

Up Hatherley Parish Council: Minutes of a Parish Council Meeting, held at the Village Hall, Cold Pool Lane, Up Hatherley, on Tuesday 7th May 2019, at 7.30 pm.

1018 Members Present

Outgoing Chairman: Cllr. A. Bamford; new Chair: S. Bamford; also present, P. Worsley, J. Wells, S. Fowler (for AGM only), R. Whyborn, D. Willcox, R. Johnes, A. Houlton and A. Ponting

Also, in Attendance: Clerk Kathryn Oakey and 8 parishioners.

Annual General Meeting

1019 Welcome

The Chairman welcomed all to the meeting and informed those present that the meeting format was slightly different due to the annual general meeting (AGM) which would take place prior to the normal council meeting. Questions from parishioners would therefore follow the AGM.

1020 Election of Chair

Cllr A. Bamford informed those present that he was standing down as Chairman. Cllr Houlton nominated S. Bamford and Cllr Worsley seconded this with all in agreement. Cllr S. Bamford took the chair.

1021 Election of Vice-Chairman

Cllr A Bamford nominated P Worsley and Cllr Willcox seconded the nomination and all were in agreement. Cllr Worsley thanked the outgoing Chairman, Cllr A. Bamford and presented him with a certificate to mark his service.

1022 Election of Internal auditor

It was agreed that Iain Selkirk would retain this role and Cllr D Young would provide audit oversight for the year internally.

1023 Adoption of Updated Standing Orders

The revised Standing Orders (SO's) have been circulated, for the first time following the recommended template provided by the National Association of Local Councils. The Clerk explained that although our original SO's had been updated last year for the new legislation affecting local councils, following a GAPTC training event attended by Cllr Furley, it had been recommended that we move to the standard version. In particular the standard version, tweaked for our circumstances, has items in bold which cannot be changed and must be followed in all instances.

Cllr Whyborn expressed concern that the SO's were too prescriptive, and in particular required that motions need to be presented three days prior to the meeting. This is not always feasible, and suggested it would be better to adopt the compulsory SO's in full and adopt the rest as guidance. The Chair referred those present to SO 10a xv, which allows the Chair to suspend the SO's and therefore the SO's could be adopted in full as we would have the ability to suspend them at a meeting to take urgent motions.

Cllr S Bamford therefore proposed that they we adopted in full, and a vote was taken with nine for and 1 abstention.

1024 Programme of meetings for the year

Normal Full Council meetings would be the first Tuesday of alternate months (although July will be delayed by one week), ie 9th July, 3rd September and 5th November for 2019, and 7th January, 3rd March and 5th May.

1025 Working Group Structure

The proposed working group structure was circulated. It was proposed that the existing Planning and Strategy group and the Finance Group are merged into one under Policy and Resources. Discussions took place as to whether this group should be a more formal committee or sub committee meeting in the months that the Parish Council don't meet. This would mean more formal face to face communication to resolve issues prior to the full council meeting.

Cllr Whyborn pointed out that a sub committee would not be able to take decisions, so it would have to be a committee if that proposal was adopted. He also noted that the meeting dates would need to tie in with the Cheltenham BC planning meetings to effectively discuss planning applications.

Cllr Johnes expressed support for the new group, however it would need to be a formal meeting with an agenda, minutes and open to the public. In effect this would almost be creating a second parish council. Cllr Bamford suggested that the powers would be much less than those of the normal full council meetings.

The Chair suggested that instead of creating a new committee now, we do a trial for the new group as a working group to see how much is discussed, calling an extra ordinary meeting as required. All present were in agreement and the following working group structure was agreed.

