

MINUTES OF COATES PARISH COUNCIL (CPC) MEETING  
7.00 PM, TUESDAY 24 SEPTEMBER 2024 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	Councillor
Wilson, Phyllida	Councillor
Moorcroft, Alan (AWM)	Clerk/RFO

<b>Visitors</b>
McKeown, Mike (MMc) CDC councillor

The order of the items below is in the order that they were discussed.

**1. APOLOGIES**

Apologies were received from Stephan Fifield (SFGCC councillor) and Simon Large (SL Tree Warden).

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

None.

**3. MINUTES OF LAST MEETING – 25 JULY 2024**

The draft minutes of the previous meeting were considered, agreed and signed.

**4. PLANNING APPLICATIONS**

None.

**6. FINANCIALS**

a. RW undertook the last Internal Controls review. RW is satisfied that all receipts and payments have been dealt with correctly. RW had tried to satisfy himself that the contract for the supply of IT services from Athena was in place. Although terms and conditions are included on the invoices from Athena the original contract could not be located by AWM. Further discussion on IT services is due later in the meeting. It was agreed that once the IT provider was established a contract would be put in place. JB is to undertake the next Internal Control review

b. A VAT claim was made on 9 August and £256.12 was received on 21 August. The next VAT claim will be made after 30 September.

c. The precept balance (£2,734.00) was received on 19 September.

d. The bank transfers from the Precept account to the Treasurers account on 28 June (£600.00), 3 July (£1,000) and 29 July (£600.00) were approved.

e. Two invoices had been received for the hire of the Village Hall (£60.00 and £20.00) plus the trimming of the hedge at Victory Green (£72.00). All three invoices were proposed and seconded for payment.

f. The councillors approved payments for the hire of the Village Hall at a cost of £10 per hour, and the increased charge of £11 per hour from January 2025 was also approved.



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- g. It was proposed and seconded that printer cartridges could be purchased (£36.50).
- h. The schedule of receipts and payments together with the bank reconciliation at 21 August 2024 were considered and agreed. The balance on the bank accounts were Precept £12,734.84 and Treasurers £829.24.
- i. The four handheld radio sets have now been located and are now with the councillors. The speed gun is held by Andrew Hobson. It has not been possible to locate the printer. This was thought to have very little value. AWM is to establish the process for writing off the printer.

## 7. ACTION POINTS FROM LAST MEETING

- a. AWM contacted SF (GCC councillor) about the potential 20mph zone in the village. SF has been pursuing this and will update the council as necessary.

## 8. MAINTENANCE OF COUNCIL ASSETS

- a. AWM has sourced quotes for the playground repairs. AWM has established that no work is required on the see-saw at the present time. After consideration it was proposed and seconded that Ian Park (IP) be engaged to undertake the repairs. Since the exercise was commenced a further repair to the smaller climbing frame has been identified. It was agreed that rather than go through a further tender exercise IP would be asked to undertake this work as well.

At this point MMC joined the meeting.

- b. Keith Austin has given notice that after 28 December he will no longer be available to undertake weekly playground checks. Attempts will be made to try and recruit someone to undertake this task, and the checking of the defibrillator. AWM is to check if it is compulsory for weekly checks to be undertaken and what are the council's insurance obligations.
- c. The replacement glass in the Village clock is still awaited.
- d. The hedge at Victory Green has now been trimmed.
- e. The defibrillator is currently being serviced. A temporary replacement has been supplied until the original is returned.
- f. GTH is to discuss with Paul Atkinson (PA) about the tidying up needed for the bus shelter. PA has recently undertaken work on the path near the RDA and an invoice should be received shortly.
- g. AWM apologised for overlooking the sourcing of some signs for the playground. AWM will now pursue this and obtain further details.

## 5. RECEIVE REPORTS RELEVANT TO COATES PARISH

MMC had provided a written report in advance of the meeting. A discussion was held about the national planning policy and the impact this will have on CDC. Most proposals are considered to be sensible but there is concern about the number of houses that CDC is expected to build; a rise from 504 to 979 per annum is considerable. As a consequence



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CDC are revisiting their local plan. The building of local cycle paths were also discussed. The new initiative of energy improvements through a Retrofit Programme was thought to be a worthwhile programme; MMC will look at asking the programme lead to talk to the village.

