Up Hatherley Parish Council: Minutes of a Parish Council Meeting, held at the Village Hall, Cold Pool Lane, Up Hatherley, on Tuesday 3rd September 2019, at 7.30 pm.

1060 Members Present

Chair: S. Bamford; also present, P. Worsley, D. Young, D. Willcox, J. Wells, R. Whyborn, R. Johnes, A. Houlton, B. Wilcox and A. Ponting

Also, in Attendance: Clerk Kathryn Oakey and 4 parishioners.

1061 Welcome

The Chair welcomed all present and informed members that prior to the meeting there was an opportunity for members of the parish to raise any issues of concern. At this point the Chair took questions from those present.

1062 Apologies for absence

A. Bamford, N. Holden, and John Furley

1063 Co-option of new members

There are three vacancies however to date no interest, additional notices have been put up in Morrisons.

1064 Declaration of Members' Interests

None.

1065 Minutes of the Parish Council Meeting held on 9th July 2019

The Chair signed the minutes and initialled the pages. It was noted that an action tracker would now be used rather than a matters arising item.

1066 Action Tracker

The items on the list below were discussed:

	Action Tracker								
Serial	ltem	Responsible Cttee/ Individual	Expected Completion Date	Progress to Date	Status				
1	Purchase of further speed reduction equipment	Highways WG		In progress with WG, and Cllr Whyborn to obtain quotes for solar powered units	Open				
2	Creation of P&R WG to enable more detailed discussion of operational issues and item requiring action	A Bamford	By end 2019	Initial meeting held - notes circulated	Closed				
3	Quarterly Budget vs Expenditure statements to replace monthly reports	K Oakey	6-Aug-19	Complete	Closed				
4	Develop procedure for monitoring/ reviewing planning applications	P&R WG		Planning Tracker produced; Site visits to all applications now happening	Closed				
5	Commission a Management Plan for the Nature reserve jointly with Shurdington	A Bamford		Awaiting response from Shurdington	Open				
6	Look inot the purchase of a red telephone box to be sited at Village Hall				Closed				
/	Commission the provision of an electricity supply for Fernleigh Green	R Whyborn	In time for 2019 carols	Ongoing - payment made so awaiting installation	Open				
8	Obtain stickers for 'dog' bins explaining that they are dual use	F&OS WG		Stickers to be progressed - final design to be agreed by F&OS WG and put to Council	Open				

	Action Tracker								
9	Proposal for new and resited bins around the	F&OS WG		Awaiting feedback from CBC - to be chased	Open				
10	Crop intrusion of foopaths in fields	A Bamford via		Ongoing	Open				
11	Use of 'new' M&G as playing field - obtain update from Lakeside FC	A Bamford		Ongoing	Open				
12	Support for Heritage Project	S Bamford		Awaiting feedback from next meeting					
13	Overhaul of Village Hall cleaning arrangements	R Johnes	End of July	Mrs Reay has undertaken - Formal agreement to be put in place	Closed				
14	Redec of Village Hall	R Johnes	Mid Aug	Underway as of 5th August	Closed				
15	Establishment of Community Grant Scheme - aim is to establish a Community Grants scheme by looking at best practice elsewhere	S Bamford		Ongoing	Open				
16	Consider quotes for Caernarvon Park (gym equipment) with GCC community money	F&OS WG		Ongoing - Grant application documentation obtained and ClIr D. Wilcox to have further discussions with CBC	Open				
17	Carrying out a further parish survey	Full Council	No time frame	Ongoing	Open				
18	Production of an Emergency Plan	A Bamford		Ongoing - 50% completed	Open				
19	PC email addresses for all Councillors	R Johnes		Ongoing	Open				
20	Digital Mapping	J Furley	1-Oct-19	Ongoing	Open				
21	Sunnyfield and Morrison's Roundabout Line painting request	Highways WG		Ongoing - discussed at Highways group and painting at Morrisons agreed but Sunnyfield Lane under consideration	Open				
22	Consider applications for Community Grant	Full Council	1-Sep-19	Ongoing	Open				
23	review of grass cutting contractual arrangements	Clerk	30/3/20	Ongoing	Open				

It was agreed that closed items would be removed from the list following the meeting so that the action tracker does not become too large.

