

**COBERLEY PARISH COUNCIL**  
**Draft minutes**  
**MEETING OF THE COUNCIL**  
**HELD AT 6.30 PM ON 26<sup>TH</sup> FEBRUARY 2024**  
**IN COBERLEY VILLAGE SCHOOL**

1.	Welcome
2.	Attendance recorded as Parish Councillors Duncan McGaw, Hugh Piggott, Chris Bullock & District Councillor Julia Judd, 2 members of the public
3.	Apologies received, accepted, and recorded from Parish Councillor Louise Lowe & County Councillor Paul Hodgkinson
4.	Declaration of Interest for matters on the agenda were invited
5.	Council noted the resignation of Councillor Joanne Marshall & the process
6.	Minutes of the previous Parish Council meeting were approved
7.	<p>Public Session-members of the public spoke on enforcement matters. Landscaping plan associated with the planning applications granted.</p> <ul style="list-style-type: none"> <li>• Number of trees does not meet the number specified</li> <li>• The paving is not in accordance with the permitted conditions</li> <li>• Hedge around the boundary was never planted</li> <li>• Agricultural land encroachment with outbuilding</li> </ul> <p>DC Judd gave general feedback from the Enforcement officers in that there is a very heavy workload and not enough resources to follow up all matters  Advice on logging enforcement issues was given  Public session closed at 19.14</p>
8.	<p>Report updates were invited from District Councillor Julia Judd</p> <ul style="list-style-type: none"> <li>• Public Consultations highlighted</li> <li>• Budget setting full council meeting</li> <li>• Car parking charges</li> <li>• Road closures</li> <li>• GWR community investment scheme</li> <li>• Planning protocol and scheme of delegation</li> </ul>
9.	Council noted report from County Councillor Hodgkinson as distributed via email
10.	<p>Highway matters updates noted/ discussed–</p> <ul style="list-style-type: none"> <li>• A417 updates noted</li> <li>• TRO update not available</li> <li>• Parking on grass verges/footpaths (raised by resident)-noted</li> <li>• Major and Minor list update from Glos Highways Manager not available</li> <li>• Grit bin spreadsheet of existing bins to be produced by Cllr McGaw –</li> <li>• Grit refill discussed as feedback from Glos Highways received -cfwd</li> <li>• Brick Bus shelter on A435 refurbishment update by Cllr Bullock (budget £1k with volunteer working party)- cfwd</li> <li>• Refurbishment of bench (near Mermaid Stream/Spring) refurbishment update cfwd (Cllr Bullock)</li> </ul>
11.	<p>Planning matters discussed/agreed</p> <ul style="list-style-type: none"> <li>• Enforcement matters discussed/ noted</li> </ul>
12.	Council approved the financial reports and payment list as attached
13.	<p>Council considered update on noticeboard at Ullenwood which is to be replaced. -cfwd</p> <ul style="list-style-type: none"> <li>• Council previously agreed an oak design from the Parish Noticeboard Company- budget £1800 plus installation costs</li> <li>• Cllr Piggott confirmed size/location as 1030x730mm – no permission needed and no posts needed.</li> <li>• Cllr Lowe to contact potential contractor</li> </ul>

	<ul style="list-style-type: none"> <li>• Clerk to look at menu boards as signposted by DC Judd</li> </ul>
14.	<p>Council received update on the garden club scheme bin</p> <ul style="list-style-type: none"> <li>• Cllr Lowe to provide update on logistics and the PC would reimburse cfwd</li> </ul>
15.	Council received update on the Arthur Connelly Trust from Cllr Bullock -cfwd
16.	<p>Council discussed flood incidents history /actions/solutions –</p> <ul style="list-style-type: none"> <li>• Village flooding – previously agreed as a Highways matter – remove from this agenda item</li> <li>• Ullenwood Court increase in surface water correspondence (planning enforcement matter)</li> </ul>
17.	<p>Council considered update on D DAY 80<sup>th</sup> anniversary 6<sup>th</sup> June 2024 including correspondence from member of the public suggesting a collection form RBL commemorative pins</p> <p>PC has received confirmation that a beacon could be organized in the same location as previous events</p> <p>Council agreed to organise the event on the same basis as before</p> <p>Budget has been set aside for refreshments -food will be available from a contractor.</p> <p>Working party of Cllrs will organise between meetings.</p>
18.	Council considered update on Defibrillator training -Passion First Aid trading to be contacted for a quote and Cllr Lowe is to investigate other sources-cfwd
19.	Council agreed its next meeting is scheduled for Monday 30 <sup>th</sup> May 2024 commencing at 6.30pm Followed by Parish Assembly at 7.30pm
20.	Any other business for information Emergency plan to be reviewed at AGM – see DC Judd link for new format and Clerk to find the existing plan followed by Close of meeting at 20.40pm

**Approved  
MINUTES OF  
MEETING OF THE COUNCIL  
HELD AT 6.30 PM ON 11<sup>TH</sup> DECEMBER 2023  
IN COBERLEY VILLAGE SCHOOL**

