

**COBERLEY PARISH COUNCIL
DRAFT MINUTES FOR
MEETING ON
14TH SEPTEMBER 2026 AT 7PM
IN COBERLEY VILLAGE SCHOOL**

1.	Welcome
2.	Attendance recorded Cllr Duncan McGaw, Cllr Chris Bullock, Cllr David Steele, Cllr Paul Beynon & two members of the public
3.	Council received and record apologies from Parish Councillors Cllr Paul Hodgkinson, Cllr Julia Judd and Cllr Hugh Piggott
4.	Public Session – Two members of the public attended who are also parents of Coberley Primary School. They enquired about the restrictions on the village green as the school has issued a newsletter asking parents to keep their children off the village green. There are also signs which have been placed on the village green. The two members of the public wanted to know if this can be enforced as they feel as parents it is very sad to keep children off such a beautiful open community space. They wanted to know if the signs had been put up by the Parish Council. The council responded and confirmed they had not been put up by the parish council. The councillors confirmed that, as ownership of the Village Green is vested in the Parish Council by Gloucestershire County Council, it is up to the Parish Council to protect the green and keep it in good condition. If complaints are submitted to the parish council they need to be considered. It was noted that the Council has previously been advised by GCC that to place stones or such obstacles on public land to deter vehicles from driving onto it, represents a health and safety hazard and as such is not permitted. It is considered that the signs placed in the village green also represent a safety (trip) hazard. ACTION: Cllr McGaw to attempt to establish where the 'keep off' signs have come from, to speak to the school and request that a communication be sent out in a future newsletter on behalf of the Parish Council requesting that, within reason, all avoid use of the village green in wet weather, to help to prevent damage to the grass. The signs also need to be removed.

5.	Lucy Eccles from GRCC delivered a presentation on Flood Management and Community Emergency Planning • Lucy can assist with our new Community Emergency Plan which ideally needs to be created by the end of the year. • Lucy will be leading a River Day in Coberley on the 26th of September, meeting at the Primary School at 9am – 1pm. Looking at River Naturalist
	surveys. Community Events will be arranged but drop in dates to be confirmed. • Lucy will send Helen Ward the presentation to circulate to the councillors • Community Emergency Planning network meetings will be held soon, these meetings will be held quarterly, Lucy will send more details to the Clerk on this.
6.	Council recorded declarations of Interest for matters received on agenda items NONE
7.	Council noted report /updates from County Councillor Paul Hodgkinson which was received by email on Friday 11th September 2026. 1. LGR – the Government has now decided to pause this! It is of course deeply frustrating given the time and money which has already gone into moving to a unitary council. The Govt is reviewing its decision and may well say yes again in due course but in the meantime all work on this is halted and the CDC elections which had been cancelled are now, for the moment, back on next May! 2. A417 – you know a lot about this but the road will be into its next phase from 18/9 and the project is on track to be fully open in February. 3. Speed limit reduction in the village – no change to the existing timetable for delivery of this soon. Anne Johns will be confirming that with you. The legal notices will be issued shortly.
8.	Council noted report from District Councillor Julia Judd - N/A

9.	Highway matters and updates discussed (standard item) • A417 updates – A major re-routing onto a new section of the A417 will take place on the 18th September • Update on 20 mph speed limit – Comments have been reviewed. Clerk has circulated email from Anne Johns with attached plans. Whilst some of the requested extensions to the limits had been incorporated, an extension of the limit from the cattle grid beside Dowmans Farm to the A436 was not accepted to fall within guidance • Cllr Beynon has a map of the public right of way re-routing application he has submitted. This map is available at request. Other issues- Highways matters should be reported via https://fixmystreet.gloucestershire.gov.uk/
10.	The Council noted 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 were approved for accuracy. Introduction of an action log was agreed. APPROVED Actions from the last meeting: 1) Asset Maintenance Cllr Bullock to update – To be moved to next meeting agenda 2) Ownership of village green – To be discussed at the next meeting. 3) Visit to be arranged for Julia Judd to the Salad Bowl – Cllr McGaw to arrange meeting with Julia 4) Proposed village volunteering group – Cllr Beynon to email District Officer in Devon to get more information about what they do there. 5) Website tidy up – Ongoing task for the Clerk 6) Policy of GCC emergency plan – Lucy Eccles to support with new emergency plan 7) Email and website compliance – Clerk to confirm with GALC whether or not we need a gov.uk email address or a co.uk address will suffice 8) Land Law Solicitors – Cllr Beynon will obtain a quote to get them digitally registered. GALC cannot give us any recommendations on Land Law Solicitors 9) Snow Warden – Clerk to confirm we can take on a snow warden once she has heard back from GALC. 10) The bench by sundial needs to be added to the register – Possibly needs to be replaced – Clerk has added this to the asset register 11) Clerk to find out the legality of Japanese knot weed on properties

