

Up Hatherley Parish Council: Minutes of the Parish Council Meeting held in the Village Hall, Cold Pool Lane on Tuesday, 1st November 2022 at 7.30 pm.

1381 Members Present

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

Also, in Attendance: Clerk Kathryn Oakey and 1 parishioner.

1382 Welcome

The Chair welcomed all to the meeting.

1383 Apologies

Cllrs, D. Young, A. Bamford, and J. Sankey.

1384 Declaration of Members' Interests

Cllr S. Bamford declared an interest in the Greatfield Park grant application due to being a governor.

1385 Minutes of the last meeting held 6th September 2022

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

1386 Planning and Finance

1. Action Tracker

Attached as Appendix A. The Chair went through the tracker to update on the following items which are not listed separately on the agenda. The Action Tracker will be updated following the meeting and circulated with the draft minutes.

- Fencing company operating out of the old Farm Shop – Cllr A. Ponting reported that he had been in touch with Tewkesbury BC and had reported bonfires at the site again. They are following up.
- Trench work for gas supply to development at South Park (1372.2.4), the Chair has not progressed with Tewkesbury so the Clerk will follow up
- Noticeboard at Morrisons, this is now with Morrisons and they are waiting for their contractors to install.
- Cheriton Park lighting (1373.2), the post is in place so just waiting for the lights to be connected.
- Broad Oak Way new ownership, the Clerk has identified the record on the VO site and it was agreed that we pay the £3 to access the records of who owns the site.
- Jubilee Benches, the Clerk confirmed that these were ready however it had been identified with Cheltenham BC that the siting needed a concrete base. Therefore this work has been scheduled for the end of November. Once done the benches will be delivered and installed.

2. Planning

Cllr Bamford was not present however there have not been any controversial applications since the last meeting. Cllr Whyborn queried whether we were going to make a comment about 3 Heron Close

however it was confirmed that the discussion at the last meeting was that as the neighbours were happy no comment was necessary.

The updated Planning Tracker is shown below:

Address	Postcode	Application Reference	Detail	Validated Applic.	Status	UHPC Response
				Rec'd by CBC		
4 Rowan Way	GL513YF	22/00058/FUL	Erection of garden shed (retrospective)	26/01/2022	Pending	Objected
3 Glamorgan Road	GL51 3JF	22/01326/FUL	Two storey side and single storey rear extensions	22/07/2022	Granted	No obj
28 Carmarthen Road	GL51 3LA	22/01082/FUL	Rear and first floor side extension	15/08/2022	Pending	No obj
3 Heron Close	GL51 6HA	22/00048/FUL	Replacement of shed with garden room	22/08/2022	Pending	No obj
57 Fernleigh Crescent Up Hatherley	GL51 3QJ	22/01578/FUL	Two storey side and single storey rear extension	02/09/2022	Pending	No obj
225 Hatherley Road	GL51 3JF	22/01751/FUL	proposed rear extension and internal alterations (revised scheme following withdrawn planning permission ref. 22/01065/FUL	30/09/2022	Pending	No obj
19 Thirlmere Road	GL51 3NQ	22/01886/FUL	Proposed single storey rear extension and two storey side extension	24/10/2022	Pending	No obj

3. Finance

1. Audit Completion

The Clerk reported that this was now complete with no actions arising. It is likely that we will have new auditors next time due to the rotation of the audit contract.

2. Quarterly accounts

These were circulated prior to the meeting and the Clerk went through and confirmed that everything was as expected. These are attached as Appendix B.

3. Latest payments list

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

4. Funding request Greatfield School

The Chair informed members that she had been approached by Greatfield with a request to assist with planned works that they want to carry out. She reminded members that we had previously helped fund the Mile a Day track and sensory garden at Lakeside, and the bike sheds at Greatfield. Any grant would need to be made to the PTA, however although we have a community grants scheme this was only ever intended for grants below £500 so this sort of request sits outside of that. As the Chair is a governor at the school she asked that members consider the request.