1.	<b>Welcome</b>
2.	<b>Attendance recorded as Parish Councillors Duncan McGaw, Hugh Piggott, Louise Lowe, District Councillor Julia Judd, County Councillor Paul Hodgkinson</b>
3.	<b>Apologies received, accepted, and recorded from Parish Councillors Joanne Marshall &amp; Chris Bullock</b>
4.	<b>Declaration of Interest for matters on the agenda were invited- none</b>
5.	<b>Minutes of the previous Parish Council Meeting were approved</b>
6.	<b>Public Session – no members of the public attended</b>
7.	<b>Report update was received from District Councillor Julia Judd</b> <ul style="list-style-type: none"> <li>• Report distributed via email</li> <li>• Planning fees</li> <li>• Fly tipping update</li> <li>• A417 community funding available</li> <li>• Polling station review</li> <li>• Barber Woods fly tipping</li> </ul>
8.	<b>Report was received from County Councillor Hodgkinson</b> <ul style="list-style-type: none"> <li>• “Fix my street” to be used for reporting highway issues (GCC website)</li> <li>• No Crash meeting -9<sup>th</sup> January 2024</li> <li>• A436 Ullenwood crossroad junction</li> <li>• County Council budget process</li> <li>• Ambulance response times</li> <li>• 20mph speed limit update -budget allocated by CC</li> <li>• Parish Councillors expressed concern that the meeting with the Highway team regarding designated funds application has been postponed by G Highways</li> <li>• Parish Councillors expressed concern that the Statement of Common Ground meeting has not been arranged by National Highways/Keir on the A417</li> </ul>
9.	<b>Highway matters updates–</b> <ul style="list-style-type: none"> <li>• A417 updates- see above</li> <li>• TRO update – see CC report</li> <li>• Major and Minor list update from Glos Highways Manager- no update available</li> <li>• Grit bin spreadsheet of existing bins to be produced by Cllr McGaw – grit refill to be confirmed</li> <li>• Brick Bus shelter on A435 refurbishment update distributed via email by Cllr Bullock (budget £1k with volunteer working party)-</li> <li>• Refurbishment of bench (near Mermaid Stream/Spring) refurbishment update cfwd (Cllr Bullock)</li> </ul>
10.	<b>Planning matters discussed/agreed –</b> <ul style="list-style-type: none"> <li>• The Paddocks Ullenwood Manor Road -appeal dismissed- noted</li> <li>• 23/03623/FUL- Erection of single storey extension, alterations to fenestration and internal works. Erection of garage at The Grange Ullenwood Court – Council had no comments</li> <li>• 23/03610/FUL - Erection of single storey extension, alterations, replacement garage and refuse store and associated landscape works at Old Ullenwood Lodge- Council agreed no comment</li> </ul>

	<ul style="list-style-type: none"> <li>• Enforcement matters noted</li> </ul>
11.	<p>Council approved the financial reports and payment list as attached  Council agreed to purchase a Christmas tree in 2024 as a community project within the grants and donations budget  Council approved national salary agreement increase at £1 phr backdated to 1/4/23</p>
12.	Council approved I Selkirk as independent auditor
13.	Council approved budget/precept for 2024/25 in the sum of £10,000
14.	<p>Council considered update on noticeboard at Ullenwood which is to be replaced</p> <ul style="list-style-type: none"> <li>• Council considered an oak design from the Parish Noticeboard Company- budget £1800 plus installation costs</li> <li>• It was agreed Cllr Piggott to confirm size/location and Cllr Lowe to contact potential contractor</li> </ul>
15.	<p>Council received update Village Green grass cutting contract  Noting that contractor cannot take the grass cuttings away from the Village</p> <ul style="list-style-type: none"> <li>• Council approved the garden club scheme bin and the logistics agreed that Cllr Lowe will investigate and the PC would reimburse – next agenda</li> </ul>
16.	Council noted update on the Arthur Connelly Trust from Cllr Bullock as distributed
17.	<p>Council discussed flood incidents history /actions/solutions –</p> <ul style="list-style-type: none"> <li>• Village flooding -Council noted that this is a Highways matter – cfwd</li> <li>• Ullenwood Court increase in surface water noted</li> </ul>
18.	Council considered update on D DAY 80 <sup>th</sup> anniversary 6 <sup>th</sup> June 2024 - cfwd to next agenda
19.	Council considered arranging Defibrillator training -Passion First Aid trading to be contacted for a quote and Cllr Lowe to investigate other sources
20.	<p>Council agreed its next meeting is scheduled for Monday 19<sup>th</sup> February commencing at 6.30pm  Followed by AGM/Parish Assembly in 30<sup>th</sup> May</p>
21.	<p>Any other business for information  <u>Next meeting</u>  Emergency plan to be reviewed – see DC Judd link for new format and Clerk to find the existing plan</p> <p>followed by Close of meeting at 20.30</p>

