

## Up Hatherley Parish Council: Minutes of the Parish Council Meeting

**Venue:** Village Hall, Cold Pool Lane  
**Date:** Tuesday, 7<sup>th</sup> November at 7.30 pm.  
**Present:**

Name	Organisation	Role	Name	Organisation	Role
S. Bamford	UHPC	Chair	D. Willcox	UHPC	Councillor
P. Worsley	UHPC	Vice-Chair	S. Gutteridge	UHPC	Councillor
A. Ponting	UHPC	Councillor	A. Bamford	UHPC	Councillor
N. Holden	UHPC	Councillor	A. Goldsby	UHPC	Councillor
R. Whyborn	UHPC	Councillor	M. Ede	UHPC	Councillor
P. Vaja	UHPC	Councillor	K. Oakey	UHPC	Clerk
A. Houlton	UHPC	Councillor	Parishioners	0	

**Apologies:**

Name	Organisation	Role
J. Furley	UHPC	Councillor
J. Wells	UHPC	Councillor
J. Sankey	UHPC	Councillor

No.	Item / Detail	Action
1.	<p>The Chair welcomed all to the meeting and welcomed the new members for co-option under item 2. The Chair confirmed apologies.</p> <p>Due to a clash of meetings, she asked that Planning be moved on the agenda from item 4, as Cllr A. Bamford will arrive late. All were in agreement that this item be taken once he had arrived.</p>	
2.	<p><b>Declaration of Members' Interests</b></p> <p>Cllrs S. Bamford, Whyborn and Holden expressed an interest in the item on the Lakeside Community Project. Cllrs Worsley and Ponting expressed an interest in the item on Family Space. Cllr S. Bamford also expressed an interest due to her role at Greatfield School. Cllr S. Bamford expressed an interest in the youth work donation to Brizen due to her role as trustee.</p> <p><b>Co-option of New Members</b></p> <p>Angela Goldsby introduced herself to members, Cllr Worsley proposed that she be co-opted and Cllr Gutteridge seconded. All were in agreement.</p> <p>Michael Ede introduced himself to members, Cllr Ponting proposed that he be co-opted and Cllr Houlton seconded. All were in agreement. Cllr Ede recorded an interest in the item on Family Space.</p> <p>The Chair provided some background to the new members on the powers and duties of the parish council, and the Clerk provided the Declaration of Acceptance of Office and Member Interest Register. The Clerk will notify the Borough Council.</p>	<b>Clerk</b>

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<b>3.</b>	<p><b>Minutes of the last Full Council Meeting held</b></p> <p>The minutes of the meeting held 5<sup>th</sup> September 2023 had been circulated and were agreed by all present. The Chair signed and initialled the pages.</p> <p>The Chair noted that it was important not to lose sight of actions outstanding from the Action Tracker, however most of these were included elsewhere on the agenda. The latest action tracker, updated for outstanding items from this meeting, is included as Appendix A.</p>	
<b>4.</b>	<p><b>Planning and Finance</b></p> <p>Standing Items:</p> <ol style="list-style-type: none"> <li>1. Action Tracker, attached as Appendix A.</li> <li>2. Planning Tracker, moved to item 6.             <ol style="list-style-type: none"> <li>i. Planning Training CBC 20th September feedback Cllr Gutteridge informed members that the training had been useful and it was surprising how little power we have. Planning is weighed in favour of the developer and due to the quantity of paperwork even borough council members struggle to gain the full picture on applications.</li> </ol> </li> <li>3. Finance             <ol style="list-style-type: none"> <li>i. Q2 Accounts, attached as Appendix C The Clerk had circulated the current financial position as at the end of September. Finances remain healthy, and there were no concerns. The final retained payment for the roof works had now been released, and the first half of the landscaping paid.</li> <li>ii. Payments List, attached as Appendix D.</li> </ol> </li> </ol>	
<b>5.</b>	<p><b>Community Engagement</b></p> <ol style="list-style-type: none"> <li>1. A report had been circulated and Cllr Holden went through the report and highlighted the proposals:             <ol style="list-style-type: none"> <li>i. Confirmation of the trustees UHPC wishes to nominate to Lakeside project Cllr R. Whyborn is stepping down as Chair and Cllr S. Bamford is taking over. Cllr Worsley proposed that our trustees be Cllrs Holden and Whyborn. Cllr Houlton seconded and all were in favour (Cllrs S. Bamford, Holden and Whyborn did not vote due to their declaration of interest in the item).</li> <li>ii. A contribution of £1000 to enable the project to help families with children on free school meals or other vulnerabilities This had been discussed at the last meeting and Cllr Worsley proposed, and Cllr Gutteridge seconded. All were in favour (Cllrs S. Bamford, Holden and Whyborn did not vote due to their declaration of interest in the item).</li> </ol> </li> </ol>	

