

Up Hatherley Parish Council: Minutes of a Parish Council Meeting, held virtually via Zoom on Tuesday 2nd March 2021, at 7.30 pm.

1228 Members Present

Chair: S. Bamford; also present, P. Worsley, D. Willcox, J. Wells, R. Whyborn, D. Young, A. Houlton, J. Furley, A. Bamford, N. Holden and A. Ponting.

Also, in Attendance: David Scorer, Headteacher from Greatfield Park School, Clerk Kathryn Oakey.

1229 Welcome

The Chair welcomed all present to the latest virtual meeting of the parish council and introduced David and thanked him for attending. All present introduced themselves to David.

1230 Apologies for absence

None.

1231 Declaration of Members' Interests

Cllr Young declared an interest in the item on Lakeside School and Cllr Whyborn declared an interest in the Lakeside project.

1232 Parish Vacancies

No progress at current time on recruiting new members. All agreed that the May meeting would be a good point to recruit.

1233 Greatfield Park School

The Chair informed the meeting that pre lockdown she had met with the Head from Greatfield and discussed the assistance that the Parish Council had provided to Lakeside and whether a similar support could be provided at Greatfield. David informed the meeting that he had been at the school for two years and had been looking at ideas where funding would be useful. Currently the school is looking at healthy living and therefore thoughts are around the provision of cycle sheds. It is all in an early planning stage currently and although quotes have been obtained for the base there are no costs as yet for the shed.

Cllr A. Bamford informed him that the Parish Council has set aside a sum of money to support the local community and that the bike storage shed sounds like a good scheme that we would be happy to move forward with. He suggested a business plan is compiled so that we can more fully see the costs in order to determine a contribution amount.

The Chair asked whether the unveiling could be combined with a bike marking event, and this was agreed as a good idea however David pointed out that currently members of the public are not allowed on the school grounds so it would all be dependent on rules in place at the time.

It was agreed that no decision on funding could be made at the current time but in principle the Parish Council does support the idea. David confirmed that he would be happy to come back to the next meeting with more detail, and the Chair thanked him for attending. At this point David left the meeting.

1234 Minutes of the last meeting held 5th January 2021.

All were in agreement that the Chair sign the minutes, so the Chair signed and initialled the pages of the hard copy provided by the Clerk. Cllr Whyborn asked for one change to point 1215 bullet one, "have" changed to "has". The Clerk will update the version for the website.

1235 Lakeside PTA enquiry (request for funding circulated)

All agreed that the request as circulated is too vague for a decision to be taken. It was agreed that the Chair would respond positively but requesting details of specific schemes.

1236 Revised Internal Audit Arrangements for 2020/21 Accounts

The Clerk informed the meeting that a letter has been received from the Internal Auditor Iain Selkirk, detailing how the audit will run for 2020/21 year. All were in agreement that we take part in the postal audit and the Clerk will sign and return the appointment letter.

1237 Policy and Resourced

- **Q3 Financial Position**

Attached as appendix A. Spend in line with expectations, confirming the precept is more than adequate.

- **Planning Tracker**

Nothing controversial received. Cllr Whyborn raised a concern with 14 Wimborne Close. Apparently, the extension had been done on an old approval, however there should be a five-year time limit. What appears to be the case is that part of the application had been started which therefore means that the five-year time period no longer applies. The problem in this situation is that a neighbour also had permission granted as it was thought that 14 Wimborne had lapsed. As a result, there is now a change to the street scene which ideally needs to be avoided.

- **Action Tracker**

Cllr A Bamford presented the Action Tracker, shown as Appendix B. The highlighted items were all on the agenda so will be covered later in the meeting so nothing further to bring to the attention of the meeting at this point.

1238 Community Engagement

- **Parish Survey**

Notes from a meeting had been circulated. It was agreed that the GRCC quote was expensive and didn't provide us with what we needed. It was agreed that we can formulate our own questions and do the distribution so it would be better just to use GRCC to help with the results.

Suggested that we use five key headings for the survey,

1. Food poverty
2. Open spaces
3. Traffic
4. An annual event
5. Village Hall

Following discussion, it was agreed to amend Traffic to include Highways and Transportation. All were happy so Cllr Ponting will take forward and formulate questions for discussion.

