COWLEY PARISH COUNCIL

AGENDA/SUMMONS OF MEETING

TO BE HELD AT 7.30PM ON 8th July 2026

IN COWLEY ADVENTURE

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
2.	Apologies for absence to be received, and recorded from Parish Councillors Council to consider any requests received by Clerk for dispensation regarding Accepting apologies which are relevant to LGA1972 s85 and must be specially agreed by Council in order to negate the “6 month rule”
3.	Council to invite Declaration of Interest for matters on the agenda
4.	Minutes of the previous Parish Council Meeting held on 11th May 2026 to be approved
5.	As agreed by Council – The public will be invited to speak to the Council regarding matters on the agenda. The public session will then be closed and members of the public invited to remain to observe the remainder of the meeting before a 2nd public session will be opened at the end of the meeting
6.	Council to approve the financial reports and payment list as presented at the meeting
7.	Council to approve increase mileage allowance by 10p per mile as per HMRC update
8.	Council to note that Banking mandate updates will need to be redone on a different form. Details from Cllr Hamilton have been requested by not yet received
9.	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
10.	Council to invite CC Mark Harris to present report
11.	Council to invite update from District Councillor Julia Judd
12.	Council to consider flooding/drainage matters (standard agenda item)
13.	Council to consider Highway matters (standard agenda item)

14.	**Council to consider traffic/parking issues updates (standard agenda item)**
15.	**Council to consider issues on Public Footpaths & Rights of Way (PROW) matters (standard agenda item)**
16.	**Council to consider update from community resilience working group (standard agenda item)**
17.	**Council to invite reports from organisations**
18.	**Council to agree the focus date and venue of the 2^{nd} bi-annual Parish Meeting**
19.	**As agreed by Council a second Public session is 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**
20.	**Council to invite items for the next agenda including requests from the public**
21.	**Council to confirm its next meeting on 9^{th} September 2026 at 7.30pm at Cowley Adventure**
22.	**Followed by close of meeting**

COWLEY PARISH COUNCIL

Draft minutes

ANNUAL MEETING OF THE COUNCIL

HELD AT 7.00PM ON 11th May 2025

At Cowley Adventure GL53 9NJ

https://www.cowleypc.org.uk

1.	Welcome and introductions – by the chair of previous meeting Cllr S Drysdale
2.	Co-option to fill vacant parish councillor role was agreed. One application has been received and verified by Clerk. David Ayling-Smith was duly elected and signed the appropriate paperwork
3.	Election of Cllr S Drysdale as Chairman was agreed followed by the signing of acceptance of office papers
4.	Election of Cllr L Dawson as Vice-Chairman was agreed followed by the signing of acceptance of office papers
5.	Attendance recorded as Parish Councillors' Linda Dawson, James Hamilton, Stuart Drysdale Laura Li, David Ayling-Smith and 7 members of the public, County Councillor Mark Harris joined the meeting District Councillor Julia Judd did not attend but sent her apologies during the meeting
6.	No Apologies for absence received from Parish Councillors
7.	Declaration of Interest for matters on the agenda were invited - none
8.	Minutes of the previous Parish Council Meeting held on 9th March 2026 were approved Council noted the "6 month rule" and the Clerk explained the differences
9.	Council agreed NO delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held. It was noted that 2 or more Councillors (or the Chair) can request that the Chair call an extra-ordinary meeting of the Council. It was also noted that normal agenda/publication rules apply to EOM of the Council
10.	Council agreed no changes are required to standing orders or financial regulations as distributed
11.	Council agreed no changes are required to the asset register as attached

