

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

**Venue:** Village Hall, Cold Pool Lane  
**Date:** Tuesday, 5<sup>th</sup> March 2024 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
A. Ponting	UHPC	Councillor	J. Furley	UHPC	Councillor
N. Holden	UHPC	Councillor	A. Goldsby	UHPC	Councillor
R. Whyborn	UHPC	Councillor	M. Ede	UHPC	Councillor
J. Sankey	UHPC	Councillor	K. Oakey	UHPC	Clerk
J. Wells	UHPC	Councillor	Parishioners	1	

**Apologies:**

Name	Organisation	Role
A. Bamford	UHPC	Councillor
A. Houlton	UHPC	Councillor

No.	Item / Detail	Action
1.	The Chair welcomed all to the meeting and explained to the parishioner a little about the parish council. In particular the recent local plan update proposals and how the parish council uses these meetings to discuss the issues and propose a response. Of particular interest to the parishioner was the Farm Shop site, and Cllr Ponting noted that we were working with Tewkesbury BC around the issues at the Farm Shop, with the latest concern being a garage remodelling vans into caravans. There had been some respite from the fires, however enforcement seemed slow.	
2.	<b>Vacancy – West Ward</b> The Clerk confirmed that we can now co-opt onto the west ward vacancy.	
3.	<b>Declaration of Members' Interests</b>  Cllr R. Whyborn expressed an interest in item 5.2.1 on the Strategic Local Plan response due to his county council role, however this would not stop him being able to take part in discussions on the matter.	
4.	<b>Minutes of the last Full Council Meeting held</b>  The minutes of the meeting held 2 <sup>nd</sup> January 2024 had been circulated. The Chair noted that the meeting notes from the Open Spaces working group were attached as agreed, however it was felt that it needed to be clear that this was a working group, so not an open parish council meeting. Other than this being noted there were no other issues and the minutes were agreed by all present. The Chair signed and initialled the pages.  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	

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	<p>as Appendix A.</p> <p>There were a couple of items that needed separate mention as follows:</p> <ol style="list-style-type: none"> <li>1. Sunnyfield Lane pedestrian crossing, Cllr Whyborn reported that he had not got any further with this. A Highways working group meeting is needed when this will be raised. The Chair asked if there was an opportunity whilst the Wales &amp; West utilities company was there to install as the ground has been very churned up so a path could be installed rather than reinstating the grass. Unfortunately, Cllr Whyborn did not think so as there were other considerations such as the tree stump and other utilities below ground. The Parish Council has given an agreement in principle so he will follow up with Highways. Cllr Worsley will speak to the workmen to double check.</li> <li>2. Cllr Gutteridge reported that he had not been able to progress the Broad Oak Way and Crown ownership issue. The Chair reported that the borough council will not mow the area due to insurance considerations, however if we request the work, they may do so as we would then bear the insurance risk. It was agreed that the Chair will liaise with the borough council, and have authority to procure up to 2 cuts from the borough council.</li> <li>3. Cllr Willcox asked that an additional item be added to the Action tracker to reflect that he had written to Cllr Whyborn regarding the need for a footpath on the Morrisons side of Caernarvon Road.</li> </ol>	<p><b>Cllr R. Whyborn</b></p> <p><b>Cllr Worsley</b></p> <p><b>Cllr S. Bamford</b></p> <p><b>Cllr D. Willcox</b></p>
5.	<p>Planning and Finance</p> <p>Standing Items:</p> <ol style="list-style-type: none"> <li>1. Action Tracker, attached as Appendix A.</li> <li>2. Planning Tracker, attached as Appendix B.</li> </ol> <p>The Chair noted that Roenda had come back with a revised application setting the houses further back, which was accepted, and the application at Chargrove Lane had been amended and the site size increased and approved under delegated officer decision which was very disappointing as it is unnecessary.</p> <p>i. Strategic and Local Plan (SLP).</p> <p>The consultation is live for a joint plan from Cheltenham, City and Tewkesbury, <a href="https://strategiclocalplan.org/">https://strategiclocalplan.org/</a> and as a result a working group was formed and has met and come up with a proposed response which has been circulated. Following some feedback from this, the Chair has made a few amendments. In particular the following items were noted:</p> <p>Point 27, use either emerging or established but not both</p> <p>Point 31, need to incorporate a paragraph about learning from best and worst lessons.</p> <p>Point 20, need to add additional text about developing villages so that they become more sustainable and encourage shops and pubs bringing in employment.</p>	

