

Highnam Parish Council

Highnam ~ Linton ~ Over ~ Lassington



Highnam Parish Council Meeting

Gambier Parry Hall: Tuesday 11th January 2022 @ 19.30hrs

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

In Attendance: J Badham (Parish Clerk), 6 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 January meeting:

- A request to replace the missing bench in Lassington Churchyard was received. **Clerk to investigate**
- There is a rumour the 132 bus has been cancelled and the 32 to Ross was mentioned. Would Council look into this? **Clerk to investigate**
- An appreciation was received re Christmas lights on the village signs and trees.
- 11 Turners Close planning. Revised plans have been submitted; (Council are discussing).
- A question was asked if there are any 'Bye Laws' re parking on kerbs and blocking paths etc. Cllr Awford replied that there were no relevant Bye Laws.
- There are various items behind the football club which appear to be rubbish. Can council discuss with the club to arrange removal. **Chair to raise with FC Highnam**
- 'Congratulations' was received on the Council's draft response letter on the M7 planning application
- A member of the public raised concerns relating to the operation of the Environmental Working Group.
- The licence for the management of Lassington Wood between HPC and TBC is incorrect due to a piece of private land being included. There are no details of expenditure and spending should be available for public consultation, 'How many councillors have seen the document?'
- Communication to Chairman at the Nov meeting fly tipping apology given, meet with EWG no mention had been communicated to EWG members. This doesn't make sense
- New footpath, an e-mail was sent Adrian Clements of Tewkesbury Borough Council re incorrect gate furniture. Monitoring meeting to be held with TBC shortly.
- Grass cutting, November accounts showing expenditure. Is this being monitored?
- There has been maintenance in the playground where hedges, plants have been mutilated.

1. To receive apologies for absence

Cllr B Nicol Use Cllr abbreviation throughout instead of councillor

2. Co-option of Vacancy of Councillor

Mr Peter Dyche was co-opted onto the council. **Proposed Councillor J Smith, second Councillor V Tustin Smith.**

3. To approve minutes from the meeting held on the November 9th 2021

Minutes approved. **Proposed Cllr M Welch. Seconded Cllr R Harding. Always put in Proposed and Seconded for each vote and that these were approved**

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

Non

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

None requested or required.

6. To receive County Councillors Report

Councillor P Awford

See attached

7. To receive Tewkesbury Borough Council (TBC) District

Councillor J Smith

See attached

8. To receive Clerk's Report and Correspondence.

Clerk's Report January 2022

Building of Wooden Structure in Poppy Field

Following a letter to Tewkesbury Borough Council a response was received from the Planning Department that the Planning Enforcement Officer would be visiting the site as the structure was not part of the planning application.

Staunton Hill Trees Grant

Still no response received on progress following a meeting with residents. Having spoken to Councillor Awford the Clerk would follow up.

Budget and Precept

A lot of work has been involved for the preparation of the 2022/2023 budget, this includes looking into the precept. Work continues improving the reporting process.

Christmas Lights

Following our meeting in November I looked into the logistic of assembling the lights. As we were only erecting on the tress by the post office and the two signs three people were involved and a risk assessment was completed.

Cycle Path

I depersonalise The Clerk rather than "I" received an e-mail following the new path being laid as some residents had litter picked.

There was a lot of dog waste bags thrown in the hedges. They asked if Council would look at installing a waste bin on the track. Clerk to investigate

Annual Council Meeting

It was agreed at the Finance Committee to hold the annual meeting in June, however having checked this meeting needs to be May. Will Council agree to change the June date to May 2022

Action: Clerk to circulate alternative dates

9. Financial Report:

November 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

i) Payments for approval November and December 2021

Payments for November 2021 approved.

Date	Payee	Method	Explanation	Cost Code	Cost £
05/11/2021	Jo Badham	BAC	IT Equipment Laptop and Printer/Office	38	-880.19
09/11/2021	ICO	BAC	Registration GDPR	32	-35.00
11/11/2021	GAPTC	BAC	Training	62	-15.00
11/11/2021	Benefice Press	BAC	Village Link		-120.00
11/11/20021	John Malukus	BAC	Grass Cutting	28	-91.00
11/11/2021	Perpetua Press	BAC	NDP Public Consultation		-456.00
11/11/2021	Evo Design*	BAC	Highnam Heritage Web	67	-438.00
11/11/2021	Red Apple Design	BAC	NDP		-100.00
18/11/2021	Jo Badham	BAC	X 2 Dell Monitors	38	-368
19/11/2021	Jo Badham	BAC	EWG Meeting Entertain	3	-12.00
23/11/2021	HCCT	BAC	Room Hire and Rent	29	-1128.5
30/11/2021	GAPTC	BAC	Chairman Training	62	-25.00
30/11/2021	Glos Computer	BAC	Transfer of Data/Email issues	38	-100
30/11/2021	GAPTC	BAC	Clerk Networking	62	-20.00
30/11/2021	HCCT	BAC	Room Hire and Storage	29	-196.50
30/11/2021	Jo Badham	BAC	Lights	S137	-158.44
30/11/2021	SLCC	BAC	CILCA Qualification Clerk	62	-410.00

