



Highnam Parish Council Highnam ~ Linton ~ Over ~ Lassington

Highnam Parish Council Meeting

Gambier Parry Hall: Tuesday 8 November 2022 @ 19.30hrs

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

In Attendance: 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.

- Suggestion from member of the public re: table tennis folding and donated money. An open-air table tennis.
- Minutes of the last meeting, Steve Gooch sign to be removed was not added to this agenda. A letter to Steve Gooch 'For Sale' sign would be biased as there are two other similar nearby signs.
- Formal complaint about the Grass Maintenance particularly the update on the website to contact Tewkesbury Borough Council. Member of the public has written formal complaint, received by the Chairman.

1. To receive apologies for absence

Cllrs P McLain

2. To Approve Minutes of Meeting held on 11 October 2022

**Proposed Cllr R Keene Seconded Cllr V Tustin Smith all in favor
Minutes approved.**

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

None declared

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

No request was made.

5. To receive County Councillor's Report

Full council was held on Wednesday 9th November.

Max Kelly Highways, liaising via emails on Lassington Lane and the proposal for a children's crossing.

Staunton Hill planting of trees, last update the Committee and Management Company have agreed on the location of planting. Clerk received update that the trees will be planted when appropriate following the management company agreeing where they could be planted.

Flooding of the traffic lights at Highnam off the A40, the issue is the drain outlet. Councillor Awford will raise with Max Kelly .

6. To receive Tewkesbury Borough Councillor's report

No full council since last report.

New public space protection order does not allow dogs into children's play areas was passed at full council.

7. To receive Clerk's Report and Correspondence.

- Letter has been sent to Western Power concerning residents' complaints of rubble and grass verges.
- Confirmation from TBC and GCC on grass cutting. The two triangle areas off the B4215 into Lassington Lane are going to be cut by GCC from 2023. Their regime is cut twice year in the cutting season and the plan has been added to the website. The area in Maidenhall will be dealt with by TBC. How would the Council like to progress with the area on the B4215 considering this will only be cut twice? **Action Clerk, add to January Meeting.**
- Display boards - it would be very useful to have our own set. Amazon sell them and the cheapest was £269.00. **Proposer Cllr C Coats, 2 abstained 7 in favour. Approved**
- Clerk had a meeting with Young Gloucestershire. They are working with TBC and children/young adults aged 8-25 years. Offering support and setting up a committee for young people. Clerk mentioned this would be a helpful resource to support the Recreation Field Project.

8. Financial Report

- i. To approve October invoices for payment.

Date	Payee	Method	Explanation	Cost Code	Cost £
06/10/22	Gloucestershire Playing Fields Assoc	BACs	Annual Subscription	57	-50
06/10/22	Chinnick Theatre	BACs	Jubilee PA System	20	-90.00
25/10/22	Information Commissioners Office	BACs	Annual Data Protection	32	-35.00
27/10/22	HCCT	BACs	S106 Money Old School	25	-26,468.65
27/10/22	Expenses Cllr Badham	BACs	EWG Expenses	28	-156.66

- ii. To receive Bank Reconciliation

Bank Balance at 01/10/22	£60,348.46
Payments	£27,604.55
Receipts	£26,468.65

Total Balance 31/10/22 £59,213.56

Restricted Funds

Council Reserves	£11,500.00
Project Reserves	£9,802.00
Jubilee Funds	£ 2,264.82
Total	£23,566.82

Money available	£35,646.74
Petty Cash	£24.07

iii. To agree working from home allowance.
£6 a week allowance recommended by HMRC.
**Proposer Cllr C Coats, seconded Cllr V Tustin Smith until the office is available.
Approved.**

iv. To discuss and agree salary increase as per NALC.
£1 per hour, 12 hours per week
**Proposed Cllr Coats Seconded Cllr Tustin Smith all in favour
Finance reports approved.**

9. To receive and comment on Planning Applications

22/01046/FUL 9 Popes Meade. Demolition of conservatory and outbuilding. Two story side and single storey rear extension.

No objection

22/01181/TPO - 4 The Paddocks Highnam Tree surgery work

No objection

10. Parish Plan

- Plan Update and Expenses

Please see attached reports.

Clerk meet with the Environmental Working Group to review the budget and allocated S106 money. It was agreed the annual budget for the remaining of 2022/23 would be £2,640.00. Current spend £342.74. The S106 budget was reduced to £7,250.00. This would include money ring fenced for 1 Sculpture, 1 bench, 2 information boards and a parachute canopy. This would allow £11,580.00 reallocation of S106 money toward the Old School Project. Proposal to reallocate the funds Councillor M Welch, second Cllr P Dyche. All in favour.

It was agreed that the current £56,000 allocation of S106 monies to the Lassington Playing Field project be reduced to £50,000 and that the Parish Plan Programme Board reconvene to review the deployment of this funding with a report brought back to the January meeting of Council for consideration.

Proposed: Cllr Coats. Seconder: Cllr Tustin Smith. All in favour.

As a consequence of the recalibration of the budget it was proposed that a further £20,000 be allocated to the Old School phase 2 works.

