

Up Hatherley Parish Council: Minutes of the Parish Council Meeting held in St Margaret’s Hall, Coniston Road on Tuesday, 5th July 2022 at 7.30 pm.

1353 Members Present

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

Also, in Attendance: Clerk Kathryn Oakey.

1354 Welcome

The Chair welcomed all to the meeting. Cllr Young will be absent from meetings for a while due to ill health and will therefore need to step back from his parish council duties. Temporary replacements will be discussed under the relevant items on the agenda.

1355 Apologies

Cllrs, D. Young, D. Willcox and P. Vaja.

1356 Declaration of Members’ Interests

None

1357 Minutes of the last meeting, including the Annual General Meeting, held 10th May 2022

Following a query on the working group structure the minutes circulated and presented for signing do not include the possible member addition to groups. This will be clarified and agreed under Planning and Finance. All were in agreement that the minutes represented the discussions at the meeting and the Chair signed and initialled the pages.

1358 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 and circulated.

The working group structure was agreed as follows with Cllr Ponting taking over as lead for Police and Community Safety. Cllr Gutteridge agreed to take over the role of parish councillor “internal auditor” so will receive the monthly financial information from the Clerk:

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

2. Planning Tracker

Cllr A Bamford informed the meeting that there was concern raised about a fencing company that was operating out of the Farm Shop site. Cllr Ponting informed members that he has been in touch with Tewkesbury BC as they have also been burning waste at the site. He had been informed by Tewkesbury that there should be a planning application and that enforcement have written but received nothing

back. It was agreed that the parish council should also write to Tewkesbury to highlight the illegal activity and ask that something be done. The concern is that if this is allowed to continue it threatens the green belt and sets a precedent for other applications on that side of the road.

As regards planning applications received, two were raised with concerns, the first 301 Hatherley Road is a large play fort that has been built in the garden and is right on the boundary fence of the neighbours. It has been determined that an application is needed so a retrospective application has been submitted, however officers are minded to refuse. The parish council has also objected to the application as the site is causing the neighbours distress and lack of privacy.

The other application of concern was 61 Caernarvon Road; however, neighbours were happy so no objection has been raised.

3. Payments List

Attached as Appendix B to these minutes. The Chair highlighted that we were still waiting for the invoice for the lighting works in Caernarvon Park, although the work has now finished. The Clerk has chased the county council.

4. Q1 Accounts

Attached as Appendix C to these minutes.

5. E Car Charging / Net Zero Bid

Following email correspondence, it had been decided not to bid in this round of funding. What is needed is for some thought to go into redesigning the front and back of the hall to make them more usable, the front could be opened up for parking and then at a later date a charging point could be considered. The gates are too good to lose, but could be repurposed for the side of the hall. A general discussion took place on car charging, however it was felt that this wasn't a suitable location for a general charging point, so would have to be restricted to hall users. A better option may be a future car share scheme with the hall acting as a base for the car, but this is something for the future. In the meantime, all were to come back with ideas for how the front could be redesigned.

1359 Community Engagement

1. Parish Survey

Cllr Holden has circulated the updated results. A meeting of the working group (Cllrs, Holden, S. Bamford, Ponting, Sankey and Furley) will be arranged to discuss next steps.

2. Virtual Gardens Competition

3,000 leaflets were delivered, however to date not too many entries. Will need to reconsider how it is run next year.

1360 Footpaths and Open Spaces

1. Broad Oak Way Community Bid Update

The Chair has chased Richard Gibson at the borough council, and he was due to meet with the chief executive, however the meeting had been deferred as legal representatives need to be involved but hadn't been available. The Chair will chase again. In the meantime, the borough council have made the decision to stop mowing the site as they no longer own it. This is causing residents some concern and the parish council is being blamed. Cllr A. Bamford suggested we ask them to continue as we don't even know if the winning bidder went through with the purchase. Apparently, the borough

council are trying to find out who now owns the site. It was agreed that Cllr A. Bamford would find out the cost of the mowing with a view to the parish council taking over the payment.

2. Community Jubilee Fund bid (lighting and benches)

The Jubilee Fund bid has been successful so the Clerk has confirmed with the county council on the invoice and the Chair has had a look on the benches for a supply and fit basis. Things we need to consider are siting and material and it was agreed that the Chair could carry on and provide options. It was suggested that we get a plaque and maybe take the opportunity to include residents of significance on them (ie those that have in the past made a significant contribution to Up Hatherley), so this will be followed up.

