



Highnam Parish Council

Highnam ~ Linton ~ Over ~ Lassington

Highnam Parish Council Meeting

Gambier Parry Hall Tuesday 8th June @ 19.30hrs

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

In Attendance: J Badham (Parish Clerk), Cllrs P Awford, & P McLain and 4 members of the public

Public Forum

- Frustration was expressed following a previous e-mail that was sent reference issues raised at May meeting. Response from previous clerk was disappointing and did not address the points.
- Main areas of concerns were grass cutting and the pollinating areas and cost.
- **Q. Weed spraying and grass cutting, who authorises payments?**
- **A. Clerk to investigate and respond.**
- Grass growth in the village is looking terrible especially Maidenhall.
- Contractor has been instructed but waiting on date with TBC Health and Safety. This will entail a walk around Highnam to identify exactly what is included in the mowing contract, Hedge Hog signs and the wooden stacks marking the pollinating areas.
- Concern expressed that hedgehog signs being placed on public signs.
- **Q. When will these be removed, they are graffiti?**
- **Issues with accessing the agenda from the website.**
- **A. Council will be addressing the issues with the current Website.**
- **A. We have had some teething problems, however we endeavour to resolve this by our next meeting.**
- **Q. Will EWG minutes to be added to website**
- **A. Yes we can add the minutes Action Clerk to implement.**
- Lassington Lane, Dr Surgery parking and poor condition of car park was discussed.
- **Q. Has this been dealt with?**
- **A. We have not received a response from the Surgery. Council will respond at the next meeting.** Access is hindered by cars parking and the road is busy due to farm work.
- Entrance to Lassington Reach, hedges is overgrown.
Action: - To be investigated.

- At the council meeting in February the access to the land at the edge of Monkey Back was mentioned.
- **Q. Has the land owner been contacted and asked why the gate has been padlocked?**
- **A. This will be dealt with as soon as possible.**

1. To receive apologies for absence

- All in attendance

2. To approve minutes from the meeting held on the 11th May 2021

- The minutes have been circulated to all Councillors, and were agreed to be an accurate record of the meeting. They will be signed by the Chairman in due course.

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 required

**5. To receive County Councillor's Report
Councillor P Awford**

Cllr Awford opened his report by thanking the Chairman for his kind congratulations on the recent County Council Elections and in return he congratulated the Chairman on his appointment as Chairman.

- Cllr Awford wished to thank the outgoing Chairman for his support over recent years together with the former Clerk, Richard Hicks.
- He advised the meeting that sadly Chris Riley had left Gloucestershire Highways after many years of service and his post was to be filled by Sally Godwin, the LHM remains as Craig Freeman supported by Chris Hawkins.
- He went on to feedback from a meeting he had the previous week with Mr Freeman in regard to this year's Highways Local schemes and where he was putting in dedicated funding.
- With Two Mile Lane in the schedule it will be subject to drainage work in advance of any resurfacing and it was agreed he would forward the recent drainage study carried out by Cllr Keene to assist with mapping those key areas together with seeking the help of the relevant landowners with ditch work.
- He advised that both the County Council and the Environment Agency are aware of the concerns around the importation of material at Over.
- He agreed to follow up the concerns raised in the Public session around visibility spays following the rapid growth and assured that Highways are already attending to those key junctions.

- He advised that the Annual verge mowing would be later than normal in anticipation of further growth which would run the risk of having to cut twice which was not in the Highways Budget.
- In response to a Parish Councillor question he agreed to contact Highways in regard to a couple of local signage issues at Two Mile Lane and Mimosa Drive.

6. To receive Tewkesbury Borough Council (TBC) Councillors' Report Councillors J Smith and P McLain

- No full meeting.
- TBC Leisure Centre has re-opened.
- Planning Applications process is undergoing improvement, following acknowledgment of the length of time for applications to be decided. A report is due in July 2021 with implementation expected November 2021.
- Environmental Crimes are up due to possibility of Covid. 2100 fly tipping incidents against previous figure of a 1,000.
- Enforcement responses not being acted upon in appropriate times. There are no details or feedback. Chief Executive is aware. Qtr 4 740 was reported compared to 125 the year before.
- Flood Impact Petition due to council on the 21st June 2021.
- Council is addressing the subject of 'Identical Builds'
- Council to liaise with the County on road closures to enable good communication. County is recruiting a new enforcement officer.
- There is funding for people who are required to self-isolate for 10 days due to Covid. The funding is available through Tewkesbury County Council, however is would be helpful to publicise on the Website. **Action: Parish Clerk to implement.**

7. To receive Clerk's Report and Correspondence.

- VAT claim has been submitted.
- Grants awarded of £300 Highnam PCC and £500 to Highnam 31st Scout Group.
- Communications are ongoing with Gloucester Highways regarding Parish Council taking responsibility for some street/road maintenance.
- Action from May meeting, contacting Highnam Surgery regarding car park.
- Confirmation from TBC that loose road signs should be concreted into the ground.
- Waste disposal and tipping above Ober Farm Market – Clls McLain/Smith have been requested to speak to TBC Environmental to try and establish whether a licence exists/required.

