



Lassington Oak

Highnam Parish Council

Highnam ~ Linton ~ Over ~ Lassington



LOTTERY FUNDED

Minutes of a Meeting of Highnam Parish Council **held in The Old School on Tuesday 8 May 2018**

Present: Cllrs: M Welch, M Moir, C Coats, Y Watkins, T Talbot, V Tustin Smith and K Ashby

In Attendance: R Hicks (Clerk), and 2 members of the public

1. Election of Chairman

Nominations were asked for; Cllr Talbot proposed that Cllr Welch continue as Chairman, seconded Cllr Coats, all voted in favour

2. Election of Deputy Chairman

Nominations were asked for; Cllr Davies had indicated his willingness to serve again, Cllr Tustin Smith also expressed willingness to serve; a vote was taken and Cllr Davies was duly elected unanimously

Before the meeting started proper, the death of former Chairman Roger Hanbury was noted; Highnam Parish Council would like to offer its condolences to family and friends

Public Forum:

Comment was made regarding the excessive number of potholes in need of repair, in particular at the junction of Lassington Lane with B4215, and B4215; comment also regarding traffic light sequencing A40/B4215 junction; thanks were offered to the Parish Council and Clerk for the work they do on behalf of the Community; reference was made to late grass cutting by TBC this year, with comment that Highnam on the edge of Borough boundary seem to receive low priority

3. To receive apologies for absence

Cllr Davies- mayor making; Cllr Badham – retirement/birthday event

4. To approve Minutes of the Meeting held on 10 April 2018

The minutes were received by the Chairman and signed as an accurate record of the meeting.

5. Members of the Council are invited to declare any interest they may have in the business set out below

None declared

6. To allow dispensations

None requested

7. To receive County Councillor's Report

Cllr Awford was attending Mayor making at TBC; no report was available

8. To receive District Councillor's Report

Cllr Davies was attending Mayor making at TBC; no report was available

9. To receive Clerks Report -

Clerk reported that the Internal Audit had been carried out; the Audit was satisfactory, with some suggestions being made. It was recommended that Risk Assessment is reviewed, and Members Register of Interests is added to PC web site; details of Over Roundabout road works and road closures had been circulated, and would be put on noticeboards; completion is due by end of August; 1st half of this years precept had been received

10.1 Finance - to approve invoices for payment

Lloyds Bank a/c			Power	Amount
16 April 2018	Mainstream Digital	DD	12	£ 1.56
28 April 2018	Admin Costs	S/o	17	£ 376.23
9 May 2018	Glebe Gardening	L000031	4	£ 51.24
9 May 2018	Mark Hughes	L000032	4	£ 100.00
9 May 2018	HCCT	L000033	19	£ 57.00

Approved unanimously

10.2 To approve Section 1, Annual Governance Statement

Approval proposed by Cllr Watkins, seconded Cllr Coats, approved unanimously

10.3 To discuss a Youth Club matter

Cllr Coats referred to the open meeting to be held in Parish Room on 23 May 2018, to discuss the

formation of a new Youth Club in Highnam, and a request for the hall rental to be paid by Parish Council; Cllr Coats proposed Parish Council pay this rental, seconded Cllr Moir, approved unanimously

10.4 To approve Section 2, Annual Governance Statement

Approval proposed by Cllr Ashby, seconded Cllr Talbot, approved unanimously

11. To discuss HCCT Legal Issues

Still with Charities Commission, forms have been resent by solicitor; HCCT is now fully compliant

12. To discuss Highnam Parish Plan Refresh

Parish Plan artwork is ready for printers, and Plan will be distributed to all households; volunteers offered to help with delivery. With Cllr Talbots impending departure, Cllr Ashby is to take over Environmental matters. Some early plans have been received for projects at Recreation Park, where help has been provided by Glos Playgrounds Association; Communities projects are also under way

13. To discuss Communications

Visits to web site continue to be high on traffic matters; Cllr Ashby raised the matter of a necessary second web site editor when Cllr Talbot leaves; Cllr Watkins agreed to take on this role

14.1 To receive and comment on Planning Applications:

There were no planning applications received this month

14.2 To receive information related to application for development on land south of Oakridge (16/00486/FUL)

All Proofs of Evidence have been submitted on time; Highnam Parish Councils paperwork was hand delivered by Cllr Coats to the PINS office in Bristol. A meeting has been organised to finalise matters of procedure at hearing. TBC and Appellant are to agree common ground prior to hearing. Maximum support is needed from residents of Highnam at hearing to demonstrate local feeling. Cllr Coats proposed that Council approve an additional payment up to £400 for David Croft, who has been assisting on Highnam PC case, seconded Cllr Watkins, agreed unanimously

15. To discuss Terra Strategic Proposals

There was nothing further to be discussed on this subject until any application might be submitted.

16. To discuss Over Farm activities

TBC are still waiting on further information from Over Farm; TBC Enforcement to be asked whether restrictions can be applied until this matter is finalised

17. To discuss Snow Management

Questions were posed regarding responsibility on snow management matters. Clerk responded that this matter is responsibility of Glos CC, they decide what action is necessary, and when and they subcontract work to Snow Wardens and Snow Plough Operators. Clerk is discussing with Snow Warden, Rees Keene, and clarifying and referring some matters with GCC

18. To discuss Independent Speed Adaptors

Cllr Moir spoke on this matter, and proposed that Council lend its support by writing to MP advocating this matter be pursued by Government; there was no seconder and the motion fell.

19. To discuss Waste Tipping, Over

Clerk reported that this matter was being investigated by Glos CC and Environmental Agency, and that the land owner had now been identified as Marshalls Driveways. Clerk was asked to chase

20. Bank Reconciliation

Bank Reconciliation April 2018			
Lloyds Account			
Bank Balance at 29 March 2018	£42,228.55	Payments April 2018	£6,162.87
		Outstanding Cheques	£165.49
Receipts April 2018	£20,000.00	Restricted funds	£18,674.38
		Available Balance	£37,267.65
		Bank Balance 1 May 2018	£56,065.68
		Petty Cash on hand	£41.84
		Total Balance	£56,107.52

Restricted Funds

Project Reserves £4,889.15

Council Reserves £12,796.36

NDP Reserves £893.81

Fun Day Proceeds

£95.06

£18,674.38

21. Bus Shelter

Construction has now started with the base being dug out, concreting due Wednesday, and construction of the actual shelter due to start on 14 May.

22. Residual Items

1. Late grass cutting by TBC, with none done in the village centre so far
2. Suggestion was made that Parish Councillor impending vacancy be advertised on web site
3. Reference was made to the puddling photos provided to GCC Highways

Meeting closed at 8.22pm

Next meeting : 12 June 2018 at 7.30pm in the Old School Room

Signed _____

Date _____