

Down Hatherley parish council

Extra ordinary meeting to be held on 4th June 2026

2pm at Down Hatherley Village Hall

1. Attendance to be recorded
2. Apologies received to be recorded
3. Draft minutes from previous meeting to be approved
4. Council to discuss 25/00199/CONDIS and to agree response
5. Public session
6. Close of meeting

Meeting called by Chair of Council 31/5/26

Down Hatherley Parish Council
Draft minutes
ANNUAL MEETING OF THE COUNCIL
HELD AT 7.00PM ON 20th May 2026
IN THE VILLAGE HALL

<http://downhatherleyparishcouncil.com>

1.	Welcome and introductions – by the present Chairman
2.	Election of Cllr Evans as Chairman followed by signing of acceptance of office papers
3.	Election of Cllr Rooney as Vice-Chairman followed by signing of acceptance of office papers
4.	Attendance recorded as Parish Councillors Dave Evans, June Watt, Lesley Rooney, Martin Cole, Rick Minter and 2 members of the meeting
5.	No Apologies for absence received County Councillor Sarah Hands Borough Councillor Williams did not attend
6.	Declaration of Interest for matters on the agenda were invited- None
7.	Minutes of the previous Parish Council Meeting held on 18 th March 2026 approved
8.	Council agreed it wishes to adopt the General Power of Competence, after considering if it meets the criteria for Power of General Competency in that a) Qualified clerk b) 2/3 rd of Council was elected at the last election 2023 (contested or non-contested)
9.	Council agreed rescinding delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held Council agreed to hold EOM or request extension if 2 or more Councillors call for an EOM
10.	Council confirmed no changes are required to standing orders or financial regulations
11.	Council agreed changes required to policies relating to assertion 10 will be formally approved at July meeting
12.	Council agreed no changes are required to its Complaints, Freedom of Information or Data protection policies procedure
13.	Council agreed changes to the asset register -see financial reports Council agreed to purchase a new noticeboard for the Village Hall as it is past repair. CIL money to be used via from Broadmead Close - A3 double doors – wood effect – consult with Village Hall Committee (Cllr Watt) – no posts needed but supply and fit
14.	Council agreed representation on outside organisations such as flood response group/ Gloucestershire airport Gloucestershire Airport- local resident Flood response group – Cllr Evans Planning matters for Brook Lane – Cllr Rooney Planning committee – Cllrs Dave Evans, Lesley Rooney and Rick Minter
15.	Council agreed no changes are required to insurance policy for the coming year.
16.	Council agreed no changes are required to banking mandate
17.	Council confirmed it wishes to renew its subscription to GloucestershireALC and contract with PATA payroll
18.	Council approved the financial reports and payment list as attached
19.	Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms
20.	Council received update on bus shelter repairs. Clerk to pay first invoice and request 2 nd visit for the other side of the bus shelter. Photo of new damage to be sent,
21.	Council agreed it does not wish to set up a committee to look at input into the Community Governance Review -deadline Friday 26 th June 2026. Council agreed for

	Clerk to submit a recommendation to include phase 3 at Twigworth Green to be included in Twigworth Parish. Council also wish to request an increase in the number of parish councillors to reflect the increase in population both currently and potentially in the future.
22.	Council agreed to open discussions with neighbouring PC's and County Council to look at further road safety measures on the A38 including TRO's (DHPC and TPC)
23.	Council agreed to referring "out of hours" helicopter flying to TBC enforcement team. Delegated to Cllr Minter
24.	Public Participation will be invited at the Parish Assembly
25.	No Report received from County Councillor
26.	No Report received from Borough Councillor
27.	Confidential business for commercial sensitivity issue – public were asked to leave the meeting at this point and were invited back in for the remaining items on the agenda
28.	Meeting to be closed at 8.04 pm, followed by Parish Assembly

Approved minutes for meeting held on
 Wednesday 18th 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

