

**COBERLEY PARISH COUNCIL
AGENDA OF PARISH COUNCIL MEETING TO BE HELD ON
10TH SEPTEMBER 2025 AT 7PM
IN COBERLEY VILLAGE SCHOOL**

1.	Welcome
2.	The Council to consider any applications for co-option following the resignation of Cllr Lowe, CDC has confirmed the PC may co-opt to fill this vacancy
3.	Attendance to be recorded (anticipated as Parish Councillors Duncan McGaw, Hugh Piggott, Chris Bullock, Paul Benyon ,County Councillor Paul Hodgkinson, District Councillor Julia Judd and members of the public)
4.	Council to receive, accept and record any apologies received from Parish Councillors (noting where appropriate LGA 1972 s85)
5.	Council to invite declarations of Interest for matters on the agenda
6.	Minutes of the previous Parish Council Meeting held on May 22nd 2025 to be approved for accuracy
7.	Public Session – members of the public will invited to speak to the Council on matters on the agenda and then invited to observe the remainder of the meeting Public session to be closed
8.	Council to invite report/updates from District Councillor Julia Judd
9.	Council to invite report /updates from County Councillor Hodgkinson
10.	Highway matters and updates to be discussed (standard item)– <ul style="list-style-type: none"> • A417 updates- • TRO update speed reduction through village – Clerk has “expressed an interest” in the latest initiative from GCC regarding 20mph and safer roads (as distributed via email) • Potential for Designated funds for works at Cowley/Ullenwood crossroads • Major/Minor list updates to be discussed <p>Other issues- Highways matters should be reported via https://fixmystreet.gloucestershire.gov.uk/</p>
11.	The Council to consider/ note PROW matters (standard item) <ul style="list-style-type: none"> • Council to note that PROW matters should be reported via https://fixmystreet.gloucestershire.gov.uk/
12.	Planning matters to be discussed/noted
13.	The council to approve the financial reports and payment list as agreed at meeting <ul style="list-style-type: none"> • National pay award within terms of employment contract
14.	The council to consider fixed assets updates (assets which are owned by the Council) <ul style="list-style-type: none"> • Brick Bus shelter on A435 refurbishment update by Cllr Bullock
15.	The council to receive updates on ownership of common land (Cllr Benyon) <ul style="list-style-type: none"> • between Ham Mead and Coberley Court
16.	The Council to receive updates on winter plan including grit bins (Cllr Benyon)
17.	Council to receive update from the Arthur Connelly Trust
18.	Council to consider CD Local plan 25-43 call for local green space nominations
19.	The Council note its next meetings are scheduled as 2nd Wednesday – 12th November, 14th January, 11th March 13 th May, commencing at 7 pm
20.	followed by Close of meeting

**COBERLEY PARISH COUNCIL
DRAFT MINUTES OF ANNUAL MEETING
HELD AT 6.30pm ON 22nd May 2025
IN COBERLEY VILLAGE SCHOOL**

1.	Welcome and introductions – by the present Chairman
2.	Election of Cllr McGaw as Chairman followed by signing of acceptance of office papers
3.	Election of Cllr Piggott as Vice-Chairman followed by signing of acceptance of office papers
4.	Attendance recorded as Parish Councillors Duncan McGaw, Hugh Piggott, Chris Bullock, Paul Benyon, County Councillor Paul Hodgkinson and 0 members of the public
5.	Apologies received recorded Cllr District Councillor Julia Judd
6.	Declaration of Interest for matters on the agenda invited- none
7.	Minutes of the previous Parish Council Meeting approved
8.	Council agreed 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 agreed no changes are required to standing orders, Complaints, Freedom of Information or Data protection policies procedure or financial regulations
10.	Council agreed no changes are required to the asset register
11.	Council agreed representation on outside organisations, No Crash group – Cllr H Piggott Arthur Connelly Trust – Cllr C Bullock A417 missing link – Cllr McGaw and Cllr Piggott
12.	Council noted no lead Councillor roles
13.	Council noted no changes required to insurance policy for the coming year and to confirm renewal
14.	Council noted no changes are required to banking mandate
15.	Council approved its independent internal auditor as Ian Selkirk as in previous year and has reported no actions are needed to be reported
16.	Council confirmed it wishes to renew its subscription to GAPTC and contract with PATA payroll and grass cutting contract
17.	Council approved the financial reports and payment list as attached Bus Shelter repairs-delegated to RFO
18.	Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms
19.	Council agreed its meeting schedule of 2nd Wednesday of 10 th September, 12 November, 14 th January, 11 th March 13 th May, the above months commencing at 7 pm except 2 nd July at 7pm
20.	Report received from County Councillor Hodgkinson <ul style="list-style-type: none"> • County Council election results • Priorities of new Council, safety, civic pride, 20mph limits, • Re-organisation of local government • A417 and A436 updates • Pot holes repairs • Local Highway issues
21.	Report received from District Councillor via email
22.	Close of meeting by 7.26pm as this meeting followed by parish assembly