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- iii. UHPC sponsor initiatives in Lakeside and Greafield schools by making the donation to Family Space. A donation of £1 per pupil is suggested, so the proposal is to donate £250 for the sessions held at Greatfield Park Primary School this financial year and to budget to donate £500 next financial year for the sessions at Lakeside Primary School.

The Chair explained that Cllr Ede was running a new initiative with Greatfield School assisting with Maths through puzzles. Discussions were now taking place with Lakeside School regarding extending it there. Cllr Holden proposed and Cllr. Vaja seconded. All were in favour (Cllr Ede, Worsley, Ponting and S. Bamford did not vote due to their declaration of interest in the item).

- iv. Proposed donation of £300 to Salvation Army for Carols on the Green  
Although it is not yet confirmed that the Salvation Army will be available to play at the Carols on the Green, it was proposed by Cllr Holden and seconded by Cllr S. Gutteridge. All were in agreement and Cllr Worsley will continue to make the arrangements / chase for a decision.

Cllr Worsley

- v. Purchase of insulated urns for Carols on the Green  
As noted in the report, owning our own urns will give us greater flexibility, and overall will reduce costs. The cost is approximately £250 and provides for the purchase of 3 urns and VAT can be reclaimed. Cllr Holden proposed, and Cllr Ponting seconded. All were in favour.

- vi. Donation of £200 to Digibus  
This has proved very successful at the 2 o'clock club and Cllr Holden proposed that the donation be made. Cllr. Houlton seconded and all were in agreement.

- vii. Contribute £2,000 to the Brizen Holiday scheme and £1,200 for a 10 weeks of outreach youth work  
The Chair provided some further information on this item, but noted that as trustee she would not vote and had declared an interest in the item. She reminded members that for the past 3 years we have donated to the Summer Scheme at Brizen, and had also put money into a joint outreach programme Inspire to Aspire. This scheme had now wound up, and options for a more targeted scheme were being explored. Following discussions with Springbank a 10-week pilot will take place between January and March for Leckhampton with Warden Hill Parish Council, and this funding would secure a 10 week follow on in Up Hatherley from April. This will impact on the 2024/25 budget, so would not be an immediate pressure.

Cllr Vaja asked if we had any measure of success of the previous project. The Chair reported that this was difficult to determine as it wasn't entirely clear where the children came from for the summer scheme, and for the roaming youth workers, it was felt that they had come out too early in the evenings so had targeted younger children. The new scheme will be more targeted to older children.

Cllr Holden proposed £2,000 for the Summer holiday scheme in 2024 and £1,200 for a