Cllr Whyborn noted that his Build Back Better Fund as part of his role as a county councillor would be available for this sort of thing and asked that the Clerk pass on the details of the request so that he could speak to the school.

It was agreed that these types of requests were outside of the Community Grants Scheme, however rather than giving all the funding it was agreed that we would ask to see match funding. Any request would need to be considered as part of the budget setting process for 2023/24.

5. Approach to 2023/24 budgeting

The Clerk reminded members that a meeting of the Finance working group would need to take place before the next meeting to provide the options for the 2023/24 Budget so if members had any requirements they would need to drop an email to the Clerk or Cllr A. Bamford. The Clerk will liaise with Cllr A. Bamford to set up a meeting, and recommendations will be brought to the January meeting.

1387 Community Engagement

1. Carol Singing

This is in hand and Cllr Worsley is liaising with the Salvation Army. The Vicar has offered the use of the church if it is wet which is good news as the hall is now too small due to numbers attending. Mulled wine and mince pies will be on offer and posters will ask residents to bring their own cups. The Chair and Cllr Whyborn will get together to sort the lights and arrangements for decorations on the tree.

2. Representation on Brizen Youth Club Committee

The Chair has volunteered, however if anyone else has an interest please speak to the Chair.

3. C5 Parish event 12th November Civil Service Club

The Chair encouraged all to attend. The link has been circulated but if anyone want to contact the Clerk, she can also get you booked on.

4. Community Emergency Plan

The borough council has asked for a copy, however the only version we have, which has been circulated, is draft and out of date. It was agreed that Cllr Holden will coordinate completion of an update. It was queried who would be seeing the plan as members were not keen to have personal mobile numbers on show, so it was suggested the Clerk's parish mobile number would be better. However, this may not be enough for the plan if contact details were needed. **ACTION**, the Clerk will clarify with the borough and pass details to Cllr Holden.

1388 Footpaths and Open Spaces

Cllr Willcox had nothing to update, however he did inform members over some recent campers on Weavers Field however they were moved on. Cllr Whyborn noted that the willow tree on Fernleigh Green needed cutting back, **ACTION**, the Clerk will liaise with the borough council.

1389 Police and Community Safety

Cllr Ponting has now the figures include Benhall as there is no separate split for the area. He will continue to monitor the police site and provide updated figures for future meeting. Details are provided at Appendix D.

The Chair asked that he start the process for setting up a Cyber Crime meeting in the hall, as this had been deferred due to Covid, **ACTION**, Cllr Ponting will liaise with the represents at Police.

1390 Highways & Transportation

Cllr Whyborn reported that the meeting had now taken place with the county Highways representative. Everything has been completed on our list, which is good news, including a couple of items that weren't on the list.

The 20mph scheme has slipped into next financial year, and Cllr Whyborn will chase the county on this and the application for the fixed speed sign for the corner of the Poplars / Up Hatherley Way.

There are currently 4 authorised locations for the VAS, and following the meeting have requested some more so will report back once something is received on this. The county currently has a deficit on the Budget, and likely that next year will be at best a standstill Budget so may not get everything we ask for.

1391 Village Hall

One quote has now been received for the exterior works and we are waiting for a second. Unfortunately, we have had 4 no shows, so it is difficult to get quotes. Once the second is received we will take to the Budget setting meeting.

Cllr Worsley asked to put on record the parish thanks to Cllr Wells for his work on the hall roof, and getting the hall back into use.

Cllr Houlton asked if the exterior works would include double yellow lines to discourage parking outside the hall, however Cllr Whyborn informed him that this is very expensive, and a better option is a drop kerb with a white H-marking.

The Chair informed members that bike marking was back on at the hall, and is booked for the 14th January from 10 to 1pm. She asked that volunteers come and assist as it is hoped that the event will prove popular, coming just after Christmas. Cllr Worsley asked that schools be notified, and the Chair confirmed that posters will go out.

1392 Communications

The Chair thanked Cllr Worsley for his work on the Record, and he noted that he had been editing the magazine since 2007.

