

**Up Hatherley Parish Council: Minutes of the Parish Council Meeting held in the Village Hall, Cold Pool Lane on Tuesday 6<sup>th</sup> July 2021, at 7.30 pm.**

**1266 Members Present**

Chair: S. Bamford; also present, D. Willcox, J. Wells, R. Whyborn, A. Houlton, J Furley, N. Holden and A. Ponting.

**Also, in Attendance:** Julie Sankey, newly elected borough councillor representative for Up Hatherley, and Clerk Kathryn Oakey.

**1267 Apologies**

Cllrs A. Bamford, P. Worsley, and D. Young.

**1268 Welcome**

The Chair welcomed all to the meeting and introduced our new borough councillor Julie Sankey. She explained that we have a slot for questions for parishioners at the beginning of meetings. The Chair also highlighted that we still have vacancies on the Council should Julie wish to join. Julie thanked the Chair and hoped that this would be a good opportunity to get to know the issues affecting the parish.

**1269 Questions**

None were raised.

**1270 Declaration of Members' Interests**

None.

**1271 Minutes of the last meeting, including the AGM, held 4<sup>th</sup> May 2021.**

All were in agreement, subject to adding in that £2,000 would be earmarked for surveyor costs associated with the hall roof refurbishment, that the Chair sign the minutes, so the Chair signed and initialled the minutes.

**1272 Planning and Finance**

**1. Action Tracker**

Attached as appendix A. It was confirmed that the Chair will update the tracker and circulate after the meeting rather than going through the tracker at the meeting. Items for action were on the agenda.

**2. Planning Tracker**

- Decision to refuse received re Avenue Lodge. The Chair will inform those neighbours who objected. The officer report was good and highlighted the fact that previous conditions had not been met, so to approve would set a precedent that planning conditions don't matter.
- It was confirmed that the planning list from the borough council is circulated so the Chair will send this on if there are items of note to highlight to other members. Cllr Ponting noted that he already gets the list direct.

**3. Community Pride Grant**

Cllr Whyborn informed members that this had been submitted due to the tight timelines, and we had requested £1,820 from the borough council as matched funding for lights in Caernarvon Park, total cost £3,640. A decision is expected by the end of the month. One resident is not happy about the lights

however there is unlikely to be any adverse impact on their property. It was agreed by all that we could contribute more towards the project if necessary up to a maximum of £2,730.

## **1273 Community Engagement**

### **1. Parish Survey**

This is nearly ready, and it was agreed we would target distribution in the Autumn. Cllr Furley has set up an email address for returned copies, [survey@uhpc.org.uk](mailto:survey@uhpc.org.uk). It is hoped that it will fit on 2 sides of A4 and the Clerk will liaise with Color Co once a final version is completed, re ensuring that the print is large enough and the finish professional. A discussion took place on using Survey Monkey for the website, which involves a cost (annual subscription £380 or monthly £99) and also a pdf writable version that can be submitted without having to email it. Cllr Furley will explore this further and will liaise with Cllr Ponting re the final version. It was agreed that a hard copy will be delivered to every house in the parish.

### **2. Garden Competition**

The competition is now closed. We received a good range of entries and the prize winners and runners up were going to be notified. In parallel with this Lakeside and Greatfield schools have been running their competitions, which have proved very successful. The parish council are supplying the prizes and the schools will be sending photos for the website. Doing the competition this way has proved to be much more cost effective than previous years.

### **3. Update on Youth work and Summer Scheme**

Aspire to Inspire have been chosen as the people to lead the borough wide scheme, and our contribution is £5,000. There is a meeting with them on Friday which the Chair will attend. The more local scheme to be held over a four week period at Brizen has come in at £4,000 so slightly less than approved at the last meeting. Steps are underway to identify children aged 12-15 who would benefit from the event.

## **1274 Footpaths and Open Spaces**

Cllr Willcox reported that there was no further progress on the PROW application. It was noted that the footpath behind the library was very overgrown. The county council are responsible for this and Cllr Whyborn has received complaints so is aware that officers know about the issue so it should be resolved. There are lots of weeds in the parish due to the wet weather. Julie Sankey informed the meeting that she had attended a meeting with Ubico and they are going to tackle the weeds to get them under control so this should include the parish issues. Weeds are coming up by the new gym equipment as well so the Clerk will highlight to Ubico and hopefully it will be tackled when the rest of the parish is done.

