

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

Venue: Village Hall, Cold Pool Lane
Date: Tuesday, 4th November 2025 at 7.30 pm.
Present:

Name	Organisation	Role	Name	Organisation	Role
S. Bamford	UHPC	Chair	D. Willcox	UHPC	Councillor
P. Worsley	UHPC	Vice-Chair	S. Gutteridge	UHPC	Councillor
A. Ponting	UHPC	Councillor	A. Duignan	UHPC	Councillor
N. Holden	UHPC	Councillor	A. Goldsby	UHPC	Councillor
M. Ede	UHPC	Councillor	A. Bamford	UHPC	Councillor
J. Furley	UHPC	Councillor	Y. Doane	UHPC	Councillor
A. Houlton	UHPC	Councillor			
J. Sankey	UHPC	Councillor	K. Oakey	UHPC	Clerk

Apologies:

Name	Organisation	Role
R. Whyborn	UHPC	Councillor

No.	Item / Detail	Action
1.	<p>Welcome and Co-option</p> <p>The Chair welcomed all to the meeting and noted Cllr Whyborn was absent.</p> <p>As we have a vacancy on the council Yvonne Doane would like to be co-opted having served as a parish councillor on two previous occasions. Yvonne provided members with a bit of background on herself and all councillors introduced themselves. Cllr Worsley proposed Yvonne be adopted and Cllr A. Bamford seconded this, all were in favour and Yvonne joined the council. The Clerk will send the documentation to the borough council.</p> <p>There were no parishioners present so no questions from the floor.</p>	
2.	<p>Declaration of Members' Interests</p> <p>There were no declarations.</p>	
3.	<p>Minutes of the last Full Council Meeting held 2nd September 2025</p> <p>The minutes of the full meeting held 2nd September 2025 had been circulated. There were no updates needed and were agreed by all present. The Chair signed and initialled the pages.</p>	
4.	<p>Planning and Finance</p> <p>Standing Items:</p> <ol style="list-style-type: none"> Action Tracker, attached as Appendix A. <p>There were a number of items that would not be discussed on the main agenda so were updated with latest position and updated on the tracker. In particular these included the following items:</p>	

