

Highnam Parish Council
Highnam ~ Linton ~ Over ~ Lassington



Highnam Parish Council Meeting

Old School Tuesday 12th October 2021 @ 19.30hrs

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

In Attendance: J Badham (Parish Clerk), County Councillor P Awford, 2 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

No apologies received

2. To approve minutes from the meeting held on the 12th September 2021

- Approved, two comments with words missing, Clerk to amend and then arrange for signing.

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
Councillor P Awford**

Given the recent storm and flooding at the B4215 junction Cllr A continues to attempt to get a date for the proposed clearing of the drainage blocks given the work will mean traffic control or diversions for the safety of the workforce.

Whilst considering traffic, there may be traffic increases on the A40 at peak times given the A48 traffic controls needed by Severn Trent for their major work installing a new main. This work is scheduled to take 28 weeks, so there may be some disruption on existing Highnam traffic or at least some slow moving traffic.

Contact details are available for the responsible Officer at Severn Trent who held an advisory drop in at Minsterworth last week.

Highways did come out and look at one local issue around a visibility concern. We await a report as to the safety inspection around the Spine Road.

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

Councillor Jill Smith

TBC councillors received a session on the Local Plan update following the inspector's recommendations. Some modifications have had to be made to make the plan sound. These have been done and will be agreed at Full Council next week. There will then be a short period of final public consultation and then hopefully full adoption. The inspector was happy that TB have a 7.15 year housing land supply at present.

Gloucestershire NHS Trusts have now made their winter strategy plan. This is to address issues that may arise during the winter if there are increased COVID levels, winter Flu and staff shortages. This will be measured against set criteria daily to ensure the system is coping. All are encouraged to get the flu vaccination ASAP.

TBC Financial position is sound after the effects of the last 18 months. Shopping vouchers have been given out to the families on low income to help.

7. To receive Clerk's Report and Correspondence.

Public Forum September meeting:

- Bus shelter repair. Damage was before current clerk was in her role. Council are not sure how the damage was incurred and they agreed to pay the repair. This did not go through the insurance.
- £300 training for environmental working group. As previously mentioned, Council are reviewing the finance of the group going forward. The invoice was approved by council.
- Finance and Scrutiny Committee meeting details are in the report below.
- Invoice approval. Following investigation there are inconsistencies on how approvals has been recorded. Going forward council will propose and approve and this will be documented in the minutes.
- Hedges. Following return of Councillor Badham holiday two pictures of properties with overgrown hedges were forward to the clerk. Clerk visited the properties and owners have trimmed hedges back therefore letters were not delivered.

Parish Office

The parish office will be closed due to renovation of the old school. Clerk will be working from home and available on the parish council mobile during office hours. Plan is to have the office empty by 21st October due to scaffolding being erected and electric being turned off.

Highnam Community Centre Trust has notified Council with regards to rental of the office. They have not invoiced Council since September 2017, for which the invoice was up to March 2018. We are waiting for an invoice for the outstanding amount.

Mower and Strimmer

Comment from last meeting was council agreed we would not purchase a new strimmer due to Heart of Highnam delay.

Staunton Hill Trees Grant

Still no response received on progress following a meeting with residents. **Action clerk to follow up.**

External Auditor

End of year report has been received. This is now published on the Website. Council to approve and agree date of 'Notice of Conclusion' for public to request a copy at a charge of £1. **Cllr Welch proposes, second Cllr Tustin Smith.**

Finance and Scrutiny Committee

It was noted the committee's last meeting was December 2020. This initial meeting was an informal meet of members to review the terms of reference and set the first date for electing a chairperson. The date for the next Finance and Scrutiny meeting will be held Monday 6th December at 2 pm. Venue to be decided and this will be published on the website so public are aware.