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	<p>Greenbelt, need more on the uniqueness of this and the need to protect the space between Cheltenham and Gloucester.</p> <p>It was also noted how poor it was to include the map in with the consultation documents.</p> <p>All were in agreement that once these amendments are made the Clerk can submit our submission before 12<sup>th</sup> March</p> <p>3. Finance</p> <p>i. Draft Outturn, attached as Appendix C.</p> <p>This has been circulated, and includes the position as at the end of February and the forecast outturn position. There are no surprises and expenditure is in line with expectations.</p> <p>ii. Payments List, attached as Appendix D.</p>	<b>Clerk</b>
<b>6.</b>	<p><b>Community Engagement</b></p> <p>Cllr Holden reported that the 2 o'clock club continues to be popular, with 34 people in attendance today. Further educational talks are being planned, including First Aid, and Cyber Crime.</p> <p>Cllr Worsley asked that thanks be minuted to the kitchen helpers who ensured that everything runs smoothly.</p>	
<b>6.</b>	<p><b>Footpaths and Open Spaces</b></p> <p>1. Open Spaces working group meeting with CBC's Karen Watson</p> <p>Cllr Willcox informed the meeting that the second working group meeting had taken place this week. The notes will be circulated. It was another successful meeting and a further meeting is planned for 29<sup>th</sup> May, including a walk around the parish. CBC are developing a digital online map so that issues can more easily be reported online, and it is expected that this would work in a similar way to other systems whereby a map location is pinpointed and the issue logged.</p> <p>The Chair passed on thanks to Cllr Willcox for getting these meetings sorted, and it was noticeable how quickly issues were resolved following the last meeting. Consideration is now being discussed re having a joint funding pot, which could be used to fund the resolution of local issues.</p>	<p><b>Cllr Willcox</b></p> <p><b>Chair</b></p>
<b>7.</b>	<p><b>Police and Community Safety</b></p> <p>1. Crime Report</p> <p>Cllr Ponting's report has been circulated and latest figures are provided as Appendix E. Cllr Ponting reported that there are a few gaps in the Outcomes, as the data does not stay on the website for very long. Of concern is that violence remains high.</p>	

