

COWLEY PARISH COUNCIL
ANNUAL MEETING OF THE COUNCIL
TO BE HELD AT 7.00PM ON 11th May 2025

At Cowley Adventure GL53 9NJ

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

1.	Welcome and introductions – by the temporary chair of previous meeting Cllr S Drysdale
2.	Co-option to fill vacant parish councillor role. One application has been received and verified by Clerk
3.	Election of Chairman followed by the signing of acceptance of office papers
4.	Election of Vice-Chairman – followed by the signing of acceptance of office papers
5.	Attendance to be recorded as (anticipated Parish Councillors, Linda Dawson, James Hamilton, Stuart Drysdale Laura Li, District Councillor Julia Judd, County Councillor Mark Harris and members of the public)
6.	Apologies for absence received to be accepted and recorded
7.	Declaration of Interest for matters on the agenda to be invited
8.	Minutes of the previous Parish Council Meeting held on 9th March 2026 to be approved
9.	Council to review delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held
10.	Council to consider if changes are required to standing orders or financial regulations as distributed
11.	Council to consider if any changes are required to the asset register as attached
12.	Council to review representation on outside organisations

13.	Council to agree IT Policy, Data Protection Policy, Privacy notices, training policy and records and Publication scheme at its July meeting
14.	Council to consider if any changes are required to insurance policy for the coming year.
15.	Council to consider if any further changes are required to banking mandate.
16.	Council to confirm it wishes to renew its contract with PATA Payroll & GAPTC
17.	Council to approve the financial reports for the year ended 31/3/26
18.	Council to approve the payment list as attached
19.	Council to confirm the AGAR exemption form & governance statements and to delegate the Chair/RFO to sign the appropriate form
20.	Council to note defibrillator update with no issues reported
21.	Council to consider a request from Clerk for a change to meeting schedule which currently is 2nd Monday of alternative months Council to approve venue for its regular scheduled meetings Council to confirm start times of its regular scheduled meetings
22.	Council to invite members of the public to speak to the Council at the Parish Assembly which follows the AGM
23.	Council to invite District and County Councillors to present a verbal report on matters relevant to the Parish at the Parish Assembly which follows the AGM
24.	Close of meeting

DRAFT MINUTES OF MEETING
HELD AT 7.30PM ON 9TH MARCH 2026
IN COWLEY MANOR HOTEL
<https://www.cowleypc.org.uk>

1.	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.	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>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.	Council noted update from District Councillor Julia Judd has been distributed via email
17.	Council noted flooding/drainage matters (standard agenda item) see CC Harris item
18.	Council noted Highway matters (standard agenda item) - see CC Harris item
19.	Council noted traffic/parking issues updates (standard agenda item) - see CC Harris item
20.	Council noted no issues on Public Footpaths & Rights of Way (PROW) matters (standard agenda item)
21.	Council agreed it does not wish to take part as a corporate body in the LGR consultation
22.	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 No matters raised at this point
23.	Council agreed the focus, date and venue of the annual Parish Meeting On date of AGM at 8pm – with no specific focus
24.	Council confirmed its next meeting (AGM)- Girl Guide room to be booked by Clerk 11 th May 2026- at 7.00pm
25.	close of meeting at 20.06 Open session for presentation from Cowley Experimental

Financial reports for year end 31/3/26

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>CURRENT A/C TOTAL FOR YEAR TO DATE</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
b holder	30/01/2026	so	-280.00	6410.75
b holder	28/02/2026	so	-280.00	6130.75
bank charges	30/01/2026	dd	-4.75	6126.00
b holder	06/01/2026	1044	-34.30	6091.70
b holder	06/01/2026	1046	-16.78	6074.92
hmrc jan	16/01/2026	1047	-185.07	5889.85
b holder feb	16/02/2026	1048	-16.38	5873.47
b holder feb	16/02/2026	1050	-34.30	5839.17
pata uk	16/02/2026	1049	-15.00	5824.17
hmrc	16/02/2026	1051	-185.47	5638.70
b holder march	28/03/2025	so	-280.00	5358.70
b holder sal	19/03/2026	1052	-16.38	5342.32
hmrc march	19/03/2026	1054	-185.47	5156.85
bank charges	19/03/2026	dd	-6.25	5150.60
bank charges	17/02/2026	dd	-5.75	5144.85
			0.00	5144.85

Reconciliations

Current account				
01/04/2025	OPENING BANK BALANCE			6754.39
	EXPENDITURE FOR PERIOD		7809.54	
	INCOME FOR PERIOD		6200.00	
	NET EXPENDITURE			
as at above	BANK BALANCE AS ABOVE			5144.85
25/03/2026	BAL PER S/M			5144.85
	LESS U/P CHEQUES			
				0.00
	<u>reconciled balance</u>			5144.85
Deposit account	31/03/2026	interest	1.63	255.13
	Total bank balance			5399.98

**earmarked
reserves**

	31/03/2024	31/03/2025	31/08/2025	31/03/2026
election costs	550	800	800.00	800
dog bin	317	542	542.00	542
contingency	500	750	750.00	750
birdlip				
assets	150	300	300.00	300
defibrillator	150	150	150.00	150
general	3733	4028	1021.00	2102
	5400			
grants		120		
community plan		500	500.00	500
		7190	4063.00	5144

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			
3 Cowley	Not known	8000.00	estimate replacement estimated
4 Oak notice board, Cowley	2014	800.00	replacement
5 dog bin x 3	2024	150.00	Purchase price
		<u>10551.00</u>	31/03/2026

PAYROLL PATA 31/3/26 CASH BOOK

GROSS	5409.36	5409.36	0.00
TAX	2163.60	2163.60	0.00
NET	3245.76	3245.76	0.00
ers ni	60.84	60.84	0.00

EXPENSES	april/may	june/july	aug/sept	oct/nov		dec/jan	feb/mar
MILEAGE	24.00	24.00	24.00	72.00	*3	24.00	24.00
POSTAE	8.80	8.80	8.80	8.80		8.80	8.80
PRINTING	1.50	1.30	1.50	10.80	training and documents	1.50	1.50
stationery	34.30	34.10	34.30	91.60		34.30	34.30
salary	137.00	-7.59	7.98	0.00			
	171.30	26.51	42.28	91.60			

Budget against actual

<u>budget to date</u>	<u>budget</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>
PRECEPT	6200	6200	
birdlip pc bus shelter		0	
inter account trans		0	
cil		0	
VAT to be reclaimed		0	
other receipts		2	
		0	
INCOME	6200	6202	
SALARIES			
	2653	5470	-2817
ADMIN	800	601	199
INSURANCE	350	288	62
DEFIBRILLATOR COSTS	150	120	30
GRANTS	120	500	-380
SUBSCRIPTIONS	150	92	
MAINTENANCE OF ASSETS	150	0	150
bank charges		70	-70
training	200	0	200
AUDIT	150	150	0
PAYROLL COSTS	130	179	-49
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	7810	-1917
			0
resilience project			
newsletter -print/delivery?			0
	0		0
Expenditure	6200	7810	-1610
from /TO reserves	3127	-1608	