Cllr Whyborn informed the meeting that a complaint had been sent to the borough council about the state of the pocket park, and we should do so as well. It needs maintenance and would be an ideal one for the volunteer group. The Chair will follow up with the borough council.

### **Tree planting and maintenance**

The trees are doing well, and the Chair proposed that we purchase 2 more, siting one by the other 3, and the other opposite Gromit. The cost would be £300 each, and all were in agreement.

## **1275 Police and Community Safety**

Cllr Young was not present however his report was provided and is attached as Appendix C. The bike marking was very successful with 95 bikes being done, so it is hoped that the next event can be held in the hall after Christmas.

#### **1276 Highways & Transportation**

Cllr Whyborn informed the meeting that the working group had now met and proved very constructive. The new officer at the county is doing a great job. Flooding issues were raised and something is to be done, probably involving putting cameras down the drains. The issue in Sunnyfield Lane will be more problematic as it goes beyond the county council's area of responsibility.

Missing lane markings are to be replaced on Coney Cree and Cold Pool Lane, and patching is to be carried out in several areas. A drop step is to be installed by Sunnyfield Lane to assist mobility scooters.

A resident has requested a pedestrian crossing by Sunnyfield Lane, however although Cllr Whyborn will raise this with the council it is unlikely to be seen as needed until the new bus routes for the new Leckhampton School have been determined. A general discussion took place around the lack of pavement from Sunnyfield Lane to the Lakeside football ground, so Cllr Whyborn will also take this on board for further discussion at his next walkabout on 8<sup>th</sup> July. If anyone has additional concerns, they will email Cllr Whyborn before the 8<sup>th</sup> so that he can include.

Cllr Whyborn informed the meeting that there is no further progress on the 20mph schemes. He has raised it at full Council.

#### **1277 Village Hall**

A complaint has been received about parking on the pavement at the hall, although it may not have been a hall user. The Clerk will inform all users just in case and request that they use the car park where possible.

The Chair informed the meeting that the Village Hall working group had met to progress the hall refurbishment. Cllr Wells updated members:

- Front doors rehung with new weatherboards and are due to be painted tomorrow.
- Back garden cleared. Quotes obtained to replace fencing, however would prefer concrete posts so this is being progressed.
- Met with rat catcher and confirmed we don't have rats, however they do pass through. Drain covers therefore to be replaced with metal ones.
- Asbestos survey carried out and confirmed that it is stable.
- Spoken with surveyor and his advice is that the roofing felt needs to be replaced.

Following the working group meeting two options:

1. Remove tiles and felt from outside and replace
2. Open up the ceiling, remove suspended ceiling, asbestos and properly insulate and have vaulted ceiling.

All agreed that asbestos should be removed with either option. Cllr Whyborn asked if we could get costed options so that we can make an informed decision, so the Clerk will speak with the surveyor.

#### **1278 Communications**

Cllr Furley had nothing further to report.

Cllr Houlton informed the meeting that the Cheltenham Trust had disbanded their support for the Health Walk. This means that there will no longer be any insurance in place for those taking part so adds risk to those leading the walks. The Clerk will check our insurance to see if we can cover the walks, and the Chair noted that if there was a cost this could come via a parish community grant. It was also agreed that the Chair would write and challenge the logic for stopping the support.

Cllr Whyborn informed members that there are vacancies for school governors at Lakeside, Greatfield and Benhall, so if anyone had an interest to let him know.

**1279 Next Meeting**

This will be 7<sup>th</sup> September in the Village Hall.

