

Up Hatherley Parish Council: Minutes of a Parish Council Meeting, held at the Village Hall, Cold Pool Lane, Up Hatherley, on Tuesday 9th July 2019, at 7.30 pm.

1042 Members Present

Chair: S. Bamford; also present, A. Bamford, P. Worsley, J. Wells, R. Whyborn, R. Johnes, N. Holden, A. Houlton, Bob Wilcox and A. Ponting

Also, in Attendance: Clerk Kathryn Oakey and 2 parishioners.

1043 Welcome

The Chair welcomed all present and informed members that prior to the meeting starting a presentation was to be made to Mrs Reay who was closing the Elfin Nursery Pre-School that has been held in the hall for the past 32 years. Sadly, due to the changes around funding there are no longer enough children attending to make it viable. The Chair presented Mrs Reay with a certificate of service.

1044 Apologies for absence

D. Young, D. Willcox, and John Furley

1045 Co-option of new members

There are three vacancies however to date no interest.

1046 Declaration of Members' Interests

Cllrs S and A. Bamford declared an interest in minute 1052 where a recommendation was to be made to make a payment to their daughter following her work with the photography at the Summer Gardens Awards evening.

1047 Minutes of the Parish Council Meeting and Annual General Meeting held on 7th May 2019

The Chair signed the minutes and initialled the pages. It was noted that an action tracker was to be implemented to ensure that matters arising are now taken together to ensure that items are not lost in future minutes. The current items on the tracker are as below:

Action Tracker				
Reference	Detail	Action	Detail	Cleared
1031/1008	Chargrove Nature Reserve	A. Bamford	Intend to commission a survey at the nature reserve. Have had further correspondence with SPC, however trying to find a suitable organisation to undertake the survey	
1031/1008	Email addresses	R. Johnes	This is work in progress and quotes are between £15 - £40 per month. It was agreed that we don't want the gov.uk address as this comes with a lot of restrictions. Cllr Johnes will provide update under Communications item, 1057.	
1031/1014	Digital mapping	J. Furley	The parish council has access to the GIS development officer at Cheltenham BC, who can be asked to provide various maps of the parish, currently at no cost to the parish council. It was agreed that Cllr Furley will progress use.	
1034	Waste Bins	B. Willcox	Ubico to provide data on the use of the bins in the parish, so that a more informed decision can be made on the siting of bins, which will include an	

			analysis of the cost as well. Update to be made under item 1053.	
1038	Website history of parish	N. Holden	Requirement to add history of parish to the website. Cllr Holden agreed to coordinate.	

Working Group Reports

1048 Policy and Resources

The inaugural meeting has taken place and the notes are attached as Appendix A. Cllr A. Bamford informed members that all can attend, it is not designed to exclude anyone, however it just provides a more informal forum for detailed discussion, with the main meeting therefore being more focussed. It was agreed that the agenda needed to be detailed and sent to all, so that members could make a decision on whether to attend or not. However, it was agreed that this needed to be balanced against keeping it as a working group and not as a sub committee, so no decisions could be made at the meeting.

As a result of the meeting it was agreed that it would be a forum for discussion, receiving quarterly statements on finances, and discussion would take place on planning where there was no controversy. It was noted that there are currently three controversial planning applications that need to be brought to all members attention:

- Land behind the Oaks along Up Hatherley Way – a decision is awaited.
- 23 Manor Park – double storey extension which is too imposing, so the planning officer is minded to turn it down using delegated powers.
- 28 Kingscote Road – double storey extension, however there are similar extensions in the road. Agreed that Cllr Whyborn and Cllr A. Bamford will do a site visit.

1049 Actions from Policy and Resources

There were five decisions needed as a result of the meeting, as follows:

- Electricity Supply for Fernleigh Green – a vote was taken, and all were in agreement, so Cllr Whyborn will progress.
- Items for Action Tracker - agreed that this would be implemented.
- Telephone Box Purchase – this has proved to be expensive, so all will keep an eye out for reasonable prices and inform Cllr Worsley.
- Contribution to Nature Reserve Survey – agreed that we would contribute up to a maximum of £2,500 based on a 50/50 share with SPC. All were in agreement so Cllr A. Bamford will progress.
- Purchase of additional VAS – it was agreed that Cllr R Whyborn will get quotes and bring a proposal to the September meeting, He will also follow up Highways approval, and whether this is needed.

