

COBERLEY PARISH COUNCIL
Draft minutes
MEETING HELD ON
11TH MARCH 2026 AT 7PM
IN COBERLEY VILLAGE SCHOOL

1.	Welcome
2.	The Council agreed application received from David Steele for co-option following the resignation of Cllr Lowe,
3.	Attendance recorded as Parish Councillors' Duncan McGaw, Hugh Piggott, Chris Bullock, David Steele & no members of the public
4.	Council received and recorded apologies received from Parish Councillor Paul Beynon Council noted that it has ACCEPTED apologies from Cllr Paul Beynon as appropriate circumstances under LGA 1972 s85–the Councillor ceases to be a parish Councillor and a vacancy is declared if the Councillor does not attend a meeting within a 6 month period. (in this specific case the 6 month rules starts from 14 th January 2026) . Any Councillor who feels that they cannot /will not attend a meeting of the council within a 6 month period, can submit a written request for a dispensation to be sent to the Clerk for Council before the next meeting. Clerk to advise Cllr Beynon County Councillor Paul Hodgkinson & District Councillor Julia Judd sent apologies
5.	Council received no declarations of Interest for matters received on agenda items -
6.	Council noted report /updates from County Councillor Hodgkinson has been distributed via email
7.	Highway matters and updates discussed (standard item)– <ul style="list-style-type: none"> • Pothole filling and process • Heavy lorries not following diversion routes when A417 is closed • A436 road closure dates moved • Road damaged caused by diversions/heavy construction/different traffic patterns Other issues- Highways matters should be reported via https://fixmystreet.gloucestershire.gov.uk/
8.	Council discussed the emergency closure of AC07 describing it as a restricted byway and Class 5 Highway – Cllr McGaw has sent an email seeking clarification and CC manager has replied that several teams will investigate the legal status. To be an ongoing agenda item. Concerns expressed over safety to Star College students, cyclists and other pedestrians as it is part of the Cotswold Way.
9.	The Council noted no PROW matters have been raised (standard item) Council noted that PROW matters should be reported via https://fixmystreet.gloucestershire.gov.uk/
10	Council noted report from District Councillor Julia Judd has been distributed via email
11	Minutes of the previous Parish Council Meeting held on 14 th January 2026 approved for accuracy
12	Public Session -no members of the public attended
13	Cil receipts were discussed at previous meetings (received in April 22) and a decision on expenditure to be made on potential list including notice board, white gates, bench- Council agreed to discuss at AGM to decide on any projects to commence

15	<p>Council considered assertion 10 and its implications Council already have a co.uk email address and own the domain. The website appears to meet the recognized standards. Updated Policies to be adopted at the AGM to include IT, Data Protection, privacy notices and publication scheme -, model policies are available from GAPTC</p>
16	<p>The council approved the financial reports and payment list as agreed at meeting Standing order to Clerk to be cancelled after 31st March 2026 Alterations to bank mandate to be agreed at May 2026 AGM</p>
17	<p>Planning matters discussed/noted</p> <ul style="list-style-type: none"> • Salad Bowl updates to be received from DC Judd via email
18	<p>The council noted fixed assets updates</p> <ul style="list-style-type: none"> • Facia, bench and crash bar to be completed in the Spring- cfwd • Ullenwood Notice Board refurbishment to be discussed -cfwd
19	<p>The council agreed to carry forward updates on ownership of common land (Cllr Beynon) between Ham Mead and Coberley Court</p> <ul style="list-style-type: none"> • Cllr Beynon has visited record office and has confirmed that documentation is available and the PC will then have a record • Land between Ham Mead and Coberley Court was owned by the PC but another resident has attempted to claim it.
20	<p>The Council agreed to carry forward updates on winter plan including grit bins (Cllr Beynon) Meeting with Glos Highways on 17/9/25</p> <ul style="list-style-type: none"> • Map and audit of grit bins has been completed but do not match GCC records • Damaged bins noted will need to be replaced or re-sited if GCC adopted /agreed to fill • Potential new bins
21	<p>Policy of GCC emergency 24/25 plan (Cllr McGaw) to be carried forward Emergency Plan in July (advice to be sought from GRCC)</p>
22	<p>Council noted update from the Arthur Connelly Trust from Cllr Bullock</p>
23	<p>Council moved to confidential session to discuss employment matters</p> <ul style="list-style-type: none"> • Council received feedback from interview and agreed a decision to offer role at 5hrs per week LC1 p12 to candidate. With an immediate start, and standard contract to be sent. Expenses as national agreement. • Council agreed Cllr Bullock to handover date of current records if new Clerk is not available. • Historic records handed over to Cllr McGaw prior to this meeting • Council noted that is highly unlikely that the PC laptop will work and agreed in principal to replace with new laptop.
24	<p>The Council noted its next meetings are scheduled as 2nd Wednesday (AGM/Parish assembly) 13th May 2026, commencing at 7 pm followed by Parish Assembly at 8pm Council to agree future meeting schedule at the AGM</p>
25	<p>followed by Close of meeting 20.46</p>

