

**COBERLEY PARISH COUNCIL
APPROVED MINUTES
ANNUAL GENERAL MEETING HELD ON
13TH MAY 2026 AT 7PM
IN COBERLEY VILLAGE SCHOOL**

1.	Welcome
2.	Attendance recorded (anticipated as Parish Councillors² Duncan McGaw, Hugh Piggott, Chris Bullock, David Steele, Paul Beynon & members of the public
3.	Council received and recorded apologies from Parish/District Councillors District Councillor Julia Judd Cllr Paul Beynon has sent written apologies to the Chair and Clerk
4.	Council recorded declarations of Interest for matters received on agenda items Cllr McGaw - Interest in the school as a Governor for Coberley Primary
5.	Election of Chairman – signing of acceptance of office papers Councillor Duncan McGaw
6.	Election of Vice-Chairman – signing of acceptance of office papers Councillor Hugh Piggott
7.	Council reviewed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council is able to be held AGREED
8.	Minutes of the previous Parish Council Meeting held on 11th March 2026 to be approved for accuracy Item 8 should read “GCC” Manager NOT “CC” Manager Numbering was incorrect on the last minutes MINUTES APPROVED
9.	Public Session No members of the public present

10.	Reports from District Councillor Julia Judd and County Councillor Paul Hodgkinson will be given in the annual assembly which follows – Julia has sent hers via email as she is not able to attend the meeting.
11.	Highway matters and updates discussed (standard item) • Map and audit of grit bins has been completed but do not match GCC records. Reconciliation required. • Damaged bins to be replaced – Lids are flipping open • Winter plan Cllr Beynon has not had any feedback on the plans for the grit bins or snow plough. Emails have been sent to Anna but to date he has not had any response. If Cllr Beynon is not going to be available to attend future meetings someone will need to take this over to move it forward. Budget has been agreed for the snow plough. • Updates on A417 Missing Link project and other Parish highway issues – This is going well, it's on schedule the switch over to the new A436 at the beginning of June or July. Cllr Piggott will be meeting with them week after next, time lines for this will be 5 weeks possibly 8 which will cause quite a bit of disruption. Once complete the new road will then be linked up. Only evening closures have been confirmed Cllr Piggott has circulated these closures on the WhatsApp chats. There are public sessions at the end of May to discuss this. Other issues- Highways matters should be reported via https://fixmystreet.gloucestershire.gov.uk/
12.	The Council noted PROW matters (standard item) • Cllr McGaw is now liaising with GCC PROW on the Anti-social use of the ACO7/Restricted byway /class 5 highway – Monitoring this for antisocial vehicles, one of the residents is recording the speed of vehicles at present and Cllr McGaw to speak to Louisa Ranklin. • GCC notification of temporary closure of footpath on National Star College land – It will now be a temporary diversion for the Cotswold Way so there is extra pressure to get the path repaired so GCC are paying for a much harder surface to be put down and was meant to be completed today however the machine which makes the materials has broken down. The contractor was meant to be returning today so we are just waiting now. • District Councillor Paul Hodgkinson arrived at the meeting at 19.37 Council to note that PROW maintenance matters should be reported via https://fixmystreet.gloucestershire.gov.uk/
13.	A decision on expenditure of Cil receipts to be discussed. • Potential list including notice board, white gates, bench – To discuss at the next meeting

14.	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 Agreed that Clerk will look into this a bit more and report back after the meeting
15.	Council considered any changes required to standing orders, Complaints, Freedom of Information or Data protection policies procedure or financial regulations NONE REQUIRED SO AGREED
16.	Council reviewed representation on outside organisations, such as No Crash group – We have not had one for a while, Paul Hodgkinson is happy to hold one if required by the council.
17.	Council reviewed any lead Councillor roles None to review at present
18.	Council approved the financial reports and payment list Alterations to bank mandate to be agreed VAT Reclaimed needs to be looked into by the Clerk as we do not have any record of this. David Steel needs to be added to the bank as an approver All invoices stated in finance report have been approved for payment Bank reconciliation approved
19.	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 Renewal to go ahead but only on a one year deal. Next year we need to obtain quotes. We need to confirm whether or not the Village Green needs to added to the Asset Register
20.	Council to confirm it wishes to renew its subscription to GAPTC in the sum of £105.72 Inv 292, GALC £118.31 Inv 1453 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. APPROVED

21.	Council approved its independent internal auditor as Ian Selkirk as in previous year APPROVED
22.	Council to approve its AGAR completion and delegate to the Chair of Council to sign the appropriate forms We will need to call an extra meeting in June to sign off AGAR, Clerk to look at dates in June.
23	Planning matters discussed/noted • Salad Bowl updates to be received from DC Judd via email -The Fire brigade was called out to it the other day. • 26/00932/LBC The Old Rectory Coberley Cheltenham Glous GL53 9QZ Dated 02/04/26 - Expiry Date - Thu 07 May 2026 – NO COMMENTS • 26/00931/FUL The Old Rectory Coberley Cheltenham Glous GL53 9QZ Dated 02/04/26 - Expiry Date - Thu 07 May 2026 – NO COMMENTS • 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 • 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.	The council noted fixed assets updates • 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 It was agreed that the bus shelter for Cawley is to be removed from the asset register The noticeboards we’re working on at the moment.
25	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.

	It was agreed that this is a district council sign therefore we are not allowed to remove it. It is important that we have a sign up in the village informing the public about disposal of Dog Waste
26.	The council to update on ownership of common land (Cllr Beynon) between Ham Mead and Coberley Court • 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. Council has decided to defer until Cllr Beynon is present at a future meeting
27.	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. Council agreed to carry this forward to the next meeting
28	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. Council agreed to back pay the school for two years of hall hire of the sum of £200 plus £120 p/a going forward. Clerk to arrange payment as soon as possible.
29.	Council to receive an update from the Arthur Connelly Trust from Cllr Bullock Nothing agreed at present
30	Finance Review of accounts: • 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 COUNCIL AGREED
31	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. The Council to note that on its current rhythm, next meeting would be 8th July 2026 (2nd Wednesday), commencing at 7 pm

	It was agreed that future Parish Council meetings are to be moved to the 2nd Monday in the month to help support Cllr Beynon with attendance as he has commitments overseas which is preventing him from attending meetings at present. Monday 13th July was agreed for the next Parish Council meeting
32	Council to move to confidential session to discuss employment matters New Clerks contract has been signed and payroll confirmed with PATA MEETING ENDED 8.20PM
33	This meeting will be followed by our Parish Assembly at 8pm

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 14th 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)– • 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.	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
16.	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
17.	Planning matters discussed/noted • Salad Bowl updates to be received from DC Judd via email
18.	The council noted fixed assets updates • Facia, bench and crash bar to be completed in the Spring- cfwd • Ullenwood Notice Board refurbishment to be discussed -cfwd
19.	The council agreed to carry forward updates on ownership of common land (Cllr Beynon) between Ham Mead and Coberley Court • 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.	The Council agreed to carry forward updates on winter plan including grit bins (Cllr Beynon) Meeting with Glos Highways on 17/9/25 • 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.	Policy of GCC emergency 24/25 plan (Cllr McGaw) to be carried forward Emergency Plan in July (advice to be sought from GRCC)
22.	Council noted update from the Arthur Connelly Trust from Cllr Bullock
23.	Council moved to confidential session to discuss employment matters • 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.	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
25.	followed by Close of meeting 20.46