

# Cowley (& Birdlip) Parish Council

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27/4/21

**Councillors:** J Lavington, E. McKay, P Ritchie, D Collins, T Knox, P Vogel, L Dawson  
You are summoned to the **Annual Meeting of the Parish Council** on **Wednesday 5<sup>th</sup> May 2021**  
**Virtual Meeting at 7.30pm.**

## AGENDA

1. **Apologies**
2. **Election of Chairman & Vice Chairman.**
3. **Signing of Declaration of Acceptance of Office (Chairman & Vice Chairman)(virtual)**
4. **Declarations of Interest**
5. **To confirm the minutes of the last meeting and deal with Matters Arising not included as an agenda item.**

### **6. ANNUAL REVIEWS:**

- a) To adopt the **Standing Orders** for the year (see attached)
- b) To adopt the **Financial Standing Orders** (see attached)
- c) To adopt the **Code of Conduct** (see attached)
- d) **Register of Members Interests** - notice of disclosure of pecuniary and other interests.  
Reminder that all previous Members of the Parish Council need to ensure information is up to date, and all members need to complete and return to CDC
- e) To review the **risk assessment & asset register** for the Parish Council (attached)

**7. Bus Shelters & defibrillators:** To note that the 3 bus shelters, defibrillators & and kiosks have been inspected since the last meeting.

### **8. Planning:**

**Ref. No: 21/01167/FUL** The Laurels Cowley Cheltenham Gloucestershire GL53 9NJ  
Planning application under Section 73 of the Town and Country Planning Act 1990 to vary condition 2 (approved plans) of planning permission 18/04877/FUL for "Single storey rear extension" to amend the footprint of the approved extension

**Ref. No: 21/01427/FUL** The Cottage Cowley Cheltenham Gloucestershire GL53 9NJ  
Erection of side and rear extension and enlargement of existing side extension

### **9. FINANCE:**

- a) **GAPTC Independent Internal Audit** – receive update.
- b) **Annual Accounts** –
  - i. To approve the 2020/21 Parish Council accounts (distributed)
  - ii. To complete the Annual Governance Statement 2020/21
- c) **To agree the Clerk's pay and issue cheques**
- d) **Issue cheque for donation to Birdlip with Brimpsfield Churchyard and St Marys Cowley Churchyard maintenance**
- e) **Issue new cheque to Guide HQ for room hire 2019/20 original lost and now cancelled.**
- f) **Issue cheque Zurich Insurance**

**10. To take any questions from the public**

**11. Items for the next agenda**

**12. Date of next meeting**

Signed: Elaine Lavington (Clerk to the Council)

Join Zoom Meeting

<https://us04web.zoom.us/j/75627401590?pwd=QTN1andGRmc3SnNNUDJDVmJUUnlwZz09>