`     **Highnam Parish Council**

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

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

 **held in The Old School on Tuesday 14 February 2017**

Present: Cllrs: M Welch, D Davies,M Moir, C Coats, S Adcock, Y Watkins and T Talbot

In Attendance: R Hicks (Clerk),Cllr P Awford, Messrs. Ridge and Train(HCCT)and 4 members of the public

Public Forum:

 Information was provided that there are 27 allotment plots, all taken, and a waiting list; Allotment Association have collaborated with Highnam Academy with visits/involvement in 2016, and there are plans for this to continue; pupils have been able to harvest produce and take it back to school, prepare and cook it. There is interest in similar involvement with the wiildlife pond currently under discussion. Concern was expressed that trees were being examined in the Mary Grove open space; why?

1. To receive apologies for absence

Cllrs V Tustin Smith

 2. To approve Minutes of the Meeting held on 10 January 2017

 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

 Cllrs Watkins and Adcock with reference to Agenda Item 10, Allotment Lease Renewal

 4.. To allow dispensations

 Dispensation was granted to enable both Councillors to vote on the matter of Agenda Item 10

 5.. To receive County Councillor’s Report

 Cllr Awford reported that there was a budget meeting tomorrow; Highways local money is secure. A

 local meeting had been held to look at the problems with Lassington Lane, and some commitment had

 been made to fill potholes. Money has been approved to carry out Over Roundabout improvement

 work in 2018; there will be temporary disruption. Q was asked about blocked drains in Lassington Lane;

 response was that location of blockages is known

 6. To receive District Councillor’s Report

 Cllr Davies reported that good reports to TBC Planning Committee had led to a successful deferment

 of Oakridge application for housing; this had been supported by a very poor report produced by TBC

 officers. All effort must be made now to obtain a refusal of planning

 7.1 To receive Clerks Report -

 Clerk reported thata letter had been received from TBC ref. Local Govt Boundary Commission – this

 had been circulated to Councillors

 7.2 To consider vote for nomination to GAPTC Executive Committee

 After discussion, there was no clear preference for either candidate, and the decision was made to

 abstain from the vote

 7.3 To report on NDP, and decide on proposed new front cover

 Clerk reported that the Highnam NDP had been adopted by TBC on 24 January 2017, but TBC had

 proposed a new front cover, which had been previously delayed. Proposal was made(Cllr

 Coats,seconded Cllr Moir) that the existing front cover be retained for continuity; all in favour

 7.4 To discuss appointment of Internal Auditor

 An application has to be submitted to appoint an Internal Auditor; Clerk suggested that this should be

 made to GAPTC requesting Mrs M Higham; all agreed

 8. To discuss HCCT Legal Issues

 Before debating this item, proposal was made Cllr Coats, seconded Cllr Moir that standing orders be

 suspended to enable HCCT Trustees to speak from the floor; all agreed. It was reported that HCCT

 constitution is no longer fit for purpose-Trustees are financially liable. PC need to decide way forward.

 HCCT structure must be changed or Trustees will resign. Trust operates very successfully and

 generates an income in excess of expenditure through rentals. Thanks were offered to the Trustees

 for their efforts. Proposal was made,Cllr Coats, seconded Cllr Moir that HCCT report is accepted and

 actioned as soon as possible, in order to obtain an urgent resolution to the problem, all in favour

 9.1 To discuss Capital Projects – Recreation Park

 9.2 and to consider Highnam Parish Plan

 Sub group has been having regular meetings, involving A Goode from TBC, and a drop-in meeting

 has been organised for Saturday 8 April 2017; this will be publicised to ensure best turn out

10. To consider Allotment Association Lease Renewal

 Proposed by Cllr Coats, seconded Cllr Moir, all in favour of lease renewal on similar terms – **Clerk to**

 **draw up lease**

11. To discuss Communications

 A report had been circulated to all Councillors for consideration and debate; there had been a

 considerable amount of work undertaken to arrive at this point with recommendations on the way

 forward. Q was asked about costs, in particular whether some costs were ongoing. Assurances were

 given on capital costs, but there would be an annual cost. It was proposed Cllr Coats, seconded Cllr

