



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 14 January 2020**

**Present:** Cllrs: M Welch, W Badham, D Davies, Y Watkins, C Coats, A Mathieson, K Emmerson

**In Attendance:** R Hicks (Clerk), Cllr J Smith, and 8 members of the public

### **Presentation by Mr P Tagg- Highnam Surgery**

Mr Tagg advised the meeting that foundations for the Surgery extension are in, and it is hoped that the building will be complete by end of March, with internal alterations to Surgery to follow, and a final completion target of mid June. Car park improvements will then be carried out. Q was asked whether parking was considered to be an issue, Reply was that there are 12000 patients, and some people will choose to park in the road; this cannot be controlled. Q whether Parking had been addressed as part of planning approval; not able to answer. It has since been confirmed that additional parking places are to be provided. Q is practice oversubscribed, Answer No. Mr Tagg also confirmed that patient numbers have not increased.

### **Public Forum:**

Representatives from FC Highnam stated that they would be happy to engage with others to try to improve parking issues when home games are played. Club is very successful with 125 members. Suggestions put forward included the use of Highnam Academy car park, asking whether traffic calming could be introduced and encouraging local parents to walk to games. Q was asked whether notices could be put up to discourage parking on grass verges, in particular to protect wildflower areas. Q asked what volunteers are needed on Parish Plan

1. **To receive apologies for absence**  
Cllr P McLain – PC meeting at Ashleworth; Cllr Tustin Smith not present
2. **To approve Minutes of the Meeting held on 12 November 2019**  
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**  
Cllr Coats declared an interest at part of Item 10, regarding Highnam Players
4. **To allow dispensations**  
None requested or necessary
5. **To receive County Councillor's Report**  
Cllr Awford was not at the meeting, and no report was available
6. **To receive District Councillor's Report**  
Cllrs J Smith reported that Severn Trent have grants available for community projects; a public consultation on a proposed Cyber Central Garden Community in Cheltenham will take place between 13 January and 17 February 2020; training has been undertaken on various matters; TBCs Waste Aware web site carries updates on recycling and fly tipping, including prosecutions
7. **To receive Clerks Report and Correspondence**  
Clerk reported that
  - The glass had been broken at Parish Noticeboard at Highnam Stores; attempting a repair identified that noticeboard needs to be replaced
  - Maidenhall bus shelter is leaking; repair has been arranged
  - Actions from November meeting included contacting TBC re parking issues on Oakridge, Highnam Surgery re parking matters, and seeking advice re overgrown field next to Play Park
  - Advised Council that our Grounds contractor had sold his business, and discussions will be held with a new contractor
  - A mature student has sought assistance on his dissertation
- 9.1 **Finance – to approve invoices for payment**

Lloyds Bank a/c			Power	Amount
14 November 2019	Mainstream Digital	DD	12	£ 0.85
28 November 2019	Admin Costs	S/o	17	£ 418.82

16 December 2019	Mainstream Digital	DD	12	£	40.37
16 December 2019	Benefice Press	Online	21	£	120.00
17 December 2019	Glebe Gardening	Online	4	£	123.50
17 December 2019	M P White	Online	17	£	40.00
17 December 2019	HCCT	Online	19	£	16.50
17 December 2019	HCCT (Ref Toddler Group)	Online	26	£	65.00
28 December 2019	Admin Costs	S/o	17	£	418.82
30 December 2019	PWLB	DD	14	£	10524.63
14 January 2020	Estcourt Planning	Online	31	£	583.20
14 January 2020	Glos Computer Specialist	Online	17	£	50.00
14 January 2020	HCCT	Online	19	£	22.00

Payment of invoices approved

- 9.2 To confirm Parish Precept request at £40,000. Clerk explained that a meeting of Finance & Scrutiny Committee in December had considered the current budget, and decided that the Precept request should be maintained at £40K. It was proposed by Cllr Coats, seconded Cllr Emmerson that this be agreed, all in favour *Clerk asked to forward Finance and Scrutiny meeting minutes to Councillors for information*
- 9.3 To approve expenditure for replacement noticeboard up to £2000; Q was asked whether a replacement would be similar to the new noticeboard at Play Park; this was confirmed. Proposed Cllr Coats, seconded Cllr Mathieson, all agreed
- 9.4 Request from PCC for Financial Assistance  
Clerk pointed out that Grants budget is spent, but could be exceeded. Cllr Coats referred to PCC project to improve The Dell, which will be match funded with £10K from S106 monies. It was proposed Cllr Coats, seconded Cllr Emmerson that £400 be donated to PCC for upkeep of Churchyard, all agreed.

