

Down Hatherley Parish Council
Agenda for meeting
To take place on 16th March 2022
Commencing at 7pm in the Village Hall

1.	Welcome from the Chair of Council
2.	Attendance to be recorded as (anticipated) Parish Councillors Dave Evans, June Watt, Julie Branton, Rick Minter Martin Cole , County Councillor Awford, Borough Councillor Williams
3.	Apologies for absence to be recorded
4.	Declaration of interests on matters on the agenda to be invited
5.	Public session to take place , where members of the public and Councillors who have declared an interest in matters on the agenda, will be invited to speak to and ask questions of the Parish Council. Up to 15 minutes at the discretion of the Chair of Council
6.	Minutes of the previous meeting held on 19th January 22 to be approved and any amendments to be approved by the Council
7.	Any matters arising from the minutes which are not separate agenda item may be raised where no decision is required
8.	Reports from Borough Councillor Williams
9.	Reports from County Councillor Awford
10.	Council to invite presentation from invited guest Cllr R Harris (Twigworth PC) regarding Brook lane/Court Farm developments
11.	Financial reports and payment list to be approved Council to approve salary increase in line with NALC national agreements (as distributed via email)
12.	Following meeting with TCB Officer, Council to consider nominating CIL projects (information previously distributed via email)
13.	Queens Platinum Jubilee Celebration a) Oak trees b) Events
14.	Council to consider Highway matters (Cllr Minter)
15.	Council to consider PROW matters (Cllr Watt)
16.	Council to consider Speeding issues (Cllr Cole)
17.	Council to note update on insurance claims a) Bus shelter (Cllr Evans) b) Tree damage (Clerk)
18.	Council to note update on notice boards maintenance
19.	Council to consider update on Gloucestershire Airport matters
20.	Council to consider update on Flood Response Group (Cllr Evans)
21.	Council to consider update on Ash Lane Residents Association (Cllr Branton)
22.	Council to consider planning matters including updates a) Brook Lane b) 22/00119/FUL DESCRIPTION: The construction of a commercial development comprising a warehouse with ancillary office and staff facilities. LOCATION: Land At Ashville Business Park, Commerce Road, Churchdown c) Call for sites with development potential from TBC d) 22/00042/FUL - Fortuna Ash Lane – comments submitted under delegated authority e) 22/00052/FUL- Glenovan, Tewkesbury Road, application withdrawn
23.	Date of next meeting to be agreed as AGM 18th May 2022 at 7pm followed by Parish Assembly at 8pm
24.	Any other information for sharing purposes as no decisions can be made at this point
25.	Close of meeting

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Down Hatherley Parish Council
Draft minutes for meeting
held on 19th January 2022
Commencing at 7pm in the Village Hall

1.	Welcome from the Chair of Council
2.	Attendance recorded as Parish Councillors Dave Evans, June Watt, Julie Branton, Rick Minter and Martin Cole , 7 members of the public
3.	Apologies for absence recorded County Councillor Awford and Borough Councillor Williams
4.	Declaration of interests on matters on the agenda were invited -none
5.	<p>Public session took place, where members of the public and Councillors who have declared an interest in matters on the agenda, were invited to speak to and ask questions of the Parish Council. Up to 15 minutes at the discretion of the Chair of Council</p> <ul style="list-style-type: none"> • Bridleway end of brook lane and green bridge – maintenance of bridleway (owner’s responsibility and note of Report IT portal given) • Bridleway crossing with Highway information shared with public via BC Williams/PROW officer. Resident has been advised that this matter will be covered by Reserves Matters Planning Application at some point to be submitted to the Borough Planning Officers • Cllr Evans will be speaking at the TBC committee meeting and asking questions including the Bridleway crossing
6.	Minutes of the previous meeting approved
7.	<p>Any matters arising from the minutes which are not separate agenda item may be raised where no decision is required</p> <p>Phil Awford submission of written information – cfwd</p> <p>2 oak tree saplings have arrived with Cllr Watt and it will agreed where to plant at next meeting (see AOB)</p> <p>Standard email format adopted by Councillors noted</p>
8.	Report from Borough Councillor Williams not received but has been in contact with residents of Brook Lane
9.	Reports from County Councillor Awford distributed via email
10.	Financial reports and payment list approved (as attached)
11.	<p>Council considered a consultation process leading to a of nominating CIL projects (information distributed via email) under the specified guidelines of “the provision, improvement, replacement, operation or maintenance of infrastructure” plus - “anything else that is concerned with addressing the demands that development places on an area” (Regulation 59C(b). Subject to the legal powers that the Parish Council have to spend money</p> <p>Briefing pack was distributed via email</p> <p>Borough Council have officer –request a meeting with Adrian Goode- Clerk to arrange (not Wednesday but early evening/twilight at TBC offices)</p> <p>Discussion on sharing with NDP partners</p> <p>Discussion on potential of delay process if further monies are coming</p> <p>Some support for consultation process</p> <p>PC would be looking for proper governance etc</p> <p>Agenda item next meeting for feedback from meeting with Adrian Goode</p>
12.	<p>Council considered Highway matters (Cllr Minter)</p> <p>Road closure Hatherley Lane currently in process</p> <p>Confirmation of extent of works and road markings that may be added to be emailed by Cllr Minter to Highways Manager</p> <p>“Church bend” hedge cutting back that affects footpath has been done but further height cutting may be requested</p>

