

## Up Hatherley Parish Council: Minutes of the Parish Council Meeting

**Venue:** Village Hall, Cold Pool Lane  
**Date:** Tuesday, 4<sup>th</sup> March 2025 at 7.30 pm.  
**Present:**

Name	Organisation	Role	Name	Organisation	Role
S. Bamford	UHPC	Chair	D. Willcox	UHPC	Councillor
P. Worsley	UHPC	Vice Chair	A. Goldsby	UHPC	Councillor
A. Houlton	UHPC	Councillor	J. Sankey	UHPC	Councillor
R. Whyborn	UHPC	Councillor	S. Gutteridge	UHPC	Councillor
M. Ede	UHPC	Councillor	A. Ponting	UHPC	Councillor
A. Bamford	UHPC	Councillor			
J. Wells	UHPC	Councillor	4 parishioners		
			K. Oakey	UHPC	Clerk

**Apologies:**

Name	Organisation	Role
J. Furley	UHPC	Councillor
N. Holden	UHPC	Councillor

No.	Item / Detail	Action
1.	<p>The Chair welcomed everyone to the meeting. She thanked the parishioners present, and asked members if they could participate in the discussions on the item on the Strategic and Local Plan. All were in agreement.</p> <p>The Chair noted that we also had a prospective co-optee present, and they asked if they could observe the meeting prior to making a decision.</p>	
2.	<p><b>Declaration of Members' Interests and Associated Issues</b> None.</p> <ul style="list-style-type: none"> <li>Revised Parish Council Code of Members' Conduct – to adopt This document had been circulated in advance of the meeting. The interim monitoring officer at CBC had identified errors in the current version and had asked that we adopt the new version prior to the training on Monday 10<sup>th</sup> March. The Clerk was unsure exactly what had changed, but it had been indicated that the Clerk had been given powers in the old version that should have resided with the Parish Council, so it was just amending those sections. It was agreed that the detail would be requested at the training next week, just to clarify.</li> </ul> <p>Cllr Ede proposed we adopt the new Code and Cllr Sankey seconded, all were in agreement.</p> <ul style="list-style-type: none"> <li>Code of Conduct Training 7.30pm Monday 10<sup>th</sup> March Members were reminded that the training session will take place in the Village Hall next Monday from 7.30.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• What is the purpose of Stage 2, if there were no outcomes from Stage 1</li> <li>• Looks like this process is following a statutory requirement for consultation phases, however if no feedback following Stage 1, how is that meeting the objectives of a consultation</li> <li>• Map proposed is identical to Stage 1, so what was purpose of Stage 1</li> <li>• Where is the evidence that officers have reviewed the Stage 1 responses</li> <li>• What does HELAA refer to – thought this was Housing and Economic Land Assessment</li> <li>• For JCS there was a Member Steering Group for each district / borough council, is anything similar happening? Cllr A. Bamford responded that there was a Member Liaison Working Group for CBC.</li> <li>• Since JCS nothing much has been built on the agreed sites, a lot due to Highways England rejecting the plans due to the poor infrastructure. Unless this is resolved it may push development into other areas.</li> <li>• Need to prioritise brownfield sites</li> <li>• Need to ensure greenbelt remains and no coalescence of Cheltenham and Gloucester.</li> <li>• Can we use anything from the Leckhampton with Warden Hill Local Plan – unsure if this was finalised.</li> <li>• Will devolution push this more rapidly forward with GCC becoming involved and having a strong view about joining up areas.</li> <li>• Need to work closely with neighbouring parishes including Leckhampton with Warden Hill and Shurdington.</li> </ul> <p>It was agreed that Cllr A. Bamford will follow up these queries with CBC. It was also agreed that all these issues will be discussed in a SLP working Group. Volunteers to email the Chair. In the absence of a timeline for the consultation. This will include members of Hashtag and any experts that we can involve. These will not be open public participation sessions at this stage. The Chair thanked the members of Hashtag for attending and they left the meeting.</p> <p>3. Finance</p> <p style="padding-left: 40px;">i. Payments List, this had been circulated in advance of of the meeting and is attached as Appendix C. Noted.</p> <p style="padding-left: 40px;">ii. Internal Audit</p> <p>The Clerk reported that the paperwork for the internal audit had now been uploaded to the GAPTC site, and the accounts will be uploaded at the end of March. It is a very different audit process this time, and will focus on our policies and procedures and internal controls.</p>	<p><b>Cllr A. Bamford</b></p> <p><b>All / SLP WG</b></p>
<p><b>5.</b></p>	<p><b>Community Engagement</b></p> <p>1. Report</p> <p>Cllr Goldsby noted that the 2 o'clock club was going well. It was agreed that the timings for using the hall would be amended to 1-4pm to allow sufficient time to set up. The Clerk will make the changes to the timetable.</p>	<p><b>Clerk</b></p>

