

Up Hatherley Parish Council: Minutes of the Parish Council Meeting held in the Village Hall, Cold Pool Lane on Tuesday, 3rd January 2023 at 7.30 pm.

1394 Members Present

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

Also, in Attendance: Clerk Kathryn Oakey.

1395 Welcome

The Chair welcomed all to the first meeting of 2023. She informed members that Harry Welsby had sadly died. He had been a former councillor. She had included a section in the latest church e-magazine article and this would also be placed on the website.

1396 Apologies

Cllrs, D. Young.

1397 Declaration of Members' Interests

Cllrs S. Bamford and A. Bamford declared an interest in the Greatfield Park grant application due to being governors.

1398 Minutes of the last meeting held 1st November 2022

All were in agreement that the minutes represented the discussions at the meeting and the Chair signed and initialled the pages.

1399 Planning and Finance

1. Action Tracker

The Chair went through the tracker to update on the following items which are not listed separately on the agenda. The Action Tracker has been updated following the meeting and is shown below.

- Fencing company operating out of the old Farm Shop – Cllr A. Ponting reported that there had been another bonfire, but there had been little progress and no correspondence from Tewkesbury BC.
- Trench work for gas supply to development at South Park (1372.2.4), the Clerk provided Tewkesbury BC with the details and photos and they had confirmed that they would speak to the developer. They confirmed that there was no permissions to use that route and seemed surprised that utilities were being provided from there.
- Noticeboard at Morrisons, this is now installed and the Clerk will get a spare key cut. As it came without a banner the Clerk has inserted a printed one.
- Cheriton Park lighting (1373.2), the trench was dug before Christmas and is now full of water due to the rain. As yet it has not been connected.
- Broad Oak Way new ownership. This item is on the agenda so will be discussed later in the meeting.
- Jubilee Benches, these are now in place.

No.	Minute ref	Item	Responsible	Date Added	Completion	Progress	Status
45	1373.2 / 1399.1	Cheriton Park lighting (1373.2)	Clerk	06/09/2022		Installation of lights at Cheriton Park, Clerk has chased all going to plan and just waiting for installation of the lights as poles now up. Trench now dug but due to bad weather currently full of water	Open
47	1386.1 / 1400	Linked to point 39, Broad Oak Way new ownership	Clerk	06/09/2022		Ownership checked and confirmed as still being the liquidated builder. Details passed onto CBC to progress community bid. Clerk to chase Richard at CBC again to establish progress	Open
48	1387.4 / 1406	Emergency Plan	Cllr Holden	01/11/2022		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
51	1389 / 1402	Cyber meeting	Cllr Ponting	01/11/2022		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
52	1399.2	Planning	Cllr A. Bamford	03/01/2022		AB to liaise with CBC planning over notification process when decision doesn't match	Open
54	1399.3.1	Finance, Highways works	Cllr Whyborn	03/01/2022		RW to request costed scheme from GCC re Highways works at Bournside	Open
55	1399.3.4	Finance, Greatfield Park Grant Application	Clerk	03/01/2023		the Clerk will inform the PTA of the decision to award £4k, and request confirmation of matched funding before release of any funds.	Open
56	1399.3.6	Finance, Donation Salvation Army	Clerk / Cllr Worsley	03/01/2023		the Clerk will liaise with PW to raise a cheque for the Salvation Army.	Open
57	1401.2	Cheltenham Sports and Physical Activity Strategy Workshop	Clerk / Cllr Worsley	03/01/2023		the Clerk will send the details to Cllr Gutteridge so that he can book on the event.	Open
58	1404	Village Hall works	Clerk	03/01/2023		the Clerk will liaise with the Chair re getting our Build Back Better application submitted.	Open
59	1404	Village Hall misc.	Clerk	03/01/2023		install mirrors in the toilets, and sort the weatherboard on the outside door	Open
60	1405	Village Hall sound system.	Cllr Furley	03/01/2023		progress service on sound system	Open

2. Planning

Applications received / approved since the last meeting are shown below. Cllr Bamford noted that there was not a process in place to notify us if an application that we had objected to was approved, and similarly if we had no objections but was rejected by the borough council. **ACTION**, Cllr Bamford will speak to the Planning Team, and also complete an online survey that we have been sent.

A discussion took place as to whether it was a conflict of interest for Cllr Bamford to be the planning working group lead, whilst he was on the planning committee at the borough council, but it was agreed that so long as the decisions are recorded on the website via the Clerk there was no issue.

