

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

Venue: Village Hall, Cold Pool Lane
Date: Tuesday, 4th July at 7.30 pm.

Present:

Name	Organisation	Role	Name	Organisation	Role
S. Bamford	UHPC	Chair	D. Willcox	UHPC	Councillor
P. Worsley	UHPC	Vice-Chair	S. Gutteridge	UHPC	Councillor
S. Ellison	UHPC	Councillor	A. Bamford	UHPC	Councillor
N. Holden	UHPC	Councillor	J Furley	UHPC	Councillor
A.Ponting	UHPC	Councillor			
P. Vaja	UHPC	Councillor	K. Oakey	UHPC	Clerk
J. Sankey	UHPC	Councillor	Parishioners	0	

Apologies:

Name	Organisation	Role
A. Houlton	UHPC	Councillor
R. Whyborn	UHPC	Councillor
J. Wells	UHPC	Councillor

No.	Item / Detail	Action
1.	The Chair welcomed all to the meeting and confirmed apologies.	
2.	<p>Declaration of Members' Interests</p> <p>None declared at the start of the meeting however during the planning discussion on Caernarvon Court Cllr A. Bamford declared an interest due to his borough council planning duties.</p>	
3.	<p>Minutes of the last Full Council Meeting held</p> <p>The minutes of the meeting held 2nd May 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 A.</p> <p>Items not on the agenda included the proposed litter pick at Hillview and Cllr Vaia confirmed that he was working on setting up a volunteer group to carry this out. Once a date is agreed he will let the Chair know so it can be advertised on the website and social media.</p>	
4.	<p>Planning and Finance</p> <p><u>Standing Items:</u></p> <p>1. Action Tracker, attached as Appendix A.</p>	

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	<p>2. Planning Tracker, attached as Appendix B.</p> <p>i. Caernarvon Court, this was refused, however the Chair has now had a meeting with the new site owner and discussed the application. A revised application has been submitted and was received today. It doesn't appear to solve all the issues but is a scaled back scheme. One of the issues with the site is that it doesn't have a simple management structure and includes freeholders and leaseholders. A previous owner also took contributions from all the traders at the site to improve the road, but then stole the money and disappeared so the work was never done. It was agreed that we would formulate a response to the application, and would continue to maintain a relationship with the applicant to ensure that the site could be improved.</p> <p>ii. Chargrove Lane, agricultural access and hardstanding. This was rejected by Tewkesbury. We will need to keep an eye out for an appeal as there is concern that they are trying to install an access point to the new barn conversion development.</p> <p>iii. Farm Shop Car Wash site, this seems to be getting out of control and a coffee shop is operating from the site, fencing has been put up, and a bouncy castle was being used at the site. It was agreed that the Clerk / Cllr Sankey will contact Tewkesbury and ask what exactly has approval at the site, and whether any enforcement action is needed. The Clerk will also ask that we be contacted for any future applications on our boundary.</p> <p>3. Finance</p> <p>i. Internal Audit Report The Clerk confirmed that the accounts had been to the Internal Auditor and no matters were arising. They were now with the External Auditor.</p> <p>ii. Q1 Accounts The position to the end of June is attached as Appendix C.</p> <p>iii. Payments List, attached as Appendix D.</p>	<p>Planning group / Clerk</p> <p>Clerk / Cllr Sankey</p>
<p>5.</p>	<p>Community Engagement</p> <p>1. Youth Work The Chair has received the invoice for the Summer Scheme so will forward to the Clerk for payment. The detached youth scheme will end at the end of July and there is still nothing in place to replace it. The Chair agreed to speak to the youth workers at Brizen to see if an interim arrangement could be put in place.</p> <p>2. 2 O'Clock Club Cllr Holden reported that this was going very well and proving popular. Regular donations were being made to the foodbank. It was suggested that an extended session is done to make use of the DigiBus.</p>	<p>Chair</p>