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	<p>2. Telephone Kiosks</p> <p>Cllr Worsley reported that he had heard about a Clerk purchasing a BT kiosk for just £1 and turning it into a library and defib unit. It was agreed that Cllr Worsley would follow this up as we could use one as a book share.</p>	<b>Cllr Worsley</b>
<b>6.</b>	<p><b>Footpaths and Open Spaces</b></p> <p>1. Open Spaces report</p> <p>Cllr Willcox had nothing to report other than noting that he would be contacting Karen to set up another walk about meeting in the Spring.</p> <p>The Chair informed the meeting that she had a walkaround with Malcolm, and as a result the paths on Manor Farm and Cherington had been widened with the covering grass removed. The alligator swamp area was still unresolved as he didn't favour slabs in this area. Nothing has yet happened on the Sunnyfield Lane roundabout as it was suggested clover would be planted. Unfortunately it looks like the weeds will take over again. Hedges have also been cut back, and the Chair has received a quote to cut back a hedge by Greatfield School where there have been complaints.</p> <p>There have been complaints about horses, horse droppings, and riding on Holmer Park. The Clerk was asked to clarify the legal position for horses on public open space before we explore installing signs. Cllr Sankey confirmed she was in touch with the complainant.</p>	<b>Cllr Willcox</b>          <b>Clerk</b>
<b>7.</b>	<p><b>Police and Community Safety</b></p> <p>1. Crime Report</p> <p>Cllr Ponting presented the crime figures, which are attached as Appendix D. He has concerns how outcomes can match reported crimes each month but has been unable to fully resolve. The Chair has an outstanding action to arrange a cyber event, and Cllr Ponting provided her with the Police contact name. Cllr Ponting will attend the next Advocacy meeting in April.</p> <p>Cllr Sankey reported that there were lot of PCSO redundancies being announced.</p>	<b>Chair</b>
<b>8.</b>	<p><b>Highways and Transportation</b></p> <p>1. Report</p> <p>Cllr Whyborn updated to say that there was not much now happening as the elections are to be held in May so Highways will not start any new schemes until after this. He gave an update on Hatherley Lane to report that the reflective material is now in on the chicanes, however the project has not been planned or carried out very well.</p> <p>Cllr Sankey reported that enforcement officer had attended Lakeside, and were expected again, however no tickets had been issued which was disappointing. Cllr Sankey has requested feedback from them on the issues and how they can be best resolved.</p>	
<b>9.</b>	<p><b>Village Hall</b></p> <p>1. Report</p>	

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	<p>Boiler service and electrical survey are booked in for later this week, otherwise not much happening at the hall.</p> <p>The Chair thanked Cllr Houlton for installing the water butt, and Cllrs Gutteridge and Wells for sorting the plaques for the benches and gazebo.</p>									
<b>10.</b>	<p><b>Communications</b></p> <p>1. Report Cllr Furley was not present.</p> <p>2. Record Cllr Worsley informed the meeting that he intended to drop a couple of advertisers who were poor payers, and all agreed. As a result, he will have space for other items, so asked if all could provide any historical information or pictures.</p> <p>3. Co-option The Chair introduced Ann Duignan, who is already known to several members. She confirmed that she would like to be considered for co-option and informed the meeting that she knew members from the health walk, had attended the 2 o'clock club, and had previously worked as a social worker at the county council. Cllr Houlton proposed and Cllr Goldsby seconded. All were in favour and she was co-opted onto the parish council.</p>	<b>All</b>								
<b>11.</b>	<p><b>Date of next meeting</b></p> <p>All were reminded about the Code training on Monday at 7.30 in the Village Hall.</p> <p>An Annual Parish Meeting is needed before the next meeting, and it was suggested that we try for an April date. The Clerk will send options to the Chair.</p> <p>Next PC meeting will be 6<sup>th</sup> May 2025</p> <p style="text-align: right;">..... <b>6 May 2025</b> <b>Chair</b></p>	<b>Clerk</b>								
<b>12.</b>	<p><b>Appendices:</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <tr> <td style="width: 10%; text-align: center;"><b>A.</b></td> <td style="width: 40%;">Action Tracker</td> <td style="width: 10%; text-align: center;"><b>C.</b></td> <td style="width: 40%;">Payments List</td> </tr> <tr> <td style="text-align: center;"><b>B.</b></td> <td>Planning Tracker</td> <td style="text-align: center;"><b>D.</b></td> <td>Crime figures</td> </tr> </table>	<b>A.</b>	Action Tracker	<b>C.</b>	Payments List	<b>B.</b>	Planning Tracker	<b>D.</b>	Crime figures	
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Appendix A

