

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

Venue: Village Hall, Cold Pool Lane
Date: Tuesday, 5th November 2024 at 7.30 pm.
Present:

Name	Organisation	Role	Name	Organisation	Role
S. Bamford	UHPC	Chair	D. Willcox	UHPC	Councillor
A. Bamford	UHPC	Councillor	J. Furley	UHPC	Councillor
A. Houlton	UHPC	Councillor	A. Goldsby	UHPC	Councillor
N. Holden	UHPC	Councillor	J. Sankey	UHPC	Councillor
R. Whyborn	UHPC	Councillor			
M. Ede	UHPC	Councillor	K. Oakey	UHPC	Clerk
S. Gutteridge	UHPC	Councillor			
J. Wells	UHPC	Councillor	Parishioners	1	

Apologies:

Name	Organisation	Role
P. Worsley	UHPC	Vice Chair
A. Ponting	UHPC	Councillor

No.	Item / Detail	Action
1.	<p>The Chair welcomed everyone to the meeting. It was highlighted that timings for each agenda item are being trialled again to ensure that all items on the agenda are treated fairly and we stick to a 2-hour meeting timeline.</p> <p>There was one member of the public present who raised an issue about maintenance in the parish and it was agreed that the Chair would write to the parishioner setting out the current situation.</p>	Chair
2.	<p>Declaration of Members' Interests</p> <p>None declared.</p>	
3.	<p>Minutes of the last Full Council Meeting</p> <p>The minutes of the meeting held 3rd September 2024 had been circulated. All were in agreement that they were a reflection of the meeting and the Chair signed and initialled the pages.</p>	
4.	<p>Planning and Finance</p> <p>Standing Items:</p> <ol style="list-style-type: none"> Action Tracker, updated attached as Appendix A. <p>This was reviewed to ensure all actions were on the agenda or ongoing. There were a couple of points of clarification on items:</p> <ul style="list-style-type: none"> 154 – this should now be with GCC 157 – it was clarified that this was the exploratory work prior to the 	

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

	<p>confirmed that this should be in November. Cllrs Sankey and A. Bamford will follow this up to confirm. Cllr Sankey noted that we should be getting a schedule of works, once received it will be circulated.</p> <p>It was noted that Karen isn't always aware that jobs haven't been done. The process is that she sends a job ticket to Ubico, however if they run out of time it may not be done and the feedback isn't always there to report that.</p>	JS/AB
5.	<p>Community Engagement</p> <p>1. Report Cllr Holden had nothing to report other than to request meal requests asap.</p>	
6.	<p>Footpaths and Open Spaces</p> <p>1. Open Spaces report Cllr Willcox had nothing further to report. He suggested we get a Spring Walk around meeting agreed. The Chair will chase Karen for a date and circulate.</p> <p>Cllr A. Bamford noted that our relationship with CBC is very good, probably the best it has ever been. Cllr Ede suggested that as CBC is so cash strapped perhaps now is the time to start requesting volunteers to assist in our parks and open spaces.</p> <p>Cllr Whyborn noted that the Willow overhanging the road needs a cut back, the Clerk will liaise with CBC.</p> <p>2. Fernleigh Green The Chair has spoken to children playing ball games on the green and they were unaware it was not allowed. An email has been received relating to removal of the bylaw. Following discussions, it was agreed that we don't do this, but rather request CBC plant a few strip areas to make it less attractive for ball games. The Chair will follow up with Malcolm at CBC.</p> <p>3. Church / Parish Car Park The Vicar has made a complaint about the Village Hall using the car park claiming it is exclusive use of the Church. The Clerk confirmed he has previously had the details and the planning conditions from the time the freehold was passed to the Parish Council, however he has denied having these. The Clerk confirmed that a copy was physically handed to him and sent electronically, a few years ago when he first came to the parish and tried to get us removed from the sign.</p>	<p>Chair</p> <p>Clerk</p> <p>Chair</p>
7.	<p>Police and Community Safety</p> <p>1. Crime Report Cllr Ponting was not present. The Chair confirmed that the bike marking will not go ahead as the police were not available on the limited dates available for the hall. There are a lot more events now, so it isn't critical that we hold one.</p>	