Proposed; Cllr Coats. Seconder: Cllr Tustin Smith. All in favour.

11. Environmental and Footpaths

Lassington Woods

Another working party was held in the woods to start clearing the wood floor of any new growth this was done to let the bluebells thrive better and some work has begun to clear away brambles and create a small barrier as a guide when walking through the woods.

There is a number of other scheduled working parties into the New Year.

Wood chippings

Thanks to Over Farm for their Wood chippings donation. There has been placed 4 large bags in the woods ready to put over any boggy paths. I have been in discussions with Martin Clark from TBC to arrange for Wood chippings from TBC land to be made available to the EWG which when they become available will be offloaded at the entrance to the woods to help with the upkeep of the footpath

Mandy Leivers from the Severn treescapes Community team and the Gloucestershire wildlife trust held 2 sessions in and around Lassington woods. Cllr B Badham attended the morning session.

Payback Team

A meeting was held with Paul Smyth the payback team manager on 12 October to discuss whether they would be able to help around the woods with some of the labor-intensive job. Paul was enthusiastic at the chance to help as he felt this was an appropriate use of their team.

Stiles

Cllr B Badham had a conversation with Suzanne Hopes the PROW officer regarding the stiles on Monkey Bank as there was a concern about slipping on the stiles. This followed a meeting with (Rob Clow-Whitelegg) a PROW officer, to look at the stiles to see if they are up to standard. This led to non-slip pads being attached to the steps.

Bins

in Lassington Reach. He said that the money could be spent anywhere around the village, £1257.67 of this £845.01 has been spent leaving £412.76. I contacted Oliva Danter from TBC to ask how long delivery is for a bin she has said. Between 5-6 weeks, therefore I would like to ask Oliva to put in an order for a bin and we can decide later where to position the bin. Clerk mentioned the figures are incorrect and there is only £82.76 remaining in the S106 monies for bins.

Bench

A bench has been installed around the Oakridge footpath by the Whisson family in memory of Doreen, and with permission of the land owner we have cleared some of the tall hedge in front to allow a better view.

Clearing Footpaths by Traffic Lights B4215.

Can the clerk contact the residents of the houses whose hedges border the pathway to maintain a clear pathway. The hedges are making it difficult to pass especially with fast moving vehicles.

Contractors laying cabling around the village have left the verges in a terrible state, do they plan to make good and reseed the grassed areas?

12. Policies and Procedures

Council reviewed the following policies:

Grant Giving - Council agreed to adopt

Complaints – Council agreed to adopt

Equality and Diversity – Council agreed to adopt

13. Update Old School and Funding

At the Highnam Parish Council meeting of the 8th November 2022 it was resolved to seek the approval of the Secretary of State for Levelling Up and Housing and Communities to apply for PWLB loan of £70,000 over the borrowing term of 20 years for the purposes of completing the refurbishment of the Old School building at Highnam.

The annual loan repayment will come to around £4823.32.

It is also intended to increase the council tax precept for the purpose of the loan repayments by £4823.32 which is equivalent additional of £5.48 per year per house hold. This has been a subject to precept increase consultation.

The leaflet will be distributed, ballot box will be placed in the Post Office for people to post..

Helen Ginman designed the leaflet and arranged for its printing. Council to acknowledge Helen's hard work and propose a £50 voucher. **All approved.**

HCCT AGM Thursday 10th November.

Councillor R Harding to represent Highnam Parish Council on the Committee. All in favor

14. 2023 Parish Council Dates

January Tuesday 17th 19.30hrs

February Tuesday 21st 19.30hrs

March Tuesday 21st 19.30hrs

April Tuesday 18th 19.30hrs

May Thursday 4th Elections

May Tuesday 16th 19.30hrs The Annual Meeting of Council

May Thursday 18th 18:00hrs Annual Council Residents Meeting

15. Warm Spaces Grant

To consider and approve applying for the warm space grant from Tewkesbury Borough Council. Speak to Good Neighborhood Café and Parochial Church Council to determine the scope for collaborative working on this initiative.

Proposer Cllr C Coats second Cllr V Tustin Smith All in favor.

16. Residual Items

- M7 Planning application appeal - no update
- Claire Boden McGill from Tewkesbury Borough has arranged the delivery of the TBC news to Cllr B Badham for distribution in future.
- Environmental Working Group consultation in progress, Adele Beaumont is arranging to set up and send out electronically.
- Councillor P Dyce requested that the Village link draft article could be circulated before submitting. Councillor C Coats agreed to distribute future articles.

Actions from October meeting

- Concerns raised about disposal of garden waste from residents' gardens being left on open land. **Action Clerk, Add to agenda for January 2023 meeting.**
- Maps and Public Rights of Way. It was agreed to laminate the proposed plan and add to the

notice boards and Council website. **Actioned**, however the maps are too large for the noticeboards, how would the council like to go forward making these available.

- Contract and Licenses - Are council in agreement to add these to the website? **Action: Clerk, This will be added to the Audit, Finance and Governance Committee December agenda for review.**

Meeting closed @ 20.57hrs

Signed.....

Date.....

Chairman Charlie Coats

Next meeting:21st March 2023

