

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

**Venue:** Village Hall, Cold Pool Lane  
**Date:** Tuesday, 1<sup>st</sup> July 2025 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. Ponting	UHPC	Councillor	A. Duignan	UHPC	Councillor
N. Holden	UHPC	Councillor	A. Goldsby	UHPC	Councillor
R. Whyborn	UHPC	Councillor	M. Ede	UHPC	Councillor
J. Sankey	UHPC	Councillor			
P. Worsley	UHPC	Vice-Chair	K. Oakey	UHPC	Clerk

**Apologies:**

Name	Organisation	Role
J. Wells	UHPC	Councillor
S. Gutteridge	UHPC	Councillor
A. Houlton	UHPC	Councillor

No.	Item / Detail	Action
1.	The Chair welcomed all to the meeting and noted the apologies. Due to the extreme weather she informed members that items will be discussed succinctly to ensure that the meeting is not too long.	
2.	<b>Declaration of Members' Interests</b> Cllr R. Whyborn noted that he was now the Cabinet Lead at Gloucestershire CC for Highways	
3.	<b>Minutes of the last Full Council Meeting and Annual General Meeting (AGM) held 6<sup>th</sup> May 2025</b> The minutes of the AGM and full meeting held 6 <sup>th</sup> May 2025 had been circulated. There were no updates needed and were agreed by all present. The Chair signed and initialled the pages.	
4.	<b>Planning and Finance</b> Standing Items: 1. Action Tracker, attached as Appendix A. There were a number of items that would not be discussed on the main agenda so were updated with latest position and updated on the tracker. In particular these included the following items: <ul style="list-style-type: none"> <li>199 and 200, AGS and Risk, although these had been adopted there was a desire to more fully scrutinise for future adoption. The Clerk was asked to recirculate and Cllr A.Bamford will set up meeting of Finance Group to review and discuss more fully.</li> <li>178, Tree Strategy, meeting to take place shortly</li> <li>205, Clerk had received a response to say wall to be repaired, however not done to date so chaser to be sent</li> </ul>	<b>Clerk / Cllr A. Bamford</b>