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

	<p>It was agreed that a cyber event will be planned, possibly at the 2 o'clock club. The Chair will follow up.</p>	Chair
8.	<p>Highways and Transportation</p> <p>1. Report Cllr Whyborn updated to say two crossing installed by Heron Close and the Post Office, however it was noted that there was no lighting so could be a safety hazard. Cllr Whyborn thought that lighting was unlikely. Cllr A.Bamford suggested this could slow traffic and speed was a concern here.</p> <p>At the end of Windermere Road there is pavement widening, which is part of the traffic slowing measures being put in across Cheltenham. Funded from s106.</p> <p>Cllr Bamford asked if there was any update on a light at the end of Hollis Road, Cllr Whyborn will chase Danny Taylor. Next Highways meeting is scheduled for 21st November.</p> <p>It was noted that Caernarvon Road looks good following the resurfacing.</p>	Cllr Whyborn
9.	<p>Village Hall</p> <p>1. Report Cllr Wells reported:</p> <ul style="list-style-type: none"> • Bell now installed on front door • CCTV box now locked away, however Cllr Furley suggested we get a bracket to fix the monitor to the wall as currently it is in the locked room so not ideal. This was agreed so he will follow up. • Lock on Fuse box cabinet • Large window needs re staining when weather improves. • Sound system serviced, amps to be replaced shortly due to a fault. <p>It was reported that following the last meeting there had been a lot of issues with the electrics at the hall. An emergency electrician was called due to weekend parties and had suggested that there were a lot of concerns at the hall, possibly invalidating our insurance. It was agreed that remedial works be carried out, however the electrician turned out to be incapable of doing the job and issues persisted with lights out for days at a time, sockets not working and a lot of stress for the Clerk and users.</p> <p>Following several missed deadlines by the electrician, the Clerk withheld payment as there was little evidence of work being done. As a result, she received a lot of abuse and threats from the electrician so ended up reporting him to the police. Luckily, we had managed to get the key back from him, however he has since been reported to trading standards and a breach of contract letter has been sent. No response has been received, so the Clerk will follow up next steps with trading standards. In the</p>	

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

	<p>meantime, another electrician has been in and sorted the issues, and we are waiting on an update from the landscaping electrician re issues with his electrics.</p> <p>It was agreed that all future electrical work is carried out by approved electricians as there has been a lot done over the past few years at the hall some of which has been done by members. However, to ensure we keep our electrical installations up to date they will all in future be carried out by approved electricians. The next electrical survey is due in March 2025, and the Clerk is in the process of agreeing the date with Booth and Bomford or Stallard's, both of whom have done work at the hall previously.</p>									
10.	<p>Communications</p> <p>1. Report Cllr Furley informed the meeting that we could move to gov.uk mailboxes whilst staying with the HugoFox website. A grant is on offer this year only to assist parishes to make the move. Ongoing the cost of maintaining gov.uk would be slightly more than what we pay LCN currently.</p> <p>Some concerns were raised about whether we would be able to access in the normal way, or whether we would be restricted to certain laptops as many are who work for the borough and county councils. It was thought that this wouldn't be the case. It was agreed that Cllr Furley will look into it more and feedback in January.</p> <p>2. Record All now with the printers. Distribution to be agreed so all to advise on how many they can do.</p> <p>3. Christmas Carol arrangements The Chair noted that the date to put the lights up needs to be agreed, and the tree decoration competition will be run again. In the event of rain, the Vicar has said we can use the Church.</p>	<p style="text-align: right;">Cllr Furley</p> <p style="text-align: right;">All</p>								
11.	<p>Date of next meeting</p> <p>7th January 2025</p> <p style="text-align: right;">..... 7 January 2024 Chair</p>									
12.	<p>Appendices:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">A.</td> <td style="width: 40%;">Action Tracker</td> <td style="width: 10%; text-align: center;">C.</td> <td style="width: 40%;">Payments List</td> </tr> <tr> <td style="text-align: center;">B.</td> <td>Planning Tracker</td> <td style="text-align: center;">D.</td> <td>Q2 report</td> </tr> </table>	A.	Action Tracker	C.	Payments List	B.	Planning Tracker	D.	Q2 report	
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B.	Planning Tracker	D.	Q2 report							