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 Clerk to look at policy templates on GALC site
13	Financial reports and payment list approved (as per Clerks report). - As agreed at previous meeting Cllr Beynon and Cllr Steele were to be added to the bank account. Cllr Steele can now access the bank account but Cllr Beynon is still waiting for a bank card from Lloyds. Clerk to follow up with the bank - VAT Reclaimed – To be actioned by the clerk
14.	Planning matters discussed/noted Please refer to clerks report below for updates
15.	Updates on land ownership (Cllr Beynon) No update at present
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) Still awaiting response from GCC - Outstanding payment for Rob -Cllr Beynon can't get a response from highways on this? Duncan to ask Paul Hodgkinson to write to Dan regarding this matter and lack of response on winter provisioning, to see if he can move it forward. - Winter Updates 2026-27 – Have we completed the form with our requests? Yes Cllr Beynon has completed the form.
17.	Policy of GCC emergency 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. Lucy Eccles from GRCC to assist the council with a new emergency plan. Carry forward to the next meeting. Clerk to dig out the old emergency plan
18.	Update on the Arthur Connelly Trust from Cllr Bullock – NO UPDATES AT PRESENT
19	AOB: - Clerk training courses – Clerk to confirm cost for these courses - CIL funds to be spent ASAP £86.99 – Cllr Bullock to send Clerk receipts for maintenance costs for the bus shelter. - Cllr Beynon will get a quote for putting in a new 'removable' pole on the village green for the Christmas Tree. This will help to prevent children from swinging round and churning up the ground. Note that no action may be taken regarding removal of the existing CDC 'Dog fouling' sign/pole without permission from CDC

20.	Council noted future meetings are scheduled for the 2nd Monday of odd months. The next meeting is confirmed for Monday 9 th November 2026 at 7pm. It has been agreed at the meeting that we will change to the 1st Monday of odd months after the next meeting in November.
21.	followed by Close of meeting 21.36pm

Coberley Parish Council - Clerks Report September 2026

Bank Reconciliation (from Cashbook 26/27)

BANK RECONCILIATION					
01/04/2026	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 Pay Aug 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

01/04/26-07/09/26 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 Selkirk 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	BUDGET 26/27	<u>ACUTAL</u> <u>YEAR</u> <u>TO</u> <u>DATE</u>	<u>BALANCE</u> <u>AVAILABLE</u> <u>TO SPEND</u>	notes	<u>agreed</u> <u>27/28</u>	<u>average</u> <u>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		
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fixed assets	Description	Location	Date acquired) if known	Purchase cost (if known)	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 – **OBJECTION TO BE SENT**

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**

26/02452/FUL Expiry 5th Oct - NO COMMENT

Full Application for Revision to internal radius line of existing driveway, Removal of trees and associated works at The Old Rectory Coberley Cheltenham Gloucestershire GL53 9QZ

26/02453/LBC – Expiry 5th Oct – NO COMMENT

Listed Building Consent for Revision to internal radius line of existing driveway, Removal of trees and associated works at The Old Rectory Coberley Cheltenham Gloucestershire GL53 9Q

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*Cllr Duncan McGaw*.....

Date 14th September 2026.....