**Agreed minutes
MEETING HELD ON
14TH JANUARY 2026 AT 7PM
IN COBERLEY VILLAGE SCHOOL**

1.	Welcome
2.	The Council noted there are no applications for co-option following the resignation of Cllr Lowe,
3.	Attendance recorded as Parish Councillors' Duncan McGaw, Hugh Piggott, Chris Bullock, & County Councillor Paul Hodgkinson and 0 members of the public attended
4.	Council received, accepted and APPROVED apologies received from Parish Councillor Paul Benyon (noting LGA 1972 s85 consider work commitments as an acceptable reason) and District Councillor Julia Judd
5.	Council invited declarations of Interest for matters received on agenda items -none
6.	Council noted report /updates from County Councillor Hodgkinson <ul style="list-style-type: none"> • LGA reorganisation update • CC budget levels • 20mph roll out • Pot holes programme • A436 hot spot for accidents • Speed limits and lower speed request still in progress
7.	Highway matters and updates discussed (standard item)– <ul style="list-style-type: none"> • A417 updates • Flooding at Oxford Cottages noted • Potential for Designated funds for works at Cowley/Ullenwood crossroads- Highways Manager to provide CC Hodgkinson with more information • Ullenwood Manor Road referred to CC Hodgkinson • Leckhampton Hill Road surface discussed with CC Hodgkinson • SDR not being shared with Parish Council discussed with CC Hodgkinson <p>Other issues- Highways matters should be reported via https://fixmystreet.gloucestershire.gov.uk/</p>
8.	Council agreed precept for 2026/27- Agreed £14k
9.	Minutes of the previous Parish Council Meeting held on 10 th September 2025 approved for accuracy
10.	Public Session – no members of the public attended
11.	Council noted report from District Councillor Julia Judd were distributed
12.	The council approved the financial reports and payment list as agreed at meeting <ul style="list-style-type: none"> • Council approved Iain Selkirk as independent internal auditor • Cil receipts were discussed at previous meeting (received in April 22) and a decision on expenditure to be made on potential list including notice board, white gates, bench- carry forward to next meeting • Council approved expenditure on snow plough up to £1.5k (joint funded with GCC to provide £1.5k) total expenditure £3k
13.	Highway matters and updates discussed (standard item)– <ul style="list-style-type: none"> • A417 updates • Flooding at Oxford Cottages

	<ul style="list-style-type: none"> • Potential for Designated funds for works at Cowley/Ullenwood crossroads <p>Other issues- Highways matters should be reported via https://fixmystreet.gloucestershire.gov.uk/</p>
14.	<p>The Council noted no issues PROW matters (standard item)</p> <ul style="list-style-type: none"> • Council noted that PROW matters should be reported via https://fixmystreet.gloucestershire.gov.uk/
15.	<p>Planning matters discussed/noted</p> <ul style="list-style-type: none"> • Salad Bowl update received from DC Judd • Lambing Shed referred by resident to DC Judd
16.	<p>The council noted fixed assets updates</p> <ul style="list-style-type: none"> • Brick Bus shelter on A435 refurbishment update by Cllr Bullock – completed and paid. • Facia, bench and crash bar to be completed in the Spring • Ullenwood Notice Board refurbishment to be discussed at next meeting
17.	<p>The council deferred updates on ownership of common land (Cllr Benyon) between Ham Mead and Coberley Court</p> <ul style="list-style-type: none"> • Cllr Benyon has visited record office and has confirmed that documentation is available and the PC will then have a record • Land between Ham Mead and Coberley Court was owned by the PC but another resident has attempted to claim it.
18.	<p>The Council deferred updates on winter plan including grit bins (Cllr Benyon) Meeting with Glos Highways on 17/9/25</p> <ul style="list-style-type: none"> • Map and audit of grit bins has been completed but do not match GCC records • Damaged bins noted will need to be replaced or re-sited if GCC adopt /agree to fill • Potential new bins
19.	<p>Policy of GCC 24/25 plan updates</p> <ul style="list-style-type: none"> • Snow plough and operation of policy – Council reluctantly agreed that as the contract stands between the GCC and the snow plough operator the PC could not become involved in contractual matters. The Council also noted that as the contract is set County wide, the remuneration rates are as set by the County. <p>Emergency Plan to be reviewed in due course (possible use of GRCC)</p>
20.	<p>Council discussed allotments in the village which are owned by the Church. The matter will be referred to the Church. Cllr McGaw declared an interest as a member of the Church Council.</p>
21.	<p>Council noted no update was available from the Arthur Connelly Trust</p>
22.	<p>Council moved to close session to discuss employment matters and delegated to Clerk to start the process.</p>
23.	<p>The Council note its next meetings are scheduled as 2nd Wednesday– 11th March 2026 and 13th May 2026, commencing at 7 pm</p>
24.	<p>followed by Close of meeting at 21.05</p>