10. To receive update on Highnam Parish Plan Refresh

Waiting for TBC to start paperwork to get main projects going; £10K has been set aside for smaller projects, with 3 applications received for grants of £2k each. It was proposed Cllr Welch, seconded Cllr Watkins, all agreed that grants applied for by Highnam Players and Highnam Heritage would be approved, with a grant to Highnam PCC held for further discussion pending the attendance of Rector at February meeting to provide further information

11. To receive and comment on Planning Applications:

1.	19/01079/TPO	Church Lodge, Newent Road, GL2 8DG	Installation of roof barrier due to subsidence damage caused by Oak tree
2.	19/01049/FUL	Chepstow Lodge, GL2 8DF	Conversion of outbuilding to living accommodation & erection of link extension & detached garage
3.	19/01128/FUL	Linton Lodge, Newent Road, GL2 8DF	Single storey side and rear extension
4.	19/01127/FUL	3 Cross Hands Cottages, GL2 8DF	Two storey side & single storey rear extensions & detached double garage
5.	19/00461/FUL	Over Farm, GL2 8DB	Additional information added
6.	19/01202/FUL	Perry Barn, Two Mile Lane, GL2 8DW	Erection of garage with workshop and car port

Items 1 & 2 have been permitted by TBC; no objections raised to Items 3, 4 & 6. Concern that still insufficient detail on Item 5, with particular reference to the Ancillary area, and concern expressed that approval could see this area expanded into; no information has been made public regarding new Farm Shop which has Planning approval. It was proposed Cllr Coats, seconded Cllr Watkins that Council write to TBC asking for site meeting with all parties so that questions can be answered *Clerk to write to TBC to ask for site meeting to be arranged*

13. To discuss and decide on forward action on NDP Review

It was pointed out that the existing NDP is not adequate for the future, and a rewrite should ideally be completed by end of 2020. Most Councils are now engaging professional support; funding is available to pay for this and a company have been recommended who would take the process to completion and adoption. A proposal to engage in discussion with My Neighbourhood Plan was put forward by Cllr Coats, seconded Cllr Watkins; approved with 1 abstention

14. To discuss Communications

Notes from a meeting of this group are to be sent to all Councillors, for further discussion at the February meeting

15. To discuss Two Mile Lane

There have been a number of flooding incidents in Two Mile Lane, in part probably caused by water runoff from the fields; this could also be causing some of the pot hole damage evident in this lane. Comment was made that the Solar Farm application stated approval required that run off flooding be dealt with. Also a report is awaited from Helen Richards-Floods Officer. *Clerk to write to Glos*

*Highways and Landowner*

16. Bank Reconciliation

Bank Reconciliation November 2019			
Lloyds Account			
Bank Balance at 31 October 2019	£58,835.77	Payments November 2019	£1,070.17
		Outstanding Payments	£0.00
Receipts November 2019	£0.00	Restricted funds	£12,146.34
		<b>Available Balance</b>	<b>£45,620.82</b>
		<b>Bank Balance 30 November 2019</b>	<b>£57,765.60</b>
		<b>Petty Cash on hand</b>	<b>£1.56</b>
		<b>Total Balance</b>	<b>£57,767.16</b>

Restricted Funds

Project Reserves	£4,496.07
Council Reserves	£7,555.21
NDP Reserves	£0.00
Fun Day Proceeds	£95.06
	<u>£12,146.34</u>

Bank Reconciliation December 2019			
Lloyds Account			
Bank Balance at 30 November 2019	£57,765.60	Payments December 2019	£824.19
		Outstanding Payments	£0.00
Receipts December 2019	£1.00	Restricted funds	£12,146.34
		<b>Available Balance</b>	<b>£44,797.63</b>
		<b>Bank Balance 31 December 2019</b>	<b>£56,941.41</b>
		<b>Petty Cash on hand</b>	<b>£2.56</b>
		<b>Total Balance</b>	<b>£56,943.97</b>

Restricted Funds

Project Reserves	£4,496.07
Council Reserves	£7,555.21
NDP Reserves	£0.00
Fun Day Proceeds	£95.06
	<u>£12,146.34</u>

16. Residual Items

1. Request for agenda item to discuss writing a Grants Policy; Also pointing out that Standing Orders do not require a weeks notice of a request for dispensation to speak at PC meetings
2. Request for information on progress with complaint to Complete Utilities re remedial work
3. Issue of weeds on field next to Play Park; suggestion that PC could write to DEFRA
4. Glos CC Transport Plan consultation could lead to Park & Ride from Highnam Roundabout area; can this be added to a future agenda so that Council might lend support
5. Laybys on A48 and A40 are in need of Litter Bins; TBC are to provide one, could PC provide another?

- 6.1 Money is required for Pollinator Patches
- 6.2 A resident has suggested that PC might consider buying Monkeybank
- 6.3 Can we follow up Pride in our Community letter with a Spring reminder?

Meeting closed at 9.24 pm

Next meeting : 11 February 2020 at 7.30pm in the Old School Room

Signed \_\_\_\_\_

Date \_\_\_\_\_