At this point the order of the agenda was amended to take items involving Cllr Worsley and Cllr Young earlier in proceedings.

Working Group Reports

1067 Parish Record

Cllr Worsley reported that he intended to do the Record this year, however he would need support, and may not be able to do next year due to health reasons. Cllr D. Willcox offered to assist, as did the Chair and Cllr A. Bamford.

1068 Police and Community Safety Update

Cllr Youngs went through his report and the latest crime report and statistics, which is shown at Appendix A. The crime statistics were discussed, and Cllr Young confirmed that he was trying to identify how the police areas mapped against parish areas.

Discussion took place around the issues of parking at Lakeside and another meeting is to be held with the Police attending at the school. The Chair informed members that the new Head at the school is keen on getting the children involved in knowing the local community and is therefore looking for ideas on how to get them involved in projects. The Chair will to set up a meeting with the headteacher, Mr Ben Jordan and any ideas please let Cllr Young know.

1069 Policy and Resources

The meeting notes from the August meeting are shown at Appendix B. It was clarified that this was not a working group rather a forum between meetings to ensure that items are dealt with more effectively.

A letter has been received regarding the new Cheltenham School and it was agreed that we need to respond. The deadline is 18th September, and it was agreed that the Chair will draft a response and circulate to all for comment. Concerns were raised about the level of additional traffic and the issue of parking as residents of nearby roads have already been told that staff will be using their roads to park during the day.

A planning tracker has been developed to keep track on the other applications and is shown below. Kingscote has since been revised to a single storey extension and granted.

	Planning Tracker									
			Applic. Rec'd		_	Date of Site Visit		Date of Response	Comments	
		Extension of Curtilage,								
14 The Oaks		Erection of new 2m		7/1/2019						
6 Holmer Crescent	GL51 3LR	Single storey Extension	5/2/2019		Granted				Granted 19/7/19	
									Concerns form several near neighbours re scale and impact on	
23 Manor Park		2 Storey Extension		7/11/2019			Objected	7/4/2019	street scene	
18 Azalea Drive		Single storey Extension	6/10/2019		Pending	6/17/2019				
61 Caernarvon Road	GL51 3JT	Single storey Extension	6/15/2019		Granted	6/25/2019	No Obj			
62 Caernarvon Road	GL51 3JP	Single storey Extension	6/19/2019		Pending	6/25/2019	No Obj			
3 Haslette Way	GL51 3R	Conservatory at rear	6/21/2019		Pending	7/1/2019	No Obj			
									Discussed with the neighbour and agreed there were genuine concerns. An amended application has now been submitted taking some of these	
28 Kingscote Road Eas	GL51 6JS	2 Storey Extension	7/3/2019		Pending	7/10/2019	Objected	7/12/2019	concerns into consideration.	
2 Windermere Close	GL51 3PP	Single storey Extension	7/19/2019		Pending	7/20/2019	No Obj			
		Single storey Extension -								
17 Harrington Drive		front & rear	8/14/2019		Pending	8/17/2019	No obj			

Concern was raised that the Farm shop application has been resubmitted, however nothing has been received from Tewkesbury and the notices appear to have been taken down again. The Chair will follow up.

1070 Update on External Audit

The Clerk reported that the audit had finished, and the only item arising was that the Annual Governance Statement needs to be approved before the accounts.

1071 Footpaths and Open Spaces

Gym Equipment:

Cllr D. Willcox has sent around a proposal on installing gym equipment in Caernarvon Park. The items that it is proposed are purchased were shown to all on the screen and includes equipment that could be used by less able-bodied people.

