

Up Hatherley Parish Council: Minutes of the Parish Council Meeting held in the Village Hall, Cold Pool Lane on Tuesday 2nd November 2021, at 7.30 pm.

1295 Members Present

Chair: S. Bamford; also present, P. Worsley, A. Bamford, J. Wells, A. Houlton, J Furley, N. Holden, J. Sankey, P. Vaja, S. Ellison and D. Willcox.

Also, in Attendance: 1 parishioner who was interested in joining the council and Clerk Kathryn Oakey.

1296 Apologies

Cllrs, R. Whyborn, D. Young and A. Ponting.

1297 Welcome

The Chair welcomed all to the meeting. She informed members that Stephen Gutteridge was attending as he was interested in re-joining the council.

1298 Co-option of new members

Cllr Worsley proposed and Cllr Willcox seconded that Sue Ellison be co-opted onto the council. All were in agreement.

Cllr A. Bamford proposed and Cllr Holden seconded that Pankaj Vaja be co-opted onto the Council. All were in agreement.

The Clerk explained that normally new members would be allocated onto the various working groups that make up the council, however for now this will be deferred until the Spring.

1299 Declaration of Members' Interests

The Chair explained to the new members the purpose of the declarations of members interest. There were no interests declared.

1300 Minutes of the last meeting 7th September 2021

All were in agreement, and the Chair signed the minutes and initialled the minutes.

1301 Planning and Finance

1. Action Tracker

Attached as appendix A. It was confirmed that the Chair will update the tracker and circulate after the meeting.

The Chair raised a number of issues from the previous minutes that were not specifically items on the agenda, these will be included in the update:

- Recycling bins at the hall – Clerk to contact Ubico
- Permitted development – Cllr A. Bamford to follow up with the borough council, and Cllr Sankey will also see if she can find any details. It was suggested that something on this should be included in the parish magazine articles so that residents could be more informed and vigilant. The Chair informed the meeting that the parish magazine is no longer distributed so is now just online so may not be the best way to get the message out.

- Tewkesbury BC boundary review – despite submitting comments the borough council have refused to take them into account as they cross the boundary into Cheltenham so are outside the scope of the review.

2. Planning Tracker

Cllr A Bamford informed the meeting that Avenue Lodge have resubmitted an application. It is very similar to previous applications. All were encouraged to object, and it was agreed that the parish council should also object. It was agreed that neighbours would also be contacted to alert them to the latest application.

3. Finance

The latest financial position is shown at Appendix B. The reserves were discussed and it was agreed that the reserves for Caernarvon Park and Open spaces, both for £15,000 should be revised. All were in agreement that £20,000 be allocated to Caernarvon and Cheriton Park with £5,000 being left in Open Spaces reserve. The final £5,000 will go back into general reserves.

4. External Audit Report

The audit has concluded. One issue was raised in connection with the Internal Audit. Unfortunately, the Internal Auditor carried out a postal audit and rather than checking on a few items merely ticked a box to say he had not covered the item. The External Auditor has raised that these items should have been covered, so the Clerk will ensure that the Internal Auditor carries out a full audit next year.

1302 Community Engagement

1. Parish Survey

A draft of the survey was distributed. A decision was made to delay the survey until the Spring. Cllr Furley will review the draft to see if the font could be enlarged.

2. Parish Record

The first draft is ready so will be proof-read over the next few days. Format is similar to last year. It was agreed delivery would be early December with volunteers delivering rather than a paid for distribution.

3. Lakeside Foodbank / Holiday Hunger Project

Discussions are ongoing as to whether the Lakeside Foodbank remains at St Margarets Hall. Attention is turning to Christmas and how best to support families. Creed Catering are looking to do some sort of delivery and it was agreed that we would make a contribution together with Morrisons and Leckhampton with Warden Hill Parish Council. £1,500 was proposed by the Chair (approx. 350 families to support). Cllr Sankey seconded this, and all were in agreement. The Chair will liaise with Cllr Whyborn to progress.

