

MINUTES OF COATES PARISH COUNCIL (CPC) MEETING
7.00 PM, TUESDAY 18 JUNE 2024 Coates Village Hall
Chair for this meeting: Robbie Whitfield

Councillors and Officials:	
Whitfield, Robbie (RW)	Chairman
Gilly Torry-Harris (GTH)	Councillor
Harris, Stephen (SMH)	Councillor
Wilson, Phyllida	Councillor
Alan Moorcroft (AWM)	Clerk/RFO

1. APOLOGIES

Both Jackie Brown (JB, CPC councillor) and Stephen Hirst (SH, GCC Councillor) had sent an apology for being unable to attend the meeting.

2. ELECTION OF NEW CHAIRMAN

RW indicated that he was content to continue as Chairman. There being no other nominations it was proposed and accepted that RW be appointed. RW completed the Declaration of Acceptance of Office (Appendix A). Prior to the meeting JB had indicated that she was prepared to continue as Vice Chairman. There being no other nominations it was proposed and accepted that JB be appointed. AWM will arrange for the Declaration of Acceptance of Office to be completed at a later date.

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

One of the planning applications listed to be heard belongs to JB. She notified CPC of the application in advance and has refrained from offering any comment.

4. MINUTES OF LAST MEETING – 5 MARCH 2024

The draft minutes were agreed and signed.

5. PLANNING APPLICATIONS

- a. 24/01381/FUL
- b. 24/01494/FUL there are no comments in respect of either application.
- c. AWM has contacted CDC planning about whether any applications have been made by any telecommunication companies for the installation of poles. No applications have been received and if any are made in the future then CPC will be notified.

6. RECEIVE REPORTS RELEVANT TO COATES PARISH

- a. SH had sent apologies in advance.
- b. MMc had made his report during the Annual Parish Meeting which had preceded the meeting.

7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24

- a. The Annual Internal Audit Report had been circulated and considered by the councillors in advance of the meeting. AWM had prepared a summary of the Internal Auditor's recommendations.

MINUTES OF COATES PARISH COUNCIL (CPC) MEETING
7.00 PM, TUESDAY 18 JUNE 2024 Coates Village Hall
Chair for this meeting: Robbie Whitfield

After consideration it was proposed and accepted that assets would be included on the Asset Register at cost, unless there was a material adjustment. It is not intended to revise the Asset Register to original cost and assets will be recorded at their valuation at May 2023. It was proposed and accepted that precept budgets and requests will be separately itemised on agendas and that figures included in budgets, financial analysis and bank reconciliations will be recorded net of VAT. AWM will revise the figures for the next CPC meeting. AWM has received some advice on what needs to be done for pension auto enrolment. RW advised that he had already taken care of this and will send the paperwork to AWM. It was also proposed and seconded that the review of the year-end accounts be shown as a separate agenda item and minutes of meetings be initialled on every page. Reservation was expressed as to the benefits of switching email addresses to the.gov domain. AWM to undertake research on the benefits of such a switch.

b. The Annual Governance Statement 2023/24 was considered. The councillors were satisfied that all requirements had been met. The Statement was signed by RW and AWM.

c. The Accounting Statement 2023/24 was reviewed by the councillors. The councillors were satisfied that the figures included were correct. RW signed the Statement.

d. The Certificate of Exemption was considered by the councillors. They were satisfied that CPC qualifies as a smaller council. The Certificate was signed by RW and AWM.

e. It was agreed that the Notice of Public Rights will be displayed from 24 June.

8. FINANCIALS

a. The year-end accounts for 2023/24, bank balances and spending against the budget were reviewed. The playground spend was down on the amount budgeted; this was regarded as typical of what appears to be a fluctuating cost. The road safety spend was also down against the budgeted figure; the spend on this area is now likely to fall into 2024/25. The councillors were satisfied that the year-end accounts were accurate, the bank balances were reconciled to the bank statements and the variance of spend against the budget had been explained satisfactorily. AWM is to prepare an Asset Register and send it to the councillors for consideration.

b. Email approval had been given to pay RoSPA (playground report) £103.20 and Athena (IT services) £376.80. Both payments were proposed and seconded.

c. Recent invoices received were from the Village Hall (room booking) £60.00, GAPTC (membership) £125.44 and (audit fee) £180.00 and Clear Councils (insurance) £617.70. All invoices were proposed and accepted for payment. The insurance renewal is the last year of a 3-year deal and quotes will be obtained in early 2025.

d. The contractual and statutory payments were considered for renewal. These included the clerk wages (National Pay scale 11), WAH allowance (£6 per week), grass cutting contract (£255 plus VAT per cut), garden maintenance (£22 per hour) and PATA payroll. All future payments were proposed and accepted.

e. Because of the dates of AWM's holiday only very limited financial transactions had occurred in the period covered by the bank reconciliation to 18 April 2024. The councillors were satisfied that everything was in order.

