

**COBERLEY PARISH COUNCIL
DRAFT MINUTES
FOR
MEETING OF THE COUNCIL
HELD AT 7.00 PM ON 25th 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 st 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 th October for dissemination of GAPTC new website and portal Clerk to attend on 8 th October, Chairman was not able to attend at this stage.
12.	Highway matters updates were discussed– <ul style="list-style-type: none"> • A417 updates- Statement of Common Ground meeting 23/10/24 • Lechampton Hill Road and Ullenwood Manor Road closures now open • Ash Die-Back road closures now completed • Parish WhatsApp Group update – Cllr Lowe to take forward • TRO update - to be followed up with CC Hodgkinson and Daniel Tiffany (Road safety team) cfwd • Major and Minor list update from Glos Highways Manager cfwd Other issues <ul style="list-style-type: none"> • Damaged gates – response sent by PC • Leckhampton Hill Road Pavement – ongoing discussions • Coberley Road footpath- safety concerns for school children walking to the Church.
13.	Council considered PROW matters (GCC) <ul style="list-style-type: none"> • The PROW between the school and North terrace –items left on the PROW reported to School management team • Council noted that issues on PROW can be reported following methods:

	<ul style="list-style-type: none"> • Interactive Map: Use the Gloucestershire County Council's interactive map to quickly report problems such as obstructions, overgrown vegetation, or misuse of a path¹. • FixMyStreet: Another option is to use the FixMyStreet platform to report problems by entering the location and details of the issue • Restoring existing permissive footpaths and public rights of way at Land At 393386 And 216158 ref 24/02397/FUL -noted
14.	<p>Planning matters discussed/agreed –</p> <ul style="list-style-type: none"> • 20/04397/AGFO Formation of agricultural track Land North of Greenway Lane -noted <p>Other matters (enforcement)</p> <ul style="list-style-type: none"> • Ref: 24/00204/OTHER Leckhampton Hill Road entrance sewage plant • 22/00340/BCN at Tannery, 1 Old Dowmans Farm, Coberley -update requested • FOD_000000813657 -the paddocks update requested • The Salad Bowl -DC Judd reported in email dated 11/1/23 • Stable at Greenway Lane- Clerk to investigate • Hartley Lane – DC Judd following up
15.	<p>Council considered fixed assets updates (assets which are owned by the Council)</p> <ul style="list-style-type: none"> • Brick Bus shelter on A435 refurbishment update by Cllr Bullock (budget £1k with working party)- roof work needs to be quoted • Notice board refurbishment/replacement in the village- contractor to be approached for view- cfwd • Notice board replacement at Ullenwood – Budget agreed £1800 plus installation – waiting for contractor to be approached for view -cfwd • Village Green – damage to trees and removal stones- school will publicise this issue • Grit bin spreadsheet of existing bins to be produced by Cllr McGaw – grit refill to be confirmed- cfwd
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 changed to 2nd Tuesday of alternative months 12th November and 14th January 11th March , 13th May at 7pm
22.	followed by Close of meeting 20.33

COBERLEY PARISH COUNCIL
Approved minutes FOR
MEETING OF THE COUNCIL
HELD AT 7.00 PM ON 31st July 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, Hugh Piggott, Louise Lowe, Chris Bullock, , 2 member of the public
4.	Apologies received, accepted, and recorded 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 30th May 2024 were approved
7.	<p>Public Session –</p> <ul style="list-style-type: none"> a) Path from the main road to school – cleared by Cotswold Wardens b) Path from the road to the Mill will need attention in the winter- not in the ownership of the PC- stones where the stream is positioned c) Complaint from tenants of land that walkers straying across private land from PROW d) Green space at the Court ownership discussed e) one resident is note in favour of leaving grass cuttings on the village green f) “Country park” parking area ownership questioned –confirmed that it is Glos CC ownership – public stated that the Barrow Wake closure has resulted in displacement of ASB and fly tipping-member of the public directed to CC and DC <p>Public session closed at 19.25</p>
8.	Report distributed from District Councillor Julia Judd
9.	Council noted report from County Councillor Hodgkinson as distributed via email
10.	<p>Council noted the recent fatal incident on the A436 and matters arising will be discussed when more information is available- The Council expressed their condolences to the families involved.</p> <p>The Council continue to express their concerns on the safety of the junctions and the speed limit on this road</p> <p>Council discussed community speed watch groups and other enforcement methods should the speed limit drop to 30mph</p> <p>To be an agenda item under “Highway Matters”</p>
11.	<p>Highway matters updates were discussed–</p> <ul style="list-style-type: none"> • A417 updates- Lechampton Hill Road and Ullenwood Manor Road closed from 4/8/24 – diversion routes noted • Ash Die-Back road closures discussed and the chaos being caused by lack of signage, lack of pro-action by marshalls, rat-running through villages • Parish WhatsApp to be created to allow for quicker information dispersal (Councillors to set up)