..... 7 September 2021  
Chair

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Action Tracker						
Serial	Item	Responsible Cttee/ Individual	Date Added	Expected Completion Date	Progress to Date	Status
1	Purchase of further speed reduction equipment	Highways WG	Wednesday, January 1, 2020	Not this financial yr - Summer 2021	Up Hatherley Way identified as a priority. Hatherley Road and Alma Road also now identified as problem areas. Council agreed to purchase 2 'permanent' VAS machines at Jan 2020 meeting- agreed in principle. Highways group pursuing options with new Highways manager.	Open
5	Commission a Management Plan for the Nature reserve jointly with Shurdington	A Bamford	Saturday, June 1, 2019	Thursday, September 30, 2021	Located original plan, now shared with Shurdington - proposal to form volunteer force to start clearance. UHPC carried out litter picking on Sat 14th March. Full work to commence post nesting season- on hold	Open
9	Proposal for new and resited bins around the Parish	F&OS WG	Spring 19	TBC	Awaiting feedback from CBC - to be chased. Met with CBC and UBICO, agreed to some proposals and rejections were accepted. Awaiting action from CBC and UBICO. Trial bin placed on Fernleigh green	Open
10	Crop intrusion on footpaths in fields	A Bamford via Simon W	Sunday, September 1, 2019	Wednesday, September 1, 2021	Ongoing - decided on course of direct action on problem areas.	Open
15	Establishment of Community Grant Scheme - what do other Parish Councils do?	S Bamford	Sunday, September 1, 2019	Summer 2020	Scheme now in place	Closed
16	Consider quotes for Caernarvon Park (gym equipment) with GCC community money	F&OS WG	Saturday, June 1, 2019	Wednesday, April 1, 2020	Meeting with CBC Parks officer. Agreed location alongside enclosed play area. Now installed. Need a plan to get it re-launched post lockdown	Closed
17	Carrying out a further parish survey	N Holden/A Ponting	Sunday, September 1, 2019	Wednesday, March 31, 2021	Draft survey drawn up by Andy Ponting discussed at May meeting. Agreed amendments. Group will meet to arrange printing/distribution and will do own analysis.	Open
18	Production of an Emergency Plan	A Bamford	Tuesday, May 1, 2018	Sunday, March 1, 2020	Ongoing - draft completed. Circulated for comment. Agreed at March council meeting	Closed
19	PC email addresses for all Councillors	R Johns	Saturday, September 1, 2018	Sunday, March 1, 2020	Up and running now	Closed
20	Digital Mapping	J Furley	Friday, March 1, 2019	Sunday, December 1, 2019	Ongoing	Open
21	Sunnyfield and Morrison's Roundabout Line painting request	Highways WG	Friday, March 1, 2019	Wednesday, January 1, 2020	Ongoing - action agreed with local Highways Officer, Morrisons being discounted, Sunnyfield promised.	Closed
23	Investigate volunteer team to assist with footpath management	Community Engagement	Sunday, September 1, 2019	Friday, January 1, 2021	Ongoing. Have a list of volunteers - may need help with co-ordinating volunteer work force.	Open
24	Theme for next public Police and Community Safety meeting to be cyber crime	P&C WG	Thursday, August 1, 2019	Thursday, March 5, 2020	On hold due to pandemic	On hold
25	Another bicycle marking event to be held in January 2021	P&C WG	Sunday, September 1, 2019	Monday, January 25, 2021	Outdoor event being set up and advertised for 29th May	Open
26	Ensure that all hall hirers are trained on the equipment they use.	VH WG	Sunday, September 1, 2019	Tuesday, June 1, 2021	A programme of training to be established. Full written instructions to be created and circulated post lockdown	Open
27	Review the arrangements the Parish Council has in place for maintenance of the greens we own.	Full Council	Sunday, September 1, 2019	Sunday, January 31, 2021	Mowing with boxes to collect cut grass started March/April with increased charges expected	Open
28	Public of right of way application - monitoring progress	F&OS WG	Thursday, June 1, 2017	Ongoing	Monitoring ongoing application	Open
29	Tree planting in parish	S Bamford	Wednesday, January 1, 2020	Ongoing	3 centenary Oak trees planted on Up Hatherley Way in March and CBC/Forestry commission scheme carried out in Manor Farm open space also. Further planting in autumn to be discussed at our July meeting.	Open
30	Condition of pathway leading to Caernarvon Park from/to Long Mynd Avenue	R Whyborn	Wednesday, January 1, 2020	Tuesday, December 1, 2020	Path surface is extremely poor and over grown. Repair work carried out by Highways in late autumn 2020.	Closed
31	Lakeside Primary School letter requesting assistance with "Daily Mile" project	Full Council	Wednesday, January 1, 2020	Ongoing	School looking to install all-weather perimeter track to allow all year round engagement by children and staff. Full council decision made at March meeting - project completed.	Closed
32	Improvements to Caernarvon Park and Cheriton Park by CBC - how can the PC support this?	F&OS WG	Wednesday, January 1, 2020	Ongoing	Public consultation carried out and contribution to CBC agreed- awaiting start date	Open
33	Improvements to other open spaces in the Parish	S Bamford	Tuesday, September 1, 2020		Work on Broad Oak Way Spinney to have taken place (and camera on loan and installed) Discussing with the Police extension/repositioning of camera on loan.	
34	Formation of a volunteer group for our open spaces	S Bamford	Tuesday, September 1, 2020		Chair e mailing volunteers as and when projects need help.	
35	Support for initiatives in the Parish to combat Food Poverty	R Whyborn/S Bamford	Saturday, August 1, 2020	Ongoing	Have contributed £1500 to date for Morrisons initiative through schools. Lakeside Community project opened at St Margarets Hall February 2021. Further support in terms of mobilising volunteers and funding equipment will be required. Consider whether Village Hall could be another outlet in the future.	Open
36	Youth Projects for Summer 2021 and all the year round	S Bamford/D Young	Friday, July 31, 2020	Ongoing	Agreed contributions of £5K to each scheme. Will be participating in selection of provider.	Open

