

Down Hatherley Parish Council

Draft minutes for meeting 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 recorded as Parish Councillors, Lesley Rooney, Rick Minter, J Watt and D Evans , Martin Cole & 3 members of the public
3.	Council noted no apologies received from Parish Councillors County Councillor Hands & Borough Councillor Mark Williams did not attend
4.	Council received no Declaration of Interest for matters on the agenda
5.	Council noted report not received from Borough Councillor Williams
6.	Council noted report not received from County Councillor Hands
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. Nothing at this stage Public session closed 19.02
8.	Minutes of the previous Parish Council Meeting held on 19th November 2025 approved
9.	Council approved the payment list as discussed at the meeting Council approved the financial reports as attached
10.	Council noted the damage to the bus shelter known as DH Lane bus shelter and agreed remedial action Delegated to Clerk to contact “recommended contractor” to be contacted for a report and a quotation. Costs to be paid for by CIL
11.	Council noted 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 noted no updates from Ash Lane Residents Association were available
13.	Planning matters considered • Change to gateway at new entrance on Twigworth Green phase 3 was investigated (see previous minutes)– Cllr Rooney provided further update and PROW will install correct bridleway gate. • Council noted comments made by Highways Officers on 25/00496/FUL Barn Woodfold Court comments applicable to Dowty Sports and Social Club relating to Highway report. It was agreed that Cllr R Minter to email Planning Officers, County and Borough Councillors the contents of the Highway report as relevant. • The Stables – Appeal 6003223 reference 25/00504/PIP comments to be submitted by 11/2/26. Council agreed to submit additional comments as distributed by Cllr Minter including “infill” concerns.
14.	Council received updates/considered on Brook Lane matters Council discussed in detail the correspondence from resident objecting to advisory letter sent from DHPC, to which the Clerk has replied with an acknowledgement. Concerns expressed included • Unnecessary duplication of signage • Decisions regarding highway signage rest solely with Gloucestershire County Council as the Highway Authority. • Parish Councils do not hold statutory powers in this area

	- communications about signage should come directly from the County Council, not via parish-level letters or lobbying. - Brook Lane is divided between Twigworth Parish (to the left) and Down Hatherley Parish (to the right) and the property concerned is to the left. - procedurally irregular as Down Hatherley Parish Council does not represent Twigworth residents and should not be issuing communications about signage affecting them. - concerned that parish-issued letters and lobbying by individual councillors risk creating confusion about where authority lies. - decisions are made transparently, on the basis of accurate highway records and statutory duties, rather than individual influence. The Clerk informed the meeting that TPC (see previous meeting minutes) had sent a representative to the site meeting where GCC Highways Manager made the decisions on the signage and that all the multi-agency representatives at the site meeting agreed with the proposed actions. The request to send the advisory letter to this specific resident had come from the Highways Manager to DHPC. TPC has been aware of the above correspondence. DHPC has delegated Cllr Rooney to represent DHPC on Brook Lane highways and planning matters. Gloucestershire Highways Manager has advised that the matter is being dealt with by his managers, and it was agreed that DHPC had sent the advisory letter at the request of the Highways Manager as a courtesy. Further Brook Lane matters - A safe surface for horses has been discussed between the Parish Council, Gloucestershire Highways and PROW officers regarding construction traffic and noted that a report on crossing the bridleway to be further updated. Damage to the surface appearing since construction at the Nook to be followed up by PROW team. Further bridleway /no vehicle access signs to be installed - PROW team advised that CIL could be used for a gateway at end of Bridleway
15.	Council received /considered updates on other highway/prow issues - update received on Footpath from nursery to Brook Lane along A38 is now encroached with silt and hedgerow which was referred to Highways Manager. It is reported that it is on the list but not designated as urgent - Correspondence forward to Highways Manager regarding Down Hatherley Lane closure and request for resurfacing. Reply confirmed not aware of planned GCC resurfacing works to take place in 2026 on this route - Reporting pot holes should be done by www.gloucestershire.gov.uk/fixmystreet - Invoice to follow from PROW for Kissing Gates installed - CIL money to be used for further gates as previously approved. - Village Gateways to be discussed at next meeting - TRO update
16.	Any other business for information only - Concerns from residents regarding the road closure being extended to March 2026 - Bretts Charity on next agenda - Date of next meeting 18th March 2026
17.	Meeting closed at 20.15

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