

COWLEY PARISH COUNCIL
AGENDA/SUMMONS OF MEETING
TO BE HELD AT 7.30PM ON 9TH MARCH 2026
IN COWLEY MANOR HOTEL

<https://www.cowleypc.org.uk>

1.	Welcome and introductions
2.	Attendance to be recorded (anticipated as Parish Councillors Stuart Drysdale Linda Dawson, James Hamilton, Laura Li, members of the public, District Councillor Julia Judd & County Councillor Mark Harris
3.	Following the resignation of Chair of Council, Council to elect a Chair of Council/Chair of meeting
4.	Following the resignation of Cllr Hamilton in November, Council to consider if they wish to elect a Vice Chair of Council, the position will be reviewed at the AGM in May 2026
5.	Following the resignation of Cllr Beverly Ayling-Smith, Council to consider any co-option candidates. If more than 1 application has been received, Council may move to vote in a secret ballot.
6.	Apologies for absence to be received, and recorded from Parish Councillors Any Accepted apologies are relevant to LGA1972 s85 and must be specially agreed by Council in order to negate the “6 month rule”
7.	Council to invite Declaration of Interest for matters on the agenda
8.	Minutes of the previous Parish Council Meeting held on 12th January 2026 to be approved
9.	Following the resignation of Councillor Ayling-Smith, Council to agree delegation/process for Mail Chimp distribution
10.	Route to and including waiting at Bus shelter update from Cllr Drysdale. A4 laminated notice was also to be provided (member of the public volunteered)
11.	Council to agree annual newsletter as drafted by Chair of Council or delegated to another Councillor, and to be distributed via Mail Chimp/website and hard copy – Council to agree printing costs process/reimbursement /distribution of hard copies
12.	Council to approve the financial reports and payment list as presented at the meeting
13.	Council to consider the necessary steps to agree Assertion 10 at the AGAR. Council already has access to an acceptable co.uk email address (clerk@cowleypc.org.uk). Council to consider the work/cost implications of ceasing the gmail.com address and if it wishes to move to a gov.uk email address and website (cost approx. £380 and includes a free gov.uk email address for clerk)

	Council will need to agree IT Policy, Data Protection Policy, Privacy notices, training policy and records and Publication scheme at its AGM meeting
14.	Council to note correspondence received from members of the public via the Clerk (standard item) noting that except where specific item is included on the agenda no decisions can be made by the Council
15.	<p>Council to invite CC Mark Harris to respond to matters raised at the previous meeting</p> <ul style="list-style-type: none"> • Request that the drainage ditch on highway land be cleared • All the soakaways/drains in the village are blocked • “fixmystreet” is being used • Village to the Green Dragon road grill needs clearing • Date of last report from Highway inspectors requested • Storm drains near Stockwell blocked and not working • “5 year” history of problems reported • Flood concerns at crisis point • GigaClear fibre-optics cable now at surface level following recent flood events • Feedback from walk around with Highways Manager and County Councillor Harris
16.	Council to note any other matters/ report/update from County Councillor Mark Harris
17.	Council to note update from District Councillor Julia Judd
18.	Council to consider flooding/drainage matters (standard agenda item) see above item
19.	Council to consider Highway matters (standard agenda item) -see above item
20.	Council to consider traffic/parking issues updates (standard agenda item) -see above item
21.	Council to consider issues on Public Footpaths & Rights of Way (PROW) matters (standard agenda item)
22.	Council to consider if it wishes to take part as a corporate body in the LGR consultation
23.	As agreed by Council at previous meeting -Public session to be held at the end of the meeting and Council to invite members of the public to speak to the Council, after which the public session will be closed
24.	Council to agree the focus date and venue of the annual Parish Meeting
25.	<p>Council to confirm its next meeting (AGM)- room to be booked</p> <p>11th May 2026- at 7.30pm</p>
26.	Followed by close of meeting

