
Date and time: Monday 19th May 2025
Place: Coughton C of E Primary

Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of the Parish Council to be held Coughton C of E Primary School on **Monday 19th May 2025 at 6:00pm.**

S.Whittaker

Sarah Whittaker – Clerk to Coughton Parish Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

1. WELCOME & APOLOGIES

2. DECLARATIONS OF INTEREST

3. PUBLIC PARTICIPATION

4. APPROVAL OF MINUTES

To approve the minutes of the annual meeting held on 18th March 2024 and the ordinary meeting held on Monday 25th March 2025.

5. ELECTION OF CHAIR

6. DECLARATION OF ACCEPTANCE

Chairman to sign the Declaration of Acceptance

7. ELECTION OF VICE CHAIR

8. DECLARATION OF ACCEPTANCE

9. Vice- Chair to sign the Declaration of Acceptance

10. AREAS OF RESPONSIBILITY

Risk Assessments – Cllr Lewington

Planning –ALL COUNCILLORS

Defibrillator – Cllr Piddington/Cllr Stanton

Employment/HR – Cllr Piddington/Cllr Lewington

Communications – Cllr Stanton

Flooding – Cllr Stanton

Community Group – Cllr Lewington

Finance – Cllr Carter

Environment Group (incorporating Trees and Ford group)– Cllr Hawthorne

**11. FINANCIAL MATTERS
EMAILED**

i. RFO Report

DOCUMENT 1

Invoice No	Payee	Details	Amount
1	B/P to: S A WHITTAKER	MARCH SALARY	241.19
2	B/P to: S A WHITTAKER	FEB/MARCH EXPENSES	55.5
3	B/P to: HMRC Cumbernauld	120PF02042518	60.2
4	B/P to: WALC	COUGHTON PC	150.6
5	B/P to: CTKT Ltd	COUGHTON PC MARCH	55
6	B/P to: L Stanton	CPC NEWSLETTER APR	32.17
7	Direct Debit (ICO)	ZA333398	47
8	Direct Debit (GOCARDLESS)	HUGOFOX LTD-8GSF7S6	11.99
9	Service Charge		6
10	B/P to: HMRC Cumbernauld	120PF02042518	60.2
11	B/P to: WALC	COUGHTON PC INV 83	30
12	B/P to: S A WHITTAKER	APRIL SALARY	241.19
		Total	991.04

ii. Asset Register

DOCUMENT 2

iii. End of Year accounts and bank reconciliation

DOCUMENT 3

Bank Reconciliation 2024 -2025

Opening Bank Balance 01/04/24	3,325.82
Plus Receipts	9623.27
Less Payments	8,180.80
TOTAL	4,768.29
Plus uncleared payments:	0.00
Closing Bank Balance as at on bank Statement	4,768.28
Difference	0.01

- iv. To approve the 2024/2025 AGAR
- v. To approve the mowing contract for 2025/2026 of £990 for 18 cuts

DOCUMENT 4
DOCUMENT 5

12. PREVIOUS ACTION POINTS

AP2 May	SA Whittaker	<p>Clerk to enquire if a further inspection by structural engineers or monitoring can take place on the foot bridge over the ford. Clerk requested new inspections with councillor and local resident, awaiting date. Two vehicles had crashed into the bridge in recent months and there were now concerns whether this had further deteriorated the safety of the bridge.</p> <p>Photo evidence available Clerk to contact the council again ONGOING</p> <p>The District Council confirmed that engineers had assessed the bridge and deemed it safe. The District Council confirmed there would be planned maintenance works if budget allows.</p> <p>CLlr Lewington requested that the clerk confirm when the work is likely to take place and when a decision will be made if there are suitable funds available. Contractors have confirmed the work is going ahead this financial year and will inform the parish council when the work will take place as there is likely to be two week closure of the bridge.</p> <p>ONGOING</p>
2022/23	SA Whittaker	<p>Replacement of parking signs in Coughton lane- Agreed that Clerk should source quotes from alternative companies. Signs to go was recommended by a local resident.- Ongoing CLERK to arrange</p>

13. ACTION TRACKER

14. VILLAGE REPORTS

- i. Flood Group
- ii. Community Group
- iii. Coughton C of E Primary School
- iv. Roads and pathways

15. PLANNING

Application(s) reference: 25/00683/FUL

Proposed : Partial garage conversion to domestic gym, first floor single storey extension, additional glazing to front and rear elevations. Gate posts and sliding gate to existing drive entrance

At : Knockmore House, Sambourne Lane, Coughton, Alcester B49 5HS

16. COUNCIL INSURANCE

To consider and approve the insurance renewal for 2025/2026.

17. REPORT FROM DISTRICT COUNCILLOR JUNED

To receive a verbal report

18. REPORT FROM NEW COUNTY COUNCILLOR LUKE COOPER

To welcome CLlr Cooper to Coughton Parish Council and receive a verbal report for future plans.

19. COUNCILLOR'S REPORTS and ITEMS FOR FUTURE AGENDAS

20. DATE OF NEXT MEETING

- 14th July 2025 at 6:30pm

Sarah Whittaker Parish Clerk

coughtonclerk@gmail.com

www.coughtonparishcouncil.co.uk