Address	Postcode	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	UHPC Response
19 Thirlmere Road	GL51 3NQ	22/01886/FUL	Proposed single storey rear extension and two storey side extension	24/10/2022	Granted	No obj
34 Fernleigh Crescent	GL51 3QL	22/02175/FUL	First floor side extension and single storey front and rear extensions	14/12/2022	Pending	No Obj
1 Manor View	GL51 6HZ	22/02139/CONDIT	Variation of conditions 2 and 11 of planning permission 22/00894/CONDIT - alterations to proposed drainage system, front access adjustments to allow wheelchair access, addition of 1no. solar panel and EV charger.	07/12/2022	Pending	No Obj
2 Old Farm Drive	GL51 3ED	22/02014/FUL	Erection of single storey front and rear extensions and dormer windows to rear roof slope to facilitate a loft conversion	16/12/2022	Pending	No Obj
80 Long Mynd Avenue		22/01671/FUL	Increase height of rear fence to 2.65m with horizontal feather edge painted fence	16/12/2022	Pending	No Obj

3. Finance

1. Precept proposal 2023/24

The Finance working group had met in December and Cllr A. Bamford presented the proposed precept paperwork, which had been circulated prior to the meeting. He informed members that the proposal is to carry on doing what we have been with a few exceptional items. These were as follows:

- Increase the contribution to Youth work to £5k
- Provide a Highways safety pot of £5k.

As a result of these changes, the precept proposed totals £30,798, which is a 5.5% uplift on 2022/23.

The Chair informed the meeting that over the last 2 years we had contributed to a year round youth scheme and a 6 week summer scheme. The year round scheme is being retendered, so it is an ideal opportunity to change how we want the scheme to work in the parish, as generally there is little for the youth workers to do in the winter months, so the focus needs to be on April to October, as well as continuing to support the summer scheme. Cllr Sankey suggested that a youth bus could work well, and the Chair will take this idea back.

A query was raised on how we were intending to finance the proposed frontage and rear works at the hall, and Cllr A. Bamford responded that we were intending on applying for support from the Gloucestershire CC Build Back Better scheme, and borrowing or other grants.

Cllr Whyborn noted that in the November minutes it was reported that there had been slippage in the Highways works into the next financial year, and in particular the 20mph scheme. The Clerk clarified that we currently do not have a budget for highways work and those minutes refer to GCC funded schemes to which we had not committed anything. The addition of the £5k budget will allow us to assist, and if necessary if the works slip again this pot could be earmarked and carried forward in the reserves to later years.

Cllr Ponting asked why we were spending over 40% of the budget on running the Council, however Cllr A. Bamford suggested that was misleading as it included loan charges, insurance and subscriptions. In fact the parish was one of the cheapest in Cheltenham. He suggested that we tweak the presentation to show more clearly the loans and insurance categories separately.

Cllr Gutteridge proposed we accept the precept recommendation and Cllr Whyborn seconded. All were in agreement **ACTION**, the Clerk will advise the borough council accordingly.

A discussion took place on the reserve position, and it was agreed that we move £10k out of the Election reserve as there was too much in this reserve. Cllr Whyborn asked that we discuss in March setting aside in reserves a sum of money to assist with the installation of a crossing at Bournside School of £5k. Cllr A. Bamford asked that we see a proper proposal from GCC re the works and what they expect us to commit to the scheme. Cllr Vaja suggested if the special schools on the site staggered their hours it could alleviate some of the congestion, **ACTION**, Cllr Whyborn will take this back to GCC.

2. Quarterly accounts

These were circulated prior to the meeting and the Clerk went through and confirmed that everything was as expected. These are attached as Appendix A.

3. Latest payments list

Payments since the last meeting are shown at Appendix B and have been circulated.

4. Funding request Greatfield School

Both Cllrs S Bamford and A Bamford declared an interest in this item so did not take part in the discussions other than to inform members that they supported the application. The Clerk informed members that a grant request for £4k has been received from Greatfield Park School for repair / replacement work of the toilets. This was on the basis of a matched funding proposal with the balance coming from alternative sources.

Cllr Whyborn informed the meeting that the proposal didn't meet the requirements for the Build Back Better fund as it was maintenance rather than improvement and therefore he would not be supporting it. A general discussion took place where it was agreed that this was the responsibility of GCC as it was ongoing maintenance and not really suitable for a grant. There was concern that if we started assisting with ongoing maintenance issues GCC would take a step back.

