

**COBERLEY PARISH COUNCIL  
DRAFT MINUTES OF  
MEETING  
HELD AT 7.00 PM ON 27<sup>TH</sup> MARCH 2025  
IN COBERLEY VILLAGE SCHOOL**

1.	Welcome
2.	<p>The council agreed co-option of Paul Benynon who has confirmed he meets the legal criteria for co-option (Joanne Marshall vacancy)</p> <p>The council also noted that following resignation of Cllr Lowe, CDC has confirmed the PC may co-opt to fill this vacancy</p>
3.	Attendance recorded as Parish Councillors Duncan McGaw, Hugh Piggott, Chris Bullock, County Councillor Paul Hodgkinson, and 3 members of the public. Cllr Paul Benynon joined the Council after item 2
4.	The council noted no apologies received from Parish Councillors District Councillor Julia Judd did not attend
5.	Council received no declarations of Interest for matters on the agenda
6.	Minutes of the previous Parish Council Meeting held on 30 <sup>th</sup> January 2025 were approved for accuracy
7.	<p>Public Session – members of the public were invited to speak to the Council on matters on the agenda and then invited to observe the remainder of the meeting</p> <p>Footpath being used by motorbikes on Saturday mornings– A436 to Seven Springs- “restricted by-way” to be raised with PROW officer by Clerk.</p> <p>Public session closed 19.06</p>
8.	Council noted no updates from District Councillor Julia Judd
9.	<p>Council received report /updates from County Councillor Hodgkinson</p> <ul style="list-style-type: none"> <li>• LG re-organisation</li> <li>• 20mph speed limits within the village – TRO is progressing</li> <li>• Mud on Leckhampton Hill relating to Ullenwood development</li> <li>• A436 trial average speed cameras going ahead (seven springs to Kilkenny)</li> <li>• Air pollution on A436 due to traffic congestion</li> <li>• Feedback on accident on A436 still pending</li> </ul>
10.	<p>Highway matters and updates discussed (standard item)–</p> <ul style="list-style-type: none"> <li>• A417 updates- meeting to be held in April</li> <li>• FixMyStreet to be used for reporting</li> <li>• TRO update speed reduction through village – see above</li> <li>• Potential for Designated funds for works at Cowley/Ullenwood crossroads</li> </ul> <p>Major/Minor list updates not yet received but including</p> <ul style="list-style-type: none"> <li>• Drainage at Barbers Wood works</li> <li>• Leckhampton Hill Road potholes /pavement</li> <li>• Water coming out of Ullenwood Court –</li> <li>• Hartley Lane</li> <li>• Gates on Coberley Road</li> </ul> <p>Other issues</p>

	<ul style="list-style-type: none"> <li>• Obstacles on grass verges legislation noted- further advice sought from Highways Manager- to be followed up by Cllr McGaw</li> <li>• Saltley Grange entry onto private road being investigated by Glos Highways</li> </ul>
11.	<p>The Council considered/ noted PROW matters (standard item )</p> <ul style="list-style-type: none"> <li>• See public session re motorcycles on restricted byway by A436 -email sent to PROW</li> <li>• Bridle latches on cattle grids – PROW officer has offered latches to Highways</li> <li>• Permitted Path from college entrance to Air Balloon will be accessible in the coming months</li> </ul>
12.	<p>Planning matters discussed/noted</p> <p>Updates given on</p> <ul style="list-style-type: none"> <li>➤ 24/02776/CLOPUD- solar panels/heat pump referred to Enforcement reference number 24/00294/OTHER -update requested – PC were informed that the sound level of heat pump does not appear to be accurate in calculation, as a different specification was used. This may affect Permitted Development rights. Cllr Bullock will make enquiries and Cllr Benynon will follow up with CDC if appropriate</li> <li>➤ Stable at Greenway Lane- Clerk has sent email to enforcement asking for update and reference number -<b>Council agreed to resubmitting its concerns</b></li> <li>➤ Hartley Lane construction South of the Lambing shed what3words lakeside.trams.holidays– no update or reference number – <b>Council agreed to resubmitting its concerns</b></li> </ul>
13.	<p>The council approved the financial reports and payment list as agreed at the meeting.</p> <p>Bank charges noted</p>
14.	<p>The 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 roof work quote received and accepted.</li> <li>• Notice board refurbishment/replacement in the village obtained from Birdlip PC update from Cllr Bullock- waiting to be refurbished/repared</li> <li>• Notice board replacement at Ullenwood – waiting for Birdlip one to be completed</li> <li>• Grit bin spreadsheet of existing bins to be produced by Cllr McGaw – grit refill to be confirmed- 2 more grit bins may need works</li> <li>• Works to replace 3 damaged bins completed</li> <li>• Village green land at war memorial confirmed as no problem (Cllr Bullock)</li> <li>• Village green by telephone box is eroding. Council have sought advice from Highways Manager.</li> </ul>

