

**Up Hatherley Parish Council: Minutes of the Parish Council Annual General Meeting, followed by a parish Council Meeting held virtually via Zoom on Tuesday 4<sup>th</sup> May 2021, at 7.30 pm.**

**1246 Members Present**

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

**Also, in Attendance:** David Scorer, Headteacher from Greatfield Park School, for item on Greatfield Park School, one parishioner and Clerk Kathryn Oakey.

**1247 Welcome**

The Chair welcomed all present to the virtual meeting of the parish council which will include the AGM.

**Annual General Meeting**

**1248 Election of Chair**

Cllr P. Worsley nominated S. Bamford and Cllr. Young seconded. All were in agreement and Cllr. S. Bamford retained the chair.

**1249 Election of Vice-Chair**

Cllr S Bamford thanked the Council for the support and confirmed that she was happy to continue as Chair. She nominated P. Worsley as vice chair and Cllr Young seconded the nomination and all were in agreement. Cllr Worsley thanked the Chair for all her work over the past year.

**1250 Election of Internal auditor**

It was agreed that Iain Selkirk would retain this role and Cllr D Young would provide audit oversight for the year internally.

**1251 Adoption of Updated Standing Orders**

The Standing Orders and Financial regs have been reviewed, circulated and a few minor changes made. The limits on internet banking have been increased to £2,000 to enable more payments to be paid online.

**1252 Programme of meetings for the year**

Remote meetings are no longer allowed after the 7<sup>th</sup> May 2021. Normal Full Council meetings would be the first Tuesday of alternate months (and from July will be back in the Village Hall), ie 6th July, 7th September and 2nd November for 2021, and 4th January, 1st March and 3rd May for 2022.

**1253 Working Group Structure**

The current working group structure has been circulated. It was proposed that the existing Policy and Resources group is renamed as Planning and Finance. This group will continue to be led by Cllr A. Bamford and would have Cllr Whyborn and Worsley as members with all other members joining as required.

The other groups retained their existing membership, other than removing those members who have left the parish council.

Planning & Finance	Footpaths & Open Spaces	Highways & Transportation	Police & Community Safety	Village Hall	Communications	Community Engagement
<u>A. Bamford</u> P. Worsley R. Whyborn  Others as required.	<u>D. Willcox</u> R. Whyborn A. Houlton	<u>R. Whyborn</u> A. Bamford A. Ponting	<u>D. Young</u> A. Bamford A. Ponting	<u>J. Wells</u> N. Holden P. Worsley	<u>J. Furley</u> D. Willcox A. Houlton	<u>N. Holden</u> D. Young S. Bamford

### **Full Council Meeting**

#### **1254 Apologies for absence**

None.

#### **1255 Declaration of Members' Interests**

None.

#### **1256 Greatfield Park School - Cycle / Scooter Shed project**

A report has been circulated on the proposal and the PTA has submitted a grant application. The scheme cost is £4,925 and the full value was being requested. The Headteacher informed the meeting that the request was being made as it had been identified that pupils are not coming to school via bike or scooter as there is no where safe to leave them. As a result, the provision of a shelter would be ideal, and the cost would be one off with no on going running costs. It is hoped that the works could be carried out during half term.

Cllr S. Bamford proposed that we support the application, an Cllr Holden seconded. All were in agreement and the Clerk will liaise with the school PTA. Cllr Furley asked if we could have a follow up on the success or otherwise of the scheme, in terms of whether it does indeed increase the number of children cycling to school.

#### **1257 Minutes of the last meeting held 2<sup>nd</sup> March 2021.**

All were in agreement that the Chair sign the minutes, so the Chair signed and initialled the pages of the hard copy provided by the Clerk.

#### **1258 Planning and Finance**

##### **1. Action Tracker**

Attached as appendix A. It was agreed that Cllr A. Bamford will update the tracker and circulate after the meeting rather than going through the tracker at the meeting. Items for action were on the agenda.

