

Up Hatherley Parish Council: Minutes of the Parish Council Meeting held in St Margaret's Hall, Coniston Road on Tuesday, 6th September 2022 at 7.30 pm.

1367 Members Present

Chair: S. Bamford; also present, P. Worsley, N. Holden, S. Ellison, R. Whyborn, A. Houlton, A. Bamford, S. Gutteridge and P. Vaja.

Also, in Attendance: Clerk Kathryn Oakey.

1368 Welcome

The Chair welcomed all to the meeting.

1369 Apologies

Cllrs, D. Young, J Furley, J. Wells, A. Ponting, J. Sankey, and D. Willcox.

1370 Declaration of Members' Interests

Cllrs, S. Bamford, N. Holden and R. Whyborn declared an interest in the Lakeside Community Project due to their involvement in the Food Bank.

1371 Minutes of the last meeting held 5th July 2022

All were in agreement that the minutes represented the discussions at the meeting and the Chair signed and initialled the pages.

1372 Planning and Finance

1. Action Tracker

Attached as Appendix A. All outstanding items from the minutes are included on the agenda. The Action Tracker will be updated following the meeting and circulated with the draft minutes.

2. Planning

1. Fencing Company Up Hatherley Way

Cllr A. Bamford informed the meeting that he has liaised with Tewkesbury BC, however they have discovered that they need to review and consider an application from 2018 before any enforcement action can be taken. This application related to the operation of a Dog Grooming business, which has not been pursued, however it may influence the current use of the site. It was unfortunate that enforcement action could not progress as the site and burning of waste is causing a nuisance to neighbours.

2. 301 Hatherley Road

This related to the large climbing frame, and the application has been refused. The case is now with enforcement.

3. South Lodge Sunnyfield Lane

An application was received for a double garage on this site that gained planning permission for a 3 bedroomed bungalow in November 2019. As with the previous application, CBC have not directly informed residents that will be affected so the Parish Council circulated a letter to residents in the lane advising them how they could make their views known. The letter also set out the likely response that the Parish Council would make, given what we know of the concerns that residents often express about the many near misses that occur on the bend

where this site is accessed. When the 2019 application was approved, it was on the basis that the car repairs business which had been operating on this site would come to an end and the replacement housing development would not only improve the appearance of the site but would reduce vehicle movements at this point in the lane.

Following a discussion with the Planning case officer, the Parish Council's response was submitted, which was a neutral comment, saying that there would be no objection to the construction of a garage provided that it was a private garage for the personal use of the occupants of the newly developed home.

4. Trench work for gas supply to development at South Park

It has been identified that this is to enable the installation of gas pipes to the new properties at South Park. **ACTION**, it was agreed that the Chair will speak to Tewkesbury BC to get assurance that this would not open the site up to further development and that vehicular access to the site will remain as Chargrove Lane.

The updated Planning Tracker is shown below:

Address	Postcode	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	Date of Site Visit	UHPC Response
81 Kingscote Road West	GL51 3JP	22/01214/FUL	Two storey side extension	05/07/2022	Granted	06/07/2022	No obj
4 Chaseley Crescent	GL51 3RY	22/01122/FUL	Two storey side extension	08/07/2022	Granted	09/07/2022	No obj
6 Redthorne Way	GL51 3NW	22/01272/FUL	Creation of Conservatory, Veranda and Porch plus garage conversion	22/07/2022	Pending	24/07/2022	No obj
3 Glamorgan Road	GL51 3JF	22/01326/FUL	Two storey side and single storey rear extensions	22/07/2022	Pending	24/07/2022	No obj
67 Alma Road	GL51 3ND	22/01419/FUL	Erection of 2 bedroom dwelling	08/08/2022	Pending	10/08/2022	No Obj
105 Caernarvon Road	GL51 3LF	22/01425/FUL	Front Porch (retrospective)	08/08/2022	Granted	10/08/2022	No obj
South Lodge Sunnyfield Ln	GL51 6JE	22/01437/FUL	Erection of double garage	13/08/2022	Pending	14/08/2022	
28 Carmarthen Road	GL51 3LA	22/01082/FUL	Rear and first floor side extension	15/08/2022	Pending	16/08/2022	No obj
3 Heron Close	GL51 6HA	22/00048/FUL	Replacement of shed with garden room	22/08/2022	Pending	23/08/2022	No obj
57 Femleigh Crescent Up Hatherley	GL51 3QJ	22/01578/FUL	Two storey side and single storey rear extension	02/09/2022	Pending		

3. Finance

1. Purchase of photocopier

Due to all the additional printing and the desire to communicate more regularly with parishioners it was agreed that a more substantial photocopier / printer (laser) should be purchased. It was suggested £500 should get something decent, **ACTION**, the Clerk will progress.

