

MINUTES OF COATES PARISH COUNCIL (CPC) MEETING  
7.00 PM, THURSDAY 30 JANUARY 2025 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
Moorcroft, Alan (AWM)	Clerk/RFO

<b>Visitors</b>
Fifield, Stefan (SF) GCC councillor
McKeown, Mike (MMc) CDC councillor
1 member of the public (CT)

**1. APOLOGIES**

An apology had been received from P Wilson (councillor) who was ill. In addition MMc had advised that he would be late to the meeting.

**2. DECLARATIONS OF MEMBER INTERESTS ON AGENDA MATTERS**

None.

**3. MINUTES OF LAST MEETING ON 19 NOVEMBER 2024**

The minutes of the last meeting had been circulated in advance. They were accepted as an accurate record and signed.

**4. PLANNING APPLICATIONS**

No comments had been made in respect of either of the two planning applications received: 17 Coates (24/03881/FUL) two storey extension and Trewsbury Lodge (25/00096/TPO) tree pruning.

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

SF had provided a written report in advance. SF gave some thoughts on how the new Unitary Authority would look; one authority combining the current CDC and GCC with some powers, such as planning, falling down to parish councils. The timescale for the changes is unclear and could be up to 4 years; as a consequence there are doubts over election dates.

SF is content to assist in road safety improvements. His understanding is that GCC Highways put safety ahead of cost considerations. SF is hopeful of a 20mph zone and will be taking part in the Zoom meeting on this subject on 18 February. One relatively cheap and quick change to install is white lines which are aimed to deter parking in certain areas.

**6. LITTER PICKING**

CT is concerned about the amount of litter in the roads surrounding the village. It has been sometime since a litter collection exercise has been undertaken and CT is prepared to organise one. It was thought that CDC provide the kit, collect bags, etc. CT will contact CDC to make arrangements. It was agreed that AWM would look at CPC's insurance policy to see if cover was provided. AWM and CT will liaise over the arrangements.



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**7. FINANCIALS**

a. SH advised that there were no issues with the Internal Controls report and completed the checklist. GTH is to undertake the next review.

b. Answar have quoted £700.82 for insurance. The existing insurers (Clear Councils) will not provide a quote until mid-April, in advance of the renewal at the end of May. AWM is to check if Answar will hold their quote until Clear Councils have issued their quote.

c. & d. The only payment for consideration was to Ian Park (IP) for £175 for repairs to the playground fence. Approval for payment had been given by email before Christmas. The decision to approve the payment was proposed and accepted. The schedule of payments for consideration (Appendix A) was signed and dated.

e. & f. Since the last meeting payments have been made to PATA £16.85 (payroll), Ian Park £335.00 (playground repairs), J Brown £26.28 (first aid kit), A Moorcroft £3.45 (postage), Paul Atkinson £125.00 (maintenance) and IP £175.00 (playground fence). In addition two contractual payments have been made to the Village Hall Committee for £66.00 and £33.00 for the hire of the hall. The list of payments made (Appendix B) was signed and dated.

g. The councillors considered the bank reconciliation at 31 December 2024 and the analysis of receipts and payments. There were no questions arising. It was proposed and seconded that the bank reconciliation be accepted. The schedule of bank transfers was reviewed and proposed and seconded as an accurate record.

h. The draft budget figures were considered. The quotes received for a new website do not include any transitional costs and so the £1,000 provisionally allocated was removed from the calculations. £100 was added to professional fees for any costs of land registration. These revisions to the draft figures would result in a 3.79% increase for Band D Council Tax payers. The revised figures were proposed and seconded.

i. The grass cutting will recommence in late March.

At this point MMC arrived at the meeting.

**5. RECEIVE REPORTS RELEVANT TO COATES PARISH (CONTINUED)**

MMc provided details of recent new house building targets. The target for the Cotswolds has doubled to 1,000. New plans are being put together. Part of this is to have a land supply for development. If no land is available then developers can nominate land and it is more difficult to refuse. Protection would be provided by way of restrictions in the Cotswold National Landscape (AONB).

MMC also gave some thoughts on the new Unitary Authority and details of the Home Energy savings events to be held shortly.



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**8. MAINTENANCE OF COUNCIL ASSETS**

- a. It was agreed that AWM would draft an example of a playground disclaimer sign. This would then enable the wording to be agreed and also give an indication of the cost.
- b. Only one application was received for the handyperson role. The councillors considered the application from IP. It was proposed and seconded that IP be engaged for the handyperson role.
- c. The village clock has stopped working on one side. It was agreed that AWM would contact Simon Gilchrist and ask him to have a look and see what needs to be done.

**9. ROADS**

- a. The discussion about a 20mph zone was held during SF's report (see 5).
- b. At present there is no funding available for a Community Speedwatch camera nor is there any indication will become available in the foreseeable future. Before self-funding is considered AWM is to contact SF to see if there are any other avenues for funding or if there are any other methods that could be used to deter speeding vehicles.
- c. The salt bins that need to be replaced have now been identified. AWM is to clarify with IP that the cost estimate does not exceed £100 before instructing for the work to be undertaken. On this understanding the estimate provided was proposed and seconded.

**10. ACTION POINTS FROM LAST MEETING**

- a. The creation of a new website and the use of .gov.uk email addresses was discussed. The existing contract expires on 30 April so any decision to move to a new provider will need to be made no later than the March meeting. Two quotes had been received from Parish Online and Hugo Fox. The merits of both quotes were considered and it was proposed and seconded that CPC will use Parish Online for both the creation and maintenance of a new website and the creation and management of .gov.uk email addresses. AWM will attend to the switch and will be assisted by RW as necessary.
- b. Subject to editing the wording and tidying up the list of assets the proposed transparency Code was proposed and seconded.

**11. OTHER ITEMS**

- a. A copy of a conveyance from December 1937 transferring the ownership of the playground to (what is now) CPC has been located among old records. GTH is to contact the Land Registry to register the ownership of the playground to CPC.

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12. POINTS FOR CONSIDERATION AT NEXT MEETING

- a. The date of the March meeting is to be revised from 25 March to 27 March.
- b. JB asked for a discussion on Unitary Authorities to be included on the next agenda.

The meeting closed at 9:40pm.

Chairman Signature:   
Parish Clerk Signature:   
Date: 

NOTICE OF NEXT MEETING: 27 March 2025 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)