- **Lakeside Community Project**

To date the Parish Council has contributed £1,500 including the Mayor's food fund contribution. Following the success of the Christmas food package in conjunction with Morrisons it had been agreed that the Lakeside Community Project be set up with Morrisons and Leckhampton with Warden Hill Parish Council. The project is using St Margaret's Hall as the base and a number of volunteers have been assisting. Cllr Whyborn asked whether the Parish Council would in principle underwrite £1,000 for equipment or items that are missing. All were in agreement.

Governance is currently being worked through and it is likely that a constitution will be compiled. It was suggested that appointed representatives from the Parish Council would be useful and it was agreed that UHPC would propose Cllrs Holden and S. Bamford.

- **Youth Provision**

Previously it had been agreed that we would contribute £5,000 for a summer youth scheme. Due to lockdown this didn't happen so the money is still available. An initial meeting has taken place re alternative use of the money in conjunction with the borough council and Leckhampton with Warden Hill PC, and the Chair is attending another meeting later this week. Ideally, we want targeted youth work, currently the proposals are too vague, and all were in agreement that the Chair take this forward at the meeting.

- **Garden Competition**

Cllr Holden informed the meeting that this is off again, however following some discussion it was agreed that a meeting will be set up with Cllrs Holden, Ponting, Whyborn, S. Bamford and Houlton to take forward alternative ideas for an online competition.

1239 **Footpaths and Open Spaces**

- **Volunteer Engagement**

The Chair informed the meeting that she has had email correspondence with the volunteers, and as a result some are assisting with the Lakeside Foodbank project. She was keen to keep the communication channels open and intends to send further emails as opportunities come up.

- **Broad Oak Way security camera and work on Spinney**

The camera is in, and the work to clear the undergrowth completed.

- **Rotary Club centenary trees**

Our three trees have been planted. The rotary club are looking at planting more trees so there may be further opportunities to become involved.

- **Update on improvements at Caernarvon Park and Cheriton Park**

No further information so Cllr Whyborn will chase.

- **Recycling at Morrisons**

A detailed response has been provided by the borough council. It has offered solutions including the addition of another cardboard container. There is still concern of fly tipping at the site, and security cameras could help in providing a deterrent. The Chair agreed to follow this up further with Morrisons, with the possibility of offering that we fund the camera. It was also agreed that we should promote what residents can have collected from home and was suggested that we get a stock of recycling bins

that could be handed out to residents. Cllr Whyborn agreed to follow this up with the borough council.

- **Update on the Church car park and the Vicar**

The Chair has met with the Vicar however unfortunately he is not very receptive to our suggestions and the reply he has sent to a neighbour is not nice. This incident has also raised concerns about the village hall use of the car park. The Chair will continue to liaise with him to reach a resolution. It was suggested we speak to the Diocese; however, Cllr Holden informed the meeting that this has already been done with no noticeable result.

1240 Police and Community Safety

Cllr Young presented his report and crime statistics which is attached at Appendix C. He reported that violence is up but still represents a low number compared to crime across Cheltenham. He suggested that the council might contribute towards a fence to replace the trees however it was agreed that this would not be a good idea as it would set a precedent.

1241 Highways & Transportation

Cllr Whyborn did not have a lot to report at this stage pending the next meeting of the Highways Group. The 30mph sign has been relocated and it was agreed that he pass on thanks to Danny Taylor from Gloucestershire Highways.

1242 Village Hall

A quote has been received for the door repairs and all agreed that this should be accepted and sorted. Regarding the roof one quote has been received to date and Cllr Wells has spoken with the surveyor. However, the Clerk is still waiting for quotes to come in so will chase. It would be idea if the asbestos could be removed.

1243 Communications

Cllr Furley informed the meeting that Wi-Fi is now installed in the hall and the box has been placed in a lockable cabinet. Signs have been put up in the hall so that users can access the internet. He has also set up councillors@uhpc.org.uk which will include all councillors but not the Clerk. Following the recent health check of the website, an Accessibility Statement needs to be published and Cllr Furley is still testing compliance with the required standards.

1244 Any Other Business

A puddle is forming on the Up Hatherley Way cycle path, which needs to be sorted as people are stepping into the road to avoid it. Cllr Whyborn will follow this up.

Lakeside has been asked to be a polling station but has refused. Discussions are ongoing with the borough council; the Village Hall is also a polling station.

Cllr Young informed the meeting that he was now a trustee for the Sands Academy Trust.

