`     **Highnam Parish Council**

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

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

 **held in The Old School on Tuesday 12 January 2016**

 Present: Cllrs: M Welch, D Davies, Y Watkins, W Davis & C Coats

 In Attendance: R Hicks (Clerk), Cllr P Awford(part-time) and 11 members of the public

1. Co-option of Councillors

 Two applications had been received and circulated to Councillors, Adam Smith and

 Kevin Harris. All were in favour, and both were co-opted and invited to join Council

 Public Forum:

 Mirror has been installed at Maidenhall bus shelter; thank you:An early request has

 been made for daffodil bulbs this Autumn:More potholes need attention in

 Maidenhall:Manholes are sinking near Williams Orchard & Newent Road-**Clerk to**

 **contact Highways**:An update was asked for on Oakridge development-a watching

 brief is being kept:Request was made for footpath around Oakridge to be extended

 -this is already under consideration:Cricket bat willow copse-can this or is this

 protected-**Clerk to check with TBC**:Report of blue bins not being collected in parts

 of Highnam;will be collected in next few days if left out

 2. Apologies for Absence

Cllr M Moir

 3. Approval of the Minutes of the Meeting held on 10 November 2015

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

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

 business set out below

 None declared

 5. Dispensations Received

 None needed

 6. County Councillor’s Report

Cllr Awford reported that Adult Social Care budget was being increased by 2%,but £2m savings were being sought for this year;he hoped this would not lead to his personal budget of £40K being lost. Flooding of A417 was not anticipated. Referring to potholes in Maidenhall, he thought more repairs were planned

 7. District Councillor’s Report

 Cllr Davies referred to meetings that have been held to improve coordination of

 services by various authorities;any problems should be reported. He expressed thanks

 for services of volunteer litter pickers. Referred to ongoing JCS,and Highnam role as

 Service Village. Cllr Coats said Council needs to be proactive, not reactive regarding

 planning, and have an ongoing dialogue with TBC. He volunteered to take on this

 role, nom.Cllr Welch, Sec. Cllr Davis,all in favour.

 8. Clerks Report

 Clerk reported that Council have been advised of a new organisation taking over

 External Auditing from 2017;Council has the right to opt out and find its own

 Auditors. Fees are unchanged-**Clerk to send details to Councillors;** there has been

 an increase in reports of dog mess ie. Owners not cleaning up!-**Clerk to add note in**

 **Link**; Hall rental costs have been increased; Allotment rent has been received, and

 letter of thanks for attendance by Cllrs Welch & Coats at AGM to talk about situation

 regarding development in Highnam; Apologies were offered at lack of daffodil bulbs

 for planting this Autumn,we were let down by supplier; Regarding speeding around

 Oakridge, radar speed guns can be provided by Police for community checks after

 training, and rough costs established of c.£3/4000 for a speed indication sign

 ; Requests had been received for grants from Roses Theatre,Tewkesbury and

 Highnam Scout Group-a grant of £500 was suggested for Scouts-all in favour

 9. Neighbourhood Development Plan

 Consultation period ends on 29 January 2016, and a referendum is expected in May; there will be costs involved. Clerk reported that some funds still remain and a further £500 is due from TBC

10. Service Villages

 Cllr Coats suggested that this needs to be monitored, to ensure that allocations are not

 changed to detriment of Highnam

11. Speeding

 Radar speed guns can be supplied by Police for community checks after training, and

 rough costs obtained for speed indication signs of c.£3/4000-**Clerk to contact**

 **Highnam Academy to ask whether they could issue letter to parents regarding**

 **speeding**

12. Capital Projects a. Bus Shelters

 Still waiting final quote for Brimsome Meadow

 b. Halls Car Park

 Grant applications are under way

 c. Footpaths

 Waiting quotes

13.Planning Applications

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| 15/01206/FUL  | Mr/Mrs R Hicks | 5 Mary Grove, GL2 8NH | Proposed porch extension to front elevation |
| 15/01239/ADV | Toby Carvery | Over Bridge, Over | Replacement of existing signage |
| 15/01275/FUL | Mr A Dear | Land south of Horseshoe Drive, Over | Extension of existing noise bund |
| 15/00434/OUT | Fir Tree Bungalow | Over Bridge, GL2 8DB | Outline application for erection of 7 houses and retention of existing bungalow |
| 15/01355/FUL | Mr R Meadows | 6 Farthing Croft,GL2 8EQ | Garage conversion to bedroom and extension for wet room utility and living area for disabled person |
| 15/01291/FUL | Mr J Payne | 27 Brimsome Meadow, GL2 8EW | Single storey extension at front |
| 15/01255/FUL | Mr S Allin | Denbury Newent Road, GL2 8DG | Proposed 1st floor side extension & external alterations. Proposed alterations to boundary & gates |
| 16/00001/FUL | Mr/Mrs S Laurence | 5 Gordon Close,GL2 8LL | Two storey rear extension & garage extension |
| 16/00004/FUL | Miss E Presdee | 8 Turners Close, GL2 8EH | Single storey side & rear extension |

15/01206/FUL, 15/01275/FUL, 15/01355/FUL have been permitted, 15/01239/ADV has consent

15/00434/FUL has been withdrawn, and 15/01291/FUL is likely to be withdrawn

15/01255/FUL has yet to be decided

There were no objections to 16/00001/FUL or 16/00004/FUL

Cllr Coats has drafted a Procedure for dealing with Planning matters for consideration by Council-**Clerk to circulate to all Councillors for consideration**

Cllr Coats also suggested adding a MUGA to the capital project list

It was suggested that all planning applications should be circulated to Councillors when received-**Clerk agreed to do this**

 14. Finance - to approve invoices for payment

 - to approve Precept request

Finance Committee recommended Precept should remain at £37,500 for a further year-all in favour, and an increase in Grounds budget by forecast underspend to £4,500

 - to confirm bank statement

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|  **RBS a/c**  |  Power |  Amount |
| 28 December 2015 | Admin Costs | S/o |  17 | £ 372.49 |
| 29 December 2015 | PWLB | DD |  14 | £10524.63 |
| 12 January 2016 | Benefice Press | 000192 |  16 | £ 120.00 |
| 12 January 2016 | Wilsigns | 000193 |  42 | £ 63.60 |
| 15 January 2016 | Mainstream Digital | DD |  12 | £ 2.45 |

 15.

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| **Bank Reconciliation October - December 2015** |
| **RBS Account** |
| Bank Balance at 30 September 2015 | £63,943.29 | Payments Oct - Dec 2015 | £13,713.66 |
|   |  | Outstanding Cheques | £127.50 |
| Receipts Oct - Dec 2015 | £257.61 | Restricted funds | £23,636.06 |
|   |  | **Available Balance**  | £26,781.45 |
|   |  | **Bank Balance 30 December 2015** | £50,487.24 |
|  |  | **Petty Cash on hand** |  £57.77  |
|  |  | **Total Balance** |  £50,545.01  |
| **Restricted funds in RBS a/c** |  |  |  |
| **Project Reserves** | £13,269.25 |  |  |
| **Council Reserves** | £10,000.00 |  |  |
| **NDP Reserves** | £166.81 |  |  |
| **Fun Day Proceeds** | £200.00 |  |  |
|  | £23,636.06 |  |  |

 16. Residual Items

**1.** HCCT - CCTV cameras have been installed and registered with Data Protection

 The meeting closed at 8.48pm

 Next meeting : 9 February 2016 at 7.30pm in the Old School Room

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

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