

**COBERLEY PARISH COUNCIL  
AGENDA  
FOR  
MEETING OF THE COUNCIL  
TO BE HELD AT 7.00 PM ON 12<sup>th</sup> November 2024  
IN COBERLEY VILLAGE SCHOOL**

1.	Welcome
2.	Council to note no applications have been received by the Clerk for Co-option
3.	Attendance to be recorded (anticipated as Parish Councillors Duncan McGaw, Louise Lowe, Chris Bullock, County Councillor Paul Hodgkinson District Councillor Julia Judd and members of the public
4.	Apologies to be received, accepted and recorded from Parish Councillor Hugh Piggott  Apologies to be noted from
5.	Declaration of Interest for matters on the agenda to be invited
6.	Minutes of the previous Parish Council Meeting held on 25 <sup>th</sup> September 2024 to be approved
7.	Public Session
8.	Council to note report/updates as distributed from District Councillor Julia Judd
9.	Council to note report/updates from County Councillor Hodgkinson
10.	Council to note feedback from Clerk who attended meeting on 8 <sup>th</sup> October for dissemination of GAPTC new website and portal
11.	Highway matters updates to be discussed (standard item)– <ul style="list-style-type: none"> <li>• A417 updates- Statement of Common Ground meeting</li> <li>• Parish WhatsApp Group update – Cllr Lowe to take forward</li> <li>• TRO update - CC Hodgkinson and Daniel Tiffany (Road safety team)</li> <li>• Flooding A436</li> <li>• Major and Minor list update from Glos Highways Manager</li> </ul> Other issues <ul style="list-style-type: none"> <li>• Damaged gates –</li> <li>• Leckhampton Hill Road Pavement – ongoing concerns</li> <li>• Coberley Road footpath- safety concerns for school children walking to the Church.</li> </ul>
12.	Council to consider PROW matters (standard item ) <ul style="list-style-type: none"> <li>• The PROW between the school and North terrace</li> <li>• Council noted that issues on PROW can be reported following methods:</li> <li>• Interactive Map: Use the <a href="#">Gloucestershire County Council's interactive map to quickly report problems such as obstructions, overgrown vegetation, or misuse of a path<sup>1</sup></a>.</li> <li>• FixMyStreet: Another option is to use the <a href="#">FixMyStreet platform to report problems by entering the location and details of the issue</a></li> </ul>
13.	Planning matters to be discussed/agreed – <ul style="list-style-type: none"> <li>• 24/03062/AGFO- Metal agricultural building at Chatcombe Estate</li> </ul> Other matters (enforcement) <ul style="list-style-type: none"> <li>• Ref: 24/00204/OTHER Leckhampton Hill Road entrance sewage plant- update requested</li> </ul>

	<ul style="list-style-type: none"> <li>• 22/00340/BCN at Tannery, 1 Old Dowmans Farm, Coberley -update requested</li> <li>• FOD_00000813657/ 23/00215/COU -the paddocks update requested</li> <li>• The Salad Bowl -DC Judd reported in email dated 11/1/23-clerk sent copy of email to enforcement</li> <li>• Stable at Greenway Lane- Clerk has sent email to enforcement – no reference number</li> <li>• Hartley Lane – DC Judd following up</li> <li>• 24/02776/CLOPUD- solar panels</li> </ul>
14.	Council to approve the financial reports and payment list as attached
15.	Council to approve its budget/precept for 25/26
16.	<p>Council to consider fixed assets updates (assets which are owned by the Council)</p> <ul style="list-style-type: none"> <li>• Brick Bus shelter on A435 refurbishment update by Cllr Bullock (budget £1k with working party)- roof work needs to be quoted</li> <li>• Notice board refurbishment/replacement in the village- contractor to be approached for view- update from Cllr Bullock</li> <li>• Notice board replacement at Ullenwood – Budget agreed £1800 plus installation – waiting for contractor to be approached for view -</li> <li>• Village Green – damage to trees and removal stones- school will publicise this issue – further email regarding removal of stones from member of the public</li> <li>• Grit bin spreadsheet of existing bins to be produced by Cllr McGaw – grit refill to be confirmed-</li> </ul>
17.	Council to note awaiting updates on ownership of land between Ham Mead and Coberley Court to be cut by the Parish Council- this is not confirmed as PC Land-cfwd
18.	Council to receive update on the Arthur Connelly Trust from Cllr Bullock
19.	Council to agree to move to confidential session to discuss employment matters
20.	Council to agree its meeting schedule to be <b>changed to 4<sup>th</sup> Thursday of alternative months</b> eg 30 <sup>th</sup> January (5 <sup>th</sup> Thursday) 27 <sup>th</sup> March , 22 <sup>nd</sup> May at 7pm-
21.	followed by Close of meeting