30/11/2021	Jo Badham	BAC	Vouchers for Contractors	2	-50.00
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ii) Bank Reconciliation

Bank Reconciliation November 2021

Bank Balance at 1 st Nov	54,563.84	Payments November	5,305.76
Receipts August	0	Restricted Funds	19,792.76

Petty Cash £12.68

Bank Balance 49,258.08

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 December 2021

Payments for December 2021

Regular Payments of Standing Orders or Direct Debits

Payee	Method of payment	Period	Cost Code	Cost £
Mainstream Digital	SO	Monthly	59	-41.22
Clerk Wages	BAC	Monthly	13	-702.00
Public Works Loan	DD	Twice Annually	24	-10,524.63

Bank Reconciliation December 2021

Bank Balance at 1 st December	£49,258.08
Payments December	£11,267.85
Receipts	0
Restricted Funds	£19,792.76

Petty Cash £12.68

Bank Balance £37,990.23

Restricted Funds

Council Reserves	10,000.00
Project Reserves	10,000.00
NDP Reserves	858.30
Fun Day Proceeds	95.06

Total	19,236.76
Total Bank Balance	£18,753.47

10. To receive and comment on Planning Applications

21/01392/OUT Land North and South of Newent Road Highnam New Build
**Approval was sought to the draft response letter .proposed to send to TBC - Cllr Coats
 Seconded Cllr Welch. Recommendation approved.**

21/00640/FUL 11 Turners Close Revised Plans submitted.
**Councillor Coats proposed we maintain our objection, seconded by Councillor V Tustin
 Smith. Recommendation approved**

21/01531/FUL Rose Cottage Two Mile Lane Erection Workshop/Store
**Concerns re the scale and proportion, large site were expressed. Proposed Councillor
 Coats .Seconded Cllr Welch, approved**

21/01241/FUL 14 West Fields Rear Dormer/Bi Fold Doors
**Extension second storey to the dwelling, raise the roof with windows going across the
 property. Approve ground floor works, Object to second floor extension on the grounds of
 adverse impact on neighbouring properties. Proposed: Cllr Coats. Seconded Cllr Welch.
 Objection agreed.**

21/01406/FUL Poole House Two Mile Lane Detached Garage
No objection proposed Councillor C Coats, seconded Councillor V Tustin Smith

11. To Receive and Approve Budget for 2022/2023

Budget was received and approved.
**Proposed Cllr Coats, seconded
 Councillor R Keene**

12. To Receive and Approve Precept for 2022/2023

Precept Budget was received and approved to increase to £50k
Proposed Councillor C Coats, seconded Councillor R Keene

13. Neighbourhood Development Plan

The revised plan amending the reference to the screening assessment has been sent to
 TBC for environmental screening assessments to be undertaken.

14. Tewkesbury Borough Council Planning Process Review

The council gave initial consideration to draft proposals from TBC to curtail the automatic
 right for objections raised by Parish Councils to be referred to planning committee as this
 has become a very time consuming and costly exercise. Cllr Smith explained the
 background to this and reassured councillors that their democratic right to comment and
 object to applications would not be prejudiced and that Borough Cllrs would ensure
 proper representations are made where necessary.

**Action: To await formal consultation on this from TBC, reconsider and formally
 respond as necessary.**

15. Environment and Footpath

- Work is being concentrated on the Lassington Woods with the support of Wild Highnam. Removed the kissing gate. Public Rights of Way encouraging users to use the correct path.
- Marygrove, public right way. What about it?
- Pollinating patches around the footpath has been requested. Action?
- Application for the Green Canopy for The Queens Jubilee and on the positions
Action Councillor B Badham
- Three cherry trees for scout leaders, permission has been granted from TBC.
Action Councillor B Badham

16. Request to Consider provision of a Memorial Bench in memory of the late Resident Mrs Doreen Whisson had been received.

Proposed Cllr Coats, seconded Councillor? to agree to this request.

Approved.

Action: Councillor Badham to discuss location and design with family of the late Mrs Whisson.

17. Applying for Grants and Raising Funds 2022/202

HPC have not in the past been in a position to apply for loans or grants as there has been insufficient capacity or expertise to adequately respond, often at very short notice to opportunities arising. A proposal to set up a small group to look at the projects where the HPC would like to invest and how to drawdown the funds and apply for grants **was agreed. Action: Cllrs Coats, Welch and Dyche to investigate and set up group with support of the Clerk.**

18. Queen's Platinum Jubilee Celebrations.

Cllr Coats proposed that the Parish Council agree in principle to set aside modest funding to support local groups wishing to celebrate this event in June and to convene an initial meeting to gauge interest following which local groups could pursue as they wish.

Action: Cllr Coats to convene initial meeting.

19. Residual Items

None

Meeting closed @ 20.58hrs

Signed.....

Date.....

Chairman Cllr Charlie Coats

Next meeting: Tuesday 8 February 2022 @19.30hrs