4. Carol Singing

The event will be earlier this year at 6.30pm. The Chair, Cllr Whyborn and Cllr A. Bamford will sort the lights on the tree early December. It is expected that the children's tree decorations competition will take place again. Mulled wine will not be served due to uncertainties on the ongoing Covid situation. The Salvation Army will lead on the singing, however a local choir have also been invited as they are keen to attend local events.

1303 Footpaths and Open Spaces

The PROW application has now been approved and the map was shown on the projector.

The Chair informed members that the new high visibility vests had arrived and can be used on the various ongoing projects. There are a number of projects that are being progressed:

1. Pocket Park – work is underway to edge the grass and bed, weed and dig it over in preparation for sowing a bee meadow next year
2. Cheriton Park – the first project is organising litter picks and we have adult volunteers as well as a Beaver group interested. Cllr S Bamford is liaising with volunteers and UBICO and Cllr Vaja agreed to co-ordinate the project. Work on the path across Cheriton Park to follow.
3. Windermere Road/Hatherley Road – the Chair reported that she had contacted CBH and was awaiting their response but the plan was to improved edging, weed the bed and introduce spring flowering bulbs. Cllr Sankey and Cllr Ellison offered to assist.

Community Pride funding has been awarded for the lights at Caernarvon Park, and it was proposed by Cllr A. Bamford that match funding of up to £2500 in principle could be made available towards extra lights in Cheriton park. If Community Pride funding was no longer available then we would ask Cllr Whyborn if this could be added to County Councillor money. Cllr Worsley seconded the motion and all were in agreement.

1304 Police and Community Safety

Cllr Young was not present, however had provided a report attached at Appendix C. Bike marking will be taking place at the hall on the 8th January 2022 and volunteers were requested. Cllr Vaja, Furley and Sankey agreed to assist.

1305 Highways & Transportation

Cllr Whyborn was not present however he has circulated an updated report following a meeting with Highways. Cllr A. Bamford updated the meeting to report that the drainage at the roundabout at the end of Cold Pool Lane was sorted, together with the flooding at the church following further works by the county council. Drains in Sunnyfield Lane have also been cleared.

The new VAS x 2 have been received and will be put up in the parish in semi permanent locations probably Alma Road and Near Heron Close.

1306 Village Hall

The surveyor has now provided the detailed schedule of works and Cllr Wells updated the meeting on the proposed work. All were in agreement that we progress to the next stage. It was suggested that having the work done in July / August would be ideal.

All the neighbours behind the hall have now been contacted and are happy to have the fence replaced. The Clerk will chase the contractor and agree the timelines for the work.

1307 Communications

Cllr Furley had nothing further to report other than to confirm that the new councillors' email addresses had been set up and a link will be provided from the website to the survey.

Cllr Sankey informed members that there were issues with dumping of rubbish at Caernarvon Court. She has been in touch with Ubico and suggested signs to act as a deterrent.

1308 Next Meeting

This will be 4th January 2022 in the Village Hall. A meeting to agree the precept for recommendation at the January meeting is needed and it was agreed that all can attend if they wish. The meeting will be held via Zoom, so any budget items can be considered. It was suggested that meeting will be held n the 9th December.

