

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

**Venue:** Village Hall, Cold Pool Lane  
**Date:** Tuesday, 2<sup>nd</sup> July 2024 at 7.30 pm.  
**Present:**

Name	Organisation	Role	Name	Organisation	Role
S. Bamford	UHPC	Chair	D. Willcox	UHPC	Councillor
A. Bamford	UHPC	Councillor	P. Worsley	UHPC	Councillor
A. Houlton	UHPC	Councillor	A. Goldsby	UHPC	Councillor
N. Holden	UHPC	Councillor			
R. Whyborn	UHPC	Councillor	K. Oakey	UHPC	Clerk
M. Ede	UHPC	Councillor			
S. Gutteridge	UHPC	Councillor			
J. Wells	UHPC	Councillor	Parishioners	0	

**Apologies:**

Name	Organisation	Role
J. Sankey	UHPC	Councillor
J. Furley	UHPC	Councillor
A. Ponting	UHPC	Councillor

No.	Item / Detail	Action
1.	The Chair welcomed everyone to the meeting.	
2.	<b>Declaration of Members' Interests</b>  Cllrs S. Bamford, R. Whyborn and N. Holden expressed an interest in the item on the Lakeside Community Project due to their involvement with the foodbank.	
3.	<b>Minutes of the last Full Council Meeting</b>  The minutes of the meeting held 7 <sup>th</sup> May 2024 had been circulated. There was one issue with the AGM minutes where the appointment of the Vice Chair had missed the word Vice. This was added to the master version and the uploaded website version will be amended. There were no other issues and the minutes were agreed by all present. The Chair signed and initialled the pages.	<b>Clerk</b>
4.	<b>Planning and Finance</b>  Standing Items: 1. Action Tracker, attached as Appendix A. This was reviewed to ensure all actions were on the agenda or ongoing. The cyber meeting is outstanding, and the bike marking extra session will not now go ahead due to difficulty agreeing a date.  i. Land at Broad Oak Way, the Clerk reported that the consultation ends on Friday. The Chair passed on thanks to Cllr Gutteridge for distributing a lot of the leaflets.	

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

2. Planning Tracker, attached as Appendix B. All were minor works so no issues. Caernarvon Court was highlighted as it has now been approved. The PC made comments on the application and it is hoped that this will now resolve a lot of the issues at the site.

Cllr Holden raised concern about a house on Hatherley Road that remains unfinished. It was confirmed that once development starts there is no timelines on completing and nothing planning / enforcement can do unless there is a health and safety concern. It was concerning that the homeowner continued to park several vehicles in the shop car park opposite, but again there is little enforcement that can be done.

3. Finance

i. 2023/24 Internal Audit Report

This is now complete and the documents have been submitted to the external auditor. The internal audit raised no issues, and the report has been circulated.

ii. Internal Audit 2024/25

It was agreed that the Clerk will speak to GAPTC re carrying out the 2024/25 internal audit due to the time taken for the current auditor to complete the 2023/24 accounts. This will provide a more robust audit, although the cost is likely to be more. A letter of thanks will be sent to the previous auditor.

iii. Q1 Report, attached as Appendix C

iv. Payments List, attached as Appendix D.

v. Contribution to Lakeside Community Project

The Chair informed members that the project was keen to support the holiday hunger scheme. In previous both this PC and Leckhampton with Warden Hill PC have made a £1k donation. Cllr Wells asked how the foodbank looked out for allergies, and the Chair confirmed that when people join, they complete a form, and all food is also marked.

It was proposed by Cllr Worsley that a £1k donation be made as in previous years, and Gutteridge seconded. All were in agreement.

vi. Village Hall Garden – purchase of water butts

The garden is looking great, and thanks were given to Cllr Gutteridge for his work maintaining. In order to water it was proposed by Cllr A. Bamford that 2 water butts be purchased and installed, (Cllr Houlton offered a free water butt although a lid would be needed). Cllr Wells seconded and all were in agreement. The Chair will liaise with Cllr Houlton, and source what else is needed. Costs are expected to be under £70 based on a quick internet search.