1245 Next Meeting

This will be 4th May, including the AGM, virtually.

..... **4 May 2021**

Chair

Quarterly Reporting - Q3			
	2019-20 Outturn £	2020-21 Q3 £	2020-21 Outturn £
Expenditure			
Running the Council	8,247	6,802	8,993
Maintenance	-	-	676
Recreation & Culture	16,440	2,509	4,424
Including Exceptional Items			
Fitness Park	11,645		-
Loan Repayments	1,646	1,584	1,584
Village Hall Expenses	12,524	5,941	6,829
Including Exceptional Items			
Hall Painting	1,730	-	-
Summer Gardens Competition	1,507	-	-
Other (including subs and donations)	7,115	12,034	12,378
Including Exceptional Items			
Sensory Garden	4,500	-	
Total	47,479	28,871	34,884
Income			
Village Hall	11,739	3,194	3,544
Record	465	13	440
Interest	188	37	40
Grants	11,260		
VAT	-	697	697
Food Bank	-	-	145
Precept	25,900	26,418	26,418
Total	49,552	30,359	31,284
Surplus / Deficit for the Year	2,073		- 3,600
Retained Surplus b/f	99,763		101,835
Retained Surplus c/f	101,835		98,235

Represented by

Current Account	7,596	9,046	
YPC	503	503	
High Interest	93,737	93,774	
	101,836	103,324	-

