

COATES PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING WEDNESDAY 5 May 2021
7.30PM via **ZOOM VIDEO CONFERENCE SERVICE**

Chairman for this meeting: Richard Harrison

Present:

Councillors and Officials:	
Harrison, Richard (RH)	Chairman
Dobson, John (JD)	Councillor
Harris, Stephen (SH)	Councillor
Hobson, Andrew (AH)	Councillor
Torry-Harris, Gilly (GTH)	Councillor
Barry Wainwright (BW)	Councillor
Coates, Caroline (CC)	Clerk

In Attendance:

Members of the Public:
Berry, Tony - Cotswold District Councillor
Clegg, Peter (PC) – Bathurst Estate
Peploe, Kirsty (KP) – Bathurst Estate
29 members of the public attended

1. ELECTIONS

Chairs Acceptance of Office

Richard Harrison Accepted the special office of Chairman. It was agreed that forms would be completed, signed and returned to the Clerk accepting the Office.

Councillors Acceptance of Office

Each Councillor in turn accepted office and agreed to complete, sign and return forms to the Clerk.

2. RECEIVE APOLOGIES

All Parish Councillors present – no apologies needed.

Apologies received from Councillor Stephen Hirst (County Councillor)

3. REGISTER OF MEMBERS INTERESTS

No changes to the register of interests were received.

4. MINUTES OF THE LAST PARISH COUNCIL MEETING

The minutes of the Parish Council meeting of 1 March 2021 were approved by all council members and signed by the Chairman.

5. BATHURST ESTATE OFFICE

PC and KP presented on plans for the Tunnel House Pub

The Tunnel House has been vacant for a while, there are plans to re-open it. The Bathurst Estate believe that without accommodation the pub is not financially viable.

Plans were shared identifying the siting of cabin style (Pod) accommodation along with possible examples. Discussions with County planners and environmental agencies are taking place.

Examples of styles of cabins were shared along with information of an architect to create bespoke designs. Services to the cabins needs to be decided.

Questions were asked of PC and KP by Councillors relating to environmental impact, impact on village, numbers of pods, whether these would be self-catering or not, car parking, pub garden space, whether the pub would be a pub or a restaurant, level of refurbishment, intentions for duration of letting, function room(barn) and costs.

PC confirmed that the Bathurst Estate would co-invest with partners in the project. There are 2/3 interested parties. The pub would be refurbished and kitchens updated including the function room. The Pods are planned to be 'high end' accommodation for short breaks. Would not provide self-catering facilities with the exception of a fridge and kettle. The aim is to encourage use of the pub for breakfast and meals. Increasing the car park may need to be considered. The Pods would not require foundations so if removed would have little impact on the environment. Phase one is for 6 pods possibly increasing to 9 in phase 2. The pub would remain a pub for villagers with the option of food as well as encouraging visitors for meals. The Bell at Sapperton was shared as a parallel example.

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The Estate would invest heavily to ensure top quality accommodation. Assuming the planning application is successful, refurbishment is expected in the summer. The Parish Council will be kept informed during the process and updates will be provided at subsequent meetings.

Future Housing in Coates

The Estate would like to establish whether there is an appetite for new housing in the village. PC confirmed there is no intention to impose housing, the Estate are already heavily involved in another large development at The Steadings. Kemble was shared as an example where the Estate worked with the village to provide housing on 2 sites.

There are potential sites on Bathurst Estate land to provide housing to infill or along ribbons of land. New housing could be seen as an opportunity to enable villagers to move up or down the market. There are opportunities for small scale development fitting with the village to support community needs.

Reassurances were given that it would be 1 or 2 houses in a particular space. PC and KP have been invited to the next meeting to provide a short presentation with specific details. This may be an appropriate time to survey the views of villagers again on the matter of new housing.

RH encouraged members of the public who have questions and/or comments about the information shared by PC and KP to send these direct to the Bathurst Estate Office or pass them to Coates Parish Council (via the clerk@coatesparish.org.uk) who will collate and forward to the Estate Office.

6. ACTION POINTS FROM LAST MEETING

Cricket field: There are no further updates.

Congratulations were expressed for the owners of Bledisloe on the recent arrival of their new baby.

7. FINANCIALS

Details of invoices for payment:

Outstanding invoices 2020-2021

- Zoom invoice 7.3.2021-16.4.2021 £14.39
- Printer cartridge Oct.2020 £19.89
- Printing of Victory Green leaflet £65.64

Proposed: RH Seconded: SH

Councillors resolved to make all payments for invoices totalling £99.92

Approval of year-end Accounts April 2020-March 2021

Proposed: RH Seconded: JD

Approval of spend against budget variance April 2020-March 2021

Proposed: RH Seconded: AH

Details of Recent Invoices:

- Clerk's salary and expenses covering 1.3.2021 – 30.4.2021 £270.64
- Home Working allowance 9 weeks £54
- HMRC – PAYE £67.60
- PATA – Payroll 12.95
- Zoom invoice 25.4.2021-24.5.2021 £14.39
- RoSPA – play equipment inspection – £100
- Planting of May Tree Close £107.36
- CAME insurance £490.72

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- Treeworks £480

Proposed: RH Secoded: SH

Councillors resolved to make all payments for invoices totalling £1597.66

Councillors resolved to continue using the services of PATA for our payroll and continue with the annual RoSPA inspection of the Playground equipment over the next 12 months..

Retender for insurance and grass cutting for the next period.

Proposed: RH Secoded: GTH

Resolved to retender for both grass cutting and Insurance.

Pre-approval to pay:

- GAPTC – internal audit services – £200
- Grass cutting - £588.00

Proposed: RH Secoded: SH

Councillors resolved to make all payments for invoices totalling £788

Bank reconciliation: 30th Aril 2021

RH confirmed that the bank account balances aligned with the Account summary circulated to Councillors.

