



Lassington Oak

Highnam Parish Council
Highnam ~ Linton ~ Over ~ Lassington

Highnam Parish Council Meeting
Gambier Parry Hall Tuesday 13th July 2021 @ 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), 5 members of the public.

Public Forum – Members of the public may make representations, answer questions and give evidence at a meeting in respect of the business on the agenda by invitation of the chair.

The Chairman welcomed the public and invited members to convey matters of interest from the agenda.

1. To receive apologies for absence

- None received.

2. To approve minutes from the meeting held on the 8 June 2021

- Approved and signed.

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

- None declared

4. Request for dispensations, Declarations of Interest, Gifts and/or Hospitality

- None requested or required

5. To receive County Councillor's Report

- No Report provided
- Cllr Badham mentioned the sign at Lassington Reach is still in situ.

**6. To receive Tewkesbury Borough Council (TBC) Councillors' Report
Councillors J Smith. (Councillor P McLain on holiday)**

- Full Council will be next week, so not a lot to feedback that you haven't already received from TBC directly to the PC Clerks..
- The Tewkesbury News should have been received by all households in the Borough. Again some of our Ward has been missed out and TBC communications have been informed. This is available on line if you didn't receive one, and there is a feedback form on the TBC website to let them know you have been missed out.

- TBC have received the Inspectors initial responses to the Tewkesbury Local Plan. They now are in the process of working up an action plan. You should all have seen this from your clerks, who received it. The housing supply situation was demonstrated to have met the requirements of the Borough up until 2031. There is only a small shortfall of 563 houses, when agreed sites have been built. These will be addressed through the Joint Core Strategy review. This is welcome news for the service villages that have been seen to take 880 new homes, in the 12 Service villages, more than meeting the JCS requirements.
- The Council continues to administer grants to businesses' continuing to be affected by Covid regulations.
- Carbon Reduction Action Plan will be on the Agenda for autumn.
- Ubico are having problems with staffing numbers due to self isolation as a result of track and trace. At present they are just about able to maintain the full bin services as usual. If this has to change due to this problem, we will be informed.

7. To receive Clerk's Report and Correspondence.

Finances An analysis of the current finances for the current year is being undertaken. This will be presented at the September meeting for comments.

Communications Ongoing working with Kelvin Ashby to update the Website. A new Facebook Page which will be used to direct readers to our Website will be set up.

Dogs Barking It has been noted that there have been a few complaints about dogs barking. This will be monitored if we receive more complaints.

Register of Potential Land for Development (Call for Sites exercise) Letters have been posted to land owners.

Grass Maintenance We are currently identifying and reviewing the issues we have regarding grass cutting and maintenance of overgrown verges. Highways are reviewing their budgets, however, TBC are in discussion with GCC/Highways and trying resolve especially on the pathway on the B4215. The process of reviewing the PC responsibility is being undertaken and report will be produced by September.

Parish Councillor Interest has been received in the vacancy for Parish Councillor. The interested party has been invited to write to the Council so we can review the application.

8. Finance

- To approve invoices for payment**
All Approved

Regular Payments of Standing Orders or Direct Debits

Payee	Method of payment	Period	Cost £
Mainstream Digital Phone Line	SO	Qrt	-42.50
Salary	BAC	Monthly	-345.60
Salary*	SO		-438.36

*Last payment to previous Clerk

Payments for approval June 2021

Date	Payee	Method of payment	Cost Code	Cost £
15/06/2021	Mark Stock Diamond Tiling Garden Maintenance Community Halls	BAC	28	-117.00
15/06/2021	GAPTC Mentoring Clerk CILCA	BAC	62	-395.00
15/06/2021	HCCT Room Hire	BAC	29	-45.50
15/06/2021	John Malukas (One Man Went to Mow)	BAC	28	-156.00
15/06/2021	Mr Ed Drewitt Training EWG	BAC	62	-300.00
22/06/2021	Stamps Petty Cash	Cash	47	-11.90
29/06/2021	BHIB Insurance	BAC	32	-641.04
29/06/2021	Mark Hughes Bus Shelter Repair	BAC	10	-265.00
29/06/2021	HMRC	BAC	13	-156.70

ii. To approve training for clerk **All Approved**

Parish Clerk – Personal Development Plan Budget 2021/2022

The objective is to allocate a budget for training for the Parish Clerk. I have produced a personal development plan and details of costs for training for this current year. The aim is to develop the knowledge and skills of the clerk in legislation, law and procedures. Once the clerk is qualified the council can apply for Quality Assurance and use The Power of Competence.

Financial – Introduction to Local Council Administration	£120 + VAT
ILCA to CILCA	£120 + VAT
Certificate in Local Council Administration (CILCA)	£340 +VAT
CILCA Registration	£410

Total cost £990 +VAT

We currently have a very out of date Local Council Administration Book. The new 12th Edition £119 + VAT

iii. **To approve new printer and Shredder for office**

Cllr Welch commented the office PC would need updating due to compatibility with windows 11, Clerk suggested two monitor screens

All Approved Cllr Welch proposed, V Tustin Smith second.

