

Up Hatherley Parish Council: Minutes of the Annual General Meeting and Parish Council Meeting

Venue: Village Hall, Cold Pool Lane
 Date: Tuesday, 2nd May at 7.30 pm.
 Present:

Name	Organisation	Role	Name	Organisation	Role
S. Bamford	UHPC	Chair	A. Houlton	UHPC	Councillor
P. Worsley	UHPC	Vice-Chair	D. Willcox	UHPC	Councillor
S. Ellison	UHPC	Councillor	S. Gutteridge	UHPC	Councillor
N. Holden	UHPC	Councillor	A. Bamford	UHPC	Councillor
A. Ponting	UHPC	Councillor	J Furley	UHPC	Councillor
R. Whyborn	UHPC	Councillor			
P. Vaja	UHPC	Councillor	K. Oakey	UHPC	Clerk
J. Wells	UHPC	Councillor	Parishioners	1	

Apologies:

Name	Organisation	Role
D. Young	UHPC	Councillor
J. Sankey	UHPC	Councillor

No.	Item / Detail	Action
1.	The Chair welcomed all to the meeting and confirmed apologies. She informed members that the meeting would start with the AGM, followed by the parish council meeting.	
2.	Declaration of Members' Interests None declared at the start of the meeting however Cllr Whyborn subsequently declared an interest in the Sunnyfield Lane proposal and Warden Hill Road scheme both under Highways due to his county councillor role.	
3.	Annual General Meeting i. Election of Chair Cllr Worsley proposed and Cllr Holden seconded that Cllr S. Bamford continue as Chair. All were in agreement. ii. Election of Vice Chair Cllr Houlton proposed and Cllr Holden seconded that Cllr P. Worsley continue as Chair. All were in agreement. iii. Confirmation of appointment of Internal Auditor It was agreed that we would continue to use Iain Selkirk, however it was agreed that the Clerk could use an alternative Internal Auditor if necessary. The Clerk confirmed that she had been provided with details of alternative Internal Auditors used by neighbouring parishes, so should the need arise, these can be contacted in the future.	

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	<p>iv. Adoption of Standing Orders The SO's had been updated recently, however they had been recirculated prior to the meeting and all agreed that they be adopted.</p> <p>v. Agreement of programme of meetings for the year The schedule of meetings has been updated and placed on the noticeboards. It was agreed that the current bi monthly meeting works well so there is no need to change. The Clerk will circulate the schedule to all members.</p> <p>vi. Working Group Structure This was circulated prior to the meeting and all agreed that the structure didn't need amendment. This is attached as Appendix A.</p>	Clerk
4.	<p style="text-align: center;"><u>Full Council Meeting</u></p> <p>Minutes of the last Full Council Meeting held</p> <p>The minutes of the meeting held 7th March 2023 had been circulated and were agreed by all present. The Chair signed and initialled the pages.</p> <p>The Chair noted that it was important not to lose sight of actions outstanding from the Action Tracker, however these were included elsewhere on the agenda. The latest action tracker, updated for outstanding items from this meeting, is included as Appendix B.</p>	
5.	<p>Planning and Finance</p> <p><u>Standing Items:</u></p> <ol style="list-style-type: none"> 1. Action Tracker, attached as Appendix B 2. Planning Tracker, attached as Appendix C <ol style="list-style-type: none"> i. Caernarvon Court, this was refused. It is a robust refusal, however the response from Highways was poor, and there is no mention of the parking concerns. ii. 135/137 Hatherley Road, this was approved, however Dean Close have since engaged with the local councillor for Park Ward and agreed to only develop one of the properties. iii. Chargrove Lane, agricultural access and hardstanding. It was unclear if this had been decided as yet, as we do not get notified by Tewkesbury. Post meeting note – the Clerk has checked the Borough Council website and it is listed as “Awaiting Decision”. 3. Finance <ol style="list-style-type: none"> i. Annual Governance Statement 	Clerk

