

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

Venue: Village Hall, Cold Pool Lane
Date: Tuesday, 3rd September 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	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	0	

Apologies:

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

No.	Item / Detail	Action
1.	The Chair welcomed everyone to the meeting. It was highlighted that timings for each agenda item are being trialled to ensure that all items on the agenda are treated fairly and we stick to a 2 hour meeting timeline.	
2.	Declaration of Members' Interests None declared.	
3.	Minutes of the last Full Council Meeting The minutes of the meeting held 2 nd July 2024 had been circulated. All were in agreement that they were a reflection of the meeting and the Chair signed and initialled the pages.	
4.	Planning and Finance Standing Items: 1. Action Tracker, updated attached as Appendix A. This was reviewed to ensure all actions were on the agenda or ongoing. 2. Planning Tracker, attached as Appendix B. Comments were made on one applications, the others there were no issues. i. Land at Broad Oak Way, the Clerk updated to inform members that the consultation is over, responses have been sent to the Crown Estate. They have confirmed receipt and have one item that they are following up with the surveyor before issuing their conclusions on the process. It was noted that CBC have started mowing again, but have	

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

	<p>not as yet confirmed that they accept the legal document that states they are responsible for ongoing maintenance. The outcome of the Crown Estate process will not affect this.</p> <ul style="list-style-type: none"> ii. Planning Training CPRE 1st and 8th October, this has been circulated and will be resent. iii. NALC Planning Survey, this will be completed by NALC on behalf of PC's however we are encouraged to submit any comments. The Clerk will recirculate. <p>3. Finance</p> <ul style="list-style-type: none"> i. 2023/24 External Audit <p>No update as yet for external auditor re finalising, all documents were submitted to the timeline.</p> <ul style="list-style-type: none"> ii. Payments List, attached as Appendix C. iii. Door Access Quote <p>The Clerk informed the meeting that following a request from one of our dance groups as a result of recent events, quotes have been sourced for a coded access. Two businesses were approached and one has come back with figures, however the amount is over £2k and would require a computer to be left at the hall, so additional costs on top of the quote. It was discussed and the value of having a coded access was unclear. If the purpose was to protect users, then there is already a lock on the inside of the door. It was suggested a cheaper solution should be explored such as a bell so that the group leader can let pupils in as they arrive and keep the door locked. A turn pike lock was also suggested by Cllr Whyborn similar to that in use at St Margarets. A door closer would also be required to ensure that the door cannot be left open.</p> <p>It was therefore suggested cheaper options be explored, so any suggestions should be forwarded to the Clerk who will liaise with Cllr Wells.</p>	<p>All Clerk</p> <p>All</p>
<p>5.</p>	<p>Community Engagement</p> <ul style="list-style-type: none"> 1. Report <p>Cllr Holden reported that the 2 O'clock Club is proving very successful. Over the past 12 months £2,000 has been raised for the foodbank and £700 for Sue Ryder, Macmillan and other charities. Lots of activities have been held including craft, quizzes, raffles, and more are planned.</p> <p>Cllr Worsley asked for our thanks to be noted for all the volunteers at the club.</p> <p>The Chair reported that the group seems to be beneficial to the mental health of senior citizens in particular, and in this respect is unique as a warm and well group in terms of its reach.</p> <ul style="list-style-type: none"> 2. Parish Collaboration Event 	

