

# COATES PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING MONDAY 5 July 2021  
7.30PM Coates Village Hall

**Chairman for this meeting: Richard Harrison**

## Present:

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

## In Attendance:

<b>Members of the Public:</b>
Berry, Tony Cotswold District Councillor
Hirst, Stephen Gloucestershire County Councillor
3 members of the public attended

### 1. RECEIVE APOLOGIES

Apologies were received from Councillor Andrew Hobson prior to the meeting.  
Councillors resolved to approve the absence of Councillor Andrew Hobson.

### 2. REGISTER OF MEMBERS INTERESTS

RH notified that he is now a committee member for the village social club. RH will complete and submit a new form to the Clerk to register this interest. No other changes to members' interests were received.

### 3. MINUTES OF THE LAST PARISH COUNCIL MEETING

The minutes of the Parish Council meeting of 5 May 2021 were unanimously approved by all council members and signed by the Chairman.

The minutes of the extra-ordinary meeting of the Parish Council of 14 June 2021 were unanimously approved by all council members and signed by the Chairman.  
Councillors resolved to approve both sets of minutes.

### 4. SELECTION OF NEW PARISH COUNCILLOR

All Councillors unanimously approved to co-opt Ann Clement-Davies(ACD) as a Parish Councillor.  
Clerk to send forms for completion to ACD.

### 5. ACTION POINTS FROM LAST MEETING

1. **Bus shelter** – Cllr Stephen Hirst gave apologies for the delay in work on the Bus shelter access path way. Integrated Transport services will visit the site next week.
2. **Victory Green** - Request to duplicate and circulate feedback flyer. 2 costs were shared differing by £3. Councillors resolved to approve the cost to duplicate the flyer in better quality paper.  
Action: Correct 1<sup>st</sup> line of flyer before duplication.

## COATES PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING MONDAY 5 July 2021  
7.30PM Coates Village Hall

**Chairman for this meeting: Richard Harrison**

### 6. FINANCIALS

Details of recent Invoices for payment:

- Clerk's salary covering 1 May – 30 June. £463.80
- Home Working allowance 9 weeks £54
- HMRC – PAYE £115.80
- Expenses £6.79
- KP Gardens June £588

Total of above invoices £1228.39

**Proposed: RH Seconded: JD**

**Councillors resolved to make all payments for invoices totalling £1228.39**

Information shared on invoices paid from pre-approval 5.5.2021

- KP Gardens 14/29 April £588
- KP Gardens 12/27 May £588
- GAPTC Annual Membership £122.32
- Independent Audit £175
- Athena Web Design 12 month hosting £194.40
- CDC Printing £65.64

Pre-approval to pay:

- Grass cutting July - £588.00
- Grass cutting August - £588.00
- Athena – extra hosting capacity relating to changes as a result of internal audit
- Information Commission £35 (direct debit)

**Proposed: SH Seconded: GTH**

**Councillors resolved to pre-approve payments for the invoices above**

Approval sought to transfer £3000 from precept account to treasurers' account to pay invoices. Suggestion to increase this to £3500

**Proposed: SH Seconded: GTH**

**Councillors resolved to approve the transfer of £3500 from precept account to treasurers' account to pay invoices**

**Bank reconciliation: May/June**

Account summary and receipts and payments shared – discussed

RH confirmed bank reconciliation having checked Lloyds Bank account balances.

**Bank Reconciliation resolved. Proposed: BW Seconded: JD**

### 7. INTERNAL AUDIT AND NOTICE OF PUBLIC RIGHTS

- **INTERNAL AUDIT**- Councillors had been copied into the feedback sent to GAPTC and the response to this. Feedback will be used by GAPTC to inform future training. A credit note for half the cost of the audit has been received and will go towards funding some of the additional time needed to meet the demands of the audit.
- **NOTICE OF PUBLIC RIGHTS** - The 'Period for the Exercise of Public Rights' for any interested parties to view the Parish Council accounts has begun. This started Thursday 1 July and will end of Wednesday 15 August. It was confirmed the Notice of Public Rights is posted on the Parish Council noticeboard and the Parish Council website.

### 8. PLAYGROUND

## COATES PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING MONDAY 5 July 2021  
7.30PM Coates Village Hall

**Chairman for this meeting: Richard Harrison**

- **ROSPA Report** – there are no immediate concerns or maintenance costs for the playground at this current time.
- **Maintenance Costs** – the cost of maintenance for 2020/21 was shared  
Councillors expressed their appreciation for the work of Keith Austin to continue monitoring the safety of the playground and in co-ordinating maintenance and repair work.