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7.	<p>Footpaths and Open Spaces</p> <p>1. Broad Oak Way Maintenance The Chair informed the meeting that the parish was looking scruffy with the grass in sections being left uncut, not just in Broad Oak Way but throughout the parish. The Clerk had written and complained about the cutting on Long Mynd and Fernleigh Greens as these should be done to our contract, however it is unclear how this was resolved as to date they haven't yet been cut again. It was agreed that we would review our contract and perhaps see if there was another provider that could do the work for our greens and perhaps a wider area. The Open Spaces group will meet to discuss what options there are as it was felt that we are not getting value for money.</p> <p>It was agreed that Cllrs Sankey, A. Bamford and R. Whyborn would approach Ubico / Cheltenham BC to see what is going on with the cuts at Broad Oak Way.</p> <p>2. Labelling waste bins to allow for general and dog waste Cllr Willcox updated the meeting to say that he now had a map of all the bins, although this differed to what the borough council thought they had. There also seemed to be confusion from the borough council around what area was covered by the parish council. All were in agreement that Cllr Willcox put the labels on the bins.</p>	<p>Open Spaces Group</p> <p>Cllrs Sankey Bamford and Whyborn</p> <p>Cllr Willcox</p>
8.	<p>Police and Community Safety</p> <p>Cllr Ponting latest crime figures have been circulated, shown as Appendix E. He showed members the Police.UK website and how they can see crimes in the area on a map. To date he has not been able to download the data on the map which is a shame as it is a useful source of information.</p>	
9.	<p>Highways and Transportation</p> <p>1. Paved footpaths approaching Sunnyfield Lane roundabout Cllr Whyborn was not present but had provided some initial indication of costs. It seems very expensive and more than what was really required at the site. It was suggested that a much simpler solution could be found.</p> <p>2. Hatherley Safer Streets Scheme A consultation has now been received so all were asked to note and review and respond as required.</p>	All
10.	<p>Village Hall</p> <p>Cllr Wells was not present but the Clerk updated the meeting.</p> <ul style="list-style-type: none"> • The Landscaping work has slipped slightly but should now commence in August. • Quotes have been requested for the front door and also exploring the possibility of making it wider for disabled access and having a fob entry system rather than a key. 	Clerk

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	<ul style="list-style-type: none"> • Quotes have been requested re installing cctv front and back on the suggestion of the Police following several instances of unauthorised access to the hall. <p>The Chair suggested that once the landscaping is done we could look at purchasing some more memorial benches to have in the space.</p>	
<p>11.</p>	<p>Communications Cllr Worsley asked for any photos, suggestions for the Parish Record.</p> <p>Cllr Sankey reported that she had attended a meeting in Warden Hill about planting an orchard in Weavers Field. Generally those present had the meeting had been supportive, and all were in agreement that it was a good idea and that we would be pleased to support it.</p>	<p>All</p>
<p>12.</p>	<p>Date of next meeting 5th September, next Parish Meeting</p> <p style="text-align: right;">..... 5 September 2023 Chair</p>	

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Appendix A

ACTION TRACKER, OPEN ITEMS

Action Tracker						
No.	Meeting Date	Minute ref	Item	Responsible	Progress	Status
48	01/11/2022	1387.4 / 1406	Emergency Plan	Cllr 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 Cllr Holden progressing on new template	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
71	02/05/2023	6.1	Hillview Litter Pick	PV/SB	To liaise re a litter pick at Hillview	Open
74	04/07/2023	2.i	Caernarvon Court	Planning group / Clerk	To formulate a response to the latest application and continue relationship to formulate improvements at the site	Open
75	04/07/2023	2.iii	Farm Shop Car Wash site	Clerk / JS	Speak / write to Tewkesbury to see what the situation is at the site re what has approval what doesn't, and ask to be kept informed with this site and nearby Chargrove Lane	Open
76	04/07/2023	5.1	Youth Work	Chair	Speak to the youth workers at Brizen to see if an interim arrangement could be put in place after summer scheme	Open
77	04/07/2023	7.1	Grass cutting	Open Spaces Group	Review our contract with Ubico and see what could be done more widely across the parish to maintain open spaces	Open
78	04/07/2023	7.1	Broad Oak Way Grass Cutting	AB / JS / RW	It was agreed that Cllrs Sankey, A. Bamford and R. Whyborn would approach Ubico / Cheltenham BC to see what is going on with the cuts at Broad Oak Way.	Open
79	04/07/2023	7.2	Labelling waste bins	DW	Agreed DW go ahead and place labels on the suitable bins	Open
80	04/07/2023	9.1	Paved footpaths approaching Sunnyfield Lane roundabout	All	All to think about solution to Sunnyfield roundabout	Open
81	04/07/2023	10	Village Hall	Clerk	Clerk has requested quotes for door and cctv, to be circulated once received	Open
82	04/07/2023	11	Parish Record	All	To provide PW with photos / suggestions for the Record	Open

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Appendix B

Planning Tracker:

Address	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	UHPC Response
Miller Homes		Application for 350 homes in fields between Shurdington Road and Church Road		Pending	
30 Sedgewick Gardens	23/00799/FUL	Proposed single story rear extension following removal of existing conservatory	18/05/2023	Pending	no obj
304 Hatherley Road	23/00854/FUL	Demolition of existing garage and outside storage space. Replace with two-storey side extension, single storey rear extension and loft conversion	23/05/2023	Pending	no obj
14 Carmarthen Road	23/00935/FUL	Erection of bay window in existing porch area. Exterior alterations to remove existing plastic roof and replace with sloped tiled roof across front of Property. Move front door from side to front elevation and set it back (in the existing porch area) by 470mm. Brick up ground floor window. Remove one window upstairs and replace with exterior cladding.	06/06/2023	Pending	no obj
Caernarvon Court Caernarvon	23/01073/FUL	Two storey development to contain 3no. 1 bedroom flats and 1no. 2 bedroom flat and associated external works (revised scheme following refusal of application ref. 23/00171/FUL)	03/07/2023	Pending	