Draft minutes OF MEETING
HELD AT 7.30PM ON 12TH JANUARY 2026
IN COWLEY MANOR HOTEL

<https://www.cowleypc.org.uk>

27.	Welcome and introductions
28.	Attendance recorded as Parish Councillors, Beverly Ayling Smith, Stuart Drysdale Linda Dawson, James Hamilton, Laura Li, 6 members of the public, District Councillor Julia Judd & County Councillor Mark Harris
29.	Apologies for absence received, and recorded from Parish Councillors -none Accepted apologies are relevant to LGA1972 s85 and must be specially agreed by Council in order to negate the “6 month rule”
30.	Council invited Declaration of Interest for matters on the agenda -none
31.	Minutes of the previous Parish Council Meeting held on 3rd November 2025 were approved
32.	Council having agreed an annual newsletter to be part of AGM process drafted by Chair of Council, to be distributed via Mail Chimp/website and hard copy – Council agreed to prioritise the hard copies by Councillors splitting up the distribution.
33.	Council noted response from CDC regarding concerns raised by a member of public relating to Nothill application reference 24/01591/FUL, the Senior Democratic Services Officer, “having noted the remedial actions taken and the thorough approach taken to address the matter, has advised the PC that no further action is required at this stage”.
34.	Council noted correspondence received from members of the public via the Clerk (standard item) noting that except where specific item is included on the agenda no decisions can be made by the Council Bus shelter email – lack of light causing concern, suggested a solar light and that possibly the hotel give out hi-viz vests for staff. The Council has previously brought this to the attention of the hotel. Funding implications were discussed and the pedestrians using the lane as well in the dark. Council agreed to contact the hotel regarding their staff (hi viz, phone torches, head torches etc) Cllr Drysdale to contact the hotel. A4 laminated notice also to be provided (member of the public volunteered)
35.	Council invited members of the public to speak to the Council, after which the public session will closed, and members of the public were invited to remain to observe the remainder of the meeting

- **Public session at the end of meetings also for future meetings**

Points To CC Mark Harris

- **Request that the drainage ditch on highway land be cleared**
- **All the soakaways/drains in the village are blocked**
- **“fixmystreet” is being used**
- **Invited to use direct email to CC Mark Harris**
- **Village to the Green Dragon road grill needs clearing**
- **Different size potholes have different response areas**
- **Date of last report from Highway inspectors requested**
- **Storm drains near Stockwell blocked and not working**
- **“5 year” history of problems reported**
- **General County Council matters**
- **Flood concerns at crisis point**
- **Contract out work/In house**
- **Role of volunteers**
- **GigaClear fibre-optics cable now at surface level following recent flood events**
- **Suggested walk around with Highways Manager and County Councillor**

Other matters

- **Query on item 7. Clerk confirmed everything had been published in agenda pack/minutes of November 2025 meeting and CDC Officer had not queried anything or requested further information from the P/c before response received as minuted in item 7 above. Clerk signposted member of the public to agenda November 2025 supporting papers available on the website and can be requested via email from the Clerk.**
- **Devolution options noted/discussed**

Public session closed

36.	Council noted flooding/drainage matters (standard agenda item) see public session
37.	Council noted update from District Councillor Julia Judd has been emailed and she gave a brief update
38.	Council noted report/update from County Councillor Mark Harris as per public session
39.	Council approved the financial reports and payment list as presented at the meeting
40.	Council considered Highway matters (standard agenda item) -see public session

41.	Council noted traffic/parking issues updates (standard agenda item) and agreed to continue with cones around the Manor Hotel area. Also that cars parked dangerously can be reported to the police
42.	Council noted no issues on Public Footpaths & Rights of Way (PROW) matters (standard agenda item)
43.	Council confirmed its next meeting 9 th March- at 7.30pm
44.	Followed by close of meeting at 8.30

approved MINUTES OF MEETING
HELD AT 7.30PM ON 3RD NOVEMBER 2025
IN COWLEY MANOR HOTEL
<https://www.cowleypc.org.uk>