9. To receive and comment on Planning Applications

21/00053/FUL Erection of a two storey side extension and continuation of boundary wall 1 Poppy Field, Higham **This has been permitted and was notification**

21/00454/FUL Replacement balcony to rear elevation 6 The Canal Way, Over, Gloucester

No objections

10. To discuss Neighbourhood Development Programme (NDP)

Cllr Coats provided a brief update on progress with this work

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11. To receive update on Parish Plan Refresh and approve commitment Oakridge foot-path project

i. Approve commitment to Oakridge Footpath Project

Cllr Coats provided a written report (published on Website). Six tenders were received and following a review by TBC they recommended the cheapest quote which we are required to approve.

£107k including a 15% contingency provision.

Cllr Badham proposed and second Cllr Coats. All in favour.

Five recommendations on reverse of the report, Cllr Welch proposed, Cllr Emmerson second, All in favour.

ii. Tree Planting

Cllr Badham provided written report (published on Website).

Money has been set aside for this project within the Parish Plan budget. The dead trees in Lassington Reach were also mentioned due to being planted at the incorrect time. This would be raised in section 16 of Agenda.

12. Heart of Highnam Initiative.

Cllrs Badham and Coats will set up a Steering Group to discuss and agree the scale, scope timescales, works to be undertaken and recruit volunteers. **Action Clerk add to Website.**

13. To discuss S91 Notice of Inclusion to List of assets of Community Value

- i. List of assets had been distributed with the agenda. The list was last produced in 2013 and now required to be renewed.
- ii. All in favour to renew the list of assets and community value/public open spaces.

14. Discuss Defibrillators requirement and Village Locations

The village currently have 2 defibrillators, outside Gambier Parry Hall and the football changing rooms. The football club have agreed to move the defib to the outside of the building as currently locked inside. **It was agreed that HPC will pay to reinstate outside of the building. Action Clerk to obtain quote.** Cllr Keene advised Over Farm has a Defib this will be added to the list on the Website.

Cllr Coats has spoken to the Post Office and they agreed in principle that a new defib could be located at this location. Clerk contacted Great Western Ambulance Service and received a quote of £1800 that covered a 4 year period. **Clerk to obtain additional quote.**

15. Lassington Reach Maintenance

Peter Dyche joined the meeting as a representative of the residents of Lassington Reach and was invited to speak. Mr Dyche wrote to SDL Property Management with con-

cerns the maintenance of grass areas, planting of trees and hedges are not being maintained .The residents decided they would postpone paying their annual maintenance charge until the issues were addressed. It transpired that SDL Property Management is being taken over. Mr Dyche consequently contacted the new company and is waiting for a date to meet. HPC suggested they would be happy to be part of the meeting and will support the residents in solving the challenges they face. Cllr Badham also offered assistance through the EWG.

Action: Mr Dyche to advise council of meeting date. Cllr Tustin Smith follow up.

16. Highways/Open Space Maintenance

A map has been produced of land owners and is situated in the Parish office. Proposal was to review contracts and create a detailed record of responsibilities, pull together a strategy with the expectation of reviewing prior to the new cutting season.

17. Bank Reconciliation May 2021

Bank Balance at 1 st May	64,768.50	Payments May	8,174.00
Receipts May	43.22	Restricted Funds	23,842.76
Petty Cash	29.68		

Bank Balance 31st May 56,637.72

Restricted Funds

Council Reserves	10,000.00
Project Reserves	10,000.00
NDP Reserves	3,747.70
Fun Day Proceeds	95.06
Total	23,842.76

18. Residual Items

Actions from previous minutes

- GAPTC AGM Cllr Coats unable to attend, Cllr Nicol will attend.
- Pot holes (Oakridge) to be raised with County Councillor.
- Mixed Waste Bins Cllr Badham waiting response from TBC about adding dog waste into general waste. Cllr Badham would like to mention a mix waste bin at the end of the cycle path towards Over farm.
- It was noted the hedges at the entrance to the Village Halls were obstructing vision when exiting.

Actions from previous minutes

- Weed spraying and grass cutting, authorising payments? Clerk would like to refer to e-mail dated February. **Resolved.**
- Will EWG minutes to be added to website **(No minutes as this is a group and not a committee however Clerk has added reports to the website. Resolved**

- Clerk add to Wesbite the funding available from TBC for Covid isolation. **Not actioned.**
- To note publication of Notice of Public Rights. This is for Council to agree dates of when the public can view the audited accounts. **This will need to be approved at September meeting. Action**
- Village Maps. It was noted this had been removed as a residual item. Action: Parish Clerk to add to list of Residual Items register. **Resolved added to the residual spreadsheet.**
- Parish Clerk instructed to liaise with for TBC to install new bin. **Resolved**
- It was noted the anti-social behaviour link is missing from Website. **Resolved.**
- 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. Council are in discussions with Lassington Reach Residential Group. **This has been added to the Residual Spreadsheet.**

Notes on declarations of interest. Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered. National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Meeting closed 8.43pm

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

Signed

Date

Chairman: Cllr Charlie Coats