`     **Highnam Parish Council**

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

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

 **held in The Old School on Tuesday 8 September 2015**

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

In Attendance: R Hicks (Clerk), Cllr P Awford(part-time) and 3 members of the public

Public Forum:

Road signs on B4215 heading to Newent are obscured by overgrown hedging – **Clerk to contact landowner**. Mrs J Storey has offered to apply preservative to picnic benches in open space off Mary Grove - agreed. Report was made of a bonfire during clearance of the building plot behind 9 Maidenhall, which required attendance by Fire Service. Help is required to keep footpaths clear, in particular 2 Mile Lane to Pinetum – **Clerk to seek help through Link**

 1. Apologies for Absence

Apologies were received from Cllr A Dear, who also offered his resignation

 2. Approval of the Minutes of the Meeting held on 7 July 2015

 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 declared

 4. Dispensations Received

 None needed

 5. County Councillor’s Report

Cllr Awford reported that Devolution was on a 2nd draft, referred to fire in Maidenhall, mentioned meeting being arranged at TBC regarding co-ordination of services, referred to drains being cleared, has been trying to get a date for road repairs in Lassington Lane, and made reference to request from Highnam PCC for a brown sign for Highnam Church

 6. District Councillor’s Report

 Cllr Davies reported that various groups had been asking for devolution of power,

 this is ongoing, and Community Grants are available for capital & revenue projects

 7. Clerks Report

* Quote received for modifications to bus shelter
* Any weed spraying done by our contractor has been done according to his licence
* Advertisement on playing field gate has been moved
* A notice regarding responsibility for play park is still to be sited
* No response has been forthcoming on a date for repairs to Lassington Lane – **Clerk to write to Director of Environment, Shire Hall**
* Our list of Community Assets( Green Areas ) has now been listed for next 5 years
* Renewal notice received for membership of Glos Playing Fields Association – it was agreed to renew
* Council has been asked to provide a letter of support for the Armed Forces Covenant – this was agreed – **Clerk to write**
* Copy letter had been received from a resident who had written to TBC of concerns regarding trees undermining the foundations of her property
* Tesco had written offering flu vaccinations for £8
* A letter of support has been provided to Highnam PCC for their grant applications for projects at Church of Holy Innocents
* Approval was sought for purchase of a CD reader/writer for office computer, cost £11 – agreed

 8. Workplace Pensions

 Target date is 1 November 2016; further details to be reported at later meeting

 9. Neighbourhood Development Plan

 M Heenan has met with TBC to discuss modifications, and resubmitted for comment

10. Service Villages

 Meeting was held on 29 July, which appeared to focus on progress of JCS, which has

 gone through Phase 1 & 2;now at Phase 3. A further meeting is to be planned

11. Bus Shelters

 Discussion was held regarding modifying Maidenhall shelter. Decision was made to

 progress a new bus shelter at Brimsome Meadow first – **Clerk to obtain quote**

12. Footpaths

 Discussion was held regarding a suggestion that the footpath on Oakridge be

 extended north towards the football pavilion. It was agreed to get quotes. No decision

 was taken on a further suggestion to provide a grant towards improving the footpath

 between Community Halls to churchyard – **Clerk to obtain quotes**

13. Halls Car Park

 Discussion was held regarding quotes obtained and possible grants. Question was

 asked whether HCCT will contribute – **Clerk to progress**

14. Councils Model Publication Scheme

 Discussion referred to possibly using Linked-in or a link on TBC website. Information is available on Notice Board and Website – **Clerk to investigate**

15.Planning Applications

|  |  |  |  |
| --- | --- | --- | --- |
| 15/00410/FUL | Highnam Farm Solar Ltd |  | Construction of ground mounted solar PV generation project |
| 15/00710/FUL  | Mr S Pritchard | 76 Maidenhall, GL2 8DL | 1st floor side extension |
| 15/00434/OUT | Mr Richards | Fir Tree Bungalow | Outline application for the erection of 7 dwellings, and retention of existing bungalow |
| 15/00625/FUL | Mr&Mrs D Rudd | 1 & 2 Cross Hands Cottages GL2 8DF | Conversion of 2 dwellings into one, together with single storey extensions and alterations. Demolition of existing garden store & building of new garages to replace |
| 15/00850/FUL | Mr&MrsSDAstley | 107 Maidenhall GL2 8DJ | Ground floor extn to existing garage & utility room; First floor extn to create two bedrooms and a bathroom |
| 15/00848/FUL | Hereford & Glos Canal Trust | Wharf House, Over | Erection of building for office/training & visitor facilities |
| 15/00940/FUL | Mr&Mrs D Rudd | 1 Cross Hands Cottage GL2 8DF  | Erection of single storey extn with glazed link with new outbuilding & new boundary treatment following demolition of existing outbuilding |