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

	<p>An invitation to the Cheltenham parish councils collaboration event has been circulated. It is being held on Saturday 5 October, arrival from 9.30am for 10am until 1.30pm with lunch and refreshments included at the Cotswold Area Civil Service Club on Tewkesbury Road.</p> <p>This will be the third annual event for parish, borough and county councillors and parish council staff in Cheltenham (and neighbouring parish councils) to come together. The theme is collaboration and there will plenty of time for unstructured networking, which is always found to be so useful. All were encouraged to book on, and the Clerk will recirculate.</p>	All
6.	<p>Footpaths and Open Spaces</p> <p>1. Open Spaces report</p> <p>Cllr Willcox informed the meeting that he is waiting on CBC coming back before confirming a date for the next meeting. The Chair did see Karen yesterday and reminded her to check the email and let us know. Once the next meeting has taken place another walk about will be arranged. Unfortunately of the 10 items highlighted last time, 9 remain outstanding.</p> <p>Cllr A. Bamford asked if hedges in Sunnyfield Lane could be raised as the road is down from 4 to 3 metres due to overgrown hedges. Cllr Whyborn agreed to take a look as it could be a highways issue, so one for GCC.</p> <p>The Chair reported that Malcom Walls had been in touch re the wildflowers and they had now cut the pocket park and taken away the waste as agreed. Cllr Houlton will try and rake the surface over.</p> <p>The Chair reported that a number of trees have now been removed from Coney Cree but there is no sign of any replacements as agreed. It would be good to have a catch up with the tree officer to see what the plan is. The Chair agreed to draft an email. Cllr Whyborn also reported that he will raise with GCC Highways due to the cedar tree they cut down.</p> <p>2. Sunnyfield Lane Footpath Update</p> <p>The exploratory holes have now been dug, and based on feedback on the day it looks like nothing was found beneath the surface. No official feedback has yet been received but Cllr Whyborn will expect it to be raised at the next Highways group meeting.</p> <p>Cllr A. Bamford raised a couple of other issues on Sunnyfield Lane:</p> <ol style="list-style-type: none"> i. Following the Wales and West works the grass in that area has gone, CBC “mowed” the weeds, but should we put grass seed down. It was agreed that this would be raised with the Open Spaces meeting with Karen Watson. ii. The area around the new bin is very overgrown, it was suggested we merely take a strimmer and cut, so Cllr A 	<p>Cllr Willcox</p> <p>Cllr Whyborn</p> <p>Cllr Houlton</p> <p>Chair / Cllr Whyborn</p> <p>Cllr Whyborn</p> <p>Cllr Willcox</p> <p>Cllr A. Bamford</p>

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

	Bamford will do this.	
7.	Police and Community Safety 1. Crime Report Cllr Ponting was not present but figures had been distributed and were shown on the screen. It was noted that there is still little in the way of outcomes, which is concerning. Cllr Sankey agreed to speak to the PCSO's and see if someone could attend the November meeting to discuss. Cllr Sankey raised a recent issue of thefts from cars parked outside houses, however unclear on how extensive this issue is in the parish. A bike marking event in January was discussed, the Clerk will send hall bookings to the Chair	Cllr Sankey Chair / Clerk
8.	Highways and Transportation 1. Report Cllr Whyborn updated on the latest actions around the parish: <ul style="list-style-type: none">• 20mph started at the end of Redding's Road and the statutory consultation is ongoing.• Warden Hill Road crossing completed.• Caernarvon Road from Broad Oak Way to Caernarvon Court now definite for end of September / October.• Hatherley Road, resurfacing to Caernarvon Road and mini roundabout completed. A query was raised on some works in Alma Road and it was confirmed that this was for a manhole cover. All passed on thanks to Cllr Whyborn for his work getting these works carried out.	
9.	Village Hall 1. Report Cllr Wells reported: <ul style="list-style-type: none">• Radiators done• A few other minor items fixed• Waiting on Cllr Furley to fit the DVD box when he is able, but no rush due to his recent circumstances. 2. Free Village Hall Session GAPTC, 25th September The Clerk will recirculate in case anyone wants to attend. 3. BBB / Lottery Fund acknowledgement	Clerk

