

Down Hatherley Parish Council

Agenda for meeting to be held on
Wednesday 17th September 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 receive, accept, record apologies from Parish Councillors
4.	Council to receive Declaration of Interest for matters on the agenda
5.	Council to note report received from Borough Councillor Williams
6.	Council to note report from County Councillor Hands as distributed via email
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 16th July 2025 to be approved
9.	Council to approve the payment list as discussed at the meeting Council to approve the financial reports as attached Council to approve the National Pay Award as part of contract of employment
10.	Council to note update on “Build Back Better” grant • Waiting for wheelbarrow invoice
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 -information update given, replace 2 at EDH18, one at EDH13, additional EDH5 (possibly) – Council indicated in principal that further CIL may be allocated • 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- cfwd • Ring fenced TRO up to £20k • Council has agreed feasibility study costs for TRO £1500 ringfenced plus speed surveys • Council has an additional £23002.19 and Council must spend within 5 years (external audit fee will increase) • Possibly for VAS signs on A38 • CIL funding for gateways “please drive carefully” picket fence at pinch points agreed – Councillors to look at designs via GLASDON website • Council to note advice attached regarding CIL money expenditure. (Advice also distributed via email)
12.	Council to note updates on flooding matters (standard item)- • Survey completed re ACRE &NALC flooding
13.	Council to note updates on assets (standard item)
14.	Council to receive updates from Ash Lane Residents Association (standard item)

15.	Council to receive reports from representation on outside organisations (standard item)
16.	Council to note updates on NDP review from Norton PC (standard item)
17.	Planning matters • 25/00169/OUT – Dowty sports club -pc objected – further emails distributed and responses submitted • Council to consider using outside advisors on drafting planning comments. • TPO 439 new order
18.	Council to receive updates/consider Highways and footpath matters • Hedge at Chevron sign cutting back- Highways advise that the sign will be replaced and hedge will be cut back to facilitate • Community 20's and safer road initiative email update-registration of interest agreed - Clerk registered interest on GCC website at meeting • Road Closures at Down Hatherley Lane emails noted including dates in September and then September to December. • Brook Lane being used by non- residents during closure of Down Hatherley lane at its junction with A38 • Speedwatch group (to be standard item) Cllr Cole to suggest dates
19.	Council to note updates on Gloucestershire Airport
20.	Any other business for information only • Date of next meeting 19th November 2025 (budget)
21.	Meeting to be closed

CIL ADVISE

1. Can the CIL Neighbourhood Funding be used for:

a. Labour for works such as footpath clearance?

- It is not the issue of whether it is revenue or capital spending that will determine whether it is acceptable to spend the CIL Neighbourhood Funding on projects such as footpath clearance. As well as Infrastructure the Parish may spend it on 'anything else'. The test is whether doing it 'supports the development of the Parish's area', by 'addressing the demands that development places on the area' (Regulation 59C of the CIL Regulations (2010) as amended).
- It is, therefore, a legal requirement that NCIL projects address the impact that development has on an area.
- So, for example, if the footpath was in such a position, on a route that is likely to be used by the occupants of new developments as well as existing residents then it would be acceptable.
- CIL cannot, however, be used as a replacement for everyday parish council expenditure. Any funds that are not spent 'addressing the demands that development places on the area' will be required to be handed back to the Borough Council. If the Parish Council has to hand funds back but cannot afford to, the Borough Council will recover the funds by deducting from future CIL receipts that were due to be passed to the Parish Council.

b. Neighbourhood plans review?

- Preparation of a Neighbourhood Plan may be funded providing it 'addresses the demands that development places on the area'.
- CIL Guidance states that Neighbourhood Plans should be used to identify funding priorities (Paragraph: 152 Reference ID: 25-152-20190901).

c. Projects for other parishes?

- Parish Council's cannot fund projects 'for' other parishes unless that project 'addresses the demands that development places on the area'.
- 'authorities may pass money to bodies outside their area to deliver infrastructure' but it must 'benefit the development of their area' (Paragraph: 155 Reference ID: 25-155-20190901)

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
31/08/2025	b holder	so	-282.98	60019.61
30/09/2025	hmrc	434	-382.80	59636.81
30/09/2025	b holder	so	-282.98	59353.83
25/07/2025	refund b holder	receipt	92.60	59446.43
01/08/2025	b holder	432	-47.40	59399.03
01/08/2025	pata	433	-16.00	59383.03
bank reconciliation				
	OPENING BANK BALANCE			33618.21
	EXPENDITURE FOR PERIOD		-3739.87	
	INCOME FOR PERIOD		29504.69	
	NET income/ EXPENDITURE			25764.82
31/03/2025	BANK BALANCE AS ABOVE			59383.03
	BAL PER S/M	28/07/2025		60395.19
	LESS U/P CHEQUES			
		so	-282.98	
		431	0.00	
		so	-282.98	
		434	-382.80	
		432	-47.40	
		433	-16	
				-1012.16
	reconciled balance			59383.03

