`     **Highnam Parish Council**

 **Lassington Oak Highnam ~ Linton ~ Over ~ Lassington**

 **Minutes of a Meeting of Highnam Parish Council**

 **held in The Old School on Tuesday 10 January 2017**

Present: Cllrs: M Welch, M Moir, C Coats, S Adcock, Y Watkins and V Tustin Smith

In Attendance: R Hicks (Clerk), and 7 members of the public

Public Forum:

 Disappointment was voiced that the Lassington Lane development had been permitted by TBC without further modification; a response was given that a deferment had been requested. Further comment was made regarding the car park at the Surgery – it was reported that they had asked to purchase land to increase available car parking but been refused by the land owner. Question was asked whether an appeal would/could be considered – this would be considered. Thanks were given for arranging and distributing the NDP leaflets and information prior to the Referendum vote. A request was made for lighting to be improved on the Old School side of the Halls site.

1. To receive apologies for absence

Cllrs D Davies, T Talbot and Cllr P Awford

 2. To approve Minutes of the Meeting held on 8 November 2016

 The minutes were received by the Chair and signed as an accurate record.

 3. Members of the Council are invited to declare any interest they may have in the

 business set out below

 None

 4.. To allow dispensations

 N/A

 5.. To receive County Councillor’s Report

 Cllr Awford offered his apologies in case of being delayed, and there was no

 report

 6. To receive District Councillor’s Report

 Cllr Davies had given apologies and there was no report

 7. To receive Clerks Report -

 Clerk reported that Adam Smith had resigned, having moved to Bristol, TBC had been notified and the

 appropriate notices were awaited in order to advertise the vacancy. It was asked if a letter of thanks

 could be sent; Clerk responded to say that this had already been done and was standard practice.

 And to consider updated terms of reference for Finance & Scrutiny Committee

 These had been circulated to all Councillors prior to the meeting. Adoption proposed by Cllr Watkins,

 seconded by Cllr Moir and agreed by all. Cllr Coats commented that he would have liked to see

 original, and might like some minor amendments – Clerk to discuss with him

 8. To discuss Legal Issues

 Cllr Watkins raised a potential risk of challenge, where decisions are not ratified at a meeting of

 Council. It was agreed that Standing Orders need to be modified and updated to incorporate changes

 to prevent future problems.

 9. To discuss Capital Projects – Recreation Park

 This project has now been broadened into LIFE(Leisure Improvements For Everyone) project. The sub

 committee feel that this should now encompass a refreshment of the Highnam Plan which expires in

 2017. This was proposed by Cllr Coats, seconded by Cllr Moir, a show of hands had all in favour.

10. To discuss NDP

 The Plan is now waiting to be officially adopted by TBC (made) at their Council meeting on 24 January

 2017; confirmation will be sought that this is on the agenda for that meeting

11. To discuss HCCT

 Cllr Watkins reported that the Trust is currently being run by 3 volunteers; there are legal matters that

 need to be settled, deeds obtained and the constitution needs to be rewritten; this is an unsatisfactory

 situation, and volunteers are legally responsible should there be any action against the Trust. A move

 to a ‘ Limited Company by Guarantee’ is required, which would remove the legal obligations and could

 result in more volunteers coming forward as Trustees. An alternative situation would be that the

 Trustees resign, and control and responsibility moves to the Parish Council. Work is currently needed

 to improve the Old School. Trust is trying to improve involvement by targeting user groups and Parish

 Council, as there should be two Councillors on Trust; there is currently only one.

* 1. To receive and comment on Planning Applications

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| --- | --- | --- | --- |
| 1. 16/01232/FUL | Mr/Mrs Coldridge | 36 Williams Orchard, GL2 8EQ | Rear single storey extension and front two storey extension |
| 2. 16/01231/FUL | Mr R Daldry | Timberyard, Two Mile Lane, GL2 8DW | Car port with bat loft over |
| 3. 15/00410/FUL | Mr E Keene | Land at Highnam Farm, Lassington Lane, GL2 8DN | Redetermination of appeal |
| 4. 16/00858/APP | Bellway Homes | Land to West of Lassington Lane,  | Reserved matters associated with outline permission granted 14/00583/OUT |
| 5. 16/01155/OUT  | Mr/Mrs D Kent | Land adjoining Timberyard, Two Mile Lane | Amended application for a single dwelling and access |
| 6. 16/01376/TEL | Vodafone Ltd | Rodway Hill Golf Club | 15m monopole mast,associated antennas,dishes, cabinets and planting |
| 7. 16/01379/FUL | Mr R Head | Highnam Court, GL2 8DP | Extension to stable block |
| 8.16/00999/STRAD2 | Mr A Northover | Earles Croome, WR8 9DQ | Licence to trade cooked foods from mobile catering unit |
| 9. 16/01439/FUL | Mr D James | 147 Maidenhall, GL2 8DJ | Two storey side extension |
| 10. 16/01253/FUL | Mr Mullen | Greenheath Ltd | Installation of an electricity cable to two solar PV farms to the electricity distribution grid  |