MINUTES OF COATES PARISH COUNCIL (CPC) MEETING
7.00 PM, TUESDAY 18 JUNE 2024 Coates Village Hall
Chair for this meeting: Robbie Whitfield

- f. At present AWM, RW and SH are able to deal with bank transactions. The system is working well and no changes were deemed necessary.
- g. There is only one direct debit on the bank account. This is to the Information Commissioners Office for the data protection fee. It was proposed and seconded that this payment continue.
- h. A VAT claim for the period to 31 March 2024 will be made shortly.
- i. PW had reported back that the Internal Controls were in order. A new review of the Internal Controls will be instigated at the July meeting.

9. MAINTENANCE OF COUNCIL ASSETS

- a. The playground fence post has now been repaired by Ian Park and the invoice paid.
- b. The maintenance work required on the see-saw has also been completed by Greenfields and the invoice has been paid.
- c. Paul Atkinson has completed the remaining tree work identified in the arborist's report and has been paid. GTH has been in discussion with PA about other gardening work required around the village.
- d. The RoSPA playground report had been circulated and considered by the councillors in advance of the meeting. The report scores all aspects of the playground as to their risk factor; Coates has no items with risk scores high enough to require immediate attention. AWM is to contact KP Gardens about the strimmer damage to the Agility Trail. AWM is to obtain quotes for the replacement of the Agility Trail stepping logs and the finger entrapment risk on the Small Multiplay. AWM is to liaise with Keith Austin to identify the risks he identified in his email of 29 May (loose fence, exposed screw on slide, decayed barriers on climbing frames and a defective bolt on the gate) and then obtain estimates for their repair. AWM is also to try and source signage for the playground.
- e. The repairs to the Village Clock are progressing and it should be back in place and in good working order soon.

10. ROADS

- a. A constructive meeting was held with GCC Highways following the diversion of traffic from the A419 through the village back in January. It is not possible to "block off" Coates by use of barriers. However, additional signage will be displayed indicating "Village only". The situation will need to be monitored to see if any further problems arise.
- b. The acquisition of Community Speedwatch cameras was considered. The conclusion was that an application would be made for a camera once funding becomes available later in the year. The results from such a camera could then be used to evaluate whether the acquisition of a second camera would be worthwhile. AWM is to contact the Community Speedwatch people to see if "Community Speedwatch Area" notices can be obtained.
- c. & f. The results of the recent traffic survey through the centre of the village were discussed. The consensus is that it is comforting that vehicles are generally staying well

MINUTES OF COATES PARISH COUNCIL (CPC) MEETING
7.00 PM, TUESDAY 18 JUNE 2024 Coates Village Hall
Chair for this meeting: Robbie Whitfield

within the speed limit. The high cost of about £10,000 to obtain a 20mph order through the centre of the village is not thought to be the best use of council funds.

d. The road sign for Coates on the A419 has still not been put back in place; AWM will make enquiries. The cost of replacement signs for the village has been quoted as £200 each with GCC Highways picking up the cost of traffic management. It was thought that Highways had previously mentioned they would split the costs of the replacements; AWM is to review and report back.

e. GCC Highways have now cut back the vegetation at the Tetbury Road / Trewsbury Road junction and the visibility has improved. Representations have been made to the owner of the property at the junction for them to cut back excessive vegetation.

11. ANNUAL REVIEW OF POLICY DOCUMENTS

The reviews of the existing CPC policies are to be undertaken by:

RW – Code of Conduct, Data Retention & Privacy and Publication Scheme.

JB – Disciplinary & Grievance Arrangements and Health & Safety.

SH – Financial Regulations and Reserves.

GTH – Grants and Risk Management

PW – Standing Orders and Transparency Code

12. ACTION POINTS FROM LAST MEETING

a. The Village Club have now acknowledged the donation of the sports equipment. These items will be removed from the 2024 Asset Register.

13. OTHER ITEMS

a. JB will be asked to approach the Village Hall committee about the possibility of the portrait of King Charles III being placed in the Village Hall. It is the desire of CPC that the Village Hall committee take up the offer.

14. POINTS FOR CONSIDERATION AT NEXT MEETING

The next meeting is to be held on 25 July.

The meeting closed at 10:00pm.

Chairman Signature: 

Parish Clerk Signature: 

Date: 25 July 2024

NOTICE OF NEXT MEETING: 25 July 2024 at Coates Village Hall.

Electronic copies of these and previous Minutes are available from the Parish Clerk:

clerk@coatesparish.org.uk