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

Appendix A

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
90	05/09/2023	7.1	Farm Shop Car Wash site	AP	To maintain a diary of events for TBC	Open
124	06/03/2024	7	Cyber meeting	AP		Open
128	06/03/2024	11	Youth Council	JS		Open
129	07/05/2024	3	Consider membership of Highways gp	All		Open
136	07/05/2024	14	Community day	JS		Open
140	02/07/2024	4.3.vi	Purchase and install water butts at VH	Chair		Open
145	02/07/2024	6	Chase CBC re responsibility at BoW following legal document confirmation	Clerk	To date no response	Open
153	03/09/2024	6.1	Open spaces meeting	DW	on agenda, meeting took place	Open
154	03/09/2024	6.1	Hedges Sunnyfield Lane, to be viewed from Highways perspective	RW		Open
155	03/09/2024	6.1	Rake over Pocket Park	AH		Open
156	03/09/2024	6.1	Speak to CBC and GCC re replacement trees at Coney Cree	Chair / Clerk / RW	Malcome has responded and also has forwarded to GCC	Open
157	03/09/2024	6.2	Sunnyfield Lane Footpath	Clerk / RW	GCC have carried out the work waiting for report	Open
158	03/09/2024	6.2.i	Grass seed Sunnyfield Lane	DW		Open
159	03/09/2024	6.2.ii	Strim overgrown vegetation Sunnyfield Lane	AB		Open
160	03/09/2024	7.1	Invite PCSO to next meeting re crime outcomes	JS		Open
165	05/11/2024	1	write to parishioner with actions by PC and CBC re maintenance issues	Chair		Open
166	05/11/2024	4.2	Site visit re BoW to review where freehold breached	Chair, RW, SG,JS,AG		Open
167	05/11/2024	4.3.iii	Delegated power to Chair for schemes up to £500 as part of OS reserve	Chair		Open
168	05/11/2024	4.3.iii	To send around notes from OS WG including KW responses	Chair		Open
169	05/11/2024	4.3.iii	Follow up hedge cutting along UH Way	JS / AB		Open
170	05/11/2024	6.1	arrange date for Sping walk around	Chair		Open
171	05/11/2024	6.1	Willow tree on Fernleigh Green need cutting back	clerk		Open
172	05/11/2024	6.2	Speak to Malcolm re planting on Fernleigh	Chair		Open
173	05/11/2024	7.1	Cyber event	Chair		Open
174	05/11/2024	8.1	Lighting end Hollis Road	RW		Open
175	05/11/2024	10.1	gov.uk	JF		Open
176	05/11/2024	10.2	Record distribution	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	Comments
6 Sefton Walk Up Hatherley	24/00894/FUL	Removal of conservatory and construction of new single storey extension	29/05/2024	Granted	No obj	
15 Haslette Way Up Hatherley	24/00911/FUL	Single storey rear extension	31/05/2024	Granted	No obj	
West Lodge Cold Pool Lane	24/01194/FUL	Proposed link from main dwelling to outbuilding	17/07/2024	Granted	Comments made	
35 Wards Road	24/01284/FUL	Dropped kerb	01/08/2024	Granted	No obj	
44 Fernleigh Crescent	24/01266/FUL	Proposed side extension and front extension	14/08/2024	Refused	No obj	
12 Harrington Drive	24/01370/FUL	Proposed single storey rear extension	19/08/2024	Pending	No obj	
1 Swanscombe Place	24/01381/FUL	Replacement of existing ground floor lean-to roof at front of property with a flat roof incorporating a terrace	20/08/2024	Pending	No obj	
11 Glamorgan Road	24/00832/FUL	Proposed single storey rear extension following removal of existing conservatory.	05/09/2024	Pending	No obj	
St Margarets Hall Coniston	24/01462/FUL	Proposed storage container	10/09/2024	Pending	Comments made	
Wallace House Windermere	24/01520/FUL	Erection of 3no. secure bin stores within curtilage of Wallace House, plus dropped kerb, new internal access paths and screen planting.	19/09/2024	Pending	No obj	
35 Radnor Road	24/01465/FUL	Extension of existing dropped kerb	09/10/2024	Pending	No obj	
2 Kingscote Road East Ch	24/01703/FUL	Proposed dormer roof extension to existing garage to convert into ancillary bedroom accommodation.	16/10/2024	Pending	no obj	
South Lodge Sunnyfield Lar	24/01757/CONDIT.	Variation of condition 2 (approved plans) of planning permission 19/01822/FUL to amend scale, form and design of new dwelling.	24/10/2024	Pending	noted	
5 The Oaks Up Hatherley	24/01789/FUL.	Loft extension comprising front and rear dormers	30/10/2024	Pending	No obj	