Cheltenham BC have provided details of a supplier, and costs are around £6,000 for purchase and £6,000 for installation. A grant may be available from the county council Growing Our Communities Fund. There will also be an ongoing maintenance charge.

Cllr Johnes has been reviewing use of the park over the past month, and has observed quite a diversified use, including a lot of runners and families.

The Clerk will make enquiries at the county council re how to access the fund, and Cllr Willcox will follow up further with Cheltenham BC on costings. All were in agreement.

PROW:

Cllr D. Willcox informed the meeting that he had chased, and it had been confirmed that the consultation had now been sent out.

Bin Notices:

Cllr D. Willcox informed the meeting that he had made enquiries re getting notices printed, and the cost was around £150. Since then Karen Watson had come back to say they had notices we could have, however, to date he is still waiting on hearing back on whether they have the notices and if so is Ubico can put them on the bins. It was therefore agreed that we will source our own, so Cllr Willcox will follow this up.

1072 Highways and Transportation

Cllr Whyborn's report is shown at Appendix C. He highlighted that line painting is to happen at the Morrisons roundabout to reinstate the lines, and a plan has been produced for arrows at the Sunnyfield Lane roundabout.

The speed coming up to the Sunnyfield Lane roundabout was discussed and Rob Vale has suggested a VAS that flashes up that there is a roundabout ahead. The cost of this is between £2,900 and £3,250 depending on the size, and there is an option of a data collection unit for an additional £250. This is battery operated but could be connected to run off the lamp post rather than battery powered. The price of a solar unit was not provided.

It was agreed that the current VAS should be set at a speed of 40mph to see how many hits are generated, so Cllr Whyborn will make the necessary changes. He will also source the cost of a solar powered unit.

Cllr Whyborn reported that he had spoken to the residents of Alma Road and suggested a community speed watch. The Heron Close concerns are being parked for now pending the 20mph project as this would be the boundary for that speed should it be implemented, meaning that the issue would be resolved.

Cllr Whyborn reported that the VAS is currently located near Morrisons, however there have been comments that it is not working, it may be a calibration issue with the device.

1073 Village Hall

Cllr Johnes reported that the painting was finished and looked very good, this has included several minor repairs. There are still a number of outstanding issues including:

- Ceiling tiles are needed, and it was agreed that Cllr Johnes can source.
- The fire door from the kitchen needs replacing the Clerk will arrange.

- The men's toilet ceiling has a leak, although fixed from the inside during the painting it was identified that there is a split in the flat roof, so this needs sorting.
- The planters need replanting. The Chair updated the meeting, informing members that it had been identified who was responsible for throwing away the plants. They have been spoken to and requested that if they have an issue, they put a note in the parish post box.
- The sheds will need to come down once Mrs Reay has emptied, as they are rotten. This will create valuable outside space.
- Once Mrs Reay has cleared her old storeroom Cllr Johnes suggested that the regular users are moved into here so that the office can be reclaimed as an office. The storeroom will be used for archiving.

Cllr Johnes also noted that we already have a number of new users following the loss of the preschool Nursery, however there is still vacancies for other weekday bookings.

1074 Communications

Regarding the website, we have doubled the number of regular users achieving 80-90, with a spike in users when there is a news story promoted on Twitter. The council minutes remains the most popular page.

1075 Social and Recreation

The Chair reported that Cllr Holden is taking over as Chair of the group and will be meeting with Bill Sargison re the Heritage project this week. She is also busy updating the website.

1076 Next Meeting

The next meeting will be on the 5th November 2019.

	5 November 2019
Chair	

Appendices:

Appendix A - Crime Report

Appendix B - Policy and Resources Notes

Appendix C - Highways Report
Appendix D - Action Tracker

Neighbourhood Watch

- The Open Meeting on Neighbourhood Watch in the Parish Hall on 27th May created 5 new NHW Schemes raising the total in 2 years to 15.
- Simon Bailey & Bob Lloyd are holding a training session for new coordinators in the Village Hall on the 11th September.
- A follow up meeting with Simon and Bob to decide on next steps will occur in early September.

