

# Highnam Parish Council Highnam ~ Linton ~ Over ~ Lassington



## Highnam Parish Council Meeting

Gambier Parry Hall: Tuesday 10<sup>th</sup> May 2022 @ 19.30hrs

**Present:** Cllrs C Coats, M Welch, V Tustin Smith, B Harding, R Keene and P Dyche

**In Attendance:** Clerk and 4 members of the public, 2 Highnam Community Centre Trustees, Steve Doyle Neighbourhood Watch Scheme.

### Items raised from last meeting

**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.

- *Grass cutting regime*, - Some areas are being missed. Can council make available the mowing regime? **Clerk to action.**
- *Pollinating patches and the use of wooden stakes*- concerns expressed that these are unsightly.
- Where does the cost of £600 for bins arise from? **Clerk responded: 1 bin on the A40 Huntley Road was burnt, was replaced. The other bin was at the Oakridge playing field, which was damaged. S106 monies which provided funds for bins is no longer available.**
- Environmental Group Funding will be discussed under Agenda item 11.

#### 1. To receive apologies for absence

Cllrs P Mclain, J Smith, W Badham and B Nicol.  
Send best wishes to Cllr B Nicol following a fall.

#### 2. To approve minutes from the meeting held on Tuesday 12<sup>th</sup> April 2022 Proposed Cllr V Tustin Smith, Seconded M Welch, all in favour Minutes approved.

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

#### 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 May 2022

- Regarding dog mess around the village and the school, new labels have been

erected.

- Correspondence has been sent to the Tewkesbury Planning Department as notifications have not been received of either permit or refusal decisions to planning applications.
- Beech Close unauthorised car port and fencing - there is no planning application on the portal therefore no update. The Guide to Open Planning has been forward to the planning officer.
- Parish Council now has a Barclaycard Credit Card with a limit of £1,000. This will allow payment of various items to paid more transparently, rather than the clerk paying from her personal account.
- Research has been completed on Council allowing a grant to the Parochial Church Council and a way forward in monies available for the environmental working group. Recommendations have been made to Council.

## 8. Financial Report

### April Figures 2022

#### i). Payments for approval April 2022 to include Queens Jubilee

Date	Payee	Method	Explanation	Cost Code	Cost £
22/04/22	HCCT	BACS	Room Hire	29	-134.00
22/04/22	GAPTC	BACS	Internal Audit	6	-235.00
28/04/22	Jo Storey	BACS	Maintenance of Sculpture	62	-24.00
28/04/22	Jo Badham	BACS	Fasthosts e-mail	38	-20.00

#### 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 £
05/04/22	Hammond & CO	BACS	Jubilee	50.00
05/04/22	Whats on..	BACS	Jubilee	25.00
09/03/22	J O'Brien	BACS	Jubilee	10.00
21/03/22	Initial	BACS	Jubilee	25.00
29/04/22	TBC	BACS	Precept	25,000.00
29/04/22	Agin Care	CASH	Jubilee	50.00

#### ii). Bank Reconciliation

##### Bank Reconciliation April 2022

Bank Balance at 1<sup>st</sup> April                      £32,055.66

Payments March	-£1,222.36
Receipts	£25,160.00
Cash	£50.00
<b>Total Balance</b>	<b>£55,993.30 (in bank)</b>

Restricted Funds £23,740.00

Petty Cash £32.93

#### **Restricted Funds**

Council Reserves	£11,500.00
Project Reserves	£10,000.00
Jubilee Funds	£ 2,240.00
<b>Total</b>	<b>£23,740.00</b>

**Money available £32,285.30**

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

### **9. To receive and comment on Planning Applications**

**22/00450/FUL 16 Popes Mead** – Erection of a single story side and rear extension.  
**No objection. Proposed Cllr Coats, seconded Cllr Tustin Smith. All in favour**

**22/00463/FUL September Lodge, Two Mile Lane** – Erection of a single double garage and workshop/store.  
**No objection Proposed Cllr Coats, seconded Cllr Tustin Smith. All in favour**

**22/00470/FUL Astmans Farm** – Demolition of porch and erection of conservatory.  
**No objection Proposed Cllr Coats, seconded Cllr M Welch. All in favour**

**22/00474/FUL 147 Maidenhall** – Erection of First floor and front/rear single story.  
**No objection. Proposed Cllr Coats, seconded Cllr M Welch. All in favour**

### **10. Neighbourhood Watch**

Chairman invited Steve Doyle to talk about the role of the Neighbourhood Watch Co-ordinator (NWC) due to his impending retirement.