Policy & Resources	Footpaths & Open Spaces	Highways & Transportation	Police & Community Safety	Village Hall	Communications	Social & Recreation
<u>A. Bamford</u> R. Johnes D. Young P. Worsley R. Whyborn S. Bamford D. Willcox	<u>D. Willcox</u> R. Johnes A. Houlton	<u>R. Whyborn</u> A. Bamford A. Ponting	<u>D. Young</u> R. Johnes A. Bamford	<u>R. Johnes</u> J. Wells D. Willcox P. Worsley N. Holden	<u>R. Johnes</u> J. Furley A. Houlton	<u>S. Bamford</u> N. Holden

A further representative is required for the Social & Recreation group, so Cllr B. Wilcox will be approached. Cllr Whyborn also asked that for planning applications delegated powers are given to the Chair and vice chairman to agree responses between meetings., unless the application was controversial. All were in agreement with this approach.

1026 Personal Statement

At this point Cllr Fowler made a personal statement to the Council. He informed members that he had been on the Council for 16 years which has been an honour and privilege, during which time he had worked closely with neighbouring parishes, both Cheltenham and Tewkesbury, Ubico and the County Council. Sadly lacking was engagement from local politicians. He expressed his gratitude to the Clerk; whose guidance was invaluable during his 11 years as Chairman. During this time, he was a Borough Council standards member, and a founding member of the C5 group. He wished the Council well for the future.

Cllr Worsley expressed his thanks to Cllr Fowler, and noted that it was with no surprise that he had been chosen to succeed David Hall as chair to the parish council. He had carried out the role exceptionally and had never moaned or expressed frustration. Whilst Chairman the parish council had been in very good hands. He thanked him on behalf of the parish council for all that he had achieved and presented him with a certificate of service and a gift.

At this point the meeting was suspended to take parishioner questions.

Full Council Meeting

1027 Apologies for absence

D. Young, N. Holden, John Furley and Bob Wilcox.

1028 Co-option of new members

Following the retirement of Cllr Fowler there are now three vacancies remaining on the parish council. It was suggested that another leaflet drop be organised.

1029 Declaration of Members' Interests

None.

1030 Minutes of the Parish Council Meeting held on 5th March 2019

There was one duplicated "the" on page 7. The Chair signed the minutes and initialled the pages.

1031 Matters Arising from the Minutes

1008 – A positive meeting has taken place with the Chair from Shurdington PC regarding the nature reserve. First steps will be to engage a consultant to look at the site and make recommendations, Shurdington PC happy to share funding with UHPC. Cllr A. Bamford will take forward.

1008 – web addresses – this is work in progress and quotes are between £15 - £40 per month. It was agreed that we don't want the gov.uk address as this comes with a lot of restrictions. The Communications Group will follow up.

1014 – Cllr Furley was not present so this will be picked up in a future meeting re digital mapping.

1032 Minutes of the Annual Parish Meeting held on 2nd April 2019

The Chair signed the minutes and initialled the pages. There were no matters arising however. It was agreed that the format of the meeting will be reviewed for next year to try and attract more parishioners.

Working Group Reports

1033 Planning and Strategy

Cllr Worsley's report is shown below:

NO	ADDRESS	RESPONSE	VIEWED	DISP'D
00546	34 Montgomery Road	N/O criteria		online
00446	14 The Oaks	Non committal		online
00554	19 Denbigh Road	N/O criteria		online
00634	43 Carmarthen Road	N/O criteria		online
00635	10 Larchmere Grove	N/O criteria		online
00712	25 Sedgewick Gardens	N/O criteria		online
00738	Polzeath, Sunnyfield Lane	N/O criteria		online

00776	307 Hatherley Road	N/O criteria		online
00548	12 Kentmere Close	N/O criteria		online
08813	25 Kingscote Road East	N/O criteria		online

These were all for extensions but with two exceptions:

- 25 Sedgewick Gardens was for a timber framed single storey garden room.
- 14 The Oaks was for a garden extension abutting Up Hatherley Way, the occupants having recently bought the extra land from the original builders after several years. This would mean a dog leg in the current fence line facing the road so we were non-committal and agreed to abide by the officers' decision.

Meantime, we continue to monitor the Joint Core Strategy and builders' efforts to breach the Green Belt.