**COBERLEY PARISH COUNCIL  
DRAFT MINUTES  
FOR  
MEETING OF THE COUNCIL  
HELD AT 7.00 PM ON 25<sup>th</sup> September 2024  
IN COBERLEY VILLAGE SCHOOL**

1.	Welcome
2.	Council noted no applications have been received by the Clerk for Co-option
3.	Attendance recorded as Parish Councillors Duncan McGaw, Louise Lowe, Chris Bullock, and 0 members of the public
4.	Apologies received, accepted and recorded from Parish Councillor Hugh Piggott  Apologies noted from County Councillor Paul Hodgkinson District Councillor Julia Judd
5.	Declaration of Interest for matters on the agenda were invited -none
6.	Minutes of the previous Parish Council Meeting held on 31 <sup>st</sup> July 2024 were approved
7.	Public Session –None
8.	Council noted report as distributed from District Councillor Julia Judd via email
9.	Council noted report from County Councillor Hodgkinson as distributed via email
10.	Council considered email from GAPTC regarding new WGAC 2.2 standards and advising the use of a .gov. uk domain and other inclusivity standards. Council noted that GAPTC recommended Parish Online as a supplier of a WGAC 2.2 compatible website-  Council agreed to leave website as it is at present and to improve uploading pdf documents.
11.	Council considered email from GAPTC inviting Chair and Clerk to attend meeting on 7 <sup>th</sup> October for dissemination of GAPTC new website and portal Clerk to attend on 8 <sup>th</sup> October, Chairman was not able to attend at this stage.
12.	Highway matters updates were discussed– <ul style="list-style-type: none"> <li>• A417 updates- Statement of Common Ground meeting 23/10/24</li> <li>• Lechampton Hill Road and Ullenwood Manor Road closures now open</li> <li>• Ash Die-Back road closures now completed</li> <li>• Parish WhatsApp Group update – Cllr Lowe to take forward</li> <li>• TRO update - to be followed up with CC Hodgkinson and Daniel Tiffany (Road safety team) cfwd</li> <li>• Major and Minor list update from Glos Highways Manager cfwd</li> </ul> Other issues <ul style="list-style-type: none"> <li>• Damaged gates – response sent by PC</li> <li>• Leckhampton Hill Road Pavement – ongoing discussions</li> <li>• Coberley Road footpath- safety concerns for school children walking to the Church.</li> </ul>
13.	Council considered PROW matters (GCC ) <ul style="list-style-type: none"> <li>• The PROW between the school and North terrace –items left on the PROW reported to School management team</li> <li>• Council noted that issues on PROW can be reported following methods:</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Interactive Map:</b> Use the <a href="#">Gloucestershire County Council's interactive map to quickly report problems such as obstructions, overgrown vegetation, or misuse of a path<sup>1</sup></a>.</li> <li>• <b>FixMyStreet:</b> Another option is to use the <a href="#">FixMyStreet platform to report problems by entering the location and details of the issue</a></li> <li>• Restoring existing permissive footpaths and public rights of way at Land At 393386 And 216158 ref 24/02397/FUL -noted</li> </ul>
14.	<p>Planning matters discussed/agreed –</p> <ul style="list-style-type: none"> <li>• 20/04397/AGFO   Formation of agricultural track   Land North of Greenway Lane -noted</li> </ul> <p>Other matters (enforcement)</p> <ul style="list-style-type: none"> <li>• Ref: 24/00204/OTHER Leckhampton Hill Road entrance sewage plant-update requested</li> <li>• 22/00340/BCN at Tannery, 1 Old Dowmans Farm, Coberley -update requested</li> <li>• FOD_000000813657/ 23/00215/COU -the paddocks update requested</li> <li>• The Salad Bowl -DC Judd reported in email dated 11/1/23-clerk sent copy of email to enforcement</li> <li>• Stable at Greenway Lane- Clerk has sent email to enforcement – no reference number</li> <li>• Hartley Lane – DC Judd following up</li> </ul>
15.	<p>Council considered fixed assets updates (assets which are owned by the Council)</p> <ul style="list-style-type: none"> <li>• Brick Bus shelter on A435 refurbishment update by Cllr Bullock (budget £1k with working party)- roof work needs to be quoted</li> <li>• Notice board refurbishment/replacement in the village- contractor to be approached for view- cfwd</li> <li>• Notice board replacement at Ullenwood – Budget agreed £1800 plus installation – waiting for contractor to be approached for view -cfwd</li> <li>• Village Green – damage to trees and removal stones- school will publicise this issue</li> <li>• Grit bin spreadsheet of existing bins to be produced by Cllr McGaw – grit refill to be confirmed- cfwd</li> </ul>
16.	Council approved the financial reports and payment list as attached
17.	Council noted awaiting updates on ownership of land between Ham Mead and Coberley Court to be cut by the Parish Council- this is not confirmed as PC Land-cfwd
18.	Council received update on the Arthur Connelly Trust from Cllr Bullock
19.	Council discussed flood incidents history /actions/solutions – remove from agenda- see highways item
20.	Council received update on Defibrillator training– cfwd to Spring and seek quote 2x2 Pads have been replaced in sum of £398.40
21.	Council agreed its meeting schedule to be <b>changed to 2<sup>nd</sup> Tuesday of alternative months 12<sup>th</sup> November and 14<sup>th</sup> January 11<sup>th</sup> March , 13<sup>th</sup> May at 7pm</b>
22.	followed by Close of meeting 20.33