1361 Police and Community Safety

Cllr Young was not present, and it was agreed that the Chair would liaise with him to start the process of handing over the crime statistic information to Cllr Ponting.

1362 Highways & Transportation

Cllr Whyborn reported that

- the pavement was being re-laid in Carmarthen Road from today.
- The county council has launched a Community Speed Watch. As part of this £600k is available across the county and the parish council with support of the county councillor, ie Cllr Whyborn, can make a bid against this. As part of this there is:
 - the opportunity of a VAS unit or
 - a community speed watch sign in a fixed location. The community speed watch sign has a facility to send a warning letter to those speeding (although the sponsor would bear the costs of the letter), and
 - a survey of the roads by a road traffic officer.

Bids have to be in by the end of August, so this will be taken forward by the Highways working group.

- The county council has called a meeting to discuss the 20 mph proposal for Hatherley Lane. Once this meeting has taken place it will go out for public consultation.
- VAS on Greatfield Lane is missing. Cllr Whyborn informed members that he went to change the battery but found the entire unit had been professionally removed. The person doing this would have to have had the appropriate tools to remove the unit. Enquiries are being made, after which we may need to report the matter to the police. It was agreed that we would investigate the security of the other units and perhaps add some sort of tracking device. If no indication of the other unit is found it should be reported to the police.

1363 Village Hall

Cllr Wells reported that there had been a site meeting yesterday at the hall. All the asbestos is now removed and the ceiling tiles taken down. Unfortunately, they cannot be reused due to the condition of them. A gas pipe has been discovered in the ceiling that will need to be rerouted and a few of the beams are rotten so will need replacing. Also, there is a beetle infestation that will need to be treated.

Outside the garage roof has been removed, and discussion has taken place on whether we get the builder to drill into the base of the garage to see what is there with a view to flattening. There is some concern there could be asbestos under the garage so this will need to be checked.

1364 Communications

Cllr Worsley asked that if anyone was aware of local groups not represented in the Record to let him know. Also new ideas and pictures are welcome.

1365 AoB

- The field at the end of Sunnyfield Lane may be being sold, so there is concern about development although it is green belt. The Clerk will check whether we have any powers to buy it, for example for allotments.
- The play equipment has gone in at the parks but doesn't seem as exciting as the designs. Also, the basketball court has not been resurfaced. Cllr Ponting agreed to check if Cheriton Park had been resurfaced.

1366 Next Meeting

6th September 2022 – at St Margaret's Hall Annex. The meeting closed at 9.35pm.