..... **4 January 2022**
Chair

Serial	Item	Responsible Cttee/ Individual	Date Added	Expected Completion Date	Progress to Date	Status
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"	Open
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.	Open
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.	Open
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.	Open
15	Establishment of Community Grant Scheme - what do other Parish Councils do?	S Bamford	Sunday, September 1, 2019	Summer 2020	Scheme now in place	Closed
16	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	Closed
17	Carrying out a further parish survey	N Holden/A Ponting	Sunday, September 1, 2019	Friday, December 31, 2021	Survey now finalised and paper and e version (Survey monkey) agreed. Timetable to be agreed at November meeting	Open
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	Closed
19	PC email addresses for all Councillors	R Johnes	Saturday, September 1, 2018	Sunday, March 1, 2020	Up and running now	Closed
20	Digital Mapping	J Furley	Friday, March 1, 2019	Ongoing	Ongoing	Open
21	Sunnyfield and Morrison's Roundabout Line painting request	Highways WG	Friday, March 1, 2019	Wednesday, January 1, 2020	Work carried out as planned	Closed
23	Investigate volunteer 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	Open
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 hold
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, next event January 2022 (indoors)	Open
26	Ensure that all hall hirers are trained on the equipment they use.	VH WG	Sunday, September 1, 2019	Tuesday, June 1, 2021	A programme of training to be established. Full written instructions to be created and circulated post lockdown	Open
27	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	Closed
28	Public of right of way application - monitoring progress	F&OS WG	Thursday, June 1, 2017	Ongoing	Application successful	Open
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. Further planting in autumn agreed at July meeting.	Open
30	Condition of pathway leading to Caernarvon Park from/to Long Mynd Avenue	R Whyborn	Wednesday, January 1, 2020	Tuesday, December 1, 2020	Path surface is extremely poor and over grown. Repair work carried out by Highways in late autumn 2020.	Closed
31	Lakeside Primary School letter requesting assistance with "Daily Mile" project	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 meeting - project completed.	Closed
32	Improvements to Caernarvon Park and Cheriton Park by CBC - how can the PC support this?	F&OS WG	Wednesday, January 1, 2020	Thursday, March 31, 2022	Public consultation carried out and contribution to CBC agreed- out to contract - likely to be carried out in Spring 2022	Open
33	Improvements to other open spaces in the Parish	S Bamford	Tuesday, September 1, 2020	Ongoing	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.	Open
34	Formation of a volunteer group for our open spaces	S Bamford	Tuesday, September 1, 2020	Ongoing	Chair e mailing volunteers as and when projects need help.	Open
35	Support for initiatives in the Parish to combat Food Poverty	R Whyborn/S Bamford	Saturday, August 1, 2020	Ongoing	Have contributed £1500 to date for Morrisons initiative through schools. Lakeside Community project opened at St Margarets Hall February 2021. Further support in terms of mobilising volunteers and funding equipment will be required. Consider whether Village Hall could be another outlet in the future.	Open
36	Youth Projects for Summer 2021 and all the year round	S Bamford/D Young	Friday, July 31, 2020	Ongoing	Agreed contributions of £5K to each scheme. Participated in selection of provider -Inspire to Aspire. Chair involved in project monitoring and scheme started with Lakeside Chippy to feed youngsters	Open
37	Lighting in Caernarvon Park	R Whyborn	Wednesday, June 30, 2021	Saturday, January 1, 2022	Joint funding with Community Pride agreed	Open

Latest financial position:

Quarterly Reporting - Q2			
	2020-21 Outturn £	2021/22 Q1 £	2021/22 Q2 £
Expenditure			
Running the Council	8,993	3,021	5,427
Maintenance	-	1,365	1,365
Recreation & Culture	4,934	55	655
Including Exceptional Items	-		
Loan Repayments	1,584	769	769
Village Hall Expenses	6,169	2,337	5,977
Including Exceptional Items	-	-	2,000
Summer Gardens Competition	-	-	518
Other (including subs and donations)	12,377	7,220	16,861
Including Exceptional Items		4,925	4,925
Grant to Greatfield School			4,000
Summer holiday activity prog			5,000
CBC Youth Work Project			
Mile a Day	7,500		
Total	34,058	14,767	31,572
Income			
Village Hall	3,536	1,510	4,304
Record	440	-	-
Grant/ Other	310	89	217
HAF		-	3,203
Interest	40	2	4
Precept	26,418	26,418	26,418
VAT	697	835	835
Total	31,441	28,854	34,981
Surplus / Deficit for the Year	- 2,617	14,087	3,408
Retained Surplus b/f	101,835	99,219	99,219
Retained Surplus c/f	99,219	113,306	102,627

Represented by

Current Account	4,939	24,024	23,344
YPC	503	503	503
High Interest	93,777	88,779	78,781

	99,219	113,306	102,629
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Reserves:	Opening 2021/22		Position Q2
Caernarvon and Cheriton Park Improvements (1301.3)	15,000		15,000
Election Reserve	18,500		18,500
Food Bank Lakeside			664
General Fund	18,719		30,492
Hall Repairs Reserve	20,000		18,000
HAF			2,973
Inspire to Aspire (1261)	5,000		-
Mobile VAS (1083)	7,000		7,000
Open Spaces Improvements (1301.3)	15,000		5,000
Youth Contribution (1273)	0		-
	99,219		97,629