	Council agreed in principle for works before bird nesting season if reasonable price
13.	Council considered PROW matters (Cllr Watt) see public session
14.	Council considered Speed project updates (Cllr Cole) a) Speed watch matters updated figures since November meeting 18+14 drivers prosecuted b) 2021= 15 van visits and 3 hand held visits = 237 speeding, 1 mobile phone, 5 not wearing seat belts and 1 damaged number plate prosecuted c) 20 is plenty updates as distributed via email d) Speed on the A38 discussed and noted that the Council is not able to use the speed gun but Cllr Cole will take it up with the Police speed surveillance
15.	Council noted update on insurance claims and to approve expenditure incurred c) Bus shelter (Cllr Evans) after further telephone conversations, loss adjuster has visited site and different designs have been distributed via email, Council agreed preferred choice was “Ruby” prefabricated in green. Glos Highways will need to give permission for works to take place on highway d) Tree damage (Clerk)- Council agreed can be claimed for damage to fence and tree debris removal- photo is available and a quotation for fence damage to be obtained. Clerk to confirm excess on policy – see payment list for approval of expenditure
16.	Council noted update on notice boards maintenance and approved expenditure incurred of up to £200 (waiting for invoice)- material costs approved under payment list Ash Lane notice board needs repair and may be able to be done at the same time as the “Church” noticeboard
17.	Council considered update on Gloucestershire Airport matters- Change of representation noted and concerns over simulated engine failure has been sent by email by Cllr Evans Runway closures noted reducing from 3 to 2 early this year (for repair/resurface) Reports to be distributed via Cllr Evans
18.	Council considered update on Flood Response Group (Cllr Evans) - noted that document produced by George Sharpley – “Twigworth Flooding: A Record of Failure” has been distributed to all Borough Councillors and the Borough Planning Committee. Noting that the Environment Agency are using out of date information to advise the Planning Officers.
19.	Council considered update on Ash Lane/Brook Lane (Cllr Branton) “Ash Lane Residents Petition” update with lack of support from Borough Councillor Williams noted. The petition raised issues on level of building, safeguarding land and flooding. It was signed by over 180 signatures and went to the Borough Council, who gave support and appointed an officer (Sandra Ford) who met with residents but the information given on site was later retracted. Bio-diversity management plan around 6 houses off Ash Lane has been discussed with Will Cole (enforcement officer) on site. It was agreed the condition of planning has not been actioned and enforcement action will be instigated by TBC. Member of the public confirmed that no maintenance has happened by the company appointed under the management contract and resident will ask when the works will start. Water is being pumped off Yew Tree Farm development into one of the fields and has been highlighted to Enforcement officer. It was suggested that the matter be referred to the environment agency. The information has been sent to George Sharpley (Chair of Twigworth Pc) Cllr Evans gave feedback from the meeting scheduled for 18 th January 2022 at Tewkesbury Planning Committee. In the event the agenda item was deferred as the Developers are having further discussions with the Education Dept on the planned school provision in the new developments not meeting the expected need. Chairs of Down Hatherley and Twigworth PC have spoken to the local press regarding flooding, bridleways and sewage issues.
20.	Date of next meeting agreed as 16th March 2022 at 7pm Planning issues noted and Council agreed no additional meeting needed
21.	Any other information for sharing purposes as no decisions can be made at this point Planning reports to be on agenda going forward Update on planning submissions made since last meeting

	<p>a) PIP Reduction of number of houses in Ash Lane</p> <p>b) Decision notice 4 houses on Court Farm -refused</p> <p>c) Revised application for Honeyacres – response submitted under Clerk delegated authority</p> <p>d) 21/00821/land north of Innsworth lane – to be submitted under clerk delegated authority</p> <p>e) 21/01518/FUL – Wood lane – to be submitted under clerk delegated authority</p> <p>f) 22/00042/FUL – Fortuna Ash – to be submitted under clerk delegated authority</p> <p>g) Advertising a food outlet in Court farm has been referred to enforcement officer</p> <p>h) Van on verge on corner of Down Hatherley Lane advertising a food outlet in Court Farm -Clerk to refer to enforcement officer and Cllr Minter to email Glos Highways/County Councillor Awford</p> <p>i) Will Cole follow up on Little Woodfold change of use- clerk to chase</p> <p>j) Timber building next to garden centre- Carleon -noted</p> <p>Councillor Cole has 200 empty sand bags received from TBC (website and group chats for distribution)</p> <p>Councillor Watt -Ash die back whips not received yet</p> <p>Queens Platinum Jubilee Oak trees to be put on next meeting</p>
22.	Close of meeting 21.02