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	<p>The Clerk reported that there was another instance of anti-social behaviours at the hall during February, with the sink being damaged in the men's toilets. It was reported, and the PCSO's are aware of who they are.</p> <p>Cllr Ponting was asked to follow up arranging another cybercrime evening. The Clerk will check free evenings at the hall and email through.</p> <p>Cllr Whyborn informed the meeting that there had been some concerns about tipping from the closed supermarket at Carnaervon Court, however the owners returned the following day to collect the rest of the boxes.</p>	<b>Clerk/Cllr A. Ponting</b>
<b>8.</b>	<p><b>Highways and Transportation</b></p> <p>1. Sunnyfield Lane Pedestrian Crossing As noted earlier the working group has not met, so this will be taken forward at the next Highways meeting.</p> <p>2. Public Art Trail An email has been circulated. Cllr Whyborn has highlighted the Bikes and Babies at Alma Road, but nothing else of note is in the parish.</p> <p>3. Highways Report Cllr Whyborn updated on the latest actions around the parish:</p> <ul style="list-style-type: none"> <li>• Flooding in Windermere Road, clearing gully's have not helped so will need a cctv camera survey. Waiting for an update.</li> <li>• The mobile VAS posts have again been chased. These are approved and GCC will fund.</li> <li>• Resurfacing Rippendale Close not completed to a high standard so waiting for a report back.</li> <li>• Confirmed GCC won't extend the road surfacing of Caernarvon Road but is scheduled for next financial year, Broad Oak Way to Alma Road.</li> <li>• Hatherley Road is on the list for highways work, no date as yet.</li> <li>• 20mph scheme should start after race week. Statutory consultation is still outstanding.</li> </ul> <p>Cllr Willcox asked for action re the missing footpath by Morrisons, Cllr Whyborn stated that this is likely to be Highways Local money, however if it is then the work to replace the pavement by the Hatherley may not be done, so we need to determine which is the priority. All were agreed that the Hatherley footpath had the greatest footfall so would be the first option.</p>	<b>Cllr R. Whyborn</b>
<b>9.</b>	<p><b>Village Hall</b></p> <p>Cllr Wells reported that the plug had been changed to stop the CCTV being turned off. Cllr Furley is progressing cloud storage; however, this seems expensive at an ongoing cost of £1,400 plus installation of £1,270. Following discussion, it seemed more sensible to just ensure the recorder device is secure, a box would cost £120, and all were in agreement that this be purchased and installed.</p>	<b>Cllr Furley</b>

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	<p>The garden is looking good, and the Chair passed on thanks to Cllr Gutteridge for doing some maintenance out there. It was suggested we install a point of interest in the garden so suggestions were requested. It was also suggested that we follow up sponsorship of a point of interest, possibly with Dundry Nurseries. Seating could be a memorial focal point, so the Chair will follow this up.</p> <p>The Clerk reported that the door will be painted tomorrow, and the internal door has been replaced. EV points are expected to go in next week.</p>	<b>Chair</b>												
<b>10.</b>	<p><b>Communications</b></p> <p>1. Biodiversity Policy This has been circulated and Cllr Ede proposed it be adopted and Cllr Ponting seconded. All were in agreement.</p> <p>2. Complaints Procedure This has been circulated and Cllr Worsley proposed it be adopted and Cllr Sankey seconded. All were in agreement.</p>													
<b>11.</b>	<p><b>Date of next meeting</b></p> <p>26<sup>th</sup> April APM from 6.30, to include an open garden. Neighbours to be invited and ex councillors.</p> <p>7<sup>th</sup> May 2024, next Parish Meeting to include the AGM</p> <p>Cllr Holden suggested another bike marking event in the summer as the latest January event had been very successful. The Chair will look at dates.</p> <p>Cllr Sankey asked if we could explore a Youth Council, this has been done previously and had been successful. She will see what other parishes are doing and contact the schools for interest.</p> <p>..... <b>7 May 2024</b> <b>Chair</b></p>	<b>Chair</b>  <b>Cllr Sankey</b>												
<b>12.</b>	<p><b>Appendices:</b></p> <table><tr><td>A.</td><td>Action Tracker</td><td>D.</td><td>Payments List</td></tr><tr><td>B.</td><td>Planning Tracker</td><td>E.</td><td>Crime Figures</td></tr><tr><td>C.</td><td>Forecast Outturn</td><td></td><td></td></tr></table>	A.	Action Tracker	D.	Payments List	B.	Planning Tracker	E.	Crime Figures	C.	Forecast Outturn			
A.	Action Tracker	D.	Payments List											
B.	Planning Tracker	E.	Crime Figures											
C.	Forecast Outturn													