##### **2. Planning Tracker**

- It is unsure whether Avenue Lodge has been decided as yet and Cllr A. Bamford will check the website.
- Denbigh Road – although this is a large development it only affects the property that has submitted the application so no grounds to object. Cllr Holden asked whether there should be a minimum space between properties, however Cllr Whyborn was not aware that there was.

### **3. Annual Governance Statement**

The Annual Governance Statement has been circulated, and the Clerk informed the meeting that this is an annual requirement that requires the Council to ensure that we are complying with best practice and regulation. All were in agreement that the responses reflected the processes in place at the Council and the Clerk and Chair will sign the statement.

### **4. Annual Accounts**

The final outturn has been circulated and the figures are presented on the Audit documents circulated. All were in agreement that they reflect the position of the council and the Chair and Clerk will sign the paperwork.

## **1259 Community Engagement**

### **1. Parish Survey**

Cllr Ponting has formulated the questions, and these have been circulated and agreed. A discussion took place on whether we would need to engage GRCC to review the results, however it was agreed that we could do this ourselves. Cllr Young suggested a question was needed on how safe people felt, particularly following the recent arson attacks. Cllr Holden will arrange a follow up meeting to finalise the arrangements.

### **2. Lakeside Community Project**

Donations have been received and the spend to date has been on Easter Eggs. Further discussion is needed to understand the form of the project going forward.

### **3. Garden Competition**

The competition is underway, and the closing date is in July. The schools are taking part with the tallest sunflower and most potatoes. The Chair and Cllr Holden will visit Dundry nurseries to agree the prizes.

## **1260 Footpaths and Open Spaces**

### **1. Update on improvements at Caernarvon Park and Cheriton Park**

Cllr Whyborn reported that there is nothing specific however it should be within the next few months.

### **2. Tree planting and maintenance**

The trees are doing well, and a bowser has been used to water them. At the next meeting a decision will be made on whether we wish to purchase more Oak trees.

There has been correspondence with Karen Watson from CBC regarding installing a bin on Fernleigh Green. This will be for a trial period.

Cllr Willcox reported that he will follow up on the PROW application, (post meeting note the consultation has been delayed due to the current covid situation).

Cllr A. Bamford reported that the hedge in Holmer Park was being overtaken by brambles and needs attention. The parish council fought to keep the hedge when the development took place, and although CBC are responsible for the maintenance nothing has occurred. It was agreed that the Chair would speak to Chris Chavasse and then set up the Friends of Up Hatherley Open Spaces to clear. The Chair will also speak to Mary Nelson to see if she has any information.

## **1261 Police and Community Safety**

Cllr Young reported that an analysis of the first three months of 2021 compared to the same period of 2020 shows antisocial behaviour up by 50%. Criminal damage and arson have also seen an increase, as has violence, however shoplifting has reduced.

### **1. Arson at Broad Oak Way**

Cllr Young informed the meeting that a decision needed to be taken on the camera and whether we continue to fund it and where we locate it. The Chair suggested that there had been positive feedback from residents as it has provided some reassurance despite not catching any usable information. Discussion took place on whether we merely replace with a false camera. Good news is that Crimestoppers have offered a £1,000 reward to try and catch the person responsible for the arson. It was agreed that the Chair / Cllr young would talk to the Police about the camera and the possibility of moving it to a different location.

### **2. Arson and Flytipping at Morrisons**

Cllr Holden reported that there were still issues with the recycling again at Morrisons and it looks like a van has drawn up, deposited the contents and then left. The Chair agreed to talk to Morrisons regarding putting up CCTV.

Cllr Young informed the meeting that the next bike marking event will take place in the Hillview car park on 29<sup>th</sup> May from 10-1. He asked if this could be advertised on Nextdoor and the website.

### **3. Funding for Youth Work**

The Chair has circulated some proposals regarding youth provision in the parish. Currently there is £5,000 earmarked which originally was for the summer project that didn't go ahead due to Covid. However, there is a six-week targeted programme proposed for Up Hatherley and Warden and L&WH parish council are putting £5,000 in and the PCC will also make a contribution. In addition, CBC have brought together a 12 month project to employ a youth worker and the Chair proposed that we also contribute £5,000 to this.