2. Lakeside Community Project

Cllrs, S. Bamford, N. Holden and R. Whyborn declared an interest in this item so will not vote on the decision. Cllr Whyborn did however introduce the item to request that the parish council provide a one off contribution of £1000, which matches a contribution being made by Leckhampton with Warden Hill Parish Council. This will allow the Food Bank to do more targeted events, such as the gingerbread Christmas scheme last year, and go some way to covering the increased demand. After some general discussion about the benefits of the Food Bank a vote was taken (with Cllrs S. Bamford, N. Holden and R. Whyborn not voting) and all were in favour to contribute £1,000. **ACTION**, the Clerk will liaise with Cllr Whyborn re arrangements for passing on the contribution.

3. Latest payments list

Payments since the last meeting are shown at Appendix B and have been circulated.

1373 Community Engagement

1. Morrisons noticeboard

This issue has finally been resolved following some extensive correspondence and chasing by the Chair. Morrisons have now admitted liability for tipping the noticeboard and following intervention by Andrea Williams from Morrisons, have agreed to buy and site a reasonable noticeboard on the outside wall, which is an excellent result. It is understood that delivery will be 22nd September.

2. Cheriton Park lighting

There is no update on the installation which is a shame as it would be ideal to get this installed before the dark nights. **ACTION**, the Clerk will chase Steve Hambidge at the County Council.

3. Chairman's benches

These are on order, however the Chair informed members that she is rethinking where to site them. One will go in Cheriton Park, but the other which was for Manor Park may be better replacing the dilapidated bench at the end of Sunnyfield Lane. The original bench here was installed for the Festival of Britain in 1951. All to think about suitable sites and let the Chair know, and the Chair will also review possible sites.

4. Basketball surface Caernarvon Park

The Chair has spoken with Malcolm as it is felt that we haven't really had a lot for our investment at the park, and the basketball court remains outstanding. An additional quote of £2,500 has been received to resurface this, however it was felt that we needed to revisit what was promised before we commit any more resources. **ACTION**, the Clerk / Cllr Whyborn will find the original drawings and the Chair, Cllrs, S. Gutteridge and P. Vaja will do a site visit to compare. The Clerk can then send a letter to the Borough Council on the shortcomings.

5. Broad Oak Way - update on grass cutting and bid

There is no further update on our bid. The Land Registry site still shows the original developer as the owner, and despite contacting the Auction House they have not responded. **ACTION**, the Clerk will review the Land Registry site at the end of the month to see if anything has changed.

Regarding cutting the agreed one cut has happened and a solution to share the final cuts has been agreed with the Borough Council and circulated by email. Hopefully the situation will become clearer towards the end of the month when we find out whether the sale went ahead, and if not the Community Bid can progress.

A Neighbourhood Plan was discussed, however as Up Hatherley has little potential for development the cost of creating a plan would not result in a lot of financial reward from CIL as it does for other parishes. It was suggested however that having something in place does help to protect the green space that we have and highlight appropriate infill sites.

6. C5 joint parishes event

An event is planned for November 12th from 10 – 1pm possibly at Pittville Pump Room. All were invited to attend and more information will follow.

1374 Footpaths and Open Spaces

The Pocket Park is in a poor state and needs attention. It was agreed that Cllr Houlton could trim the site, however really it needs a good weed with a rotovator. It was agreed that we would revisit the original plan for the site, to see where responsibility for maintenance lies. In the meantime, Cllr Houlton will cut it, but further discussions including CBC will be held outside of the meeting. **ACTION**, Cllr Whyborn / Clerk to circulate original plans.

1375 Police and Community Safety

Cllr Ponting was not present.

1376 Highways & Transportation

Cllr Whyborn reported that he was waiting on a tour of the parish with Danny Taylor to discuss sittings for the speed signs. He will follow this up and get a date agreed. There is no further update on the missing speed sign.

An application is in for a fixed speed sign for the corner of the Poplars / Up Hatherley Way, and Matthew Parker the Road Safety Officer, is meeting with Cllr A. Bamford and R. Whyborn on 7th September. If he agrees the site is suitable getting funding wouldn't be an issue.

As there hasn't been a meeting of the Highways Group there is no further information on the improvements around the parish, however expect that there will be resurfacing of Caernarvon Close this year and part of Radnor Road.

The County Council 20mph plans for Hatherley Lane / Hatherley Road, and associated traffic calming is ongoing and the consultation is expected in the next few weeks. There is a possibility of extending into Wards Road / Caernarvon Road.

1377 Village Hall

Now that the work on the roof is coming to an end it was agreed that we would obtain quotes for landscaping the front and rear of the hall to make them more usable. **ACTION**, the Clerk will progress with local landscaping firms.

A reopening event is planned for the afternoon of the 8th October and all were encouraged to attend. The Clerk has had interest from several hall users, so this will be progressed over the next few weeks and advertising for the event determined. Refreshments will be offered.