1.	Welcome and introductions
2.	Attendance recorded as Parish Councillors Laura Li, Beverly Ayling Smith, Linda Dawson, 7 members of the public, & District Councillor Julia Judd
3.	Apologies for absence received, accepted and recorded from Parish Councillor Stuart Drysdale County Councillor Mark Harris did not attend and did not send any apologies
4.	Council considered applicant for co-option for the vacancy created by the resignation of Richard Hamilton, having received an application from James Hamilton who has confirmed that he meets the criteria, the Council agreed to co-opt and also agreed that the acceptance of office form would be signed in front of Councillor Ayling Smith
5.	Council invited Declaration of Interest for matters on the agenda -none
6.	Minutes of the previous Parish Council Meeting held on 1 st September 2025 were approved
7.	Council approved its independent internal auditor as Iain Selkirk
8.	Council approved its budget and precept for 25/26 in the sum of £ 11000
9.	Council approved amended standing orders as attached
10.	Council approved draft Communication policy as attached Council discussed use of WhatsApp /Mail Chimp Mail Chimp agreed as official method of Communication Council agreed not to adopt WhatsApp as official method of communication. Council agreed an annual newsletter to be part of AGM process drafted by Chair of Council, Distributed Mail Chimp/website and hard copy – practicalities to be agreed at March pc meeting.
11.	Council adopted Code of Conduct as distributed as attached
12.	Council accepted the summary of training “ process and procedures” undertaken on 1 st October 2025 as attached including a) Register of interest forms – Localism act 2011 b) Legal process for calling a meeting c) Quorum of meetings

	<p>d) Decisions made at meetings are legal decisions and are acted upon until proven other wise</p> <p>e) Declaration of interests – Code of conduct</p> <p>f) Dispensation process for DPI</p> <p>g) Complaints regarding the Parish Council</p> <p>h) Code of Conduct relating to individual Councillors matters – CDC Monitoring Officer</p>
13.	<p>Council noted that following concerns raised by a member of public to a Parish Councillor regarding Nothill application reference 24/01591/FUL, the Clerk has reviewed its processes and offered Councillors training on the legal process and procedures (see above) and sought advice from GAPTC on conflict of interests and Council agreed to follow that advice</p> <p>a) Timeline of process published as attached</p> <p>b) Review Code of Conduct – see above</p> <p>c) Review Standing Orders – see above</p> <p>d) Refer the matter to the Monitoring Officer of CDC</p>
14.	<p>Council noted correspondence received from members of the public via the Clerk (standard item) noting that except where specific item is included on the agenda no decisions can be made by the Council</p> <ul style="list-style-type: none"> • Matters relating to the resignation of Cllr Richard Hamilton
15.	<p>Council invited members of the public to speak to the Council, after which the public session was closed, and members of the public were invited to remain to observe the remainder of the meeting</p> <ul style="list-style-type: none"> • Safer Roads initiative • County Councillor attendance • White Lines in the village – pending the Manor car parking and removal of cones updates- advice had also been sought from Rural Police Officer. The consultation of the village was not conclusive in favour. It was also felt that day time parking is an issue and not only related to the Hotel • Traffic monitoring recently done by Glos Highways • Speeding within the village where the footpath was noted • Local resident maintaining public rights of way <p>Public session closed at 20.05pm</p>
16.	<p>Council noted minutes of public meeting held on 6th October 2025</p>
17.	<p>Council discussed flooding/drainage matters (standard agenda item)</p> <ul style="list-style-type: none"> • Ditch clearing running up from Manor Barn <p>Updates from residents -offer to help from a specific resident</p> <p>Updates from Councillors- sought from CC Mark Harris</p>
18.	<p>Council noted update from District Councillor Julia Judd has been emailed</p> <ul style="list-style-type: none"> • Devolution – Local Government Reorganisation, costs and process, potential outcome