## Financial reports for November 24 meeting

### 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				15086.99
precept	18/04/2024	receipt	7500.00	22586.99
b holder	29/04/2024	so	-229.32	22357.67
b holder	29/05/2024	so	-229.32	22128.35
b holder	29/06/2024	so	-229.32	21899.03
b holder	29/07/2024	so	-229.32	21669.71
b holder	31/05/2024	792	-82.42	21587.29
hmrc	31/05/2024	793	-118.80	21468.49
gaptc	31/05/2024	794	-89.58	21378.91
insurance	31/05/2024	795	-690.80	20688.11
pata	31/05/2024	796	-134.20	20553.91
coberley primary school	23/05/2024	798	-100.00	20453.91
l selkirk	04/06/2024	799	-145.00	20308.91
hmrc to 31/7/24	31/07/2024	801	-237.60	20071.31
b holder expenses	23/07/2024	800	-20.16	20051.15
CB memorial bench	31/07/2024	802	-52.00	19999.15
passion first aid -pads	14/09/2024	803	-398.40	19600.75
b holder	31/08/2024	so	-229.32	19371.43
b holder expenses	18/09/2024	804	-22.86	19348.57
hmrs	26/09/2024	805	-237.60	19110.97
b holder	30/09/2024	so	-229.32	18881.65
b holder	31/10/2024	so	-229.32	18652.33
b holder	30/11/2024	so	-229.32	18423.01
hmrc oct/nov	07/11/2024	806	-284.00	18139.01
b holder expenses	07/11/2024	807	-99.57	18039.44
pata	07/11/2024	808	-15.00	18024.44
cdc precept	19/09/2024	receipt	2500.00	20524.44