## Financial reports for February meeting

### Cash book

01/04/23-21/02/2024		CASH BOOK		
<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>CURRENT A/C balance</u>
opening current account balance				11344.14
b holder expenses	23/05/2023	775	38.10	11306.04
hmrc	30/06/2023	776	275.80	11030.24
gaptc	30/06/2023	777	81.50	10948.74
gallagher insurnace	30/06/2023	778	664.89	10283.85
pata	30/06/2023	779	103.20	10180.65
l selkirk	12/08/2023	780	140.00	10040.65
b holder salary	30/04/2023	so	229.32	9811.33
b holder salary	30/05/2023	so	229.32	9582.01
b holder salary	30/06/2023	so	229.32	9352.69
b holder salary	30/07/2023	so	229.32	9123.37
b holder salary	30/08/2023	so	229.32	8894.05
precept	01/04/2023	income	7013.00	15907.05
b holder wfh/expenses	14/08/2023	781	107.50	15799.55
b holder salary	30/09/2023	so	229.32	15570.23
pata payroll	14/08/2023	782	10.00	15560.23
d carlton land registry chq w/o	31/03/2023	770	-15.00	15575.23
b holder salary	30/10/2023	so	229.32	15345.91
b holder salary	30/11/2023	so	229.32	15116.59
hmrc to 30/11/23	21/11/2023	783	200.00	14916.59
b holder expenses to 30/9/23	07/10/2023	784	73.20	14843.39
m beard	09/10/2023	785	572.00	14271.39
b holder backpay & expenses	21/11/2023	786	176.88	14094.51
precept	28/09/2023	income	2337.00	16431.51
cdc cil	28/09/2023	income	82.60	16514.11
b holder salary	30/12/2023	so	229.32	16284.79
b holder salary	30/01/2024	so	229.32	16055.47
b holder salary	29/02/2024	so	229.32	15826.15
b holder expenses	30/11/2023	787	38.60	15787.55
hmrc	21/02/2024	788	178.60	15608.95
b holder salary/expenses	21/02/2024	789	89.98	15518.97

BANK RECONCILIATION			
01/04/2023	OPENING BANK BALANCE		11344.14
	EXPENDITURE FOR PERIOD	5257.77	
	INCOME FOR PERIOD	9432.60	
	NET EXPENDITURE		
as at above	BANK BALANCE AS ABOVE		15518.97
as at 28/12/23	BAL PER S/M		16246.19
	LESS U/P CHEQUES		
		so	229.32
		so	229.32
		788	178.60
		789	89.98
			727.22

21/02/2024	reconciled balance		15518.97

## Payment list for approval

Salary/expenses £89.98

## Reconciliations

### employment

PAYE/salary				
	gross	tax	net	
PATA	3272.28	654.40	2617.88	28/02/2024
cash book	3272.28	654.40	2617.88	
		0.00	0.00	

## Expenses

	june	august		sept		dec		feb	
year end expenses	17.00								
wfh		130.00	a,m,j,j,a	78.00	sept 9ct,nov	26.00	jan	26.00	
mileage	10.80	10.80		10.80		10.80		10.80	
postage	8.00	8.00		8.00		8.00		8.00	
printing	2.50	2.20		2.30		2.30		2.30	
covered by s/o		-43.50	a,m,j,j,a	-25.90		-8.50		-8.50	
	38.30	107.50		73.20		38.60		51.38	salary
								89.98	

<b>earmarked reserves</b>		<b>2022</b>	<b>2023</b>
sundial		1000	2000
election costs		1500	1500
defibs		500	
contingency		5000	6000
CIL			783
general		820	1061
bank balance at year end			
		8820	11344

## Actual against budget

budget to date	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>notes</u>	<u>agreed 2024/25</u>
Precept	9350	9350			10000
Bank interest deposit account		0			
CIL		83	5 years to spend		
Wayleave		0			
VAT to be reclaimed		0			
other receipts		0			
		0			
<b>INCOME</b>	<b>9350</b>	<b>9433</b>			<b>10000</b>
employment costs	3350	3272	78		3500
Working from home and other expenses	400	429	-29		400
Insurance	632	665	-33		700
grants and donations	100	0	100	xmas tree	100
Debrillators	100	0	100	to reserves	100
Subscriptions	100	82	19		100
Asset maintenance	2000	-15	2015	to reserves	2000
Grass Cutting	600	572	28	contract/bin	650
Village events	500	0	500	d day	500
Audit	50	140	-90		150
Website/payroll costs	150	113	37	pata	150
laptop and software		0	0		
school (meeting hire)	100	0	100		100
prof services		0	0		
training		0	0	new cllrs/defib	100
election costs	1000	0	1000	to reserves	1000
<b>Expenditure</b>	<b>9082</b>	<b>5258</b>	<b>3824</b>		<b>9550</b>
contingency/balance	268	4175			450
<b>Totals</b>	<b>9350</b>	<b>9433</b>			<b>10000</b>