Cllr Ellison and Holden had visited the school and informed members that the toilets were in a very poor state and we should support them if they agree to match fund the works. Cllr Worsley proposed that we support up to £4k on a match funded basis and Cllr Ellison seconded. 7 members agreed, and 4 abstained with Cllr A Bamford and S Bamford not voting due to declaring an interest in the item. **ACTION**, the Clerk will inform the PTA of the decision and request confirmation of matched funding before release of any funds.

5. Adoption of General Power of Competence

In order to be able to contribute to schemes outside the parish such as the traffic works at Bournside, the Clerk informed members that we needed to formally adopt the general power of competence by resolution of full council. Eligibility is determined by having a qualified clerk, which we have, and two-third of members must be elected (not co-opted) which we have as we had an uncontested election. Cllr Worsley proposed that we adopt the general power of competence and Cllr Gutteridge seconded. All were in favour.

6. Carol Singing, Salvation Army donation and purchase of insulated urns

The Carol Service was very successful with over 300 people attending. The Salvation Army provided the music and Cllr Worsley proposed that we provide them with the same donation as in previous years. All were in agreement, **ACTION**, Cllr Worsley and the Clerk will liaise to get the cheque to them.

The Chair informed the meeting that a bit more planning / organisation was needed in advance of the next event. She suggested a working group get together and discuss things such as the purchase of urns and how to get lights to the top of the tree.

1400 Community Engagement

Broad Oak Way, next steps

A meeting was held with Cheltenham BC and this issue was raised and Richard Gibson agreed to get Legal involved to try and ascertain ownership. He also confirmed that he would progress the Community bid. To date there has been no update, **ACTION** the Clerk will drop him an email re progress.

A decision needs to be made re grass cutting at the site, as the borough council are unlikely to continue to cut now that it is confirmed as not their land. It was suggested that pressure needed to be put on the new owner to do this, however without knowledge of who that was it was a dead end. If the sale fell through a decision needs to be taken on how the community bid progresses and who buys the site. If we progressed the purchase we would be saddled with the ongoing maintenance cost. Cllr Houlton asked if the borough council could be the new owner, but the view was that they wanted to shed responsibilities rather than gain them. It was agreed that we will wait until we hear back from the borough council, and once confirmed a meeting can be arranged to discuss ongoing maintenance if necessary.

1401 Footpaths and Open Spaces

1. Grit bins / gritting

Following the icy weather the council received a lot of requests for grit bins to clear the footpaths. Unfortunately grit bins are only for use on the roads, and it is illegal to use the grit from them on the footpaths. Although the parish can purchase grit bins, it would need an army of volunteers to maintain them and ensure that they are used appropriately, in addition in terms of where they are sited would

be very difficult and need Highways approval. There was therefore no solution, and it was suggested that rather than grit bins people should be encouraged to look out for and assist elderly neighbours so that they avoided going out in the icy weather.

2. Cheltenham Sports and Physical Activity Strategy Workshop

We have been invited to a strategy workshop and Cllr Gutteridge agreed to attend. **ACTION**, the Clerk will send the details to Cllr Gutteridge so that he can book on the event.

1402 Police and Community Safety

Cllr Ponting's report had been circulated prior to the meeting and is attached as appendix C. It was very informative and concern was expressed why so many crimes resulted in no further action.

Cllr Ponting reported that he had been in touch with the NCSC re a cyber event, however it is aimed more at organisations rather than the general public. It was suggested that we train up members and then host an event ourselves. Cllrs Furley and Wells expressed an interest in being trained, **ACTION**, Cllr Ponting will pass on the details for the training.

1403 Highways & Transportation

Cllr Whyborn reported that most highways issues had been addressed earlier in the meeting. He reported that most of our priority items had been done although there were a few small points that the county council had to address such as improving the signage by the crossing at the Spar, and by the laundry. A meeting is due to be arranged so Cllr Whyborn will progress this and sort out the priorities for 2023/24.

A query was raised regarding the alleyway from Pembroke Road to Caernarvon Road, which has barriers at one end but not the other so bikes can ride quite fast down the lane. It was also noted that vans had been parking in the car park by the Spar, taking up many parking spaces and remaining there all day. Cllr Worsley volunteered to do a notice and place on them asking that they move. It was also suggested that we ring the number on the van, so Cllr Sankey will follow this up.