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	<p>10 weeks of outreach youth work starting in April 2024 and Cllr Worsley seconded. All were in favour (Cllr S. Bamford did not vote due to declaring an interest).</p> <p>2. Cheltenham Parish Councils collaboration event - Saturday 18 November 8 members had now confirmed attendance. The Chair will send an email re sharing lifts. The event is a 9.30 arrival for a 10am start.</p>	
<p><b>6.</b></p>	<p><b>Planning</b></p> <p>1. Planning Tracker, attached as Appendix B The Planning Tracker had been circulated and Cllr A. Bamford noted the PIP application for Caernarvon Court. We had submitted another objection but it wasn't clear if a PIP followed the same process as a normal application. Cllr Whyborn confirmed that it could be called in, so it was suggested that Cllr Sankey be asked to do this. The Chair informed members that we needed the site to be developed properly, and narrow, dark alleyways need to be avoided as these will attract antisocial behaviour. Parking also needs to be addressed. The Chair will liaise with Cllr Sankey.</p> <p>Cllr Worsley asked what was happening with the Chargrove Lane application, which was a resubmission. It was agreed that he would follow up with Mary Nelson to ensure they were aware and the Clerk will submit another objection.</p> <p>2. Cheltenham Borough Council's (CBC) five-year housing land supply position Cllr A. Bamford informed the meeting that CBC previously has a joint plan with Tewkesbury and Gloucester for housing, the JCS. They are now jointly refreshing this for 2026 – 2041. The prediction is that 24k houses will be needed across the 3 authorities, however we are already well short of the current targets. There will be a consultation on the updated plan and there are options:</p> <ol style="list-style-type: none"> <li>1. Limit development to existing urban areas and go for high density buildings</li> <li>2. Build new villages / towns</li> <li>3. Extend existing villages / towns</li> <li>4. Develop on the greenbelt / AONB</li> </ol> <p>As a result, it is likely that the Chargrove triangle will come back on the table during the consultation phase.</p> <p>Over recent months CBC have had a number of planning decisions overruled by the inspector, for example where the proposed development didn't meet planning policies on sustainability. However, the proposed Cyber Park by GCHQ could provide a lot of the housing need, but CBC would need to prove to the Inspector that the Cyber Park meets our housing need. We will therefore need to be vigilant with Chargrove to ensure that the greenbelt remains protected.</p>	<p><b>Chair / Cllr Sankey</b></p> <p><b>Cllr Worsley / Clerk</b></p>
<p><b>7.</b></p>	<p><b>Footpaths and Open Spaces</b></p> <p>1. Cycle Rack, Caernarvon Court There was no consultation on this, and it appears to be a confirmed decision.</p>	<p><b>Clerk</b></p>



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	<ul style="list-style-type: none"> <li>• Parking changes around Lakeside School are agreed</li> <li>• The mobile VAS posts have been chased. These are approved and GCC will fund. 2 new batteries are needed as one was in the stolen VAS and another is not recharging. Cost is around £200</li> <li>• The grit bin for the Poplars is approved.</li> </ul>	
<b>10.</b>	<p><b>Village Hall</b></p> <p>1. Landscaping Update The work is progressing well and the Clerk presented the current financial position for the project. A decision is needed on the kerb dropping as there were additional costs incurred on the brickwork due to the original wall bricks being unsuitable for reuse. This means that we are £900 over budget if the kerb drop goes ahead. All were in agreement that this could be covered by general reserves as it was an essential part of the project.</p> <p>2. External Door and Security Update Unfortunately, the hoped-for funding for the CCTV had not materialised as the Lottery Fund will only support one scheme per year. However, this is included in the presented figures under the Landscaping update, so there is enough to cover within the existing funds. As hall users are keen for this to be installed it was agreed that it should be progressed.</p> <p>Now that the works were nearly finished the Clerk will progress getting the front door repainted.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>11.</b>	<p><b>Communications</b></p> <p>1. Parish Record Cllr Worsley informed the meeting that the draft had been reviewed so it is now ready to go to the printers for the proof. The Chair asked for volunteers for the deliveries and will liaise with Cllr Worsley.</p> <p>2. Complaints Procedure Process Proposal Following the C5 meeting parish councils have been asked to share their complaints procedure and review in light of a version proposed for adoption. As we don't have a policy it was agreed that we would be happy to review the proposed joint version. The Clerk was asked to circulate, including to the new members so that all can review.</p> <p>Cllr A. Bamford suggested that we needed to review all our policies to ensure that we have everything needed. Perhaps we could use those others have as the basis for updating ones we are missing. The Clerk will follow up.</p> <p>3. AOB Cllr Holden has sourced and booked the venue for the Christmas meal. Menus will be circulated.</p> <p>The Clerk informed the meeting that she had received an enquiry about volunteering</p>	<p><b>Cllr Worsley</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