8. Finance

To approve invoice for payment. All **Approved**

13 May 2021	Jo Storey	Online	19	£	43.22
14 May 2021	Mainstream Digital	Online	17	£	0.83
19 May 2021	Highnam PCC	Online	26	£	300.00
21 May 2021	31 st Glos Highnam	Online	26	£	500.00

	Scouts				
28 May 2021	Admin Costs	S/o	17	£	547.95

- **To approve Insurance Renewal**

Parish Clerk put forward 3 proposals and would like to propose to council the 3 year Long Term Undertaking.

Came and Co	1 year renewal	£668.80
BHIB (Aviva)	1 year renewal	£681.42
BHIB (Aviva)	3 year Long Term Undertaking	£641.04

Insurance was approved. Proposed Cllr Mike Welch, second Cllr Jill Smith, all in favour.

- **To note publication of Notice of Public Rights**

It was unsure what this relates to. **Action Parish Clerk to speak to previous Clerk.**

9. To receive and comment on Planning Applications

- No applications received.

10. To discuss Neighbourhood Development Programme (NDP)

- It was noted that 298 responses have been received and are currently being evaluated.
- Council are to conduct a Call for Sites exercise inviting land owners to put forward any sites they wish to be considered for a variety of uses including housing and employment. The council's Planning Group will carefully evaluate all submissions received with a view to determining whether any should be taken forward.
- There is likely to be a series of open events in September to present the Proposals to the community.

11. To discuss and decide on Environment Working Group (EWG) and Parish Council sharing cost of children specific waste bins.

- Waste bins – Children friendly designed bins to encourage recycling looking at the cost was proposed with TBC matching the funding. Top of Mary Grove and the playing field were identified as the best locations.
- Cllr Welch proposed to match funding. Subject to cost all in favour.
- Cllr Nicol raised concerns regarding underage drinking with children from the village.

12. To receive and update on Parish Plan Refresh (PPR)

Nothing to report.

13. To discuss

i. Footpaths

It was noted there is currently no footpath from Brimsome Meadow to the Oakridge bus stop. The cost of this work has already been budgeted and will be commissioned separately when the main Oakridge Footway contract is let.

Response has been received however this was from the previous Practice Manager. It was noted perhaps a meeting with the surgery would be more productive? **Action Clerk to follow up. Cllr Badham produced the TBC planning report .Action Clerk to circulate.**

ii. Signs

It was confirmed road signs are to be concreted into the ground. This was in response to the 'Oakridge' road sign sinking.

iii. Fly Tipping

No update on the fly tipping land 350 meters North of the A40 on Eastern edge of the Sustrans 42 cycle path. Still waiting TBC Environmental Health report and to establish whether a site licence is required.

14. To discuss Heart of Highnam initiative

Councillor Badham proposed setting a Steering Committee of volunteers to undertake small jobs around the village and consequently reduce costs. In principle, this appears an excellent proposal. However funding, costs and types of work needs to be explored. It was suggested perhaps this could work alongside the Good Neighbourhood Scheme. **J, Cllr Welch proposed, and all in favour. Action Cllr Badham to set up steering group.**

15. Bank Reconciliation

Bank Balance of 1 st April	£48,882.38
Payments for April	£ 4,113.88
Outstanding Payments	0.00
Available Balance	£40,995.42
Bank Balance at 21 st March	£64,768.50
Petty Cash	£ 26.68
Total Balance	£64,798.18
Restricted Funds	£10,000.00
Project Reserves	£10,000.00
NDP Reserves	£ 3,747.70

16. Residual Items

Over Farm Update: Cllr Keane

- **Over Farm's Countryside Adventure.**
Having been delayed for 6 months while Highways England concerns were addressed, this application is nearing determination hopefully by the end of June.
- **Over Barn**
Over Farm have drafted a certificate of lawful use and will circulate with HPC before submitting to TBC.
- **Commercial barn conversion**
No questions have been raised by TBC and a decision is expected on Friday 11th June.

Nothing is progressing with solar currently.

- **Village Maps - Cllr J Smith**
It was noted this had been removed as a residual item. **Action: Parish Clerk to add to list of Residual Items register.**
- **Stiles**
Two stiles reported to land owner to be repaired.
- **Replacement of burnt waste bin**
Parish Clerk instructed to liaise with for TBC to install new bin.
- **Website**
It was noted the anti-social behaviour link is missing. **Action Cllr Tustin Smith and Cllr Welch alongside the Parish Clerk are revisiting the Website with the intention of updated and refreshing the content.**
- **Community Café**
The Pop up Café initiative was a huge success with over 100 people attending. Cllr Coats thanked Audrey Webber and her group of volunteers.
- **Weed Spraying**
It was noted that parts of the village have received weed spraying and that the area from Lassington Lane and across the field by Lassington Reach is very overgrown. **Action - Cllr Tustin Smith to look into trimming this area.**

**Next meeting will be held:
Tuesday 13 July 2021 @19:30hrs**

Signed

Date

Chairman Councillor Charlie Coats