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	<p>Following the end of the financial year, the Clerk has completed the documents provided by the External Auditor. One of the requirements is that we complete an Annual Governance Statement and tick against each statement. The Clerk went through the statement and all were in agreement that we had complied with the requirements and could tick in the affirmative, attached as Appendix D. The Chair and Clerk signed the statement. The Clerk confirmed that the annual risk assessment had also been carried out with no amendments on last years, and this is attached as Appendix E.</p> <p>ii. Annual Accounts and 2022/23 Outturn The annual accounts on the standard external audit template have been circulated, together with the outturn report, both attached as Appendix F. All were in agreement that they be signed and the Chair and Clerk signed the documents. The Clerk reported that the outturn was £56k, in line with expectations. The reserves were discussed and agreed, and it was agreed that as there was a balance left from the roof works this could be used to fund the additional works at the hall in regards the rear electrical works and charging points on the front of the hall.</p> <p>iii. Payments List, attached as Appendix G.</p>	
<p>6.</p>	<p>Community Engagement</p> <p>1. Hillview rubbish clear up proposal Cllr Vaja asked what procedures needed to be followed in order to arrange a litter pick in the Hillview area as it has become very untidy. The Chair agreed to liaise with Cllr Vaja to get together volunteers and arrange the equipment needed. The borough council are normally very helpful and provide bags and grabbers. Once a date has been agreed this can be promoted.</p> <p>2. Coronation event Cllr Vaja asked what the parish council were doing to celebrate the Coronation as several streets were closing for parties. The Chair reported that the 2 O'clock club were hosting a Coronation Tea on the 9th May from 2.30pm.</p> <p>3. Arrangements for detached youth work from July 2023 The Chair reported that for the last two years we have paid into the borough wide youth scheme for weekly sessions from Inspire to Aspire. Although this works well in the summer months there is limited work in the winter. The Chair was to be involved in the new contract selection process however just before it was due to take place Charlton Kings parish council withdrew from the process, meaning that Helen Down and the C5 group stepped away. As a result, the Chair spoke directly with Inspire to Aspire about employing someone for 1.5 hours weekly between April and October, however they didn't think that they would be able to staff this and so turned us down. The only option now is to buy into the borough wide scheme, so it was agreed that the Chair should continue to pursue that and take part in the selection process.</p>	<p>Chair / Cllr Vaja</p> <p>Chair</p>

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	<p>Cllr Houlton informed the meeting that he had spoken to the workmen doing the excavations to repair the sewer on Hatherley Road. They are hoping to have it filled by the end of May, but worst case is end of June. The Chair reported that there is a street party planned for Carmarthen Road and the road was due to close but due to the diversion this may now not be possible. Fernleigh Green could be used as an alternative venue but residents would need to be informed and invited. The issue had arisen due to the bus route, however Stagecoach have been contacted and were considering changing the route to allow the road closure to go ahead.</p>	
10.	<p>Village Hall</p> <p>Cllr Wells reported that the boiler service had been carried out but this hadn't fixed the issue of the toilets being cold, so may need further looking into.</p> <p>The Clerk is hoping to get hold of the landscaping designs for the meeting next week.</p>	Clerk
11.	<p>Communications</p> <p>Nothing to report.</p>	
12.	<p>Date of next meeting</p> <p>May 11th Annual Parish Meeting</p> <p>4th July, next Parish Meeting</p> <p style="text-align: right;">..... 4 July 2023 Chair</p>	

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Appendix A

Planning & Finance	Footpaths & Open Spaces	Highways & Transportation	Police & Community Safety	Communications	Community Engagement	Village Hall
<u>A. Bamford</u> P. Worsley R. Whyborn Others as required.	<u>D. Willcox</u> R. Whyborn A. Houlton S. Gutteridge	<u>R. Whyborn</u> A. Bamford A. Ponting <u>P.Vaja</u>	A. Bamford <u>A. Ponting</u> <u>S.Gutteridge</u>	<u>J. Furley</u> D. Willcox A. Houlton	<u>S. Bamford</u> N. Holden S. Ellison	<u>J. Wells</u> N. Holden P. Worsley