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	<p>for administrative duties around our open spaces. No recent advert has been put out so it was uncertain why we had been approached. The Clerk will share the email address with the Chair so that she can clarify expectations, as generally we need volunteers to do outside work, so there may not be a need for general admin.</p>	<b>Chair</b>
<p><b>12.</b></p>	<p><b>Date of next meeting</b>                  2<sup>nd</sup> January 2024, next Parish Meeting</p> <p>Finance working group to be confirmed, all welcome</p> <p style="text-align: right;">                 .....  <b>2 January 2024</b>  <b>Chair</b> </p>	
<p><b>13.</b></p>	<p><b>Appendices:</b></p> <ul style="list-style-type: none"> <li><b>A. Action Tracker</b></li> <li><b>B. Planning Tracker</b></li> <li><b>C. Q2 Accounts</b></li> <li><b>D. Payments List</b></li> <li><b>E. Crime Figures</b></li> </ul>	

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Appendix A

### ACTION TRACKER, OPEN ITEMS

No.	Meeting Date	Minute ref	Item	Responsible	Progress	Status
48	01/11/2022	1387.4 / 1406	Emergency Plan	Cllr Holden	Draft plan to be updated, Clerk to clarify who will see the plan to determine whether mobile numbers are included, now liaised with CBC and Cllr Holden progressing on new template	Open
64	07/03/2023 02/05/2023	7.1	Broad Oak Way Community Bid / General	Chair / SG	Community Land Trust, Clerk to speak to GAPTC - query put into GAPTC portal 11th March 23. Updated at May meeting to new action being SG to do more research on land trusts and Chair to consider drafting further update to residents	Open
71	02/05/2023	6.1	Hillview Litter Pick	PV/SB	To liaise re a litter pick at Hillview	Open
90	05/09/2023	7.1	Farm Shop Car Wash site	AP	To maintain a diary of events for TBC	Open
92	05/09/2023	8.1	Disabled access Sunnyfield Lane	Highways WG / RW	To liaise with GCC re options	Open
96	07/11/2023	2	Co-option	Clerk	Notify CBC re new members	Open
97	07/11/2023	5.1.iv	Salvation Army	Cllr Worsley	Liaise with SA re carol service	Open
98	07/11/2023	6.1	Caernarvon Court	Cllr Sankey	Call in PIP	Open
99	07/11/2023	6.1	Chargrove	Cllr Worsley / Clerk	Object to application, PW to liaise with Hashtag	Open
100	07/11/2023	7.1	Cycle Rack, Caernarvon Court	Clerk	Liaise with GCC re siting of cycle rack	Open
101	07/11/2023	7.2	Fernleigh no ball games	Chair	To liaise with resident Fernleigh re ball games	Open
102	07/11/2023	7.3	Open Spaces	All / DW	All to advise re issues in Parish, Cllr Willcox to set up meeting with Karen Watson	Open
103	07/11/2023	7.3	Gritting	AH	Source grit for swampy footpath	Open
104	07/11/2023	10	Progress hall improvements, incl cctv, kerb dropping and repainting door	Clerk	Progress	Open
105	07/11/2023	11.1	Record	PW	Printers for proof, liaise with Chair re deliveries	Open
106	07/11/2023	11.2	Complaints Procedure Process Proposal	Clerk	Circulated and requested feedback to feedback to C5	Open
107	07/11/2023	11.2	Review all our policies	Clerk	Progress review	Open
108	07/11/2023	11.3	Volunteering	Chair	Contact volunteer to understand offer	Open

