

Down Hatherley Parish Council

Agenda/summons for meeting to be held on
Wednesday 21st January 2026 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 Martin Cole, Lesley Rooney, Rick Minter, J Watt and D Evans County Councillor Hands & Borough Councillor Mark Williams & members of the public
3.	Council to record/accept apologies received from Parish Councillors, and to note any other apologies received
4.	Council to invite 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
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 19th November 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 the damage to the bus shelter known as DH Lane bus shelter and to agree remedial action
11.	Council to note that the tax base for calculating precept for 26/27 is 333.91 an increase of 49 which calculates to an increase of £6.22 pa for average band D property
12.	Council to note updates from Ash Lane Residents Association if available
13.	Planning matters to be considered • Change to gateway at new entrance on Twigworth Green phase 3 was investigated (see previous minutes)– Cllr Rooney to provide further update
14.	Council to receive updates/consider on Brook Lane matters • correspondence from resident received, objecting to advisory letter sent from DHPC, which the Clerk replied with an acknowledgement • It is to be noted that the specific property lies within TPC, but that DHPC have taken the lead on this issue and that a Parish Councillor from TPC attended the onsite meeting. • it is also to be noted that DHPC was asked by Glos Highways Manager to send the letter to the specific address, • it is also to be noted that DHPC have not taken any decisions on highway or signage issues, and that it was a multi-agency on site meeting arranged by the County Councillor which agreed the actions to be taken • It is also to be noted that the signage in question is to be installed on Glos Highways land and has been suggested/agreed by Glos Highways Manager • 4x “Bridleway – no vehicle access signs” –funding not requested from PC. • A safe surface for horses to be discussed between Highways and PROW office

	• Historic flooding at top of Brook Lane discussed
15.	Council to receive/consider updates on other highway/prow issues • update on Footpath from nursery to Brook Lane along A38 is now encroached with silt and hedgerow referred to Highways Manager
16.	Any other business for information only • Date of next meeting 21st January 2026
17.	Meeting closed at 19.45

Draft minutes for meeting held on
Wednesday 19th November 2025 at 7.00 pm
In Down Hatherley Village Hall
New website <https://downhatherley-pc.gov.uk>

1.	Welcome
2.	Attendance recorded as Parish Councillors Martin Cole, Lesley Rooney, Rick Minter & 1 member of the public
3.	Council noted apologies received from Parish Councillors J Watt and D Evans, County Councillor Hands & Borough Councillor Mark Williams
4.	Council invited Declaration of Interest for matters on the agenda -none
5.	Council no report received from Borough Councillor Williams
6.	Council noted report from County Councillor Hands distributed via email Including grant information, and TRO update which is progressing and is at stage 5
7.	Public Participation invited, following the close of the public session, member of the public was invited to stay and observe the remainder of the meeting. Public session closed at 19.05
8.	Minutes of the previous Parish Council Meeting held on 17th September 2025 were approved with updates received -see agenda items below
9.	Council approved the payment list as discussed at the meeting Council approved the financial reports as attached Council approved Iain Selkirk as independent internal auditor
10.	Council approved budget and precept for 26/27- agreed £9,700 and agreed to increase salary in line with other local Councils (SC 28) to take into account the increasing complexities of the parish and increasing population with effect from 1st December 2025 Council also considered the increasing tax base
11.	Council noted updates from Ash Lane Residents Association were available
12.	Council noted update on TRO - see County Councillor report
13.	Planning matters were considered • Change to gateway at new entrance on Twigworth Green phase 3 was investigated (see previous minutes)– Cllr Rooney informed Council that a gate was on the plans, with no size specification given. To be discussed with Glos Highways and PROW Officer • Drop kerb on A38/Down Hatherley Lane on the development side there is no drop kerb, where it was originally there – Clerk reported to Glos Highways who confirmed that drop kerb was originally only on side. • Request for confirmation of decisions from TBC sent to planning dept
14.	Council received updates/considered Highways and footpath matters • multi agency meeting feedback regarding Brook Lane being used by non-residents during closure of Down Hatherley lane at its junction with A38- “Lessons to be learnt to stop it happening in future” - meeting held on 19th November 2025 including other agencies, Brook Lane/Ash Lane residents, TPC (Cllr Harris). It was noted that the PROW officer did not attend or send apologies • No signage for Bridleway information noted. • CC Hands is investigating name signs with “no through road additional wording”