Neighbourhood Watch

- A. Andy, Ashley and I had a meeting with Simon Bailey and Bob Lloyd on Thursday 21 October.
- Bike Marking at the Village Hall on Saturday 8th January from 0930-1330 is booked.
 - Simon – Has produced PDF of Advert for use on Website & for Parish Record.
 - Can John F please put on the Web Site? Forwarded to Peter for the Record.
 - Simon will Produce Posters for Distribution end of November by Councillors to local shops etc.
 - Simon will market the event on Up Hatherley and other Group Face Book pages as well as NHW feeds & twitter Accounts etc.
 - David Y will send electronic copy to local schools for inclusion with Parent Newsletters.
 - Help from councillors on the day including refreshments
 - As last year UHPC will fund at £4 per Bike registered.
- B. Cyber Crime prevention Meeting in Village Hall.
- Hold after 28 March (Clocks go forward). Avoid Easter.
 - David to suggest dates when hall is available.
 - Time from 7pm.
 - Simon, Bob are trying to get a VIP to open? Suggested were:
 - Chris Nelson the new Police & Crime Commissioner and/or
 - Mark Chicken the New Police Superintendent?
 - The hall can take a maximum of 90. If more are expected then we will need either St Margaret's or the Church Hall. To Control numbers, we need to ask for an RSVP from those wishing to attend.
 - Market thru Parish and NHW capabilities
 - Crime prevention Shop will be there. Cash or Cheques only.
- C. Neighbourhood Watch Meeting in late September before clocks go back.
- Target areas where there are gaps. Simon to prepare list.
 - David Y will arrange a further meeting in January 2022 following Bike Marking to progress other functions.

Areas of concern:

- Payment Diversion Fraud (also known as Mandate Fraud) is a calculated crime where fraudsters trick an individual or business into sending funds to bank accounts under their control. Across Gloucestershire and nationally, individuals and businesses are being targeted for Payment Diversion Fraud.
- Criminals are experts at impersonating people. They spend hours researching for their scams. Stop and think. It could protect you and your money.

- If you receive an email or text message, apparently from someone you know, to make an urgent payment to a new bank account, take a moment to stop and think.
- Fraud and cybercrime are the most common criminal offences in the UK. Analysis of Action Fraud reports showed that 86% of frauds had a cyber element to them. As the threat from cybercrime continues to grow and evolve, it's important to remember one thing - most of it can be prevented. By following just a few practical steps, you can make it harder for cyber criminals to get into your devices and online accounts.
- Hatherley Road, near to Caernarvon Road reported at 3.37am 26th Oct that loud bangs could be heard from an unoccupied house. Officers attended and found that entry had been gained by smashing a rear window. A male was seen to run from the premises on Officers arrival and was detained. When searched the male was found to be in possession of keys relating to the attacked property so was arrested for burglary.
- Larchmere Grove, between 2am & 3am 24th Oct, entry gained to house via insecure rear patio doors. Only ground floors rooms visited with a set of van keys and a separate bunch of house keys stolen from the kitchen area. House keys subsequently found in The Poplars; the van keys are still outstanding.
- Glyndthorpe Grove, reported at 4.55pm 24th Oct that sometime in the last 24hrs but possibly overnight entry had been gained to the house via an insecure front door. Keys to a vehicle were found just inside the hallway and stolen. No other property stolen although on view. A car was stolen from the roadside outside the premises and is still outstanding.
- Recently in this area phone calls have been received from a company claiming that they are working in conjunction with the local police and are offering crime prevention surveys and crime prevention items for sale. No such company is currently working with Gloucestershire Constabulary so please be very careful and be on the safe side and decline any such offers; which have been found in the past to be very expensive with considerable follow on costs.
- Number plates have been stolen from a vehicle in Larchmere Grove, overnight 12th 13th Oct.
- Neighbourhood Alerts are sent out regularly to update NHW Schemes on what is occurring locally. Ashley and I receive these. Ashley is happy to provide a link to all councillors if they are interested.