15.	The council noted 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-but is listed as common ground (CL85). The clerk was instructed to ask GCC if this means CPC have vested interest eg ownership. CPC understands that Coberley Court has claimed the land via land registry in recent years. The PC requests clarification from GCC.
16.	The Council received an update from the Arthur Connelly Trust . No recent meeting has taken place, and information has been published in the Church Bulletin.
17.	The Council agreed its next meetings are scheduled as ( 4 <sup>th</sup> Thursday ) namely 22nd May at 7pm- agreed meeting dates to 2 <sup>nd</sup> Wednesday of “odd” alternative months 2 <sup>nd</sup> July, 10 <sup>th</sup> Sept, 12 <sup>th</sup> November
18.	followed by Close of meeting at 20.32

**COBERLEY PARISH COUNCIL**  
**Agreed minutes**  
**of**  
**MEETING THE COUNCIL**  
**HELD AT 7.00 PM ON 30<sup>TH</sup> JANUARY 2025**  
**IN COBERLEY VILLAGE SCHOOL**

1.	Welcome
2.	The council noted there were no applications received by the Clerk for Co-option. The council also noted the resignation of Cllr Lowe. The election notices have been published in accordance with CDC. Clerk to email co-option notice to mailing list.
3.	Attendance recorded as Parish Councillors Duncan McGaw, Hugh Piggott, Chris Bullock, County Councillor Paul Hodgkinson, District Councillor Julia Judd and 1 member of the public
4.	No apologies were received from Parish Councillors
5.	There were no declarations of Interest for matters on the agenda
6.	Minutes of the previous Parish Council Meeting held on 12 <sup>th</sup> November 2024 were approved
7.	<p>Public Session – member of the public was invited to speak to the Council on matters on the agenda and then was invited to observe the remainder of the meeting</p> <p>Email regarding the verges – aesthetic, danger drop off from tarmac, gigaclear cables are being exposed- “Fix my Street” to be used – see agenda item  Clerk to distribute link via mailing list. <a href="#">FixMyStreet platform to report problems by entering the location and details of the issue</a></p> <p>Individual homeowners to be contacted as they tend to repair their land. Village Green being cut up -removal of stones noted but the PC can not replace due to Highway safety issues. (see agenda Item)</p> <p>Erosion of land owned by Council to be investigated see agenda item</p> <p>Public session closed 19.30</p>
8.	<p>Council noted report/updates from District Councillor Julia Judd</p> <ul style="list-style-type: none"> <li>• Planning/Enforcement matters discussed</li> </ul>
9.	<p>Council noted report /updates from County Councillor Hodgkinson</p> <ul style="list-style-type: none"> <li>• Devolution</li> <li>• A436 average speed cameras (frogmill/kilkenny/seven springs) in Spring 2025</li> <li>• Fix my street to be used (possible to replace Minor list)</li> <li>• Design team looking at TRO over several schemes</li> </ul>
10.	<p>Highway matters updates discussed (standard item)–</p> <ul style="list-style-type: none"> <li>• A417 updates- Statement of Common Ground meeting on 29/1/25 matters raised included air pollution, rat running through Ullenwood Manor Road, flow from air balloon roundabout, surface water drainage.</li> <li>• TRO update speed reduction through village - CC Hodgkinson and Daniel Tiffany (Road safety team) – see CC report</li> </ul>

	<ul style="list-style-type: none"> <li>• Flooding A436- Review GCC/CDC work being undertaken. Residents to report specific incidents via flood reporting tool.</li> <li>• Potential for Designated funds for works at Cowley/Ullenwood crossroads discussed</li> </ul> <p><b>Major/Minor list updates discussed</b></p> <ul style="list-style-type: none"> <li>• Drainage at Barbers Wood works done but already filling up with gravel following heavy rain</li> <li>• Leckhampton Hill Road potholes /pavement noted</li> <li>• Water coming out of Ullenwood Court – evidence needed</li> <li>• Hartley Lane continues to be inspected/repaired</li> <li>• Gates on Coberley Road working in progress</li> </ul> <p><b>Other issues</b></p> <ul style="list-style-type: none"> <li>• Correspondence from member of the public regarding grass verges and other green areas in the parish which are being damaged by vehicles. Clerk to distribute link via mailing list. Fix My Street platform to report problems by entering the location and details of the issue <a href="https://fixmystreet.gloucestershire.gov.uk/">https://fixmystreet.gloucestershire.gov.uk/</a></li> </ul>
11.	<ul style="list-style-type: none"> <li>• The Council noted PROW matters (standard item )</li> </ul>
12.	<p><b>Planning matters discussed/noted</b></p> <p><b>Enforcement matters – Council expressed their frustration on the lack of progress/feedback on enforcement matters</b> Clerk advised that updates would need to be discussed in confidential session if any were available as Enforcement falls under legal matters <b>Clerk to find enforcement reference numbers or Council resubmit</b></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 found.</li> <li>➤ Hartley Lane – DC Judd following up</li> <li>➤ 24/02776/CLOPUD- solar panels/heat pump referred to Enforcement</li> </ul>
13.	<p>The council approved the financial reports and payment list as attached Clerk to update bank mandate to add Cllr Bullock as signatory/electronic Council approved I Selkirk as independent internal auditor</p>
14.	<p>The 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 quote received and accepted subject to Public Liability Insurance and to ask to include paint the replaced gable edges. Council to seek alternative quotes.</li> <li>• Notice board refurbishment/replacement in the village obtained from Birdlip PC update from Cllr Bullock- waiting to be refurbished/repared</li> <li>• Notice board replacement at Ullenwood – waiting for Birdlip one to be completed</li> <li>• Grit bin spreadsheet of existing bins to be produced by Cllr McGaw – grit refill to be confirmed- Council agreed specification of works – pick</li> </ul>