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	<p>2. 222, E-scooters, the Chair has not yet spoken with Highways Director. All at the meeting felt it wasn't a huge problem in the parish and Cllr Sankey agreed to send around the contact details for reporting abandoned scooters.</p> <p>3. 224, Bus routes, the Chair reported that this was overtaken by events with a petition being drawn up by local parishioners. This petition is going to be presented to the county council later this month.</p> <p>4. 216, Walking bus at Lakeside, the Headteacher was contacted but had little interest in doing this so item closed.</p> <p>5. Planning Tracker, attached as Appendix B.</p> <p style="padding-left: 40px;">a. Greatfield Farm update</p> <p>Cllr A. Bamford informed the meeting that this had been refused by Tewkesbury, which is a good result. Cllr Ponting reported that the signs are still up at the site and the website is still live, so it is now a matter for enforcement. Cllr Ponting also reported that the car wash are not meeting the terms of their planning and he now has bright lights from the site coming straight into his kitchen every day, so he has been following up with Tewkesbury but making very little progress.</p> <p>It was agreed that we need to formally progress these issues and now that we have this refusal it gives more support to following up with Tewkesbury. It was suggested that we also get Shurdington PC on board as they also objected to the application. The Clerk will liaise with the Chair and progress an official view to Tewkesbury enforcement.</p> <p style="padding-left: 40px;">b. Strategic and Local Plan</p> <p>The consultation has started but there was a problem with the emails sent, with consultees not receiving them. As a result due to the tight consultation deadlines, the emails are to be sent this week and the consultation period extended. It was suggested we set up a working group to review the detail and invite Mary and Ken due to their expert knowledge and attention to detail.</p> <p style="padding-left: 40px;">c. Planning Tracker</p> <p>The only application of concern is 131 Caernarvon which is a dropped curve straight onto a speed bump and mini roundabout. Cllr A. Bamford will discuss with Cllr Whyborn as really an objection needs to come from the Highways Authority.</p> <p>6. Finance / Governance</p> <p style="padding-left: 40px;">a. Q2 Report</p> <p>Position as at the end of September had been circulated and attached as Appendix C, everything is on track so no anomalies to report.</p> <p style="padding-left: 40px;">b. Payments and Income List since last meeting</p> <p>Circulated and attached as Appendix D.</p> <p style="padding-left: 40px;">c. CIL receipt</p>	<p>Clerk / Chair</p> <p>WG</p> <p>Cllr A. Bamford</p>
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	<p>We have received just over £500 CIL money for a new build in Sunnyfield Lane. It has to be spent to support the development of the local council's area, or any part of that area, by funding:</p> <ul style="list-style-type: none"> a) the provision, improvement, replacement, operation or maintenance of infrastructure; or b) anything else that is concerned with addressing the demands that development places on an area. <p>As the amount is so small it would not fund anything significant. It was suggested it could be put towards Peter's Path, or perhaps something at the hall. We will need to report back to CBC on what it has been allocated to, and it can be clawed back if not used.</p> <p style="text-align: center;">d. 2024/25 Audit update</p> <p>This is now complete with no matters arising. Closure notices have been published on the website.</p> <p style="text-align: center;">e. Assertion 10 Digital & Data Compliance for Councils</p> <p>There is a new requirement that will be on the audit paperwork for 2025/26 accounts relating to Assertion 10. The Clerk has circulated a summary, but basically it is around data protection. We already meet some of the criteria in that we have a gov.uk website and Clerk email and have a registered data compliance officer via the ICO. There are a couple of things that we still need to do including having:</p> <ul style="list-style-type: none"> a) an IT Policy b) an Accessibility Statement <p>The Clerk has started to draft these statements and will circulate for approval once completed.</p> <p style="text-align: center;">f. Local Government Reorganisation</p> <p>Cllr A. Bamford informed the meeting of the move from two to one tier of local government within Gloucestershire and that three options have been submitted to central government as follows:</p> <ul style="list-style-type: none"> a) One unitary b) An East and West with Cheltenham being part of East combining Tewkesbury, Cotswold and Cheltenham c) A doughnut supported only by Gloucester City with City being an unitary and all the other councils forming another around it. <p>Parishes will be retained but could take on more services such as open spaces. Cheltenham are also looking at forming a Town Council should only one unitary be formed. Should this happen, unparished areas could either be taken under the Town Council, or parish areas could be expanded, for example Up Hatherley could include the Reddings and Benhall as an example. There is also an option for unparished areas to form new parish councils.</p>	Clerk
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	There is no data or deadlines as yet, and the decision for the Unitary will not be decided until March 2026. The new councils will be formed as a shadow authority from March 2027, and the new body will go live in 2028.	
5.	<p>Community Engagement</p> <p>1. Report</p> <p>Cllr Holden had nothing to report, other than to inform members that she will distribute the menu for the Christmas meal.</p> <p>2. Christmas tree / lights / carols arrangements</p> <p>The Chair reported that due to the height of the tree a cherry picker or long ladder is needed to get the lights on. All will have a think about options. The Chair will sort the process of getting the lights on early, and will progress the children's decorations. Mulled wine is in hand and it was suggested that we get a few more carol sheets laminated so the Chair will liaise with the Clerk.</p> <p>3. Library of Things</p> <p>This is something that has proved successful at Charlton Kings library, and Up Hatherley are looking at setting this up. It was agreed that we would offer our support as needed and would be happy to promote and advertise it.</p> <p>4. Flood prevention equipment</p> <p>CBC have been given some one-off funding via the Local Resilience Forum for flood prevention equipment and have asked parish councils whether there is any flood prevention equipment that is needed. Following discussion at the meeting it was agreed that there was not any need in Up Hatherley at this time.</p>	
6.	<p>Footpaths and Open Spaces</p> <p>1. Open Spaces Report, including Trees Fernleigh and Long Mynd</p> <p>A walkaround took place between Cllr Willcox and Chris Chavasse, the Tree Officer from CBC. This followed complaints about leaves and structural root damage. Despite looking everywhere no evidence of root damage could be identified, and there were only minor issues regarding the trees. Chris suggested that we get a full survey done, and has provided a list of suitable contractors. It was agreed that Cllr Willcox will produce a specification of works and the Clerk will engage a contractor. This will include asking for a full survey on the trees and a map of each tree to ensure that we have a more solid assessment going forward.</p> <p>A Tree Policy has also been written and circulated by the Clerk and all were in agreement that this was a useful document, which can be extended once the full survey has been completed.</p> <p>2. Peter's bench</p> <p>Cllr Worsley thanked the Parish Council for the bench and plaque. The bench has now been refurbished thanks to the work of the Chair's son, and the Chair also confirmed that the Clerk had written to B&Q and thanked them for their offer.</p>	Clerk