Cllr Young noted that it was a good idea but often these initiatives become diluted so we would need to ensure that we received outcomes. The Chair reported that CBC would have a seat on the panel to ensure the right providers are involved. There would also be regular feedback.

The Chair proposed that we contribute the second £5,000 and Cllr A. Bamford seconded. All present were in agreement so the Chair will liaise with CBC.

## **1262 Highways & Transportation**

Cllr Ponting had given an update at the APM. Cllr Whyborn informed the meeting that he needs to set up the next meeting with the Highways officers. He asked if Cllr A. Bamford could forward the photos of the flooding at Sunnyfield Lane. The 20mph proposal is due to be discussed with the county council member and Highways to see if there is any support for this, however most of the proposals are within Benhall rather than up Hatherley.

**1263 Village Hall**

It has proved difficult to get any more quotes for the hall roof. Companies turn up, take a look and then despite chasing do not provide a quote suggesting that they are reluctant to do the work as it is not a domestic dwelling.

The Clerk has therefore spoken to the Chartered Surveyor that had been used previously by the Council. He has provided a quote to assist, which would include drawing up the specification, health and safety assessment, ongoing oversight and drawings where necessary. It has come out as quite expensive, so it was questioned whether it was what we needed or offering too much.

It was agreed that the first issue to resolve is whether the asbestos needs to be removed. This possibly needs to be a separate project, followed by the roof replacement. The Chair suggested that once the roof is off it may be that the rafters need replacing so important to do properly. It was agreed that we would consult with the surveyor to get a view on the asbestos and then go forward from this.

Cllr A. Bamford noted that we had a £20k reserve for the roof, and if necessary, can borrow to fund the works from the PWLB. Cllr Ponting will also see if any grants are available to assist with funding these sorts of projects.

**1264 Communications**

Cllr Furley had nothing further to report that hadn't already been mentioned at the APM earlier.

**1265 Next Meeting**

This will be 6<sup>th</sup> July in the Village Hall.