Highnam is under the Forest of Dean and there are 480 schemes. The police co-ordinator administers and receives support from local street volunteers. Highnam currently have 90% covered by 12 street co-ordinators. They have dealt with car breakings, cold callers and people who are breaking the law.

On behalf of the council and community the Chairman proposed huge thanks and gratitude for the hard work of the Steve and his co-ordinators. We welcome any interest from the residents of Highnam who would like to take over the role as Neighbourhood Watch Co-ordinator.

### **11. Environmental Working Group (EWG)**

Following an internal audit, concerns was raised that a budget was set for EWG. Legally a group cannot hold a budget, however the council understands the importance of the EWG

work and the need for monies to continue their work on an annual basis.

It was agreed money would be available for annual maintenance and purchase of goods. Power of Delegation will be allocated to clerk on the amount to be authorised without full Council approval. However, EWG is required to submit a plan for the coming year including costings. This will be reviewed annually by council and monies allocated appropriately.

**Action: Clerk to write a letter explaining the process to EWG.**

**Proposer Cllr C Coats Seconded Cllr M Welch. All in favour**

## **12. Grant Application from Parochial Church Council. (PCC)**

A request for a Grant was received from the PCC for the maintenance of the cemetery. A £400 grant was approved, following documentation and advice from the clerk on council powers to spend on an open cemetery

**Proposed Cllr C Coats, seconded Cllr M Welch. All in favour.**

## **13. Community Centre Grounds Maintenance**

Grounds maintenance of the Community Centre has been steered by Councillor Badham. He requested funds for a skip The clerk affirmed costs from three suppliers:

	<b>6yrd</b>	<b>8yrd</b>
Speedy Skips	£306	£342
HCB	£280	
Royles	£270	£310

**Council agreed to make available up to £350, however the clerk will check on insurance if volunteers were covered to use a chipper, as this was a cheaper option.**

**Proposed Cllr C Coats, seconded Cllr M Welch, All in favour.**

## **14. Highnam Community Centre Trust The Old School Renovation Project**

Chairman invited HCCT trustees to provide an update on the Old School refurbishment project.

- £165k has been secured for the whole project of which £70k has been spent
- The S106 monies of £40k were allocated for the construction of the new toilet block. First issue was a discovery of a well underneath the current floor; therefore, work had to be stopped as new plans were drafted. This has incurred additional costs.
- Following opening up of the roof significant incidence of wet and dry rot was identified.
- An additional £135k has been quoted for this work.
- One of the HCCT trustees is running the project and is in constant contact with the architect trying to deal with quotes and funding. There is a potential shortfall of £100k. HCCT are asking the Parish Council for support to source further funding.
- The intention is to drawdown the S106 money to complete the toilet block work and to use the balance of available funding to make the building water tight.

Failure to raise the additional funds would put at risk the whole future of the building which, as a listed building is not tenable.

HCCT again requested another councillor trustee to be appointed to investigate raising the funds required and mentioned that if HCCT folded responsibility for the management of the

whole complex will fall back on the council.

Chairman confirmed that the parish council is willing to work with HCCT and it is of paramount importance that this project succeeds.

HCCT explained the framework to the toilet block been built, money has been spent and agreed. It is capital expenditure; HCCT are trying to clarify what amount has already been spent on the toilet block. This can be used as a stand-alone facility and can operate independently.

**It was agreed the council would go back to Tewkesbury Borough and request the £40k be drawdown. The council would in addition support HCCT to investigate raising further funding to complete this project.**

**Proposed Cllr C Coats Seconded Cllr M Welch. All in favour**

#### **14. Clerk's Pay Rise**

The additional amount of £94.88 was back dated from April 2021 and not 2022 as stated in the agenda.

The national increase of 1.75%, 0.24p for clerks pay announced by NALC. Council agreed to pay the increase.

**Proposer Cllr P Dyche, seconded M Welch. All in favour.**

#### **15. Residual Items**

- Oakridge footpath and the slope at the side of the rectory needs attention. The path to the road is steep and could do with being stepped.
- 1 Poppy Field 22/00049. Continuation of boundary wall and the erection of shed - It was agreed a letter of concern be sent to TBC planning due to a timber fencing being erected instead of a brick wall.
- Tipping on land east of the Highnam/Over cycle path continues to be a concern.

**Meeting closed @ 21.06hrs**

**Signed.....**

**Date.....**

**Chairman Cllr Charlie Coats**

**Next meeting: Tuesday 14 June 2022.**