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	<p>3. Denbigh Road footpath repair An email has been received asking the parish for a contribution towards works to repair the footpath and wall. It was agreed that they need to provide options first and costs before any decision can be made. If Highways Local goes ahead next year that would be a more appropriate source of funding. The Clerk will respond and ask they come back once they have details of the scheme.</p> <p>4. Cheriton Park bins Cllr A. Bamford noted that the bin that used to be in the middle of Cheriton Park has still not been replaced and there is a need for another bin in the park. Cllr Ponting informed the meeting that the bin at the Morrisons end had recently been replaced.</p> <p>It was agreed that the Clerk will contact Ubico / Karen and ask for a second bin at one of the other exits.</p>	<p>Clerk</p> <p>Clerk</p>
7.	<p>Police and Community Safety</p> <p>1. Crime Report Cllr Ponting could not provide an update as the Police database had not been updated since August. He is going to contact them to see why this is the case.</p> <p>Cllr Houlton informed the meeting that there had been a recent publication on the ranking of areas by factors including crime, and Up Hatherley had scored very well on the list, which is good news.</p> <p>The Chair raised the Cyber Event and suggested that it take place at the 2 o'clock club as it is long overdue with the last being 2023. Cllr Ponting will send across the contact details.</p>	Cllr Ponting
8.	<p>Highways and Transportation</p> <p>1. Highways Report A meeting has now taken place. Cllr A. Bamford reported that we had a good success with road resurfacing in the parish, and the recent Alma Road is a good example.</p> <p>The lights that are out on Hatherley Lane are unfortunately a National Grid issue, so Highways cannot do anything about this, and apparently, they work on a 6-week turnaround, so it is unlikely to be resolved before the end of the month.</p> <p>There is an issue with the flashing 20mph sign by the school and Highways are looking into this. The issue of subsidence was raised, but this is an issue across the county and nothing is being done as it is not a priority.</p> <p>2. Bus stops on Up Hatherley Way Since the new bus routes were put in place the infrastructure that is needed is severely lacking and as a result getting off the bus on Up Hatherley Way is very treacherous. GCC are looking to sort this, but as Stagecoach carried out little if any consultation they are playing catch up on the new route requirements. Cllr Sankey is presenting the petition to GCC this month.</p>	