1404 Village Hall

Bike Marking Publicity

The bike marking event is to be held on the 14th January and the Chair asked for volunteers to assist from 10-1. Cllrs Furley, Worsley, Sankey, Gutteridge and Ellison confirmed that they could assist. Posters should be available shortly and will be placed on the notice boards.

Warm Spaces, proposed Tuesday pm

The Chair proposed that we use the hall as a warm space on a Tuesday afternoon from February. Initially we would invite people, and then it could grow into a group. The Chair and Cllr Holden agreed to run it. It was queried whether a food hygiene certificate would be needed so the Chair will check.

Village Hall Externals

Two quotes have been received and we are looking at a cost of around £20k to do both the front and back, with adding charging points to the front for use by hall users only, adding another £2k. It is hoped to tap into the Build Back Better Fund from the county council, **ACTION**, the Clerk will liaise with the Chair re getting our application submitted. The remainder will be funded from a loan, or possibly by tapping into another grant fund from the GRCC.

Cllr Whyborn asked about the revenue implications of funding from a loan, and Cllr A. Bamford confirmed that there would be a future cost, but at the moment we are just looking for an agreement in principle. All were in agreement that we agree in principle to continue with the grant applications.

ACTION, it was suggested that we install mirrors in the toilets, and the weatherboard on the outside door is outstanding, the Clerk will progress.

1405 Communications

The hearing loop at the hall has now been fixed although there is still a low level noise on the speaker system. The company that fixed the hearing loop think that a filter may assist, **ACTION**, Cllr Furley will follow up with them. They also suggested that a full inspection of the system was needed so we are waiting for a quote to do this.

Cllr Worsley thanked everyone for the support on the Record, which had once again been a success. Invoices have been sent out, and he asked for all to start thinking and saving photos for next year. It was suggested that copies be sent to the local MP and borough council councillors.

1406 Other Business

Cllr Vaja asked if anything further had been received from the borough council re the play area, but the Chair reported that there had been nothing further to date.

Cllr Holden reported that she was progressing the Emergency Plan template.

1407 Next Meeting

There was no other business the meeting closed at 9.50pm with the next meeting confirmed for 7th March.

..... **7 March 2023**
Chair

Quarterly Reporting - Q3

	2021-22 Outturn £	2022-23 Budget £	2022-23 Q1 £	2022-23 Q2 £	2022-23 Q3 £
Expenditure					
Running the Council	10,081	9,357	3,147	7,215	9,703
Maintenance	1,365	1,522	-	320	320
Recreation & Culture	38,051	3,300	13	5,265	10,354
Including Exceptional Items					
Cont to Play areas	27,500	-	-	-	-
Lighting the Way Project				5,176	5,176
Lakeside Community Project					1,933
VAS	6,969	-	-	-	-
Loan Repayments	1,523	1,500	738	738	1,461
Village Hall Expenses	13,925	10,464	1,690	41,561	87,070
Including Exceptional Items					
Hall surveyor fees	4,606	-	-	-	-
Building / roof works				38,703	81,585
Fence	1,380	-	-	-	-
Summer Gardens Competition	518	-	110	265	265
Other (including subs and donations)	21,540	11,392	2,032	4,120	4,120
Including Exceptional Items					
Grant to Greatfield School	4,925	-	-	-	-
Summer holiday activity prog	4,000	-	-	2,000	2,000
CBC Youth Work Project	5,000	-	-	2,000	2,000
Grant to Lakeside Project	1,500	-	-	-	-
VAT to reclaim				8,265	17,350
Total	87,003	37,535	7,730	67,749	130,643
Income					
Village Hall	10,417	8,561	2,556	2,810	6,252
Record	390	-	-	-	-
Grant	1,190	-	-	-	3,000
Loan				74,974	74,974
HAF	1,933	-	-	-	-
Interest	9	-	6	46	107
Precept	26,418	28,974	28,974	28,974	28,974
VAT Reclaimed	835	-	3,787	3,787	20,523
Total	41,190	37,535	35,323	110,591	133,830
Surplus / Deficit for the Year	- 45,812	- 0	27,592	42,842	3,186
Retained Surplus b/f	99,219	53,407	53,407	53,407	53,407
Retained Surplus c/f	53,407	53,407	80,999	96,248	56,593
Represented by					
Current Account	14,622	4,939	22,208	8,861	4,145
High Interest	38,785	93,777	58,791	87,388	52,449
	53,407	99,219	80,999	96,248	56,593

