

Highnam Parish Council
Highnam ~ Linton ~ Over ~ Lassington



Highnam Parish Council Meeting

Gambier Parry Hall: Tuesday 9th November 2021 @ 19.30hrs

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

In Attendance: J Badham (Parish Clerk), 2 members of the public.

Public Forum – Members of the public may make representations, ask 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 raise matters of interest from the agenda.

Public Forum October meeting:

- An idea was proposed to look into gates with speed signs going into Highnam village. May help with traffic reducing speed when travelling through on the B4125. Lassington Reach dog bins. Council currently discussing with TBC.
- A request to council regarding pathway being extended outside 9 Maidenhall to bus stop.

Public Forum November 2021

- Lest forgot soldier on village green lovely touch for the village.
- Minutes October Cllr Badham was missing. **Action Complete Clerk has amended minutes.**
- A request to publish the clerk report on the website. **Reply Cllr Coats there is no legal requirement for the clerk to provide a written report and currently the clerks report is added to the minutes.**
- Fly tipping near monkey back. **Reply Cllr Badham apologises on behalf of the Environmental Working Group, an oversight which won't happen again.**
- Q&A on the website in respect of the Oakridge pathway, this was from TBC report and was agreed Council could share. Slope at far side of village green going onto pavement. **Reply Cllr Coats will form part of snagging exercise.**
- Grass cutting around village, who is doing this?
- Environmental Working Group making independent decision.

1. To receive apologies for absence

County Cllr P Awford and Borough Cllr P McLain

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To approve minutes from the meeting held on the October 12th 2021

- Minutes approved. Proposed by Councillor Welch and seconded by Councillor Tustin Smith

2. **Members of the Council are invited to declare any interest they may have in the business set out below**
 - None declared
3. **Request for dispensations, Declarations of Interest, Gifts and/or Hospitality**
 - None requested or required.
4. **To receive County Councillor's Report**
Councillor P Awford

Cllr Awford sent his report. Two Mile Lane will be closed for re-surfacing. Put in dates Continuing discussion with Highways in relation to flood related work and work around the 20mph zones.
5. **To receive Tewkesbury Borough Council (TBC) Cllr's Report**

Councillor P Mclain sent his report. (See attachment)

Cllr Smith

 - Tewkesbury Borough Council Plan (TBC) has gone to full council, there will be a 6 week Consultation. Cllr Coats suggested that the Planning
 - Group should consider this survey which is now on the TBC website. Contact Cllr Smith if a hard copy is required.
6. **To receive Clerk's Report and Correspondence.**
Clerk's Report November 2021
Staunton Hill Trees Grant

Still no response received on progress following a meeting with residents.

Hedges

Letters have been sent to two residents requesting hedges be trimmed as they are obstructing the pathway and road. They have 14 days to comply before this is referred to Highways for appropriate action to be taken.

E-mail Address

All councillors now have an e-mail addresses for parish council business. This was raised following councillors' training and from The Good Councillors Guide (Cyber Security).

Councillor Vacancy

Tewkesbury Borough Council has been informed of the vacancy and the post has been advertised. We currently have one application with the deadline of 10th November for further interest.

Defibrillators

The cost of £1,800 was the best option from South West Ambulance. Post Office to be approached to confirm they are comfortable with going ahead with the installation, location and council to set up a licence. Football Club is looking at cost of moving the defibrillator at the clubhouse.

Action: Cllr Coats to draft a user agreement between the Post Office and Highnam Parish Council.

Lassington Wood

The Lassington Wood licence has been signed between the Parish Council and Tewkesbury Borough Council.

Printer and Office IT Equipment

A new laptop has been purchased, plus a printer (the printer is able to print A3).

Financial Report:

September 2021

Payee	Method of payment	Period	Cost Code	Cost £
Mainstream Digital	SO	Monthly	59	-41.93
Salary (September) Clerk	BAC	Monthly	13	-526.50
Salary Credit*	BAC	N/a	13	438.36

*Payment made to previous clerk credited

Money In

TBC Precept	20,000.00
TBC S106 Environment Group	519.08

October 2021

Regular Payments of Standing Orders or Direct Debits

Payee	Method of payment	Period	Cost Code	Cost £
Mainstream Digital	SO	Monthly	59	-.08
Salary (October) Clerk*	BAC	Monthly	13	-773.79

*Increase of hours and backdated payment of Sept increased hours

- i) **Payments for approval September and October 2021**
September approved. Proposed by Cllr Tustin Smith and seconded by Cllr Welch
October approved. Proposed by Cllr Smith seconded by Cllr Keene

Date	Payee	Method	Explanation	Cost Code	Cost £
09/09/2021	C Yeung NDP	BAC	Neighbourhood Plan		-4050.00
09/09/2021	John Malukas	BAC	One Man Went to Mo	28	-169.00
09/09/2021	Mark Stock	BAC	Maintenance	28	-143.00
09/09/2021	GAPTC	BAC	Councillor Training	62	-150.00

20/09/2021	Jo Badham	BAC	Amazon Stationery	55	-24.97
21/09/2021	GAPTC	BAC	Clerk Training	62	-20.00
21/09/2021	GPFA	BAC	Glos Playing Field Assoc	57	-50.00
28/09/2021	PATA	BAC	Payroll Set up and Aug/Sept	53	-55.90
28/09/2021	Jo Badham	BAC	Amazon Shredder	38	-85.65