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

	Following a meeting with GCC they asked if a plaque recognising the contribution by them would be put up, and a similar request was made by the Lottery Fund. It was agreed that plaques could be purchased and placed on the pergola.	Chair / Clerk								
10.	<p>Communications</p> <p>1. Report Cllr Furley was not present.</p> <p>2. Parish Record Cllr Worsley informed the meeting that the Parish Record timeline was 1st October for report contributions with a deadline of 31st October. He asked for any other ideas and historical items from the parish to be passed to him.</p> <p>3. CBC Council Tax Support Scheme This has been circulated should anyone wish to respond.</p> <p>4. Other Items</p> <ul style="list-style-type: none"> • It was noted that the access on Chargrove Lane is getting bigger, Cllr Bamford was asked to liaise with Mary Nelson re concerns raised and for an update on the access and barn redevelopment. • Cllr Worsley thanked all those who attended the recent funeral of a member of the 2 O'clock club • Issues have been raised about the rear access for the Paragon Laundry by homeowners, however the Paragon were working with residents who would have been aware of the access when they purchased the homes. 	All								
11.	<p>Date of next meeting</p> <p>5th November 2024</p> <p style="text-align: right; margin-right: 100px;">..... 5 November 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></td> <td></td> </tr> </table>	A.	Action Tracker	C.	Payments List	B.	Planning Tracker			
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Up Hatherley Parish Council: Minutes of the Parish Council Meeting

Appendix A

No	Meeting	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
139	02/07/2024	4.3.v	£1k contribution to Lakeside Comm	Clerk	Make payment	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
148	02/07/2024	10	Items / photos for Record	All		closed
149	03/09/2024	4.2.ii	CPRE Planning Training	All	Email resent all to book on if available	closed
150	03/09/2024	4.2.iii	NALC Planning Survey	Clerk	Clerk has resent email, suggested AB complete to inform NALC response	closed
151	03/09/2024	4.3.iii	Explore other options for door access	All		Open
152	03/09/2024	5.2	Parish Collaboration Event, all to book on if available, any issues with the link the Clerk can book you on	All		Open
153	03/09/2024	6.1	Open spaces meeting	DW		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		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
161	03/09/2024	7.1	Arrange bile marking	Clerk / Chair	4th Jan provisionally booked	Open
162	03/09/2024	9.2	GAPTC session on village halls, free to attend Clerk to recirculate	Clerk		Open
163	03/09/2024	9.3	Plaques to be purchased for VH garden	Chair / Clerk		Open
164	03/09/2024	10.2	Record - all to respond to request for articles and also to have a think about any historical records for UH	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
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	Granted	No obj
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	Pending	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

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

Appendix C

Payments List

Date	Detail of Spend	Payee Name	Net Cost £
23/06/2024	Utilities	K Oakey	69.01
23/06/2024	Travel	K Oakey	7.65
23/06/2024	Cleaning	K Oakey	5.72
24/06/2024	Utilities	Waterplus	48.44
24/06/2024	Utilities	British Gas	64.69
05/07/2024	Subscription	GAPTC	-153.62
01/07/2024	Utilities	BT	40.76
01/07/2024	Cleaning	Mrs Reay	245.96
03/07/2024	bench	Memorial benches	407.50
05/07/2024	defib pads	primary care	150.00
08/07/2024	Maintenance	Ubico	-1,500.00
08/07/2024	Maintenance	Ubico	1,500.00
09/07/2024	Utilities	British Gas	23.76
10/07/2024	Donation	st johns	50.00
11/07/2024	Cleaning	Bunzl	69.68
18/07/2024	Utilities	Hugofox gocardless	19.99
19/07/2024	Loan	PWLB	2,698.50
19/07/2024	Bank Charges	HSBC	5.40
22/07/2024	Utilities	British Gas	62.32
23/07/2024	Utilities	Waterplus	53.49
30/07/2024	Utilities	BT	41.95
31/07/2024	Audit	Iain Selkirk	140.00
01/08/2024	Cleaning	Mrs Reay	225.07
03/08/2024	Utilities	K Oakey	69.01
03/08/2024	Cleaning	K Oakey	11.44
08/08/2024	Radiators	JP Plumbing	1,466.73
08/08/2024	Garden Set	B&Q	198.00
13/08/2024	Utilities	Waterplus	43.00
17/08/2024	Bank Charges	HSBC	5.00
19/08/2024	Utilities	Hugofox gocardless	19.99
22/08/2024	Utilities	British Gas	64.93
23/08/2024	Utilities	Waterplus	48.44
24/08/2024	Utilities	K Oakey	69.01
24/08/2024	Cleaning	K Oakey	28.60