

COBERLEY PARISH COUNCIL
Agenda/summons
ANNUAL MEETING TO BE HELD ON
13TH MAY 2026 AT 7PM
IN COBERLEY VILLAGE SCHOOL

1.	Welcome
2.	Attendance to be recorded (anticipated as Parish Councillors: Duncan McGaw, Hugh Piggott, Chris Bullock, David Steele, Paul Beynon & members of the public
3.	Council to receive and record apologies from Parish Councillors
4.	Council to record declarations of Interest for matters received on agenda items
5.	Election of Chairman – signing of acceptance of office papers
6.	Election of Vice-Chairman – signing of acceptance of office papers
7.	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
8.	Minutes of the previous Parish Council Meeting held on 11th March 2026 to be approved for accuracy
9.	Public Session
10.	Reports from District Councillor Julia Judd and County Councillor Paul Hodgkinson will be given in the annual assembly which follows
11.	<p>Highway matters and updates to be discussed (standard item)</p> <ul style="list-style-type: none"> • Map and audit of grit bins has been completed but do not match GCC records. Reconciliation required. • Damaged bins to be replaced • Winter plan • Updates on A417 Missing Link project and other Parish highway issues <p>Other issues- Highways matters should be reported via https://fixmystreet.gloucestershire.gov.uk/</p>
12.	<p>The Council to note PROW matters (standard item)</p> <ul style="list-style-type: none"> • Cllr McGaw is now liaising with GCC PROW on the Anti-social use of the ACO7/Restricted byway /class 5 highway • GCC notification of temporary closure of footpath on National Star College land <p>Council to note that PROW maintenance matters should be reported via https://fixmystreet.gloucestershire.gov.uk/</p>
13.	<p>A decision on expenditure of Cil receipts to be discussed.</p> <ul style="list-style-type: none"> • Potential list including notice board, white gates, bench

14.	<p>Council to consider assertion 10 and its implications Updated Policies to be adopted at the AGM to include IT, Data Protection, privacy notices and publication scheme. - Clerk has downloaded these policies from GALC website</p>
15.	<p>Council to consider if changes are required to standing orders, Complaints, Freedom of Information or Data protection policies procedure or financial regulations</p>
16.	<p>Council to review representation on outside organisations, such as No Crash group</p>
17.	<p>Council to review any lead Councillor roles</p>
18.	<p>Council to approve the financial reports and payment list Alterations to bank mandate to be agreed</p>
19.	<p>Council to consider if any changes are required to our insurance policy for the coming year and to confirm renewal and agree premium of £719.26</p>
20.	<p>Council to confirm it wishes to renew its subscription to GALC in the sum of £105.72 and payroll contract to PATA in the sum of £55.35, grass cutting in the sum of £592, £20 increase for this service. We are not tied into a contract with Mark Beard but we have taken the decision to carry on with this service.</p>
21.	<p>Council to approve its independent internal auditor as Ian Selkirk as in previous year</p>
22.	<p>Council to approve its AGAR completion and delegate to the Chair of Council to sign the appropriate forms</p>
23.	<p>Planning matters discussed/noted</p> <ul style="list-style-type: none"> • Salad Bowl updates to be received from DC Judd via email • 26/00932/LBC The Old Rectory Coberley Cheltenham Glous GL53 9QZ Dated 02/04/26 - Expiry Date - Thu 07 May 2026 • 26/00931/FUL The Old Rectory Coberley Cheltenham Glous GL53 9QZ Dated 02/04/26 - Expiry Date - Thu 07 May 2026 • 18/01615/FUL(Residential re-development consisting of 26 residential (C3) units and associated works) for an off-road pull-in space for parking of drainage tanker when servicing drainage treatment plant - Land At Ullenwood Court Ullenwood Gloucestershire - Application Refused – Decision issued on the 30th April

	<ul style="list-style-type: none"> • 26/00468/LBC Seven Springs Cheltenham Glous GL 53 9NG Dated 10/03/2026 – Expiry Date Thu 9th April 2026 • 26/00656/FUL National Star College Ullenwood Manor Road Ullenwood Glous Dated 10/03/2026 - Expiry Date - Thu 16 Apr 2026 • APPEAL UNDER S78 REFUSAL OF A HOUSEHOLD APPLICATION Dated 10/03/2026 20 Ullenwood Court Ullenwood Cheltenham Gloucestershire GL53 9QS – Decision date was the 1st May • 25/02736/FUL (delegated decision) Site address: 20 Ullenwood Court Ullenwood Cheltenham Gloucestershire GL53 9QS - PLANNING APPEAL DECISION DISMISSED • 26/01173/NONMAT Land At Ullenwood Court Ullenwood Gloucestershire - Application Refused 30th April 2026
24	<p>The council noted fixed assets updates</p> <ul style="list-style-type: none"> • Facia, bench and crash bar of the bus shelter to be completed in the Spring- cfwd • Ullenwood Notice Board refurbishment to be discussed -cfwd • Asset register has been updated to reflect the two benches one by the sun dial and one by the spring • New Parish Clerk’s laptop to be added to the register
25	<p>Request from a member of the public to remove the “dog waste sign” on the Village Green as its sole purpose would appear to be for children to swing around after school. Council to consider.</p>
26	<p>The council to update 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.
27	<p>Policy of GCC emergency 24/25 plan (Cllr McGaw) to be carried forward. Council to update its Emergency Plan (advice to be sought from GRCC) – PC Risk assessment to be carried out.</p>
28	<p>Coberley Primary School – Clerk has emailed the school manager Anna to confirm outstanding payments for the hire of the hall for PC meetings. Anna has proposed £120 p/a for hire of the hall. Council to agree on if back payment is to be made. Previous cheques were issued to the school but not banked.</p>
29	<p>Council to receive an update from the Arthur Connelly Trust from Cllr Bullock</p>
30	<p>Finance Review of accounts:</p> <ul style="list-style-type: none"> • Remittance advice received on the 14th April for precept for the amount of £10,500.00 a further £3500 is to be received at a later date. • Clerks April salary was paid. Council to agree they are happy for a standing order to be setup for clerks’ salary to be paid on the 25th of every month going forward.

31	<p>Council to agree its meeting schedule of July, September, November, January, March, May. Current rhythm 2nd Wednesday of the above months commencing at 7 pm. Proposal received from Cllr Paul Beynon for meetings to be moved to either a Monday or Friday due to restriction of meeting attendance caused by overseas work commitments on a Wednesday. Council to vote.</p> <p>The Council to note that on its current rhythm, next meeting would be 8th July 2026 (2nd Wednesday), commencing at 7 pm</p>
32	<p>Council to move to confidential session to discuss employment matters</p> <ul style="list-style-type: none">New Clerks contract has been signed and payroll confirmed with PATA
33	<p>This meeting will be followed by our Parish Assembly at 8pm</p>