

Down Hatherley Parish Council

agenda for meeting to be held on
 Wednesday 16th July 2025 at 7.00 pm
 In Down Hatherley Village Hall
 New website <https://downhatherley-pc.gov.uk>

1.	Welcome
2.	Attendance to be recorded (anticipated as Parish Councillors Dave Evans, June Watt, Martin Cole, Lesley Rooney, Rick Minter County Councillor Hands Borough Councillor Mark Williams & members of the public
3.	Council to note apologies for absence received and recorded from Parish Councillors
4.	Council to invite Declaration of Interest for matters on the agenda
5.	Council to note report from Borough Councillor Williams
6.	Council to note report from County Councillor Hands
7.	Public Participation to be invited, following the close of the public session, members of the public are invited to stay and observe the remainder of the meeting. Public session to be closed
8.	Minutes of the previous Parish Council Meeting held on 21st May 2025 to be approved
9.	Council to approve the payment list as discussed at the meeting Council to approve the financial reports as attached
10.	Council to note update on “Build Back Better” grant
11.	Council to note updates on CIL projects • PROW for stiles and bridges (£3k) -update (Cllr Watt)-7 kissing gates (plus 3) identified but await new financial year – GCC will pay for installation – EDH2 and EDH3 completed - £528 invoice paid EDH13/EDH18/EDH12 requested and waiting further information- • purchase of a replacement notice board for Broad Close Road. It has been agreed to use CIL up to £1500 design agreed as 2 doors – 1100mmx 850mm 2xA2 with posts £815 plus VAT plus installation costs- bfwd • Ring fenced TRO up to £20k (see previous item) • Council has agreed feasibility study costs for TRO £1500 ringfenced plus speed surveys (see previous item) • Council to note an additional £23002.19 has been received and Council must spend within 5 years
12.	Council to consider updates on flooding matters (standard item)-
13.	Council to note updates on assets (standard item) • Tree Management at Church Field
14.	Council to invite updates from Ash Lane Residents Association (standard item)

15.	Council to invite reports from representation on outside organisations (standard item)
16.	Council to note updates available on NDP review from Norton PC (standard item)
17.	Planning matters • Brook Lane 23/00605/APP updates (reserved matter application) following to 21/00976/OUT which was permitted by appeal and condition 8 refers to the disposal of foul water drainage scheme • 25/00183/FUL footbridge at Dowty social club- decision permit • 25/00169/OUT – dowty sports club -pc objected – further updates • 25/00504/PIP- Stables - waiting to upload comments
18.	Council to receive updates/consider Highways and footpath matters • Hedge at Chevron sign cutting back • Community 20's and safer road initiative email update-registration of interest required by 19th September 2025
19.	Council to consider Down Hatherley Lane speed reduction updates • CIL funding for gateways “please drive carefully” picket fence at pinch points to be agreed • Horse rider awareness signs at pinch points locations approved by highways -GCC will fund • VAS sign requested and information to be sent by Highways
20.	Council to note update on road safety partnership bid- Cllr Rooney
21.	Council to note updates on Gloucestershire Airport
22.	Council to consider GCC Ash dieback project, replanting scheme
23.	Any other business for information only • Date of next meeting 17th September 2025
24.	Meeting to be closed

Down Hatherley Parish Council

Draft minutes

ANNUAL MEETING OF THE COUNCIL HELD AT 7.00PM ON 21st May 2025 IN THE VILLAGE HALL

<http://downhatherleyparishcouncil.com>

1.	Welcome and introductions – by the present Chairman
2.	Election of Cllr Evans as Chairman – signing of acceptance of office papers
3.	Election of Cllr Rooney as Vice-Chairman – signing of acceptance of office papers to take place at next meeting
4.	Attendance recorded as Parish Councillors Dave Evans, June Watt, Martin Cole, Rick Minter, County Councillor Sarah Hands, & 6 members of the public
5.	Apologies for absence recorded from Parish Cllr Lesley Rooney Borough Councillor Williams did not attend
6.	Declaration of Interest for matters on the agenda were invited- none
7.	Minutes of the previous Parish Council Meeting held on 6 th March 2025 approved
8.	Council agreed it wishes to adopt the General Power of Competence, after considering if it meets the criteria for Power of General Competency in that a) Qualified clerk b) 2/3 rd of Council was elected at the last election 2023 (contested or non-contested)
9.	Council reviewed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held
10.	Council agreed no changes are required to standing orders
11.	Council agreed no changes are required to financial regulations
12.	Council agreed no changes are required to its Complaints, Freedom of Information or Data protection policies procedure
13.	Council agreed additions to the asset register -see financial reports
14.	Council reviewed representation on outside organisations such as flood response group/ Gloucestershire airport • Cllr Evans – flood response groupd • Member of the public – Phil Drew on Gloucestershire Airport
15.	Council noted no changes are required to insurance policy for the coming year. (clerk to check if pumps need to be itemised)
16.	Council noted no changes are required to banking mandate
17.	Council approved its independent internal auditor as previous year – Iain Selkirk who has confirmed that there are no matters to bring to the attention of the Council
18.	Council confirmed it wishes to renew its subscription to GAPTC and contract with PATA payroll.
19.	Council approved the financial reports and payment list as attached
20.	Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms
21.	Planning matters Council noted that that clerk has received confirmation that an extension of time for submitting comments relating to planning application 25/00169/OUT has been granted further information may be presented at the parish assembly Level of construction traffic on Brook Lane relating to the following 2 applications to be raised with Planning Officers by Chair of Council • PIP potential planning application concerns of activities (22/01367/PIP) 25/00327/FUL 2 dwellings on field North of Brook Lane • The Nook 24/00118/FUL permission given. Also cc Lead Borough Councillor for planning
22.	Public Participation- none at this point

