

AGREED MINUTES OF MEETING
HELD AT 7.30PM ON 9TH MARCH 2026

IN COWLEY MANOR HOTEL

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

.	Welcome and introductions
2.	Attendance recorded as Parish Councillors Stuart Drysdale Linda Dawson, James Hamilton, Laura Li, 26 members of the public, County Councillor Mark Harris did not attend
3.	Following the resignation of Chair of Council, Council agreed to elect PC Stuart Drysdale as Chair of meeting
4.	Following the resignation of Cllr Hamilton in November, Council agreed that they did not wish to elect a Vice Chair of Council, agreed the position will be reviewed at the AGM in May 2026
5.	Following the resignation of Cllr Beverly Ayling-Smith, Council noted no co-option candidates have been received Council noted that if in the future more than 1 application has been received, Council may move to vote in a secret ballot.
6.	No Apologies for absence received, from Parish Councillors District Councillor Julia Judd sent her apologies 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 invited Declaration of Interest for matters on the agenda -none
8.	Minutes of the previous Parish Council Meeting held on 12 th January 2026 were approved – amendment to read Public sessions to be held at the beginning and the end of meetings for future meetings
9.	Following the resignation of Councillor Ayling-Smith, Council agreed delegation/process to Cllr Li for Mail Chimp distribution
10.	Route to and including waiting at Bus shelter update received from Cllr Drysdale. A4 laminated notice was also to be provided (member of the public volunteered) Response from CMH included reflective arm bands and other strategies were included (signage on Highway code in the staff areas) Feedback requested from the public

11.	<p>Council agreed annual newsletter to be 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</p> <p>Council agreed content will be summary of year – one A4 side and Cllr Li to lead and printing/distributed to be done by Cllrs and reimburse at 10p per copy and to include questionnaire for resilience – deadline by end of April</p>
12.	<p>Council noted the financial reports and payment list as presented at the meeting</p> <p>Bank Mandate amendments to be confirmed as Cllr Li and actioned by Clerk</p>
13.	<p>Council considered 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). – It was agreed to remain at org.uk</p> <p>Council noted the work/cost implications of ceasing the gmail.com address</p> <p>Council noted if it wishes to move to a gov.uk email address and website, costs approx. £380 and includes a free gov.uk email address for clerk</p> <p>Council noted it will need to agree IT Policy, Data Protection Policy, Privacy notices, training policy and records and Publication scheme at its AGM meeting</p>
14.	<p>Council noted no correspondence has been 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>

15.	<p>Council invited 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-optic cable now at surface level following recent flood events <p>Feedback from walk around with Highways Manager and County Councillor Harris (walk around was set up in response to the points above)</p> <ul style="list-style-type: none"> • It was noted blocked ditches and flooding was seen in person and a video has been received by CC Harris • Reminder to use “fixmystreet” even for repeat reports • List now with CC Harris and Highways Manager (Anne Johns) • Waiting for debrief with HM • Invited feedback from residents who attended the walkaround • Line markings around potholes are from “scanning vehicle” and are then put on list for remedial actions • Potholes are patched not repaired • Cones left in locations and should be picked up by Traffic Management Team
16.	<p>Council noted update from District Councillor Julia Judd has been distributed via email</p>
17.	<p>Council noted flooding/drainage matters (standard agenda item) see CC Harris item</p>
18.	<p>Council noted Highway matters (standard agenda item) - see CC Harris item</p>
19.	<p>Council noted traffic/parking issues updates (standard agenda item) - see CC Harris item</p>
20.	<p>Council noted no issues on Public Footpaths & Rights of Way (PROW) matters (standard agenda item)</p>

21.	Council agreed it does not wish to take part as a corporate body in the LGR consultation
22.	<p>As agreed by Council at previous meeting -Public session is held at the beginning and the end of the meeting and Council invited members of the public to speak to the Council, after which the public session will be closed-this included the introduction of a presentation from Cowley Experimental</p> <p>No matters raised at this point</p>
23.	<p>Council agreed the focus, date and venue of the annual Parish Meeting</p> <p>On date of AGM at 8pm – with no specific focus</p>
24.	<p>Council confirmed its next meeting (AGM)- Girl Guide room to be booked by Clerk</p> <p>11th May 2026- at 7.00pm</p>
25.	<p>close of meeting at 20.06</p> <p>Open session for presentation from Cowley Experimental</p>