

# Cowley (& Birdlip) Parish Council

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Clerk: Mrs. H Jones | 07706616278 | cowleypc@hotmail.co.uk

## MINUTES

### Minutes of the Meeting of the Parish Council held on Wednesday 25<sup>th</sup> November 2015 at Deer Park Guide HQ, Cowley at 7.30pm.

**Present:** Cllrs. Julian Lavington (Chair), Diane Ballinger, Stuart Bradley, Dr. Stuart Drysdale, Dr. Nick Reed, Liz Workman

1. **Apologies** were received from David Parkinson
2. **Declarations of Interest** – Dr Drysdale declared an interest in item 7 (b)
3. **To confirm the minutes of the last meeting** – the minutes of the last meeting held on 28<sup>th</sup> October 2015 had been circulated and were agreed and signed.
4. **Matters Arising and Clerk's update.**
  - a) **Fastershire** – Cllr Lavington said that it seems that Gigaglear had obtained enough customers to be able to install superfast broadband in Birdlip. Work to provide this was currently on-going in Cowley.
  - b) **Cowley mail box** – information received from CDC was that it was highly unlikely that the mail box would be listed. The Clerk has written to Royal Mail asking that the box is retained as a historical feature.
  - c) **Birdlip mail box** – Royal Mail will check if the box has been installed to the correct height.
  - d) **Bank reconciliation** - Cllr Bradley confirmed that he had checked the financial documents and had signed the statements, and that the reconciliation was accurate.
5. **Bus Shelters & defibrillators:** The 3 bus shelters and kiosk (Cowley) and both defibrillators have been inspected since the last meeting
6. **To discuss and agree a Data Protection Policy for the Parish Council** – a draft had been circulated and it was agreed to adopt this. The Clerk would be the Information Officer
7. **Planning:**
  - a) **Cotswold Local Plan** – no comments
  - b) **15/04282/FUL:** Alterations to existing dwelling, demolition and replacement of rear extensions, alterations to windows and removal of chimney, Manor House, Cowley - Support
  - c) **15/04292/FUL:** Removal of existing garage and construction of new garage/outbuilding, 2 Starveall Cottages Stroud Road Birdlip - support

- d) **15/04684/FUL:** Two storey extension to main dwelling, guest bedroom with en-suite to existing garage, ancillary to main dwelling, Pound Cottage, Cowley - support
- 8. **Payment was authorised and a cheque issued to:** £200 to Simply Better Laundry (Paragon) – overpayment of compensation. It was agreed to delegate the payment and issuing of a cheque for £1 to BT for Birdlip Kiosk if application to adopt is successful.
- 9. **Transparency Fund application** – the Clerk notified the Council that the application to the Transparency Fund had been successful which would provide funds (£1330.69) for the required IT equipment, website design & maintenance and the extra time required by the Clerk. It was agreed that the Clerk would purchase the laptop & printer as detailed in the grant bid and that the Chairman and one other Councillor would sign a cheque to reimburse the cost before the next meeting. The Clerk would seek quotes for website design & maintenance for discussion & decision at the next meeting
- 10. **Budget and precept for 2016/17** – a draft budget had been circulated. It was agreed that the budget would be £4442, and that the precept would remain unchanged at £4480 (see appendix)
- 11. **The Clerk’s pay & expenses** were agreed and a cheque issued.
- 12. **The requirements for workplace pensions and auto-enrolment were noted.**
- 13. **There were no questions from the public**
- 14. The next meeting of the Parish Council would be held on 16<sup>th</sup> December 2015 at Birdlip Village Hall, or 20<sup>th</sup> January 2016 at Deer Park, Cowley

**Signed** .....

**Date** .....

## APPENDIX

| <b>Budget 2016/17 AGREED</b>        |               |
|-------------------------------------|---------------|
| <b>ITEM</b>                         | <b>BUDGET</b> |
| Wages                               | 2000          |
| Home office allowance               | 208           |
| Payroll                             | 120           |
| Mileage                             | 150           |
| Training                            | 200           |
| Stationery & postage                | 100           |
| Room hire                           | 175           |
| Insurance                           | 280           |
| Audit                               | 100           |
| Subscriptions & registrations       | 209           |
| Defibrillator maintenance           | 200           |
| Maintenance (bus shelters & kiosks) | 250           |
| contingency                         | 450           |
| <b>TOTAL</b>                        | <b>4442</b>   |
|                                     |               |