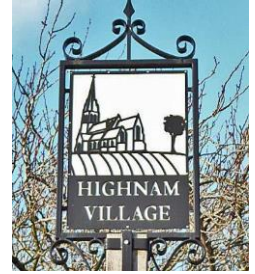


**Highnam Parish Council**  
**Highnam ~ Linton ~ Over ~ Lassington**



**Highnam Parish Council Meeting**

**Gambier Parry Hall Tuesday 14th September 2021 @ 19.30hrs**

**Present:** Cllrs: C Coats, M Welch, K Emmerson, R Keene, W Nicol, R Harding

**In Attendance:** J Badham (Parish Clerk), County Councillor P Awford, 6 members of the public.

Before opening the meeting Chairman Councillor Coats announced the passing of Mr Derek Davies and asked for a minute's silence.

**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**

- Cllr J Smith, W Badham, Valerie Tustin Smith, Borough Cllr P McLain

**2. Co-Option Vacancy of Councillor**

Co-Option of Robert Harding

Formally proposed by Cllr Coats, second Cllr Welch, all in favour.

Councillor Harding was invited to join the meeting.

**3. To approve minutes from the meeting held on the 13<sup>th</sup> July 2021**

- Approved and signed.

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

- Planning declaration of interest Agenda Item 10  
Cllr K Emmerson  
Cllr R Keene

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

- None requested or required.

**6. To receive County Councillor's Report**

Cllr Awford started his report with his tribute to former Cllr Derek Davies who he had worked with for 16 years. He went on to update on both County Council meeting and local issues given highways issues had been raised with him in particular, Two Mile Lane and proposed drainage work ahead of the resurfacing .He was dedicating funding to the clearance of the beanny blocks at the B4215 / A40 junction and had requested GCC looked at the maintenance at Mimosa Ave. In reply to a request from a Parish Councillor , he committed to request a safety inspection of the Spine Road from the mini roundabout around Oakridge to the Post Office in Maidenhall

## 7. To receive Tewkesbury Borough Council (TBC) Councillors' Report

- No report received.

## 8. To receive Clerk's Report and Correspondence.

- **Pollinating Initiative** Newnham Parish Council contacted Clerk to discuss the pollinating patches with the expectation of replicating next season. This has been passed to Councillor Badham to respond to.
- **Tree Inspection** Following a tree inspection instructed by the PCC two Horse Chestnut trees were identified as requiring further inspection. The trees lie on Parish Council leased land. Further inspection has been instructed by the Clerk. Council is required to maintain trees and make arrangements for inspection every 2 years. It was proposed that we liaise with HCCT to determine what are our respective responsibilities are and implement a remedial plan and initiate an appropriate Risk Assessment.
- **PATA Payroll** - PATA Payroll have been to run our payroll. For transparency from the clerk's perspective PATA will calculate payments and produce reports on a monthly basis, **All agreed.**
- **Pension** - The previous clerk opted out of a pension scheme and there was no documentation of a provider registered by HPC. The new Clerk has however registered the Council with NEST.
- **Mower and Strimmer** - The mower and strimmer has been sent away for service in preparation for the Heart Highnam initiative. The strimmer is very old and requires a new motor. A cost of a new strimmer is £249 + VAT. It was agreed to the purchase of a replacement until the Heart of Highnam initiative is up and running.
- **Notice Board** - The two notice boards are being repaired following the weather deteriorating the wood and varnish.
- **Staunton's Hill Tree Planting:** - Progress had been followed up as some residents were questioning the types of trees being planted and the delay. Response received no progress and a committee meeting is planned for week commencing 12/09 to discuss.
- **External Auditor** - Some queries had been received from the auditor on last year's accounts. Explanations for variances due to lack of information on the spreadsheet are being provided. This has been time consuming as auditor requested breakdown from 2019/2020. Also identified was discrepancy on the Asset Register list total. 2019 total was added to 2021 however 2020 was less due to play equipment that had been removed by TBC.
- **Maidenhall Grass Maintenance**-It's been noted a grass area in Maidenhall has not been cut. Why this has been missed is currently being investigated.

## 9. Finance

### Regular Payments of Standing Orders or Direct Debits

Payee	Method of payment	Period	Cost Code	Cost £
Mainstream Digital Phone Line	SO	Qrt	59	-0.34
Salary (June)	BAC	Monthly	13	-345.6

Salary (July)	BAC	Monthly	13	-641.80
Salary RH (July)*	SO	Monthly	13	-438.36

\*I have approached the previous clerk on this payment. He thought his last working day was July however I confirmed it was June. The payment was requested to be returned.