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	<p>2. Planning Tracker, attached as Appendix B.</p> <p>i. Land at Broad Oak Way purchase update</p> <p>The Chair provided a timeline to the actions at BoW, going right back to the original notification of auction. The parish council has acted with the best possible intent, however had the 1969 legal document been available earlier our approach would have been different. It is disappointing that the Crown are increasing costs, and it feels like we were misled as to the cost for purchase, however with the legal document now in existence the protection of the site is no longer in doubt, as it is clear that it is designated as Public Open Space. Our sole purpose of purchase was to ensure ongoing protection of the site, and this document seems to provide that but it is disappointing that Cheltenham BC still haven't passed a legal opinion on the document.</p> <p>Cllr Whyborn proposed telling the Crown we are pulling out, but it was suggested that we needed to wait until we have the legal opinion from One Legal. Cheltenham BC have confirmed they will be continuing with the grass cutting, however this seems to be an annual decision rather than an ongoing commitment.</p> <p>Cllr A. Bamford felt that the Crown had no incentive for doing anything other than sit on the land, but surely, they should be accountable to someone. He suggested we raise with our MP. Another approach is to become a nuisance to the Crown which may force them into action.</p> <p>The Chair informed the meeting that the 1969 legal document does offer continuing protection on the site, and states that Cheltenham are responsible for ongoing maintenance, however the issue is how to enforce this. Currently there are three issues:</p> <ul style="list-style-type: none"> <li>○ Need a clear opinion from One Legal and ongoing commitment to maintenance</li> <li>○ We need to encourage the Crown to be responsible – Cllr Sankey agreed to follow this up</li> <li>○ We don't want to commit any more money to the Crown.</li> </ul> <p>It was agreed that a petition was a good idea, and a proposal will come back to the next meeting. The Clerk will send an update to the Crown.</p> <p>ii. Strategic and Local Plan</p> <p>The Clerk confirmed that the Stage 1 consultation responses are now available, link to be resent.</p> <p>iii. 304 Hatherley Road</p> <p>The only application of concern this month is 304 Hatherley Road, which is a garden annex. The Clerk showed the plans on the projector. All agreed that it did not overlook the neighbour, however the house behind may have an issue but Cllr A. Bamford has not yet been able to get a response from them. It was agreed that we</p>	<p><b>Cllr Sankey</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
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	<p>have no objection on any planning grounds.</p> <p>Cllr A. Bamford informed the meeting that new planning legislation comes into force shortly, so it is possible that planning applications may be centralised. This is disappointing as it will lead to less local involvement.</p> <p>3. Finance / Governance</p> <p>i. Q1 position including bank rec</p> <p>The Clerk has circulated and presented the reports. There are no concerns on any areas of spend / income at the current time and all is in line with expectations. Attached as Appendix C.</p> <p>ii. Payments and Income list since last meeting</p> <p>Attached as Appendix D.</p> <p>iii. 2024/25 Audit Update</p> <p>The Clerk confirmed adverts on public rights were up and documents had been submitted in accordance with timelines, and that we had been selected for a more detailed audit so additional documents had been sent. We await the outcome, and hopefully will be able to report back in September.</p>	
5.	<p><b>Community Engagement</b></p> <p>1. Report</p> <p>Cllr Holden had nothing to report.</p> <p>2. Community Governance review – response</p> <p>The survey is live and we can respond as a parish and as an individual. The Clerk will complete for the parish and all were encouraged to respond on an individual basis. It seems to be focussed on whether there should be a Cheltenham Town Council following local government review. The Clerk will resend the link as it has not been widely publicised.</p> <p>Cllr A. Duignan informed members that there was a public meeting at Brizen on 2<sup>nd</sup> July, arranged by Leckhampton with Warden Hill Parish Council.</p> <p>3. Sunnyfield Lane Residents Association</p> <p>Following concerns that land at the end of the lane was to be sold to travellers the necessity of a residents association was raised by Cllr Worsley. It turns out it was a false rumour and the landowner has confirmed he is not intending on selling; therefore the immediate need and concern is over.</p> <p>Cllr A. Bamford did not think we would be able to stop a sale, so unclear what a residents association would be able to do. There are models of multiple ownership that could be explored if it becomes an issue in the future.</p>	All / Clerk
6.	<p><b>Footpaths and Open Spaces</b></p> <p>1. Open Spaces Report</p>	

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	<p>A walkaround is to take place on 2<sup>nd</sup> July with Karen, following the previous route that had supposed to have been walked. It was raised that the resurfaced paths at Caernarvon and Cheriton are splitting so may need to include on the walk to see if there is a solution as they could pose a danger.</p>	
<b>7.</b>	<p><b>Police and Community Safety</b></p> <p>1. Crime Report</p> <p>Cllr Ponting presented the latest figures, presented at Appendix E. outcomes seem to exceed crimes this time, but it is unclear why.</p>	
<b>8.</b>	<p><b>Highways and Transportation</b></p> <p>1. Highways Report</p> <p>Cllr A. Bamford updated to inform members that a meeting is to be arranged with Gloucestershire's Highways Officer Danny Taylor shortly, and at that point the list of issues will be progressed.</p> <p>2. Community 20s and Safer Roads Initiative</p> <p>A letter has now gone out to all parishes and the intention is to roll out to all parishes that want it. The Clerk has circulated to all members, and we will need to register interest by completing an online form by 19 September 2025. The Clerk will progress this.</p> <p>There are two questions raised,</p> <ol style="list-style-type: none"> <li>Whether you would like to be considered for Community 20s on some roads within your area, and,</li> <li>Whether there are other (higher speed) roads that you feel would benefit from a reduction in speed limit where you currently have safety concerns.</li> </ol> <p>Cllr Whyborn suggested the first question would be a yes, and it was agreed that we can add the date when this was agreed. For the second question, the only road that could be considered is Up Hatherley Way, however as a distributor road the feeling at the meeting was that this should remain at 40mph. All were in agreement with this approach and that we register an interest.</p> <p>3. Walking Bus</p> <p>The Chair reported that Leckhampton with Warden Hill are looking into a walking bus, whereby parents would park at Morrisons and then children would be walked to Warden Hill School. She raised whether a similar initiative should be explored for Lakeside, but first we would need to understand where the parents are coming from to find a suitable car park. Cllr Sankey agreed to work with Lakeside, Gloucestershire CC and Leckhampton with Warden Hill PC to progress this.</p>	<p><b>Highways group</b></p> <p><b>Clerk</b></p> <p><b>Cllr Sankey</b></p>
<b>9.</b>	<p><b>Village Hall</b></p> <p>It was suggested we install a tap for the back garden, so Cllr Furley agreed to see if he could source and fit something.</p>	<b>Cllr Furley</b>

