

Highnam Parish Council
Highnam ~ Linton ~ Over ~ Lassington



Highnam Parish Council Meeting

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

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

In Attendance: 4 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.

- Following the storm and high winds are there plans for the broken branches of the trees to be collected? **Action Cllr Coats.**
- Pot holes are prevalent in Lassington Lane and at mini roundabout. **Action Cllr Awford to raise with Highways.**

Actions raised from February meeting

- Grant Bidding Group has been set up to identify funding sources for the Parish Council to bid for grants.
- Clerk to arrange quotes for an electrician to install the defibrillator. **Actioned.**

2. To receive apologies for absence

Cllr J Smith, Cllr R. Keene and Cllr B Harding

3. To approve minutes from the meeting held on the 8th February 2022
Proposed Cllr P Dyche. Seconded Cllr Badham Minutes approved.

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

None

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

None requested or required.

6. To receive County Councillor's Report

See attached

7. To receive Tewkesbury Borough Council (TBC) District

See attached

8. To receive Clerk's Report and Correspondence.

Clerk's Report March 2022

- The Clerk and Cllr B Badham have been working to update the Asset Register. The register is a legal document required for insurance purposes.
- Council requested an extension to the 7 days response for the revised planning for property at Westfield Road but this has been refused from TBC.
- Council has paid £10k from S106 funds for the new public footpath at The Dell.
- The ongoing issue with tipping on land at the rear of Over Farm has been reported again to the Environmental Agency.
- The clerk has been experiencing issues with Highnam Parish Council e-mail address. This is being followed up with the provider.

Financial Report

February 2022

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 February 2022

Date	Payee	Method	Explanation	Cost Code	Cost £
08/02/22	HCCT	BACS	Room Hire and Lok 'n' Store	29	-139.00
08/02/22	Tree Maintenance	BACS	Tree Inspection	41	-402.00
15/02/22	Jo Badham	BACS	EWG Seeds	45	-64.00
15/02/22	Jo Badham	BACS	Working From Home Allowance	4	-144.00

ii) Bank Reconciliation

Bank Reconciliation January 2022

Bank Balance at 1st February £36,888.44
Payments February £ 1,451.00
Receipts £0
Restricted Funds £19,834.76

Petty Cash £2.93

Bank Balance £35,437.44

Restricted Funds

Council Reserves 10,000.00
Project Reserves 9,141.7 NDP over budget taken from project reserves to balance

accounts -£858.30

Fun Day Proceeds	95.06
Total	18,734.76
Funds available	£16,602.68

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

9. To receive and comment on Planning Applications

22/00121/FUL Linton Court, Linton Farm – Extension to hay and general purpose farm store. Installation of cladding. **No objection Proposed Cllr Coats, seconded Cllr Welch. All in favour.**

22/00162/FUL 17 Popes Meade – Erection of front porch. **No objection Proposed Cllr Coats, seconded Cllr Tustin Smith. All in favour.**

22/00176/FUL – 5 The Green Erection of two storey rear extension. Objection due to size, Council proposed a visit to the property. **Proposed Cllr Coats, seconded Cllr Dyche. All in favour.**

10. Post Office Defibrillator

Council approved purchase of the defibrillator and installation cost. Electrician quotes range from £50 to £200 depending on the location.

Proposed Cllr Welch, seconded Cllr V Tustin Smith all in favour.

11. Jubilee Celebration

Audrey Webber was invited by the Chairman to talk about the Jubilee Celebrations and request grant from Council. Report attached.

Council agreed the £95.06 to be made available from the last fun day to the group.

Proposed Cllr M Welch, second Cllr V Tustin Smith. All in favour.

Council also agreed a grant up to £2k to include the £95.06. Clerk asked Council if they would agree a grant application to be made for £900 in the name of the parish council.

Proposed Cllr V Tustin Smith, second Cllr P Dyche. All in favour.

12. Parish Boundary Review

Council agreed there was no objections to the proposal from Maisemore Parish Council to proposed changed to the boundary.

Proposed Cllr Coats, seconded Cllr Dyche. All in favour.

13. Tree Inspection Report Church Car Park

Council agreed the one quote was sufficient as the company was reputable due to the work they have completed for the church and following the risk assessment they had already carried out. Clerk confirmed the two trees were subject to tree preservation orders so the company confirmed they will liaise with TBC to gain approval for the work to be carried out. **Proposed Cllr M Welch, second Cllr B Nicol. All in favour.**

14. Maintenance of Grounds

Council agreed to renew the Grounds Maintenance Contract with One Man Went to Mo for this year. **Proposed Cllr C Coats, seconded Cllr B Nicol. All in favour.**

15. Wooden Sculptures

One an additional sculpture was approved from S106 monies set aside in the Environmental Working Group (EWG) budget plan. However, the EWG asked Council to match fund an additional sculpture and this was refused. **Proposed Cllr C Coats, seconded Cllr P Dyche. Two abstain, four in favour. Voting was 4/2 therefore approved.**

16. Environmental and Footpaths

Cllr B Badham proposed a community village litter picking prior to Jubilee. All equipment will be provided by TBC.

Proposed Cllr C Coats, seconded Cllr P Dyche, All in favour.

A request for larger litter bins was received from Cllr B Badham. It was agreed a review to be completed. **Action Cllr B Badham.**

17. Residual Items

- Tree branches at Maidenhall is on Crown Land. **Action Clerk to seek advice.**
- TBC News. Cllr J Smith is following up due to residents not having receive this.
- Staunton Hill trees, following the £1k grant for tree planting.
- Beech Close fencing and car canopy to follow up due to no planning and does not conform to the Oakridge Open Space Plan.
- John's Wood trees have been felled and the branches have been left to encourage habitat of small animals.
- No update on the Neighbourhood Development Plan.
- No update on the M7 Planning.

Meeting closed @ 20.44hrs

Signed.....

Date.....

Chairman Cllr Charlie Coats

Next meeting: Tuesday 12 April 2022 @19.30hrs. The Gambier Parry Hall