

# COATES PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

MONDAY 25 JULY 2022

7.30PM Coates Village Hall

Chair for this meeting: Robbie Whitfield

Councillors and Officials:	
Robbie Whitfield (RW)	Chair
Harris, Stephen (SMH)	Councillor
Dobson, John (JD)	Councillor
Hobson, Andrew (AH)	Councillor
Gilly Torry-Harris (GTH)	Councillor
Alan Moorcroft (AWM)	Clerk/RFO

Members of the Public:
Berry, Tony (TB) Cotswold District Councillor
Large, Simon (SL) Tree Warden/Village Club Secretary
Clegg, Peter (PC) Bathurst Estate (BE)
Firth, Aislyn (AF) Bathurst Estate (BE)

### 1. APOLOGISES

Ann Clement-Davies had sent her apologies in advance.

### 2. DECLARATION OF MEMBER INTERESTS ON AGENDA MATTERS including Disclosable Pecuniary Interests and Personal Interests

All Councillors present declared that they had no such interests.

### 3. MINUTES OF LAST MEETING – 3 MAY 2022

No comments received prior to or at the meeting. Approval proposed by GTH and seconded by RW. The notes were signed by the chair and clerk.

### 4. PLANNING APPLICATIONS

PC and AF gave updates on planning applications at Smerrils Dairy and the Tunnel House.

BE wish to consolidate some farming operations at Smerrils Dairy, while still operating from other locations. An application has been made for a substantial grain store. Considerable planting will be made to screen the store from view, but it will take time for this to grow. It will be a green location producing its own power (bio gas) with any surplus energy being sold. Workers will be housed in mobile housing on site. The application is still with CDC and a decision is expected shortly. BE are happy to answer any questions and will still be open for discussions after any decision is made. Road safety issues were raised by the councillors. This was not part of BE's application and no separate road safety study has been undertaken. BE take road safety seriously and they anticipate a reduction in farm traffic. The councillors' main concern was that the visibility at the junction of Trewsbury Road and the A433 did not deteriorate. It was agreed that a site visit would be made by the councillors to consider matters first hand.

The application at the Tunnel House includes the addition of accommodation in the form of 6 cabins. It is believed that this will make the pub viable. There are issues around conservation but Benthink they are close to getting their application approved. The barn will be used as a venue for events. Once approval has been received it is anticipated that the pub will open 6-9 months later.

BE still intend to charge non-locals a fee to enter Cirencester Park.

PC and AF left at this point.

Three further planning applications had been received and no comments had been made on any of them. TB asked if that meant no objections or no comment. AH does not comment on planning applications as he has no method of establishing the views of parishioners. AH thought

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that Coates should have a planning sub-committee, similar to other parish councils. Discussion then took place on how best to communicate any thoughts of parishioners on planning issues. Consideration will be given to the issue of a note – website and noticeboard – on how parishioners can communicate on planning matters, including how they can register on CDC's website.

Future agendas to include brief details of location and proposed work.

#### **5. REPORTS FROM DISTRICT COUNCILLOR TONY BERRY AND TREE WARDEN SIMON LARGE**

TB has attended 2 CDC meetings recently. There has been some parish boundary changes, but not affecting Coates. The CDC Corporate Plan has been updated. A new contract has been signed for the renewal of sports centre equipment, but the decision on how to run the sports centre has been deferred. The CDC Financial Officer has retired and the replacement starts in September. Opposition of the proposed £75m borrowings to invest strategy by CDC continues. Councillors had a discussion on "Debate not Hate". Speeding issues also continue to be debated. CDC are looking to make recommendations to the government review of holiday lets; the objectives include safety and a level playing field.

The council have only a few days to make an application under the Ash Dieback replacement scheme for more trees. SL will take care of this on behalf of the council. It is possible for more to be planted around the cricket ground and SL has an ongoing dialogue with the land owner to get permission to plant. The application will also include trees to be planted along the Trewsbury Road.

SL has seen Ragwort weeds in Victory Green. AH will remove these.

SL is to undertake a review of mature trees in Coates and will make recommendations as necessary.

On a separate road safety issue SL asked if the council should be lobbying for the existing white lines on Trewsbury Road to be extended. The councillors agreed that this would be useful and RW is to write to Richard Gray at Gloucestershire Highways.

TB and SL left the meeting.

#### **6. ANNUAL PARISH MEETING (APM)**

Unfortunately the dates for holding the APM have now passed. Notwithstanding that it was agreed that an APM should be held as soon as practical. The 2022 APM will be held in November ahead of the council meeting. An agenda and chairman's report will be required and the notes of the last meeting will need to be agreed and signed.

The 2023 APM will be held ahead of the March 2023 council meeting.