Cllr Johnes asked what criteria was followed for our decisions, and Cllr Worsley responded that we look at plans and the size of the site. If anything is significant it will be circulated for comments, and if a neighbour objects the Borough Council notify us so that our decision can be reviewed. Cllr Johnes raised a query as he was aware that neighbours had objected to 43 Carmarthen Road. Cllr Worsley was not aware so will query with the borough council.

It was agreed that the new Policy and Resources Group will look at the process of assessing responses to applications.

1034 Footpaths and Open Spaces

Public Rights of Way (PRoW) - Cllr Willcox informed the meeting that there is no further update on the progress of the consultation.

Bins – Karen Watson, Client Manager, Environmental Health, Cheltenham BC had attended and presented a summary of the situation with the bin review and how it links into our review prior to the AGM. Currently the whole of Cheltenham is being reviewed as bins are outdated and often located incorrectly, a similar situation to what has been identified in Up Hatherley.

Karen has agreed to go back to Ubico and get them to provide us with some statistics prior to our next meeting on the use of the bins in the parish, so that a more informed decision can be made on the siting of bins, which will include an analysis of the cost as well. It was noted that additional servicing costs may be incurred depending what was agreed, and the parish council may need to make a contribution towards this. Cllr Willcox will keep in touch with Karen to provide the necessary update at the next meeting.

It was confirmed that all bins are general bins and there is no difference between a dog bin and a normal waste bin.

1035 Highways and Transportation

Cllr Whyborn noted that there was no further update to that provided at the AGM. He was aware that Phil Williams was looking further into the 20mph scheme, and just to update everyone present the Park and Ride at Arle Court is changing this week to a pay to park car park, with fines being implemented for those that don't. This will make better use of the car park as currently a lot of local businesses use it as a free car park.

Cllr A. Bamford informed the meeting that there had been a good article on Gloucestershire Live about the VAS, and he intends to follow this up with a further meeting. Siting of the VAS at Alma Road had recorded over 5,000 hits within two weeks. Cllr Whyborn will look into a solar powered VAS as the current VAS is very unwieldy.

1036 Finance

1. **Accounts for Payment** listed below were approved:

Cheque No.	£	Detail	Payee
1168	18.00	Cancelled Party Refund	Mr Graham
1169	32.00	Subs	CPRE
1170	1,662.05	Subs	GAPTC
1171	9,341.48	Pocket Park	Cheltenham BC
1172	8.99	refund	J Furley
1173	100.00	Subs	GPFA
1174	46.00	Cancelled Party Refund	S. Godwin
Direct Payment	£	Detail	Payee
1-Mar	125.00	Feb Hall Mgt	C Oakey
1-Mar	400.00	Feb Sal	K Oakey
10-Mar	197.16	Quarter 4 expenses and refunds	k oakey
18-Mar	18.00	Tax admin	pata
18-Mar	248.00	Magazine article	St P& St J PCC
29-Mar	400.00	HMRC	HMRC
29-Mar	400.00	Mar Sal	K Oakey
29-Mar	125.00	Mar Hall Mgt	C Oakey mar
14/4	112.96	Cleaning	Mrs Reay

2. **Final Accounts, including Risk Assessment:** These were confirmed as in line with the provisional outturn presented at the last meeting, which was also shown on the overhead projector. The Clerk and Chair signed the relevant audit paperwork.
3. **Annual Governance Statement:** The Clerk drew the Council's attention to the statement and noted that all responses were positive. The statement will be circulated to members. The Clerk and Chair signed the relevant paperwork. The Clerk confirmed that papers were going to the Internal Auditor week commencing 13th May 2019.

1037 Police and Community Safety Update

Cllr Young was not present; however his report has been circulated and is shown at Appendix A.

The NBHW meeting on the 29th May in the hall was highlighted, and all were encouraged to attend. Flyers were being circulated, and the leaflet was with the printers with delivery throughout the parish expected by the 15th May.

1038 Communications and Village Hall

Cllr Johnes informed the meeting that the website was being well used and that there had been a spike in users for the Summer Gardens competition. More history needs to be put on the site as this is a popular area. The Chair confirmed that they still had a lot of photos to upload, however discussion took place around whether photos of children could be uploaded even though they would now be adults. It was agreed that current photos of children need a consent form however but historic should be ok.