1050 Quarterly Financial Position

The Clerk presented the accounts to the end of June, shown at appendix B. It was agreed that in future this will go to the P&R committee.

1051 Audit Update

The Clerk informed the meeting that the Internal Audit had been completed and that there were no matters arising. The papers are now with the External Auditor.

1052 Summer Gardens Competition Update

The awards evening was held on the 8th July at Manor by the Lake and had been very successful. There was an excellent turnout and good entertainment. Cllr Holden thanked Cllr Worsley for his organising on the night, and also thanked Cllr Whyborn who had attended as Mayor. Cllr Holden proposed that a payment of £150 is made to Zoe Bamford for the photos and organisation of the event on the website, and £100 to Alex Goodfield for the IT and slides on the night. All were in agreement so the Clerk will make the payments.

Cllr Worsley proposed that we write and thank Manor by the Lake and ask for some additional booklets on the history that could prove useful. This was agreed and Cllr Worsley will draft a letter. Thanks were also made to the Chair for organising the evening and wider event and Cllr Worsley was thanked for his role as Master of ceremony

It was agreed that next year more food is needed, however there was wine left over, which will be used in the Christmas mulled wine.

Cllr A. Bamford noted that the Chair had devoted a lot of time to the competition and making it a success, and it had been on BBC Radio Gloucestershire today including interviews with both the Chair and A. Bamford. An article was also being prepared for the Echo.

1053 Footpaths and Open Spaces

Cllr Whyborn reported that Karen had been chased re the bins feedback, and he is also waiting on information on stickers. He asked that outdoor gym equipment go on the action tracker as this is being followed up and the Chair had also met with the Benhall Residents Association who have done something similar.

An email has been received about the state of Fernleign Green and the grass cutting, so the Clerk will follow up with Ubico as we own the greens and pay separately to have them cut.

1054 Highways and Transportation

Cllr Whyborn reported that the next meeting will be before our September meeting, He informed members that he was aware that Kingcote Road is to be resurfaced along the footpath in August. Cllr A. Bamford raised a problem of speeding in Sunnyfield Lane, so this will be discussed with the Highways team in August. Concerns were also raised about problem parking in North Road West following changes to the Park and Ride. This is not in the parish but could edge our way so will also be raised at the meeting.

1055 Police and Community Safety Update

Cllr Youngs was not present however the latest crime report and statistics are shown at Appendix C.

1056 Village Hall

Cllr Johnes has met with the painter to clarify requirements at the hall, which is being painted during the first two weeks of August. There were a few additional items that may involve a bit more preparation, however it was agreed that as we do have a contingency budget these could be done so long as the cost was reasonable. The kitchen door frame has also been identified as being rotten, so the Clerk will look at who could replace.

Cllr Johnes also reported the following where action is needed:

- memorial on the front of the hall needs rewriting, and wood staining is needed for the bench. It was agreed that a sign writer will be needed for the sign.
- Cleaner, quotes have been obtained and it was agreed that we would retain the current cleaner at a cost of £10/hour.
- Hirer rules are being reviewed.
- Ceiling tiles are needed, and it was agreed that Cllr Johnes can source.
- Additional cutlery and crockery is needed for the kitchen, and it was agreed that Cllr Johnes can progress.
- It was agreed that the low pegs in the foyer can be removed.

1057 Communications

Cllr Johnes asked that all items uploaded to the website are pdf versions. Further review of email address suggests that costs could be £35 – 65 /year, and all were in agreement that Cllr Johnes bring a proposal to the next meeting.

1058 Social and Recreation

Nothing further.

1059 Next Meeting

The next meeting will be on the 3rd September 2019.

..... 3 September 2019
Chair

Appendices:

- Appendix A – Policy and Resources Notes**
- Appendix B - Finance**
- Appendix C - Crime Report**
- Appendix D - Action Tracker**

Policy and Resources Working Group Meeting Tuesday 4th June 2019

Present

Adrian Bamford, Sarah Bamford, Peter Worsley, Roger Whyborn, David Young, Richard Johnes, David Willcox.