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	<p>The Chair raised the issue of the Horsebox on Greatfield Lane. The PCSO's had attended and been informed that the box would be removed, however this did not happen and instead it was moved onto the road. Cllr Gutteridge informed the meeting that he didn't think that you were legally allowed to refurbish a vehicle on a public highway so will follow this up and report back.</p>	Cllr Gutteridge
9.	<p>Village Hall</p> <p>1. Window Repainting The Chair thanked Cllr Gutteridge for making a start on the front window repainting. The Clerk has obtained quotes, however as this work by Cllr Gutteridge looks really good it was agreed that we will progress this. Cllr Gutteridge will also cut out and replace some rotten wood on the sill.</p> <p>2. Wall Repairs The front gate had failed again and following an onsite meeting with the contractor, Clerk and Chair a quote has been obtained for the repairs. As the current design is not working it is recommended to replace with a more robust wooden gate. The quote for the works is £2,300.00 plus vat, and the Clerk has applied to the Community Pride pot to see if we can get any funding for the work.</p> <p>Cllr Worsley proposed and Cllr Sankey seconded that the work be done and all were in favour with Cllr Houlton abstaining.</p> <p>3. Hall Repairs The signage at the front of the hall needs a refresh including the memorial board and the parish post box. The Clerk has used sticky letters to date but they are pulled off by the children using the hall so something more robust is needed. The Clerk will look at the feasibility of a plaque.</p> <p>The inside of the hall was discussed as recently a number of users have damaged the hall. It was suggested that we start to request a £50 deposit that would be refundable, however an inspection will be needed following each ad hoc booking. St Margarets Hall have started this as well due to recent damage. In the meantime, members agreed to look into rubbing down the damaged areas and repainting.</p>	<p>Cllr Gutteridge</p> <p>Clerk</p> <p>Clerk</p> <p>All</p>
10.	<p>Communications</p> <p>1. Report Nothing to report.</p> <p>2. Record Cllr Worsley thanked everyone for their contributions and the Chair thanked Cllr Worsley for all the work that he had done on the Record. He asked that any spares be returned to him as he can place them in the pub and other locations.</p> <p>Cllr Worsley asked if anyone had details of the postmistress Wendy Buffrey, and if so to pass onto him so that he can send her a copy</p>	<p>All</p>

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	<p>3. Grant request – Alberts Bike</p> <p>Cllr Sankey informed the meeting that she had been working with a child who needed a specialist bike which cost over £1,000, and they had been doing some fundraising. It was agreed that the Chair will raise at the 2 o'clock club as they may wish to donate, and Cllr Worsley proposed that we provide £250, seconded by Cllr Gutteridge. All were in agreement.</p>	Clerk								
11.	<p>Date of next meeting</p> <ul style="list-style-type: none">• C5 event 15th November 2025• Finance working group, precept setting and risk assessment - TBC• Parish Council Meeting 6th January 2026 <p>.....</p> <p>6 January 2026</p> <p>Chair</p>									
12.	<p>Appendices:</p> <table><tr><td>A.</td><td>Action Tracker</td></tr><tr><td>B.</td><td>Planning Tracker</td></tr><tr><td>C.</td><td>Q2 Report</td></tr><tr><td>D.</td><td>Payments List</td></tr></table>	A.	Action Tracker	B.	Planning Tracker	C.	Q2 Report	D.	Payments List	
A.	Action Tracker									
B.	Planning Tracker									
C.	Q2 Report									
D.	Payments List									

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Appendix A

Action Tracker:

No	Meeting	Minute ref	Item	Responsibl	Progress	Status
90	05/09/2023	7.1	Farm Shop Car Wash site	AP	To maintain a diary of events for TBC	Open
128	06/03/2024	11	Youth Council	JS	JS has contacted the other PC's but no responses. Has followed up with Lakeside so will keep under review	Open
136	07/05/2024	14	Community day	JS		Open
178	07/01/2025	4.2.ii	Cheltenham Tree strategy – open spaces to discuss once received	OS WG	Follow up from meeting on 1st July, meeting to take place shortly	Open
199	06/05/2025	5.3.ii	Future review of AGS	Finance WG	Follow up from meeting on 1st July, meeting to be arranged.	Open
200	06/05/2025	5.3.vii	Future review of risk	Finance WG	Follow up from meeting on 1st July, meeting to be arranged.	Open
204	06/05/2025	7.3	Review results of work at Davalia Drive before making future decision on open spaces works	Chair		Open
210	01/07/2025	4.2.i	Broad Oak Way, how to make Crown more accountable	Cllr Sankey		Open
223	02/09/2025	7.1	Arrange cyber meeting	Cllr Ponting		Open
228	04/11/2025	4.1.5a	Greatfield Farm liaise with SPC and follow up with enforcement	Clerk		Open
229	04/11/2025	4.1.5b	set up strategic plan WG	Chair		Open
230	04/11/2025	4.1.5c	Liaise with GCC Highways re planning concern	Cllr A. Bamford		Open
231	04/11/2025	4.6e	Circulate IT Policy and Accessibility Statement	Clerk		Open
232	04/11/2025	6.1	Progress survey on trees Longmynd and Fernleigh	Clerk		Open
233	04/11/2025	5.3	Denbigh Road footpath – email GCC requesting costings and options	Clerk		Open
234	04/11/2025	5.4	Cheriton Park bins – email CBC and request additional bin	Clerk		Open
235	04/11/2025	7.1	Query with Glos Police updating of crime data	Cllr Ponting		Open
236	04/11/2025	8	Follow up legal status of refurbishing vehicle on public highway	Cllr Gutteridge		Open
237	04/11/2025	9.2	Confirm wall repairs with contractor	Clerk		Open
238	04/11/2025	9.3	Follow up plaque for post box at hall	Clerk		Open
239	04/11/2025	9.3	Repair cosmetic damage in hall	All		Open
240	04/11/2025	10.3	Sort donation re Alberts bike	Clerk		Open

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Appendix B

Planning Tracker:

Address	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	UHPC Response
44 Fernleigh Crescent Up Hatherley	25/00489/FUL	Front dormer, side and rear extension and new entrance porch	26/03/2025	Pending	No obj
5 The Oaks Up Hatherley	25/00554/FUL	Loft extension comprising rear dormer and raising height of the ridge and garage conversion	04/04/2025	Refused	Objected
248 Hatherley Road Cheltenham	25/00768/FUL	Erection of a 1.90m high fence to the front of the property, on the inside of the existing hedgerow extending the current fencing	06/06/2025	Refused	No obj
Lodge View Chargrove Lane	25/01051/FUL	Ground floor single-storey extension to existing dwelling to provide 1no. additional bedroom, bathroom, living room and storage space	09/07/2025	Granted	Objected
8 Meadow Lane	25/01193/FUL	Proposed garage conversion for study and single storey extension to rear of garage for utility space	08/08/2025	Granted	No obj
Hatherley Dental Practice 35 C	25/01166/FUL	Single storey rear extension.	11/08/2025	Pending	No obj
30 Harrington Drive	25/01298/FUL	Proposed single storey extension	20/08/2025	Granted	No obj
27 Haslette Way	25/01303/FUL	Install a replacement conservatory to rear of property	22/08/2025	Granted	No obj
18 Lilac Close Up Hatherley	25/01588/FUL	Erection of a timber-clad garden office building in the garden	13/10/2025	Pending	No obj
20 Kingscote Road East	25/01673/FUL	Erection of single storey front and side extension.	21/10/2025	Pending	No obj
131 Caernarvon Road Cheltenham	25/01474/FUL	Dropped kerb	21/10/2025	Pending	No obj

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Appendix C

Q2 Report:

	2024-25 Outturn £	2025-26 Budget £	2025-26 Q2 £
Expenditure			
Loan Repayments	6,710	6,546	3,294
Maintenance	4,860	5,500	-
Projects	750	5,000	
BoW Purchase	750	-	
Highways Safety	-		
Lakeside Foodbank	1,000	1,000	
Summer holiday activity prog		2,000	2,000
Recreation & Culture	2,199	2,200	112
Running the Council	19,429	18,612	9,878
GPOC (Donations / grants)	50	800	550
Subscriptions	2,007	2,010	2,105
Village Hall	16,830	8,892	4,957
Total	53,834	52,660	22,894
Income			
Hiring	- 19,849	- 16,000	- 8,428
Interest	- 661	- 500	- 309
Other income	- 247	-	- 86
Precept	- 33,846	- 35,700	- 35,700
Record	- 300	- 360	- 13
Total	- 54,903	- 52,660	- 44,536
VAT Account			
Other (VAT recoverable)	2,865		427
VAT Reclaimed	- 2,865	-	
Total	-	-	427
Surplus (-)/ Deficit for the Year	- 1,069	-	- 21,214
Retained Surplus b/f	- 31,021		- 32,090
Retained Surplus c/f	- 32,090	-	- 53,304

