

**COBERLEY PARISH COUNCIL
ANNUAL MEETING OF THE COUNCIL
TO BE HELD AT 6.30pm ON 22nd May 2025
IN COBERLEY VILLAGE SCHOOL**

1.	Welcome and introductions – by the present Chairman
2.	Election of Chairman – signing of acceptance of office papers
3.	Election of Vice-Chairman – signing of acceptance of office papers
4.	Attendance to be recorded (anticipated as Parish Councillors Duncan McGaw, Hugh Piggott, Chris Bullock, Paul Benyon, District Councillor Julia Judd, County Councillor Paul Hodgkinson and members of the public)
5.	Apologies received to be accepted and recorded,
6.	Declaration of Interest for matters on the agenda to be invited-
7.	Minutes of the previous Parish Council Meeting to be approved
8.	Council to review delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council is able to be held
9.	Council to consider if changes are required to standing orders, Complaints, Freedom of Information or Data protection policies procedure or financial regulations
10.	Council to consider if any changes are required to the asset register
11.	Council to review representation on outside organisations, such as No Crash group
12.	Council to review any lead Councillor roles
13.	Council to consider if any changes are required to insurance policy for the coming year and to confirm renewal (LTA)
14.	Council to consider if any changes are required to banking mandate
15.	Council to approve its independent internal auditor as Ian Selkirk as in previous year
16.	Council to confirm it wishes to renew its subscription to and payroll and grass cutting contracts
17.	Council to approve the financial reports and payment list as attached
18.	Council to approve its AGAR completion and delegate to the Chair of Council to sign the appropriate forms
19.	Council to agree its meeting schedule of 2 nd Wednesday of July, September, November, January, March May, the above months commencing at 7 pm
20.	Report to be received from County Councillor Hodgkinson (may be carried forward to parish assembly at the Chair's discretion)
21.	Report to be received from District Councillor (may be carried forward to parish assembly at the Chair's discretion)
22.	Close of meeting by 7.30pm as this meeting is to be followed by parish assembly

**DRAFT MINUTES OF
MEETING
HELD AT 7.00 PM ON 27TH 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 th 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"> • LG re-organisation • 20mph speed limits within the village – TRO is progressing • Mud on Leckhampton Hill relating to Ullenwood development • A436 trial average speed cameras going ahead (seven springs to Kilkenny) • Air pollution on A436 due to traffic congestion • Feedback on accident on A436 still pending
10.	<p>Highway matters and updates discussed (standard item)–</p> <ul style="list-style-type: none"> • A417 updates- meeting to be held in April • FixMyStreet to be used for reporting • TRO update speed reduction through village – see above • Potential for Designated funds for works at Cowley/Ullenwood crossroads <p>Major/Minor list updates not yet received but including</p> <ul style="list-style-type: none"> • Drainage at Barbers Wood works • Leckhampton Hill Road potholes /pavement • Water coming out of Ullenwood Court – • Hartley Lane • Gates on Coberley Road <p>Other issues</p> <ul style="list-style-type: none"> • Obstacles on grass verges legislation noted- further advice sought from Highways Manager- to be followed up by Cllr McGaw

	<ul style="list-style-type: none"> • Saltley Grange entry onto private road being investigated by Glos Highways
11.	<p>The Council considered/ noted PROW matters (standard item)</p> <ul style="list-style-type: none"> • See public session re motorcycles on restricted byway by A436 -email sent to PROW • Bridle latches on cattle grids – PROW officer has offered latches to Highways • Permitted Path from college entrance to Air Balloon will be accessible in the coming months
12.	<p>Planning matters discussed/noted</p> <p>Updates given on</p> <ul style="list-style-type: none"> ➤ 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 ➤ Stable at Greenway Lane- Clerk has sent email to enforcement asking for update and reference number -Council agreed to resubmitting its concerns ➤ Hartley Lane construction South of the Lambing shed what3words lakeside.trams.holidays– no update or reference number – Council agreed to resubmitting its concerns
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"> • Brick Bus shelter on A435 refurbishment update by Cllr Bullock roof work quote received and accepted. • Notice board refurbishment/replacement in the village obtained from Birdlip PC update from Cllr Bullock- waiting to be refurbished/repared • Notice board replacement at Ullenwood – waiting for Birdlip one to be completed • Grit bin spreadsheet of existing bins to be produced by Cllr McGaw – grit refill to be confirmed- 2 more grit bins may need works • Works to replace 3 damaged bins completed • Village green land at war memorial confirmed as no problem (Cllr Bullock) • Village green by telephone box is eroding. Council have sought advice from Highways Manager.

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 th Thursday) namely 22nd May at 7pm- agreed meeting dates to 2 nd Wednesday of “odd” alternative months 2 nd July, 10 th Sept, 12 th November
18.	followed by Close of meeting at 20.32

Financial reports for the year ended 31/3/25

01/04/24-31/03/2025 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
I 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
lloyds bank service charge	21/03/2025	dd	-4.75	18846.33
			0.00	18846.33
			0.00	18846.33
			0.00	18846.33
			0.00	18846.33
			0.00	18846.33

NET INCOME/EXPENDITURE

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	0
16	Defbrillator	Telephone Box, Coberley Village	01/04/2013	431.98	1806
				total	<u>48542</u>

AGAR report		2024	2025	variance
balances b fwd	box 1	11344	15087	
precept	box 2	9350	10000	
other receipts	box 3	83	0	
staff costs	box 4	3570	3867	10000.00
loan repayments	box 5	0	0	6241.66
all other payments	box 6	2119	2375	
balances c fwd	box 7	15087	18846	18845.73
bank and cash balances	box 8	15087	18846	
fixed assets	box 9	49042	48542	

<u>budget to date</u>	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>notes</u>	<u>25/26</u>
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			
INCOME	10000	10000			10250
employment costs	3500	3867	-367		3570
Working from home and other expenses	400	408	-8		400
Insurance	700	692	8		700
bank charges		5	-5		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	600	0	600	d day & xmas tree	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
Expenditure	9550	6242	3308	3308.34	9620
contingency/balance	450	3758			630
expenditure	10000	10000			10250