



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 11 February 2020

Present: Cllrs: M Welch, W Badham, D Davies, V Tustin Smith, C Coats, A Mathieson, K Emmerson

In Attendance: R Hicks (Clerk), Cllr P Awford, Cllr J Smith, and 5 members of the public

Public Forum:

Concern was voiced regarding damage to grass verges, caused by heavy vehicles, and damage? To Parish Rooms; Q's asked relating to Planning, Copy of accounts, and minutes/agenda on web site.

1. To receive apologies for absence
Cllr P McLain; Cllr Watkins
2. To approve Minutes of the Meeting held on 14 January 2020
The minutes were received by the Chairman and signed as an accurate record of the meeting.
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
None requested or necessary
- 8.2 To consider request for S106 funding from Highnam PCC
Rev Helen Sammon explained that a need was identified for a Young Families Worker, who had been appointed; a request had been made from S106 fund to pay for equipment. There was some debate over this being specific to this faith. Cllr Coats proposed that this grant application be supported, seconded by Cllr Tustin Smith; there was 1 objection. Motion was carried.
5. To receive County Councillor's Report
Cllr Awford reported that a budget meeting had been held. Also that Criminal proceedings were being taken against a former employee for fraud. There is concern regarding the possible impact on infrastructure from proposed 5000 houses at Westbury. Resurfacing of B4215 from Highnam lights will be done at night, with road closures and a diversion through Two Mile Lane, so some work will be necessary there to deal with potholes. He also reported that A417 was being closed at high tide due to flooding.
6. To receive District Councillor's Report
Cllr J Smith reported that TBCs plan to 2024 was available to view online, pointing out that Primary Schools should where possible be within walking distance of all new houses. Electric charging points have been provided at TBC offices, and a car sharing scheme is being operated. Non urgent 999 calls are being monitored for response times, and the Growth Hub has given a successful review of the years service locally; new businesses can get help using available expertise.
7. To receive Clerks Report and Correspondence
Clerk reported on actions from January meeting:
 - Finance and Scrutiny meeting minutes had been circulated
 - Letter had been sent to TBC Planning Officer Victoria Stone regarding Over Farm planning application, and a site meeting had been arranged for February 18
 - Letter had been sent to Glos Highways and E Keene regarding flooding and road conditions in Two Mile Lane; this is ongoing
 - Attempts have been made to arrange a further meeting with Complete Utilities
 - Order has been placed for pollinator patches
 - DEFRA have passed us on to Natural England and Rural Service Agency regarding field next to Play Park
 - New notice board has been ordered for location at Highnam Stores and Post Office
 Clerk also reported that a meeting had been arranged with Craig Freeman, Glos Highways
- 8.1 Finance – to approve invoices for payment

Lloyds Bank a/c	Power	Amount
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15 January 2020	Mainstream Digital	DD	12	£	1.26
17 January 2020	P Rossiter	Online	10	£	119.28
28 January 2020	Admin Costs	S/o	17	£	418.82
13 February 2020	Highnam PCC	Online	26	£	400.00
13 February 2020	HCCT	Online	19	£	34.50
13 February 2020	Parish Council Websites	Online	12	£	60.00

Payment of invoices approved

9. To receive update on Highnam Parish Plan Refresh
Both main projects are waiting for TBC to prepare documents; still keeping the pressure on.
10. To receive and comment on Planning Applications:
No planning applications received
11. To discuss and decide on forward action on NDP Review
Updated notes were circulated prior to the meeting; report was given of the meeting with Housing & Regeneration Appraisal (My Neighbourhood Plan) who were impressive. Funding can be obtained through Locality, so project should be cost neutral. Goal is to get revised NDP made early 2021. An extra Parish Council needs to be arranged to go through plans. A proposal by Cllr Coats to engage RGA(MNP) was put, seconded by Cllr Emmerson, all in favour
12. To discuss Communications
Group is considering ways to communicate better; through a possible newsletter, making Annual Parish Meeting more high profile and publicising it better, improvements to web site, and use of other social media platforms
13. To discuss Two Mile Lane
Cllr Awford is endeavouring to get repairs carried out to potholes. Notices have been put up to try to encourage people to report problems and incidents to GCC
14. To discuss Carbon Emissions Offset
This subject is becoming high profile and some individuals are making donations to various groups in order to offset their personal carbon emissions. A suggestion that Council sponsor a fund where donations could be used to plant trees and shrubs; this would need permissions from landowners. Comment was made that residents are still burning wood and coal which are highly polluting. Environment will be asked to look into this matter in more detail
15. To discuss Village Verges
Damage to village verges is increasing, some through large vehicles driving along verges, some through vehicles parking on verges and some by residents at their driveways. There was discussion about possible deterrent actions; some were advised to be against Highways recommendations. Glos Highways to be consulted.
16. To discuss Glos CC Transport Plan
Glos CC Transport Plan has been published for consultation. There is reference to what potentially would be a Park & Ride located at Highnam Roundabout, which could ease traffic congestion towards Gloucester and Cheltenham. It was suggested that Council support this idea for high priority, and encourage other Councils on A40/A48/B4215 corridors to support also. Cllr Coats proposed that Highnam PC make strong representation to Glos CC and encourage other Parish/Town Councils to do the same
17. Bank Reconciliation

Bank Reconciliation January 2020			
Lloyds Account			
Bank Balance at 31 December 2019	£46,416.78	Payments January 2020	£1,594.56
		Outstanding Payments	£0.00
Receipts January 2020	£0.00	Restricted funds	£12,146.34
		Available Balance	£32,678.44
		Bank Balance 31 January 2020	£44,822.22
		Petty Cash on hand	£2.56
		Total Balance	£44,824.78

Restricted Funds

Project Reserves	£4,496.07
Council Reserves	£7,555.21

NDP Reserves	£0.00
Fun Day Proceeds	<u>£95.06</u>
	<u><u>£12,146.34</u></u>

16. Residual Items

1. Suggestion that A40 bus lane could be used as 2+ car lane at peak times

Meeting closed at 8.36pm

Next meeting : 10 March 2020 at 7.30pm in the Old School Room

Signed _____

Date _____