

MINUTES OF COATES PARISH COUNCIL (CPC) MEETING  
TUESDAY 16 JANUARY 2024  
7.00 PM Coates Village Hall  
Chair for this meeting: Robbie Whitfield

<b>Councillors and Officials:</b>	
Whitfield, Robbie (RW)	Chairman
Gilly Torry-Harris (GTH)	Councillor
Harris, Stephen (SMH)	Councillor
Brown, Jacqueline (JB)	Councillor
Alan Moorcroft (AWM)	Clerk/RFO

<b>Members of the Public:</b>
McKeown, Mike (MMc) CDC councillor
Hirst, Stephen (SH) GCC councillor

**1. APOLOGIES**

Phyllida Wilson (Councillor) and Simon Large (Tree Warden) sent apologies for being unable to attend the meeting.

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

None.

**3. MINUTES OF LAST MEETING – 23 NOVEMBER 2023**

The draft minutes were agreed and signed.

**4. PLANNING APPLICATIONS**

The proposed changes to the Tunnel House (23/03654/FUL) were discussed. No comments are required.

It was noted that the application for Sarona (23/03510/FUL) had been withdrawn.

**5. RECEIVE REPORTS RELEVANT TO COATES PARISH**

SH provided a written report (Appendix A) which was discussed with the councillors.

MMc provided updates on how the Fire Brigade can help with some flood incidents and the possibility of a cycle path from Cirencester to Kemble, incorporating Coates. The CDC budget will be finalised shortly at a full meeting of the council, finances are tight with council taxes restricted to a 2.99% increase. CDC are looking to issue a new Local Plan.

**6. ROADS**

SH had not had any response on the subject of the missing road signs.

Details of a community speed watch camera had been received from Gloucestershire police and were discussed. The councillors agreed this should be pursued further; RW will lead and AWM will do the underlying work. The initial thoughts were that the cheaper priced camera would be considered and the preferred location would be near to the bus stop on the Trewsbury Road. MMc will provide contact details for the councillor who is dealing with the Somerford Keynes application.

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The Trewsbury Road / Tetbury Road junction was discussed following the recent accident. AWM is to contact GCC to see if the vegetation looking towards Tetbury can be cut back further to improve visibility.

No action regarding hedgehog crossing signs was thought necessary at this stage.

AWM has requested a draft 20mph motion for consideration.

## **7. FINANCIALS**

1. SMH undertook the Internal Control review for the period 24 August to 25 October 2023. SMH was satisfied that everything was in order and signed the check list.

GTH will undertake the next Internal Control review.

2. The bank transfers of £300.00 (24 November) and £800.00 (21 December) to cover upcoming payments were approved by the councillors.

3. The following payments were made from pre-approvals; postage £3.45 (4 December, printer cartridges £37.50 (4 December) and Watershed £160.00 (4 December).

4. The PATA payroll invoice received before Christmas was proposed and seconded for payment; payment was made 21 December. The councillors considered the invoice for clock batteries (£15.00) and the reimbursement for the remembrance wreath (£19.00). Both were proposed and seconded for payment.

5. The only contractual payment awaiting was the payment of the clerk's wages and pay arrears at National Pay scale 11 rates, the related PAYE to HMRC and the clerk's WAH allowance. The payroll report has just been received and the payments will be made shortly.

6. There were no invoices requiring pre-approval.

7. The councillors considered the bank reconciliation at 21 December 2023. The bank balances stood at £11,414.91 Precept account and £882.53 Treasurers account.

To obtain a higher interest return from the current bankers (Lloyds) requires a deposit of £10,000 plus which CPC cannot make as it would leave the available funds too low. Details of other banks in which higher returns can be obtained were provided to AWM who will undertake some research.

8. AWM has had some discussions with RW and GTH on the previous draft budget figures. The revised figures were explained to the other councillors and further discussion was held. To avoid an excessive increase the amounts budgeted for the playground and other maintenance were reduced to £650 and £750 respectively; if any large expenditure is incurred then this will be met out of reserves. Community grants were reduced to £25 (for Remembrance Wreath). The precept to be requested will be £10,938 which is a 5.56% increase to a Band D council taxpayer. It was agreed that AWM, RW and GTH will agree the statement to accompany the budget figures.

9. A request for a GAPTC Internal Auditor was made on 13 December.

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**8. MAINTENANCE OF COUNCIL ASSETS**

1. The councillors were pleased that the Village Clock is now working again satisfactorily. The estimate for the remaining work was considered and it was proposed and seconded that the work, other than for the clock face, should proceed as per the estimate (£650). As there is room in the 2023/24 budget this work should be completed, and payment made before 31 March 2024. The possibility of an aluminium face on the clock should be explored further as this is considerably cheaper than a full refurbishment. AWM will speak with the clock repairer to try and obtain more details.
2. The quote for the tree work from AJ Arborists was discussed. They are to proceed with the work required for trees (1) and (8). The remaining work is desirable but not essential and consideration will be given to having this undertaken in a more cost efficient way.
3. The jet washing to the play equipment has not yet been undertaken due to the weather. GTH will enquire as to when this will be undertaken.
4. Instructions were given to Greenfields to undertake the repairs to the see-saw on 13 December. There is an 8 week lead in time for this work to be undertaken.
5. AWM is still waiting to meet with Pete Kirkpatrick (KP Gardens) to clarify which verges are being cut.

**9. WATERSHED**

1. Consideration was given as to whether CPC could be a "friend" of the Watershed RDA. While CPC are grateful for the work undertaken and the pleasure brought by the RDA to both the users of the facility and the village it was not thought possible. The reason is that CPC cannot favour 1 charity over any other.
2. AWM has just clarified the position in relation to potential contributions to the Watershed magazine. The PCC's are responsible for the funding of the magazine. If they wish to seek any contribution towards the running costs from any of the Parish Councils then they should approach them directly; the PCCs will be reminded of this by the magazine producers. In the past different contributions have been agreed with different Parish Councils.

On reviewing AWMs email (13 December) the Watershed production team realised that there were a number of errors in what they had previously said. As a consequence the payment made to them before Christmas (£160) was being refunded. AWM will regard this matter as closed until such time as any contact is made by the PCC.

**10. ACTION POINTS FROM LAST MEETING**

1. AWM has just received details of how to book PW's councillor training and a booking will be made shortly.
2. JB confirmed that she had emailed the Village Hall committee to advise them of the facilities made available by the RAU.

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3. RW returned the historical records to AWM. AWM will now review these from a GDPR perspective and then make contact with the researcher to arrange his inspection. AWM will conduct his review using overtime as he is unable to fit this task into his standard working hours.

**11. POLICIES**

1. The transparency code has now been added to the website.

2. The proposed Publication Scheme from RW was proposed and seconded for acceptance. AWM will draft a policy for consideration by the councillors.

**12. OTHER ITEMS**

The councillors discussed the candidates for the vacancy on the Cotswolds National Landscape Board. It was agreed that the preferred candidate was Ray Sanderson.

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

The date of the March meeting will be 21 March. (Subsequent to the meeting this date was found to be unacceptable and a revised date is being arranged.)

The meeting closed at 9:15pm.

Chairman Signature: *R. Whitfield*  
Parish Clerk Signature: *A.W. Sanderson*  
Date: *5/3/24*

**NOTICE OF NEXT MEETING:** March 2024 at Coates Village Hall. Exact date to be confirmed.

Electronic copies of these and previous Minutes are available from the Parish Clerk:  
[clerk@coatesparish.org.uk](mailto:clerk@coatesparish.org.uk)