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ACTION TRACKER, OPEN ITEMS

Appendix B

No.	Meeting Dat	Minute ref	Item	Responsible	Progress	Status
48	01/11/2022	1387.4 / 1406	Emergency Plan	ClIr Holden	Draft plan to be updated, Clerk to clarify who will see the plan to determine whether mobile numbers are included, now liaised with CBC and ClIr Holden progressing on new template	Open
51	01/11/2022	1389 / 1402	Cyber meeting	ClIr Ponting	Start process of setting up a meeting at the hall, liaise with Police to facilitate. Train up councillors so that they can provide the session to parishioners, AP to pass on details to JF and JW.	Open
60	03/01/2023	1405	Village Hall sound system.	ClIr Furley	progress service on sound system	Open
61	07/03/2023	4	Fencing company operating out of Farm Shop,	AP	to keep under review and ensure action taken by TBC if appropriate	Open
62	07/03/2023	5.2.1	Caernarvon Court Planning	JS	to ensure that our concerns are raised at planning committee	Open
64	07/03/2023 02/05/2023	7.1	Broad Oak Way Community Bid / General	Chair / SG	Community Land Trust, Clerk to speak to GAPTC - query put into GAPTC portal 11th March 23. Updated at May meeting to new action being SG to do more research on land trusts and Chair to consider drafting further update to residents	Open
66	07/03/2023 02/05/2023	9.1 9.2	Safety measures Warden Hill Road	All	Further consideration of financial contribution to Warden Hill works. Chair now given delegated power to vire money from road safety reserve per May 2023 meeting	Open
68	07/03/2023 02/05/2023	9.2 9.1	Pedestrian safety at Sunnyfield Lane	PW	To provide a map / diagram of the concerns and circulate. Now to be taken up by Highways group per decision at May 2023 meeting	Open
69	07/03/2023	10.1	Landscaping Hall	Clerk	To progress our grant claim on Build Back Better Fund	Open
70	07/03/2023	10.1	Hall Door	Clerk	To start to review possibility of a change to front door of hall	Open
71	02/05/2023	6.1	Hillview Litter Pick	PV/SB	To liaise re a litter pick at Hillview	Open
72	02/05/2023	6.3	Arrangements for detached youth work from July 2023	Chair	To take part in selection process	Open
73	02/05/2023	7.2	Bin Labels	DW	To liaise with CBC re getting signs on bins	Open

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Appendix C

Planning Tracker:

Address	Application Reference	Detail	Validated Applic.		Status	UHPC Response
			Rec'd by CBC			
Caernarvon Court	23/00171/FUL	two storey development to create 6 one bed flats amd associated external works	03/02/2023		Pending	Objected
Chargrove Lane	22/01375/FUL	Agricultural access and cattle pen	13/02/2023		Pending	Objected
99 Broad Oak Way	23/00101/FUL	Retrospective timber framed outbuilding	16/02/2023		Granted	
58 Greatfiled Lane	23/00364/FUL	2 storey side extension	04/03/2023		Granted	No Obj
14 Haslette	23/00225/FUL	2 and single storey rear extension	21/02/2023		Granted	No Obj
20 The Oaks	23/00337/FUL	Garage Conversion, new garage, side extension	01/03/2023		Granted	no obj
17 Haslette	23/00643/FUL	Removal of front door, replace with brickwork	18/04/2023		Pending	no obj
8 Rothleigh	23/00417/FUL	2 storey side extension	14/04/2023		Pending	no obj
3 Withypool	23/00578/FUL	Proposed rear dormer	06/04/2023		Pending	no obj
44 Wards Road	23/00423/FUL	Single storey extension	14/03/2023		Granted	no obj
16 Haweswater Road	23/00539/FUL	Side/rear extension	31/03/2023		Pending	no obj
6 Gardenia Grove	23/00336/CLPUD	single storey rear extension	01/03/2023		Granted	no obj
219 Hatherley Road	23/00454/FUL	Proposed new pitched roof brick outbuilding that is to be used as a small garage and garden office	18/03/2023		Pending	no obj
8 Wimborne Close	23/00603/FUL	New pitched roof to be installed on front elevation over existing porch and garage, replacing existing flat roof				

