Up Hatherley Parish Council: Minutes of the Annual General Meeting and Parish Council Meeting held in the Village Hall, Cold Pool Lane on Tuesday, 10th May 2022 at 7.30 pm.

1333 Members Present

Chair: S. Bamford; also present, P. Worsley, R. Whyborn, A. Houlton, J Furley, J. Sankey, A. Bamford, J. Wells, S. Gutteridge and A. Ponting.

Also, in Attendance: Clerk Kathryn Oakey.

1334 Apologies

Cllrs, N. Holden, D. Young, D. Willcox P. Vaja, and S. Ellison.

Annual General Meeting

1335 Welcome

The Chair welcomed all to the meeting and Cllr Worsley congratulated Cllr A. Bamford on his election to the Borough Council.

1336 Election of Chair

Cllr Worsley nominated Cllr S. Bamford and Cllr Sankey seconded this. All were in agreement, so Cllr S. Bamford retained the Chair.

1337 Election of Vice Chair

Cllr S. Bamford nominated Cllr P. Worsley and Cllr Ponting seconded this. All were in agreement, so Cllr P. Worsley retained the Vice Chair.

1338 Confirmation of appointment of Internal Auditor

All were in agreement that we continue to use the services of Iain Selkirk for the Internal Audit.

1339 Adoption of Updated Standing Orders

The current standing orders will be circulated again so that all councillors have the latest version. Following receipt of a recent email from GAPTC there is a slight change around procurement, and the Clerk will incorporate this prior to circulating.

1340 Agreement of programme of meetings for the year

It was agreed that the current structure will continue, and it was noted that both the July and September meetings will be at St Margaret's Hall Annex due to the building work at the village hall.

1341 Working Group Structure

Agreed as follows, however once Cllr Vaja has expressed an interest it will be updated:

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

Parish Council Meeting

1342 Declaration of Members' Interests

None

1343 Minutes of the last meeting held 8th March, and the Annual Parish Meeting, held 19th April 2022

The Clerk highlighted that there had been a slight change to the original minutes from 8th March to make the decision to borrow from the PWLB clearer. This was in accordance with discussions at the meeting and the revised minutes had been circulated. All were in agreement that the change reflected the decision. There were no other matters and the Chair signed the minutes and initialled the pages.

In addition to the last parish council meeting, the Annual Parish Meeting had been held in April. The minutes had been circulated and there were no matters outstanding. The Chair signed the minutes and initialled the pages.

1344 Planning and Finance

1. Action Tracker

Attached as Appendix A. The Chair informed the meeting that the Action Tracker will be updated following the meeting. There were no items on the current tracker that weren't included on the agenda. It was suggested that the item on Speed equipment could now be closed so the Chair will amend with the next update following the meeting.

2. Planning Tracker

There have been no controversial applications since the last meeting so a list was not provided. Cllr A Bamford informed the meeting that the application for redevelopment at Southpark had been approved. This relates to barns behind the house off Chargrove Lane and sits under Shurdington PC. It is unfortunate as with the new Joint Core Strategy to be shortly considered this gives developers a precedent to redevelop land in the greenbelt so could mean development at the Farm Shop.

3. Annual Governance Statement

The Annual Governance Statement has been circulated. The Chair went through the questions and all were in agreement that we had appropriate controls in place and the "yes" response was appropriate.

The Clerk and Chair signed the document.

4. Annual Accounts and 2021/22 Outturn

The Paperwork has been circulated and all were in agreement that this represented the outturn position of the Council. The Clerk and Chair signed the paperwork. This will now be submitted to the Internal Auditor prior to being submitted to the External Auditor.

The Clerk presented the detailed outturn position, which had been circulated with the agenda and is attached as Appendix B. A query was raised about when the borough council intended to start work on the play areas, particularly as we had provided our contribution. The Clerk will chase and feedback.

5. Latest payments list

The latest payment list had been circulated and is attached as Appendix C to these minutes.