Crime & Statistics

• Anti-social behaviour continues to be the largest area of crime in the Parish.

In the below excel file there is an update on reported Incidents up to July 2019. This includes comparisons with other areas of Cheltenham. There was a large increase in ASB in March, April and May. The increase in al three months was due to a large increase in the Windemere Road area. There are ongoing discussions in regard to installing mobile CCTV.

- Individuals have been receiving phone calls from people claiming to be a police officer or banking official. The suspect will say either:
 - There has been fraudulent activity at the victim's bank and the staff at the bank are involved, the victim is then asked to withdraw money to either keep it safe or assist the police with their investigation
 - A business such as a jewellers or currency exchange is fraudulent, and they require the victim's assistance to help secure evidence by purchasing jewellery or exchange a large amount of currency to hand over to the police
 - The victim's card has been compromised and used to purchase goods by a suspect, the victim is requested to withdraw their money to keep it safe or hand over their bank card to the police
 - Occasionally the victim will be told to dial a non-emergency extension of '161' to receive confirmation of the individual's bogus identity, the bogus official will advise the victim to lie about the reason for the withdrawal or purchase if challenged by staff, as the staff member is involved in the fraud
 - A courier attends the victim's home address to collect the goods the same day, often the victim is given a code word for the courier as a way of authentication
- The Police visit to Lakeside school to advise on possible actions in regards to Parking didn't happen, No one turned up. Inspector Taylor has apologized and asked PS Benbow to arrange another date.

Crime type by Month 2019 - Up Hatherley

Crime type	Jan	Feb	Mar	Apr	May	Jun	Jul	Total	
Anti-social behaviour	8	18	21	26	24	9	12	118	44.87%
Bicycle theft	0	0	1	3	1	1	0	6	2.28%
Burglary	2	4	2	3	1	2	0	14	5.32%
Criminal damage and arson	9	9	5	1	5	1	1	31	11.79%
Drugs	2	1	1	1	2	0	2	9	3.42%
Other crime	5	0	5	0	0	1	0	11	4.18%
Other theft	5	1	0	0	2	3	5	16	6.08%
Possession of weapons	0	0	0	0	0	0	0	0	0.00%
Public order	0	0	0	0	1	0	2	3	1.14%
Robbery	0	0	0	0	0	0	0	0	0.00%
Shoplifting	0	0	1	3	6	0	0	10	3.80%
Theft from the person	0	0	0	0	1	0	0	1	0.38%
Vehicle crime	2	1	1	1	1	0	1	7	2.66%
Violence and sexual offences	3	6	8	3	5	8	4	37	14.07%
TOTALS Up Hatherley	36	40	45	41	49	25	27	263	100.00%

Crime type for July 2019	Up Hatherley	Benhall	Cheltenham Town	Leckhampton	Tivoli	Prestbury	Totals	% Up Hatherley
Anti-social behaviour	12	15	136	15	21	4	203	5.91%
Bicycle theft	0	1	17	1	3	1	23	0.00%
Burglary	0	3	7	4	2	1	17	0.00%
Criminal damage and arson	1	3	17	3	2	6	32	3.13%
Drugs	2	2	12	2	3	2	23	8.70%
Other crime	0	0	2	1	1	0	4	0.00%
Other theft	5	5	30	2	5	1	48	10.42%
Possession of weapons	0	0	2	0	0	0	2	0.00%
Public order	2	3	19	3	1	0	28	7.14%
Robbery	0	0	0	0	0	0	0	#DIV/0!
Shoplifting	0	2	31	1	2	0	36	0.00%
Theft from the person	0	0	1	0	1	0	2	0.00%
Vehicle crime	1	0	4	10	5	7	27	3.70%
Violence and sexual offences	4	11	51	9	9	5	89	4.49%
TOTALS	27	45	329	51	55	27	534	5.06%

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

Policy and Resources Working Group Meeting Tuesday 6th August 2019

Present

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

Apologies

Peter Worsley

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.