..... 6 July 2021  
**Chair**

Action Tracker						
Serial	Item	Responsible Cttee/ Individual	Date Added	Expected Completion Date	Progress to Date	Status
1	Purchase of further speed reduction equipment	Highways WG	Wednesday, January 1, 2020	Not this financial yr - Summer 2021	Up Hatherley Way identified as a priority. Hatherley Road and Alma Road also now identified as problem areas. Council agreed to purchase 2 'permanent' VAS machines at Jan 2020 meeting- agreed in principle. Highways group pursuing options with new Highways manager.	Open
5	Commission a Management Plan for the Nature reserve jointly with Shurdington	A Bamford	Saturday, June 1, 2019	Thursday, September 30, 2021	Located original plan, now shared with Shurdington - proposal to form volunteer force to start clearance. UHPC carried out litter picking on Sat 14th March. Full work to commence post nesting season- on hold	Open
9	Proposal for new and resited bins around the Parish	F&OS WG	Spring 19	TBC	Awaiting feedback from CBC - to be chased. Met with CBC and UBICO, agreed to some proposals and rejections were accepted. Awaiting action from CBC and UBICO. Trial bin placed on Fernleigh green	Open
10	Crop intrusion on footpaths in fields	A Bamford via Simon W	Sunday, September 1, 2019	Wednesday, September 1, 2021	Ongoing - decided on course of direct action on problem areas.	Open
15	Establishment of Community Grant Scheme - what do other Parish Councils do?	S Bamford	Sunday, September 1, 2019	Summer 2020	Scheme now in place	Closed
16	Consider quotes for Caernarvon Park (gym equipment) with GCC community money	F&OS WG	Saturday, June 1, 2019	Wednesday, April 1, 2020	Meeting with CBC Parks officer. Agreed location alongside enclosed play area. Now Installed. Need a plan to get it re-launched post lockdown	Closed
17	Carrying out a further parish survey	N Holden/A Ponting	Sunday, September 1, 2019	Wednesday, March 31, 2021	Draft survey drawn up by Andy Ponting discussed at May meeting. Agreed amendments. Group will meet to arrange printing/distribution and will do own analysis.	Open
18	Production of an Emergency Plan	A Bamford	Tuesday, May 1, 2018	Sunday, March 1, 2020	Ongoing - draft completed. Circulated for comment. Agreed at March council meeting	Closed
19	PC email addresses for all Councillors	R Johnes	Saturday, September 1, 2018	Sunday, March 1, 2020	Up and running now	Closed
20	Digital Mapping	J Furley	Friday, March 1, 2019	Sunday, December 1, 2019	Ongoing	Open
21	Sunnyfield and Morrison's Roundabout Line painting request	Highways WG	Friday, March 1, 2019	Wednesday, January 1, 2020	Ongoing - action agreed with local Highways Officer, Morrisons being discounted, Sunnyfield promised.	Closed
23	Investigate volunteer team to assist with footpath management	Community Engagement	Sunday, September 1, 2019	Friday, January 1, 2021	Ongoing. Have a list of volunteers - may need help with co-ordinating volunteer work force.	Open
24	Theme for next public Police and Community Safety meeting to be cyber crime	P&C WG	Thursday, August 1, 2019	Thursday, March 5, 2020	On hold due to pandemic	On hold
25	Another bicycle marking event to be held in January 2021	P&C WG	Sunday, September 1, 2019	Monday, January 25, 2021	Outdoor event being set up and advertised for 29th May	Open
26	Ensure that all hall hirers are trained on the equipment they use.	VH WG	Sunday, September 1, 2019	Tuesday, June 1, 2021	A programme of training to be established. Full written instructions to be created and circulated post lockdown	Open
27	Review the arrangements the Parish Council has in place for maintenance of the greens we own.	Full Council	Sunday, September 1, 2019	Sunday, January 31, 2021	Mowing with boxes to collect cut grass started March/April with increased charges expected	Open
28	Public of right of way application - monitoring progress	F&OS WG	Thursday, June 1, 2017	Ongoing	Monitoring ongoing application	Open
29	Tree planting in parish	S Bamford	Wednesday, January 1, 2020	Ongoing	3 centenary Oak trees planted on Up Hatherley Way in March and CBC/Forestry commission scheme carried out in Manor Farm open space also. Further planting in autumn to be discussed at our July meeting.	Open
30	Condition of pathway leading to Caernarvon Park from/to Long Mynd Avenue	R Whyborn	Wednesday, January 1, 2020	Tuesday, December 1, 2020	Path surface is extremely poor and over grown. Repair work carried out by Highways in late autumn 2020.	Closed
31	Lakeside Primary School letter requesting assistance with "Daily Mile" project	Full Council	Wednesday, January 1, 2020	Ongoing	School looking to install all-weather perimeter track to allow all year round engagement by children and staff. Full council decision made at March meeting - project completed.	Closed
32	Improvements to Caernarvon Park and Cheriton Park by CBC - how can the PC support this?	F&OS WG	Wednesday, January 1, 2020	Ongoing	Public consultation carried out and contribution to CBC agreed- awaiting start date	Open
33	Improvements to other open spaces in the Parish	S Bamford	Tuesday, September 1, 2020		Work on Broad Oak Way Spinney to has taken place (and camera on loan and installed) Discussing with the Police extension/repositioning of camera on loan.	
34	Formation of a volunteer group for our open spaces	S Bamford	Tuesday, September 1, 2020		Chair e mailing volunteers as and when projects need help.	
35	Support for initiatives in the Parish to combat Food Poverty	R Whyborn/S Bamford	Saturday, August 1, 2020	Ongoing	Have contributed £1500 to date for Morrisons initiative through schools. Lakeside Community project opened at St Margarets Hall February 2021. Further support in terms of mobilising volunteers and funding equipment will be required. Consider whether Village Hall could be another outlet in the future.	Open
36	Youth Projects for Summer 2021 and all the year round	S Bamford/D Young	Friday, July 31, 2020	Ongoing	Agreed contributions of £5K to each scheme. Will be participating in selection of provider.	Open