6. Community Jubilee Fund bid (lighting and benches)

The Chair has looked into costs to improve the lighting at Cheriton Park and has been quoted around £3,000. The Community Pride Fund won't be available but there is a Jubilee Fund that could potentially be used, and this provides match funding up to £3,000. The installation of 2 benches was also discussed using this funding pot, at a cost of around £1,500 per bench. These could be sited on Manor Farm open space and off Chargrove Lane. In total this would therefore be £6,000 matching the criteria for the Jubilee pot. The issue of the lights on Long Mynd green was also discussed as they need a bit more of a light spread as it is rather dark currently. Cllr Whyborn suggested we ask the County Council to carry out a repair first before we spend money on this. All were in agreement so the Chair will progress.

1345 Community Engagement

1. Youth Work Update

The Chair informed the meeting that there is a meeting this week where they will be looking at the funding for next year. It has been agreed that the link to the Summer Scheme will take the format of referrals into the scheme and therefore as well as the £5,000 agreed at the last meeting the Chair proposed that we also contribute £2,500 to the Summer Scheme. All were in agreement, and Cllr Whyborn informed the meeting that he was also using his GCC pot for the year round scheme.

2. Lakeside Community Project

St Margaret's Hall has agreed to allow the Foodbank to continue using the hall so we won't need to move it to the Village Hall which is good news. A thank you letter has gone to St Margaret's, and the foodbank will make a contribution towards the hire cost.

3. Parish Survey

It was agreed that a small working group will get together to analyse the results and come up with proposals. The group will include Cllrs, Holden, S. Bamford, Ponting, Sankey and Furley. Cllr Holden will sort a meeting and circulate the tables.

4. Virtual Gardens Competition

Cllr Holden has produced a poster and it was agreed that the competition will be virtual. Cllr Ellison will join the group.

1346 Footpaths and Open Spaces

1. Broad Oak Way

The Chair will chase Richard Gibson at the borough council to see where we are with the community bid.

2. Update on Park Improvements (Caernarvon/Cheriton)

Cllr A. Bamford will raise with the borough council re the lack of progress despite our contribution being made in March.

3. Gym Equipment Caernarvon Park

An enquiry has been received about whether anything could be done to improve the surface of the basketball court to make it less noisy. There is a possibility this could be something for the next round of the Community Pride Fund.

From the survey results Cheriton Park could benefit from some additional gym equipment for older children, however it was noted that the grass area gets very boggy so may not be suitable. There was

also a general discussion on whether gym equipment is the best use of the money as the usage on the equipment is low.

It was suggested that in the future we may get money from the Community Infrastructure Levy, so we will need to be better at identifying schemes, and we may need to revisit having a Neighbourhood Plan as this gives you access to more of the funding.

1347 Police and Community Safety

Cllr Young was not present, however had provided crime statistics attached at Appendix D.

1348 Highways & Transportation

Cllr Whyborn reported that there were delays to the consultation on the 20mph scheme so it is unlikely to be installed to the original timelines. He will continue to chase.

Cllr Whyborn reported that Carmarthen Road footway repair has now been confirmed and also the carriageway in Caernarvon Close is confirmed.

An email has been received e making use of Community Gangs to do ad hoc repairs so Cllr Whyborn will follow this up. Cllr Houlton agreed to look out for issues on the health walk and feed back on appropriate works that we could use them for.

The VAS is working well and Cllr Whyborn will produce a strategy on how best to use them, and over what time periods to move them.

1349 Village Hall

Cllr Wells reported that there was positive feedback at the Annual Parish Meeting to the plans on show. As we are getting close to the closure date a few volunteers will get together to remove the speakers, so a date will be circulated for this. The sound loop still isn't working so the electricians will need to be involved when we reinstall the cables.

1350 Communications

The sound system locks have now been replaced so we can access the unit.

1351 AoB

- The Chair reported that she is liaising with Morrisons over the missing noticeboard.
- Roaduser has gone bust so this will leave a vacant plot by Morrisons
- The recycling could return but there seems to be confusion over whether the borough council / Morrisons want it back.
- Long Mynd and Fernleigh Greens there has been an issue with older children playing ball games on the greens and causing an issue to passing motorists. It was agreed that a new sign should be progressed. The wording will be circulated by email for approval.