vii. Community Pride Grant – purchase of memorial bench

The Clerk has circulated pictures of memorial benches and it was agreed that the

**Clerk**

**Clerk**

**Chair**

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

	<p>cheaper option was nicer and should be ordered, cost is under £500. The Clerk has applied to the borough council Community Pride Fund, so if successful this will help cover the cost and allow for additional seating to be purchased.</p> <p>The Chair asked members if an additional memorial plaque could be ordered and added to the existing Ben Platt bench in the garden. The plaque is to remember Iain Wilmot, who was a previous councillor, and his wife Edna who recently died. The Chair will look into costs.</p> <p style="padding-left: 40px;">viii. Financial regs update NALC have recently provided a comprehensive update to financial regs, these have been tweaked to our circumstances and circulated. All were in agreement they be adopted.</p> <p style="padding-left: 40px;">ix. Radiators update / quote Following fixing of the pipe leak it was identified that 3 radiators were not draining properly and needed replacing. A quote to replace of £1.4k has been received. It was discussed and the question raised as to whether this would be a good opportunity to replace all the radiators with more modern and efficient ones, thereby reducing costs and providing a better system. The Clerk will liaise with the plumber for an updated quote.</p>	<p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Chair</b></p> <p style="text-align: right;"><b>Clerk</b></p>
<p><b>5.</b></p>	<p><b>Community Engagement</b></p> <p style="padding-left: 40px;">1. Youth Work Update The Chair reported that the 6-week summer youth scheme at Brizen will go ahead, and the other element to youth work is dedicated detached youth work. This is a new contract and Leckhampton with Warden Hill PC are having 10-12 weeks of youth work and Up Hatherley will have 1 evening per week for 10 weeks. The feedback from Leckhampton is that it is going well, however nothing was heard for Up Hatherley. On 20<sup>th</sup> June the Chair received an email to say that the SLA was attached for the 12-week scheme, and the scheme was working well. The Chair responded asking for the details and why no communication had been received until near the end of the scheme. A report was promised; however, nothing has been received despite chasing. This is disappointing, and the Chair will update when more is heard.</p>	<p style="text-align: right;"><b>Chair</b></p>
<p><b>6.</b></p>	<p><b>Footpaths and Open Spaces</b></p> <p style="padding-left: 40px;">1. Open Spaces report Cllr Willcox informed the meeting that the walk took place and the Chair is going to follow up with an action map detailing all the issues for addressing. It was a positive meeting, and Cllr Willcox will set up another for September, with another walk covering a different area.</p> <p>Karen has sent an email about the Sunnyfield Lane roundabout and what our expectations are. Cllr Willcox will follow up with her, but generally it is agreed that it needs cutting raking and planting in the Spring.</p>	<p style="text-align: right;"><b>Cllr Willcox</b></p>

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

	<p>The Chair informed the meeting that the wild flowers in the Pocket park are very high.</p> <p>Cllr A. Bamford noted that a second cut has occurred in Broad Oak Way. He asked if the borough council had now acknowledged that they are responsible for ongoing maintenance, however the Clerk has not had anything back from them since sending across the legal document. The Clerk will chase, and will also forward an email received from Richard Gibson to Cllr A. Bamford on the need of the borough council to carry out a consultation following our consultation, which doesn't quite make sense considering we would be the community group purchasing the site.</p>	<b>Clerk</b>
<b>7.</b>	<p><b>Police and Community Safety</b></p> <p>1. Crime Report</p> <p>Cllr Ponting was not present but figures had been distributed and were shown on the screen. It was noted that there is little outcomes, which is concerning, however it is noted that we have a low rate of crime compared to other areas.</p>	
<b>8.</b>	<p><b>Highways and Transportation</b></p> <p>1. Sunnyfield Lane Pedestrian Crossing</p> <p>A firm estimate has now been received. Prior to construction three trial holes will be needed to ascertain depth of cables and other utility apparatus. The cost of this is £1,676.37 and will need to be paid regardless of what is found underneath and whether the footway can be constructed or not.</p> <p>The cost of construction including the dropped crossings on either side of the carriageway will be £11,483.69 and this cost will only be payable if the trail holes show that it is feasible.</p> <p>All agreed that this was a high cost, and it was suggested the PC look to Highways local money to fund.</p> <p>Cllr A. Bamford proposed that the PC fund the exploration work out of revenue resources during 2024/25, and then budget for a 50/50 shared cost with Highways Local money in 2025/26. Cllr Worsley seconded, there was one abstention, one against with the rest of the members present in favour.</p> <p>2. Highways Report</p> <p>Cllr Whyborn updated on the latest actions around the parish:</p> <ul style="list-style-type: none"> <li>• Flooding in Windermere Road, no further action.</li> <li>• Caernarvon Road from Broad Oak Way to Caernarvon Court now definite.</li> <li>• Hatherley Road, scheduled for August.</li> </ul>	<b>Cllr Whyborn</b>
<b>9.</b>	<p><b>Village Hall</b></p> <p>Cllr Wells reported:</p>	

