

**Highnam Parish Council**  
**Highnam ~ Linton ~ Over ~ Lassington**



**Highnam Parish Council Meeting**  
**Gambier Parry Hall: Tuesday 18<sup>th</sup> July 2023**

**Present:** Cllrs C Coats, M Welch, V Tustin Smith, B Nicol, W Badham, R Keene, P Sherratt and N Cook.

**In Attendance:** Clerk Jo Badham and 0 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.**

- Excellent work on the footpath by the pay back scheme. **Q.** Can they clear the footpath on the B4215? **A.** This is highways responsibility, they have confirmed they won't allow their workers to work along a busy road due to health and safety. The grass has been cut but the footpath has not been cleared.
- Clogs of earth on grass are preventing mowers cutting. Cllr Badham explained this belonged to the resident who owns the land.
- Resident expressed concern that his previous questions have not been answered.
- June minutes 7.3 finance is incorrect.

**1. To receive apologies for absence.**

Cllr J Smith attending a Borough meeting.

**2. To Approve Minutes of Meeting held on June 20<sup>th</sup>, 2023**

Proposed Cllr B Nicol, Seconded Cllr M Welch.

Minutes approved.

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

None received.

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

None received.

**5. To receive County Councillor's Report**

Cllr P Maclain

Key points of the report as follows:

- Visibility cut completed, roads will be closed in August for main cut, a third cut possible depends on weather. (Gloucester Highways and Highways England). **Q.** Road grass cutting are left, leaving areas unsightly, can they be picked up? **A.** Follow up with Max Kelly.
- Cllr N Cook raised the issue about weeds damaging road surfaces and paths, gully require cleaning to stop flooding and litter everywhere.
- High cost of placements for looked after children. GCC therefore looking to enter the market. Children in care, adults in social care have a budget of £500k spend. There are 1-10 unpaid carers. 18-year-olds are deemed to be adults and some are currently in unsuitable accommodation when leaving care.

- High % of contract and agency staff working in children's social care.
- GCC developing family hubs, with Trevone House a former residential care of adults transformed into a halfway house.
- Highways Transformation Programme including a review of work streams to focus on the approach to potholes, minor works and comms. Find and fix 'dual repair' focus (where practical) on dealing with entire roads so that teams doing safety defects will also identify and fix non-safety defects at the same time. Jet patching to be trialled on dedicated areas. Encourage residents to report pot holes on the GCC Highways website. For more information visit: [gloucestershire.gov.uk/highways/roads/potholes/](http://gloucestershire.gov.uk/highways/roads/potholes/)
- Currently meeting with the Highways Manager once a month.
- Ash Dieback trees. 130,006 trees planted in the 22/23 season. The scheme will be starting again soon.
- Cllr Mclain attended a presentation evening where 29 adults with autism completed work experience. 17 of the 29 have been offered employment.

## 6. To receive Tewkesbury Borough Councillor's report

### Councillor J Smith

Since the elections in May, there has been major changes in the running of the Council. The election saw the rise in a Liberal Democrat/Green collective with only 9 of the original Conservatives staying in post. Most Liaisons and working groups have been formed, with minimal involvement of the Conservatives.

There has been a major overhaul of officers, with Lin O'Brian and Sara Freckleton leaving/ retiring after a cumulative 91 years between them. Other posts have gone, and staff moved about. There are still shortages in many areas, including planning.

Recording off all the main Borough meetings will start to take place soon, so that you can watch any of them online without going to TBC offices.

A review of the Ashchurch Garden Town has been requested, before proceeding further. This is considered best practice with projects of this size. We have been assured that this will not affect our housing figures in the long term. The report, with recommendations, will go to Executive committee for approval in September.

### Councillor P Mclain

- Recruitment in planning officers is difficult with this being a national problem.
- A 7year housing supply has been agreed by Government.
- As mentioned, changes to staff within TBC. New head of planning will be an executive director when recruited.
- Fly tipping, further funding requested, going to council next week.

## 7. Finance Report

- 7.1 To approve invoices for payment.  
Invoices approved for payment.

Date	Item	Expenditure	Income	Balance	Power to Spend	Comment
02/06/2023	CURRYS	7.2		60680.13	32	Laptop Insurance

13/06/2023	HCCT	69.75		60415.38	22	Room Hire
13/06/2023	M S STOCK	195		60485.13	28	May
19/06/2023	Biz Stationery	120		60295.38	55	
20/06/2023	MRS JOANNE M BADHAM	766.48		59528.9	13	Wages
21/06/2023	BCARD COMMERCIAL	42.76		59486.14	59/38	Mobile phone £6 Fasthost (emails)
29/06/2023	PWL	10524.63		48961.51	24	
30/06/2023	CURRYS	7.2		48954.31	32	
	Total	11725.82	0			

7.2 To receive bank reconciliation 01/06/23

**Bank reconciliation received.**

Balance	£60687.33
Spends	£11733.02
Income	£0
Balance 30/06/23	£48954.31

**Ringfence Funds**

General Reserves	-£12,000.00
Ring fence project spends	-£10,000.00
Old School	-£10,000.00
Jubilee Funds	-£1,462.79

**Total** **£15491.52**

7.3 Proposed August expenditure.

August proposed expenditure approved.