Assets and reserves

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

Clerk has requested that the Sundial/war memorial to be specified on insurance policy

<u>earmarked reserves</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>30/12/2025</u>
sundial	1000	2000	2000	2000	2000.00
election costs	1500	1500	2500	3500	4500.00
defibs	500		100		700.00
contingency	5000	6000			6000.00
village events				600	600.00
assets			2015	3627	0.00
snow plough (taken from general reserves)					
CIL		783	866	866	866.00
general	820	1061	7606	8253	4064.00
bank balance at year end					18730.00

Financial reports

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>CURRENT A/C balance</u>
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
b holder	08/09/2025	826	-28.00	22513.19
hmrc	16/09/2025	827	-154.00	22359.19
pata	06/09/2025	828	-15.00	22344.19
b holder	07/10/2025	829	-27.60	22316.59
b holder	05/11/2025	830	-81.65	22234.94
krystal	05/11/2025	831	-8.39	22226.55
m beard	05/11/2025	832	-572.00	21654.55
veal and son	05/11/2025	833	-3660.00	17994.55
a curtis	05/11/2025	834	-360.00	17634.55
b carges	08/09/2025	dd	-5.25	17629.30
b charges	08/10/2025	dd	-5.25	17624.05
b holder salary	30/09/2025	so	-229.32	17394.73
b holder salary	31/10/2025	so	-229.32	17165.41
b holder salary	30/11/2025	so	-229.32	16936.09
hmrc	05/11/2025	835	-308.40	16627.69
cdc precept	25/09/2025	receipt	2562.00	19189.69
b charges	04/11/2025	dd	-6.75	19182.94
b charges	08/12/2025	dd	-5.25	19177.69
b holder salary	30/12/2025	so	-229.32	18948.37
hmrc	06/01/2026	836	-156.42	18791.95
n holder	06/01/2025	837	-62.05	18729.90
bank charges	06/02/2026	dd	-4.25	18725.65
b charges	08/01/2026	dd	-5.25	18720.40
b holder salary	30/01/2026	so	-229.32	18491.08
b holder salary	28/02/2026	so	-229.32	18261.76
hmrc	06/01/2026	838	-154.40	18107.36
b holder salary	05/02/2026	839	-28.00	18079.36
hmrc feb	05/02/2026	840	-154.00	17925.36
b holder salary	03/03/2026	841	-81.25	17844.11

BANK RECONCILIATION

	01/04/2025	OPENING BANK BALANCE		18846.33	
		EXPENDITURE FOR PERIOD	11252.22		
		INCOME FOR PERIOD	10250.00		
		NET EXPENDITURE			
as at above		BANK BALANCE AS ABOVE		<u>17844.11</u>	0.00
as at 13/2/26		BAL PER S/M		18154.68	
		LESS U/P CHEQUES			
			841	-81.25	
		so		-229.32	
				<u>310.57</u>	
	28/08/2025	<u>reconciled balance</u>		<u>17844.11</u>	0.00

PAYE/salary

	gross	tax	net	ers ni	
PATA	4238.52	1695.20	2543.32	2.42	28/02/2026
cash					
book	<u>4238.52</u>	<u>1695.20</u>	<u>2543.32</u>	<u>2.42</u>	
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

expenses	jan	feb /mar	april/may	june/sept	oct nov	dec/jan	feb /mar
wfh							
mileage		diversions	19.60	19.60	19.60	39.20	19.60
postage			8.00	8.65	8.65	6.65	8.65
printing			3.60	3.60	5.80	7.80	5.80
			<u>31.20</u>	<u>31.85</u>	<u>34.05</u>	<u>53.65</u>	<u>34.05</u>
not covered by s/o			<u>20.84</u>	<u>37.68</u>	<u>45.28</u>	<u>28.00</u>	<u>28.00</u>
			<u>52.04</u>	<u>69.53</u>	<u>79.33</u>	<u>81.65</u>	<u>81.25</u>

budget to date	BUDGET 25/26	ACUTAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	notes	<u>agreed 26/27</u>
Precept	10250	10250			14000
Bank interest deposit account		0			
CIL		0	5 years to spend		
Wayleave		0			
VAT to be reclaimed		0			
other receipts		0			
		0			
INCOME	10250	10250			14000
employment costs	3570	4239	-669		4650
Working from home and other expenses	400	493	-93		450
Insurance	700	703	-3		720
bank charges	100	59	41		72
Debrillators	100	0	100	to reserves	100
Subscriptions	100	106	-6		150
Asset maintenance	2000	3183	-1183	to reserves	2000
Grass Cutting	650	1144	-494	contract/bin d day & xmas tree	650
Village events	500	0	500		500
Audit	150	165	-15		170
Website & payroll costs	150	548	-398	pata	600
capital equipment		0	0		2000
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	9620	10639	-1019	-1019.40	13262
contingency/balance	450	-389			738
expenditure	10070	10250			14000