### Payment list

b holder expenses	07/11/2024	807	-99.57
pata	07/11/2024	808	-15.00

### Employment

PAYE/salary

	gross	tax	net	
PATA	2495.92		878.00	1617.92
cash book	2495.92		878.00	1617.92
			0.00	0.00

	sept		nov	
mileage	10.80	10.80	10.80	
postage	8.00	8.00	8.00	
printing	2.64	2.70	2.70	
covered by s/o	-1.28	1.36	8.39	website
Back pay			69.68	u/p
	<u>20.16</u>	<u>22.86</u>	<u>99.57</u>	

## Bank reconciliation

	01/04/2024	OPENING BANK BALANCE		15086.99	
		EXPENDITURE FOR PERIOD	4562.55		
		INCOME FOR PERIOD	10000.00		
		NET EXPENDITURE			
as at above		BANK BALANCE AS ABOVE		<u>20524.44</u>	0.00
as at 2/10/24		BAL PER S/M		21581.65	
		LESS U/P CHEQUES			
school	24/25	798	100.00		
school	23/24	797	100.00		
		so	229.32		
		so	229.32		
		806	284.00		
		807	99.57		
		808	15.00		
				<u>1057.21</u>	
	02/10/2024	<u>reconciled balance</u>		<u>20524.44</u>	0.00

## Other reconciliations

<u>earmarked reserves</u>	<u>2022</u>	<u>2023</u>	2024
sundial	1000	2000	2000
election costs	1500	1500	2500
defibs	500		100
contingency	5000	6000	
assets			2015
CIL		783	866
general	820	1061	7606
bank balance at year end			
	<u>8820</u>	<u>11344</u>	<u>15087</u>

## fixed assets

	description	Location	date acquired	purchase cost	Current Value
1	Bench	Village Green			100
2	Sun Dial	Village Green	Unknown	Unknown	11693
3	Telephone Box	Coberley Village	Unknown	Unknown	3000
4	Bus Shelter	On main road	22/04/2010	1.00	15000
5	Bus Shelter	On A435/Coberley Road junction	Unknown	Unknown	10000
6	Mower	School	unknown	unknown	250
7	Strimmer	School	10/03/2010	405.37	150
8	Grit Spreader	School	01/12/2006	127.90	100
9	Notice Board	Ullenwood	01/12/2006	210.00	1000
10	Notice Board x2	Coberley Village	Unknown	Unknown	2000
11	Notice Board	Salterley Grange	Unknown	Unknown	1000
12	Grit Bins x27	locations throughout Parish	02/03/2011	£600.00*	2260
13	Info plaque	Seven Springs	2012-2015	1100.76	63
14	WW1 Brass Plaque	Village Green	01/01/2014	63.00	120
15	Laptop	Clerks home	01/10/2014	120.00	500
16	Defibrillator	Telephone Box, Coberley Village	01/04/2013	431.98	1806
					<u>49042</u>

## Budget against actual

budget to date	BUDGET	ACUTAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	notes	<b>Proposed 25/26</b>
Precept	10000	10000			10250 2.50%
Bank interest deposit account		0			
CIL		0	5 years to spend		
Wayleave		0			
VAT to be reclaimed		0			
other receipts		0			
		0			
<b>INCOME</b>	10000	10000			10250
employment costs	3500	2496	1004		3570 0.02
Working from home and other expenses	400	242	158		400
Insurance	700	691	9		700
grants and donations	100	0	100	xmas tree	100
Debrillators	100	398	-298	to reserves	100
Subscriptions	100	90	10		100
Asset maintenance	2000	52	1948	to reserves	2000
Grass Cutting	650	0	650	contract/bin	650
Village events	500	0	500	d day	500
Audit	150	145	5		150
Website/payroll costs	150	249	-99	pata	150
laptop and software		0	0		
school (meeting hire)	100	200	-100		100
prof services		0	0		
training	100	0	100	new cllrs/defib	100
election costs	1000	0	1000	to reserves	1000
<b>Expenditure</b>	9550	4563	4987	4987.45	9620
contingency/balance	450	5437			630
<b>expenditure</b>	10000	10000			10250