National Council Award Scheme

Clerk distributed the papers for the award scheme. Council to approve working towards the foundation stage. **Action clerk to add for November meeting.**

Information Commissioners Office (ICO)

- Council to approve registering with the ICO to comply with the general data protection regulation. **Cllr Coats proposes, Cllr Nicol second. All approved.**

8. Finance

Regular Payments of Standing Orders or Direct Debits

Payee	Method of payment	Period	Cost Code	Cost £
Mainstream Digital	SO	Monthly	59	-0.62
HMRC	SO	Monthly	13	-109.59
Salary (August)	BAC	Monthly	13	-545.30

i. Payments for approval August 2021

All approved: Cllr Smith proposed, seconded by Cllr Welch

Date	Payee	Method	Explanation	Cost Code	Cost £
10/08/2021	Jo Badham	BAC	Desk Office	38	-30.00
10/08/2021	John Malukas	BAC	One Man Went to Mo	28	-169.00
10/08/2021	SLCC	BAC	New Local Admin Book	55	-123.80
10/08/2021	Mark Stock	BAC	Maintenance	28	-104.00
10/08/2021	HCCT	BAC	Room Hire	29	-19.50
10/08/2021	Jo Badham	BAC	Stationery	55	-25.53

i. To approve a parish council credit card

The Current process is the clerk will pay for items and claim expenses. The proposal for a credit card is so the clerk does not have to pay for council items out of her own pocket.

Cllr Coats proposed, seconded Cllr Welch

9. To receive and comment on Planning Applications

No planning applications have been received.

10. Neighbourhood Development Plan

Draft plan is going to public consultation weekend of 15 /16th October. Following comments from the public being collated the plan will be return to Council for review at November meeting and planning group for further consultation.

Copy of the draft has been sent to Tewkesbury Borough Council.

11. Councillor Vacancy

Following resignation of Councillor Emmerson, a vacancy has become available. It was noted we have one interest.

Action Clerk to advise TBC Democratic Services of vacancy.

12. Proposal for Funds from Environmental Working Group (EWG) (Sculptures)

Proposal received from the EWG for the use of the remaining budget for sculptures. It was agreed to defer the decision to the November meeting.

13. Timing of Meetings

Due to the closing of The Old School and timings of meeting it was thought we may have to change times to 7pm. However, this was not the case and meeting will continue to be held at 7.30pm.

14. Bank Reconciliation August 2021

Bank Balance at 1 st August:	41,776.29	Payments August	1,003.54
Receipts August	0	Restricted Funds	23,842.76
Petty Cash £11.90			

Bank Balance 40,772.75
Total Balance

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

15. Residual Items

The late Derek Davies had requested following his passing that £500 be donated to the Highnam Community Centre Trust and £500 to Minsterworth Parish Council from the proceeds from his Funeral Collection. A letter of thanks will be sent to his widow.

Councillor Rees asked if there had been arrangements made for the name change on the Chairman's Board. Clerk replied there had been issued in resourcing for someone to make the changes. Cllr Rees suggested contacting Hanman Split.

Action clerk follow up. Request to remove the coronavirus note from the agenda **Action clerk remove for next agenda.**

Our current contractor for weed killing has decided to no longer provide this service.
Action clerk add for November meeting.

Councillor Nicol asked if the Standing Orders had been updated to the 2020 version
Action Clerk to follow up.

Following the Risk Assessment of the two trees at the rear of the Community Centre car park it was recommended that the investigatory work be completed at a cost of £870
Cllr Mike Welch proposed, Cllr Keene seconded. All approved

Environmental and Footpaths

- Cllr Badham wanted to clarify as was raised by a resident the difference between the EWG and EMP. The Environmental Management Plan (EMP) is the plan .The Environmental Working Group works to.
- New member joined the Environmental Working Group (EWG) Nicki Beecham.
- Woodland Licence was agreed but no licence has yet been received from TBC
Action clerk follow up.

Actions from previous minutes

- **Defibrillators requirement and Village Locations:** The football club have agreed in principle to move their defib to the outside of their Changing Rooms. HPC to pay the cost of this relocation
- **Action CC to contact the Football Club so this can be arranged.**
- Cllr Coats has spoken to the Village Shop and Post Office, and they have agreed in principle for a new defib to be located on the outside of their building. Clerk contacted South West Ambulance Service and received a quote of £1,800 that covered a 4 year period. **Additional quote has been obtained and South West Ambulance was the best option. Clerk to arrange installation and formalisation of a licence agreement with the Post Office.**

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 8.26pm

Next meeting will be held: Tuesday 9th November 2021

Signed

Date

Chairman Councillor Charlie Coats

(Please ensure each page is initialled.)

DRAFT