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Appendix B

## Planning Tracker:

Address	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	UHPC Response
304 Hatherley Road	23/00854/FUL	Demolition of existing garage and outside storage space. Replace with two-storey side extension, single storey rear extension and loft conversion	23/05/2023	Refused	no obj
Caernarvon Court	23/01073/FUL	Two storey development to contain 3no. 1 bedroom flats and 1no. 2 bedroom flat and associated external works (revised scheme following refusal of application ref. 23/00171/FUL)	01/07/2023	Withdrawn	Objected
29 Rothermere Close	23/01390/FUL	Construction of two rear pitched dormers, installation of front VELUX windows and rear extension (part retrospective)	11/08/2023	Granted	No Obj
297 Hatherley Road	23/01433/FUL	Two storey side and single storey rear extensions	17/08/2023	Pending	No Obj
6 Barton Way	23/01307/CLPUD	Proposed single storey side and rear extension	18/08/2023	Withdrawn	No Obj
6 Barton Way	23/01630/FUL	Proposed new single storey side and rear extension to property	05/10/2023	Pending	No Obj
1 Meadow Lane	23/01652/FUL	Replacement of existing conservatory and external alterations	27/09/2023	Pending	No Obj
97 Kingscote Road West	23/01828/FUL	Proposed single storey extension to rear and side and porch extension	26/10/2023	Pending	No Obj
Caernarvon Court	23/01674/PIP	Permission in principle application for a two storey residential development of up to 5no. dwellings	02/10/2023	Pending	Objected
Part Parcel 8019 Chargrove	23/00874/FUL	proposed agricultural access	16/10/2023	Pending	Objected

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## Appendix C

### Quarterly Reporting - Q2

	2022-23 Outturn £	2023-24 Budget £	2023-24 Reserve £	2023-24 Total £	2023-24 Q1 £	2023-24 Q2 £
<b>Expenditure</b>						
Maintenance	778	2,250		2,250	124	374
Running the Council	14,200	16,489		16,489	2,558	6,625
Loan Repayments	4,236	4,224		4,224	708	3,457
Subscriptions	1,875	2,000		2,000	1,943	1,943
Youth Work	5,000	5,000		5,000		
Donations / grants	295	1,000		1,000		
Recreation & Culture	3,501	1,605		1,605	1,740	1,964
Village Hall Expenses	7,580	9,170		9,170	1,828	3,396
<b>Projects</b>						
Building / roof works	81,585	-	1,973	1,973		
Greatfield Toilets	-	-	4,000			4,000
Lighting the Way Project	5,176	-		-		
Lakeside Community Project	1,934	-		-		
Landscaping		-		-		
Highways Safety		5,000		5,000		
Summer holiday activity prog	2,000		2,000	2,000		2,000
Summer Gardens Competition	265	270		270		
Other					106	327
<b>Total</b>	<b>128,426</b>	<b>47,008</b>	<b>7,973</b>	<b>54,981</b>	<b>9,007</b>	<b>24,086</b>
<b>Income</b>						
Bank Interest	220	- 310		- 310	- 190	- 486
Grant	13,000	- 3,500		- 3,500	- 5,000	- 10,000
Hiring	9,896	- 12,000		- 12,000	- 1,969	- 5,036
Loan	74,974	-		-		
Precept	28,974	- 30,798		- 30,798	- 30,798	- 30,798
Record	325	- 400		- 400		
VAT Reclaimed	3,788	-		-		
<b>Total</b>	<b>131,176</b>	<b>- 47,008</b>	<b>-</b>	<b>- 47,008</b>	<b>- 37,956</b>	<b>- 46,320</b>
Surplus / Deficit for the Year	2,750	-			28,951	22,234
Retained Surplus b/f	53,407	56,157		56,157	56,157	56,157
<b>Retained Surplus c/f</b>	<b>56,157</b>	<b>56,157</b>	<b>7,973</b>	<b>56,157</b>	<b>85,107</b>	<b>78,391</b>
<b>Represented by</b>						
Current Account	16,095				19,856	7,843
High Interest	40,062				65,251	70,548
	<b>56,157</b>				<b>85,107</b>	<b>78,391</b>

