

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

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

Name	Organisation	Role	Name	Organisation	Role
S. Bamford	UHPC	Chair	D. Willcox	UHPC	Councillor
P. Worsley	UHPC	Vice-Chair	S. Gutteridge	UHPC	Councillor
S. Ellison	UHPC	Councillor	A. Bamford	UHPC	Councillor
N. Holden	UHPC	Councillor	J. Wells	UHPC	Councillor
R. Whyborn	UHPC	Councillor	A. Houlton	UHPC	Councillor
P. Vaja	UHPC	Councillor	K. Oakey	UHPC	Clerk
J. Sankey	UHPC	Councillor	Parishioners	0	

Apologies:

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

No.	Item / Detail	Action
1.	The Chair welcomed all to the meeting and confirmed apologies.	
2.	<p>Declaration of Members' Interests</p> <p>Clrs S. Bamford, R. Whyborn and N. Holden expressed an interest in the item on the Lakeside Foodbank.</p>	
3.	<p>Minutes of the last Full Council Meeting held</p> <p>The minutes of the meeting held 4th July 2023 had been circulated and were agreed by all present. It was noted that the date of the meeting had not been updated and it still referred to the AGM. The Clerk will make the changes to the online version. The Chair signed and initialled the pages.</p> <p>The Chair noted that it was important not to lose sight of actions outstanding from the Action Tracker, however most of these were included elsewhere on the agenda. The latest action tracker, updated for outstanding items from this meeting, is included as Appendix A.</p>	
4.	<p>Planning and Finance</p> <p><u>Standing Items:</u></p> <ol style="list-style-type: none"> 1. Action Tracker, attached as Appendix A. 2. Planning Tracker, attached as Appendix B. <ol style="list-style-type: none"> i. Caernarvon Court, this is still outstanding, and it was noted that another objection has been lodged citing the lack of amenity improvement for the current flats. Cllr Sankey has requested that the decision is passed to 	

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	<p>committee at CBC if officers are minded to approve.</p> <p>ii. Hatherley Road, improvements are still ongoing and work is very slow. It was confirmed that once approval is given there is no timeline on when the work is carried out.</p> <p>iii. Broad Oak Way, Cllr Gutteridge informed the meeting that a resident had approached him as he had heard a couple of houses were to be built by no. 1. Cllr A. Bamford confirmed that no application had been submitted, and it was understood that this patch of land was half owned by the developer and half by CBC so an application was unlikely.</p> <p>iv. The Clerk referred to a planning training meeting being held at the Municipal Offices on 20th September. It was agreed that Cllr Gutteridge would attend, and possibly Cllr Sankey and Cllr Vaja. The Clerk has forwarded the details to them.</p> <p>3. Finance</p> <p>i. External Audit Report The Clerk confirmed that the accounts had now been signed off by the External Auditor. Two minor matters were raised, the first being that the asset register had not been updated to include the purchase of the printer (£250), so considered immaterial. The second was that one box on the prior year return had not been restated, however this has no bearing on the current year accounts. The Clerk noted that the Auditor had suggested we had completed the sign off in the wrong order, however this was confirmed as not being the case, as is confirmed by the minutes of the meeting and the audit form. This was raised with the External Auditor and they removed the issue.</p> <p>ii. Payments List, attached as Appendix C.</p>	<p>Cllr Gutteridge</p>
<p>5.</p>	<p>Community Engagement</p> <p>1. Lakeside Community Project, to consider if further support is needed The Chair informed members that the PC had donated £1,000 last year, however no ongoing budget had been set to allow for further donations. Cllr Whyborn informed members that the Project did have good cash balances, however it is likely that these will start to dwindle in view of the fact that the flow of donations from Morrisons and its customers is not working well at present, and more families are now using the facility. It was agreed that Cllr Worsley will bring a proposal to the November meeting.</p> <p>2. CBC Consultation on Polling Stations The Clerk had circulated the response, which had been submitted to CBC as the deadline was 4th September. It was agreed that using the church was not a sensible option and St Margarets Hall much closer for those parishioners. Cllr Whyborn proposed our response, and Cllr A. Bamford seconded. All were in agreement.</p>	<p>Cllr. Worsley</p> <p>Clerk</p>

