

COBERLEY PARISH COUNCIL
Agenda/summons
MEETING TO BE HELD ON
14TH SEPTEMBER 2026 AT 7PM
IN COBERLEY VILLAGE SCHOOL

1.	Welcome
2.	Attendance to be recorded (anticipated as Parish Councillors' Duncan McGaw, Chris Bullock, David Steele, Paul Beynon & members of the public
3.	Council to receive and record apologies from Parish Councillors Cllr Paul Hodgkinson, Cllr Julia Judd and Cllr Hugh Piggott send apologies
4.	Public Session
5.	Lucy Eccles from GRCC will deliver a short presentation (10 Mins) on Flood Management and Community Emergency Planning with 10 mins at the end for any questions.
6.	Council to record declarations of Interest for matters received on agenda items
7.	Council to note report /updates from County Councillor Paul Hodgkinson
8.	Council to note report from District Councillor Julia Judd
9.	Highway matters and updates to be discussed (standard item • A417 updates • Update on 20 mph speed limit – Comments have been reviewed Clerk has circulated email form Anna Johns with attached plans. The extension of the limit out of the village toward the A436 was not accepted to fall within guidance Other issues- Highways matters should be reported via https://fixmystreet.gloucestershire.gov.uk/
10.	The Council to note PROW matters (standard item) Council to note that PROW matters should be reported via https://fixmystreet.gloucestershire.gov.uk/
11.	Minutes of the previous Parish Council Meeting held on 22nd June to be approved for accuracy. Introduction of an action log to be agreed. Actions from last meeting: 1) Asset Maintenance Cllr Bullock to update 2) Ownership of village green 3) Visit to be arranged for Julia Judd to the Salad Bowl 4) Proposed village volunteering group 5) Website tidy up

	6) Policy of GCC emergency plan 7) Email and website compliance 8) Land Law Solicitors – Clerk to speak to GALC 9) Snow Warden – Clerk to speak to GALC to find out if the council can employ someone to undertake this role 10) The bench by sundial needs to be added to the register – Possibly needs to be replaced.
12.	Council considered assertion 10 and its implications Updated Policies to be adopted to include IT, Data Protection, privacy notices and publication scheme -, model policies are available from GALC
13	To APPROVE the financial reports and payment list (as per Clerks report). - As agreed at previous meeting Cllr Beynon and Cllr Steele were to be added to the bank account. - VAT Reclaimed
14.	Planning matters discussed/noted Please refer to clerks report for updates – These will be available in the minutes of this meeting.
15.	Updates on land ownership (Cllr Beynon)
16.	Council updates on winter resilience, including Snow ploughing and replacement plough, grit bins, snow warden proposal. (Cllr Beynon to update on progress) - Update on grit bins (Cllr Beynon) - Snow Warden update - Purchase of Snow Plough and update on outstanding payment for Rob - Winter Updates 2026-27 – Email received 17.08.26 from Highways & Infrastructure - Gloucestershire County Council - Have we completed the form with our requests?
17.	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.
18.	Update on the Arthur Connelly Trust from Cllr Bullock
19	AOB: - Clerk training courses - Induction for RFO 29th Oct and Induction for Clerks 8th Dec. Please confirm that Councillors are happy for these courses to be booked, cost tbc - CIL funds to be spent ASAP £86.99
20.	The Council noted its next meetings are scheduled as 2nd Monday 9th November 2026, commencing at 7 pm
21.	followed by Close of meeting

Coberley Parish Council - Clerks Report September 2026

Bank Reconciliation (from Cashbook 26/27)

BANK RECONCILIATION					
01/04/2025	OPENING BANK BALANCE			17425.54	
	EXPENDITURE FOR PERIOD		3517.19		
	INCOME FOR PERIOD		10605.00		
	NET EXPENDITURE				
as at above	BANK BALANCE AS ABOVE			24513.35	24513.35
as at 14.09.26	BAL PER S/M			24513.35	

Payments/Invoice List Sep 2026

- Clerk Pay Sep 2026 20 hours inc WFH Allowance = £283.58
- Clerk Expenses July Mileage 22nd July Parish Council Meeting 89 Miles x 55p = £48.95
- Clerk Expenses September Mileage 14th September Parish Council Meeting 89 Miles x 55p = £48.95
- Related HMRC payment July £64.40
- PATA £40.35