1.	Welcome
2.	Attendance recorded as Parish Councillors, Lesley Rooney, J Watt, D Evans & Martin Cole, & 2 member of the public
3.	Council to note apologies received from Parish Councillors Rick Minter Council note APPROVAL of absences if appropriate under LGA1972 s85 and where a dispensation has been requested via the clerk prior to this agenda being prepared County Councillor Hands & Borough Councillor Mark Williams did not attend
4.	Council invited Declaration of Interest for matters on the agenda Cllr Rooney declared an interest in Brook lane
5.	Council noted no report received from Borough Councillor Williams
6.	Council noted report received from County Councillor Hands
7.	Public Participation invited, following the close of the public session, members of the public will be invited to stay and observe the remainder of the meeting. Nothing at this point Public session closed 19.01pm
8.	Minutes of the previous Parish Council Meeting held on 21st January 2026 approved
9.	Council considered assertion 10 • .gov.uk email address – set up for clerk as part of website package • Councillors advised to move to .gov.uk emails • Website to meet WCAG 2.2 – as DHPC has a new website it is anticipated that this meets the new guidelines • Updated policies to be adopted at AGM -IT and Data Protection, privacy and publication scheme- model policies available via GAPTC and will be distributed via email
10.	Council approved the payment list as discussed at the meeting Council approved the financial reports as attached
11.	Council noted update on the damage to the bus shelter known as DH Lane bus shelter- waiting for installation date
12.	Council noted no updates from Ash Lane Residents Association • Matters raised by P Councillor included construction traffic causing concerns to the residents' association. It was asked if it was an enforcement matter, and it was noted that it had already been reported and confirmed that it was not an enforcement matter.
13.	Planning matters considered • Change to gateway at new entrance on Twigworth Green phase 3 completed and opening has been adjusted to prevent vehicle access • Council noted comments submitted on appeal reference 6004968 land opposite Woodfold Court • Council noted comments on 26/00064/OUT submitted • Council noted The Stables – Appeal 6003223 reference 25/00504/PIP comments submitted.
14.	Council considered actions relating to Bretts Charity • Trust document distribution noted • Ex-officio stated as Vicar -Council agreed request to change to Chair of the PC • PC should appoint 2 nominated trustees on 4 year basis (Clerk suggested to nominate in line with PC elections -2027 next election)

	• Aim “relief of poor persons in the parish of DH” now extended to include Gloucester City • Bank account transfer details noted • Council noted that the Trust is separate to the PC
15.	Council received updates/considered on Brook Lane matters • Brook Lane Bridleway- noted promise to make good the bridleway damage by construction traffic by end of March 2026 by building contractors • Residents have been consulted regarding PROW suggestion of bollards on the bridleway. The residents have been canvassed and are in favour subject to the approval of the resident living furthest away. The PC agreed with this suggestion by the PROW team • PC agreed it is in favour of scheme (GCC using power of s66 of the Highways Act) • Glos Highways have submitted further comments on the application for 160 homes • On site meeting planned 15/4/26 with PROW team – Council delegated Cllr Rooney to attend on behalf of DHPC
16.	Council received /considered updates on other highway/prow issues • Village Gateways -cfwd to next meeting • TRO on A38 has been implemented • No other highway issues were raised • PROW issues raised (Cllr Watt) – Council agreed to spend more CIL on kissing gates on PROW from Wood Lane behind the VH and from the Church to Frogfurlong Lane • Clerk to confirm CIL money can be spent on PROW footpath maintenance “the provision, improvement, replacement, operation or maintenance” as the footpaths are used for residents to access facilities in the village. Regulation 59A or 59B • “Points of interest” noticeboard suggestion for new residents. Suggested the VH be used as a potential site. Clerk to confirm CIL expenditure and village hall committee to be approached for permission. Information could then be published on social media and websites
17.	Any other business for information only • Date of next meeting 20th May (AGM) 7pm followed by Parish assembly at 8pm • Speed watch to be a standard agenda item.
8.	Meeting closed at 20.05