Date	Payee	Method	Explanation	Cost Code	Cost £
14/10/2021	John Malukas	BAC	One Man Went to Mo	28	-169.00
14/10/2021	Mark Stock	BAC	Maintenance	28	-209.22
14/10/2021	Jo Badham	BAC	Amazon Ink Cartridge	55	-68.00
14/10/2021	Jo Badham	BAC	GiffGaff Mobile Phone	59	-99.00
14/10/2021	PKF Littlejohn	BAC	External Auditor	6	-360.00
14/10/2021	Garden Machinery	BAC	Service of Lawn Mower	28	-105.09
14/10/2021	HCCT	BAC	Room Hire	29	-64.50
25/10/2021	Petty Cash	CSH	Stamps	47	-5.10

ii) Bank Reconciliation

Bank Reconciliation September 2021

Bank Balance at 1 st Sept	40,772.75	Payments September	5,316.95
Receipts August	20,957.44	Restricted Funds	19,792.76

Petty Cash £11.90

Bank Balance 56,413.24

Restricted Funds

Council Reserves	10,000.00
Project Reserves	10,000.00
NDP Reserves	-302.30
Fun Day Proceeds	95.06
Total	19,792.76

Bank Reconciliation October 2021

Bank Balance at 1 st October	56,413.24	Payments October	1,849.40
Receipts August	0	Restricted Funds	19,792.76

Petty Cash £12.68

Bank Balance 54,563.84

Restricted Funds

Council Reserves	10,000.00		
Project Reserves	10,000.00		
NDP Reserves	-302.30		
Fun Day Proceeds	95.06	Total	19,792.76

Council has received correspondence from Highnam Community Centre Trust (HCCT) in respect of outstanding rent of the Clerk's office. Council is currently in discussions with HCCT and clerk will update council once an agreement has been reached.

7. To receive and comment on Planning Applications

21/01161/FUL 19 Poole Ground Replacement of Conservatory

21/01142/FUL Garden Cottage Linton Farm Steel Farm Agricultural Grain Store

No objections to either planning applications.

8. Neighbourhood Development Plan

Residents' comments have been reviewed and summarised (62 written responses had been received), which equates to @ 4% of the village population. Following public consultation in October Cllr Coats

proposed to edit the Plan, draft a revised survey pro forma and directly post the survey to all residents to ensure we reach those who were unable to attend the consultation.

Proposed: Cllr Coats. Seconded Cllr Welch. All in favour.

9. Heart of Highnam

Cllrs Coats and Badham are due to meet with TBC to discuss the detail of what type of work can be dealt with by the volunteer group. Cllr Coats, Badham and Harding will shortly arrange a walk around the village to compile a schedule of works which could be undertaken by this Group..

Cllr Nicol enquired if TBC had been asked to attend council meeting to discuss the licences and Assets of Community Value issue. **Action: Clerk to follow up.**

10. Approve appointment of Mr Paddy Roche to the Williams Andrews Foundation

Cllr Coats proposed, Cllr Smith seconded, all in favour

11. To appoint by Resolution Gloucestershire Association of Parish and Town Councils as internal auditor.

Cllr Welch proposed, Cllr Harding seconded, all in favour

12. To consider whether the Council should apply for the 'Council Award Scheme' and approve by resolution

Cllr Harding proposed, Cllr Keene seconded, all in favour

13. To consider and approve by resolution the following policies and procedures

i) **Standing Orders**

Cllr Welch proposed, seconded by Cllr Nicol second, all in favour

ii) **Risk Assessment**

Cllr Smith proposed, seconded by Cllr Nicol, all in favour

14. Environmental and Footpaths

The construction of the new Oakridge pathway is nearing completion on time. Cllrs Badham and Coats will meet with contractors 16/11 to walk around and note any snagging. The two workers engaged on this work have undertaken their work to a high standard, constructively engaged with the public and hand dug an area due to exposure of electrical cable. **Cllr Coats would like to recognise this excellent service and proposed the**

purchase of two £25 vouchers, Cllr Welch seconded, all in favour.

15. Request to consider and agree the planting of a Memorial tree by a local resident. Cllr Coats proposed, one objection raised.

Some concerns were expressed that this would set a precedent. Cllr Harding thought there are too many trees in the village already.

Action: Cllr Badham would speak to the resident concerned regarding the details of their request and would advise Council accordingly.

16. To consider and approved purchase of Christmas Lights

A request had been made to purchase some solar or battery Xmas lights for the village. Some concerns were raised regarding safety and responsibility for erection and future maintenance.

Action: Clerk to reply to concerns and investigate logistics.

Proposed Cllr Welch, seconded by Cllr Nicol to purchase in principle when concerns had been resolved.

17. Residual Items

- Cllr Nicol asked if the post of the village signs could be painted.
- Village halls, can they be decorated? Highnam Community Centre Trust are responsible for maintenance of the halls.
Action Cllr Welch to raise with HCCT.
- Lucy Grove has left the village and Cllr Badham would like to thank Lucy for all her hard work with the Environmental Working Group (EWG).
- Cllr Badham asked if the EMG Plan could be reprinted. Cost of £74 for copies.
- Noted that there are some items of broken play equipment in the children's playground.
- Cycle footpath will be closed for maintenance. The order will come into force on 22nd November 2021 and it is anticipated that the footpath will remain closed until 15th December 2021.
- EWG has been successful in applying for the Ash Dieback trees. There is ongoing discussion on where these trees should be planted.
- There is a delay in delivery of waste bins for Mary Grove.

Meeting closed 8.58hrs

Next meeting will be held: 11th January 2022

Signed

Date

Chairman: Cllr Charlie Coats

(Please ensure each page is initialled.)

DRAFT