..... 6 September 2022
Chair

Action Tracker						
Serial	Item	Responsible Cttee/ Individual	Date Added	Expected Completion Date	Progress to Date	Status
1	Purchase of further speed reduction equipment	Highways WG	1-Jan	1-Dec	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" Locate missing unit and investigate security tagging	Open
5	Commission a Management Plan for the Nature reserve jointly with Shurdington	A Bamford	1-Jun	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	1-Sep	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	1-Sep	Summer 2020	Scheme now in place	Closed
16	Consider quotes for Caernarvon Park (gym equipment) with GCC community money	F&OS WG	1-Jun	1-Apr	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	1-Sep	31-Dec	Survey carried out and results tabulated. Working party to meet to consider recommendations from findings	Open
18	Production of an Emergency Plan	A Bamford	1-May	1-Mar	Ongoing - draft completed. Circulated for comment. Agreed at March council meeting	Closed
19	PC email addresses for all Councillors	R Johnes	1-Sep	1-Mar	Up and running now	Closed
20	Digital Mapping	J Furlley	1-Mar	Ongoing	Ongoing	Open
21	Sunnyfield and Morrison's Roundabout Line painting request	Highways WG	1-Mar	1-Jan	Work carried out as planned	Closed
23	Investigate volunteer team to assist with footpath management	Community Engagement	1-Sep	Ongoing	Volunteer register now being used and added to. First project at Pocket Par completed	Open
24	Theme for next public Police and Community Safety meeting to be cyber crime	P&C WG	1-Aug	5-Mar	On hold due to pandemic	On hold
25	Another bicycle marking event to be held in January 2021	P&C WG	1-Sep	31-Jan	Event held in March 22. Next event January 23	Open
26	Ensure that all hall hirers are trained on the equipment they use.	VH WG	1-Sep	1-Jun	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	1-Sep	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	1-Jun	Ongoing	Application successful	Open
29	Tree planting in parish	S Bamford	1-Jan	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. 2 more trees planted in Spring 22	Open
30	Condition of pathway leading to Caernarvon Park from/to Long Mynd Avenue	R Whyborn	1-Jan	1-Dec	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	1-Jan	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	1-Jan	31-Mar	Public consultation carried out and contribution to CBC agreed - out to contract - works carried out in June 22 but need to check if finished and break down of costs between UHPC and CBC	Open
33	Improvements to other open spaces in the Parish	S Bamford	1-Sep	Ongoing	Work on Broad Oak Way Spinney to have 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	1-Sep	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	1-Aug	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. Project's future at St Margaret's Hall secure for the time being	Open
36	Youth Projects for Summer 2022 and all the year round	S Bamford/D Young	31-Jul	Ongoing	Contributing £5k to the second year of year round detached youth work from Summer 22 and £2k to the Summer Scheme running at Brizen Centre 3 days a week for the 6 week holiday	Open
37	Lighting in Caernarvon Park	R Whyborn	30-Jun	1-Jan	Work completed on the lighting.	Closed
38	Lighting in Cheriton Park and 2 benches for open spaces	S Bamford	1-May	1-Nov	Platinum jubilee 6 September 2022 lighting and benches/installation. Projects underway	Open
39	Community Right to bid Broad Oak Way	S Bamford	1-Mar	1-Aug	Bid submitted to CBC to secure the future for residents. Further evidence/details required. Also need to lobby for CBC to re-instate maintenance	Open

Appendix B

3-May	Mrs Reay cleaning	Cleaning	175.00
7-May	K Oakey refund	Admin / refunds	182.05
11-May	BG Electric	Electric Hall	31.42
19-May	Charges	Bank Charges	6.60
19-May	postage	Audit paperwork	7.65
25-May	St Margarets hall	Hire	32.50
27-May	cleaning May	Cleaning	116.72
30-May	Waterplus	Water hall	68.07
30-May	BT	Hall Internet	41.94
30-May	Color co	Printing	110.00
1-Jun	PWLB	loan repayment	738.38
9-Jun	BG Electric	Hall Electric	36.70
8-Jun	sunnyfield lane comm	Grant	50.00
10-Jun	K Oakey refund	Admin / refunds	100.19
10-Jun	JP Plumbing	Repairs at hall	75.00
10-Jun	hall cleaning june	hall cleaning	100.00
12-Jun	Iain Selkirk, Audit	Internal Audit	135.00
14-Jun	Waterplus	Hall water	35.32
18-Jun	Charges	Bank Charges	6.20

Latest financial position:

Quarterly Reporting - Q1	2021-22 Outturn £	2022-23 Budget £	2022-23 Q1 £
Expenditure			
Running the Council	10,081	9,357	3,147
Maintenance	1,365	1,522	-
Recreation & Culture	38,051	3,300	13
Including Exceptional Items			
Cont to Play area Cheritan and Caervarvon	27,500	-	-
VAS	6,969	-	-
Loan Repayments	1,523	1,500	738
Village Hall Expenses	13,925	10,464	1,693
Including Exceptional Items			
Hall surveyor fees	4,606	-	-
Fence	1,380	-	-
Summer Gardens Competition	518	-	110
Other (including subs and donations)	21,540	11,392	2,029
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	1,500	-	-
Total	87,003	37,535	7,730
Income			
Village Hall	10,417	8,561	2,556
Record	390	-	-
Grant/ Other	1,190	-	-
HAF	1,933	-	-
Interest	9	-	6
Precept	26,418	28,974	28,974
VAT	835	-	3,787
Total	41,190	37,535	35,323
Surplus / Deficit for the Year	- 45,812	- 0	27,592
Retained Surplus b/f	99,219	53,407	53,407
Retained Surplus c/f	53,407	53,407	80,999
Represented by			
Current Account	14,622	4,939	22,208
High Interest	38,785	93,777	58,791
	53,407	99,219	80,999