



Highnam Parish Council



Lassington Oak

Highnam ~ Linton ~ Over ~ Lassington

Minutes of the Virtual Meeting of Highnam Parish Council

held on Tuesday 14 July 2020

Present: Cllrs: M Welch, W Badham, V Tustin Smith, C Coats, K Emmerson, W Nicol and Y Watkins
J Smith

In Attendance: R Hicks (Clerk), Cllr P Awford and 2 members of EWG(Environmental Working Group)

Public Forum:

No members of the public had requested entry to this meeting

1. To receive apologies for absence
Cllr Mathieson - Medical
2. To approve Minutes of the Meeting held on 9 June 2020
The minutes have been viewed by all Councillors, and were agreed to be an accurate record of the meeting. They will be signed by Chairman in due course.
3. Members of the Council are invited to declare any interest they may have in the business set out below
Cllr Coats at Item 4 – Planning Applications
4. To allow dispensations
None requested or necessary
5. To receive County Councillor's Report
Cllr Awford reported that the sand continues to shift with regard to the work scheduled for the B4215. Sadly , that work will now take place late September , provisionally to start on the 28th !!! The other issue is trees at Staunton's Hill; he is seeking the route for funding given the GCC commitment to tree planting. The grass cutting schedule is now agreed.Q was asked whether hedges in Two Mile Lane will be cut back before B4215 roadworks start
6. To receive District Councillor's Report
Cllr J Smith reported that many departments at TBC are still in response mode, where officers are deployed to help support cells. Not moving into the recovery phase yet. Therefore there will be still slower response times than usual, due to staff seconded to different roles. Budget for the year to be revised in September. Impact into the future years due the Covid pandemic will need considering, and may take years to recover. Ubico collected 43% more rubbish in lockdown with the existing crews. Lots of compliments for their hard work and dedication. Recycling markets fallen during Covid. Joint Core Strategy refresh - update to Borough Councillors 13th July. There will be a recovery plan in TBC when response phase is over. 100% more work to do with the same resources. Covid is going to be the day to day job for a long time so need to re-prioritise work streams. Staff wellbeing is important, when coping with the increase in work. More cycle routes to be encouraged. TBC meetings continue on Zoom, it is hoped that they return to the offices by end of the month. Q was asked how are Borough finances
7. To receive Clerks Report and Correspondence
Clerk reported that he has had communication with Gloucestershire Highways concerning their lack of action with regard to unkempt footpaths. A suggestion has been made that some other Parishes have chosen to undertake this work themselves, funded by monies transferred from the Highways budget. Given that the Parish could possibly arrange for work of this nature to be carried out at a more competitive cost, he has asked Highways to advise what areas they are currently contracted to maintain together with the budget associated with those works. When we have this information, Clerk will obtain costings for the work to be carried out using our resources. The matter can then be discussed by Council, and a decision taken as to whether the Parish should take over such works. By the end of September 2020, websites should be compliant with Website Accessibility Regulations. Clerk has had Parish Council Websites carry out checks on the Parish Council website. They have

provided a report, and some guidance on this matter. Our current score against a readability scale is around 50/100; this is termed difficult or very difficult to read. We are expected to make the content of the website compliant, both on current and historical documents. This will involve a lot of work, and time. It is intended to seek assistance with this work. Suggestion was made that work is concentrated on current documents

8.1 Finance – to approve invoices for payment

11 June 2020	John Malukas	Online	4	£	234.00
16 June 2020	Mainstream Digital	DD	12	£	39.61
28 June 2020	Admin Costs	S/o	17	£	418.82
14 July 2020	Mainstream Digital	DD	12	£	1.13
16 July 2020	Lucy Grove (EWG)	Online	19	£	281.40
16 July 2020	Mark Stock	Online	4	£	117.00
16 July 2020	John Malukas	Online	4	£	156.00
16 July 2020	Came & Co	Online	32	£	580.02

Payment of invoices approved

8.2 To approve AGAR Part 1

Approval proposed Cllr Coats, seconded Cllr Emmerson, all in favour

8.3 To reapprove AGAR Part 2 – (First approved June 2020)

Both AGAR 1 and 2 have to be approved at the same meeting; Approval proposed Cllr Smith, seconded Cllr Coats, all in favour

8.4 To confirm and approve payment up to £440 to D Crofts for work associated with NDP

This was to confirm a previous decision to use the services of David Crofts to consider the implication of the TBC Local Plan. Approval proposed Cllr Coats, seconded Cllr Badham, all in favour

9. To discuss and agree recognition for Cllr Davies service to Parish

Cllr Coats proposed that a suitably worded certificate be obtained, together with a plaque with appropriate wording to be mounted on one of the Parish buildings. This was seconded Cllr Smith, all in favour

10. To discuss help for tree planting at Stauntons Hill

Cost of this project is estimated at £10-13K. TBC Funding details are being arranged. Q was asked whether Parish should be supporting plans for work on private land. After discussion, it was agreed to support the request in principle, as this area of the Parish receives little support, for the planting of indigenous trees. An indicative amount should be sought prior to the September meeting

11.1 To receive update on Highnam Parish Plan Refresh

A detailed progress report had been circulated to Council; a request from PCC for funding towards The Dell improvements is on hold

11.2 To approve Environmental Working Group Plan

The EWG plan was considered to be a very impressive piece of work. It was proposed Cllr Badham, seconded Cllr Tustin Smith that the plan be adopted; all agreed

12. To receive and comment on Planning Applications:

1. 20/00481/FUL	10 Horseshoe Drive, GL2 8BZ	Single storey rear extension
2. 20/00482/FUL	2 Barn Ground, GL2 8LJ	Single storey rear extension
3. 20/00503/FUL	10 Lassington Grove, GL2 8DE	Replace existing conservatory with single storey rear extension
4. 20/00499/FUL	2 Beech Close, GL2 8EG	Raise existing garage roof to create room over

There were no objections to these applications

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

There was nothing of significance to report; it is hoped that a report can be made in September

14. To discuss Communications

A request was made that notices regarding hedge maintenance be exhibited in the Parish notice boards, as well as the website. Questions have been asked concerning construction activity at Over Farm. EWG are hoping to carry out a litter pick early September; it was pointed out that Scout Group could be asked where they obtained equipment when they carried out a litter pick

15. To update on Free from Gluten

It was proposed Cllr Coats, seconded Cllr Smith that we support the use of the entrance to Recreation Ground as a site for the Fish and Chip van; all agreed

16. To update on Bus Shelters

Work previously requested has been arranged

17. Bank Reconciliation

Bank Reconciliation June 2020			
Lloyds Account			
Bank Balance at 1 June 2020	£58,345.03	Payments June 2020	£11,568.99
		Outstanding Payments	£0.00
Receipts June 2020	£5,510.00	Restricted funds	£16,756.34
		Available Balance	£35,532.26
		Bank Balance 30 June 2020	£52,286.04
		Petty Cash on hand	£2.56
		Total Balance	£52,288.60

Restricted Funds

Project Reserves	£4,496.07
Council Reserves	£7,555.21
NDP Reserves	£4,610.00
Fun Day Proceeds	£95.06
	<u>£16,756.34</u>

18. Residual Items

1. Litter bin for A48 layby is on order
2. Litter/Dog Waste Bins are still needed for Lassington Reach
3. Agreement has been reached to fit a gate at the Lassington Lane end of footpath from Mary Grove

Meeting closed at 8.17pm

Next meeting : 8 September 2020 at 7.30pm via Zoom

Signed _____

Date _____