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Appendix C

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Quarterly Reporting - Q1

	2022-23 Outturn £	2023-24 Budget £	2023-24 Reserve £	2023-24 Total £	2023-24 Q1 £
Expenditure					
Maintenance	778	2,250		2,250	124
Running the Council	14,200	16,489		16,489	2,558
Loan Repayments	4,236	4,224		4,224	708
Subscriptions	1,875	2,000		2,000	1,943
Youth Work	5,000	5,000		5,000	
Donations / grants	295	1,000		1,000	
Recreation & Culture	3,501	1,605		1,605	1,740
Village Hall Expenses	7,580	9,170		9,170	1,828
Projects					
Building / roof works	81,585	-		-	
Lighting the Way Project	5,176	-		-	
Lakeside Community Project	1,934	-		-	
Landscaping		-		-	
Highways Safety		5,000		5,000	
Summer holiday activity prog	2,000			-	
Summer Gardens Competition	265	270		270	
Other					106
Total	128,426	47,008	-	47,008	9,007
Income					
Bank Interest	220	310		310	190
Grant	13,000	3,500		3,500	5,000
Hiring	9,896	12,000		12,000	1,969
Loan	74,974	-		-	
Precept	28,974	30,798		30,798	30,798
Record	325	400		400	
VAT Reclaimed	3,788	-		-	
Total	131,176	47,008	-	47,008	37,956
Surplus / Deficit for the Year	2,750	-			28,950
Retained Surplus b/f	53,407	56,157		56,157	56,157
Retained Surplus c/f	56,157	56,157	-	56,157	85,107
Represented by					
Current Account	16,095				19,856
High Interest	40,062				65,251
	56,157				85,107

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Reserves:	Closing 2022/23	Transfers In New	Internal Transf In	Internal Transf Out	Transfers out	Expected Closing 2023/24
Election Reserve	8,500					8,500
General Fund	14,830	23,950				38,780
Greatfiled Toilets Refurb Grant (1399.3.4)	4,000					4,000
Hall Repairs Reserve	8,827			-8,827		0
Landscaping works at Hall	10,000	5,000	8,827			23,827
Open Spaces Improvements (1301.3)	5,000					5,000
Road Safety Measures	5,000					5,000
	56,157	28,950	8,827	- 8,827	-	85,107

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Appendix D

Date	Detail of Spender	Payee Name	Net Cost
24/04/2023	Insurance	Zurich Insurance	1,263.26
24/04/2023	Utilities	British Gas	54.25
25/04/2023	Cleaning	Hi Lo	19.00
28/04/2023	Cleaning	Mrs Reay	205.00
26/04/2023	Utilities	K Oakey	69.00
03/05/2023	Cleaning	Mrs Reay	14.65
03/05/2023	Utilities	BT	42.95
11/05/2023	Administration	Post Office	7.65
11/05/2023	Administration	PATA	67.80
12/05/2023	Consumables	S. Bamford	47.00
09/05/2023	Utilities	British Gas	99.92
15/05/2023	Utilities	Waterplus	43.07
19/05/2023	Bank Charges	HSBC	5.00
19/05/2023	Audit	Iain Selkirk	140.00
20/05/2023	Cleaning	K Oakey	11.16
22/05/2023	Employer Pen cont	Fidelity	66.21
30/05/2023	Utilities	BT	53.03
22/05/2023	Utilities	British Gas	45.88
01/06/2023	Loan	PWLB	707.63
01/06/2023	Cleaning	Mrs Reay	217.50

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Appendix E

Monthly Crime Figures for Up Hatherley & Benhall									
	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23
Anti-social behaviour	15	16	13	3	8		6	16	13
Bicycle theft	1		2	2				1	
Burglary	7	7	5		3		3	1	1
Criminal damage and arson	8	6	2	5	2		3	6	4
Other theft	6	9	5	12	10		4	5	2
Public order	13	10	9	5	3		10	5	8
Shoplifting	4	14	11	6	7		9	4	2
Vehicle crime	7	1	4	1	1		1	5	9
Violence and sexual offences	27	35	23	22	17		23	32	31
Other crime	5	1		3				1	2
Drugs		2	2	1			1	1	3
Theft from the person					1			1	
Robbery							2	1	
Possession of weapons				1			1		
Totals:	93	101	76	61	52	83	63	79	75
OUTCOMES									
Other				3	8		6	16	13
Under investigation				36	28		34	39	40
Investigation complete No suspect Identified				15	12		12	16	13
Unable to procecute				4	3		11	6	5
Local resolution					1				1
Awaiting court outcome				3				2	3
				61	52	0	63	79	75