

Highnam Parish Council
Highnam ~ Linton ~ Over ~ Lassington



Highnam Parish Council Meeting
Gambier Parry Hall: Tuesday 12th April 2022 @ 19.30hrs

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

In Attendance: Clerk and 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.

- A request from the Environmental Working Group (EWG). Would the PC consider funding for daffodils as in previous years?
- Would the Clerk update the flow chart on spending for the EWG?
- Grass cutting, would the council make available a copy of agreement between the EWG and TBC?
- How to Address Council Procedure. Would the PC advise how the public are able to address the council when unable to attend a meeting?
- Minutes last meeting, reference of tree on Crown Land. Can the PC advise where there is Crown Land.
- Gates springs on new footpath gates have been installed incorrect.
- Play equipment, no update?
- Residual items, Williams Orchard, Clayburn Close.
- No Agenda on notice boards and Invoices were not displayed.

1. To receive apologies for absence

Cllr J Smith, Cllr R Keene and Cllr P McLain.

2. To approve minutes from the meeting held on Tuesday 8th March 2022

Proposed Cllr P Dyche Seconded Cllr V Tustin Smith Minutes approved.

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

Councillor B Badham- Reference Item 9 Mickle Mead Planning

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

None requested or required.

5. To receive County Councillor's Report

See attached

6. To receive Tewkesbury Borough Councillor's report - See attached

7. To receive Clerk's Report and Correspondence.

Clerk's Report April 2022

- Complaints regarding dog mess around the village and the school. Labels have been ordered from Tewkesbury Borough Council.
- Main focus over the last month was preparing for the internal audit with GAPTC. Report has been received. The next few weeks will be spent preparing documents for the external audit which is due by 1st September.

8. Financial Report

March Figures 2022

i). Payments for approval March 2022

Date	Payee	Method	Explanation	Cost Code	Cost £
03/03/22	Adele Beaumont	BACS	EWG-Volunteer Safety Equipment	19	-19.76
03/03/22	Jo Badham	BACS	Mobile Phone Top-up	59	-20.00
03/03/22	Cllr V Tustin Smith	BACS	Printer Cartridge	55	-15.00
03/03/22	Tree Maintenance	BACS	Tree Maintenance	41	-642.00
03/03/22	GAPTC	BACS	Councillor Training Harding/Dyche	62	-100
09/03/22	Highnam PCC	BACS	The Dell Grant	S106	-5,000.00
10/03/22	Highnam PCC	BACS	The Dell Grant	S106	-5,000.00
11/03/22	Jo Badham	BACS	Petty Cash		-30.00
11/03/22	Jo Badham	BACS	Biz Stationery Account NDP	55	-108.21
24/03/22	HCCT	BACS	Room Hire/Storage	29	-127.00
24/03/22	Jo Badham	BACS	Printer Cartridges	55	-98.78
24/03/22	Jo Badham	BACS	Fasthost Email	38	-18.40
24/03/22	Jo Badham	BACS	Dell Laptop Cover	32	-28.80
29/03/22	PATA	BACS	Payroll	54	-23.85
29/03/22	GAPTC	BACS	Annual Membership	57	-549.96
29/03/22	TBC	BACS	Replacement Bin	34	-600.00
29/03/22	Jo Badham	BACS	Fasthosts E-mail	38	-40.80
31/03/22	London Hearts	BACS	Defibrillator	68	-1241.00

Regular Payments of Standing Orders or Direct Debits

Payee	Method of payment	Period	Cost Code	Cost £
Clerk Wages	SO	Monthly	13	-702.00
Mainstream Digital	DD	Monthly	59	-41.22

Receipts

Date	Payee	Method	Explanation	Cost £
03/03/22	TBC	BACS	S106 money The Dell	10,000.00
07/03/22	Wakefield	BACS	Jubilee	10.00
09/03/22	Thomas	BACS	Jubilee	10.00
21/03/22	Dermott-Williams	BACS	Jubilee	10.00
25/03/22	Community Lottery	BACS	Lottery Grant (Jubilee)	995.00

ii). Bank Reconciliation

Bank Balance at 1 st March	£35,437.44
Payments March	-£14,406.78
Receipts	£11,025.00
Total Balance	£32,055.66

Restricted Funds £21,171.7

Petty Cash £32.93

Restricted Funds

Council Reserves	£10,000.00
Project Reserves	£9,141.7
Jubilee Funds*	£2,030.00
Total	£21,171.7

*Jubilee Funds

Council Grant	£909.94
Lottery Grant	£995.00
Fun Day Funds	£95.06
Receipts from Stalls	£30.00

Total £2,030.00

Money available £14,265.74

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

9. To receive and comment on Planning Applications

22/00222/FUL 9 Mickle Mead – Erection of a first-floor extension and garage conversion
The Planning Group have visited the property and advised that Council should register significant concerns of over development, and would encourage TBC's Planning Committee to visit the property.