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### Appendix A

#### ACTION TRACKER, OPEN ITEMS

No.	Meeting Date	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
64	07/03/2023 02/05/2023 02/01/2024	7.1 6	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 SG to follow up with Crown re responsibility for maintenance of site	Open
71	02/05/2023	6.1	Hillview Litter Pick	PV/SB	To liaise re a litter pick at Hillview	Open
90	05/09/2023	7.1	Farm Shop Car Wash site	AP	To maintain a diary of events for TBC	Open
92	05/09/2023	8.1	Disabled access Sunnyfield Lane	Highways WG / RW	To liaise with GCC re options	Open
112	02/01/2024	6	Details of digital map - DW liaise with JF	DW		Open
113	02/01/2024	6	BoW follow up maintenance under crown ownership	SG		Open
114	02/01/2024	8.1	Review funding for pedestrian crossing	AB		Open
117	06/03/2024	4.1/8.1	Sunnyfield Land crossing	RW	Highways meeting to progress	Open
118	06/03/2024	4.1	Wales and West utilities	PW	Speak to workmen re installation of path rather than reinstatement of grass	Open
119	06/03/2024	4.2	Broad Oak Way	SB	Liaise with CBC re 2 cuts	Open
120	06/03/2024	4.3	Morrisons footpath	DW	Add item to include discussion at Highways group	Open
121	06/03/2024	5.2.i	SLP	Clerk	Submit our response by 12th March	Open
122	06/03/2024	6.1	Open Spaces WG meeting	DW		Open
123	06/03/2024	6.2	Open Spaces joint funding pot	SB		Open
124	06/03/2024	7	Cyber meeting	AP		Open
125	06/03/2024	9	Cabinet for CCTV	JF		Open
126	06/03/2024	10	Memorial for hall garden and explore sponsorship with Dundry	SB		Open
127	06/03/2024	11	Bike Marking event mid year	SB		Open
128	06/03/2024	11	Youth Council	JS		Open

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## Appendix B

### Planning Tracker:

Address	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	UH
297 Hatherley Road	23/01433/FUL	Two storey side and single storey rear extensions	17/08/2023	Granted	
6 Barton Way	23/01630/FUL	Proposed new single storey side and rear extension	05/10/2023	Granted	
1 Meadow Lane	23/01652/FUL	Replacement of existing conservatory and external	27/09/2023	Granted	
97 Kingscote Road West	23/01828/FUL	Proposed single storey extension to rear and side ar	26/10/2023	Granted	
Part Parcel 8019 Chargrove	23/00874/FUL	proposed agricultural access	16/10/2023	Granted	
62 Kingscote Road West	23/01819/FUL	Proposed extension to the rear of the property and	10/11/2023	Granted	
9 Alma Close	23/01976/FUL	Single storey side extension and rear dormer. Rebuil	23/11/2023	Granted	
20 Long Mynd Avenue	23/02036/FUL	: Single storey extension to rear and side of property	01/12/2023	Granted	
: Roenda Greatfield Lane	23/02031/FUL	2no. Proposed Dwellings	04/12/2023	Granted	
11 Glamorgan Road	24/00009/FUL	: Proposed front and rear dormer windows	04/01/2024	Granted	
27 Caernarvon Road	24/00112/FUL	Two storey side extension and single storey rear extension, replacement garage, off-white render finish to whole house, replacement windows, and extension of existing dropped kerb	29/01/2024	Pending	
92 Long Mynd Avenue	24/00180/FUL	Proposed extension of existing dormer to front, new dormer to rear and associated alterations to provide additional living accommodation	06/02/2024	Pending	
304 Hatherley Road	24/00195/FUL	Demolition of an existing garage and outside storage on the side of the property, construction of new single storey front, side and rear extensions and loft conversion.	16/02/2024	Pending	