Reserves:	Closing 2022/23	Transfers In New	Internal Transf In	Internal Transf Out	Transfers out	Expected Closing 2023/24
Election Reserve	8,500					8,500
General Fund	14,830	20,207		-2,000		33,037
Greatfield Toilets Refurb Grant (1399.3.4)	4,000				-4,000	-
Hall Repairs Reserve	8,827			-6,854	-1,973	-
Landscaping works at Hall	10,000	10,000	6,854			26,854
Open Spaces Improvements (1301.3)	5,000					5,000
Road Safety Measures	5,000					5,000
Summer holiday activity prog	-		2,000		-2,000	-
	<b>56,157</b>	<b>30,207</b>	<b>8,854</b>	<b>- 8,854</b>	<b>- 7,973</b>	<b>78,391</b>

Payments List

Date	Detail of Spend	Payee Name	Net Cost £
23/08/2023	Utilities	British Gas	41.06
23/08/2023	Audit	PKF Littlejohn	403.20
30/08/2023	Utilities	BT	47.99
06/09/2023	Utilities	British Gas	45.69
01/09/2023	Cleaning	Mrs Reay	116.05
16/09/2023	Utilities	K Oakey	69.00
04/09/2023	Administration	Currys	150.39
05/09/2023	Administration	Post Office	73.46
13/09/2023	Utilities	Waterplus	43.62
06/09/2023	Cleaning	Hi Lo	19.00
18/09/2023	Bank Charges	HSBC	5.00
18/09/2023	Utilities	Hugofox gocardless	19.99
22/09/2023	Utilities	British Gas	38.87
29/09/2023	Maintenance	Ubico	250.00
02/10/2023	Utilities	BT	47.99
02/10/2023	Cleaning	Mrs Reay	197.96
19/10/2023	Bank Charges	HSBC	5.00
04/10/2023	Cleaning	K Oakey	13.25
09/10/2023	Utilities	British Gas	14.81
16/10/2023	Utilities	Waterplus	43.62
16/10/2023	Capital	Dean Gore	1,973.23
16/10/2023	Capital	Property Creations	10,500.00
17/10/2023	Utilities	K Oakey	69.00
18/10/2023	Utilities	Hugofox gocardless	19.99
23/10/2023	Utilities	British Gas	48.53

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## Appendix E

Monthly Crime Figures for Up Hatherley & Benhall														
	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Anti-social behaviour	15	16	13	3	8	22	6	16	13	10	27	27	22	11
Bicycle theft	1		2	2		1		1			2	4	1	6
Burglary	7	7	5		3	3	3	1	1	4	2	11	12	2
Criminal damage and arson	8	6	2	5	2	2	3	6	4	2	4	4	9	4
Other theft	6	9	5	12	10	5	4	5	2	4	4	11	8	7
Public order	13	10	9	5	3	5	10	5	8	4	13	8	7	9
Shoplifting	4	14	11	6	7	8	9	4	2	12	8	10	9	9
Vehicle crime	7	1	4	1	1	5	1	5	9	5	13	7	5	3
Violence and sexual offences	27	35	23	22	17	27	23	32	31	16	27	22	29	24
Other crime	5	1		3		2		1	2	1	2	1		1
Drugs		2	2	1		2	1	1	3	1	1		1	2
Theft from the person					1			1			1			
Robbery						1	2	1			3			
Possession of weapons				1			1							
<b>Totals:</b>	<b>93</b>	<b>101</b>	<b>76</b>	<b>61</b>	<b>52</b>	<b>83</b>	<b>63</b>	<b>79</b>	<b>75</b>	<b>59</b>	<b>107</b>	<b>105</b>	<b>103</b>	<b>78</b>
<b>OUTCOMES</b>														
Other				3	8		6	16	13		27	27	22	11
Under investigation				36	28		34	39	40		40	36	31	28
Investigation complete No suspect Identified				15	12		12	16	13		26	27	31	22
Unable to procecute				4	3		11	6	5		13	14	16	15
Local resolution					1				1			1		1
Awaiting court outcome				3				2	3		1			1
Action taken by another organisation													3	
<b>Totals:</b>	<b>93</b>	<b>101</b>	<b>76</b>	<b>61</b>	<b>52</b>	<b>83</b>	<b>63</b>	<b>79</b>	<b>75</b>	<b>59</b>	<b>107</b>	<b>105</b>	<b>103</b>	<b>78</b>