	<p>up new bin from locations identified, take to site (identified as 2 at Hartley Lane and 1 at upper Coberley), remove damaged bin and replace with new bin, transfer grit from old to new bin. Take away old bin (3 bins available) – Clerk to seek quotations.</p> <ul style="list-style-type: none"> <li>• Village green land /gravel area to be confirmed (Cllr Bullock) and then if there has been erosion, clerk to contact owner of property.</li> <li>• Village Green damage to be considered in Spring and Councillor McGaw to seek advice from Glos Highways Manager</li> </ul>
15.	The council noted no updates received 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
16.	Cllr Bullock informed Council that no update was available from the Arthur Connelly Trust
17.	The Council agreed its next meetings are scheduled as ( 4 <sup>th</sup> Thursday ) namely 27 <sup>th</sup> March & 22 <sup>nd</sup> May at 7pm-
18.	followed by Close of meeting 21.00

# Financial reports for March 2025

<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
coberley primary school w/o cheque	23/01/2025		200.00	20724.44
b holder	31/12/2024	so	-229.32	20495.12
b holder	31/01/2025	so	-229.32	20265.80
hmrc	23/01/2025	809	-248.80	20017.00
b holder	28/02/2025	so	-229.32	19787.68
b holder	28/03/2025	so	-229.32	19558.36
b holder	28/02/2025	810	-20.84	19537.52
t lane grit bins	14/03/2025	811	-336.00	19201.52
hmrc feb /march	20/03/2025	813	-298.40	18903.12
b holder	20/03/2025	812	-52.04	18851.08

**BANK RECONCILIATION**

01/04/2024	OPENING BANK BALANCE	15086.99
	EXPENDITURE FOR PERIOD	6235.91
	INCOME FOR PERIOD	10000.00
	NET EXPENDITURE	
as at above	BANK BALANCE AS ABOVE	<u>18851.08</u>
as at 13/2/25	BAL PER S/M	19996.16
	LESS U/P CHEQUES	
school		
school		
	31/02/2025 so	229.32
	31/03/2025 so	229.32
	811	336.00
	812	52.04
	813	298.40
		<u>1145.08</u>
		<u>18851.08</u>
28/02/2025	<u>reconciled balance</u>	<u>18851.08</u>

**Other reconciliations**

PAYE/salary

	gross	tax		net
PATA	3866.62		1425.20	2441.42
cash book	3866.62		1425.20	2441.42
	0.00		0.00	0.00

	may		july	aug sept	oct	nov	dec/jan		feb /mar
expenses									
wfh	52.00								
mileage	10.80		10.80	10.80		10.80	19.60	diversions	19.60
postage	8.00		8.00	8.00		8.00	8.00		8.00
printing	2.60		2.64	2.70		2.70	3.86		<u>3.60</u>
covered by									
s/o	-8.50	march	-1.28	1.36		8.39			<u>31.20</u>
	<u>17.52</u>				-24.64	<u>69.68</u>			<u>20.84</u>
	<u>82.42</u>	cheque	<u>20.16</u>	<u>22.86</u>		<u>99.57</u>	31.46		<u>52.04</u>

Budget against acutal to 20/3/25	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>notes</u>	<b><u>25/26</u></b>
Precept	10000	10000			10250
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>	<b>10000</b>	<b>10000</b>			<b>10250</b>
employment costs	3500	3867	-367		3570
Working from home and other expenses	400	408	-8		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	388	1612	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	0	100		100
prof services		0	0		
training	100	0	100	new cllrs/defib	100
election costs	1000	0	1000	to reserves	1000

<b><u>earmarked reserves</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	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			
	8820	11344	15087

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
					49042