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6.	<p>Footpaths and Open Spaces</p> <p>1. Fernleigh and Long Mynd Willow Trees These have now been cut, however there is concern that the one overhanging the road is going to need another trim, and other trees on the green are also going to be in need of a cut shortly. Ideally, they should be cut before the nesting season. It was agreed that the Open Spaces Group will do an inspection and come up with a schedule of what needs doing.</p> <p>2. Grass cutting Cllr Willcox had an action from the last meeting to review the Ubico contract. He has liaised with the Clerk and confirmed that there isn't an official contract in place, just an understanding and agreement over the works to be carried out on Fernleigh and Long Mynd Greens. The Chair asked whether we needed to agree a standard of cutting not just on our green spaces, but across the parish as the pocket park was in a poor state, as was the roundabout at the end of Sunnyfield Lane. After some discussions it was agreed that the best course of action was for the Clerk to write to the Chief Executive and raise our concerns. The Clerk will draft a letter.</p> <p>The Chair raised the issue of Broad Oak Way and the lack of cutting despite the agreement that had been reached. Since the last meeting the Clerk has been provided with a copy of the deeds from a resident that clearly shows that the land should be maintained by the corporation, ie CBC. It was suggested that this evidence is presented to the Chief Executive at CBC. The Clerk will draft a separate letter.</p> <p>3. No Ball Games Fernleigh and Long Mynd Greens Following a complaint by a resident the Clerk had been asked to write to a number of houses around Fernleigh Crescent about no ball games on the green. Unfortunately, an ex parish councillor decided to become involved and told the residents not to worry and to carry on playing games. This is not helpful, as these are ornamental greens and this is becoming a nuisance to other residents. It was agreed that the Chair would talk to the resident direct. It was agreed that the signs will remain.</p> <p>4. Parking Issues, Cold Pool Lane A complaint has been received about a car persistently blocking the footpath by Cold Pool Lane to Sunnyfield Lane. It is a police matter should it continue, however if this is seen happening again a polite notice will be placed on the car.</p> <p>5. Labelling waste bins to allow for general and dog waste Cllr Willcox updated the meeting to say that he has liaised with Karen Watson and has now put the labels on the bins.</p>	<p>Open Spaces Group</p> <p>Clerk</p> <p>Clerk</p> <p>Chair</p> <p>Cllr Worsley</p>
7.	<p>Police and Community Safety</p> <p>Cllr Ponting was not present but had sent his report prior to the meeting. Regarding the noise and bonfire complaints TBC are investigating. An events diary will be maintained and submitted so an update will be provided at the next meeting.</p>	<p>Cllr Ponting</p>

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Appendix A

ACTION TRACKER, OPEN ITEMS

No.	Meeting Dat	Minute ref	Item	Responsible	Progress	Status
48	01/11/2022	1387.4 / 1406	Emergency Plan	ClIr 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 ClIr Holden progressing on new template	Open
64	07/03/2023 02/05/2023	7.1	Broad Oak Way Community Bid / General	Chair / SG	Community Land Trust, Clerk to speak to GAPTC - query put into GAPTC portal 11th March 23. Updated at May meeting to new action being SG to do more research on land trusts and Chair to consider drafting further update to residents	Open
71	02/05/2023	6.1	Hillview Litter Pick	PV/SB	To liaise re a litter pick at Hillview	Open
74	04/07/2023 05/09/2023	2.i	Caernarvon Court	Planning group / Clerk	To formulate a response to the latest application and continue relationship to formulate improvements at the site Response now submitted, awaiting decision	Open
76	04/07/2023	5.1	Youth Work	Chair	speak to the youth workers at Brizen to see if an interim arrangement could be put in place after summer scheme	Open
82	04/07/2023 05/09/2023	11 10	Parish Record	All	To provide PW with photos / suggestions for the Record	Open
83	05/09/2023	4.2.iv	Planning training CBC	SG	To attend and feedback on training event	Open
84	05/09/2023	5.1	Lakeside Foodbank	PW	To bring a donation proposal to the next meeting	Open
86	05/09/2023	6.1	Green spaces	Open Spaces Group	To review all the opens spaces to determine what works are needed	Open
87	05/09/2023	6.2	Grass cutting	Clerk	to draft and circulate a letter regarding a standard of maintenance in the parish	Open
88	05/09/2023	6.3	Fernleigh no ball games	Chair	To liaise with resident and ex councillor in Fernleigh re ball games	Open
89	05/09/2023	6.4	Parking Cold Pool Lane	PW	To keep an eye on the situation and place a parking notice if required	Open
90	05/09/2023	7.1	Farm Shop Car Wash site	AP	To maintain a diary of events for TBC	Open
91	05/09/2023	7.1	Bike marking	Chair	To arrange a suitable date for bike marking at the hall	Open
92	05/09/2023	8.1	Dosabled access Sunnyfield Lane	Highways WG / RW	To liaise with GCC re options	Open
93	05/09/2023	9.2	Village Hall improvements	Clerk	To arrange further cctv quotes and to arrange painting of the front door and a bell	Open
94	05/09/2023	9.3	RAAC	JW	To contact surveyor re RAAC in the flat roof to provide reassurances	Open

