing 23/3.	
EC	24.02.2026	FC 186	FC 124 from actions arising, review and update	N/A	N/A	N/A	N/A	N/A	N/A	LC	VM	Review update from contacting park wardens at Westonbirt.	LC ongoing action	
EC	24.02.2026	FC 191	Charlock/Rushmere Path Underpass. The underpasses are flooding due to blocked drains this is an issue to be directed to SBC	Cllr L Jackson	Cllr L Stevenson	Unanimous	N/A	N/A	N/A	GMD	VM	To formally write to SBC raising the Parish Councils concerns about the underpass and request an update on the remedial works which are still outstanding	Cllr L Jackson at SBC - verbal update 24/3	
EC	24.02.2026	FC 192	Media Policy Reminder Refresher	Cllr V Manro	Cllr S Heyes	Agreed 8 for, 3 against, 1 abstention	8 For, 3 against, 1 Abstention	N/A	N/A	GMD	VM	To incorporate the amendments into the Social Media communications policy and review at the Communications Working Party.	GMD to prepare a How to guide of the changes for Cllrs & Staff	
EC	24.02.2026	FC 193	Mouldon Hill - Water Safety. Members received an update to the water concerns at Mouldon Hill. More Clarity on fixes needed from SBC.	Cllr L Stevenson	Cllr A John	Unanimous	N/A	N/A	N/A	GMD	VM	Action Deputy Clerk to draft a further response to the CEO for the Chief Officer to send explaining the gravitas of the situation. Write a response to SBC Chief Officer with the further queries to obtain clarity on the situation, with a clear timeline and proposed next steps.	Update from CEO - passed to Director of Ops - requested update for 24/3	
EC	24.02.2026	FC 197	Clary Road - Draycott Sports	Cllr A Roupelis	Cllr L Jackson	Unanimous	N/A	N/A	N/A	GMD	VM	It was resolved that members noted the update and draft memorandum of understanding to develop a partnership with Draycott Sports at Clary Road.	GMD contact made, draft MOU to-ing/fro-ing	