Appendix B

		Action Tracker				
Serial	Item	Responsible Ctee/ Individual	Date Added	Expected Completion Date	Progress to Date	Status
1	Purchase of further speed reduction equipment	Highways WG	Wednesday, January 1, 2020	Not this financial yr - Summer 2021	Up Hatherley Way identified as a priority. Hatherley Road and Alma Road also now identified as problem areas. Council agreed to purchase 2 'permanent' VAS machines at Jan 2020 meeting - agreed in principle. Highways group pursuing options with new Highways manager.	Open
5	Commission a Management Plan for the Nature reserve jointly with Shurdington	A Bamford	Saturday, June 1, 2019	Thursday, September 30, 2021	Located original plan, now shared with Shurdington - proposal to form volunteer force to start clearance. UHPC carried out litter picking on Sat 14th March. Full work to commence post nesting season - on hold	Open
9	Proposal for new and resited bins around the Parish	F&OS WG	Spring 19	TBC	Awaiting feedback from CBC - to be chased. Met with CBC and UBICO, agreed to some proposals and rejections were accepted. Awaiting action from CBC and UBICO	Open
10	Crop intrusion on footpaths in fields	A Bamford via Simon W	Sunday, September 1, 2019	Wednesday, September 1, 2021	Ongoing - decided on course of direct action on problem areas.	Open
15	Establishment of Community Grant Scheme - what do other Parish Councils do?	S Bamford	Sunday, September 1, 2019	Summer 2020	Scheme now in place	Closed
16	Consider quotes for Caernarvon Park (gym equipment) with GCC community money	F&OS WG	Saturday, June 1, 2019	Wednesday, April 1, 2020	Meeting with CBC Parks officer. Agreed location alongside enclosed play area. Now installed. Need a plan to get it re-launched post lockdown	Closed
17	Carrying out a further parish survey	N Holden/A Ponting	Sunday, September 1, 2019	Wednesday, March 31, 2021	Zoom discussion held in January - have identified the topics to be covered. Andy Ponting to draft the survey using open questions and we will do the distribution. GRCC to do analysis?	Open
18	Production of an Emergency Plan	A Bamford	Tuesday, May 1, 2018	Sunday, March 1, 2020	Ongoing - draft completed. Circulated for comment. Agreed at March council meeting	Closed
19	PC email addresses for all Councillors	R Johnes	Saturday, September 1, 2018	Sunday, March 1, 2020	Up and running now	Closed
20	Digital Mapping	J Furlley	Friday, March 1, 2019	Sunday, December 1, 2019	Ongoing	Open
21	Sunnyfield and Morrison's Roundabout Line painting request	Highways WG	Friday, March 1, 2019	Wednesday, January 1, 2020	Ongoing - action agreed with local Highways Officer, Morrisons being discounted, Sunnyfield promised.	Closed
23	Investigate volunteer team to assist with footpath management	Community Engagement	Sunday, September 1, 2019	Friday, January 1, 2021	Ongoing. Have a list of volunteers - may need help with co-ordinating volunteer work force.	Open
24	Theme for next public Police and Community Safety meeting to be cyber crime	P&C WG	Thursday, August 1, 2019	Thursday, March 5, 2020	To be discussed on 4th November. Meeting to be held on 5th March	Closed
25	Another bicycle marking event to be held in January 2021	P&C WG	Sunday, September 1, 2019	Monday, January 25, 2021	Revised date needed post lockdown. Plan for publicity then to be worked up. Aim for similar number of bikes to 2020 event	Open
26	Ensure that all hall hirers are trained on the equipment they use.	VH WG	Sunday, September 1, 2019	Tuesday, June 1, 2021	A programme of training to be established. Full written instructions to be created and circulated post lockdown	Open
27	Review the arrangements the Parish Council has in place for maintenance of the greens we own.	Full Council	Sunday, September 1, 2019	Sunday, January 31, 2021	Service has been reviewed, agreement to be updated to include cuttings. Cuts are scheduled from Apr to Sept. If no earlier cuts available, council to consider alternative options. March cut requested, response awaited	Open
28	Public of right of way application - monitoring progress	F&OS WG	Thursday, June 1, 2017	Ongoing	Monitoring ongoing application	Open
29	Tree planting in parish	S Bamford	Wednesday, January 1, 2020	Ongoing	Looking to initiate tree planting schemes around the parish. Initial ideas/proposals circulated prior to March 2020 meeting. Recent successful collaboration with Rotary Club with planting of 3 oaks on UHWay, further planting planned for autumn. CBC/Forestry Commission planting 8th March	Open
30	Condition of pathway leading to Caernarvon Park from/to Long Mynd Avenue	R Whyborn	Wednesday, January 1, 2020	Tuesday, December 1, 2020	Path surface is extremely poor and over grown. Repair work carried out by Highways in late autumn 2020.	Closed
31	Lakeside Primary School letter requesting assistance with "Daily Mile" project	Full Council	Wednesday, January 1, 2020	Ongoing	School looking to install all-weather perimeter track to allow all year round engagement by children and staff. Full council decision made at March meeting - project completed.	Closed
32	Improvements to Caernarvon Park and Cheriton Park by CBC - how can the PC support this?	F&OS WG	Wednesday, January 1, 2020	Ongoing	Public consultation carried out and contribution to CBC agreed - awaiting start date	Open
33	Improvements to other open spaces in the Parish	S Bamford	Tuesday, September 1, 2020		Work on Broad Oak Way Spinney to have taken place (and camera on loan and installed).	
34	Formation of a volunteer group for our open spaces	S Bamford	Tuesday, September 1, 2020		Chair e mailing volunteers as and when projects need help.	
35	Support for initiatives in the Parish to combat Food Poverty	R Whyborn/S Bamford	Saturday, August 1, 2020	Ongoing	Have contributed £1500 to date for Morrisons initiative through schools. Lakeside Community project opened at St Margarets Hall February 2021. Further support in terms of mobilising volunteers and funding equipment will be required. Consider whether Village Hall could be another outlet in the future.	Open

Neighbourhood Watch

Promotion will be re started once normality starts to appear! Continue to stay in touch with Simon & Bob by email. Simon has spoken to resident in Broad Oak Way last week, who is happy to start up the NHW scheme again as soon as the restrictions allow him to do the house to house with flyers. He is also looking at adding Doverhay and Glenlea Grove where there is interest as well. Depending on numbers it may be that two schemes are more appropriate.

Residents are very happy with the camera and confirm that there have been no further problems. Tree to be replaced with a full 6ft fence, as the trees are dead & will not re-grow.

Simon would like to do a bicycle marking session as soon as possible.

Crime Statistics

Figures provided below. Due to lockdowns, there was a substantial increase in domestic violence calls, which in turn led to more crimes of a harassment, assault without injury and public fear, alarm and distress being recorded. Mainly due to this and increases in Antisocial Behaviour, Criminal damage & Public Order offences we were 15.8% up on 2019 figures. This was also reflected on numbers throughout Cheltenham.

Scam Calls

There have been a number of calls reported to be from HMIC (Income Tax) claiming that back tax is owed and if not paid a warrant will be put out for your arrest. Calls claiming to be from Amazon have also been popular claiming that money has been taken from your Amazon account and requesting bank details so this can be checked, or money returned. TV Licensing and Water/Electricity companies have also appeared claiming that standing orders have not gone through and to pay again using bank details that are given.