Cllr Johnes noted that following the installation of the sound system it was very evident that the hall was very dirty particularly on the walls and window ledges. Also there have been complaints about the cleanliness of the floor. It was agreed that the working group would look into this further and a new specification for cleaning drawn up with a tender process. The existing cleaner will be invited to bid.

1039 Social and Recreation

Cllr S. Bamford reported that the summer gardens competition was well under way.

The boundary walk will take place on the 11th May, meeting at the hall.

1040 Any Other Business

Cllr Whyborn was congratulated on his role as Mayor.

1041 Next Meeting

The next meeting will be deferred to the 9th July 2019.

..... 9 July 2019
Chair

Appendices:

Appendix A - Crime Report

Neighbourhood Watch

1. Village Hall has been booked from 1730 on Wednesday 29 May 2019 for the Neighbourhood Watch Meeting for parishioners (starts 1830).
2. Richard has sent the new version of the newsletter to Kathryn for printing. Questionnaire includes a list of existing NHW schemes and instructions on how to contact Simon Bailey & Bob Lloyd (the NHW Officers) to join an existing scheme or create a new one.
3. Aim is to have the Newsletter delivered to the whole Parish plus the Symphonies by 15th May at the latest. A private Company is being used.
4. Richard will also update the Website, Twitter feed etc.
5. We are hoping for a Police Presence on the 29th May.
6. We will issue posters to all the local shops, pubs, schools etc. Will also have included in both Schools Parent Newsletters.

We had over 70 attend the last NHW event, so it would be very helpful if we can have some Councillors to assist on the night.

Crime & Statistics

Anti-social behaviour continues to be the largest area of crime in the Parish. Below there is an update on reported Incidents for January & February 2019. This includes comparisons with other areas of Cheltenham.

Two men have been sentenced to a combined eight years in prison following a series of burglaries in the St Marks and Benhall areas last year. Approximately 80 burglaries were committed in the space of six weeks last year and officers believe that they had involvement in a number of these.

Anti-Social Behaviour Meeting 24 April 2019 at St Margaret's Hall.

This was organised and Chaired by Borough Councillor Tony Oliver in response to the increasing issue of ASB in Up Hatherley & Benhall

Also Attending were:

- Iain Dobie and Roger Whyborn – Ward Borough Councillors
- Sarah Bamford and David Young – UHPC Parish Councillors
- Andy Wood CBH – ASB officer
- PC Fran Oliffe, PCSO's Julia Mounsor and Emily Roberts Louise Boyle and Lisa Jones - Solace Team
- Ishmail Kholwadia – Barnwood Trust

There was a brief outline of recent known ASB problems including theft and intimidating behaviour at both Windermere Road shops and by the Hillview community centre and recycling skips at Morrisons. Other issues included youth climbing on church roofs, illegal drug taking and dealing and illegal moped riding.

Though police stats for 2018 showed fall in reported instances of ASB there is increasing public concern and it was vital that situation was not allowed to get further out of hand as it had previously.

It was suggested that one of the outcomes from the meeting should be to issue a newsletter to residents reporting back on what we were doing to address the issue. The police reported that they had already devoted more resource to managing this issue and were working on a new

policing plan for the area with the local Sergeant. 15 youths had been identified including 2 ring leaders and home visits had been carried out. They were also working with Bournside School.

The Police want to arrange a meeting with the Manager at Morrisons to discuss ways they can improve their security to deter ASB activities by the store.

The meeting generally approved of the idea of promoting preventative action to deter youths becoming involved in ASB activities. The County, Borough and Parish Councils should work together to try and arrange at least school holiday activities., with a start being made for the School Summer Holidays this year.

Ideas mooted included:

- Arranging activity sessions led by youth workers.
- Exploring the possibility of using the vacant shop premises by Morrisons as a Gaming centre
- Team sports activities.
- Asking young people what activities they would like.

