MINUTES OF COATES PARISH COUNCIL (CPC) MEETING
7.30 PM, TUESDAY 8 SEPTEMBER 2026 Coates Village Hall
Chair for this meeting: Robbie Whitfield (RW)

Councillors and Officials:	
Whitfield, Robbie (RW)	Chair
Brown, Jacqueline (JB)	Councillor
Torry-Harris, Gilly (GTH	Councillor
Harris, Stephen (SMH)	Councillor
Wilson, Phyllida (PW)	Councillor
Moorcroft, Alan (AWM)	Clerk

Visitors
One member of the public

1. APOLOGIES

None.

2. DECLARATION OF MEMBERS INTERESTS ON AGENDA MATTERS

GT-H and SMH disclosed that they had a personal interest in one of the planning applications on the agenda.

3. MINUTES OF MEETINGS ON 7 JULY 2026

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

4. PLANNING APPLICATIONS

Prior to the consideration of the planning applications the member of the public addressed the councillors. It was in relation to parking at the church. At present this involves a long walk, which causes some elderly parishioners' difficulty. An offer of some land on a long lease has been received from the Bathurst Estate. It is proposed that this will be developed to provide car parking nearer the church. Checks are being made on whether this change of use will require planning permission. If such permission were required how would CPC view any application? The councillors agreed that there was nothing in what had been explained to them that would cause them to object.

a. Trewsbury House (26/02394/TPO). No comments had been received in response to the application to fell a beech tree.

b. White House (26/02473/FUL). Further details are required. It was proposed and seconded that CPC will continue to monitor this application and object if it was deemed appropriate; GT-H and SMH abstained from this decision.

c. No comments had been received regarding the proposed change of use at the Tunnel House (C/26/00913/PRMMV).

d. The Horseshoe Manor Farm Road (26/01301/FUL). Following RW's request some of the documents relating to the application have been updated on the CDC portal and the consultation has been re-opened. CPC will raise an objection with similar comments as those used previously.

Separately a parishioner (ex-solicitor) has continued correspondence with the ICO over CDC's refusal to disclose the business plan. A lawyer in the ICO is considering whether the business plan should have been disclosed based on legal precedent.

RW

At 8:11pm the member of the public left the meeting.

JB provided feedback from the CDC Local Plan consultation event. CDC do not want to wait for the outcome of the Local Government Reorganisation proposals as they want to maintain some control over planning. The general view was that CDC were dismissive of any suggestions made. It was thought that further comments would be unlikely to have any impact.

Councillors can comment on the Mickleton PC email objecting to the Government's house building proposals. The general view was that planning would be worse without some regulation.

5. REPORTS RELEVANT TO COATES PARISH

No reports had been received from either the CDC or GCC councillors.

6. FINANCIALS

a. RW had not had the opportunity to undertake the Internal Controls review. AWM will revise the period to be considered and send the details to RW.

b. Two invoices had been paid following pre-approval; GCC Highways £300.00 (10 July) and a grant to the Watershed magazine £200.00 (31 July).

c. A number of contractual and statutory payments had been made; KP Gardens £636.00 (10 July) and £318.00 (13 August), Lloyds bank charges £4.25 x 2 (20 July and 18 August), clerks wages at National Pay scale 11, WAH allowance and PAYE (28 July) and Information Commissioners Office annual fee £47.00 (30 July).

The schedule confirming all payments was signed by the Chair and clerk.

d. It was proposed and seconded that AWM be reimbursed for the purchase of Microsoft 365 £84.99 and noticeboard keys £11.38. It was also proposed and seconded that laptop anti-virus should be purchased for £39.99 less discount, after confirmation that the new laptop does not already have anti-virus software.

e. The bank reconciliation on 26 August 2026 together with the schedule of receipts and payments and bank statements were considered and agreed as accurate. It was proposed and seconded to agree the schedule of bank transfers for the period to 26 August 2026.

f. A VAT claim in the sum of £158.81 had been made on 30 July, and payment received on 4 August.

g. The grant application from Stroud Citizens Avice centre was considered by the councillors. The request was declined on the basis that the request was not specific to anything done to support a particular individual or organisation in Coates.

h. AWM confirmed that he did not want to be included in any CPC pension scheme. RW will now complete the declaration.

RW

i. AWM will prepare a draft budget ahead of the next meeting. Any suggestions for inclusion in the budget should be sent to AWM ahead of the next meeting. Agreement of the 2027/28 budget will be required by 31 January 2027.

7. MAINTENANCE OF COUNCIL ASSETS

a. AWM has recently spoken with Ian Park (IP). He is satisfied that he is covered by the CPC Public Liability insurance. IP will undertake the repairs highlighted by the RoSPA report soon. In addition, IP will be asked to look at the seesaw both for some immediate repairs and for comment on the long-term prospects.

AWM is to look at funding for a new playground. Previous research suggests that funding opportunities have short windows to make applications. GT-H had recently seen on the CDC website that there was a fund and bids were being requested.

b. A replacement safety sign for the playground had been received from the supplier at no cost and will be fitted by IP.

c. It has been sometime since a tree survey has been undertaken. Previous advice had stated that a further survey should be undertaken during 2026. It was proposed and seconded that a new survey be undertaken.

8. ROADS

a. AWM has made contact about the process for getting a Speedwatch camera and is awaiting a call back. Hopefully, further detail will be available at the next meeting.

b. The resident request for a H road marking has been passed on to Gill Portlock (GP), manager GCC Highways.

c. The ungritted section of the Trewsbury Road has been brought to the attention of GP.

9. ANNUAL REVIEW OF POLICY DOCUMENTS

The Asset Register, Financial Regulations, Grants policy, General Reserve policy, Risk Management policy, Standing Orders and Transparency Code have been updated and are on the website.

a. RW advised that no revisions are required for the Code of Conduct, other than date changes.

b. No revision, beyond date changes is required to the Data Retention & Privacy policy.

c. JB will edit the Disciplinary & Grievance Arrangements and send to AWM for publication.

d. JB advised that beyond date changes, no revision is required to the Health & Safety policy.

RW

e. No revision, beyond date changes is required to the Publication Scheme.

10. ACTION POINTS FROM LAST MEETING

a. Two additional Noticeboard keys have been obtained. They will be held by JB and jointly by GT-H and SMH.

b. JB has been given access to be able to edit the website, and instructions on how this can be done. JB confirmed that she had accessed the website but had not yet undertaken any editing.

c. AWM has established that responsibility for maintaining all verges, including those within the village, was the responsibility of GCC. Payments are made to councils to whom responsibility has been sub-contracted to cut the grass. AWM has a meeting with GCC on 21 September to put in place a contract.

d. The email (8 September) regarding a dog bag dispensing station was discussed. This will not be pursued further. It was thought that responsible owners would continue to do the right thing and it would make no difference to irresponsible owners.

11. POINTS FOR CONSIDERATION AT NEXT MEETING

The next meetings will be held on 11 November at 7:30pm and 20 January 2027.

The meeting closed at 9:22pm.

Chairman Signature: ..... R Whitfield
Parish Clerk Signature: .....
Date: 11 Nov 26

NOTICE OF NEXT MEETING: 11 November 2026 at Coates Village Hall.
Electronic copies of these and previous Minutes are available from the Parish Clerk:
clerk@coatesparish.gov.uk