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

	<ul style="list-style-type: none"> <li>• Dishwasher installed and old one disposed.</li> <li>• Garden progressing</li> <li>• Leak fixed</li> <li>• Radiators to be confirmed</li> <li>• Cllr Furley has purchased a box for the DVD player so this will be installed at some point.</li> </ul> <p>The Clerk informed members that we had a request for a free group to use the hall weekly for a 2 hour slot for men’s mental health. It was agreed that more information was needed and the person requested be invited to the September meeting in particular to determine what was the professional backing there was behind the group. Once this has occurred a decision will be taken.</p>	<b>Clerk</b>								
<b>10.</b>	<p><b>Communications</b></p> <p>Cllr Whyborn informed the meeting that the Record timelines had started. There will be a feature on the postman and the Hatherley Inn. Pictures old and new of up Hatherley were requested. A photo of all members will be needed and will be taken at the September meeting.</p>	<b>All</b>								
<b>11.</b>	<p><b>Date of next meeting</b></p> <p>3<sup>rd</sup> September 2024</p> <p style="text-align: right;">..... <b>3 September 2024</b> Chair</p>									
<b>12.</b>	<p><b>Appendices:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;"><b>A.</b></td> <td style="width: 50%;"><b>Action Tracker</b></td> <td style="width: 25%; text-align: center;"><b>C.</b></td> <td style="width: 25%;"><b>Q1 Position</b></td> </tr> <tr> <td style="text-align: center;"><b>B.</b></td> <td><b>Planning Tracker</b></td> <td style="text-align: center;"><b>D.</b></td> <td><b>Payments List</b></td> </tr> </table>	<b>A.</b>	<b>Action Tracker</b>	<b>C.</b>	<b>Q1 Position</b>	<b>B.</b>	<b>Planning Tracker</b>	<b>D.</b>	<b>Payments List</b>	
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## Up Hatherley Parish Council: Minutes of the Parish Council Meeting

Appendix A

Action Tracker						
No.	Meeting Date	Minute ref	Item	Responsible	Progress	Status
48	01/11/2022	1387.4 / 1406	Emergency Plan	Clr 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 Clr Holden progressing on new template	Open
90	05/09/2023	7.1	Farm Shop Car Wash site	AP	To maintain a diary of events for TBC	Open
117	06/03/2024	4.1/8.1	Sunnyfield Land crossing	RW	Highways meeting to progress	closed
124	06/03/2024	7	Cyber meeting	AP		Open
126	06/03/2024	10	Memorial for hall garden and explore sponsorship with Dundry	SB	Quote for memorial bench obtained and application made to community pride fund	closed
127	06/03/2024	11	Bike Marking event mid year	SB		closed
128	06/03/2024	11	Youth Council	JS		Open
129	07/05/2024	3	Consider membership of Highways gp	All		Open
130	07/05/2024	6	Progress paperwork re BoW	Clerk	Consultation running to 5th July 2024	closed
132	07/05/2024	7	Donation to St Johns Ambulance	SB	Chair to send details to Clerk	Open
134	07/05/2024	9	Parish Walkabout	DW		closed
135	07/05/2024	12	Leak in office	Clerk	Fixed, quote for radiators received	closed
136	07/05/2024	14	Community day	JS		Open
137	02/07/2024	3	Minutes	Clerk	Upload corrected version to website	Closed
138	02/07/2024	4.3.ii	Internal Audit	Clerk	Contact GAPTC re 2024/25 IA	Open
139	02/07/2024	4.3.v	£1k contribution to Lakeside Comm Project	Clerk	Make payment	Open
140	02/07/2024	4.3.vi	Purchase and install water butts at VH	Chair		Open
141	02/07/2024	4.3.vii	Order memorial bench	Clerk		closed
142	02/07/2024	4.3.ix	Quotes for radiator replacement	Clerk		Open
143	02/07/2024	5.1	Chase feedback re detached youth work	Chair		Open
144	02/07/2024	6.1	Arrange September OS meeting	DW		Open
145	02/07/2024	6	Chase CBC re responsibility at BoW following legal document confirmation	Clerk		Open
146	02/07/2024	8.1	Pursue exploratory work at Sunnyfield Lane with Highways	RW		Open
147	02/07/2024	9	Invite mem's mental health group lead to speak at September meeting	Clerk		closed
148	02/07/2024	10	Items / photos for Record	All		Open