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	A bid has been put into the GRCC grant scheme to see if we can obtain some sustainable measures for the garden, such as a compost bin, storage and living wall.											
10.	<p><b>Communications</b></p> <p>1. Report</p> <p>The Clerk has sent an email as a number of councillors have been receiving spam emails. Cllr Furley confirmed that these tend to be coming from Gmail accounts, so none of the councillor email addresses have been breached. Cllr Furley will send a link for all to do a phishing course, also the Chair will progress another cyber meeting.</p> <p>There is a recommendation to move to gov.uk email addresses, and this was raised a few months ago. This could provide additional security and is more professional but comes at a slightly increased cost, current provider is £300pa for 20 addresses, but the new gov.uk would be £400pa. It was agreed that the Clerk update her email to the new gov.uk to start as this will be a marginal cost of £2.49/month, and get the website moved over – uphatherleyparish.gov.uk was the suggested address. Once this is done consideration will be given to moving councillors over.</p> <p>2. Record</p> <p>Cllr Worsley informed members that this was 50% complete. There will be a new page on historic councillors, and a tribute to Wendy Buffrey. He also suggested a tribute to Stuart Fowler and informed members that there will be a memorial service but date is to be confirmed.</p>	<p><b>Cllr Furley / Chair</b></p> <p><b>Clerk</b></p>										
11.	<p><b>Date of next meeting</b></p> <p>2<sup>nd</sup> September 2025</p> <p>.....</p> <p><b>2 September 2025</b></p> <p><b>Chair</b></p>											
12.	<p><b>Appendices:</b></p> <table><tr><td>A.</td><td>Action Tracker</td></tr><tr><td>B.</td><td>Planning Tracker</td></tr><tr><td>C.</td><td>Q1 and Bank Reconciliation</td></tr><tr><td>D.</td><td>Payments and income List</td></tr><tr><td>E.</td><td>Crime Figures</td></tr></table>	A.	Action Tracker	B.	Planning Tracker	C.	Q1 and Bank Reconciliation	D.	Payments and income List	E.	Crime Figures	
A.	Action Tracker											
B.	Planning Tracker											
C.	Q1 and Bank Reconciliation											
D.	Payments and income List											
E.	Crime Figures											