Quarterly Reporting - Q1			
	2020-21 Outturn £	2021/22 Q1 £	2021/22 Outturn £
<b>Expenditure</b>			
Running the Council	8,993	3,021	
Maintenance	-	1,365	-
Recreation & Culture	4,934	55	
<b>Including Exceptional Items</b>	-		-
Loan Repayments	1,584	769	
Village Hall Expenses	6,169	2,337	
<b>Including Exceptional Items</b>	-	-	-
Summer Gardens Competition	-	-	-
Other (including subs and donations)	12,377	7,220	
<b>Including Exceptional Items</b>		4,925	
<b>Grant to Greatfield School</b>			
Mile a Day	7,500		
<b>Total</b>	<b>34,058</b>	<b>14,767</b>	<b>-</b>
<b>Income</b>			
Village Hall	3,536	1,510	
Record	440	-	
Interest	40	2	
Grants		-	
VAT	697	835	
Food Bank	310	89	
Precept	26,418	26,418	
<b>Total</b>	<b>31,441</b>	<b>28,854</b>	<b>-</b>
Surplus / Deficit for the Year	- 2,617	14,087	
Retained Surplus b/f	101,835	99,219	
Retained Surplus c/f	<b>99,219</b>	<b>113,306</b>	<b>-</b>

**Represented by**

Current Account	4,939	24,024	
YPC	503	503	
High Interest	93,777	88,779	
	<b>99,219</b>	<b>113,306</b>	<b>-</b>

Reserves:	Opening 2021/22	Transfers	Closing 2021/22
Open Spaces Improvements (1183 / 1168)	15,000	-	15,000
Caernarvon Park (1183 / 1168)	15,000	-	15,000
Election Reserve	18,500	-	18,500
General Fund	18,719	4,000	14,719
Youth Contribution (1273)	0	4,000	4,000
Inspite to Aspite (1261)	5,000	-	5,000
Hall Repairs Reserve	20,000	-	20,000
Mobile VAS (1083)	7,000	-	7,000
	<b>99,219</b>	<b>-</b>	<b>99,219</b>

**Payments List:**

<b>Date</b>	<b>Payee</b>	<b>Detail</b>	<b>£</b>
9-Apr	British Gas	Electric Hall	16.33
10-Apr	gpfa	Subs	100.00
10-Apr	gaptc	Subs	1,726.84
12-Apr	Zurich	Insurance	1,058.32
12-Apr	Just carpentry	Hall works	645.00
16-Apr	BT	Internet hall	41.94
21-Apr	St Philips	Magazine	150.00
20-Apr	British Gas	Gas	43.00
23-Apr	Zoom	Zoom monthly subs	14.39
25-Apr	Microsoft	Annual subs	94.98
30-Apr	color co	Printing	66.00
29-Apr	day wellington	Boiler works hall	355.20
29-Apr	hi lo	Window cleaning	20.40
30-Apr	Mrs Reay	Cleaning	110.29
10-May	British Gas	Electric Hall	20.58
12-May	Garrison Locks	Keys for hall	40.31
14-May	PATA	Payroll admin	62.70
18-May	Day Wellington	Boiler service hall	84.00
20-May	British Gas	Gas	43.00
25-May	Zoom	Zoom monthly subs	14.39
25-May	Iain Selkirk	Audit	130.00
25-May	ubico	2 years grounds maintenance	1,637.87
30-May	Greatfield PTA	Donation / grant	4,925.00
31-May	BT	Internet hall	41.94
1-Jun	GRCC	Subs	25.00
1-Jun	PWLB	loan repayment	769.13
1-Jun	Mrs Reay	Cleaning	114.59
9-Jun	British Gas	Gas	28.75
11-Jun	Glos Asbestos	Roof testing	186.00
14-Jun	J Philippidis	Plumbing repairs hall	88.00
23-Jun	Waterplus	Water rates hall	86.50
21-Jun	British Gas	Gas	43.00
25-Jun	zoom	Zoom monthly subs	14.39
30-Jun	BT	Internet hall	41.94