MMC left the meeting at 8:22.

## 9. ROADS

- a. The Police do not provide Community Speedwatch Signs to support cameras in Gloucestershire. There is no news yet on when the next batch of funding will be available for a camera. A decision was taken to await the installation of a camera, analyse the data provided and then consider if anything further needs to be done about signs.
- b. The funding application for the replacement signs has been approved. A meeting has been held with GCC Highways and the location of the 3 new signs has been agreed, and the existing sign will be replaced. The cost of funding the new signs was proposed and accepted. This work is scheduled to take place in February or March 2025. Additionally the Tarlton / Kemble sign on the west side of the village is to be re-set.
- c. The sign on the A419 will be re-set between 7-11 October.
- d. After discussion it was agreed to take up the offer of 2 free replacement salt bins from GCC Highways. These are to be delivered by the recycling bins at the Village Hall. It will then be necessary to put them into position, transfer the salt and dispose of the old bins.
- e. After the meeting with GCC Highways the pot hole on the bend out of the village by the church was being inspected.

## 10. POLICIES

- a. It was agreed that all policies should be in a standard format, using Coates headed paper.
- b. The revised Code of Conduct prepared by RW was discussed. The proposed changes were agreed and the revised policy was proposed and seconded.
- c. The only proposed change to the Data Retention policy was the date of approval. The draft policy was proposed and seconded.
- d. Slight changes were proposed to the Publication Scheme; this was to update the references to the legislation to the latest version (Data Protection Act 2018).
- e. The draft Disciplinary and Grievances policy was proposed and seconded.
- f. The draft Health and Safety policy was proposed and seconded.
- g. SH provided new Financial Regulations based on the latest version. These were discussed and subject to some tidying up of the draft were proposed and seconded.
- h. Other than some date changes the current Reserves policy can be used for the current year. The revised draft was proposed and seconded.
- i. The draft Transparency code was proposed and seconded.



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**11. OTHER ITEMS**

- a. Both AWM and JB have discovered further old council records. These are to be reviewed to see what can be destroyed, retained or sent to archive. Once the volume of documents is established consideration can be given as to where they should be stored.
- b. It is unclear to what risks and responses should be included in any Community Resilience Plan taking into consideration the size of the village. AWM is to try and source a completed plan to help decide what CPC need to include.
- c. All of the cricket kit that has been located has now been handed over to the Village Hall committee.
- d. Notwithstanding the seminar message about .gov.uk email addresses RW is still not convinced of the benefits of switching over. RW is to undertake further research into any potential benefits and will report back before the next meeting. Once that issue has been resolved it will then be possible to consider whether a new website should be obtained and who is to be the preferred IT services supplier. GTH reminded everyone that back in 2022 there was an exchange with Athena about the SSL certificate and an appropriate certificate was put in place then. AWM is to contact Athena and advise them that the matter is under consideration and establish the position about the SSL certificate.
- e. Following advice from the Tree Warden (SL) the offer of further trees as part of the ash dieback renewal is to be declined.
- f. It has been established that parking is not an issue that CPC or GCC have jurisdiction over. If necessary this is a police matter but hopefully that will not be required.
- g. A resident has again raised the issue of the unnamed road and whether this can now be named. It has already been established with CDC that if anyone objects to the renaming then it will not proceed. CPC are aware of at least one objection and so the decision was taken that spending further money on this issue could not be justified.
- h. RW is to pursue with Richard Randall as to who is to purchase the remembrance wreath for the village.

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

The next meeting is to be held on 19 November 2024. The Following meeting will be on 28 January 2025.

The meeting closed at 10pm.

Chairman Signature: .....  
Parish Clerk Signature: .....  
Date: 19 Nov 2024

**NOTICE OF NEXT MEETING:** 19 November 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)