	• 4x “Bridleway – no vehicle access signs” – agreed to be funded by PC (Permission to use CIL Money to be confirmed by Clerk) otherwise if necessary to use reserves – agreed Clerk to use up to £1200. • A safe surface for horses to be discussed between Highways and PROW office • CC Hands to push for future planning applications to consider movement of vehicles for construction projects • The lack of legal access to 160 homes discussed • Historic flooding at top of Brook Lane discussed • Footpath from nursery to Brook Lane along A38 is now encroached with silt and hedgerow and Highways Manager will look into actions needed
15.	Any other business for information only • Heavy rain over weekend 12th November 2025 noted and no flooding reported • Date of next meeting 21st January 2026
16.	Meeting closed at 19.45

Financial reports

Reserves	31/12/2022	31/03/2023	31/03/2024	31/03/2025	31/6/25
Cil reserves	17012	26609	26189	25661	49611
general	3291	2110	2846	2617	5351
precept reserves	4000	4000	4000	4350	4350
events		90	90	90	90
assets	300	300	500	700	700
speed reduction			200	200	200
bank balance	24603	33109	33825	33618	60302

Cash book

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 june/ July	431	-343.66	60302.59
31/08/2025	b holder	so	-282.98	60019.61
30/09/2025	hmrc aug/sept	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
30/10/2025	b holder	so	-282.98	59100.05
30/11/2025	b holder	so	-282.98	58817.07
07/10/2025	b holder	435	-13.40	58803.67
05/11/2025	b holder	436	-31.16	58772.51
15/11/2025	hmrc oct/nov	437	-360.80	58411.71
15/11/2025	hmrs ers ni	438	-40.56	58371.15
04/12/2025	b holder	440	-23.97	58347.18
30/11/2025	hmrc dec	441	-276.82	58070.36
30/12/2025	b holder	so	-282.98	57787.38
30/01/2026	b holder	so	-282.98	57504.40
06/12/2025	r minter wheelbarrow	439	-65.00	57439.40
04/12/2025	pata fees	442	-15.00	57424.40

18/12/2025	STB (tree)	443	-690.00	56734.40
06/01/2026	parish on line website	444	-378.00	56356.40
06/01/2026	hmrc jan	445	-276.82	56079.58
06/01/2026	b holder salary	446	-126.77	55952.81
06/01/2026	b holder expenses	447	-17.76	55935.05

Bank reconciliation

OPENING BANK BALANCE		33618.21
EXPENDITURE FOR PERIOD	-7187.85	
INCOME FOR PERIOD	29504.69	
NET income/ EXPENDITURE		22316.84
BANK BALANCE AS ABOVE		55935.05

BAL PER S/M	01/12/2025	58306.15
LESS U/P CHEQUES		
	so	-282.98
	so	-282.98
	440	-23.97
	441	-276.82
	442	-15
	443	-690
	444	-378
	445	-276.82
	447	-17.76
	446	-126.77
		-2371.10
reconciled balance		55935.05

Other reconciliations

		pata	
payroll	per cb	31/1/25	differ
net pay	2904.54	2904.54	0.00
paye/ni	1936.00	1936.00	0.00
ers ni	100.60	100.60	0.00
due to			
gross	4840.54	4840.54	

					oct	
expenses	feb/mar	april/may	june/July	aug/sept	nov	dec/jan
mileage	6.21	6.21	6.21	6.21	6.21	6.21
stamps	8.64	8.64	8.64	8.64	8.65	8.65
salary			-17.65	-17.75		
wfh						
printing	1.8	2.8	2.8	2.9	16.3	2.9
	16.65	17.65	0	0	31.16	17.76

budget against actual to 31/03/26		ACTUAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	agreed 26 to 27
PRECEPT	6500	6500		9700
CIL RECEIPTS		23002		
wayleave		3		
other receipts	0	0		0
		0		0
		0		0
INCOME	6500	29505	0	9700
employment costs	5000	4941	59	7500
use of home/ admin expenses	420	464	-44	450
speeding resources	200	0	200	
hire of venue	150	0	150	150
subscriptions	175	134	41	175
training	250	0	250	
insurance	200	170	30	220
s137	300	0	300	
general maintenance	200	690	-490	200
bus shelter	100	0	100	100
IT costs	250	378	-128	250
payroll admin fees	120	181	-61	200
audit fees	150	165	-15	500
CIL expenditure		65	-65	
ICO	35	0	35	35
BBB grant comm resources		0		
to reserves	-1050		-1050	
expenditure	6500	7188	-688	9780