	<ul style="list-style-type: none"> Local plan update included Government targets and proposed potential settlement sites
19.	Council noted no report/update from County Councillor Mark Harris received and despite email from Clerk and Chair of Council, Cllr Harris did not attend. It was confirmed that the Clerk sends an email with the agenda before every meeting and has sent an individual email to CC Mark Harris and CC Joe Harris. Chair of Council has also sent an email asking CC Mark Harris to attend.
20.	Council approved the financial reports and payment list as presented at the meeting
21.	Council considered Highway matters (standard agenda item) -see public session
22.	Council discussed traffic/parking issues (standard agenda item) -see public session
23.	Council noted updates on Public Footpaths & Rights of Way (PROW) (standard agenda item)
24.	Council confirmed its next meeting dates previously agreed as 12 th January, & 9 th March- all at 7.30pm
25.	Followed by Close of meeting 20.34

Financial reports

Cash book

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>CURRENT A/C balance</u>
opening current account balance	01/04/2025			6754.39
b holder	30/04/2025	1015	-171.30	6583.09
I selkirk	15/05/2025	1016	-150.00	6433.09
b holder	15/05/2025	1017	-26.00	6407.09
pata uk	15/05/2025	1018	-149.40	6257.69
community heart beat VET	15/05/2025	1019	-120.00	6137.69
gaptc	15/05/2025	1020	-40.19	6097.50
b holder	15/05/2025	1021	-137.65	5959.85
b holder refund	15/05/2025	receipt	121.37	6081.22
gaptc training	05/06/2025	1023	-90.00	5991.22
zurich insurance	05/06/2025	1024	-288.40	5702.82
b holder	30/04/2025	so	-158.65	5544.17
b holder	31/05/2025	so	-280.00	5264.17
b holder	30/06/2025	so	-280.00	4984.17
service charges	30/04/2025	dd	-5.75	4978.42
service charges	31/05/2025	dd	-6.25	4972.17
precept	30/04/2025	receipt	4650.00	9622.17
hmrc a,m,j	30/06/2025	1025	-524.00	9098.17
b holder	30/06/2025	1026	-26.51	9071.66
a curtis	03/07/2025	1027	-170.00	8901.66
bh backpay	20/08/2025	1028	-50.38	8851.28
pata uk	20/08/2025	1029	-15.00	8836.28
bank charges	30/07/2025	dd	-6.75	8829.53
bank charges	30/06/2025	dd	-5.75	8823.78
b holder	31/07/2025	so	-280.00	8543.78
b holder	31/08/2025	so	-280.00	8263.78
heartbeat trust annual support	20/08/2025	1030	-151.20	8112.58
hmrc	26/08/2026	1031	0.00	8112.58
b holder	26/08/2025	1032	-42.28	8070.30
roll of honour	15/07/2025	1033	-500.00	7570.30
hmrc j,a	31/08/2025	1034	-377.20	7193.10
ICO	31/08/2025	1035	-52.00	7141.10
b holder	16/09/2025	1036	-16.38	7124.72
cowley adventure room hire	01/09/2025	1037	-34.20	7090.52
bank charges	18/10/2025	dd	-6.25	7084.27
bank charges	30/08/2025	dd	-5.75	7078.52
bank charges	30/09/2025	dd	-5.75	7072.77
b holder	31/09/2025	so	-280.00	6792.77
b holder	31/10/2025	so	-280.00	6512.77
precept	25/09/2025	receipt	1550.00	8062.77
hmrc sept/ oct 25	28/10/2025	1038	-360.80	7701.97
b holder expenses/sal	28/10/2025	1039	-108.00	7593.97
b holder	30/11/2025	so	-280.00	7313.97
b holder	30/12/2025	so	-280.00	7033.97

b holder nov	20/11/2025	1040	-16.38	7017.59
hmrc nov/ dec 25	20/12/2025	1041	-406.43	6611.16
bh salary	18/12/2025	1042	-16.36	6594.80
123 reg (domain/emails)	06/01/2026	1043	-44.25	6550.55
bank charges	30/11/2025	dd	-5.75	6544.80
bank charges	30/12/2025	dd	-5.25	6539.55
heartbeat trust annual support	20/08/2025	w/o	151.20	6690.75