NOTE: As of the 1st April 2026 the hourly rate for the Clerk & RFO has gone up to £15.31 PATA will calculate the back pay and add it to this months payroll (additional fee of £15 for amendment)

Clerks salary and expenses will be paid on the 17th of each month moving forward

Clerks hours for Aug/Sep 20 hrs p/m – Breakdown of work

- Emails Management
- Agendas for PC meeting for Sep
- Minutes for PC meeting in July
- Action Log
- Organisation of folders and historical documents on laptop

01/04/26-01/07/26		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				17425.54
Clerk Laptop	07/04/2026		-409.00	17016.54
Bank charge	07/04/2026	dd	-5.25	17011.29
precept	16/04/2026	receipt	10500.00	27511.29
H Ward Apr pay	23/04/2026	so	-257.78	27253.51
bank charge	05/05/2026	dd	-5.25	27248.26
HMRC	18/05/2026		-64.20	27184.06
GAPTC	18/05/2026		-105.72	27078.34
GLOS AS	18/05/2026		-118.31	26960.03
H Ward May pay	22/05/2026	so	-309.58	26650.45
Hall Hire 2024/2025	02/06/2026		-200.00	26450.45
Hall Hire 2026	02/06/2026		-120.00	26330.45
Hiscox Insurance	02/06/2026		-557.86	25772.59
bank charge	08/06/2026	dd	-4.25	25768.34
H Ward Jun pay	18/06/2026	so	-283.58	25484.76
Clerks expenses	23/06/2026		-114.40	25370.36
Iain Selkirjk AGAR	01/07/2026		-170.00	25200.36
PATA	01/07/2026		-55.35	25145.01
HMRC	01/07/2026		-43.30	25101.71
Bank charge	07/07/2026	so	-4.25	25097.46
H Ward Jul Pay	17/01/1900		-332.53	24764.93
GLOS AS REFUND	28/07/2026		105.00	24869.93
Bank charge	04/08/2026		-4.25	24865.68
HMRC	20/08/2026		-64.50	24801.18
H Ward Aug Pay	21/08/2026		-283.58	24517.60
Bank charge	07/09/2026		-4.25	24513.35

budget to date	<u>BUDGET 26/27</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>notes</u>	<u>agreed 27/28</u>	<u>average band d</u>
Precept	14000	10500				0.00
Bank interest deposit account		0				52.07
CIL		953	953.00	5 years to spend £86.99 to be spent ASAP		
Wayleave		0				
VAT to be reclaimed		105				
other receipts		0				
		0				
INCOME	14000	11558				
employment costs	4650	1694	2956			actual
Working from home and other expenses	450	114	336			
Insurance	720	559	161			
bank charges	72	28	45			
Debrillators	100	0	100	to reserves		
Subscriptions	150	224	-74	Refund due back in account for overpayment for GALC		
Asset maintenance	2000	409	1591	to reserves		
Grass Cutting	650	0	650	contract		
Village events	500	0	500	d day & xmas tree		
Audit	170	170	0			
Website & payroll costs	600	0	600	pata		
capital equipment	2000	0	2000			
school (meeting hire)	100	320	-220	Back payments made to primary school for x2 years hire fees		
prof services		0	0			
training	100	0	100	new cllrs/defib		
election costs	1000	0	1000	to reserves		

fixed assets			Date acquired (if known)	Purchase cost (if known)	
	Description	Location			Current Value
1	X3 Bench	Village Green	Unknown	Unknown	300
2	Sun Dial	Village Green	Unknown	Unknown	11693
3	Telephone Box	Coberley Village	22/04/2010	1	3000
4	Bus Shelter	On main road	Unknown	Unknown	15000
7	Mower	School	10/03/2010	405.37	250
8	Strimmer	School	01/12/2006	127.9	150
9	Grit Spreader	School	01/12/2006	210	100
10	Notice Board	Ullenwood	Unknown	Unknown	1000
11	Notice Board x2	Coberley Village	Unknown	Unknown	2000
12	Notice Board	Salterley Grange	02/03/2011	£600.00*	1000
13	Grit Bins x27	locations throughout Parish	2012-2015	1100.76	2260
14	Info plaque Seven Springs	Seven Springs	01/01/2014	63	63
15	WW1 Brass Plaque	Village Green	01/10/2014	120	120
16	Laptop	Clerks home		409	409
17	Defbrillator	Telephone Box, Coberley Village	16/11/2017	1806	1806
			24/03/2026	TOTAL	39151

Planning applications, appeals and decisions

Ref: 23/00306/BCN & 24/00077/BCN - 70017358 Land at Ullenwood Court, Ullenwood

Greenway Lane

Email received 17.07.26 from planning at CDC

- Churcham Homes are currently blocking the road to residents properties.
- Possible breach of planning control. The Planning Enforcement (CDC) department have acknowledged Julia Judd's email. There are two existing cases already live for this location and so her details have been added to the cases to be updated with progress.
- They have confirmed that the obstruction of a public highway would be a matter for the police rather than planning.