No apologies

Tasks, Format and Purpose of P&R Group

- Financial matters including budget setting and monitoring
- Planning including strategic planning and development control
- Suggesting and discussing council projects and actions
- Discussing ideas and projects from the other working groups and delegating projects requiring more detailed consideration to those groups
- Creating an “action tracker” and using this to monitor performance and progress
- Functioning as a forum for more detailed discussion, preserving decision making for the Parish Council meetings.

Process for Development Control

- Identified the need to develop the procedure for monitoring planning applications with both Cheltenham and Tewkesbury Borough Councils.
- We recognised that this would involve developing our communications with planning staff and the method by which we are notified of planning applications and neighbour objections.
- We also recognised the need to develop policies for how we respond to planning applications including cases where it was unlikely that we would object or cases where we would want to take a closer look and if needs be call an extraordinary Parish Council meeting if the deadline for comments was before the next bi monthly meeting.
- We discussed the need to be mindful of development activity outside the parish boundaries where it might create a damaging precedent. Of particular concern was the development taking place along Cold Pool Lane and it was agreed that Sarah should find out more from Badgeworth Parish Council and discuss at the next Parish Council Meeting.

Finance

- It was felt that the exercise of agreeing accounts for payment (after the event) at the Parish Council was not meaningful and we agreed to check with Kathryn if this was a statutory requirement or whether this list could simply be reviewed at this group as part of its financial management/ budget review brief.

Action items from Parish Council May meeting

- Agreed Adrian would contact George Porter to follow up on the engagement of a consultant to develop a management plan for the Chargrove Nature reserve.
- Agreed we should develop an action tracker (or borrow someone’s), so that we do not lose sight of items agreed at Parish Council meetings.

Telephone Box/Defibrillator move

- After some discussion, we decided that the defibrillator should stay where it is and if it was possible to obtain an “iconic” red telephone box at reasonable value, then it could be sited at the Parish Hall and used for example as a mini information centre.

Electricity Supply at Fernleigh Green

- Agreed to go ahead with the plan to provide a permanent electricity supply for the Christmas lights etc – Roger to follow up.

Footpaths and Open Spaces Group

- Dave Willcox to investigate obtaining stickers to go on to bins explaining that all bins are dual use for dog waste/general waste.
- David anticipated that we would have proposals on bins back from Karen at CBC in time for the next Parish Council meeting.
- It was noted that footpaths and rights of way through fields around the parish were not being left clear by farmers, making them impossible to use during adverse weather/when fields are in crop. Adrian agreed to speak to Simon Wheeler about this.

Police and Community Safety Group

- The last meeting had not been so well attended, but it had still been a valuable meeting as a result of which 2 or 3 new schemes might emerge.

Highways Group

- The VAS is being used in various locations to good effect. Agreed to investigate purchase of another (preferably solar powered) unit to use at an alternative site.

Social and Recreation

- Adrian reported that the grass at the Cold Pool Lane sports area was now very long and unusable for football and out of the question for cricket. Adrian agreed to approach Rob (Lakeside FC) to ascertain the progress/plan.
- Sarah had accompanied Bill Sargison to a meeting with staff at Gloucestershire Archives about the Heritage project. The project proposed is a "Living History" and will involve school age children being trained to capture oral history from older people in the parish with stories to tell about living in Up Hatherley. The Parish Council will be asked to support the project by contributing to the cost of training the youngsters.

Communications and Village Hall

- Richard is progressing the overhaul of the arrangements for cleaning the village hall. Now there is valuable equipment in the hall, we also need to be mindful of storage and security arrangements and formalise the setting up of the hall before bookings (particularly casual users of the hall).

Community Grant Scheme

- On more than one occasion we have said that we should have a bidding system for small grants from the Parish Council and publicise it on the website. Sarah (and possibly Roger) will be going to next month's C5 meeting and will network with parishes (Charlton Kings particularly) that have such schemes and see if we can customise one that someone has made already.

Community Pride Match Funding Scheme

- We agreed we were out of time this year to put a bid together.
- We noted that the play equipment in Caernarvon Park was looking tired and this might be a good candidate for a bid next year.
- We also discussed the possibility of putting a bid together next year for outdoor exercise equipment in Caernarvon Park or Cheriton Park.

Possible second parish survey

- We concluded that this would be something we should plan for 2020, possibly with GRCC involvement.

Any other business

- We should have an Emergency Plan. If Adrian is unable to retrieve the work he started to do on this project, he will go back to Leckhampton Parish Council and ask if we can borrow their plan for adaption, rather than re-invent the wheel.
- These notes to be circulated to all members of the Parish Council (and Kathryn for information).

