

COATES PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING
FRIDAY 4 March 2022
7.30PM Coates Village Hall

Chairman for this meeting: Gilly Torry-Harris

Present:

Councillors and Officials:	
Gilly Torry-Harris (GTH)	Chairman
Harris, Stephen (SH)	Vice- Chairman
Clement-Davies, Ann (ACD)	Councillor
Dobson, John (JD)	Councillor
Hobson, Andrew (AH)	Councillor
Robbie Whitfield (RW)	Councillor
Coates, Caroline (CC)	Clerk

In Attendance:

Members of the Public:
Hirst, Stephen Gloucestershire County Councillor

1. RECEIVE APOLOGIES

All Parish Councillors present no apologies needed. Apologies received and accepted from District Councillor Tony Berry and Tree Warden, Simon Large.

2. WELCOME TO NEW COUNCILLOR

The Chairman formally welcomed the new Councillor, Robbie Whitfield.

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 10 January 2022 were approved by all council members and signed by the Chairman.

Proposed: **SH** Seconded: **AH**

5. PARISH COUNCILLORS

Vacancy for co-option. This vacancy will continue to be advertised on the Parish Council Noticeboard, website and in the Watershed.

6. ACTION POINTS FROM LAST MEETING

1. **Confirmation the Parish Council is in-line with GDPR and the Information Commission regarding Information Held.**

Public Consultation Chair shared factual information regarding the holding of data relating to GDPR. Councillors were asked in turn whether they were in favour of deleting or retaining information received from the public consultation. 5/6 Councillors voted to retain it with a regular review. 1/6 Councillors voted to delete it. Councillors resolved to retain information and review in 6 months.

RW to update Privacy Policy and produce a Retention Schedule working with Cotswold District Council. Clerk to forward contact details and information.

Electoral Roll: Clerk reminded Councillors that all copies of any previous Electoral Register and updates should be destroyed including hard copies and those stored electronically.

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2. Village Signage

Councillors confirmed there is no major benefit to adding new signage.

3. Trewsbury Road Junction

AH updated Councillors on plans to improve the junction. Councillors thanked AH for pursuing this.

4. Path to Bus Shelter

GTH updated Councillors on lack of progress and decision by Local Highways Manager not to proceed. County Councillor Stephen Hirst will continue to pursue this and further update Councillors on developments.

5. Unnamed Road

JD will liaise to move this forward.

6. Condition of Footpath from Disabled Gate

ACD has followed this up with residents who are now satisfied after discussion.

7. PARISH COUNCIL WEBSITE SECURITY

GTH shared information about SSL certification. Cost is £30+VAT. Councillors resolved to approve the adding of SSL certificate to website, the cost for this and to review website package in June.
Proposed: ACD Seconded: RW

8. PLAYGROUND INSPECTION

Councillors reviewed the offer from RoSPA to inspect the playground; resolved to add the 'template for inspection' to the planned inspection and agreed that it would be unaccompanied.
Proposed: JD Seconded: SH

9. FINANCIALS

Details of recent invoices:

- Clerk's salary 1.1.2022 – 28.2.2022 £357.38
- Home Working allowance 8 weeks £48
- Expenses £11.89
- HMRC – PAYE £89.40
- PATA – Payroll £18.40
- GAPTC annual subscription £121.46

Proposed: GTH Seconded: JD

Councillors resolved to make all payments for invoices totalling £646.53

Pre-approval to pay:

- ROSPA
- Athena Website
- GAPTC – Internal audit

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- Grass cutting
- Ties and posts for new trees - £30

Proposed: GTH Seconded: JD
Councillors resolved to preapprove these payments.

Bank Reconciliation: 28.2.2022

Recent statements were shared at the meeting to confirm bank reconciliation.
Bank Reconciliation resolved.
Proposed: AH Seconded: SH

Request to transfer £2000 to treasurer's account

Proposed: GTH Seconded: JD
Councillors resolved to approve transfer of funds between accounts.

VAT Reclaim

Information shared on VAT reclaim and additional details sent following audit 2021 and previous reclaim.

INSURANCE

Quotes had been sought for renewal ready for 1.6.2022. Quotations can only be provided within 90 days of renewal. (4.3.2022). Quotes will need to be obtained for the next meeting prior to renewal.

Request for Vice RFO and Councillor to support with Internal Audit.

No Councillor felt able to support as Vice RFO.
RW will support during audit. Clerk to provide details as available.

10. QUEENS PLATINUM JUBILEE

Planned events shared. Parish Councillors support the Street Party and use of Victory Green.

Proposed: AH Seconded: GTH

AH to share funding possibilities for the event with organisers through 'Build Back Better Fund' (BBBF). Clerk to forward BBBF forms to AH.

11. TREE PLANTING ON PARISH COUNCIL LAND

Thanks given to JD for talking to property owners adjacent to Victory Green.

Planting will take place 13.3.2022 – Information to follow.

Councillors resolved to approve funding ties and posts for new trees - £30 and to approve GTH's suggestion of a plaque to commemorate the Queen's Platinum Jubilee.

Proposed: SH Seconded: GTH

12. CONSULTATION UPDATES

COTSWOLD DISTRICT COUNCIL CONSULTATION – UPDATE TO LOCAL PLAN

4 Councillors attended CDC briefing. Website address for consultation to be added to the noticeboard and website. **Parish Council encourages individual representations by deadline of 20.3.2022.**

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BOUNDARY COMMISSION CONSULTATION

Information shared on Commission’s proposed change to ‘Cotswold’ parliamentary constituency so that Coates would change to ‘Cirencester and North Wiltshire.’ Alternative proposal that new constituency be called ‘South Cotswolds.’ **Parish Council encourage individual representations by deadline of 4.4.2022.** Website address for consultation to be added to the noticeboard and website.

13. PLANNING APPLICATION FOR FURTHER CONSIDERATION

21/04724/FUL

For Information Only. Decision by CDC has been made since agenda circulated. Parish Council submitted a comment previously.

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

Councillor Stephen Hirst circulated to Parish Councillors and members a copy of his report. See Appendix A
Path to bus shelter discussed. GTH to update resident that raised the concern. Stephen Hirst to pursue this with County Council.
Questions asked about ‘Build Back Better Fund.’ Stephen Hirst to send forms to Clerk. Criteria and forms to be circulated to Councillors. **Deadline September 2022.**

POINTS FOR CONSIDERATION AT NEXT MEETING

Athena Package
Insurance
Bus Shelter
Trewsbury Road Junction and Trees
Dog Fouling (JD to begin investigating)
Co-option
Data Retention Schedule and Update to Privacy Policy
Policy Document Review

The meeting closed at 22:00

Chairman Signature:	Parish Clerk Signature:	Date:

NOTICE OF NEXT MEETING: Wednesday 4th May 2022 Annual Meeting of Parish Council

Electronic copies of these and Previous Minutes are available from:
the Parish Clerk: clerk@coatesparish.org.uk