Other reconciliations

expenses	april/may	june/July	aug/sept
mileage	6.21	6.21	
stamps	8.64	8.64	
salary		-17.65	-1
wfh			
printing	2.8	2.8	
	17.65	0	

payroll	per cb	pata31/9/25
net		
pay	1712.48	1623.08
hmrc	1081.6	1081.60
due to	-89.4	
gross	<u>2704.68</u>	<u>2704.68</u>

budget against actual to 31/03/21	BUDGET	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	2794	2206
use of home/ admin			
expenses	420	311	109
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	166	-46
audit fees	150	165	-15
CIL expenditure		0	0
ICO	35	0	35
BBB grant comm resources		0	
to reserves	-1050		-1050
expenditure	<u>6500</u>	<u>3740</u>	<u>2760</u>

Reserves	31/03/2023	31/03/2024	31/03/2025	31/6/25
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

fixed assets	AGAR 24	agar 25
bus shelter	7000.00	7000
3xnoticeboards		1500
speed gun		900
milestone A38		1
1/2 church field		1
Strimmer		305
wheelbarrow		
pumps		482

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

Down Hatherley Parish Council

Draft minutes for meeting held on
Wednesday 16th July 2025 at 7.03 pm
In Down Hatherley Village Hall
New website <https://downhatherley-pc.gov.uk>

1.	Welcome
2.	Attendance recorded as Parish Councillors Dave Evans, June Watt, Martin Cole, Lesley Rooney, Rick Minter & 5 members of the public
3.	Council received apologies from County Councillor Hands & Borough Councillor Mark Williams
4.	Council received no Declaration of Interest for matters on the agenda
5.	Council noted no report received from Borough Councillor Williams
6.	Council noted report from County Councillor Hands as distributed via email
7.	Public Participation invited, following the close of the public session, members of the public are invited to stay and observe the remainder of the meeting. • Change of ownership of developers possibly relevant to Brook Lane Public session closed at 19.09
8.	Minutes of the previous Parish Council Meeting held on 21st May 2025 approved
9.	Council approved the payment list as discussed at the meeting Council approved the financial reports as attached
10.	Council noted update on “Build Back Better” grant • Waiting for wheelbarrow invoice • Increase in insurance premium for pumps
11.	Council noted 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 -information update given, replace 2 at EDH18, one at EDH13, additional EDH5 (possibly) – Council indicated in principal that further CIL may be allocated • 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- cfwd • 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 noted an additional £23002.19 has been received and Council must spend within 5 years (external audit fee increase) • Possibly for VAS signs on A38 • Council requests confirmation if CIL money can be spent on labour for projects, spent on NDP review, shared with other parishes.
12.	Council noted updates on flooding matters (standard item)-
13.	Council noted updates on assets (standard item) • Tree Management at Church Field in process
4.	Council received updates from Ash Lane Residents Association (standard item) • Vehicle concerns

15.	Council received no reports from representation on outside organisations (standard item)
16.	Council noted no 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- condition 8 refers to the disposal of foul water drainage scheme and access issues were brought to the committee. The reserved matter was approved but any application to discharge conditions must be heard by committee rather than delegated to officers • 25/00183/FUL footbridge at Dowty social club- decision permit • 25/00169/OUT – Dowty sports club -pc objected – further emails distributed & Council agreed to submit further comments • 25/00504/PIP- Stables – uploaded objection comments • 25/00496/FUL- Woodfold Court, development of residential dwelling- council agreed to submit comments via portal • Phase 3 Twigworth Green is within DHPC was noted • Council considered using outside advisors on drafting planning comments. Clerk advised on legal position and that decisions must be made at meetings unless delegated to Clerk). Agenda item September 25.
18.	Council received updates/consider Highways and footpath matters • Hedge at Chevron sign cutting back- Highways advise that the sign will be replaced and hedge will be cut back to facilitate • Community 20's and safer road initiative email update-registration of interest agreed - Clerk registered interest on GCC website at meeting • PROW expressed concern over footpaths and traffic in the local lanes • EDH19 bridle path brought to the attention of TBC • Diversion of footpath EDH3 linking to EDH13 must go through Town and Planning Act (PIP application) • EDH17 links EDH13 to EDH12 also noted • Road Closures at Down Hatherley Lane emails noted including dates in September and then September to December. The Parish Council agreed in principal that vehicles could use the Church Field if appropriate. Information to be distributed via social media/website • Speedwatch group (to be standard item) Cllr Cole to suggest dates
19.	Council considered Down Hatherley Lane speed reduction updates • CIL funding for gateways “please drive carefully” picket fence at pinch points agreed – Councillors to look at designs via GLASDON website and bring ideas to September 25 – Move to CIL item • Horse rider awareness signs at pinch points locations approved by highways -GCC have installed • VAS sign requested and information to be sent by Highways- (Cllr Minter) linked to TRO – remove from agenda
20.	Council noted update on road safety partnership bid- Cllr Rooney linked to TRO – remove from agenda
21.	Council noted updates on Gloucestershire Airport Change to noise abatement procedures and change of runways from 10 th July 2025. No improvement has been noted. Guidelines are not yet on the Airport website. Concern expressed by residents of Ash Lane. Guidance given on complaints procedure of the Airport. Council discussed its response to the changes and a letter will be sent (Cllr Evans/Cllr Minter)
22.	Council noted GCC Ash dieback project replanting scheme

23.	Any other business for information only • Date of next meeting 17th September 2025 • Road Closure at Coombe Hill (August to November)
24.	Meeting closed at 21.00