15/00410/FUL has been objected to

15/00710/FUL & 15/00850/FUL have been permitted by TBC

15/00434/OUT has been commented on

15/00625/FUL has been modified

No objections were raised on 15/00848/FUL or 15/00940/FUL

It was agreed that Council should comment on TBC website on all applications in future – **Clerk to action**

 16. Finance - to approve invoices for payment – approved

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| --- | --- | --- | --- | --- |
|  **RBS a/c** |  |  Cheque | Power | Amount |
| 14 July 2015 | Mainstream Digital | DD |  12 | £ 1.46 |
| 28 July 2015 | Admin Costs | S/o |  17 | £ 372.49 |
| 14 August 2015 | Mainstream Digital | DD |  12 | £ 0.97 |
| 28 August 2015 | Admin Costs | S/o |  17 | £ 372.49 |
| 7 September 2015 | Lassington Oak Morris Men | 000172 |  20 | £ 50.00 |
| 7 September 2015  | E Buckland | 000173 |  4 | £ 55.08 |
| 7 September 2015 | HCCT | 000174 |  19 | £ 18.00 |
| 7 September 2015 | GAPTC | 000175 |  6 | £ 186.30 |
| 7 September 2015 | Highnam PCC | 000176 |  41  | £ 1096.80 |
| 7 September 2015 | Gloucester Brass | 000177 |  20 | £ 95.00 |

17.

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| **Bank reconciliation July 2015** |
| **RBS Account** |
| Bank Balance at 30 June 2015 | £49,230.11 | Payments July 2015 | £2,105.03 |
|   |  | Outstanding Cheques | £200.00 |
| Receipts July 2015 | £0.00 | Restricted funds | £23,659.77 |
|   |  | **Available Balance**  | £23,368.35 |
|   |  | **Bank Balance 31 July 2015** | £47,125.08 |
|  |  | **Petty Cash on hand** |  £103.04  |
|  |  | **Total Balance** |  £47,228.12  |
| **Restricted funds in RBS a/c** |  |  |  |
| **Project Reserves** | £13,269.25 |  |  |
| **Council Reserves** | £10,000.00 |  |  |
| **NDP Reserves** | £390.52 |  |  |
| **Fun Day Proceeds** | £0.00 |  |  |
|  | £23,659.77 |  |  |
| **Bank reconciliation August 2015** |
| **RBS Account** |
| Bank Balance at 31 July 2015 | £47,125.08 | Payments August 2015 | £373.46 |
|   |  | Outstanding Cheques | £200.00 |
| Receipts July 2015 | £0.00 | Restricted funds | £23,659.77 |
|   |  | **Available Balance**  | £22,994.89 |
|   |  | **Bank Balance 28 August 2015** | £46,751.62 |
|  |  | **Petty Cash on hand** |  £103.04  |
|  |  | **Total Balance** |  £46,854.66  |
| **Restricted funds in RBS a/c** |  |  |  |
| **Project Reserves** | £13,269.25 |  |  |
| **Council Reserves** | £10,000.00 |  |  |
| **NDP Reserves** | £390.52 |  |  |
| **Fun Day Proceeds** | £0.00 |  |  |
|  | £23,659.77 |  |  |

18. Residual Items

1. Slow response to traffic lights failure at Highnam junction; suggestion made that bus lane should be closed when lights fail. Further comment that lights around Over Farm Market appear to be going to red randomly – **Clerk to write to Highways Agency**
2. Question asked about problems with church car park regarding discarded drug products
3. Complaint has been made regarding caravans parked on drives – **Clerk to note in Link**
4. Clerk advised meeting that he will be on holiday 11 – 25 September

 The meeting closed at 9.00pm

 Next meeting : 13 October 2015 - 7.30pm in Old School Room

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

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