

MINUTES OF COATES PARISH COUNCIL (CPC) MEETING  
TUESDAY 5 MARCH 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
Wilson, Phyllida	Councillor
Alan Moorcroft (AWM)	Clerk/RFO

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

**1. APOLOGIES**

Stephen Hirst (GC Councillor) had sent an apology for being unable to attend the meeting.

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

JB declared an interest in the planning application relating to the Old School Yard and will refrain from participating when that application is discussed. None of the other councillors had any notifiable interest in agenda items.

**3. MINUTES OF LAST MEETING – 16 JANUARY 2024**

The draft minutes were agreed and signed.

**4. PLANNING APPLICATIONS**

a) & b) Two applications were considered; Dormer Cottage (24/00281/FUL) and Old School Yard (24/00413/FUL). The councillors had no comments to make about either application; JB abstained from the discussion regarding Old School Yard.

c) The councillors have considered the Cotswold District Master Plan, Cotswold Local Plan Update and Cirencester Neighbourhood Plan. Comments are to be made and it was agreed that draft comments would be prepared for comment, etc by the other councillors; RW will draft comments on the Master Plan, GTH on the Local Plan and JB on the Neighbourhood Plan.

d) The contents of the email of 29 January relating to the installation of overhead cables was discussed. Coates already has poles around the village and so there should be no need for any further poles to be erected. MMc has no knowledge of any applications to install new broadband systems in Coates. Notwithstanding applications being considered as permitted developments CPC would want to know about any applications made to CDC; AWM to email CDC for information.

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

a) An apology had been received from Stephen Hirst (GCC).

b) MMc provided an update on various issues. It is expected that the development of the Tunnel House will commence in the spring. CDC are due to commence a consultation exercise on car parking shortly. The new Parliamentary boundaries are now in place, this has slightly changed the boundaries for the new South Cotswold constituency. CDC have

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approved a new corporate plan through to 2027. MMc will send a written summary of his report after the meeting.

## **6. FINANCIALS**

GTH had undertaken the Internal Controls review for the period from 26 October to 21 December 2023. Some additional information and explanations were required from AWM. GTH was satisfied that everything was in order and had signed off the report. PW volunteered to undertake the next Internal Controls review.

Two bank transfers have been made since the last meeting; £100 on 26 January for tree pruning and £500 on 9 February for tree work. The councillors ratified both transfers.

Three payments were made from pre-approvals; clock batteries (£15.00) 22 January, remembrance wreath (£19.00) on 22 January and tree work (£426.00) on 12 February.

Two invoices had been received for the hire of the Village Hall; October, November 2023 and January 2024 £90 and March 2024 £30. Both were proposed and seconded. RW and AWM signed the expenditure lists, including that for January. Contractual and statutory payments for the clerk's wages as per National Pay scale 11 rates, WAH allowance and associated PAYE were made on 22 January.

The bank reconciliation at 23 February 2024 and the spending to that date were considered by the councillors. The balances on the accounts were Precept £10,839.51 and Treasurers £145.03. The balances and reconciliation were agreed and the spending is on track. AWM has been looking for a better interest rate on the reserves but not all institutions offer accounts to councils.

The 2024/25 precept request was made on 29 January. The 2024/25 budget figures have been posted on the website, and the budget statement is in the process of being finalised.

Initial information was given to the Internal Auditor on 29 January. A request for further information is expected during March 2024.

## **7. ROADS**

a) AWM has received a response from Richard Gray (RG) (GCC Highways) about the missing road signs. The initial request had "fell off the pile" but has now been resurrected. A price is being obtained and there is a possibility that the cost might be a community offer shared on a 50:50 basis. RG is about to retire and is being replaced by Gill Portlock (GP).

b) The application for a Community Speed Camera has been drafted and is awaiting comment from RW (it has subsequently been approved for submission). Useful information on the process has been obtained from a Someford Keynes councillor; the police are very helpful in assisting on the best location, etc but GCC are slow in processing applications

c) RW has tried without success to speak with the owners of Trewsbury House about the removal of overhanging vegetation at the junction of Trewsbury Road and Tetbury Road (A433). RW will make a further attempt to contact the owner.

d) (This item was discussed after MMc had given his report – see 5b). AWM has received an email from GP about the issues caused by the diversion of traffic through the

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village during ash dieback work. GP has made an offer to meet to discuss the issues that have arisen. It was agreed that a meeting should be held with GP. MMC is to be kept informed of developments.

e) AWM has now received a draft motion on support for a 20mph zone in the village. It was proposed and seconded that the motion be completed and submitted to GCC.

## **8. TREES**

a) The tree work approved at the January meeting has now been undertaken.

b) The other tree work recommended has also been undertaken by Paul Atkinson (PA) who undertakes garden maintenance around the village.

c) There are three further trees on which work will be required. GTH will approach PA with instructions.

## **9. MAINTENANCE OF COUNCIL ASSETS**

a) The tenders for the repairs to the gate post were considered. It was proposed and seconded that IP be appointed to undertake the work. During the examination of the gate post it had been noted that the gate and fence might need some remedial work in the future. AWM was asked to consult with Keith Austin to determine if Bromfords have any responsibility for this maintenance.

b) The see-saw maintenance has not yet been done. AWM to remind the contractor.

c) The clock repairer intends to rub down and repaint the clock drum during March. The face is to be removed so that the time loss can be examined. It was proposed and seconded that payment be made as per the original estimate for the work (£650) before the end of March 2024.

d) AWM has still to meet with KP Gardens to determine which verges are being cut.

## **10. POLICIES**

Further amendments to the Publication Scheme policy were discussed and accepted. The revised version was proposed and seconded for acceptance and will now be placed on the website.

## **11. ACTION POINTS FROM LAST MEETING**

a) PW has now undertaken the New Councillor Toolkit training.

b) An invite has been sent to the historical researcher to examine the records held by AWM. A date for an examination has not yet been set.

## **12. OTHER ITEMS**

a) The intention of the Village Hall committee to share items of relevance with CPC through their representative (JB) was noted.

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b) The request from the Village Club for the sports equipment held by CPC to be donated to the Village Club was discussed. It was proposed and seconded that the equipment held (as per the Asset Register) be donated on condition that the Village Club acknowledged receipt.

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

The next two meetings are to be held on 9 May (this was subsequently changed to 30 May) and 25 July. It was agreed that the Annual Parish Meeting will be held immediately before the May council meeting.

The meeting closed at 8:40pm.

**Chairman Signature:** .....  
**Parish Clerk Signature:** .....  
**Date:** .....

**NOTICE OF NEXT MEETING:** 30 May 2024 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)

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