Proposed: RH Secoded: SH

Review of bank investment account (Precept)

Councillors discussed the bank investment account (precept) to ensure the most is being made of the funds. It was agreed that in the current climate, with very low interest rates, the time involved to investigate and change would outweigh any potential increased investment.

Proposed: RH Secoded: SH

Transfer of £3000 from Precept account to pay invoices.

Proposed: RH Secoded: BW

Councillors resolved to approve the transfer of £3000 from precept account to treasurers' account to pay identified invoices.

8. VILLAGE HALL

Application for Business Rate Relief

The Village Hall committee are seeking business rate relief and require the approval of councillors for this.

Proposed: JD Secoded: RH

Councillors resolved that the Village Hall Committee should apply for Business Rates relief.

9. THANKS RELATING TO THE PANDEMIC

Much has happened over the last 18 months with no public meetings providing the opportunity to give thanks. Councillors are all in agreement that many villagers have gone above and beyond to support the community during the pandemic, whether through planting new trees, plants, bulbs in the village, or offering to help and support those in need, etc . Discussion focused on ways to thank and recognise this including individual 'thank you' letters. Concerns were raised about identifying individuals at the expense of missing some people. It was agreed that the Annual Parish Meeting (to be held in May/June) could provide an opportunity to relay thanks or letters as appropriate. *Councillors are asked to think about how best to thank villagers.*

Thanks were conveyed to AH for taking on the co-ordination of support volunteers during the pandemic.

10. ANNUAL REVIEW OF PARISH POLICIES

Allocation of responsibilities to review.

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- Coates PC Financial Regulations
- Coates PC Health & Safety Policy
- Coates PC Asset Register
- Coates PC Code of Conduct
- Coates PC Disciplinary & Grievance Arrangements (JD)
- Coates PC Standing Orders
- Coates PC Publication Scheme
- Coates PC Risk Assessment (GTH)

Councillors agreed to use the current CPI of 0.7% to increase the value of the asset register.

Proposed: RH Seconded: JD

Councillors to choose and identify a policy they are happy to review and update. Clerk will co-ordinate this.

11. Victory Green

The working group collated responses from villagers and shared these prior to the meeting with Councillors.

It was noted that there had been an overwhelming positive response to the flyers with an appetite to develop Victory Green as a community space.

Concerns were raised by Councillors on

- how to move ideas forward without the reliance on just a few people
- how to fund any initiatives
- how to maintain the area

Councillors agreed that a possible first step would be to have self-maintaining benches in the area. (The self-maintaining noticeboard was shared as an example). Funding for the benches will need to be found as well as how to site and secure these without breaching covenants.

It was agreed that a leaflet would be an appropriate way to feedback from the consultation and seek possible funding for next steps. The working party will look at the best way to feedback to villagers.

Feedback and an opportunity for discussion will be provided at the Annual Parish Meeting.

Thanks were given by the Councillors to the working party for obtaining and collating views of villagers.

12. RECEIVE A REPORT FROM DISTRICT COUNCILLOR TONY BERRY, COUNCILLOR STEPHEN HIRST AND INTERESTED PARTIES.

Cllr Stephen Hirst provided an electronic update circulated to Parish Councillors prior to the meeting but was unable to attend.

Cllr Tony Berry also provided an electronic update circulated to Parish Councillors prior to the meeting and talked through this.

Acknowledgment of the increased and good work of the refuse collectors over the pandemic was given. TB suggested that a letter of thanks would be welcomed.

No questions were asked of Cllr TB

13. JOINT CONSULTATION BY LICENSING AUTHORITIES ACROSS GLOUCESTERSHIRE TO CONSIDER COMMON LICENSING FOR TAXIS AND STANDARD PRIVATE HIRE SERVICES

Councillors had received information prior to the meeting and agreed no feedback to the consultation was required.

14. MAINTENANCE OF VILLAGE FACILITIES

- **Litter picking**

Thanks to AH for co-ordinating litter picking within the village. Discussion regarding the national litter picking event 'Great British Spring Clean - 28 May to 13 June 2021'. It is not

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possible to borrow litter picking equipment from CDC during the pandemic. AH has volunteered to litter pick along the road out of the village towards 2-mile lodge.

- **Bus Shelter**

A risk assessment of the bus shelter is needed as the council has a duty of care and the shelter is in use. RH will have a look at the shelter.

Clerk to contact Cllr Stephen Hirst for an update on the path to the bus shelter as it is believed the time has now past when the work was agreed to be completed.

- **Playground**

A more long term solution needs to be sought as there are frequent maintenance costs.

The playground will be added to the next agenda. The Council members wished to thank Mr Austin for his continued periodic review of the Playground equipment.

- **Kissing gates and access gates**

Some of these have been reposted and repaired. Information is passed to the Bathurst Estate when raised.

- **Thames Water – sewage**

Thames Water will be completing a line clear of the main sewage pipes through the village on 11 June 2021. They will be writing to neighbours to advise of 3 way traffic control while the work is being completed - this should only be for 1 day.

Clerk to confirm details with Thames Water and publish on website and noticeboard.

15. POINTS FOR CONSIDERATION AT NEXT MEETING

- Footpath to bus shelter
- May Tree Close – water pipe request and signage for entrance.
- Playground
- Cricket field
- Internal Audit and Annual Governance and Reporting Review (AGAR) .

The meeting closed at 22:00

Chairman Signature:	Parish Clerk Signature:	Date:

NOTICE OF NEXT MEETING: Monday 5 July 2020 at 19:30. Village Hall meeting in line with appropriate government and social distancing guidelines.

Electronic copies of these and Previous Minutes are available from:

The Parish Clerk: clerk@coatesparish.org.uk