### Feb Report and Provisional Outturn

	2022-23 Outturn £	2023-24 Budget £	2023-24 Reserve £	2023-24 Total £	2023-24 end Feb £	2023-24 Outturn £
<b>Expenditure</b>						
Maintenance	778	2,250	2,200	4,450	2,809	4,436
Running the Council	14,200	16,489		16,489	16,342	17,979
Loan Repayments	4,236	4,224		4,224	6,873	6,873
Subscriptions	1,875	2,000		2,000	1,943	1,943
Youth Work	5,000	5,000		5,000		-
Donations / grants	295	1,000	750	1,750	750	750
Recreation & Culture	3,501	1,605		1,605	1,573	1,573
Village Hall Expenses	7,580	9,170		9,170	7,663	8,656
<b>Projects</b>						
Bournside Road Crossing			5,000	5,000	5,000	5,000
Building / roof works	81,585	-	1,973	1,973	1,973	1,973
Greatfield Toilets	-	-	4,000		4,000	4,000
Lighting the Way Project	5,176	-		-	-	-
Lakeside Community Project	1,934	-	1,000	1,000	1,000	1,000
Landscaping		-	29,029	29,029	29,881	31,576
Highways Safety		5,000		5,000		
Summer holiday activity prog	2,000		2,000	2,000	2,000	2,000
Summer Gardens Competition	265	270		270		
Other					7,431	8,045
<b>Total</b>	<b>128,426</b>	<b>47,008</b>	<b>45,952</b>	<b>92,960</b>	<b>89,238</b>	<b>95,804</b>
<b>Income</b>						
Bank Interest	220	310		310	795	825
Grant	13,000	3,500		3,500	12,175	12,175
Hiring	9,896	12,000		12,000	13,935	15,330
Loan	74,974	-		-		
Precept	28,974	30,798		30,798	30,798	30,798
Record	325	400		400	325	350
VAT Reclaimed	3,788	-		-	6,466	8,045
<b>Total</b>	<b>131,176</b>	<b>47,008</b>	<b>-</b>	<b>47,008</b>	<b>64,493</b>	<b>67,522</b>
Surplus / Deficit for the Year	2,750	-			24,745	28,282
Retained Surplus b/f	53,407	56,157		56,157	56,157	56,157
<b>Retained Surplus c/f</b>	<b>56,157</b>	<b>56,157</b>	<b>45,952</b>	<b>56,157</b>	<b>31,412</b>	<b>27,874</b>
<b>Represented by</b>						
Current Account	16,095				10,576	7,008
High Interest	40,062				20,836	20,866
	<b>56,157</b>				<b>31,412</b>	<b>27,874</b>



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Reserves and Grants:	Closing 2022/23	Transfers In New	Internal Transf In	Internal Transf Out	Transfers out	Expected Closing 2023/24
Election Reserve	8,500					8,500
General Fund	14,830	7,669		-5,925	-2,200	14,374
Greatfiled Toilets Refurb Grant (1399.3.4)	4,000				-4,000	-
Hall Repairs Reserve	8,827			-6,854	-1,973	-
Landscaping works at Hall	10,000	10,000	9,029		-29,029	-
Open Spaces Improvements (1301.3)	5,000					5,000
Road Safety Measures (040723, 9)	5,000				-5,000	-
Summer Holiday (071123, 5.ii)	-		2,000		-2,000	-
Lakeside Foodbank (071123, 5.ii)			1,000		-1,000	-
Family Space (071123, 5.iii)			250		-250	-
Salvation Army (071123, 5.iv)			300		-300	-
Digibus (071123, 5.vi)			200		-200	-
Outreach Youth Work (071123, 5.ii)						-
	56,157	17,669	12,779	- 12,779	- 45,952	27,874