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

Appendix C

Payments List

Date	Detail of Spend	Payee Name	Net Cost £
30/08/2024	Utilities	BT	41.95
01/09/2024	Cleaning	Mrs Reay	88.32
06/09/2024	Donation	Lakeside Foodbank	1,000.00
10/09/2024	Audit	PKF Littlejohn	302.40
10/09/2024	Utilities	British Gas	35.76
09/09/2024	Cleaning	Hi Lo	20.00
12/09/2024	Plaques	Etsy	23.97
18/09/2024	Bank Charges	HSBC	5.00
18/09/2024	Utilities	Hugofox gocardless	19.99
28/09/2024	Utilities	K Oakey	69.01
28/09/2024	Cleaning	K Oakey	5.72
28/09/2024	Consumables	Home Bargains	9.99
23/09/2024	Utilities	Waterplus	51.63
23/09/2024	Utilities	British Gas	63.71
24/09/2024	Record	Post Office	99.00
24/09/2024	Record	Morrisons	42.29
30/09/2024	Cleaning	Mrs Reay	234.96
30/09/2024	Utilities	BT	41.95
29/09/2024	Land Registry	Land Registry	21.00
02/10/2024	Land Registry	Land Registry	18.00
03/10/2024	electrical wks	DBS electrical	50.00
05/10/2024	electrical wks	Emergency Hero	150.00
05/10/2024	electrical wks	W. Dinsmore	170.00
07/10/2024	Capital Hall EV	JEC	1,695.00
10/10/2024	electrical wks	W. Dinsmore	560.00
08/10/2024	Utilities	British Gas	44.81
11/10/2024	electrical wks	W. Dinsmore	460.00
17/10/2024	Utilities	Hugofox gocardless	19.99
19/10/2024	Bank Charges	HSBC	5.00
22/10/2024	Utilities	Waterplus	50.29
24/10/2024	Land Registry	Land Registry	6.00
25/10/2024	Cleaning	Hi Lo	20.00
25/10/2024	Postage	Post Office	8.35
25/10/2024	Doorbell	Ebay	9.99
25/10/2024	Locks	Amazon	37.98
22/10/2024	Utilities	British Gas	78.18
27/10/2024	Utilities	K Oakey	69.01

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

Appendix D

Up Hatherley Parish Council Quarterly Reporting - Q2

	2023-24 OUTTURN £	2024-25 Budget £	2024-25 Reserve £	2024-25 Total £	2024-25 Q1 £	2024-25 Q2 £
Expenditure						
Loan Repayments	6,873	6,634		6,634	677	3,375
Maintenance	3,254	5,000		5,000	1,500	1,500
Projects		5,000		5,000	750	750
Bournside Road Crossing	5,000					
BoW Purchase	-	-			750	750
Building / roof works	1,973					
Greatfield Toilets	4,000					
Highways Safety	-	5,000		5,000		
Lakeside Community Project	1,000		1,000	1,000		1,000
Landscaping	29,881					
Summer holiday activity prog	2,000					
Recreation & Culture	1,573	2,200		2,200	154	295
Running the Council	17,976	17,801		17,801	5,700	10,155
s137 (Donations / grants)	750	4,600	1,000	3,600	-	50
Subscriptions	1,943	2,000		2,000	2,160	2,007
Village Hall	9,184	9,711		9,711	2,416	6,639
Total	85,407	52,946	-	52,946	13,357	25,771
Income						
Hiring	16,122	15,000		15,000	3,953	8,087
Interest	827	800		800	206	391
Other income	12,175	3,000		3,000	34	80
Precept	30,798	33,846		33,846	33,846	33,846
Record	350	300		300	-	-
Total	60,272	52,946	-	52,946	38,040	42,404
VAT Account						
Other (VAT recoverable)	7,648				352	958
VAT Reclaimed	7,648	-		-	-	-
Total	0	-	-	-	352	958
Surplus (-)/ Deficit for the Year	25,136	-			24,331	15,675
Retained Surplus b/f	56,157				31,021	31,021
Retained Surplus c/f	31,021	-	-	-	55,352	46,696

Represented by

Current Account	10,152	14,277	10,436
High Interest	20,868	41,074	36,260

31,021	55,352	46,696
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Reserves and Grants:	Opening 2024/25	Transfers In New	Internal Transf In	Internal Transf Out	Transfers out	Expected Q2 2024/25
Election Reserve	8,500					8,500
General Fund	8,821	15,675				24,496
Open Spaces Improvements (1301.3)	5,000					5,000
Summer Holiday (071123, 5.ii)	2,000					2,000
Family Space (071123, 5.iii)	500					500
Highways Safety	5,000					5,000
BoW land purchase	-					-
Outreach Youth Work (071123, 5.ii)	1,200					1,200
	31,021	15,675	-	-	-	46,696