### 9. ANNUAL REVIEW OF PARISH COUNCIL POLICIES

See agenda item 14

### 10. RENEWAL OF PUBLIC SPACE PROTECTION ORDER FOR THE CONTROL OF DOG FOULING

**Councillors resolved that controls should continue. Clerk to submit Council response. Proposed: RH Seconded: SH**

### 11. 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. See Appendix 1.*

*No questions were received from Councillors. A verbal update was provided on recent repairs to potholes and the resurfacing of roads*

*Cllr Tony Berry Updated meeting on changes to planning rules and democracy of the process. Thanks given to Parish Council for supporting Quenington Parish Council with respect to planning.*

*Question asked by Councillor regarding collection of dog waste – Parish Council have no concerns.*

*No further questions were asked of Cllr Tony Berry.*

### 12. CRICKET FIELD AND BLEDISLOE ESTATE

A land development brochure from Bledisloe Estate to support a public consultation exercise has been circulated to Councillors with feedback provided shared with the home owner of Bledisloe House . Updated brochure expected next week. Councillors will need to write a covering letter to support the public consultation – volunteers requested from Councillors.

**Chair agreed to draft a covering letter and circulate.**

### 13. MAY TREE CLOSE

#### **Water-pipe request**

This agenda item was raised at Annual Parish Meeting by a local resident. The Parish Council can legally put a water-pipe on Council land. Concerns were raised about the cost and using treated water for the purpose of watering plants.

BW raised the option of sustainable alternatives and agreed to investigate rainwater harvesting.

JD to approach neighbours to discuss support in watering plants

GTH to research Waitrose alternative

#### **May Tree Close signage**

This has been approved at a previous meeting and requires someone to move it forward

### 14. ANNUAL REVIEW OF PARISH POLICIES: Finding of review

- Coates PC Financial Regulations  
SH to update in the next 2 weeks
- Coates PC Health & Safety Policy  
Clerk to update agreed changes  
**Councillors resolved to accept changes to and adopt the Health and Safety Policy**
- Coates PC Asset Register  
**Councillors resolved to accept changes to and adopt the updated Asset Register**
- Coates PC Code of Conduct  
*RH will review the Code of Conduct for approval at the next meeting*

## COATES PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING MONDAY 5 July 2021  
7.30PM Coates Village Hall

**Chairman for this meeting: Richard Harrison**

- Coates PC Disciplinary & Grievance Arrangements  
No changes were made.  
**Councillors resolved to adopt the Disciplinary & Grievance Arrangements**
- Coates PC Standing Orders  
**Councillors resolved to accept changes to and adopt the updated Standing Orders**
- Coates PC Publication Scheme  
*RH will review the Publication Scheme for approval at the next meeting*
- Coates PC Risk Management  
**Councillors resolved to accept changes to and adopt the updated Risk Management Policy**
- Coates PC Reserves  
**Councillors unanimously resolved to and adopt the new General Reserves Policy**

### 15. BALLOT FOR COTSWOLDS NATIONAL LANDSCAPE PARISH GROUP 5 BOARD MEMBER

Candidate information had been shared with Councillors.

Councillors resolved to vote for Brendan McCarron from Grittleton Parish Council

**Proposed: GTH Seconded: JD**

*Clerk to submit vote on behalf of Parish Council*

### 16. CORRESPONDENCE RECEIVED

**Defibrillator:** Resident raised concern about the poor state of the defibrillator.

Chair confirmed that the defibrillator is registered with The Circuit – the National defibrillator network and is periodically checked. The unit has a green light when on signifies the defibrillator is working. Unfortunately, the defibrillator is stored outside in a cold metal box and permanently heated to 8°C potentially creating an environment for mildew growth.

#### **Correspondence received relating to letter circulated by a villager identifying area for development by Bathurst Estate**

Councillors asked for views about what had been read.

RH has since spoken to the CEO of Bathurst Estate Ltd who confirmed that there are no plans to build on the land immediately behind the Coates Village Hall. Chair reassured that the CEO has suggested that any potential development in other locations within the Parish would be discussed with residents.

Bathurst Estate will identify potential sites and clarify intentions at a meeting with Parish Council members on 26.7.2021

*Action: RH to ask further questions of Bathurst Estate and keep correspondence from villagers on the matter until after then.*

### 17. POINTS FOR CONSIDERATION AT NEXT MEETING

No additional points were raised for consideration at the next meeting.

The meeting closed at 21:10

Chairman Signature:	Parish Clerk Signature:	Date:

NOTICE OF NEXT MEETING: Monday 6 September 7:30pm Coates Village Hall||||

Electronic copies of these and Previous Minutes are available from:

the Parish Clerk: [clerk@coatesparish.org.uk](mailto:clerk@coatesparish.org.uk)