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Appendix D

Annual Governance Statement:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

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Appendix E

RISK ASSESSMENT May 2023

POTENTIAL RISK AREAS

Insurable Risks

Fixed Assets	Protection	Over £150m
	Maintenance	Regular
	Security	Normal
	Register maintenance	Up to Date
Public Liability		£5m
Consequential Loss		£10.2k
Fidelity Guarantee		£2k
Employers Liability		£10m
Libel / Slander		250k

External Assistance

Market Management	None
Investment Management	None
Trading Units	None
Hiring in of Services	Tender

Statutory Requirements

Borrowings Authorised	Yes
PAYE Compliance	Yes, now registered as an employer
VAT Compliance	Yes
Adoption of Codes of Conduct	Yes - all cllrs provided with copy of the code
Register of Members Interests	Yes – and noted at each meeting as appropriate
Appointment of Internal Auditor	Yes
Maintenance of Accounting Records	Yes
Adoption of Standing Orders	Yes

Self Controlled Areas

Adequacy of Precept	Yes – budget analysis carried out by Clerk and presented to meeting
Monitoring of Expenditure	Each meeting cheque list produced
Legality of Payments	Yes – Clerk ensures appropriate power to spend
Proper use of Grants and s137	Yes
Preservation of Voters Rights	Yes
Safety of Documents	Disk Backup
Documentation of Dealings with the public	Open to Public
Standby Arrangements for Absence of Clerk	Yes

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Appendix F

Annual Accounts:

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	99,219	53,407	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	26,418	28,974	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	14,772	119,847	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	7,998	10,169	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	1,523	4,236	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	77,481	131,665	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	53,407	56,157	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	53,407	55,691	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	128,270	200,570	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	5,400	77,700	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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Quarterly Reporting - Outturn

	2021-22 Outturn £	2022-23 Budget £	2022-23 Reserve £	2022-23 Total £	2022-23 Q1 £	2022-23 Q2 £	2022-23 Q3 £	2022-23 Outturn £
Expenditure								
Running the Council	10,081	9,749		9,749	3,147	7,179	10,740	16,075
Maintenance	1,365	1,522		1,522	-	333	333	778
Recreation & Culture	38,051	3,300	6,433	9,733	13	5,417	9,440	10,611
Including Exceptional Items								
Cont to Play areas	27,500	-		-	-	-	-	-
Lighting the Way Project				-		5,176	5,176	5,176
Lakeside Community Project				-			1,933	1,934
VAS	6,969	-		-				
Loan Repayments	1,523	1,500		1,500	738	738	1,461	4,236
Village Hall Expenses	13,925	10,464	81,541	92,005	1,690	41,457	86,960	89,165
Including Exceptional Items								
Hall surveyor fees	4,606			-				
Building / roof works				-		38,703	81,585	81,585
Fence	1,380	-		-				
Summer Gardens Competition	518	-		-	110	265	265	265
Other (including subs and donations)	21,540	11,000		11,000	2,032	4,095	4,095	7,295
Including Exceptional Items								
Grant to Greatfield School	4,925			-				
Summer holiday activity prog	4,000			-		2,000	2,000	2,000
CBC Youth Work Project	5,000			-		2,000	2,000	5,000
Grant to Lakeside Project	1,500			-				
VAT to reclaim				-		8,265	17,349	17,645
Total	87,003	37,535	87,974	125,509	7,730	67,749	130,643	146,071
Income								
Bank Interest	9	-		-	6	46	107	220
Grant	1,190	-	13,000	13,000	-	-	3,000	13,000
HAF	1,933			-				
Hiring	10,417	8,561		8,561	2,556	2,810	6,252	9,896
Loan			74,974	74,974		74,974	74,974	74,974
Precept	26,418	28,974		28,974	28,974	28,974	28,974	28,974
Record	390	-		-				325
VAT Reclaimed	835	-		-	3,787	3,787	20,523	21,433
Total	41,190	37,535	87,974	125,509	35,323	110,591	133,830	148,821
Surplus / Deficit for the Year	- 45,812				27,592	42,842	3,186	2,750
Retained Surplus b/f	99,219	53,407		53,407	53,407	53,407	53,407	53,407
Retained Surplus c/f	53,407	53,407	- 0	53,407	80,999	96,248	56,593	56,157
Represented by								
Current Account	14,622				22,208	8,861	4,145	16,095
High Interest	38,785				58,791	87,388	52,449	40,062
	53,407				80,999	96,248	56,593	56,157