**i. Payments for approval July 2021**

Date	Payee	Method	Explanation	Cost Code	Cost £
08/07/2021	Lucy Grove	BAC	Environmental Group	19	-129.38
07/07/2021	John Malukas	BAC	One Man Went to Mo	28	-143.00
07/07/2021	SLCC Training	BAC	Clerk	62	-42.00
07/07/2021	Mark Stock	BAC	Maintenance	28	-182.00
07/07/2021	HCCT	BAC	Room Hire	29	-36.00
08/07/2021	Adele Beaumont	BAC	Environmental Group	19	-24.12
29/06/2021	Lucy Grove	BAC	Environmental Group	19	-23.34
29/06/2021	Cllr Badham	BAC	Bird Boxes	19	-342.34

ii. The Clerk propose an increase of 3 hours per week to hours of the Clerk due to increased workload. Councillor Coats proposed seconded by Cllr Welch; all in favour.

iii. Councillor Welch asked if the Clerk had purchased the two screens that were approved from last meeting. **Action Clerk to order.**

**10. To receive and comment on Planning Applications**

*21/00640/FUL Two storey rear extension	11 Turners
21/00953/FUL New roof between cattle barn and cladding	Astmans Farm
20/00766/FUL Change of use of land from park attraction	Over Farm
21/1027/CLE Cert of Lawfulness for buildings and land for Weddings and events for a continued period excess of 10 years	Over Farm

\*11 Turners Close: Council to Object due to intrusion on other households, would prefer single storey. **Action: Clerk to respond TBC.**

**All other planning applications were supported.**

**11. Neighbourhood Development Plan: Council to support plan in principle and to go for public consultation.**

**5 Councillors approved, 1 against, therefore approved to go for public consultation on 15<sup>th</sup> and 16<sup>th</sup> October 2021.**

**12. To Approve Lassington Wood and John's Wood Licence (EWG)**

Licence between TBC and Parish Council regarding the future management plan of the woods.

**Proposed by Cllr Coats, second Cllr Mike Welch All in favour**

**13. Propose and Approve Registering Assets of Community Value.**

Council agreed to continue with the administration of registering the assets of community value. Clerk mentioned this would require additional work outside her

normal hours.

#### 14. Strategic Review of the Community Halls and Church Complex

Cllr Coats verbally reported on his view that a comprehensive strategic review of this quarter of the village would be beneficial to ensure these various property assets are used and managed to best effect in the future.

**Action: Cllr Coats to present a Discussion Paper on this for a future meeting of the Council to consider.**

#### 15. Community Governance Review

- Council agreed no changes for Highnam Parish were required and that the review was aimed at larger Parishes. It was agreed Council did not need to respond.

#### 16. Bank Reconciliation July 2021

<b>Bank Balance at 1/07/21</b>	<b>44,124.47</b>	Payments June	2,348.18
Receipts June	0	Restricted Funds	23,842.76
Petty Cash £11.90 Stamps			
		<b>Bank Balance 28/07/21</b>	<b>41,776.29</b>

#### Restricted Funds

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

#### 17. Residual Items

##### Oakridge Footpath

- As the contractor is currently on site it was to extend the path to the bus shelter from Brimsome Meadow. The extra cost was £1,716.36. **All in favour.**

#### Actions from previous minutes

- Pot holes (Oakridge) to be raised with County Councillor.
- Mixed Waste Bins - Cllr Badham waiting for a response from TBC about adding dog waste into general waste. Cllr Badham would like to propose the provision of an additional mixed 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. **Actioned**
- Clerk add to Website the funding available from TBC for Covid isolation. **Actioned.**
- To note publication of Notice of Public Rights. This is for Council to agree dates when the public can view the audited accounts. **Actioned.**
- **Defibrillators requirement and Village Locations:** The football club have agreed in principle to move their defib the outside of their Changing Rooms. HPC to pay the cost of this relocation
- Cllr Coats has spoken to the Village Shop and Post Office, and they have agreed in principle that a new defib could be located on the outside of their building. Clerk con-

tacted Great Western Ambulance Service and received a quote of £1,800 that covered a 4 year period. **Clerk to obtain additional quote.**

**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 20.44hrs**

**Next meeting will be held: Tuesday 12th October @19:30hrs**

**Signed .....**

**Date .....**

**Chairman Councillor Charlie Coats**

(Please ensure each page is initialled.)