1352 Next Meeting

5th July 2022 – at St Margaret's Hall Annex. The meeting closed at 9.35pm

...... 5 July 2022 Chair

		Action Tracker	•					
Serial	ltem	Responsible Cttee/ Date Added		Expected Completion Date	Progress to Date			
1	Purchase of further speed reduction equipment	Highways WG	Wednesday, January 1, 2020	Wednesday, December 1, 2021	Continue to deploy at known areas for speeding. 2 further units ordered to be used at semi permanent locations showing actual speed and "slow down"	Close		
5	Commission a Management Plan for the Nature reserve jointly with Shurdington	A Bamford	Saturday, June 1, 2019	Ongoing	Litter picking carried out March 21. Further action including signage needs buy- in from Shurdington. Original plan located so action not planning required.	Ope		
9	Proposal for new and resited bins around the Parish	F&OS WG	Spring 19	Ongoing	Temporary bin sited on Fernleigh Green. Await feedback on usage - could be trialled on opposite end of Green. Stickers ordered and can now be stuck on bins.	Ope		
10	Crop intrusion on footpaths in fields	A Bamford via Simon W	Sunday, September 1, 2019	Ongoing	Ongoing - decided on course of direct action on problem areas.	Ope		
15	Establishment of Community Grant Scheme - what do other Parish Councils do?	S Bamford	Sunday, September 1, 2019	Summer 2020	Scheme now in place	Clos		
	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. Was re-launched post lockdown	Clos		
17	Carrying out a further parish survey	N Holden/A Ponting	Sunday, September 1, 2019	Friday, December 31, 2021	survey delivered and conducted during March. Results in 10% return - analysis underway	Оре		
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	Clos		
19	PC email addresses for all Councillors	R Johnes	Saturday, September 1, 2018	Sunday, March 1, 2020	Up and running now	Close		
	Digital Mapping	J Furley	Friday, March 1, 2019	Ongoing	Ongoing	Оре		
21	Sunnyfield and Morrison's Roundabout Line painting request	Highways WG	Friday, March 1, 2019	Wednesday, January 1, 2020	Work carried out as planned	Clos		
23	Investigate voluteer team to assist with footpath management	Community Engagement	Sunday, September 1, 2019	Ongoing	Volunteer register now being used and added to. First project at Pocket Park underway and brook clearance by Greenmead started	Оре		
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 h		
25	Another bicycle marking event to be held in January 2021	P&C WG	Sunday, September 1, 2019	Monday, January 31, 2022	Outdoor event held in May 21, and Village Hall event held March 2022	Op		
26	Ensure that all hall hirers are trained on the equipment they use.	rers are trained on the equipment they use. VH WG Sunday, September 1, 20		Tuesday, June 1, 2021	A programme of training to be established. Full written instructions to be created and circulated post lockdown	Op		
)/	Review the arrangements the Parish Council has in place for maintenance of the greens we own.	Full Council	Sunday, September 1, 2019	Ongoing	Mowing with boxes to collect cut grass started March/April with increased charges expected	Clos		
	Public of right of way application - monitoring progress	F&OS WG	Thursday, June 1, 2017	Ongoing	Application successful	Оре		
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. Two more trees planted Spring 2022	Оре		
	Condition of pathway leading to Caernarvon Park from/to Long	D M/h. dh a wa		Tuesday, December 1, 2020	Path surface is extremely poor and over grown. Repair work carried out by			
	Mynd Avenue	R Whyborn	Wednesday, January 1, 2020	racsaay, becember 1, 2020	Highways in late autumn 2020.	Clos		
31	Mynd Avenue Lakeside Primary School letter requesting assistance with "Daily Mile" project	Full Council	Wednesday, January 1, 2020 Wednesday, January 1, 2020	Ongoing	Highways in late autumn 2020. 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.			
31	Lakeside Primary School letter requesting assistance with "Daily Mile" project Improvements to Caernarvon Park and Cheriton Park by CBC - how	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	Clos		
31	Lakeside Primary School letter requesting assistance with "Daily Mile" project				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. Public consultation carried out and contribution to CBC agreed- out to contract-awaiting a start date to be advised by CBC	Clos		
31 32 33	Lakeside Primary School letter requesting assistance with "Daily Mile" project Improvements to Caernarvon Park and Cheriton Park by CBC - how can the PC support this? Improvements to other open spaces in the Parish	Full Council F&OS WG S Bamford	Wednesday, January 1, 2020 Wednesday, January 1, 2020 Tuesday, September 1, 2020	Ongoing Thursday, March 31, 2022 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. Public consultation carried out and contribution to CBC agreed- out to contract-awaiting a start date to be advised by CBC 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.	Clos Ope		
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Up Hatherley Parish Council Quarterly Reporting - Outturn

