

Highnam Parish Council
Highnam ~ Linton ~ Over ~ Lassington



Highnam Parish Council Meeting
Gambier Parry Hall: Tuesday 19th April 2023

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

In Attendance: 2 members of the public.

Public Forum – Members of the public (MOP) may make representations, ask questions and give evidence at a meeting in respect of the business on the agenda by invitation of the chair:

- One sculpture and one bench have been delivered and are in place. Some very positive feedback has been received.

1. To receive apologies for absence

Councillor B Harding and Councillor P Mclain

2. To Approve Minutes of Meeting held on 21st March 2023

Proposed Cllr P Dyche, Seconded Cllr B Nicol
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

5. To receive Tewkesbury Borough Councillor's report

From the 1st April Tewkesbury Borough Council implemented a new management structure details will be announced in due course. The planning department has gone through a re-organisation, however there are still 9 vacancies and TBC are using consultants to support the current team. Garden waste still a good service with more people paying for the brown bins. UBICO have gone computerised with in-cab technology, this will allow the team to return to a property if a bin had not been collected. External Auditors have completed their audit, there is a surplus of £1.6 million funds, how this is mainly due to recruitment.

6. Financial Report

6.1 To approve March invoices.

03/03/2023	Currys Laptop Cover	DD	7.20
15/02/2023	Mainstream Digital	DD	44.10
16/03/2023	M Stock	BACS	450.00
16/03/2023	V Tustin Smith (Printer Cartridge)	BACS	13.99
16/03/2023	HCCT	BACS	276.50
16/03/2023	Proactive Business Printer Cartridge	BACS	168.50
20/03/2023	Wages	BACS	766.48
24/03/2023	Barclaycard	DD	18.26

28/03/2023	GAPTC Membership	BACS	572.26
31/03/2023	Currys Laptop Cover	DD	7.20

6.2 To receive Bank Reconciliation

Balance 01/02/23	£42561.24
Spends Total	£2350.36
Balance 27/02/23	£40210.85

Ringfence Funds

Ringfence	£12000.00
Ring fence project spends	£9802.00
Jubilee Funds	£1463.79 (float of £600 was not deducted)
Tennis Club Donation	£168.00
Warm Space	£371.16

Total **£23804.95**

Balance **£16458.90**

April Proposed Expenditure

Expenditure	Notes	Cost
Wages	Clerk	766.48
Tree Maintenance	As per risk assessment	£3000
Bus Shelter	Repair to bus shelter at Over	£450
Mainstream	Phone line rental	£16.88
HCCT	Room hires and storage	£60
Good Neighbourhood Sch	Warm Space Grant	£339.10
Highnam Players	Entertainment Coronation	£380
	Total	£5039.68
EWG	Gravel for paths Lassington Wood	
	Owl Boxes	£683.00
	Cockle shells and wood stakes	£376.02
	Amazon Whiteboard	£52.89
	Total	£1111.91

Clerk to apply to TBC to release the S106 funds for bench and sculpture £4000.

Invoices and bank reconciliation received and approved. Proposer Cllr R Keene seconded Cllr P Dyche.

7. To receive and comment on Planning Applications

23/010236/FUL Bee Keepers Cottage, The Green. Proposed two storey extension.
No objection.

Planning decisions by TBC

10 Beech Close approved.

8. Environmental Working Group

8.1 EWG update.

- The bench and sculpture have been installed in Lassington Reach and land on entrance into Oakridge. There has been positive feedback and added character to the village.
- Both owl boxes have been installed in Lassington Wood and at Astmans Farm.
- Pollinator patches have increased in size, this was always the intention following feedback from residents. This does not hinder people from walking around the village.
- Payback scheme are currently chipping wood and will be laying quarry stones on the paths in Lassington wood.
- The lock for entrance gate into the recreation ground has gone missing. TBC will be replacing.
- The footpath along the B4215 towards the golf course is overgrown. **Clerk to contact Highways to find out dates of when the grass maintenance starts.**
- The EWG would like to purchase two information boards to include information on footpaths and interesting facts of Highnam. **Action Clerk to provide Council with examples and costs. Funds have been set from the S106 money within the budget.**

8.2 Council to agree two information boards. The funding will be from S106 funds as per agreed in the EWG plan.

The EWG would like to purchase two information boards to include information on footpaths and interesting facts of Highnam. **Action Clerk to provide Council with examples and costs.**

8.3 Presentation of the Budget 23/24

Clerk presented the EWG budget for the annual running costs. Action Clerk to forward details to Council for approval at May meeting.

9. Board of Resolution for Lloyds Bank Account

Letter was produced to change the name of account holders on the bank account. **Action Clerk to change the dates on the letter and arrange signatory from Councillor M Welch.**

10. Code of Conduct

To consider and adopt the new Code of Conduct as recommended by Tewkesbury Borough Council. Proposer Cllr M Welch, Seconded Cllr V Tustin Smith.

11. Tree Rear at Church Car Park

Council to approve work following risk assessment to the one tree at the rear of the carpark. Proposer Cllr C Coats, Seconded Cllr V Tustin Smith.

12. Warm Space update

The warm space scheme was rather disappointing due to lack of attendance. The event was published on the TBC warm space web page and locally at the community café, Highnam FB page and on noticeboards. Due to lack of support TBC was contacted and it was agreed the remainder of the grant could be donated to the Community Café. The only specification was the café would to advertise the event as a warm space on TBC website.

13. Correspondence

- Request has been received for grit Bins at Horseshoe Drive, Stauntons Hill, Over.
- Cycle Path has been reported to Highways following resident complained about the path being strewed

with hedge debris.

- The pot holes that were reported on the portal have been repaired on the B4215 and Maidenhall.
- Cancellation of the office phone and the HCCT storage. The Clerk is currently storing the Parish Council items at her residence.
- Letter has been sent in regards to tipping at land along the cycle path.
- Tewkesbury Borough Council confirmed we have 2 vacancies and an uncontested election. Three residents have shown interest and the relevant paperwork has been sent out.
- The inquiry into the development of Land at Highnam has been postponed due to the Inspector being involved in an accident.
- The question was asked about the grant for £1000 to Stauntons Hill to plant trees, was this completed?
- Greenfields meeting with TBC is planned to discuss the plan of the Lassington Playing Field project.
- The Old School application for the public works loan (PWL) is still outstanding. The Council applied in December and the Board pledges to respond on 6 weeks. Council agreed if no response by the end of the month a follow up letter will be sent.
- Church pot holes have these been dealt with? Clerk sent an email to the Church confirming the Council agree with the work to be completed.
- Farthing Croft experienced some car breakings this week. It was suggested they contact the Neighbourhood Watch Scheme.
- Battery Farm planning application is there any news and what does it mean to residents? There has been no update from TBC.
- Councillor J Smith revealed she is a key holder for the Lassington Tower. Therefore, is anyone would like to visit the Tower to contact her.
- Recycling leaflet and dates are now on line.
- 'Village Link' Councillor J Smith suggested we write an article distinguishing the roles and areas of responsibilities of The Parish Council, Highways and Borough.
- Various areas of land in the village are in bad repair following National Grid work. An area in Maidenhall has tarmac replacing a park of the grass. **Clerk has contacted National Grid, they advised they will be seeding the areas.**
- Gordon Close planning application. **Clerk to apply for an extension.**

Meeting closed @ 21.05hrs

Signed..... Date.....

Chairman Cllr Charlie Coats

**Next meeting: The Annual Meeting of Council May 16th 7.30pm
The Annual Meeting of Residents 18th May 6.00pm**