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## Appendix A

No.	Meeting Date	Minute ref	Item	Responsible	Progress	Status
90	05/09/2023	7.1	Farm Shop Car Wash site	AP	To maintain a diary of events for TBC	Open
128	06/03/2024	11	Youth Council	JS	JS has contacted the other PC's but no responses. Has followed up with Lakeside so will keep under review	Open
136	07/05/2024	14	Community day	JS		Open
172	05/11/2024	6.2	Speak to Malcolm re planting on Fernleigh	Chair		Open
175	05/11/2024	10.1	gov.uk review options and costs	JF		Open
178	07/01/2025	4.2.ii	Cheltenham Tree strategy - open spaces to discuss once received	OS WG	Follow up from meeting on 1st July, meeting to take place shortly	Open
190	04/03/2025	4.2.ii	Advise Chair re volunteering for SLP WG	All		Open
195	04/03/2025	7.1	Arrange cyber meeting	Chair		Open
196	04/03/2025	10.2	Provide photos / articles for Record	All		Open
199	06/05/2025	5.3.ii	Future review of AGS	Finance WG	Follow up from meeting on 1st July, meeting to be arranged. Clerk to resend papers	Open
200	06/05/2025	5.3.vii	Future review of risk	Finance WG	Follow up from meeting on 1st July, meeting to be arranged. Clerk to resend papers	Open
203	06/05/2025	7.1	CLRs Sankey and Willcox to liaise re getting hold of Karen Watson for an Open Spaces meeting	JS / DW		Open
204	06/05/2025	7.3	Review results of work at Davalia Drive before making future decision on open spaces works	Chair		Open
206	06/05/2025	9.1	Follow up light at Hollis Road and Crossing at Sunnyfield	Highways group		Open
209	01/07/2025	4.1	Follow up repairs to wall at Morrisons	Clerk	Folloing the meeting on 1st July Clerk has emailed for an update, awaiting response	Open
210	01/07/2025	4.2.i	Broad Oak Way, how to make Crown more accountable	CLr Sankey		Open
211	01/07/2025	4.2.i	Broad Oak Way, Clerk to update Crown on position	Clerk	Email sent 02.07.25	Open
212	01/07/2025	4.2.ii	Local plan, Clerk to resend link to Stage 1 results	Clerk	Resent 02.07.25	Closed
213	01/07/2025	5.2	Community Governance Review, Clerk to submit our response	Clerk	Submitted 02.07.25	Closed
214	01/07/2025	8.1	Set up Highways Group meeting	CLr Bamford		Open
215	01/07/2025	8.2	20mph correspondence, Clerk to respond	Clerk		Open
216	01/07/2025	8.3	Walking Bus, explore re Lakeside School	CLr Sankey		Open
217	01/07/2025	9	Source and fit outside tap at hall	CLr Furley		Open
218	01/07/2025	10	Set up gov.uk email for Clerk	Clerk		Open
218	01/07/2025	10	Send link to phishing course	CLr Furley	Link sent 02.07.25	Closed

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### Appendix B

Address	Application Reference	Detail	Validated Applic.		Status	UHPC Response
			Rec'd by CBC			
15 Haslette Way	24/00601/CLPUD	Single storey extension	16/04/2024		Refused	No obj
44 Fernleigh Crescent	24/01266/FUL	Proposed side extension and front extension	14/08/2024		Refused	No obj
: 2 Kingscote Road East Che	24/01703/FUL	Proposed dormer roof extension to existing garage to convert into ancillary bedroom accommodation.	16/10/2024		Refused	no obj
5 The Oaks Up Hatherley	24/01789/FUL	Loft extension comprising front and rear dormers	30/10/2024		Withdrawn	Objected
18 Keswick Road	24/02129/FUL	Proposed new self-build dwelling	08/01/2025		Refused	
3 Sevelm	25/00281/FUL	Two storey side extension and single storey side ext	20/02/2025		Granted	no obj
	25/00394/FUL	Loft conversion with hip to gable conversion and rear dormer together with single storey side extension.	13/03/2025		Granted	no obj
143 Hatherley Road						
44 Fernleigh Crescent Up H	25/00489/FUL	Front dormer, side and rear extension and new entrance porch	26/03/2025		Pending	No obj
	25/00547/FUL	Erection of single storey rear (sunroom) extension to replace existing conservatory(Revised application of 21/00783/FUL	01/04/2025		Granted	No obj
6 Genista Way Up Hatherley						
5 The Oaks Up Hatherley	25/00554/FUL	Loft extension comprising rear dormer and raising height of the ridge and garage conversion	04/04/2025		Pending	Objected
23 Justicia Way Up Hatherley	25/00704/FUL	: Proposed single storey rear extension.	06/05/2025		Granted	No obj
3 Barwick Road Up Hatherley	25/00812/FUL	Replacement of existing conservatory with single str	22/05/2025		Pending	No obj
Manor View Chargrove Lane	25/00840/FUL	Single storey extension	30/05/2025		Pending	No obj
248 Hatherley Road Cheltenham	25/00768/FUL	Erection of a 1.90m high fence to the front of the property, on the inside of the existing hedgerow extending the current fencing	06/06/2025		Pending	No obj
304 Hatherley Road	25/00435/FUL	Construction of an outhouse in the rear garden to be used as a self-contained residential unit	10/06/2025		Pending	