 Moir that report was accepted and progressed; all in favour

12. To discuss Footpaths

 It is felt that some footpaths may need some long term attention; Cllr Talbot is trying to initiate a

 scheme of ‘footpath champions’ to report on areas; to date there are 2 volunteers. Cllr Davies felt this

 was a 1st class idea, and that pride in the village is important

13.1To receive and comment on Planning Applications

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| --- | --- | --- | --- |
| 1. 16/00432/FUL | Mr N Leney | 4 The Green, GL2 8DQ | Amendment to alterations to existing conservatory and single storey extension |
| 2. 17/00006/FUL | Mr E Keene | Highnam Farm, GL2 8DN | Equine use of land as pony paddock, and erection of 2 stables, store and tack room |
| 3. 17/00069/FUL | Mr M Spiers | 21 The Range, GL2 8NL | Conservatory to rear, and utility to side |
| 4. 17/00037/FUL | Mr/Mrs P Compton | Rodway Lodge, GL2 8DR | Demolition of existing link structure and construction of new, with internal alterations. Alterations to fenestration, new rainwater pipes and increase height of chimney |
| 5. 17/00038/LBC | Mr/Mrs P Compton | Rodway Lodge, GL2 8DR | Demolition of existing link structure and construction of new, with internal alterations. Alterations to fenestration, new rainwater pipes and increase height of chimney |
| 6. 16/01384/FUL | Mr G Dixon | 10 Canal Way, GL2 8BY | Removal of old balcony and replace with glass fronted balcony |

1. – has been permitted by TBC

2,3,4,5,6 – No objection

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

 A proposal for suspension of standing orders to enable Mr Nick Cook to speak was made by Cllr Coats, seconded Cllr Moir, all agreed. Following the deferment obtained today, Council now have an opportunity to comment in detail. TBC have now confirmed that they have a 5 year housing supply, which could change this application, and support the argument for refusal; good grounds need to be put forward to support this view. Q was asked whether TBC are likely to change their recommendation in light of this, but it was felt that the report may only be more balanced. TBC have offered to meet to discuss prior to next planning meeting. Cllr Welch proposed that that a sub committee be formed to move this matter forward, with standing orders being modified to include GAPTC section 4 as appendix to Highnam PC standing orders, seconded Cllr Coats, all in favour, with Nick Cook requested to help.

 14. Finance 1. to approve invoices for payment

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| --- | --- | --- |
|  **RBS a/c**  |  Power |  Amount |
| 16 January 2017 | Mainstream Digital | DD |  12 | £ 0.56 |
| 28 January 2017 | Admin Costs | S/o |  13 | £ 376.23 |
| 14 February 2017 | Petty Cash | 000247 |  12 | £ 200.00 |
| 14 February 2017 | SLCC - Clerks Membership | 000248 |  23 | £ 93.00  |
| 14 February 2017 | HCCT | 000249 |  12 | £ 15.00 |
| 14 February 2017 | GPFA | 000251 |  23 | £ 50.00 |
| 14 February 2017 | Mainstream Digital | DD |  12 | £ 1.15 |

 Approved

15. Bank Reconciliation

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| **Bank reconciliation January 2017** |
| **RBS Account** |
| Bank Balance at 30 December 2016 | £51,327.02 | Payments January 2017 | £1,784.39 |
|   |  | Outstanding Cheques | £0.00 |
| Receipts January 2017 | £375.89 | Restricted funds | £18,954.12 |
|   |  | **Available Balance**  | £30,973.24 |
|   |  | **Bank Balance 1 February 2017** | £49,918.52 |
|  |  | **Petty Cash on hand** |  £8.84  |
|  |  | **Total Balance** |  £49,927.36  |
| **Restricted funds in RBS a/c** |  |  |  |
| **Project Reserves** | £8,269.25 |  |  |
| **Council Reserves** | £10,000.00 |  |  |
| **NDP Reserves** | £393.81 |  |  |
| **Fun Day Proceeds** | £300.06 |  |  |
|  | £18,954.12 |  |  |

16. To discuss speeding

 Clerk reported on up to date costs, D of T report suggests that this may not be a valid solution here;

 significant studies would need to be carried out. Further investigation is needed, and suggestion was

 made that Clerk contact Roger Blowey – Minsterworth for information

17. To discuss Over Farm activities

 Report was made that the animal roundhouse is going to be used on 20 May 2017 for a performance

 by Carducci Quartet; TBC will not pursue this issue unless dates can be provided to show OFM are

 exceeding 28 days of non agricultural use annually; a diary must be kept, all to contribute, Clerk to

 maintain

18. Residual Items

 1. Q was asked whether all Councillors should be administrators on Facebook account; it was felt that

 this might be confusing and dilute the message making effect

 Meeting closed at 9.08pm

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

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

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