Planning

Adrian tabled a new Excel document aimed at tracking all new planning applications relevant to the Parish Council and what actions had been taken in relation to those applications. Some amendments were proposed, and the attached revised tracker incorporates all of those. Further consideration needs to be given as to how to track applications in Tewkesbury such as the dog grooming parlour on the Greatfield Farm shop site.

<u>Finance</u>

We reviewed the quarterly statement to the end of June 2019 and the healthy state of the Parish's finances were noted.

A discussion took place about ideas for the Parish Council to invest in to be worked up for decision by the Parish Council. The list considered was gym equipment for Caernarvon Park, meeting microphone system for Village Hall, hearing loop installation for Village Hall, contingency for woodworm problem at Village Hall, upfront payment for e mail system for Parish Councillors and possible further investment in Village Hall cleaning/servicing. We also noted that we were yet to give the approved financial support to the sensory garden project at Lakeside School.

Action items from Parish Council July meeting

Adrian had drawn up an action tracker incorporating items from recent meetings. The group worked through those and Richard produced a revised tracker which is attached.

Recent Correspondence

- Noted the recent issue with the travellers in the field by the roundabout at Sunnyfield
 Lane/Up Hatherley way and the lack of interest in the matter by the Local Authority/police.
- Discussed how we might respond to the CBC review of Polling stations in particular the continued use of Lakeside School given traffic issues.
- Noted the problems with the state of the slip road by Caernarvon Court Mark Nelson (CBC) is the person to contact.

- Noted the problem with the footpath on the bridge at the end of Hollis Road awaiting action by Network Rail.
- We discussed the grass cutting contract getting good value and improving arrangements for 2020/21. Agreed to add this to the action tracker.

Footpaths and Open Spaces Group

- Dave Willcox to bring a proposal forward for stickers to go on to bins explaining that all bins are dual use for dog waste/general waste.
- David still awaiting feedback from Karen Watson at CBC about the provision of new bins and re-siting of others so proposals can be brought to a 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

- A further 5 new neighbourhood watch schemes had come out of the last Parish Community safety meeting earlier this summer.
- There had been 2 bike thefts from garages on the Hatherley Road.

Highways Group

- The group is actively considering what further speed signage would be appropriate at various locations around the parish however this needs to be set in the context of a possible 20 mph zone in the area. If and when a more detailed proposal becomes available, this would obviously need to be the subject of a public consultation.
- The Highways group has an action list which they run through with the local Highways officer on a quarterly basis.

Social and Recreation

• The Heritage project is taking shape and Sarah will bring proposals to the Parish Council when it is clear what support the Parish could give the Project.

Communications and Village Hall

• Mrs Reay is now the hall cleaner, and an overhaul of storage is taking place, as well as the decorating and repairs. See Finance earlier for list of possible investments in the Village 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 the next C5 meeting and will network with parishes that have such schemes and see if we can customise one to suit our needs.

Possible second parish survey

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

Any other business

 We still need an Emergency Plan and hope to use another parish as a template for our own plan.

HIGHWAYS REPORT TO PARISH COUNCIL FOR COUNCIL MEETING 3rd SEPT 2019

Meeting held at Woodbines, Sunnyfield Lane - 19th Aug 2019 12:30 pm Present: Roger Whyborn (chair), Adrian Bamford, Andy Ponting, Rob Vale (GCC), Simon Wheeler (County Cllr) – (part-time)

- 1) Various Issues in progress, promised or recently completed, updates as follows:
 - Lights out in the Poplars (reported); A whole circuit has been out completed
 - Patching Broad Oak Way carriageway, worst areas, delayed (on list urgent)
 - Patching Long Mynd Avenue carriageway, low number end, ->2019/20 pending funds
 - Large puddle spanning new cycleway c50 M from Chargrove Lane towards Sunnyfield rbt, further drainage issues at Caernarvon Court, all reported,
 Still pending
 - Cycleway: UHPC requesting better lane markings on i.e. on the lane itself, and a greatly reduced number of bicycle markings on the carriageway. to PROGRESS (RV with R Lloyd)
 - Redefine lane marking (i.e. 2 lanes) on the approach to CPL/Sunnyfield rbt from Hatherley Road direction, from 2018/19 – Scheme/arrows agreed today ASAP
 - RE-instate lane markings (no arrows) Caernarvon Rd approach to Morrisons Rbt ASAP