	<ul style="list-style-type: none"> • TRO update - to be followed up with CC Hodgkinson and Daniel Tiffany (Road safety team) • Grass cutting for visibility on A435 junctions- reportedly some volunteer work has been done • Major and Minor list update from Glos Highways Manager Actions for council – engage with DC flood Risk Officer/DC Judd See A436 comments above Speed Reduction – see TRO comments A417 missing link -Statement of Common Ground - ongoing Leckhampton Hill Road – part of Kier works <p>Minors</p> <p>Farm vehicle warning sign- works to be carried out Warning signs on A435 – works to be carried out Road markings A436/A435 Roundabouts – no further works needed Damaged gates – response sent by PC Leckhampton Hill Road Pavement – ongoing discussions Hartley Lane signage – no further action Class 5 Road from Coberley Mill- reference Ashdie Back Coberley Road footpath – further information supplied Hartley Lane passing places on hold Coberley Road (Clerks Patch) further information supplied</p>
12.	<p>Council considered PROW matters (GCC)</p> <ul style="list-style-type: none"> • Path from the road to the Mill will need attention in the winter- not in the ownership of the PC- stones where the stream is positioned The owners diverted the PROW – Clerk to inform the member of the public how to report via GCC website • The PROW between the school and North terrace –items left on the PROW
13.	<p>Planning matters were discussed/agreed –</p> <ul style="list-style-type: none"> • Previously reported enforcement updates were discussed/ noted (update requested by Clerk and further information of reference numbers needed before detailed responses can be given) Dowmans- outbuilding at Tannery 1 Old Dowmans Farm in 20/12/22 Stable on Land- enforcement number on file to be submitted The Paddock- enforcement number on file to be submitted Salad bowl- enforcement number on file to be submitted Hartley Lane- photos sent • Sewage plant on Leckhampton Hill Road (referred to enforcement)- noted by enforcement team- link to be used in future • New Portal to be used for enforcement matters which will give an automatic reference number • Star Centre application – “no comment” to be submitted 24/01544/FUL (cllr Piggott declared an interest) • Solar panels – 24/02086/FUL Ullenwood court- discussion took place and Council agreed to raise the complexities /contradictions of “green roofs and solar panels” to be sent to DC Judd. It was also felt that it was not built as attended. • Heat pump/solar panel 24/01800/FUL – North Terrace – “no comment” to be submitted