Cllr Furley informed members that the web cam is working, however we need to decide how we want to use it, and indeed whether we do. A discussion took place and it was agreed that it was not necessary at this time.

The hearing loop at the hall has been confirmed as having power, so we now need to get someone out to look at it to see why it isn't working. **ACTION**, the Clerk will follow up with hearing loop repairers.

Cllr Holden reported that a meeting has taken place of the survey group to discuss the recent survey results and a summary of the points arising from that meeting had been circulated. The use of the hall for a film night or quiz was discussed, and licencing issues discussed, it was thought that there are organisations which we might be able to work with regarding this.

Use of additional noticeboards was discussed; however it was agreed that we had enough noticeboards within the parish, and any additional boards outside the parish would not be appropriate. However, the use of boards at local organisations was a good idea, for example Costa, Aldi and Asda. More regular newsletters were thought to be popular, and it was noted that although we would need to rely on volunteers to distribute this is a good way of targeting specific issues. The Chair confirmed that she had volunteers that could be called on.

1393 Next Meeting

There was no other business and it was confirmed that the Clerk will liaise with Cllr A. Bamford to set the Budget meeting, and this will be brought to the next meeting which will be in the Village Hall on 3rd January 2023.

..... **3 January 2023**
Chair

No.	Minute ref	Item	Responsible	Date Added	Completion	Progress	Statu.
42	1372.2.4	Trench work for gas supply to development at South Park (1372.2.4)	Clerk	06/09/2022		Clerk has emailed 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
45	1373.2	Cheriton Park lighting (1373.2)	Clerk	06/09/2022		Installation of lights at Cheriton Park, Clerk has chased all going to plan and just waiting for installation of the lights as poles now up	Open
46	1373.5	Caernarvon Park (1373.5)	Various	06/09/2022		Liaison has now taken place with CBC and finalised plans agreed to remedy / finish the work	Open
47	1386.1	Linked to point 39, Broad Oak Way new ownership	Clerk	06/09/2022		Ownership checked and confirmed as still being the liquidated builder. Details passed onto CBC to progress community bid	Open
48	1387.4	Emergency Plan	Cllr Holden	01/11/2022		Draft plan to be updated, Clerk to clarify who will see the plan to determine whether mobile numbers are included	Open
49	1388	Willow tree on Fernleigh Green need cutting back	Clerk	01/11/2022		Clerk has emailed Ubico	Open
50	1392	Hearing Loop	Clerk	01/11/2022		Clerk to arrange for hearing loop repairer to review the box to see why it is not working	open
51	1389	Cyber meeting	Cllr Ponting	01/11/2022		Start process of setting up a meeting at the hall, liaise with Police to facilitate	Open

Appendix B

	2021-22 Outturn £	2022-23 Budget £	2022-23 Q1 £	2022-23 Q2 £
Expenditure				
Running the Council	10,081	9,357	3,147	7,215
Maintenance	1,365	1,522	-	4,049
Recreation & Culture	38,051	3,300	13	1,536
Including Exceptional Items				
Cont to Play area Cheritan and Caervarvon	27,500	-	-	-
VAS	6,969	-	-	-
Loan Repayments	1,523	1,500	738	738
Village Hall Expenses	13,925	10,464	1,690	41,561
Including Exceptional Items				
Hall surveyor fees	4,606	-	-	-
Building / roof works				38,703
Fence	1,380	-	-	-
Summer Gardens Competition	518	-	110	265
Other (including subs and donations)	21,540	11,392	2,032	12,385
Including Exceptional Items				
Grant to Greatfield School	4,925	-	-	-
Summer holiday activity prog	4,000	-	-	2,000
CBC Youth Work Project	5,000	-	-	2,000
Grant to Lakeside Project	1,500	-	-	-
VAT to reclaim				8,265
Total	87,003	37,535	7,730	67,749
Income				
Village Hall	10,417	8,561	2,556	2,810
Record	390	-	-	-
Grant/ Loan	1,190	-	-	74,974
HAF	1,933	-	-	-
Interest	9	-	6	46
Precept	26,418	28,974	28,974	28,974
VAT Reclaimed	835	-	3,787	3,787
Total	41,190	37,535	35,323	110,591
Surplus / Deficit for the Year	- 45,812	- 0	27,592	42,842
Retained Surplus b/f	99,219	53,407	53,407	53,407
Retained Surplus c/f	53,407	53,407	80,999	96,248
Represented by				
Current Account	14,622	4,939	22,208	8,861
High Interest	38,785	93,777	58,791	87,388
	53,407	99,219	80,999	96,248

