

## Down Hatherley Parish Council

Agenda/summons for meeting to be held on

Wednesday 18<sup>th</sup> March 2026 at 7.00 pm

In Down Hatherley Village Hall

New website <https://downhatherley-pc.gov.uk>

New email address [clerk@downhatherley-pc.gov.uk](mailto:clerk@downhatherley-pc.gov.uk)

1.	<b>Welcome</b>
2.	<b>Attendance to be recorded (anticipated as Parish Councillors, Lesley Rooney, Rick Minter, J Watt and D Evans , Martin Cole, County Councillor Hands &amp; Borough Councillor Mark Williams &amp; members of the public</b>
3.	<b>Council to note apologies received from Parish Councillors Council to consider APPROVAL of absences if appropriate under LGA1972 s85 and where a dispensation has been requested via the clerk prior to this agenda being prepared</b>
4.	<b>Council to receive Declaration of Interest for matters on the agenda</b>
5.	<b>Council to note report received from Borough Councillor Williams</b>
6.	<b>Council to note report received from County Councillor Hands</b>
7.	<b>Public Participation to be invited, following the close of the public session, members of the public will be invited to stay and observe the remainder of the meeting. Public session to close</b>
8.	<b>Minutes of the previous Parish Council Meeting held on 21<sup>st</sup> January 2026 to be approved</b>
9.	<b>Council to consider assertion 10</b> <ul style="list-style-type: none"><li>• .gov.uk email address – set up for clerk as part of website package</li><li>• Councillors to consider moving to .gov.uk emails</li><li>• Website to meet WCAG 2.2 – as new website it is anticipated that this meets the new guidelines</li><li>• Updated policies to be adopted at AGM -IT and Data Protection, privacy and publication scheme- model policies available via GAPTC and distributed via email</li></ul>
10.	<b>Council to approve the payment list as discussed at the meeting Council to approve the financial reports as attached</b>
11.	<b>Council to note update on the damage to the bus shelter known as DH Lane bus shelter- waiting for installation date</b>
12.	<b>Council to note any updates from Ash Lane Residents Association</b>
13.	<b>Planning matters to be considered</b> <ul style="list-style-type: none"><li>• Change to gateway at new entrance on Twigworth Green phase 3</li><li>• Council to note comments submitted on appeal reference 6004968 land opposite Woodfold Court</li><li>• Council to note comments on 26/00064/OUT submitted</li><li>• Council to note The Stables – Appeal 6003223 reference 25/00504/PIP comments submitted.</li></ul>
14.	<b>Council to consider actions relating to Bretts Charity</b>
15.	<b>Council to receive updates/considered on Brook Lane matters</b> <ul style="list-style-type: none"><li>• Brook Lane Bridleway</li></ul>
16.	<b>Council to receive /consider updates on other highway/prow issues</b> <ul style="list-style-type: none"><li>• Village Gateways</li></ul>
17.	<b>Any other business for information only</b> <ul style="list-style-type: none"><li>• Date of next meeting 20<sup>th</sup> May (AGM) 7pm followed by Parish assembly at 8pm</li></ul>
18.	<b>Meeting to be closed</b>

## Down Hatherley Parish Council

Draft minutes for meeting held on  
Wednesday 21<sup>st</sup> January 2026 at 7.00 pm  
In Down Hatherley Village Hall  
New website <https://downhatherley-pc.gov.uk>

1.	<b>Welcome</b>
2.	<b>Attendance recorded as Parish Councillors, Lesley Rooney, Rick Minter, J Watt and D Evans , Martin Cole &amp; 3 members of the public</b>
3.	<b>Council noted no apologies received from Parish Councillors County Councillor Hands &amp; Borough Councillor Mark Williams did not attend</b>
4.	<b>Council received no Declaration of Interest for matters on the agenda</b>
5.	<b>Council noted report not received from Borough Councillor Williams</b>
6.	<b>Council noted report not received from County Councillor Hands</b>
7.	<b>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</b>
8.	<b>Minutes of the previous Parish Council Meeting held on 19<sup>th</sup> November 2025 approved</b>
9.	<b>Council approved the payment list as discussed at the meeting Council approved the financial reports as attached</b>
10.	<b>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</b>
11.	<b>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</b>
12.	<b>Council noted no updates from Ash Lane Residents Association were available</b>
13.	<b>Planning matters considered</b> <ul style="list-style-type: none"><li>• <b>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.</b></li><li>• <b>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.</b></li><li>• <b>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.</b></li></ul>
14.	<b>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</b> <ul style="list-style-type: none"><li>• <b>Unnecessary duplication of signage</b></li><li>• <b>Decisions regarding highway signage rest solely with Gloucestershire County Council as the Highway Authority.</b></li><li>• <b>Parish Councils do not hold statutory powers in this area</b></li><li>• <b>communications about signage should come directly from the County Council, not via parish-level letters or lobbying.</b></li></ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• procedurally irregular as Down Hatherley Parish Council does not represent Twigworth residents and should not be issuing communications about signage affecting them.</li> <li>• concerned that parish-issued letters and lobbying by individual councillors risk creating confusion about where authority lies.</li> <li>• decisions are made transparently, on the basis of accurate highway records and statutory duties, rather than individual influence.</li> </ul> <p>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.</p> <p>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.</p> <p>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.</p> <p><b>Further Brook Lane matters</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• PROW team advised that CIL could be used for a gateway at end of Bridleway</li> </ul>
15.	<p><b>Council received /considered updates on other highway/prow issues</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Reporting pot holes should be done by <a href="http://www.gloucestershire.gov.uk/fixmystreet">www.gloucestershire.gov.uk/fixmystreet</a></li> <li>• Invoice to follow from PROW for Kissing Gates installed</li> <li>• CIL money to be used for further gates as previously approved.</li> <li>• Village Gateways to be discussed at next meeting</li> <li>• TRO update</li> </ul>
16.	<p><b>Any other business for information only</b></p> <ul style="list-style-type: none"> <li>• Concerns from residents regarding the road closure being extended to March 2026</li> <li>• Bretts Charity on next agenda</li> <li>• Date of next meeting 18<sup>th</sup> March 2026</li> </ul>
17.	<p><b>Meeting closed at 20.15</b></p>



## 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
20/02/2026	b holder	so	-282.98	55652.07
28/03/2026	b holder	so	-282.98	55369.09
03/02/2026	b holder salary	448	-113.37	55255.72
03/02/2026	hmrc	449	-276.82	54978.90
11/02/2026	gcc gates	450	-460.00	54518.90
11/03/2026	b holder	451	-131.13	54387.77
12/03/2026	hmrc	453	-276.82	54110.95
19/02/2026	bank fees	ddd	-4.99	54105.96
08/01/2026	wayleave	receipt	2.50	54108.46
19/12/2025	bank fees	ddd	-9.98	54098.48
11/03/2026	dvh	452	-162.00	53936.48

budget against actual to 31/03/21	BUDGET	ACTUAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	agreed 26 to 27
PRECEPT	6500	6500		9700
CIL RECEIPTS		23002		
wayleave		5		
other receipts	0	0		0
		0		0
		0		0
INCOME	6500	29507	0	9700
employment costs	5000	6235	-1235	7500
use of home/ admin expenses	420	533	-113	450
speeding resources	200	0	200	
hire of venue	150	162	-12	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		525	-525	
ICO	35	0	35	35

BBB grant comm resources

0

to reserves

-1050

-1050

expenditure

6500

9174

-2674

9780