COWLEY PARISH COUNCIL

approved 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**