#### **7. FINANCIALS**

Payments have made against pre-approved items: former clerk's gift (£50), Victory Green plaque (£157.00), Insurance (£577.66) and web services contract (£374.40).

Payments have also been made against invoices received; RoSPA report (£128.40), tree warden £19.08, grass cutting £918.00 and £306.00, and printer cartridge £20.00

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Pre-approval was given to pay the clerks wages net of PAYE £631.80 and WAH allowance £84.00, PAYE £157.80 (all proposed by GTH, seconded JD) and ex-Chairman's gift of whisky and tumblers £98.71 (proposed SH, seconded RW). Future expenditure was discussed and pre-approval given; playground equipment repairs £1,100 (proposed GTH, seconded RW) and grass cutting £1,600.00 (proposed JD, seconded AH). To cover this expenditure a transfer of £4,250.00 will be made from the precept account to the treasurers account (proposed GTH, seconded SH).

JD advised that an invoice will be received shortly for the hire of the village hall.

#### **8. INTERNAL AUDIT AND NOTICE OF PUBLIC RIGHTS**

The Notice of Public Rights inspection of the unaudited financial statement and AGAR for the year to 31 March were displayed on the website and Noticeboard on 16 June. They are to be taken down on 29 July. Nobody has requested an inspection.

#### **9. PLAYGROUND**

It was agreed that any decision on what action needs to be taken will not be made until all 3 quotes have been received.

The Council expressed thanks to Keith Austin for his continued support in connection with the Playground, including his regular inspections and report and recommendations on the recent RoSPA Safety Inspection Report. Weekly inspections should be carried out, and AWM will ensure that RoSPA checklists are provided for this purpose, which can be then be produced to the Council.

It was agreed that the Coronavirus signs should now be removed.

#### **10. ANNUAL REVIEW OF PARISH POLICY DOCUMENTS**

The Financial Regulations policy was reviewed by SH. The suggested revision at 6.10 was agreed. It was thought that the highlights at 11.1b, f and g are erroneous. Subject to SH confirming that no further revision is necessary both policies were approved (proposed RW, seconded AH).

ACD was not present so the review of Health and Safety will be considered at the next meeting.

All necessary changes to the Asset Register have now been undertaken and this is now agreed.

RW has reviewed the Code of Conduct and no changes are required (proposed RW, seconded JD). Similarly, other than a date change JD reported that no changes were required to the Disciplinary and Grievance Arrangements (proposed GTH, seconded SH).

AH had not had the opportunity to review the Standing Orders and this will be considered at the next meeting. AH indicated that the Standing Orders do need to be amended and that this will be done prior to the next Council meeting.

RW advised that the Publication Scheme was fit for purpose (proposed RW, seconded GTH).

GTH had reviewed and updated the Risk Management policy after consultation with GAPTC. A reference to Inland Revenue will be replaced by HMRC. The revised policy was approved (proposed GTH, seconded AD).

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SH had reviewed the Reserves policy. Good practice for a council the size of Coates was for a reserve of 6-9 months of predicted expenditure. Currently the reserve is closer to 12 months of expenditure. This might be a consequence of reduced expenditure during the pandemic. This will be reviewed when the budget is considered later in the year. Policy agreed (proposed GTH, seconded RW).

A draft Grants policy had been provided by GTH. Provision will be included to request quotes prior to any grant being issued. Subject to this amendment, the policy was agreed (proposed RW, seconded SH.)

The Data Retention and Privacy policies made available by RW at the May meeting were approved (proposed GTH, seconded JD). AWM has a practical issue with the Data Retention policy in respect of both hard documents and electronic data. While they should not be retained beyond their retention period it was not clear what dates would cover the data held. AWM to look at this in more detail to try and establish both statutory and regulatory requirements.

**11. ACTION POINTS FROM LAST MEETING**

The chair has signed his Declaration of Office and the insurance contract has been renewed; both items now closed.

It was agreed that the councillors council email addresses will be restored on the website.

**12. OTHER ITEMS**

Dark Lane. JD spoke with the Royal Mail driver. The post code covers all of the relevant area. Any issues would be resolved with a house plaque. JD will discuss with JC.

Discussion was held on a 20mph speed limit in the village. Previously GCC have been reluctant to change. RW will talk with both Stephen Hirst and Richard Gray to see if anything can be done.

JD provided AWM with a set of keys for the Village Hall.

**13. POINTS FOR CONSIDERATION AT NEXT MEETING**

The next meeting will be held on 27 September 2022.

The meeting closed at 22.15

**Chairman Signature:** .....  
**Parish Clerk Signature:** .....  
**Date:** 27 September, 2022

**NOTICE OF NEXT MEETING:** Tuesday 27 September 2022 at 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)