Proposed Cllr C Coats, seconded Cllr V Tustin Smith - All in favour.

22/00176/FUL 5 the Green –

No objection

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

22/00359/TPO Work to be completed on Horse Chestnut Tree at the rear of the Community Centre.

Application to be supported

Proposed Cllr C Coats, seconded Cllr ? - All in favour.

10. To Approve Cost to Obtain a Certificate of Lawfulness for Red Telephone Box

Cllr Tustin Smith advised that a local resident had offered to donate an old phone box, currently situated in his garden, to the Parish to be located on the grassed area adjacent to the lower entrance to Maidenhall for use as a second hand book store. Volunteers had been identified who would repair, relocate and affix this to the new site. The Council has been advised that instead of having to apply for planning consent a Certificate of Lawfulness should be sought from the Borough at a cost of £103.

Cllr M Welch propose that this offer be accepted and an application for a certificate be sought. Cllr Dyche seconded. 6 Cllrs voted in favour so proposal approved.

11. Council Receive Internal Audit Report 2021/2022

Council approved and received the report. The Clerk was congratulated on the significant improvements she had made to our accounting and financial control procedures over the past nine months. The audit would now be remitted to the Audit, Finance and Governance Committee for oversight and to manage the implementation of the recommended actions.

Proposed: Cllr C Coats, Seconded Cllr M Welch, All in favour

12. Traffic Management

A range of interrelated issues were briefly discussed, namely:

- **Speeding**

Cllr B Badham is in discussion with David Holland, Police, regarding ongoing measures to monitor this within the village.

- **Village Gates** – Agreed there is a need to assess the feasibility of their provision

- **Oakridge Roundabout** – Concerns were expressed ongoing incidents of accidents.

- Given the interrelated nature of these concerns it was proposed that a Transportation and Traffic Management Group be established to investigate remedial measures.

Proposed Cllr C Coats, seconded Cllr B Nicol, All in favour.

13. Maps and Footpaths of Highnam

Cllr J Smith had advised she has received some complaints and concerns from landowners regarding walkers inappropriately accessing and walking across their land. Access to land. It was agreed that better signage would help residents and walkers be aware of the correct routes of these paths.

Cllr B Badham mentioned he is liaising with the clerk to identify stiles and dog bins within the village and a map will be produced. It was proposed that a comprehensive map of all footpaths within the Parish should be produced following an assessment of available production options and associated costings.

Proposed Cllr C Coats, seconded Cllr B Harding, All in favour.

14. Review of Committees

The Parish Council is currently the sole decision body and currently has three groups: Planning Group, Environmental Working Group, Parish Plan Programme Board.

Planning Group

Discussion: do we support the retention of the planning group or establish this as a committee. It was considered the work of this Group needed to be conducted in public session to enhance transparency.

Proposed Cllr M Welch proposed the Group be replaced by a Planning Committee, seconded Cllr V Tustin Smith, All in favour.

Environmental Working Group (EWG)

Continue as a group.

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

Parish Plan Programme Board

Continue as a group.

Proposed Cllr C Coats, seconded Cllr B Harding, All in favour

Group for Transportation and Traffic Management

To be set up as a Group

Proposed Cllr C Coats, seconded Cllr M Welch, All in Favour

15. Residual Items

- NDP - no update.
- M7 Planning's development application could be considered at TBC's June Planning Committee TBC.
- Western Power are working around the village replacing underground electric cables causing damage to pavements. Cllr Coats will shortly meet with the contractors to better understand the extent of work and related time programme and will advise Council accordingly.
- HCCT have received a £130k quote for additional repair works to the Old School roof. A meeting with HCCT will now be sought to discuss how this might be funded. No increase in hire charges are proposed but these will be reviewed in September.
- Beech Close Fence, and Garage Canopy - TBC have advised the property owner to apply for retrospective planning consent for this.
- Community Litter Pick - a Risk Assessment needs to be undertaken.
- EWG are using wood chippings for pathways around the woods.
- The red grit adjacent to the Oakridge Layby will be removed and located nearer the woods for use.
- The ivy on a tree in Maidenhall has removed following a complaint from a resident due to poor visibility.
- The Marshall van - No update on plans for its removal from the Over Roundabout off the A40.
- Trees at Staunton Hill will be planted in due course.
- HCCT publish a list of group that attend the village halls on the website, Cllr B Badham was advised the list was on the website.

Meeting closed @ 21.08hrs

Signed.....

Date.....

Chairman Cllr Charlie Coats

Next meeting: Tuesday 10th May 2022 @19.30hrs. The Gambier Parry Hall