	2020-21 Outturn		2021/22 Outturn
	£		£
Expenditure			
Running the Council	8,993		10,081
Maintenance	-		1,365
Recreation & Culture	4,934		38,051
Including Exceptional Items	,		
Cont to Play area Cheritan and			
Caervarvon	-		27,500
VAS	-		6,969
Loan Repayments	1,584		1,523
Village Hall Expenses	6,169		13,925
Including Exceptional Items	0,100		10,020
Hall surveyor fees			4,606
Fence	-		1,380
Summer Gardens Competition	-		518
Other (including subs and donations)	12,377		21,540
Including Exceptional Items			
Grant to Greatfield School			4,925
Summer holiday activity prog			4,000
CBC Youth Work Project			5,000
Grant to Lakeside Project	7 500		1,500
Mile a Day	7,500		
Total	34,058		87,003
Income			
Village Hall	3,536		10,417
Record	440		390
Grant/ Other	310		1,190
HAF			1,933
Interest	40		9
Precept	26,418		26,418
VAT	697		835
Total	31,441		41,190
Surplus / Deficit for the Year	- 2,617		- 45,812
Retained Surplus b/f	101,835		99,219
Retained Surplus c/f	99,219		53,407

Represented by

Current Account YPC	4,939 503	14,622 -
High Interest	93,777	38,785
	99,219	53.407

Reserves:	Opening 2021/22	Transfers In	Transfers out	Expected Closing 2021/22	
Caernarvon and Cheriton Park					
Improvements (1301.3)	15,000	12,500	-27,500	-	
Election Reserve	18,500	0	0	18,500	
Food Bank Lakeside	310	0	-310	-	
General Fund	18,409	3,000	-15,833	5,577	
Youth Parish Council	0	503	0	503	
Hall Repairs Reserve	20,000	0	-4,606	15,394	
HAF		5,497	-3,564	1,933	
Inspire to Aspire (1261)	5,000	5,000	-5,000	5,000	
Lights Cheriton Park	0	1,500	0	1,500	
Mobile VAS (1083)	7,000	0	-7,000	-	
Open Spaces Improvements					
(1301.3)	15,000	0	-10,000	5,000	
Youth Contribution (1273)	0	4,000	-4,000	-	
	99,219	32,000	-77,812	53,407	

Appendix C

Latest financial position:

1-Mar	caloo	Gym equipment service	474.00
9-Mar	chelt bc	Play area Improvements	27,500.00
1-Mar	Mrs Reay	Cleaning	115.00
2-Mar	Salvation army	Donation / grant	400.00
10-Mar	British Gas	Hall Electric	32.51
31-Mar	bt	Hall Internet	41.94
10-Mar	British Gas	Hall Gas	579.40
16-Mar	Zoom	Remote meeting subscription	14.39
18-Mar	Bank charges	Charges	6.60
11-Mar	Welltech heating	Boiler repair	72.00
16-Mar	Waterplus	Water Hall	119.81
16-Mar	secure locksmiths	Replacement locks at hall	155.00
16-Mar	PCC	Bike Marking	388.80
16-Mar	primary care	Defribulator pads / battery	404.70
31-Mar	Mrs Reay	Cleaning	196.25
1-Apr	GPFA	Subscription	100.00
1-Apr	GAPTC	Subscription	1,739.05
7-Apr	BG Electric	Hall Electric	31.80
7-Apr	BG Gas	Hall Gas	183.59
8-Apr	CPRE	Subscription	36.00
13-Apr	Salvation Army	Donation / grant	44.90
18-Apr	Charges	Bank Charges	7.00
19-Apr	BUNZL	Hall supplies / equipment	65.55
22-Apr	Hi Lo	Window Cleaning	21.42
22-Apr	S Bamford	APM Refreshments	63.99
25-Apr	A Houlton	Weed Killer	12.99
27-Apr	BG Gas	Hall Gas	215.70
3-May	Zurich Insurance	Insurance	1,111.00
3-May	BT	Hall Internet	41.94

Appendix D

Crime type by Month 2022 - Up Hatherley													
Crime type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Anti-social behaviour	9	2	11101	7.40.	···ay	34		7.00	оср			500	11
Bicycle theft	0	0						1		İ	İ	İ	0
Burglary	0	3											3
Criminal damage and arson	3	2											5
Drugs	1	0											1
Other crime	0	0											0
Other theft	2	1											3
Possession of weapons	1	0											1
Public order	2	2											4
Robbery	0	1											1
Shoplifting	0	0											0
Theft from the person	0	0											0
Vehicle crime	1 5	1 11											2 16
Violence and sexual offences TOTALS Up Hatherley	24	23	0	0	0	0	0	0	0	0	0	0	47
TOTALS OF Hatheries	24	23	U	U	U	U	U	U		U	U	U	4/
Crime type by Area February 2022	Up Hatherley	Benhall	Cheltenham Town	Lockhamntan	Tivoli	Prestbury	Totals	% Up Hatherley					
Anti-social behaviour	op natheriey 2	8	45		7	6	69	2.90%					
Bicycle theft			45 5	1									
_	0	0		0	1	2	8	0.00%					
Burglary	3	1	2	3	3	2	14	21.43%					
Criminal damage and arson	2	4	17	8	1	3	35	5.71%					
Drugs	0	0	7	0	1	0	8	0.00%					
Other crime	0	0	1	0	1	1	3	0.00%					
Other theft	1	0	10	2	2	2	17	5.88%					
Possession of weapons	0	1	2	0	0	0	3	0.00%					
Public order	2	7	35	1	4	0	49	4.08%					
Robbery	1	0	1	0	0	0	2	50.00%					
Shoplifting	0	4	28	0	1	0	33	0.00%					
Theft from the person	0	0	3	0	0	1	4	0.00%					
Vehicle crime	1	3	0	2	3	1	10	10.00%					
Violence and sexual offences	11	10	94	10	5	8	138	7.97%					
TOTALS	23	38	250	27	29	26	393	5.85%					
Up Hatherley by Year	2022 YTD	2021	2020	2019	2018	2017	2016	2015					
Anti-social behaviour	11	131	240	203	144	153	143	131					
Bicycle theft	0	1	8	11	12	8	10	4					
Burglary	3	16	16	23	38	29	24	49					
Criminal damage and arson	5	26	74	55	31	20	22	23					
Drugs	1	7	7	9	3	5	3	1					
Other crime	0	9	5	12	9	6	0	0					
Other theft	3	17	48	48	40	35	35	34					
Possession of weapons	1	1	1	2	3	0	0	1					
Public order	4	16	31	18	4	3	3	4					
Robbery	1	1	2	0	1	1	0	0					
Shoplifting	0	4	20	27	11	9	23	10					
Theft from the person	0	1	0	1	3	1	3	3					
Vehicle crime	2	12	12	15	41	61	36	30					
Violence and sexual offences	16	106	113	74	53	32	21	32					
TOTALS	47	348	577	498	393	363	323	322					
							323	322					