Financial reports at at 31/3/26

AGAR summary sheet

		2025	2026	
balances bfwd	box 1	33825	33618	
precept	box 2	5500	6500	29507
other receipts	box 3	849	23007	
staff costs	box 4	3738	6235	
loan repayments	box 5	0	0	9199
all other payments	box 6	2818	2963	
balances cfwd	box 7	33618	53926	
bank and cash balances	box 8	33618	53926	
fixed assets		10189	10254	

Variances

		increase	reason	
precept	box 2	1000	anticipated future increase in costs	
other receipts -CIL	box 3	22158	increased development within parish	
staff costs	box 4	2497	increased hours and salary scale	
other payments	box 6	145	not material	
bank balance	box 8	20308	CIL receipt less overspend on budgets	

Breakdown of cost variances

	2025	2026	variance						
employment costs	3738.00	6235.48	2497.48	increase in hours and salary scale plus increase in ERS NI					

Breakdown of bank balance eg reserves

Reserves	31/03/2024	31/03/2025	31/03/2026	variances
Cil reserves	26189	25661	49151	23490
general	2846	2617		-2617
precept reserves	4000	4350	3550	-800
events	90	90	26	-64
assets	500	700	800	100
speed reduction	200	200	400	200
bank balance	33825	33618	53927	20309

Fixed assets

fixed assets			agar 25	agar 26
bus shelter			7000	7000
3xnoticeboards			1500	1500
speed gun			900	900
milestone A38			1	1
1/2 church field			1	1
Strimmer			305	305
wheelbarrow				65
Flood pumps			482	482
			10189	10254

CIL

CIL	01/04/2023	01/04/2024	31/08/2024	31/03/2025	31/03/2026	Actual balance
ringfenced	PROW including kissing gates	-3000	-3000	-2472	-2012	
	TRO feasibility	-2000	-2000	-2000	-2000	
	noticeboard	-1500	-1500	-1500	-1500	
	TRO	-20000	-20000	-20000	-20000	
spent	tree report	-420	-420	-420	-420	
spent						
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	49151.00
ring fenced see above						
balance	1/4/24	-311	-311	217	23679	unallocated

Payroll

payroll	per cash book	pata	31/3/26	differ
net pay	3645.24		3645.24	0.00
paye/ni	2429.60		2429.60	0.00
ers ni	160.64		160.64	0.00
due to				
gross	6074.84		6074.84	

Bank reconciliation

	OPENING BANK BALANCE		33618.21	
	EXPENDITURE FOR PERIOD	-9198.9		
	INCOME FOR PERIOD	29507.19		
	NET income/ EXPENDITURE		20308.29	
	BANK BALANCE AS ABOVE		53926.50	0.00
28/03/2026	BAL PER S/M		54365.32	
	LESS U/P CHEQUES			
		452	-162.00	
		453	-276.82	
			-438.82	
	reconciled balance		53926.50	0.00

Cash book 1/4/25 to 31/3/26

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 april may	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 at shared field)	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 feb	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 march	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	dhvh	452	-162.00	53936.48
20/03/2026	bank fees	ddd	-9.98	53926.50

Budget against actual

budget against actual to 31/03/26	BUDGET	ACTUAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	
PRECEPT	6500	6500		CTB=281
CIL RECEIPTS		23002		to reserves
wayleave		5		
other receipts	0	0		
		0		
		0		
INCOME	6500	29507	0	
employment costs	5000	6235	-1235	sc 28 at 7hrs pw
admin expenses	420	533	-113	actu
speeding resources	200	0	200	from reserves if needed
hire of venue	150	162	-12	
subscriptions	175	134	41	
training	250	0	250	from reserves if needed
insurance	200	170	30	
s137	300	0	300	
general maintenance	200	755	-555	tree
bus shelter	100	0	100	e/m
IT costs	250	378	-128	new website
payroll admin fees	120	181	-61	
audit fees	150	165	-15	incl external audit
CIL expenditure		460	-460	from cil reserves
ICO	35	0	35	
bank fees		25		
to reserves	-1050		-1050	
expenditure	6500	9199	-2674	