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financial reports- March 22

Cash book

DATE	PAYEE	CHQ NO	AMOUNT	CURRENT A/C balance
opening current account	balance			13562.08
01/04/2021	unpresented rec	w/off	-2.5	
28/04/2021	b holder salary	so	-155.58	13404.00
28/04/2021	precept	receipt	4500.00	17904.00
28/04/2021	tbc cil	receipt	8821.96	26725.96
14/04/2021	GAPTC	22326	-109.10	26616.86
19/05/2021	D EVANS ZOOM	22328	-28.78	26588.08
19/05/2021	B holder expenses	22329	-60.10	26527.98
19/05/2021	com first	22330	-172.03	26355.95
19/09/2021	hmrc	22331	-239.60	26116.35
08/06/2021	PATA	22332	-95.00	26021.35
08/06/2021	speeding resources	22333	-175.68	25845.67
20/07/2021	b holder expenses	22334	-60.30	25785.37
21/07/2021	CPRE	22335	-36.00	25749.37
28/05/2021	b holder salary	so	-155.58	25593.79
28/06/2021	b holder salary	so	-155.58	25438.21
28/07/2021	b holder salary	so	-155.58	25282.63
28/08/2021	b holder salary	so	-155.58	25127.05
01/10/2021	b holder salary (sept)	so	-160.01	24967.04
28/09/2021	b holder	22336	-86.58	24880.46
09/09/2021	D H Villge hall	22337	-120.00	24760.46
01/11/2021	b holder (oct)	so	-160.01	24600.45
01/10/2021	b holder nov	so	-160.01	24440.44
12/11/2021	B holder expenses	22339	-34.72	24405.72
12/11/2021	hmrc	22240	-160.00	24245.72
20/01/2022	pata	341	0.00	24245.72
18/01/2022	B holder expenses	22342	-62.24	24183.48
04/01/2022	b holder dec	so	-160.01	24023.47
28/01/2022	b holder jan	so	-186.01	23837.46
28/02/2022	b holder feb		-186.01	23651.45
01/03/2022	rm reim chelt fenc	348	-118.00	23533.45
01/03/2022	n roberts	347	-300.00	23233.45
01/03/2022	rm n/b	346	-44.39	23189.06
01/03/2022	void	345	0.00	23189.06
01/03/2022	d evans inkjet	343	-43.50	23145.56
01/03/2022	nat arb	344	-414.00	22731.56
01/03/2022	refund insurance	receipt	100.00	22831.56
28/03/2022	b holder march	so	-160.01	22671.55
10/03/2022	B holder expenses	350	-10.24	22661.31
10/03/2022	GAPTC training	349	-14.00	22647.31

Bank reconciliation

BANK RECONCILIATION				
01/04/2021	OPENING BANK BALANCE			13562.08
	EXPENDITURE FOR PERIOD		-4234.23	
	INCOME FOR PERIOD		13319.46	
	NET income/ EXPENDITURE			9085.23
10/03/2022	BANK BALANCE AS ABOVE			22647.31
	BAL PER S/M		28/02/2022	23249.56
	LESS U/P CHEQUES			
		348	-118.00	
		347	-300.00	
	28-Mar	so	-160.01	
		350.00	-10.24	
		349.00	-14.00	
				-602.25
19/01/2022	reconciled balance			22647.31

Payment list for approval

GAPTC training £14.00 Cllr Branton
 B Holder expenses £10.24

R Minter reimbursement for Cheltenham fencing	paid	£118.00
N Roberts		
£150 for noticeboard		
£150 for fencing	paid	£300.00

Salary increase in line with NALC national agreements 20p per hour back dated to 1/4/21

Budget against actual

	BUDGET	ACTUAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND
PRECEPT	4500	4500.00	
CIL RECEIPTS	0	8821.96	
wayleave	0	0.00	
vat to be reclaimed	0	0.00	
	0		
	0	0	
	0	0	
INCOME	4500	13321.96	0
employment costs	2350	2317.92	32.08
use of home/expenses	340	389.33	-49.33
speeding resources	200	175.68	24.32
hire of venue	200	120	80
subscriptions	275	145.1	129.9
training	250	14	236
insurance	200	172.03	27.97
s137	300	0	300
general maintenance	50	776.39	-726.39
bus shelter	0	0	0
IT costs	100	28.78	71.22
payroll admin fees	100	95	5
audit fees	100	0	100
CIL expenditure		0	0
ICO	35	0	35
expenditure	4500	4234.23	265.77

Reserves

Reserves	at 1/4/21	current yr	
Cil reserves	8190	17012	
general	1372	1635	
precept reserves	4000	4000	
bank balance	13562.08	22647.31	at 10/03/22