23.	Report invited from County Councillor Hands • Full County Council meeting held on 21/5/25 • Priorities – removal of highway signs etc from verges, outside of County child-care plans, safety and speed limits • Lead Role for Environment • Concerns over chevron sign not being cut back. Already referred to Highways, who has taken some actions but has not been completed.
24.	No Report received from Borough Councillor Williams
25.	Public participation at the discretion of the Chair of the meeting Member of the public spoke regarding 25/00169/OUT, setting out that it is a community resource used by many members and other member of the public, different clubs including youth football, businesses for conferences. As the application is for a business there is no obligations for replacement of community facilities. Objection on loss of community asset and loss of green belt.
26.	Meeting closed at 8pm

Financial reports

DATE	PAYEE	CHQ NO	AMOUNT	CURRENT A/C balance
opening current account balance				33618.21
25/04/2025	precept	receipt	6500.00	40118.21
25/04/2025	cil	receipt	23002.19	63120.40
30/04/2025	b holder	so	-375.58	62744.82
31/05/2025	b holder	so	-375.58	62369.24
30/06/2025	b holder	so	-375.58	61993.66
15/05/2025	e on	receipt	2.50	61996.16
15/05/2025	hmrc	426	-355.14	61641.02
05/06/2025	l selkirk	427	-165.00	61476.02
26/06/2025	comm first ins	428	-155.29	61320.73
03/07/2025	comm first ins	429	-14.55	61306.18
15/05/2025	gaptc	423	-133.95	61172.23
15/05/2025	pata		-150.40	61021.83
31/07/2025	b holder	so	-375.58	60646.25
31/07/2025	hmrc	431	-343.66	60302.59
bank reconciliation				
	OPENING BANK BALANCE			33618.21
	EXPENDITURE FOR PERIOD			-2820.31
	INCOME FOR PERIOD			29504.69
	NET income/ EXPENDITURE			26684.38
31/03/2025	BANK BALANCE AS ABOVE			60302.59
	BAL PER S/M			28/06/2025
	LESS U/P CHEQUES			
		428	-155.29	
		429	-14.55	
	so		-375.58	
		431	-343.66	
				-889.08
	reconciled balance			60302.59

budget against actual to 31/03/21		ACTUAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND
PRECEPT	6500	6500	
CIL RECEIPTS		23002	
wayleave		3	5
other receipts	0	0	575
		0	
		0	
INCOME	6500	29505	580
employment costs	5000	2025	2975
use of home/ admin expenses	420	176	244
speeding resources	200	0	200
hire of venue	150	0	150
subscriptions	175	134	41
training	250	0	250
insurance	200	170	30
s137	300	0	300
general maintenance	200	0	200
bus shelter	100	0	100
IT costs	250	0	250
payroll admin fees	120	150	-30
audit fees	150	165	-15
CIL expenditure		0	0
ICO	35	0	35
BBB grant comm resources		0	
to reserves	-1050		-1050
expenditure	6500	2820	3680

Note standing order for salary to be reduced

Reserves	31/03/2023	31/03/2024	31/03/2025	30/6/25
Cil reserves	26609	26189	25661	49611
general	2110	2846	2617	5351
precept reserves	4000	4000	4350	4350
events	90	90	90	90
assets	300	500	700	700
speed reduction		200	200	200
bank balance	33109	33825	33618	60302

CIL		01/04/2023	01/04/2024	31/08/2024	31/03/2025	31/03/2026
ringfenced	PROW		-3000	-3000	-2472	
	TRO feesibility		-2000	-2000	-2000	
	noticeboard		-1500	-1500	-1500	
	TRO		-20000	-20000	-20000	
spent	tree report		-420	-420	-420	
spent	kissing gates				-528	-948
receipts						
20/21			8190	8190	8190	
21/22			8822	8822	8822	
22/23			9597	9597	9597	26609
23/24			0	0	0	
24/25			0	0	0	
25/26						23002
ring fenced see above						-25972
balance	1/4/24		-311	-311	-311	22691