Catalytic Converter thefts

Thefts of catalytic Converters has started again over the recent days with main supermarket car parks being targeted in Cheltenham. Asda car park has had a number of attacks particularly on Honda Jazz cars.

Rogue Traders

On the 18th of February 2021, Police received several reports regarding four males going door to door in the Up Hatherley area of Cheltenham. These males were trying to persuade people to have repairs done, often when there was no requirement. These traders will look to target the elderly and vulnerable and often provide poor quality and substandard work. The price given initially by the traders will often increase greatly by the time the work is completed.

Burglary

Hatherley Road, close to Bournside Road, reported at 7.15pm 8th Feb. A house was entered by smashing window with a flagstone. Notebooks, laptops and a camera were stolen. Exit through the front door.

NHS Vaccines Scams

Action Fraud have received over 1,000 reports nationally of a new phishing email scam sent out on Monday 25 January.

Crime type by Month 2020 - Up Hatherley													
Crime type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Anti-social behaviour	9	20	9	32	34	43	28	19	9	11	8	18	240
Bicycle theft	1	0	0	1	2	0	2	1	1	0	0	0	8
Burglary	1	2	2	2	3	2	1	0	1	1	1	0	16
Criminal damage and arson	3	5	6	7	9	5	9	6	5	6	7	6	74
Drugs	1	0	0	0	2	0	0	2	0	1	1	0	7
Other crime	0	0	0	0	1	0	0	0	1	1	0	2	5
Other theft	8	8	5	1	5	3	1	4	2	1	5	5	48
Possession of weapons	0	0	0	0	1	0	0	0	0	0	0	0	1
Public order	1	3	3	1	3	4	1	1	2	4	5	3	31
Robbery	0	0	0	1	0	0	0	0	1	0	0	0	2
Shoplifting	3	5	3	2	1	0	0	0	1	2	2	1	20
Theft from the person	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle crime	0	1	2	0	1	2	1	2	2	0	1	0	12
Violence and sexual offences	5	10	4	14	10	7	9	23	5	11	7	8	113
TOTALS Up Hatherley	32	54	34	61	72	66	52	58	30	38	37	43	577

Crime type for November 2020	Up Hatherley	Benhall	Cheltenham Town	Leckhampton	Tivoli	Prestbury	Totals	% Up Hatherley
Anti-social behaviour	240	228	1350	228	311	260	2617	9.17%
Bicycle theft	8	14	99	14	25	4	164	4.88%
Burglary	16	20	99	50	35	28	248	6.45%
Criminal damage and arson	74	38	152	47	31	38	380	19.47%
Drugs	7	12	61	10	6	10	106	6.60%
Other crime	5	2	19	6	34	3	69	7.25%
Other theft	48	37	164	24	32	31	336	14.29%
Possession of weapons	1	0	12	0	1	1	15	6.67%
Public order	31	28	162	16	30	18	285	10.88%
Robbery	2	3	23	2	3	1	34	5.88%
Shoplifting	20	18	260	5	27	5	335	5.97%
Theft from the person	0	1	28	0	0	8	37	0.00%
Vehicle crime	12	38	92	62	67	33	304	3.95%
Violence and sexual offences	113	114	551	113	91	94	1076	10.50%
TOTALS	577	553	3072	577	693	534	6006	9.61%

Up Hatherley by Year	2020	2019	2018	2017	2016	2015
Anti-social behaviour	240	203	144	153	143	131
Bicycle theft	8	11	12	8	10	4
Burglary	16	23	38	29	24	49
Criminal damage and arson	74	55	31	20	22	23
Drugs	7	9	3	5	3	1
Other crime	5	12	9	6	0	0
Other theft	48	48	40	35	35	34
Possession of weapons	1	2	3	0	0	1
Public order	31	18	4	3	3	4
Robbery	2	0	1	1	0	0
Shoplifting	20	27	11	9	23	10
Theft from the person	0	1	3	1	3	3
Vehicle crime	12	15	41	61	36	30
Violence and sexual offences	113	74	53	32	21	32
TOTALS	577	498	393	363	323	322
Increase by year	15.86%	26.72%	8.26%	12.38%	0.31%	