1a) V.A.S. & speeding

Mobile VAS had been discussed by RW with Andrew Parker-Mobray GCC, and further discussion in the meeting. We agreed required actions as follows:

- New 30 mph signage at Sunnyfield rbt on splitter island, also remove final 40 mph repeater. UHPC still want VAS as well which just says, "Slow down when triggered".
- RW will promote CSW for Alma Road, but for UHPC, VAS remains an ambition.
- Situation at Hatherley Road (NE of Heron close) remains challenging but solutions need to await clarity on whether this point is a 20 mph "gateway" going south-west.

2) 20 mph schemes

See also previous minutes. RW/RV and later SW fed back on 8/8/19 meeting with Phil Williams (GCC). RV tabled a map showing two core roads for speed surveying as a prerequisite in GCC's view for evaluating where a 20 mph scheme could be contemplated:

- Hatherley Road Heron Close to Caernarvon Road or possibly to Cold Pool Lane Rbt
- Hatherley Lane Hatherley Road to Redgrove Park

UHPC countered that the Hatherley Lane element would have to extend to Asda and beyond and speculated that Benhall Cllrs would want to also consider the position in the Reddings. And there needs to be at minimum a holistic approach over roads between Hatherley Lane and Hatherley Road. **Agreed** that SW would table the map to Benhall meeting for discussion.

There was further discussion that other roads should be logically added at minimal cost - e.g. Caernarvon Road and all relevant side roads, and some of Benhall was already 20 mph.

Agreed to produce a common input from the parish and the County division to GCC. RW/SW

3) Parish next priorities – Footways – minor works priorities:

- 1) Kingscote Road West bend (odd no side either side of number 75) -completed and more
- 2) Footpath Long Mynd Avenue Pembroke Road Caernarvon road -will be 2019/20? -RV

 Above resurfacings agreed subject to estimates
- 3) Broad Oak Way back roads (i.e. next to carriageways) needs a walkover RV/RW/SW
- 4) Carmarthen Road walkover done since last meeting and agreed that it needs resurfacing on the even no. side.

 Pending budget availability

4) Parish next priorities – Carriageways – minor works:

- 1) Hatherley Road, slip Road by Coney Gree, slipped to 2019/20. Action RV
- 2) Caernarvon Road north of Hulbert Crescent surface breaking up Investigate RV

5) Caernarvon Road (Hatherley Road to pinch points) major work and design study

- Re-surface Caernarvon Road, at the same time resurface footways, remove humps, and replace with other suitable traffic calming such as long platform alongside Caernarvon Park, preferred scheme is "platform" all along the park area, ideally in conjunction with any 20 mph scheme.
- Action RV to liaise R Waters GCC to establish what capital budget is available.
 THIS ITEM STILL AWAITING ACTION/PROGRESSION BY GCC

6) Other

- Simon/Rob to establish what Highway local monies are available for spend in 2018/19/20. THIS ITEM STILL AWAITING ACTION BY GCC, but there should be some "change" from the Caernarvon Road design study Action RV/SW
- Cold Pool/Sunnyfield Rbt vegetation is not up to standard expected for a "sponsored Rbt". RW to take up with Parks Development at CBC
 Action RW

Appendix D

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23	review of grass cutting contractual arrangements	Clerk	30/3/20	Ongoing	Open				
24	Community engagement ideas for Lakeside pupils	All		Ongoing	Open				
25	Farm Shop - application for business use, to chase with TBC	Chair		Ongoing	Open				