Quarterly Reporting

	2018-19 Outturn £	2019-20 To date £	2019-20 Budget £	2019-20 Expected £
Expenditure				
Running the Council	8,859	2,140	8,992	8,992
Maintenance	3,659	-	1,100	1,100
Including Exceptional Items				
Tree Pollarding	2,900	-		-
Recreation & Culture	10,835	981	3,300	2,500
Including Exceptional Items				
Pocket Park	9,341	-		-
Loan Repayments	1,707	831	1,700	1,700
Village Hall Expenses	11,722	1,758	9,530	9,530
Including Exceptional Items				
Screen and Projector	2,587	-		-
Sound System	2,632	-		-
Summer Gardens Competition	1,155	350	1,200	1,200
Other (including subs and donations)	5,367	1,978	7,000	2,000
Total	43,305	8,037	32,822	27,022
Income				
Village Hall	12,488	3,262	6,500	6,500
Record	453	13	422	500
Interest	137	31		150
Precept	25,150	25,900	25,900	25,900
Other	4,098	6,747		6,747
Total	42,325	35,952	32,822	34,307

Neighbourhood Watch

The Open Meeting on Neighbourhood Watch was held in the Parish Hall on 27th May. Simon Bailey & Bob Lloyd (the NHW Officers) attended as well as Inspector John Turner who is responsible for local policing including Up Hatherley.

Thank you for all the Parish Councillors who attended to support the event, especially Ashley who addressed the meeting as a new NHW Coordinator.

Over 25 parishioners attended including some from the new wards. We are hopeful that 3-4 new schemes will be created.

Attendance was very much lower than 2018 when 70 attended, but this may well be due to the success from that year.

A follow up meeting with Simon and Bob to decide on next steps will occur in early September.

Crime & Statistics

1. Anti-social behaviour continues to be the largest area of crime in the Parish. In file below there is an update on reported Incidents up to May 2019. This includes comparisons with other areas of Cheltenham.
2. There has been an increase of reported residential phone scams in the last week in Cheltenham. The context is that a Police Officer from another force contacts the residents and tries to discuss an incident with them possibly advising their debit cards have been used or they are the fraud section. The Officer is fake.
There has been another similar incident where a male impersonating a police officer has implied he works for the Metropolitan Police and is requesting the resident attends the bank and then await further instruction. This is also a scam.
3. Action Fraud has received an increase in reports and intelligence where elderly victims are being targeted by individuals purporting to be police officers or traffic wardens. The victims are being approached whilst parked in a car park and are told by the suspect that they have parked illegally or broken a speed limit and a photo has been taken of their car for 'evidence'. Victims are advised that they will face a substantial penalty fine unless they pay a smaller upfront fee immediately. Victims, who opt for paying the smaller penalty, will be directed to a parking meter and asked to enter their card and PIN. These parking meters have been tampered with by the suspect in order to retain the card. Once the victim inserts their card and are asked for their PIN, the victims are shoulder surfed for their PIN by the suspect. Once victims input their PIN, the card is retained by the machine and victims are told by the suspect to seek help from the company who operates the parking meter or their bank.
4. I have had a meeting with Inspector John Turner at Lansdowne Road. He was very complimentary in regards to the NHW meeting. He is organising one of his officers to work with Lakeside School in an effort to try and work out how best to try and reduce the parking issues. The Police fully recognize that there is a limit to what the school can do. Whatever is found will be used to help move forward with the Travel Plan meeting at the School which will involve Borough & County Council attendees and the Police.

Crime type by Month 2019 - Up Hatherley							
Crime type	Jan	Feb	Mar	Apr	May	Total	
Anti-social behaviour	8	18	21	26	24	97	45.12%
Bicycle theft	0	0	1	4	1	6	2.79%
Burglary	2	4	2	3	1	12	5.58%
Criminal damage and arson	9	9	5	2	5	30	13.95%
Drugs	2	1	0	1	2	6	2.79%
Other crime	5	0	1	0	0	6	2.79%
Other theft	5	1	5	0	2	13	6.05%
Possession of weapons	0	0	0	0	0	0	0.00%
Public order	0	0	0	0	1	1	0.47%
Robbery	0	0	0	0	0	0	0.00%
Shoplifting	0	0	1	3	6	10	4.65%
Theft from the person	0	0	0	0	1	1	0.47%
Vehicle crime	2	1	2	1	1	7	3.26%
Violence and sexual offences	3	6	8	3	6	26	12.09%
TOTALS Up Hatherley	36	40	46	43	50	215	100.00%