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## Payments List

Appendix D

Date	Detail of Spend	Payee Name	Net Cost
02/01/2024	Utilities	BT	47.99
02/01/2024	Cleaning	Mrs Reay	192.75
02/01/2024	Collabration event	CBC	125.00
02/01/2024	Capital	Regency Fire and S	912.50
05/01/2024	Utilities	British Gas	191.12
10/01/2024	Donation	Salvation Army	300.00
10/01/2024	Capital	Property Creation	4,600.00
12/01/2024	Utilities	Waterplus	13.08
12/01/2024	Capital	NCR Drop Kerbs	100.00
14/01/2024	Utilities	K Oakey	64.00
14/01/2024	Consumables	B&Q	2.74
14/01/2024	Consumables	Jancosta	4.49
18/01/2024	Utilities	Hugofox gocardles	19.99
18/01/2024	Bank Charges	HSBC	5.00
19/01/2024	Loan	PWLB	2,724.00
20/01/2024	Consumables	Amazon	11.91
20/01/2024	Capital	Monument Ltd	52.49
24/01/2024	Utilities	Waterplus	49.78
22/01/2024	Utilities	British Gas	56.17
27/01/2024	Fees	ICO	35.00
25/01/2024	Capital	NCR Drop Kerbs	200.00
30/01/2024	Utilities	BT	47.99
02/02/2024	Capital	NCR Drop Kerbs	1,950.00
03/02/2024	Capital	Just Carpentry	290.00
03/02/2024	Cleaning	Mrs Reay	191.53
08/02/2024	Utilities	British Gas	285.88
10/02/2024	Cleaning	K Oakey	15.63
10/02/2024	Utilities	K Oakey	64.00
12/02/2024	Administration	PATA	15.00
14/02/2024	Maintenance	JP Plumbing	134.00
14/02/2024	Cleaning	Hi Lo	20.00
18/02/2024	Bank Charges	HSBC	5.80
19/02/2024	Utilities	Hugofox gocardles	19.99
18/02/2024	Administration	LCN	31.99
18/02/2024	Administration	LCN	231.00
18/02/2024	Administration	LCN	47.99
22/02/2024	Utilities	British Gas	62.25

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## Appendix E

### Monthly Crime Figures for Up Hatherley & Benhall

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	TOTALS
Anti-social behaviour	22	6	16	13	10	27	27	22	11	10	19	13	17	
Bicycle theft	1		1			2	4	1	6		1		3	
Burglary	3	3	1	1	4	2	11	12	2	5	2	1	5	
Criminal damage and arson	2	3	6	4	2	4	4	9	4	6	1	5	4	
Other theft	5	4	5	2	4	4	11	8	7	9	11	10	10	
Public order	5	10	5	8	4	13	8	7	9	6	7	7	7	
Shoplifting	8	9	4	2	12	8	10	9	9	6	4	6	5	
Vehicle crime	5	1	5	9	5	13	7	5	3	4	4	7	3	
Violence and sexual offences	27	23	32	31	16	27	22	29	24	26	21	15	16	
Other crime	2		1	2	1	2	1		1	3	4	3	2	
Drugs	2	1	1	3	1	1		1	2		1	4	3	
Theft from the person			1			1					1			
Robbery	1	2	1			3					1			
Possession of weapons		1											2	
<b>Totals:</b>	<b>83</b>	<b>63</b>	<b>79</b>	<b>75</b>	<b>59</b>	<b>107</b>	<b>105</b>	<b>103</b>	<b>78</b>	<b>75</b>	<b>77</b>	<b>71</b>	<b>77</b>	<b>1052</b>
<b>OUTCOMES</b>	<b>Jan-23</b>	<b>Feb-23</b>	<b>Mar-23</b>	<b>Apr-23</b>	<b>May-23</b>	<b>Jun-23</b>	<b>Jul-23</b>	<b>Aug-23</b>	<b>Sep-23</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>	<b>Jan-24</b>	<b>TOTALS</b>
Other		6	16	13		27	27	22	11	10		13	17	
Under investigation		34	39	40		40	36	31	28	24		21	23	
Further action is not in the public interest										1			1	
Investigation complete No suspect Identified		12	16	13		26	27	31	22	19		29	23	
Offender given a caution												1		
Unable to procecute		11	6	5		13	14	16	15	16		5	9	
Local resolution				1			1		1	4		1	1	
Awaiting court outcome			2	3		1			1			1	3	
Action taken by another organisation								3		1				
	<b>83</b>	<b>63</b>	<b>79</b>	<b>75</b>	<b>59</b>	<b>107</b>	<b>105</b>	<b>103</b>	<b>78</b>	<b>75</b>	<b>77</b>	<b>71</b>	<b>77</b>	<b>1052</b>