26/02086/FUL

Full Application for Application for 3 outbuildings, hard landscaping, driveway and other

garden works (part retrospective) at 20 Ullenwood Court Ullenwood Cheltenham

Gloucestershire GL53 9QS – ANY COMMENTS?

The Salad Bowl Update Ref C/26/00739/SMCCON – Daniel Smith Officer – Environmental Protection has visited the site as a result he has identified the owner of the land via land registry. He has written a warning letter relating to the fires and uncontrolled disposal of waste offences under the environmental act.

Email received from Julia Judd 09/09/2026 - I have spoken to ERS though about The Salad Bowl. They found that the owner did not reside at the address they had for him, but they have found two other properties owned by him in Cheltenham and are pursuing him. I don't have more detail at the moment, but they will persevere, this is a different team to enforcement, they work with the Police on issues so I am hopeful something will come of it.

26/01957/TPO

T22: Ash: Fell as has die back. T23: Rowan: This has a large cavity up the main stem leading to the union. In poor condition. Fell T24: Beech: Large cavity in base leaning over track. Fell T25: Pine: standing dead tree. Fell T26: Wych elm: Crown has died off, little growth in lower stem. Fell. T28: Ash: Has ash die back. Fell. **NOW CLOSED, NO COMMENT MADE**

Payments to be approved for September

Coberley Parish Council							
						Payment Period - Monthly	
Salary	1.00	321.98	321.98	PAYE Tax	64.40	Total Gross Pay TD	2087.88
Home Office	1.00	26.00	26.00	National Insurance	0.00	Gross for Tax TD	1931.88
						Tax paid TD	386.20
						Earnings For NI TD	0.00
						National Insurance TD	0.00
						Earnings for NI	0.00
						Gross for Tax	321.98
						Total Gross Pay	347.98
Contracted Hours	5.00	Week				Nat. Insurance No	JJ701319D
6	28/09/2026		BR	7	Mrs. HL Ward		283.58

Coberley Parish Council
C/o Helen Ward
12 Blueshot Drive
Clifton Upon Teme
Worcester
WR6 6DF



07 September 2026

Invoice No: 26/0052/PPS

INVOICE for PATA Payroll Services

Service	No. Employees	Total Cost
July 26 Payroll	1	£ 13.45
August 26 Payroll	1	£ 13.45
September 26 Payroll	1	£ 13.45
TOTAL DUE		£ 40.35

Payment terms 28 days – payment due 5th October 2026

BANK DETAILS:

Account Name: **PATA UK** Account No: **69294941** Sort Code: **60-09-02**

Please use the invoice number for reference and
notify by email to finance@pataglos.org.uk when BACs payment made.

Cheque payments received after the 1st November 2023 will incur a £1.00 administration fee.

PATA reserves the right to apply a £10 administration fee for late payment of invoices.

With thanks

E & OE

Date : 07/09/2026

Time : 13:07:11

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Coberley Parish Council
Form P32 - Employer Payment Record

Tax Month From: 6 Date From: 06/09/2026 Tax District/Reference: 120/HA59938
Tax Month To: 6 Date To: 05/10/2026 Accounts Office Reference: 120PQ00320293

1 - PAYE Income Tax:	64.40
2 - Student/Postgraduate Loan Deductions:	0.00
3 - Net Income Tax:	64.40 (1 + 2)
4 - Gross National Insurance:	0.00
5 - Employment Allowance:	0.00
6 - Total SMP Recovered:	0.00
7 - NIC Compensation on SMP (if due):	0.00
8 - Total SPP Recovered:	0.00
9 - NIC Compensation on SPP (if due):	0.00
10 - Total ShPP Recovered:	0.00
11 - NIC Compensation on ShPP (if due):	0.00
12 - Total SAP Recovered:	0.00

Approved
by

Date