Crime type for MAY 2019	Up Hatherley	Benhall	Cheltenham Town	Leckhampton	Tivoli	Prestbury	Charlton Kings	Totals	% Up Hatherley
Anti-social behaviour	24	19	84	20	15	15	12	189	12.70%
Bicycle theft	1	6	5	1	2	0	3	18	5.56%
Burglary	1	0	10	22	2	1	3	39	2.56%
Criminal damage and arson	5	3	19	5	7	2	3	44	11.36%
Drugs	2	1	4	1	4	0	0	12	16.67%
Other crime	0	0	4	1	0	1	0	6	0.00%
Other theft	2	3	25	1	1	4	8	44	4.55%
Possession of weapons	0	1	0	0	0	0	0	1	0.00%
Public order	1	2	5	1	6	1	4	20	5.00%
Robbery	0	0	1	0	0	0	1	2	0.00%
Shoplifting	6	3	38	2	1	0	0	50	12.00%
Theft from the person	1	0	5	0	0	1	2	9	11.11%
Vehicle crime	1	6	11	14	3	2	6	43	2.33%
Violence and sexual offences	6	4	77	10	7	7	2	113	5.31%
TOTALS	50	48	288	78	48	34	44	590	8.47%

Up Hatherley by Year	2018	2017	2016	2015
Anti-social behaviour	144	153	143	131
Bicycle theft	12	8	10	4
Burglary	38	29	24	49
Criminal damage and arson	31	20	22	23
Drugs	3	5	3	1
Other crime	9	6	0	0
Other theft	40	35	35	34
Possession of weapons	3	0	0	1
Public order	4	3	3	4
Robbery	1	1	0	0
Shoplifting	11	9	23	10
Theft from the person	3	1	3	3
Vehicle crime	41	61	36	30
Violence and sexual offences	53	32	21	32
TOTALS	393	363	323	322

Appendix D

Action Tracker				
Ref	Detail	Action	Detail	Cleared
1031	Chargrove Nature Reserve	A. Bamford	Intend to carry out a survey at the nature reserve, contribution of up to £2.5k agreed. Have had further correspondence with SPC, however trying to find a suitable organisation to undertake the survey.	
1031	Digital mapping	J. Furley	The parish council has access to the GIS development officer at Cheltenham BC, who can be asked to provide various maps of the parish, currently at no cost to the parish council. It was agreed that Cllr Furley will progress use.	
1038	Website history of parish	N. Holden	Requirement to add history of parish to the website. Cllr Holden agreed to coordinate.	
1049	Electrical Supply	R. Whyborn	Progress installation of electrical supply on Fernleigh Green	
1049	VAS Quotes	R. Whyborn	Obtain quotes for an additional VAS and bring a proposal to the Sept meeting, and follow up installation of a slow down sign with Highways	
1052	Summer Gdns Comp	P. Worsley	Agreed that Cllr Worsley would draft a thank you letter.	
1053	Waste Bins	B. Willcox	Ubico to provide on the use of the bins in the parish, so that a more informed decision can be made on the siting of bins, which will include an analysis of the cost as well.	
1053	Gym Equipment	R. Whyborn	Liaise with S. Bamford re gym equipment and the possibility of installing some in the parish.	
1053	Grass Cutting	Clerk	Write to Ubico re current poor service	
1056	Hall	R. Johnes/ Clerk	<ul style="list-style-type: none"> • Kitchen door quotes needed to replace as rotten • Memorial sign, quotes needed to rewrite as faded • More ceiling tiles to be purchased • Low pegs to be removed in foyer • Cutlery and crockery to be purchased for kitchen • Hirer rules to be rewritten 	
1057	Email addresses	R. Johnes	This is work in progress and quotes are between £15 - £40 per month. It was agreed that we don't want the gov.uk address as this comes with a lot of restrictions. Cllr Johnes will bring recommendations to the next meeting.	
1057	Website Items	All	All to ensure that items uploaded to the website are pdf versions.	