1. – is still under consideration by TBC

2/3 and 4 – have all been permitted by TBC

5. – has been objected to by HPC, and has yet to be decided by TBC

6. - has not been objected to by HPC

7. - Council agreed no objection

8. – Council agreed no objection, but comment re access and litter

9. - Council had no objection

 10. - Council had no objection, but asked for prior knowledge of schedule for works and road restrictions

12.2. To discuss forward action on application for development on land south of Oakridge

 A proposed communication to TBC had been circulated to Councillors for consideration. Cllr Coats

 proposed that this be sent to TBC; seconded by Cllr Moir; all agreed

13. Finance 1. to approve invoices for payment

 2. to approve budget for 2017/8

 3. to approve recommendation to maintain Precept request at £37500

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| --- | --- | --- |
|  **RBS a/c**  |  Power |  Amount |
|  8 November 2016 | HCCT | 000239 |  29 | £ 15.00 |
| 12 November 2016 | Glebe Gardening | 000240 |  4 | £ 131.75 |
| 14 November 2016 | Mainstream Digital | DD |  12 | £ 2.89 |
| 28 November 2016 | Admin Costs | S/o |  13 | £ 376.23 |
| 14 December 2016 | Mainstream Digital | DD |  12 | £ 39.34 |
| 19 December 2016 | R H Train (LIFE) | 000241 |  40 | £ 60.00 |
| 19 December 2016 | Glebe Gardening | 000242 |  4 | £ 119.00 |
| 19 December 2016 | HCCT | 000243 |  29 | £ 15.00 |
| 28 December 2016 | Admin Costs | S/o |  13 | £ 376.23 |
| 29 December 2016 | PWLB | DD |  14 | £10524.63  |
| 10 January 2017 | Perpetua Press (NDP) | 000244 |  16  | £ 491.00 |
| 10 January 2017 | Benefice Press | 000245 |  29 | £ 120.00 |
| 10 January 2017 | TBC | 000246 |  34 | £ 527.35 |

1. Approved
2. Budget accepted and approved
3. Agreement to maintain Precept at £37,500

14. Bank Reconciliation

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| **Bank reconciliation November 2016** |
| **RBS Account** |
| Bank Balance at 1 November 2016 | £62,449.49 | Payments November 2016 | £634.12 |
|   |  | Outstanding Cheques | £156.75 |
| Receipts November 2016 | £501.00 | Restricted funds | £18,936.12 |
|   |  | **Available Balance**  | £43,250.25 |
|   |  | **Bank Balance 1 December 2016** | £62,316.37 |
|  |  | **Petty Cash on hand** |  £27.42  |
|  |  | **Total Balance** |  £62,343.79  |
| **Restricted funds in RBS a/c** |  |  |  |
| **Project Reserves** | £8,269.25 |  |  |
| **Council Reserves** | £10,000.00 |  |  |
| **NDP Reserves** | £866.81 |  |  |
| **Fun Day Proceeds** | £300.06 |  |  |
|  | £18,936.12 |   |  |
| **Bank reconciliation December 2016** |
| **RBS Account** |
| Bank Balance at 1 December 2016 | £62,316.37 | Payments December 2016 | £10,996.70 |
|   |  | Outstanding Cheques | £194.00 |
| Receipts December 2016 | £7.35 | Restricted funds | £19,445.12 |
|   |  | **Available Balance**  | £31,696.74 |
|   |  | **Bank Balance 29 December 2016** | £51,327.02 |
|  |  | **Petty Cash on hand** |  £8.84  |
|  |  | **Total Balance** |  £51,335.86  |
| **Restricted funds in RBS a/c** |  |  |  |
| **Project Reserves** | £8,269.25 |  |  |
| **Council Reserves** | £10,000.00 |  |  |
| **NDP Reserves** | £884.81 |  |  |
| **Fun Day Proceeds** | £300.06 |  |  |
|  | £19,445.12 |   |  |

15. To discuss speeding

 A enquiry had been made regarding installation of activated display signs. These have been

 previously discussed and found to be too expensive. Further enquiries to be made, up to date costs

 obtained, and consideration given to funding sources – **Clerk to action**

16. To discuss Over Farm activities

 Concerns were voiced over an excess of activities; funfair/Halloween/Santa rides/music festival. The

 matter of noise at the music festival was considered a problem. It had been suggested that a dossier

 be kept of activities and dates – all to contribute. Proposed Cllr M Moir, seconded Cllr Coats, all in

 favour

17. Residual Items

 1. Flooding at Lassington Lane, where it joins Maidenhall is frequently a problem; this has been

 reported

 to Glos Highways on at least three occasions. Also weeds on B4215 are unsightly

1. The village map at Oakridge bus stop is in need of replacement and updating
2. Request made for Communication to be on February agenda

 Meeting closed at 8.38pm

 Next meeting : 14 February 2017 at 7.30pm in the Old School Room

 Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_