Financial reports

payee	date	CHQ NO	AMOUNT	CURRENT A/C balance
opening current account balance				18846.33
m beard	01/05/2025	814	-572.00	18274.33
bh salary/expenses	15/05/2025	815	-69.53	18204.80
hmrc	15/05/2025	816	-298.40	17906.40
gaptc	22/05/2025	817	-105.72	17800.68
pata	22/05/2025	818	-150.40	17650.28
gallagher ins	15/05/2025	819	-702.22	16948.06
l selkirk	01/06/2025	820	-165.00	16783.06
b holder backpay	04/08/2025	821	-56.64	16726.42
pata	04/08/2025	822	-16.00	16710.42
precept	17/04/2025	rec	7688.00	24398.42
bank charges	30/04/2025	dd	-4.75	24393.67
b holder salary	30/04/2025	so	-229.32	24164.35
b holder salary	30/05/2025	so	-229.32	23935.03
b holder salary	30/06/2025	so	-229.32	23705.71
b holder salary	31/07/2025	so	-229.32	23476.39
b holder salary	31/08/2025	so	-229.32	23247.07
bank charges	30/05/2025	dd	-5.25	23241.82
bank charges	30/06/2025	dd	-5.25	23236.57
bank charges	30/07/2025	dd	-5.25	23231.32
bank charges	30/08/2025	dd	-6.25	23225.07
cb noticeboard	14/07/2025	824	-132.55	23092.52
b holder sal/expenses	04/09/2025	823	-79.33	23013.19
hmrc	04/09/2025	825	-472.00	22541.19

BANK RECONCILIATION

	01/04/2025	OPENING BANK BALANCE		18846.33	
		EXPENDITURE FOR PERIOD		3993.14	
		INCOME FOR PERIOD		7688.00	
		NET EXPENDITURE			
as at above		BANK BALANCE AS ABOVE		<u>22541.19</u>	0.00
as at 8/8/25		BAL PER S/M		23337.84	
		LESS U/P CHEQUES			
		822		16.00	
		so		229.32	
		825		472.00	
		823		79.33	
				<u>796.65</u>	
	28/08/2025	<u>reconciled balance</u>		<u>22541.19</u>	0.00

Other reconciliations

PAYE/salary

	gross	tax	net
PATA	1926.60	770.40	1156.20
cash book	1926.60	770.40	1156.20
	0.00	0.00	0.00

		feb /mar	april/may	june/sept
expenses				
wfh	jan			
mileage	diversions	19.60	19.60	19.60
postage		8.00	8.65	8.65
printing		3.60	3.60	5.80
		<u>31.20</u>	<u>31.85</u>	<u>34.05</u>
not covered by s/o		<u>20.84</u>	<u>37.68</u>	<u>45.28</u>
		<u>52.04</u>	<u>69.53</u>	<u>79.33</u>

earmarked reserves

	<u>2022</u>	<u>2023</u>	2024	2025
sundial	1000	2000	2000	2000
election costs	1500	1500	2500	3500
defibs	500		100	
contingency	5000	6000		
village events				600
assets			2015	3627
CIL		783	866	866
general	820	1061	7606	8253
bank balance at year end				
	<u>8820</u>	<u>11344</u>	<u>15087</u>	<u>18846</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	0
16	Defbrillator	Telephone Box, Coberley Village	01/04/2013	431.98	1806
				total	<u>48542</u>

Actual against budget 25/26

budget to date	BUDGET 25/26	ACUTAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	notes
Precept	10250	7688		
Bank interest deposit account		0		
CIL		0	5 years to spend	
Wayleave		0		
VAT to be reclaimed		0		
other receipts		0		
		0		
INCOME	10250	7688		
employment costs	3570	1927	1643	
Working from home and other expenses	400	196	204	
Insurance	700	703	-3	
bank charges	100	27	73	
Debrillators	100	0	100	to reserves
Subscriptions	100	106	-6	
Asset maintenance	2000	133	1867	to reserves
Grass Cutting	650	572	78	contract/bin
Village events	500	0	500	d day & xmas tree
Audit	150	165	-15	
Website & payroll costs	150	166	-16	pata
laptop and software		0	0	
school (meeting hire)	100	0	100	
prof services		0	0	
training	100	0	100	new cllrs/defib
election costs	1000	0	1000	to reserves
Expenditure	9620	3994	5626	5625.86
contingency/balance	450	3694		
expenditure	10070	7688		