It was agreed that we should use any newsletters or communications issued to ask for volunteers to help facilitate any activities. UHPC & LWHPC are asked to fully support the project and actively participate. There will be a follow up meeting organized in June to review progress.

Short Explanation of Reported Crime Headings:

Anti Social Behaviour - Includes: Nuisance, rowdy or inconsiderate neighbours, Vandalism, graffiti and fly-posting, Street drinking, Environmental damage including littering, dumping of rubbish and abandonment of cars, Prostitution related activity, Begging and vagrancy Fireworks misuse, Inconsiderate or inappropriate use of vehicles.

Bicycle theft - Includes the taking without consent or theft of a pedal cycle

Burglary - Includes offences where a person enters a house or other building with the intention of stealing.

Criminal damage and arson -Includes damage to buildings and vehicles and deliberate damage by fire

Drugs -Includes offences related to possession, supply and production

Other crime -Includes forgery, perjury and other miscellaneous crime

Other theft - Includes theft by an employee, blackmail and making off without payment

Possession of weapons - Includes possession of a weapon, such as a firearm or knife

Public order - Includes offences which cause fear, alarm or distress

Robbery - Includes offences where a person uses force or threat of force to steal

Shoplifting - Includes theft from shops or stalls

Theft from the person - Includes crimes that involve theft directly from the victim (including handbag, wallet, cash, mobile phones) but without the use or threat of physical force

Vehicle crime (1) - Includes theft from or of a vehicle or interference with a vehicle

Violence and sexual offences (1) - Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences.

Crime type by Month 2019 - Up Hatherley									
Crime type	Jan	Feb	Total						
Anti-social behaviour	8	18	26	34.21%					
Bicycle theft	0	0	0	0.00%					
Burglary	2	4	6	7.89%					
Criminal damage and arson	9	9	18	23.68%					
Drugs	2	1	3	3.95%					
Other crime	5	0	5	6.58%					
Other theft	5	1	6	7.89%					
Possession of weapons	0	0	0	0.00%					
Public order	0	0	0	0.00%					
Robbery	0	0	0	0.00%					
Shoplifting	0	0	0	0.00%					
Theft from the person	0	0	0	0.00%					
Vehicle crime	2	1	3	3.95%					
Violence and sexual offences	3	6	9	11.84%					
TOTALS Up Hatherley	36	40	76	100.00%					

Crime type for Jan - Feb 2019	Up Hatherley	Benhall	Cheltenham Town	Leckhampton	Tivoli	Prestbury	Totals	% Up Hatherley
Anti-social behaviour	26	14	179	20	48	21	219	11.87%
Bicycle theft	0	1	17	1	2	1	18	0.00%
Burglary	6	16	25	22	18	9	47	12.77%
Criminal damage and arson	18	12	36	5	10	4	66	27.27%
Drugs	3	2	6	1	2	2	11	27.27%
Other crime	5	0	7	1	0	0	12	41.67%
Other theft	6	6	31	1	5	3	43	13.95%
Possession of weapons	0	0	2	0	0	1	2	0.00%
Public order	0	2	13	1	0	1	15	0.00%
Robbery	0	0	5	0	1	1	5	0.00%
Shoplifting	0	1	64	2	4	0	65	0.00%
Theft from the person	0	1	4	0	0	0	5	0.00%
Vehicle crime	3	11	15	14	7	6	29	10.34%
Violence and sexual offences	9	14	97	10	15	14	120	7.50%
TOTALS	76	80	501	78	112	63	657	11.57%

Up Hatherley by Year	2018	2017	2016	2015
Anti-social behaviour	144	153	143	131
Bicycle theft	12	8	10	4
Burglary	38	29	24	49
Criminal damage and arson	31	20	22	23
Drugs	3	5	3	1
Other crime	9	6	0	0
Other theft	40	35	35	34
Possession of weapons	3	0	0	1
Public order	4	3	3	4
Robbery	1	1	0	0
Shoplifting	11	9	23	10
Theft from the person	3	1	3	3
Vehicle crime	41	61	36	30
Violence and sexual offences	53	32	21	32
TOTALS	393	363	323	322