No	Meeting	Minute ref	Item	Responsible	Progress	Status
90	05/09/2023	7.1	Farm Shop Car Wash site	AP	To maintain a diary of events for TBC	Open
128	06/03/2024	11	Youth Council	JS		Open
136	07/05/2024	14	Community day	JS		Open
165	05/11/2024	1	write to parishioner with actions by PC and CBC re maintenance issues	Chair		Open
168	05/11/2024	4.3.iii	To send around notes from OS WG including KW responses	Chair		Open
172	05/11/2024	6.2	Speak to Malcolm re planting on Fernleigh	Chair		Open
174	05/11/2024	8.1	Lighting end Hollis Road	RW		Open
175	05/11/2024	10.1	gov.uk review options and costs	JF		Open
178	07/01/2025	4.2.ii	Cheltenham Tree strategy - open spaces to discuss once received	OS WG		Open
181	07/01/2025	6.1	Arrange meeting with Karen Watson	Cllr Willcox		closed
182	07/01/2025	6.2	Follow up with GCC re replacement trees Coney Gree	RW		Open
183	07/01/2025	7	Arrange cyber meeting	Chair		closed
184	07/01/2025	8	Parking Lakeside, request GCC carry out checks	RW	Enforcement officers have attended and Cllr Sankey will request feedback.	Open
185	07/01/2025	10.2	Speak to Head of Libraries re holding copies of the Record	RW		Open
186	07/01/2025	10.2	Write to diocese of Gloucester and Ebbsfleet	Chair		Open
187	04/03/2025	4.2	Speak to neighbours of 3 Sevelm	Cllr Ponting		Open
188	04/03/2025	4.2.i	Visit 9 and 39 BoW to see if Crown Estate have been in touch	Cllr A Bamford		Open
189	04/03/2025	4.2.ii	Follow up stage 1 consultation with CBC and raise queries from meeting	Cllr A Bamford		Open
190	04/03/2025	4.2.ii	Advise Chair re volunteering for SLP	All		Open
191	04/03/2025	5.1	Update Village Hall timetable for new times for 2 o'clock club	Clerk	Done	closed
192	04/03/2025	5.2	Follow up purchase of BT red telephone kiosk	Cllr Worsley		Open
193	04/03/2025	6.1	Arrange meeting with Karen Watson	Cllr Willcox		Open
194	04/03/2025	6.1	Follow up rules on horses in public open spaces	Clerk		Open
195	04/03/2025	7.1	Arrange cyber meeting	Chair		Open
196	04/03/2025	10.2	Provide photos / articles for Record	All		Open
197	04/03/2025	11	Arrange date for APM	Clerk / Chair		Open

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Appendix B

### Planning Tracker:

	Address	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	UHPC Response	Co
2	5 The Oaks Up Hatherley	24/01789/FUL.	Loft extension comprising front and rear dormers	30/10/2024	Withdrawn	Objected	
		24/01992/FUL	: Replace ground floor front window and install an automatic door and side window together with new ramp.	03/12/2024	Granted	No obj	
5	16 Ennerdale Road Cheltenham						
	17 Radnor Road Cheltenham	24/02007/FUL.	First floor side extension and single storey rear extension, associated internal and external alterations.	03/12/2024	Granted	No obj	
6							
7	225 Hatherley Road Cheltenham	24/02107/FUL.	Single storey rear extension and side porch canopy	18/12/2024	Granted	No obj	
	2 Hatherley Brake Cheltenham	24/02120/TPO.	T1 and T2- Yew Trees- reduce both trees by 30% and leave balanced, both trees are taking all the life and light out of the ground and both neighbours would be happy with a reduction in size or the same reasons plus to allow more light.	18/12/2024	Granted	No obj	
8							
9	7A Hatherley Lane	24/02172/TPO	Spruce tree to be felled	31/12/2024	Granted	No obj	
0	18 Keswick Road	24/02129/FUL	Proposed new self-build dwelling	08/01/2025	Refused		
1	3 Sevelm	25/00281/FUL	Two storey side extension and single storey side ext	20/02/2025	Pending		