12.	**Council agreed not to agree representation on outside organisations**
13.	**Council agreed to review updates to IT Policy, Data Protection Policy, Privacy notices, training policy and records and Publication scheme as per assertion 10 at its July meeting**
14.	**Council agreed no changes are required to insurance policy for the coming year.**
15.	**Council agreed further changes are required to banking mandate until Cllr Li is finalised.** **Council agreed Councillor J Hamilton to be signatory**
16.	**Council confirmed it wishes to renew its contract with PATA Payroll & GloucestershireALC**
17.	**Council approved the financial reports for the year ended 31/3/26**
18.	**Council approved the payment list as discussed including GALC subscription, training and insurance**
19.	**Council confirmed the AGAR exemption form & governance statements and delegated the Chair/RFO to sign the appropriate forms. Independent internal audit has been completed with no issues to bring to the attention of the Council**
20.	**Council noted defibrillator update with no issues reported** **Major Bleed Kit now situated in the old telephone box, donated by a volunteer at no financial cost to the Council**
21.	**Council agreed a request from Clerk for a change to meeting schedule to a 2nd Wednesday of alternative months (May, July, September, November, January, March)** **Council approved Cowley Adventure as its venue for its regular scheduled meetings following a proposal, seconded and agreed and authorised clerk to negotiate a discounted rate and Council confirmed 7.30 pm start time of its regular scheduled meetings**
22.	**Council invited members of the public to speak to the Council at this point – none wished to do so at this point and it was noted that the public would be able to speak at the Parish Assembly which follows the AGM**
23.	**Council invited County Councillor to present a verbal report on matters relevant to the Parish** • **Update following the site visit** • **Correspondence received** • **Community 20mph update** • **Grass roots community fund highlighted**
24.	**Close of meeting 19.47pm**

Financial reports for July 2026

opening current account balance	01/04/2026			5144.85
girl guide/cowley adventure	01/04/2026	1055	-53.85	5091.00
b holder	04/05/2026	1056	-50.68	5040.32
I selkirk	04/06/2026	57	-170.00	4870.32
b holder	04/05/2026	53	-16.78	4853.54
gaptc training	04/05/2026	58	-120.00	4733.54
galc	04/05/2026	59	-100.00	4633.54
zurich ins	04/05/2026	60	-290.74	4342.80
hmrc april	04/05/2026	61	-185.07	4157.73
hmrc may	04/06/2026	62	-185.47	3972.26
cowley adventure	04/06/2026	63	-164.06	3808.20
b holder	25/06/2026	64	-61.33	3746.87
pata uk	30/06/2026	65	-41.35	3705.52
hmrc june	30/06/2026	66	-185.47	3520.05
b holder	30/04/2026	so	-280.00	3240.05
b holder	30/05/2026	so	-280.00	2960.05
b holder	30/06/2026	so	-280.00	2680.05
bank charges	30/04/2026	dd	-5.75	2674.30
bank charges	30/05/2026	dd	-5.75	2668.55
bank charges	30/06/2026	dd	-5.75	2662.80
precept	16/04/2026	receipt	8250.00	10912.80

Reconciliations

BANK RECONCILATION					
	01/04/2026	OPENING BANK BALANCE		5144.85	
		EXPENDITURE FOR PERIOD	2482.05		
		INCOME FOR PERIOD	8250.00		
		NET EXPENDITURE			
as at above		BANK BALANCE AS ABOVE		10912.80	0.00
	25/03/2026	BAL PER S/M			12226.23
		LESS U/P CHEQUES			
			57	170.00	
			58.00	120.00	
			59.00	100.00	
			62.00	185.47	
			63.00	164.06	
			64.00	61.33	
			65.00	41.35	
			66.00	185.47	
			so	280.00	
			dd	5.75	
					1313.43
					10912.80

PAYROLL	PATA 30/6/26	CASH BOOK
GROSS	1352.34	1352.34
TAX	540.80	540.80
NET	811.54	811.54
ers ni	15.21	15.21

EXPENSES	feb/mar	april may	june july
MILEAGE	24.00	29.15	29.15
POSTAE	8.80	8.80	8.80
PRINTING	1.50	1.30	1.50
stationery		5.50	
	34.30	44.75	39.45

	budget	YEAR TO DATE	BALANCE
PRECEPT	11000	8250	2750
cil		0	
VAT to be reclaimed		0	
other receipts		0	
INCOME	11000	8250	
SALARIES	6000	1368	4632
ADMIN	500	157.25	343
INSURANCE	300	290.74	9
DEFIBRILLATOR COSTS	300	0.00	300
GRANTS	500	0.00	500
SUBSCRIPTIONS	150	100.00	50
MAINTENANCE OF ASSETS	150	0.00	150
bank charges	60	17.25	43
training	200	120.00	80
AUDIT	160	170.00	-10
PAYROLL COSTS	170	41.35	129
dog bins	225	0.00	225
room hire	272	217.91	54
WEBSITE	300	0.00	300
ELECTION COSTS	250	120.00	130
TRAFFIC CALMING PROJECTS	322	0.00	
Contingency to reserves	141		0
EXISTING COMMITMENTS	10000	2602	6935
			0
resilience project			0
newsletter -print/delivery?			7398
	0		
Expenditure	10000	2602	
from /TO reserves	1000	5648	
	11000		