Reconciliations

BANK RECONCILIATION

	01/04/2025	OPENING BANK BALANCE		<u>6754.39</u>	
		EXPENDITURE FOR PERIOD	6263.64		
		INCOME FOR PERIOD	6200.00		
		NET EXPENDITURE			
as at above		BANK BALANCE AS ABOVE		<u>6690.75</u>	0.00
	25/11/2025	BAL PER S/M		7943.04	
		LESS U/P CHEQUES			
			1041	-406.43	
			1042	-16.36	
			1043	-44.25	
		so		-280.00	
		dd		-5.25	
			1033	-500.00	
				-1252.29	
		<u>reconciled balance</u>		<u>6690.75</u>	0.00

Employment

	PATA			
PAYROLL	30/12/25	CASH BOOK		
GROSS	4057.02	4057.02	0.00	
TAX	1622.80	1622.80	0.00	
NET	2434.22	2434.22	0.00	
ers ni	45.63	45.63	0.00	

EXPENSES	april/may	june/july	aug/sept	oct/nov		dec/jan
MILEAGE	24.00	24.00	24.00	72.00	*3	24.00
POSTAE	8.80	8.80	8.80	8.80		8.80
PRINTING	1.50	1.30	1.50	10.80	training and	1.50
stationery					documents	
	34.30	34.10	34.30	91.60		34.30

Budget against actual

	<u>budget</u>	<u>ACTUAL YEAR TO DATE</u>	<u>BALANCE</u>
PRECEPT	6200	6200	
inter account trans		0	
cil		0	
VAT to be reclaimed		0	
other receipts		3	-3
INCOME	6200	6203	
SALARIES	2653	4103	-1450
ADMIN	800	454	346
INSURANCE	350	288	62
DEFIBRILLATOR COSTS	150	120	30
GRANTS	120	500	-380
SUBSCRIPTIONS	150	92	
MAINTENANCE OF ASSETS	150	0	150
bank charges		53	-53
training	200	0	200
AUDIT	150	150	0
PAYROLL COSTS	130	164	-34
dog bins	225	0	225
room hire	0	124	-124
WEBSITE	300	214	86
ELECTION COSTS	250	0	250
TRAFFIC CALMING PROJECTS	322	0	322
Contingency to reserves	250		250
EXISTING COMMITMENTS	6200	6264	-371
resilience project			
newsletter -print/delivery?			0
Expenditure	6200	6264	-64
from /TO reserves		-61	

Reserves

	Mar-23	Sep-23	31/03/2024	31/03/2025	31/08/2025
election costs			550	800	800.00
dog bin	500.00	500.00	317	542	542.00
contingency	250.00	250.00	500	750	750.00
birdlip	1268.00	1268.00			
to birdlip balance at 31/3/23	4356.13				
assets			150	300	300.00
defibrillator			150	150	150.00
general			5277	4028	1021.00
grants				120	
community plan				500	500.00
	6374.13	2018	6944	7190	4063.00

ASSET REGISTER

	Date acquired	Cost/value £	Notes
Former BT phone kiosk in Cowley, being used			
1 for defibrillator	2014	1.00	Purchase price
2 Cowley defibrillator	2015	1600.00	Purchase price
Metal & Perspex bus shelter adjacent to A435	Not		
3 Cowley	known	8000.00	estimate replacement estimated
4 Oak notice board, Cowley	2014	800.00	replacement
5 dog bin	2024	150.00	Purchase price
		<u>10551.00</u>	31/03/2025

Update to 3 dog bins -