14.	<p>Council considered fixed assets updates (assets which are owned by the Council)</p> <ul style="list-style-type: none"> • Brick Bus shelter on A435 refurbishment update by Cllr Bullock (budget £1k with working party)- roof work needs to be quoted • Refurbishment of bench (near Mermaid Stream/Spring) refurbishment update completed (Cllr Bullock)- £52 cost to be reimbursed • Grit bin spreadsheet of existing bins to be produced by Cllr McGaw – grit refill to be confirmed- cfwd • Notice board refurbishment/replacement in the village- contractor to be approached for view • Notice board replacement at Ullenwood – Budget agreed £1800 plus installation – waiting for contractor to be approached for view
15.	<p>Council approved the financial reports and payment list as attached Amendment to the bank reconciliation to include HMRC outstanding Cheque The budget against actual report to be distributed via email</p>
16.	<p>Council noted that the independent internal auditors report has been received with no matters to be brought to the attention of the Council</p>
17.	<p>Council adopted the NALC 2024 financial regulations as tailored to CPC (as distributed via email)- emergency reference to be inserted 1.7 And tidying up of typos</p>
18.	<p>Council noted request for land between Ham Mead and Coberley Court to be cut by the Parish Council- this is not confirmed as PC Land</p> <ul style="list-style-type: none"> • VG 29 “ near to the rectory” is registered as a village green – by the Parish Council in 1970 • Previously ex-Councillor Carlton was looking into other village green land registered to the PC and no definitive answer was obtained • Clerk has emailed GCC regarding the specified land
19.	<p>Council considered Village Green grass cutting contract as the Council previously approved leaving the grass cuttings in situ and Council had agreed to include a 1m strip for a wildflower corridor</p> <ul style="list-style-type: none"> • Council agreed to leave grass cutting for this growing season (see public session) • Village Green trees are being damaged and stones being moved - Clerk to email the school to ask for their support in asking that the damage being caused can be stopped
20.	<p>Council received update on the Arthur Connelly Trust from Cllr Bullock</p>
21.	<p>Council discussed flood incidents history /actions/solutions – cfwd</p>
22.	<p>Council received update on Defibrillator training - Cllr Lowe – cfwd 2x2 Pads needed in September (Cllr Lowe to obtain costing)</p>
23.	<p>Council agreed its next meeting is scheduled for Wednesday September 25th 2024 commencing at 7pm</p>
24.	<p>followed by Close of meeting at 21.17</p>

Financial reports for 25/9/24 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

Payment list

passion first aid -pads	14/09/2024	803	-398.40
b holder expenses	18/09/2024	804	-22.86

Bank reconciliation

01/04/2024	OPENING BANK BALANCE		15086.99	
	EXPENDITURE FOR PERIOD	3238.42		
	INCOME FOR PERIOD	7500.00		
	NET EXPENDITURE			
as at above	BANK BALANCE AS ABOVE		<u>19348.57</u>	0.00
as at 29/7/24	BAL PER S/M		20488.75	
	LESS U/P CHEQUES			
school	798	-100.00		
school	23/24 797	-100.00		
	801	-237.60		
	so	-229.32		
	802	-52.00		
	803	-398.40		
	804	-22.86		
			<u>-1140.18</u>	
15/09/2024	<u>reconciled balance</u>		<u>19348.57</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>

Employment

PAYE/salary

	gross	tax		net	
PATA	1487.40		475.20	1012.20	31/08/2024
cash					
book	1368.60		356.40	1012.20	
			118.80	0.00	

expenses		may	july	aug sept
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wfh	jan	52.00		
mileage		10.80	10.80	10.80
postage		8.00	8.00	8.00
printing		2.60	2.64	2.70
covered by s/o		-8.50	-1.28	1.36
		<u>17.52</u>		
		<u>82.42</u>	<u>20.16</u>	<u>22.86</u>
	cheque			

budget to date	BUDGET	ACUTAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	notes
Precept	10000	7500		
CIL		0		5 years to spend
Wayleave		0		
INCOME	10000	7500		
employment costs	3500	1369	2131	
Working from home and other expenses	400	160	240	
Insurance	700	691	9	
grants and donations	100	0	100	xmas tree
Defibrillators	100	398	-298	to reserves
Subscriptions	100	90	10	
Asset maintenance	2000	52	1948	to reserves
Grass Cutting	650	0	650	contract/bin
Village events	500	0	500	d day
Audit	150	145	5	
Website/payroll costs	150	134	16	pata
laptop and software		0	0	
school (meeting hire)	100	200	-100	
prof services		0	0	
training	100	0	100	new cllrs/defib
election costs	1000	0	1000	to reserves
Expenditure	9550	3238	6312	6311.58
contingency/balance	450	4262		
balance	10000	7500		