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

Appendix B

### Planning Tracker:

Address	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	UHPC Response
92 Long Mynd Avenue	24/00180/FUL	Proposed extension of existing dormer to front, new dormer to rear and associated alterations to provide additional living accommodation	06/02/2024	Granted	No obj
304 Hatherley Road	24/00195/FUL	Demolition of an existing garage and outside storage on the side of the property, construction of new single storey front, side and rear extensions and loft conversion.	16/02/2024	Granted	No obj
27 Caernarvon Road Cheltenham	24/00112/FUL	Two storey side extension and single storey rear extension, replacement garage, off-white render finish to whole house, replacement windows, and extension of existing dropped kerb	08/03/2024	Granted	No obj
14 Ashcot Mews	24/00536/FUL	Two storey side extension following demolition of garage, and single storey extensions to front and rear	26/03/2024	Granted	No obj
15 Haslette Way	24/00601/CLPUD	Single storey extension	16/04/2024	Refused	No obj
Land At Caernarvon Court Caernarvon Road	24/00581/FUL	: Two storey development comprising 4no. dwellings and associated external works (revised scheme)	22/04/2024	Granted	Comments made
17 Doverhay Up Hatherley Cl	24/00630/FUL	Conversion of existing integral garage	02/05/2024	Granted	No obj
11 Welwyn Mews Cheltenham	24/00818/FUL	Single storey front extension and conversion of garage	14/05/2024	Granted	No obj
68 Caernarvon Road Cheltenham	24/00878/FUL	Replacement of conservatory with garden room	22/05/2024	Pending	No obj
6 Sefton Walk Up Hatherley	24/00894/FUL	Removal of conservatory and construction of new single storey extension	29/05/2024	Pending	No obj
15 Haslette Way Up Hatherley	24/00911/FUL	Single storey rear extension	31/05/2024	Pending	No obj

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

Appendix C

### Quarterly Reporting - Q1

	2023-24 OUTTURN £	2024-25 Budget £	2024-25 Q1 £
<b>Expenditure</b>			
Loan Repayments	6,873	6,634	677
Maintenance	3,254	5,000	1,500
<b>Projects</b>		<b>5,000</b>	<b>750</b>
Bournside Road Crossing	5,000		
BoW Purchase	-	-	750
Building / roof works	1,973		
Greatfield Toilets	4,000		
Highways Safety	-	5,000	
Lakeside Community Project	1,000		
Landscaping	29,881		
Summer holiday activity prog	2,000		
Recreation & Culture	1,573	2,200	154
Running the Council	17,976	17,801	5,700
s137 (Donations / grants)	750	4,600	-
Subscriptions	1,943	2,000	2,160
Village Hall	9,184	9,711	2,416
<b>Total</b>	<b>85,407</b>	<b>52,946</b>	<b>13,357</b>
<b>Income</b>			
Hiring	-	16,122	-
Interest	-	827	-
Other income	-	12,175	-
Precept	-	30,798	-
Record	-	350	-
<b>Total</b>	<b>-</b>	<b>60,272</b>	<b>-</b>
<b>VAT Account</b>			
Other (VAT recoverable)	7,648		352
VAT Reclaimed	-	7,648	-
<b>Total</b>	<b>0</b>	<b>-</b>	<b>352</b>
Surplus (-)/ Deficit for the Year	25,136	-	-
Retained Surplus b/f	-	56,157	-
<b>Retained Surplus c/f</b>	<b>-</b>	<b>31,021</b>	<b>-</b>
<b>Represented by</b>			
Current Account	10,152		14,057
High Interest	20,868		41,074
	<b>31,021</b>		<b>55,132</b>



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

**Appendix D**

**Payments List**

<b>Date</b>	<b>Detail of Spend</b>	<b>Payee Name</b>	<b>Net Cost £</b>
30/04/2024	Utilities	BT	51.15
01/05/2024	Cleaning	Mrs Reay	166.16
06/05/2024	Ant Bait	Amazon	14.99
07/05/2024	Maintenance	Town And Country	100.00
07/05/2024	Utilities	British Gas	127.61
13/05/2024	Insurance	Zurich Insurance	1,331.33
15/05/2024	Postage	Post Office	8.95
16/05/2024	Postage	Post Office	7.95
19/05/2024	Bank Charges	HSBC	5.00
20/05/2024	Utilities	Hugofox gocardless	19.99
20/05/2024	Maintenance	JP Plumbing	267.00
22/05/2024	Utilities	British Gas	66.18
23/05/2024	Utilities	Waterplus	47.10
24/05/2024	Paper	Morrisons	4.75
28/05/2024	Ink and Paper	Currys Business	139.13
29/05/2024	Utilities	BT	51.15
31/05/2024	Cleaning	Mrs Reay	254.81
02/06/2024	Utilities	K Oakey	78.46
03/06/2024	Loan	PWLB	676.88
03/06/2024	Laptop repairs	J Furley	180.00
04/06/2024	Printing	In2Print	140.00
06/06/2024	Utilities	British Gas	58.01
07/06/2024	Cleaning	Hi Lo	24.00
11/06/2024	Dishwaster	Argos	195.00
15/06/2024	Antivirus	Malware	43.73
18/06/2024	Utilities	Hugofox gocardless	19.99
18/06/2024	Bank Charges	HSBC	5.00



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

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Parish Council Meeting**

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