### Neighbourhood Watch

Promotion will be re started once normality starts to appear! Continue to stay in touch with Simon & Bob the NHW Officers by email. A Crime Prevention Seminar will be held later in the Year once the Village Hall can be used again. The focus will be Cyber Crime.

### Bicycle Marking

The Bicycle Marking held on Saturday 26<sup>th</sup> at the Hillview Leisure Centre was again a great success. 95 bikes were registered. Thanks to Simon, Bob and the team for Setting it up and all their hard work on the day. Thanks to the Parish Councillors that supported on the day.

### Crime Statistics

To be reported at the September meeting.

### Areas of concern

- A. Ghost brokers** are fraudsters who sell fake or invalid car insurance policies. Victims are sold fake insurance documents for a policy that does not exist, or for a genuine policy that has been set up using false details to lower the price of the premium. Normally offered via social media or by word-of-mouth. They pose as middlemen for well-known insurance companies, claiming they can offer legitimate car insurance at a significantly cheaper price.

Typically carried out either by forging insurance documents, falsifying your details to bring the price down, or by taking out a genuine policy for you but cancelling it soon after. Often, the victim is not aware that they have been scammed until they are involved in an accident and try to claim on the policy. They tend to target vulnerable communities, including members of non-English speaking communities who may not have full knowledge of UK insurance and laws, as well as young people looking for cheaper insurance deals. Last year, Action Fraud received 694 reports of 'ghost broking', with almost a third (29%) coming from victims aged 17-29. The reported losses for these victims alone totalled £113,500.

- B.** There was a **Covid Vaccine Passport scam email** going around that purports to be from the **NHS** and informs recipients that they can apply for their "**Digital Coronavirus Passports**". Clicking on the link within the email, takes you to a convincing but **fake** NHS website that asks for **personal** and **payment details - (for an admin fee)**. The website has since been taken down, but in case similar emails/websites appear can you please be aware.

**C. Thefts of Car Keys Increasing**

Recently there has been an increase in the number of break ins, purely to steal the keys to high powered vehicles on the driveway. Please be aware that your car keys are very valuable, do not leave them in door locks or on a shelf or hook by the door. Lock them away somewhere safe and secure. With the current security on modern cars, stealing the keys is the easiest way of stealing the car. Do not forget about the spare key.

- D. Phishing Frauds.** The criminal's goal is to convince you to click on the links within their scam email or text message, or to give away sensitive information (such as bank details). These messages may look like the real thing but are malicious. Once clicked, you may be sent to a dodgy website which could download viruses onto your computer, or steal your passwords.

As of 30 April 2021, over **5.8 million** emails were reported to the Suspicious Email Reporting Service (SERS).

The tool, which was launched by the National Cyber Security Centre (NCSC) and the City of London Police last April, allows the public to forward suspicious emails to an automated system that scans it for malicious links. Since its launch, over **43,000 scams** and **84,000 malicious websites** have been removed. The most commonly spoofed organisation reported in phishing emails was TV Licensing, with victims of these emails reporting losses totalling **£5.3m**. The majority of losses occurred as a result of victims following malicious links in the emails and inputting their personal information into what they thought was the legitimate TV Licensing website. Shortly after, they would receive a call from criminals impersonating bank staff who was able to convince them that their bank accounts were compromised and persuaded them to transfer all of their money to a new 'safe' account. Some of the other most commonly impersonated organisations included HMRC and DVLA. There were also more than 40,000 suspicious email reports relating to COVID-19.

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