Appendix B

Date	Total net £	Detail of Spend	Payee Name
28/10/2022	69.00	Utilities	K Oakey
28/10/2022	32.33	Administration	K Oakey
24/10/2022	35.69	Utilities	British Gas
31/10/2022	34.95	Utilities	BT
05/11/2022	34.22	Utilities	British Gas
01/11/2022	132.50	Hardware	Currys
01/11/2022	162.50	Cleaning	Mrs Reay
01/11/2022	475.80	Pension SIPP	Fidelity
03/11/2022	3.00	Administration	K Oakey
07/11/2022	990.00	Administration	color co
09/11/2022	877.50	Maintenance	greenfields garden services
10/11/2022	920.00	Consumables	Lakeside Blinds
14/11/2022	38.15	Utilities	Waterplus
14/11/2022	69.00	Utilities	K Oakey
14/11/2022	74.02	Administration	K Oakey
18/11/2022	6.20	Bank Charges	HSBC
19/11/2022	183.51	Consumables	N Holden
25/11/2022	882.53	Hearing Loop	Sound Innovations Limited
22/11/2022	38.38	Utilities	British Gas
30/11/2022	34.95	Utilities	BT
30/11/2022	212.50	Cleaning	Mrs Reay
03/12/2022	1,932.76	Reserve	Lakeside community project
08/12/2022	148.16	Utilities	British Gas
01/12/2022	723.00	Loan	PWLB
01/12/2022	475.80	Pension SIPP	Fidelity
10/12/2022	15.39	Cleaning	Mrs Reay
10/12/2022	84.96	Cleaning	Washroom Hub
12/12/2022	69.00	Utilities	K Oakey
12/12/2022	29.74	Administration	K Oakey

Most commonly REPORTED crimes in Benhall and Up Hatherley

	Nov-22	Last 12 months	Last 3 years
Anti-social behaviour	3	147	915
Bicycle theft	2	6	35
Burglary		56	132
Criminal damage and arson	5	66	235
Other theft	12	78	212
Public order	5	123	225
Shoplifting	6	77	139
Vehicle crime	1	46	150
Violence and sexual offences	22	328	795
Other crime	3	17	33
Drugs	1	11	47
Theft from the person		1	4
Robbery		3	10
Possession of weapons	1	4	9
Totals:	61	963	2941

Crimes by outcomes	Nov	Last 12 months	Last 3 years
Unable to prosecute suspect	4	260	803
Investigation complete; no suspect identified	15	293	773
Other	3	147	915
Under investigation	36	128	128
Status update unavailable		72	100
Awaiting court outcome	3	25	30
Action to be taken by another organisation		10	32
Formal action is not in the public interest		8	31
Local resolution		7	17
Court result unavailable		5	85
Offender given a caution		4	12
Suspect charged as part of nother case		1	1
Further action is not in the public intertest		3	5
Offender given a drugs possession warning			7
Offender given a penalty notice			2
Total:	61	963	2941

Notes:

November is the last month for which figures are published.

Figures are taken from the Police UK website

There were no stop and search events within the month of November

www.police.uk

Current police priorities in our parish

Parking in and around the area, especially near Schools

Issued 26 September 2022

An increase of drug usage and dealing activity in the Windermere Road area.

Issued 26 September 2022

Local Policing Team:

Police Sergeant

Adam Williams

Police Constable

Sheila Brock

PCSO

Emily Roberts

Jules Mounsor



Benhall and Hatherley

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Crime map

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Edit crime type and time period



All Crimes (61)

November 2022

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About this crime map

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Please note that not all crimes that occurred can be shown on the map.

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Language

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Monthly Crime Figures for Benhall & Up Hatherley 2022

	Aug	Sept	Oct	Nov	Dec
Anti-social behaviour	15	16	13	3	
Bicycle theft	1		2	2	
Burglary	7	7	5		
Criminal damage and arson	8	6	2	5	
Other theft	6	9	5	12	
Public order	13	10	9	5	
Shoplifting	4	14	11	6	
Vehicle crime	7	1	4	1	
Violence and sexual offences	27	35	23	22	
Other crime	5	1		3	
Drugs		2	2	1	
Possession of weapons				1	
Totals:	93	101	76	61	