Ser	Item	Expenditure	Income	Power to Spend	Comment
1	Wages	766.48		13	
2	Currys	7.20		32	Laptop Insurance
3	HCCT Room Hire	69.75		29	
4	Bcard	82.00		59/38	Mobile phone/emails/Fasthost SSL Certificate Renewal
5	Fastsigns	72.00		36	Update of Chairmans Board
	Total	997.43	0.00		

## **8. To consider matters relating to year end accounts, external audit and the Annual Governance and Accountability Return (AGAR)**

- (a) To receive and approve the 2022/23-year end accounts
- (b) To approve Section 1 of the Annual Governance & Accountability Statement
- (c) To approve Section 2 of the Annual Governance & Accountability Statement

All the above documents were distributed prior to meeting and displayed at the meeting. All approved. Thanks to Clerk on the preparation of the accounts.

## **9. To consider planning applications received.**

23/00527/FUL 22 Popes Meade. Erection of a garden room (retrospective) Council agreed rear of property was not out of character. Permitted rights were removed on Popes Meade by TBC when developed. Planning Committee to check details. Council did not object, however, would like to suggest a clause be inserted in any consent: 'only be used as a garden room'. Proposer Cllr M Welch, seconded P Sherratt. Approved unanimously.

23/00493/FUL 19 Pipers Grove. Proposed single storey rear and extension over existing garage. The proposed plans show that to the left of the property there will be a two-storey side extension along its entire width. It is important to note that the original design of the property ensured that it provided maximum separation between properties via its linked garage thereby achieving the spaciousness of an open plan estate within its surrounding development. By reason of its position close to the site boundaries, the proposal has an unacceptably dominant and overbearing impact upon the neighbouring linked property resulting in detriment to their residential amenity. It is considered detrimental to the visual amenities of the street scene and locality, and of nearby residents. The proposal by reason of its size and scale fails to complement the character of the area, the existing dwelling and other similar properties in the locality. Object .Proposer Cllr P Sherratt, seconded Cllr V Tustin Smith. Proposal unanimously agreed.

### **Planning decisions by TBC**

23/00362/FUL 16 Poole Ground Permit

Demolition of existing conservatory and rebuilt to form part of the kitchen area.

### **Enforcements**

23/00150/ENFB Alleged erection of a new dwelling and outbuilding.

Fir Tree Bungalow Over Bridge Over

23/00134/ENFD Alleged erection of an unauthorised skate ramp.

Blacksmiths Ground.

## **10. Environmental Working Group update.**

- Pollinator patches will be cut in August, wooden stakes have been removed.
- Trees have planted outside 13 Maidenhall on the grass verge. Not sure if the land is owned by the residents or Highways.
- EWG is looking into eco friendly weed killer. There are various parts of the pathways requiring removal otherwise the path will be damaged.
- Payback scheme continues the good work around the village.
- The Snicket from Maidenhall to B4215 has a fallen fence belonging to a resident.

- This has been reported to GCC.
- The wooden sculpture of a ladybird has been repaired following damage from a BBQ.
  - At the previous meeting 2 councillors expressed interest in joining the EWG, they are welcome to join the Friday working group.

### **11. Planning Committee update.**

Council to receive July minutes and discuss any recommendations.

The minutes of the meeting were distributed prior to the meeting. The one recommendation that was debated at the meeting was the updating of the Neighbourhood Development Plan. A recommendation made at the meeting to start work on the preparation of a new NDP was approved.

N.B. Following the meeting concerns were raised that the voting procedures set out in Standing Orders were not correctly followed and that the vote taken should be declared invalid. An Extraordinary meeting of Council was, therefore, held on 11 August to reconsider this decision. The minutes of that meeting set out the subsequent agreement reached in this matter.

### **12. Finance, Audit and Governance update.**

Council to receive July minutes and discuss any recommendations.

Minutes were distributed before the meeting and were approved.

### **13. Recruitment of Clerk and Financial Responsible Person.**

Council agreed to add the advert on the notice boards, HPC website and GAPTIC. **Action Clerk to contact GAPTIC and post advert in the Village Link and on the Noticeboards**

### **14. Community Watch**

A report was distributed prior to meeting and discussed at the meeting. The process is not simply about applying for the vehicle recognition camera and this will be dealt with by the Transport Group.

Previously discussed and raised many times by a resident, the installation of white village gates.

### **15. Correspondence**

- None to report.

### **16. Residual Items**

- Road signs are obscured by vegetation especially along the B4215.
- **Action clerk: Add village gates to September agenda. Council would need to agree to revisit village gates for the village as this was agreed in 2022 and included in the budget.**
- Recreation groundwork has started under TBC supervision.
- EWG started the Friday working group.
- Q. Microlights, is there a limit of flying over the village. A. Yes if flying from Over Farm.

**Meeting closed @ 21.15hrs**

**Signed.....**

**Date.....**

**Chairman Cllr Charlie Coats**

**Next meeting: 19<sup>th</sup> September 2023**