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## Appendix C

### Quarterly Reporting - Q1

	2024-25 Outturn £	2025-26 Budget £	2025-26 Reserve £	2025-26 Total £	2025-26 Q1 £	
<b>Expenditure</b>						
Loan Repayments	6,710	6,546		6,546	646	
Maintenance	4,860	5,500		5,500	-	
<b>Projects</b>	<b>750</b>	<b>5,000</b>		<b>5,000</b>		
BoW Purchase	750	-		-	-	
Highways Safety	-	-		-	-	
Lakeside Foodbank	1,000	1,000		1,000		
Summer holiday activity prog		2,000		2,000		
Recreation & Culture	2,199	2,200		2,200		
Running the Council	19,429	18,612		18,612	5,205	
GPoC (Donations / grants)	50	800		800	250	
Subscriptions	2,007	2,010		2,010	2,105	
Village Hall	16,830	8,892		8,892	3,023	
<b>Total</b>	<b>53,834</b>	<b>52,560</b>	<b>-</b>	<b>47,560</b>	<b>11,229</b>	
<b>Income</b>						
Hiring	- 19,849	- 16,000		- 16,000	- 3,458	
Interest	- 661	- 500		- 500	- 133	
Other income	- 247	-		-	- 13	
Precept	- 33,846	- 35,700		- 35,700	- 35,700	
Record	- 300	- 360		- 360	- 13	
<b>Total</b>	<b>- 54,903</b>	<b>- 52,560</b>	<b>-</b>	<b>- 52,560</b>	<b>- 39,317</b>	
<b>VAT Account</b>						
Other (VAT recoverable)	2,865				254	
VAT Reclaimed	- 2,865	-		-		
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>254</b>	
Surplus (-)/ Deficit for the Year	- 1,069	-			- 27,835	
Retained Surplus b/f	- 31,021				- 32,090	
<b>Retained Surplus c/f</b>	<b>- 32,090</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- 59,925</b>	
<b>Represented by</b>						
Current Account	12,561				15,262	
High Interest	19,529				44,662	
	<b>32,090.10</b>				<b>59,925</b>	

Reserves and Grants:	Opening 2025/26	Transfers In New	Internal Transf In	Internal Transf Out	Transfers out	Expected Q1 2025/26
Election Reserve	8,500					8,500
General Fund	5,690	27,835				33,525
Open Spaces Improvements (1301.3)	-					-
Highways Safety	10,000					10,000
BoW land purchase	5,000					5,000
Outreach Youth Work (071123, 5.ii)	2,400					2,400
Graphic Design	500					500
Lakeside Foodbank	-					-
	<b>32,090</b>	<b>27,835</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>59,925</b>



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### Bank Reconciliation:

		Jun-25	May-25	Apr-25
HSBC	11376349	16,639.13	13,550.58	11,215.73
Creditors		-	-	(335.76)
Debtors		176.00	176.00	1,680.68
		16,815.13	13,726.58	12,560.65
HSBC	51376357	44,600.25	14,557.29	19,529.45
<b>Opening Balance</b>		<b>61,415.38</b>	<b>28,283.87</b>	<b>32,090.10</b>
Receipts		1,141.95	36,803.48	1,371.59
Payments		(2,632.64)	(3,671.97)	(5,177.82)
<b>Closing balance</b>		<b>59,924.69</b>	<b>61,415.38</b>	<b>28,283.87</b>

Represented by the bank accounts as under:

HSBC	11376349	15,262.32	16,639.13	13,550.58
Creditors				
Debtors		-	176.00	176.00
RIA				
		15,262.32	16,815.13	13,726.58
HSBC	51376357	44,662.37	44,600.25	14,557.29
<b>Closing balance</b>		<b>59,924.69</b>	<b>61,415.38</b>	<b>28,283.87</b>

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### Appendix D

Payments:

Date	Detail of Spend	Payee Name	Budget Area	Net Cost £
24/04/2025	Utilities	Waterplus	Village Hall	55.00
25/04/2025	Hall electrics	Town And Country	Village Hall	860.00
30/04/2025	Utilities	BT	Village Hall	44.51
02/05/2025	Cleaning	Mrs Reay	Village Hall	291.92
02/05/2025	Cleaning	Hi Lo	Village Hall	21.00
06/05/2025	Utilities	British Gas	Village Hall	49.11
07/05/2025	Consumables	S Bamford	Running The Council	21.32
08/05/2025	Grant	GWAAC	Donations	250.00
09/05/2025	training	GAPTC	Running The Council	45.00
09/05/2025	Consumables	PC Menders	Village Hall	30.00
09/05/2025	Consumables	Amazon	Village Hall	14.44
14/05/2025	Payroll bureau	PATA	Running The Council	189.84
17/05/2025	Insurance	Zurich Insurance	Running The Council	1,096.34
19/05/2025	Utilities	Hugofox gocardless	Running The Council	19.99
19/05/2025	Utilities	K Oakey	Running The Council	68.00
19/05/2025	Bank Charges	HSBC	Running The Council	5.00
22/05/2025	Utilities	British Gas	Village Hall	69.88
23/05/2025	Utilities	Waterplus	Village Hall	46.31
27/05/2025	training	GAPTC	Running The Council	45.00
29/05/2025	Utilities	BT	Village Hall	44.51
02/06/2025	Cleaning	Mrs Reay	Village Hall	250.28
02/06/2025	Loan	PWLB	Loan	646.13
06/06/2025	Utilities	British Gas	Village Hall	105.36
06/06/2025	Cleaning	Hi Lo	Village Hall	21.00
18/06/2025	Utilities	Hugofox gocardless	Running The Council	19.99
18/06/2025	Bank Charges	HSBC	Running The Council	5.00
19/06/2025	Utilities	K Oakey	Running The Council	68.00

#### INCOME:

Sum of £	Column Labels			
Row Labels	Apr	May	Jun	Grand Total
Casual	346.00	83.00	52.00	481.00
Miscellaneous	27.84	68.73		96.57
Precept		35,700.00		35,700.00
Regular	997.75	951.75	956.33	2,905.83
<b>Grand Total</b>	<b>1,371.59</b>	<b>36,803.48</b>	<b>1,008.33</b>	<b>39,183.41</b>

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## Appendix E

### Monthly Crime Figures for Up Hatherley & Benhall

	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
Anti-social behaviour	18	13	20	21	21		7	16	16
Bicycle theft			1	2	3		2		
Burglary	4	1	4	7	4		4	4	4
Criminal damage and arson	8	4	6	8	2		5	2	1
Other theft	5	6	3	4	4		8	2	7
Public order	3	4	1	5	5			5	2
Shoplifting	16	9	10	15	6		16	16	17
Vehicle crime	3	1	10	3	4		8	5	4
Violence and sexual offences	24	15	20	23	29		19	20	15
Other crime	2	2	3	3	2		1	1	
Drugs			3	1	1		2	1	1
Theft from the person									
Robbery									1
Possession of weapons								1	
<b>Totals:</b>	<b>83</b>	<b>55</b>	<b>81</b>	<b>92</b>	<b>81</b>	<b>69</b>	<b>72</b>	<b>73</b>	<b>68</b>

### OUTCOMES

	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
Other	18	13	20	21	21		7	16	16
Under investigation	30	17	35	34	27		39	30	35
Further action is not in the public interest									
Investigation complete No suspect Identified	25	15	14	21	17		16	16	15
Offender given a caution									
Unable to prosecute	8	8	7	12	5		7	8	4
Local resolution	1	2	3				2		
Awaiting court outcome			1	2	1		1	1	
Suspect charged as part of another case				1					
Action taken by another organisation	1		1	1	10			2	
	<b>83</b>	<b>55</b>	<b>81</b>	<b>92</b>	<b>81</b>	<b>69</b>	<b>72</b>	<b>73</b>	<b>70</b>

