

Highnam Parish Council
Highnam ~ Linton ~ Over ~ Lassington



Highnam Parish Council Meeting

Gambier Parry Hall: Tuesday 8th February 2022 @ 19.30hrs

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

In Attendance: 8 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.

No questions from the public

Actions raised from January meeting

- A request to replace the missing bench in Lassington Churchyard was received. **Clerk to investigate**
- There is a rumour the 132 bus service has been cancelled and also changes to route 32 to Ross was mentioned. Would Council look into this? **Actioned see clerk's report.**
- There are various items behind the football club which appear to be rubbish. Can council discuss with the club to arrange removal. **Actioned**
- An email was received 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. **Actioned**
- 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: Date has been changed to Thursday 19 May**

1. To receive apologies for absence

Cllr P Awford
Clerk

2. To approve minutes from the meeting held on the 11th January 2022
Proposed Cllr B Badham. Seconded Cllr Tustin Smith. Minutes approved.

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

None

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

None requested or required.

5. **To receive County Councillors Report**
Cllr P Awford absent
6. **To receive Tewkesbury Borough Council (TBC) District**
Cllr J Smith
See attached
7. **To receive Clerk's Report and Correspondence.**

Clerk's Report February 2022

Stagecoach Bus Route 32/132

Details have been posted from Stagecoach on the Parish Council Facebook page. For those who has not seen the post details are below:

[32/132 - Ross-on-Wye/Ledbury to Newent & Gloucester](#) The Covid pandemic has significantly reduced the number of people using these routes, with buses north and west of Newent running at a loss. As a result, they will no longer be running between Newent and Ledbury, and continuing only a school and shopper link between Newent and Ross-on-Wye. Buses between Newent and Gloucester will still run hourly as 32, with a slightly revised timetable.

Working from Home Allowance

Agenda item to discuss and approve paying the Clerk's working from home allowance. The clerk does not earn enough tax to have this allowance refunded by the HMRC. Council discussed at the A, F and G Committee meeting they would like propose to Council paying the £6 per week allowance to cover electric and storage etc. The total cost to be paid in full equates to £144.00 back dated from October to March. If The Old School is not open for April this will be reviewed for new tax year.

Accounts Audit

Councillor Tustin Smith has completed an audit of the accounts. No issues have been raised.

8. Financial Report:

January 2021

Regular Payments of Standing Orders or Direct Debits

Payee	Method of payment	Period	Cost Code	Cost £
Clerk Wages	SO	Monthly	13	-702.00

i) Payments for approval January 2022

Approved proposed Cllr Keene, seconded Cllr Nicol. All in favour

Date	Payee	Method	Explanation	Cost Code	Cost £
04/01/22	HCCT	BAC	Room Hire	29	-48.00

04/01/22	HCCT	BAC	Room Hire and Lok 'n' Store	29	-101
04/01/22	Jo Badham	BAC	Adobe Acrobat Fasthosts performance and Web Hosting	38	-48.74
04/01/22	Jo Badham	BAC	Fasthosts performance and Web Hosting	38	-13.80
20/01/22	Jo Badham	BAC	Fasthosts performance and Web Hosting	38	-20.40
20/01/22	PATA	BAC	Payroll Administration Qrt Payment	54	-23.85
28/01/22	SLLC	BAC	Annual Subscription Society of Local Council Clerks	57	-144.00

ii) Bank Reconciliation

Bank Reconciliation January 2022

Bank Balance at 1st January £37,990.23
 Payments January £ 1,101.79
 Receipts £0
 Restricted Funds £19,792.76

Petty Cash £12.68

Bank Balance £36,888.44

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

Money available £17,651.68

Please note that payment to Clerk is due to using personal credit card to make payments.

9. To receive and comment on Planning Applications

22/00094/FUL 1 Poppy Field - Re-submission following erection of wooden structure to the left of property. **Council objected, proposed by Cllr Coats, seconded Cllr Dyche. All in favour.**

21/01406/FUL Pool House Two Mile Lane – Alterations to the planning application to include change to building doors and slopping roof. **No objection from Council, Proposed Cllr Coats, seconded Cllr Tustin Smith. All in favour.**

10. Update of Parish Plan

Action: Cllr Coats will follow up with Tewkesbury Borough Council on the Lassington playing fields initiative.

The uncommitted £4k will remain as a contingency.

11. Approve and Adopt New and Updated Policies and Procedures.

- i. Code of Conduct
- ii. Complaints
- iii. Grant Policy
- iv. Equality and Diversity

Code of Conduct was adopted by Council.

The other three policies will be discussed at the Audit, Finance and Governance in April. Councillors are invited to submit any comments and suggested alterations. **Action: Clerk to forward copies of the policies. Proposed Cllr Coats, seconded Cllr Smith. All in Favour.**

12. To Discuss Grant Bidding Initiative

Support for this with an initial focus on the first three projects on the schedule together, possibly, with funding to support additional works to the Old School. **Action: To convene a meeting of the Grant Bidding group to progress shortly. Proposed Cllr Keene, Seconded Cllr Dyche. All in favour.**

13. To Consider Report of Suppliers and Approve Purchase Defibrillator

Support for the London Heart Mindray C1A option. **Action Clerk to obtain quote and clarify power supply, update for March meeting. Proposed Cllr Coats, Seconded Cllr Dyche. All in favour.**

14. To Discuss Community Engagement Initiative

Deferred and to be further considered by the Audit, Finance and Governance Committee before being presented to full council. **Proposed Cllr Coats, Seconded Cllr Nicol. All in favour.**

15. To Approve Environmental Working Group Purchase Flow Chart

Council to approve the annual expenditure for which the group has submitted a five-year plan. **Flow Chart approved, Proposed Cllr Badham, Seconded Cllr Harding, All in Favour.**

16. To Approve Payment to Clerk Working from Home Allowance

Approved proposed Cllr Coats, Seconded Cllr Smith. All in favour.

17. Jubilee Celebration

To Discuss, Consider and Approve Grant to Working Group

A proposal was made to set aside up to funding of £1k to support village related Jubilee celebrations. An alternative proposal was put to the PC that organisations could contact the PC, to consider requests prior to committing to any expenditure, if they needed financial help, with Jubilee celebrations. **Proposed by Cllr J. Smith and seconded by Cllr V. Tustin Smith. All in Favour.**

18. Environmental and Footpaths

- i. Discuss Proposal and Approve to re-site the iron fencing outside Gambier Parry Hall
- ii. Removal of shrubbery next to The Dell
- iii. Tidy up outside area of Community Hall

Deferred pending a meeting with HCCT.

19. To Discuss Planters for the Village

Referred to the Grant Funding Group. **Proposed Cllr Coats, seconded Cllr Harding. All in favour.**

20. Residual Items

- Tree inspection report to be added to March meeting
- Commemorative Bench. Cllr Coats reported on ongoing discussions with TBC re process for securing approval to site on TBC land

Meeting closed @ 21.00hrs

Signed.....

Date.....

Chairman Cllr Charlie Coats

Next meeting: Tuesday 8th March 2022 @19.30hrs. The Gambier Parry Hall