1378 Communications

Cllr Worsley asked for suggestions for the title for the Record, and photos and suggestions for content. He also asked for contacts for local groups to get them included.

1379 Staffing Update

Following a review of how the Parish Clerk is employed a report was circulated and it was agreed that the Clerk would move onto the official salary scales for Clerks with an associated adjustment of hours worked to 11 per week from October 1st onwards. The additional cost for the current financial year will be met from hiring income and general reserves, and the additional cost for the following financial year will be discussed when the budget for 2023/24 is set.

1380 Next Meeting

1 November 2022 – in the Village Hall. The meeting closed at 9.35pm.

..... **1 November 2022**
Chair

Serial	Item	Responsible	Date Added	Completion	Progress	Status
5	Commission a Management Plan for the Nature reserve jointly with Shurdington	A Bamford	01/06/2019	Ongoing	Litter picking carried out March 21. Further action including signage needs buy-in from Shurdington. Original plan located so action not planning required.	Open
10	Crop intrusion on footpaths in fields	A Bamford via Simon W	01/09/2019	Ongoing	Ongoing - decided on course of direct action on problem areas.	Open
20	Digital Mapping	J Furley	01/03/2019	Ongoing	Ongoing	Open
23	Investigate volunteer team to assist with footpath management	Community Engagement	01/09/2019	Ongoing	Volunteer register now being used and added to. First project at Pocket Par completed	Open
26	Ensure that all hall hirers are trained on the equipment they use.	VH WG	01/09/2019	01/06/2021	A programme of training to be established. Full written instructions to be created and circulated post lockdown	Open
34	Formation of a volunteer group for our open spaces	S Bamford	01/09/2020	Ongoing	Chair e mailing volunteers as and when projects need help.	Open
41	Parish Survey	NH/AP	06/07/2022		WG to meet to consider recommendations from findings	Open
42	Trench work for gas supply to development at South Park (1372.2.4)	S. Bamford	06/09/2022		Chair will speak to Tewkesbury BC to get assurance that this would not open the site up to further development and that vehicular access to the site will remain as Chargrove Lane.	Open
43	Purchase of photocopier (1372.3.1)	Clerk	06/09/2022		photocopier / printer (laser) to be purchased (up to £500)	Open
44	Lakeside Community Project (1372.3.2)	Clerk / RW	06/09/2022		£1,000 donation to be provided	Open
45	Cheriton Park lighting (1373.2)	Clerk	06/09/2022		Installation of lights at Cheriton Park, Clerk to chase GCC	Open
46	Caernarvon Park (1373.4)	Various	06/09/2022		Clerk / Cllr Whyborn will find the original drawings and the Chair, Cllrs, S. Gutteridge and P. Vaja will do a site visit to compare. The Clerk can then send a letter to the Borough Council on the shortcomings.	Open
47	Linked to point 39, Broad Oak Way new ownership	Clerk	06/09/2022		Clerk to review Land Registry at the end of the month as this will be over 6 months since auction, to see if land has changed ownership	Open
48	Pocket Park (1374)	AH / RW	06/09/2022		AH to progress strimming, RW to find original plans and circulate	Open
49	Village Hall Landscaping (1377)	Clerk	06/09/2022		Clerk to progress quotes re landscaping front and rear of hall	Open

Appendix B

Date	Total £	Detail of Spend	Payee Name
04/07/2022	62.70	Administration	PATA
11/07/2022	55.44	Utilities	British Gas
14/07/2022	39.33	Utilities	Waterplus
14/07/2022	69.00	Utilities	K Oakey
14/07/2022	20.44	Consumables	K Oakey
14/07/2022	25.00	Subscription	GRCC
18/07/2022	211.40	Tax	HMRC
19/07/2022	5.80	Administration	HSBC
22/07/2022	29.07	Utilities	British Gas
23/07/2022	70.00	Donation	N Holden
31/07/2022	41.94	Utilities	BT
27/07/2022	126.00	Maintenance	Cheltenham BC
27/07/2022	195.00	Donation	S. Bamford
06/08/2022	21.43	Utilities	British Gas
05/08/2022	46,443.60	Maintenance	Dean Gore Builder
05/08/2022	2,000.00	Donation	Springbank CiC
05/08/2022	2,228.91	Maintenance	Gloucestershire CC
05/08/2022	1,500.00	Maintenance	Gloucestershire CC
05/08/2022	69.00	Utilities	K Oakey
08/08/2022	21.43	Utilities	British Gas
15/08/2022	38.15	Utilities	Waterplus
18/08/2022	5.00	Administration	HSBC
19/08/2022	252.00	Maintenance	Cheltenham BC
22/08/2022	27.92	Utilities	British Gas
23/08/2022	1,673.00	Consumables	Codec Facilities Ltd
23/08/2022	32.50	Administration	St Margarets Hall