Represented by

Current Account	12,561	8,466
High Interest	19,529	44,838

	32,090.10	53,304
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Reserves and Grants:	Opening 2025/26	Transfers in New	Expected Q2 2025/26
Election Reserve	8,500		8,500
General Fund	5,690	21,214	26,904
Open Spaces Improvements (1301.3)	-		-
Highways Safety	10,000		10,000
BoW land purchase	5,000		5,000
Outreach Youth Work (071123, 5.ii)	2,400		2,400
Graphic Design	500		500
Lakeside Foodbank	-		-
	32,090	21,214	53,304

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Bank Reconciliation as at Q2:

		Sep-25
HSBC	11376349	10,240.24
Creditors		-
Debtors		-
		<hr/> 10,240.24
HSBC	51376357	44,780.45
Opening Balance		<u>55,020.69</u>
Receipts		1,171.58
Payments		(2,888.41)
Closing balance		<u>53,303.86</u>

Represented by the bank accounts as under:

HSBC	11376349	8,465.60
Creditors		-
Debtors		-
RIA		-
		<hr/> 8,465.60
HSBC	51376357	44,838.26
Closing balance		<u>53,303.86</u>

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Appendix D

Date	Detail of Spend	Payee Name	Budget Area	Net Cost £
21/08/2025	Utilities	British Gas	Village Hall	97.77
26/08/2025	Utilities	Waterplus	Village Hall	51.79
26/08/2025	Consumables	Amazon	Running The Council	17.48
01/09/2025	Utilities	BT	Village Hall	53.41
01/09/2025	Cleaning	Mrs Reay	Village Hall	269.30
10/09/2025	Utilities	British Gas	Village Hall	17.79
15/09/2025	Audit	PKF Littlejohn	Running The Council	315.00
15/09/2025	Utilities	Hugofox gocardless	Running The Council	2.49
18/09/2025	Utilities	Hugofox gocardless	Running The Council	19.99
19/09/2025	Utilities	K Oakey	Running The Council	68.00
18/09/2025	Bank Charges	HSBC	Running The Council	0.80
22/09/2025	Grant	Read with Me	Donations	300.00
22/09/2025	Utilities	British Gas	Village Hall	69.97
23/09/2025	Consumables	Post Office	R&C	57.46
23/09/2025	Consumables	Currys	R&C	54.13
23/09/2025	Consumables	Currys	Running The Council	112.49
25/09/2025	Consumables	Etsy	Village Hall	7.99
29/09/2025	Utilities	Waterplus	Village Hall	47.57
30/09/2025	Utilities	BT	Village Hall	44.51
01/10/2025	Cleaning	Mrs Reay	Village Hall	247.23
01/10/2025	Cleaning	Sainsbury	Village Hall	12.50
01/10/2025	Cleaning	Asda	Village Hall	2.50
01/10/2025	Cleaning	Home bargains	Village Hall	2.48
06/10/2025	Utilities	British Gas	Village Hall	24.80
13/10/2025	Utilities	Hugofox gocardless	Running The Council	2.49
16/10/2025	tax	hmrc	Running The Council	423.45
19/10/2025	Bank Charges	HSBC	Running The Council	0.40
20/10/2025	Utilities	K Oakey	Running The Council	68.00
20/10/2025	Utilities	Hugofox gocardless	Running The Council	19.99