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**Appendix C**

Ref	Date	Detail of Spend	Payee Name	Net Cost £
169	22/12/2024	Cleaning	Mrs Reay	148.72
170	23/12/2024	Cleaning	Hi Lo	20.00
171	23/12/2024	Utilities	British Gas	81.24
172	23/12/2024	Utilities	Waterplus	47.10
173	30/12/2024	Utilities	BT	41.95
174	05/01/2025	Utilities	British Gas	145.03
179	18/01/2025	Bank Charges	HSBC	5.00
180	16/01/2025	Donation	Salvation Army	300.00
181	20/01/2025	Utilities	Hugofox gocardless	19.99
182	20/01/2025	Loan	PWLB	2,673.00
183	21/01/2025	Furniture	Costway	166.58
184	22/01/2025	Utilities	British Gas	74.15
185	23/01/2025	Utilities	Waterplus	54.83
186	23/01/2025	Utilities	K Oakey	69.01
187	27/01/2025	GDPR	ICO	35.00
188	29/01/2025	Consumables	Ashley Houlton	15.00
189	30/01/2025	Utilities	BT	41.95
190	31/01/2025	Cleaning	Mrs Reay	216.68
191	04/02/2025	service	A&A Fire	197.95
192	10/02/2025	Utilities	British Gas	234.74
193	10/02/2025	hall keys	Garrison	38.79
194	10/02/2025	CCTV service	Regency	95.00
198	18/02/2025	Bank Charges	HSBC	5.40
199	18/02/2025	Utilities	Hugofox gocardless	19.99
200	24/02/2025	Utilities	K Oakey	69.01
201	24/02/2025	Utilities	British Gas	75.08
202	24/02/2025	Utilities	Waterplus	48.44
203	24/02/2025	Cleaning	Hi Lo	20.00



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Appendix D

Monthly Crime Figures for Up Hatherley & Benhall												
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Anti-social behaviour	17	14	15	18	24	11	14	18	13	20	21	21
Bicycle theft	3	1	1		2					1	2	3
Burglary	5	5	2	6	5	3	2	4	1	4	7	4
Criminal damage and arson	4	5	3	5	6	7	6	8	4	6	8	2
Other theft	10	8	9	11	8	10	9	5	6	3	4	4
Public order	7	3	8	5	8	6	3	3	4	1	5	5
Shoplifting	5	3	16	8	12	15	13	16	9	10	15	6
Vehicle crime	3	1	5	6	5	5	6	3	1	10	3	4
Violence and sexual offences	16	11	20	22	21	21	26	24	15	20	23	29
Other crime	2		2		5	1	2	2	2	3	3	2
Drugs	3	3	1	3	2	1	2			3	1	1
Theft from the person												
Robbery					1							
Possession of weapons	2											
<b>Totals:</b>	<b>77</b>	<b>54</b>	<b>82</b>	<b>84</b>	<b>99</b>	<b>80</b>	<b>83</b>	<b>83</b>	<b>55</b>	<b>81</b>	<b>92</b>	<b>81</b>
OUTCOMES												
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Other	17	14	15	18		11		18	13	20	21	21
Under investigation	23	13	29	25		27		30	17	35	34	27
Further action is not in the public interest	1	1										
Investigation complete No suspect Identified	23	16	31	32		35		25	15	14	21	17
Offender given a caution												
Unable to prosecute	9	8	7	8		4		8	8	7	12	5
Local resolution	1	2		1		2		1	2	3		
Awaiting court outcome	3									1	2	1
Suspect charged as part of another case						1					1	
Action taken by another organisation								1		1	1	10
<b>Totals:</b>	<b>77</b>	<b>54</b>	<b>82</b>	<b>84</b>	<b>99</b>	<b>80</b>	<b>83</b>	<b>83</b>	<b>55</b>	<b>81</b>	<b>92</b>	<b>81</b>