Reserves:	Closing 2021/22	Transfers In New	Internal Transf In	Internal Transf Out	Transfers out	Expected Closing 2022/23
Election Reserve	18,500			-10,000		8,500
General Fund	10,577	2,750	10,503	-9,000		14,830
Greatfield Toilets Refurb Grant (1399.3.4)	-		4,000			4,000
HAF	1,933				-1,933	-
Hall Repairs Reserve	15,394	74,974			-81,541	8,827
Lakeside Community Project (1372.3.2)	-		1,000	-1,000		-
Landscaping works at Hall	-	10,000				10,000
Lights Cheriton Park/Benches	1,500	3,000			-4,500	-
Open Spaces Improvements (1301.3)	5,000					5,000
Road Safety Measures	-		5,000			5,000
Youth Parish Council	503			-503		-
	53,407	90,724	20,503	- 20,503	- 87,974	56,157

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Appendix G

Date	Total net	Detail of Spen	Payee Name
01/03/2023	192.50	Cleaning	Mrs Reay
02/03/2023	3,000.00	Donation	Cheltenham BC
02/03/2023	42.95	Utilities	BT
04/03/2023	69.00	Utilities	K Oakey
04/03/2023	28.79	Administration	K Oakey
08/03/2023	116.95	Administration	LCN
09/03/2023	166.38	Utilities	British Gas
10/03/2023	70.00	Administration	color co
11/03/2023	3.00	Administration	Land Registry
15/03/2023	47.82	Utilities	Waterplus
21/03/2023	5.80	Bank Charges	HSBC
22/03/2023	49.10	Utilities	British Gas
22/03/2023	11.15	Cleaning	Mrs Reay
25/03/2023	126.99	Administration	Currys
25/03/2023	69.00	Utilities	K Oakey
30/03/2023	42.95	Utilities	BT
31/03/2023	423.00	tax	HMRC
31/03/2023	210.00	Cleaning	Mrs Reay
30/03/2023	445.00	Maintenance	Caloo
05/04/2023	146.79	Utilities	British Gas
05/04/2023	124.00	Maintenance	Ubico
07/04/2023	17.50	Cleaning	K Oakey
11/04/2023	100.00	Subscription	GPFA
11/04/2023	1,782.57	Subscription	GAPTC
11/04/2023	60.00	Subscription	CPRE
07/04/2023	80.00	Services	Rymer heating
13/04/2023	35.79	Utilities	Waterplus
18/04/2023	5.40	Bank Charges	HSBC

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Appendix H

Monthly Crime Figures for Up Hatherley & Benhall								
	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
Anti-social behaviour	15	16	13	3	8	Individual Totals unavailable	6	16
Bicycle theft	1		2	2				1
Burglary	7	7	5		3		3	1
Criminal damage and arson	8	6	2	5	2		3	6
Other theft	6	9	5	12	10		4	5
Public order	13	10	9	5	3		10	5
Shoplifting	4	14	11	6	7		9	4
Vehicle crime	7	1	4	1	1		1	5
Violence and sexual offences	27	35	23	22	17		23	32
Other crime	5	1		3				1
Drugs		2	2	1			1	1
Theft from the person					1			1
Robbery							2	1
Possession of weapons				1			1	
Totals:	93	101	76	61	52		83	63
OUTCOMES								
Other				3	8		6	16
Under investigation				36	28		34	39
Investigation complete No suspect Identified				15	12		12	16
Unable to procecute				4	3		11	6
Local resolution					1			
Awaiting court outcome				3				2
				61	52	83	63	79