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Appendix B

Planning Tracker:

Address	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	UHPC Response
304 Hatherley Road	23/00854/FUL	Demolition of existing garage and outside storage space. Replace with two-storey side extension, single storey rear extension and loft conversion	23/05/2023	Pending	no obj
Caernarvon Court	23/01073/FUL	Two storey development to contain 3no. 1 bedroom flats and 1no. 2 bedroom flat and associated external works (revised scheme following refusal of application ref. 23/00171/FUL)	01/07/2023	Pending	Objected
29 Rothermere Close	23/01390/FUL	Construction of two rear pitched dormers, installation of front VELUX windows and rear extension (part retrospective)	11/08/2023	Pending	No Obj
297 Hatherley Road	23/01433/FUL	Two storey side and single storey rear extensions	17/08/2023	Pending	No Obj
6 Barton Way	23/01307/CLPUD	Proposed single storey side and rear extension	18/08/2023	Pending	No Obj

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Appendix C

Date	Detail of Spend	Payee Name	Net Cost £
01/06/2023	Loan	PWLB	707.63
01/06/2023	Cleaning	Mrs Reay	217.50
07/06/2023	Utilities	British Gas	32.44
12/06/2023	Cleaning	Mrs Reay	9.20
13/06/2023	Utilities	Waterplus	42.32
22/06/2023	Utilities	British Gas	42.63
24/06/2023	Utilities	K Oakey	138.00
25/06/2023	Consumables	B&Q	119.09
27/06/2023	Cleaning	Hi Lo	19.00
29/06/2023	Utilities	BT	47.99
01/07/2023	Cleaning	Mrs Reay	228.87
10/07/2023	Utilities	British Gas	17.00
14/07/2023	Utilities	Waterplus	62.10
16/07/2023	Utilities	K Oakey	69.00
19/07/2023	Loan	PWLB	2,749.50
21/07/2023	youth work	springbank	2,000.00
24/07/2023	Utilities	British Gas	40.57
29/07/2023	Cleaning	Mrs Reay	202.50
29/07/2023	Cleaning	k oakey	7.82
31/07/2023	Utilities	BT	47.99
09/08/2023	Grant	Greatfield PTA	4,000.00
14/08/2023	Utilities	Waterplus	48.48
14/08/2023	Utilities	British Gas	47.35
16/08/2023	Utilities	K Oakey	69.00
19/08/2023	Cleaning	k oakey	84.92
23/08/2023	Utilities	British Gas	41.06
23/08/2023	Audit	PKF Littlejohn	403.20
30/08/2023	Utilities	BT	47.99

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Appendix D

Monthly Crime Figures for Up Hatherley & Benhall											
	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Anti-social behaviour	15	16	13	3	8	22	6	16	13	10	27
Bicycle theft	1		2	2		1		1			2
Burglary	7	7	5		3	3	3	1	1	4	2
Criminal damage and arson	8	6	2	5	2	2	3	6	4	2	4
Other theft	6	9	5	12	10	5	4	5	2	4	4
Public order	13	10	9	5	3	5	10	5	8	4	13
Shoplifting	4	14	11	6	7	8	9	4	2	12	8
Vehicle crime	7	1	4	1	1	5	1	5	9	5	13
Violence and sexual offences	27	35	23	22	17	27	23	32	31	16	27
Other crime	5	1		3		2		1	2	1	2
Drugs		2	2	1		2	1	1	3	1	1
Theft from the person					1			1			1
Robbery						1	2	1			3
Possession of weapons				1			1				
Totals:	93	101	76	61	52	83	63	79	75	59	107
OUTCOMES											
Other				3	8		6	16	13		27
Under investigation				36	28		34	39	40		40
Investigation complete No suspect Identified				15	12		12	16	13		26
Unable to procecute				4	3		11	6	5		13
Local resolution					1				1		
Awaiting court outcome				3				2	3		1
	93	101	76	61	52	83	63	79	75	59	107