Reserves:	Closing 2021/22	Transfers In	Transfers out	Expected Closing 2022/23
Election Reserve	18,500		-10,000	8,500
General Fund	10,577		15,811	26,388
Youth Parish Council	503			503
Hall Repairs Reserve	15,394	84,974	-46,444	53,925
HAF	1,933			1,933
Lights Cheriton Park	1,500		-1,500	-
Open Spaces Improvements (1301.3)	5,000			5,000
	53,407	84,974	-40,633	96,248

Appendix C

Date	Total £	Detail of Spend	Payee Name
30/08/2022	41.94	Utilities	BT
07/09/2022	15.12	Utilities	British Gas
09/09/2022	66.00	Administration	Color co
09/09/2022	2,000.00	Donation	Cheltenham BC
11/09/2022	356.67	Administration	Currys
11/09/2022	69.00	Utilities	K Oakey
11/09/2022	8.78	Administration	K Oakey
13/09/2022	53.48	Utilities	Waterplus
14/09/2022	20.95	Consumables	The Range
18/09/2022	5.00	Administration	HSBC
22/09/2022	36.42	Utilities	British Gas
22/09/2022	5.00	Consumables	A Houlton
24/09/2022	145.00	Cleaning	K Oakey
24/09/2022	16.00	Consumables	Hobbycraft
27/09/2022	64.00	Consumables	Codec Facilities Ltd
28/09/2022	75.94	Administration	P. Worsley
30/09/2022	41.94	Utilities	BT
01/10/2022	55.00	Cleaning	Mrs Reay
03/10/2022	4,450.69	Hall	Basnett Associates
03/10/2022	360.00	Administration	PKF Littlejohn
05/10/2022	45,903.36	Maintenance	Dean Gore Builder
06/10/2022	14.38	Utilities	British Gas
14/10/2022	39.33	Utilities	Waterplus
16/10/2022	59.98	Consumables	S. Bamford
19/10/2022	5.40	Administration	HSBC
19/10/2022	423.00	Payroll	HMRC
22/10/2022	46.00	Administration	P Worsley
24/10/2022	21.42	Cleaning	Hi Lo

Appendix D

Most commonly REPORTED crimes in Benhall and Up Hatherley

	Aug 22 *	Last 12 months	Last 3 years
Anti-social behaviour	15	181	964
Bicycle theft	1	4	38
Burglary	7	57	128
Criminal damage and arson	8	70	265
Other theft	6	60	214
Public order	13	115	210
Shoplifting	4	55	117
Vehicle crime	7	52	160
Violence and sexual offences	27	320	783
Other crime	5	15	32
Drugs		9	45
Theft from the person		1	4
Robbery		3	10
Possession of weapons		5	12
Totals:	93	947	2982

Crimes by outcomes - Last 12 months	
Unable to prosecute suspect	304
Investigation complete; no suspect identified	267
Other	181
Under investigation	89
Status update unavailable	43
Awaiting court outcome	28
Action to be taken by another organisation	14
Formal action is not in the public interest	10
Local resolution	9
Court result unavailable	4
Offender given a caution	4
Total:	953

Notes:

August is the last month for which figures are published. *

Figures are taken from the Police UK website

There were 3 stop and search events within the month of August

www.police.uk

Current police priorities in our parish

Parking in and around the area, especially near Schools

Issued 26 September 2022

An increase of drug usage and dealing activity in the Windermere Road area.

Issued 26 September 2022

Prepared by Andy Ponting 23/10/2022