

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

Venue: Village Hall, Cold Pool Lane
Date: Tuesday, 6th January 2026 at 7.30 pm.
Present:

Name	Organisation	Role
S. Bamford	UHPC	Chair
P. Worsley	UHPC	Vice-Chair
N. Holden	UHPC	Councillor
M. Ede	UHPC	Councillor
R. Whyborn	UHPC	Councillor
A. Houlton	UHPC	Councillor
J. Sankey	UHPC	Councillor
D. Willcox	UHPC	Councillor

Name	Organisation	Role
S. Gutteridge	UHPC	Councillor
A. Duignan	UHPC	Councillor
A. Goldsby	UHPC	Councillor
A. Bamford	UHPC	Councillor
Y. Doane	UHPC	Councillor
K. Oakey	UHPC	Clerk
4 Parishioners for agenda item 4.2.iii		

Apologies:

Name	Organisation	Role
A. Ponting	UHPC	Councillor
J. Furley	UHPC	Councillor

No.	Item / Detail	Action
1.	<p>Welcome</p> <p>The Chair welcomed all to the meeting and noted the apologies. She introduced Wendy Buffrey to those present, as Wendy had been one of the victims of the Post Office debacle. The Parish had always maintained a firm supporter of Wendy and she thanked everyone and gave a brief summary of the position. All wished her well.</p> <p>As there were parishioners present the Chair altered the running of the meeting and took item 4.2.iii from the agenda first. This concerns the proposed response to the SLP.</p>	
Item 4.2.iii	<p>Proposed response to the SLP</p> <p>The working group had met, which had included representatives from Hashtag. Despite Chargrove being removed from the JCS it has been put back in under the latest SLP.</p> <p>Under phase 1 of the SLP, although there was a map included, we were specifically told not to comment on individual sites. However for this phase 2 we can, and with the increased housing targets for the district and borough areas sites previously removed from the JCS are back in. A proposed response has been circulated following the working group meeting and the Chair opened the meeting to gain the views from parishioners and members present.</p> <p>A parishioner present asked what the point of the greenbelt and TPO's were if this could be overruled by these plans. It was confirmed that government are pushing for green status to be removed due to the housing pressures.</p>	

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	<p>A parishioners noted that the online site is very difficult to navigate, and asked if our submitted comments are actually read and by whom. The Chair responded that it was not as transparent as the JCS, but it is hoped that the comments are taken on board.</p> <p>All were encouraged to respond as individuals as the more who comment and object, the more notice will be taken. The deadline for comments is 16th January, and the Clerk will upload our response.</p> <p>Cllr Goldsby asked why we would not make reference to the Tewkesbury BC comments about the unique status of the Chargrove site, which was why it was removed from the last JCS. It was agreed that this was a valid point and that this should be added to our response.</p> <p>The Chair read out the proposed response, however Cllr Whyborn also suggested it needed more emphasis on highways issues and the problems with the Shurdington Road. The Chair agreed to rework the response and circulate before the Clerk uploads to the deadline.</p>	Chair / Clerk
2.	Declaration of Members' Interests Cllr Whyborn noted his County Council status and there were no other declarations.	
3.	Minutes of the last Full Council Meeting held 4th November 2025 The minutes of the full meeting held 4 th November 2025 had been circulated. There were no updates needed and were agreed by all present. The Chair signed and initialled the pages.	
4.	Planning and Finance Standing Items: 1. Action Tracker, attached as Appendix A. There was just two items for update that was not on the agenda: 237, wall, car park, Morrisons, the Clerk confirmed Morrisons had been identified as the owner. Correspondence was ongoing re whether they would take responsibility to repair the wall. 239, damage at hall. Recent mess / damage to the hall from ad hoc hirers was discussed. It was proposed by Cllr Gutteridge and seconded by Cllr Houlton that in future all "adult / family gatherings" would incur a £100 deposit. All were in agreement. 2. Planning Tracker, attached as Appendix B. i. Greatfield Farm update Cllr A. Bamford informed the meeting that this had been appealed, however it is more a notification rather than anything further for us to do. The Clerk has tried to make contact with Shurdington PC on the issues, but despite a couple of emails no response has been received. The Chair noted that there are few members on the PC at the moment, so this may be why. ii. Response to the Community Governance review	

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<p>There is no deadline at the moment, however a resolution has been circulated as follows:</p> <p><i>"Up Hatherley Parish Council re-iterates its intention to embrace the new arrangements for local government re-organisation and to work closely with such new unitary council as is created covering the Cheltenham area, and to work closely with adjoining parish councils.</i></p> <p><i>Up Hatherley Parish Council notes that interest has been expressed by neighbouring unparished areas of Benhall and the Reddings in forming or joining parish council(s) either separately, or together, or joining with Up Hatherley Parish Council, and will welcome any of those arrangements according to the wishes of the local residents".</i></p> <p>Cllr A. Bamford suggested a third point was needed, stating that doing nothing isn't an option. It was agreed that an updated form of words would be circulated.</p> <p>3. Finance / Governance</p> <p>i. Precept recommendation, attached as Appendix C</p> <p>The working group has met and discussed the detail of the Budget. A summary has been circulated and Cllr A. Bamford proposed that the Band D increase by 4.9% giving a precept of £37,436. Cllr Worsley seconded and all were in agreement except Cllr Gutteridge and Houlton who abstained. The Clerk will advise Cheltenham BC.</p> <p>ii. Q3 Report including reserves, attached as Appendix D</p> <p>The papers had been circulated and the Clerk confirmed that there were no surprises and everything was as per expectations.</p> <p>iii. Payments and Income List since last meeting, Appendix E</p> <p>The latest payments list was circulated, and Cllr A. Bamford reminded members that payments are approved prior to payment to ensure that there is a robust process in place.</p> <p>iv. Thriving Communities Grant – purchase options</p> <p>The Clerk has circulated options for the garden and all were happy that the Clerk progress purchase and draw down against the grant awarded.</p> <p>v. Salvation Army donation £300 proposed</p> <p>Cllr Worsley noted that he had not yet had the final amount collected from the Salvation, however Cllr Worsley proposed and Cllr Whyborn seconded that a £300 donation from the parish council be made once they confirm figures. All were in agreement. Cllr Worsley will chase and then liaise with the Clerk to raise the cheque.</p> <p>4. Policy Update</p> <p>i. Due to the more stringent demands on parishes with policies, a number of previously approved policies have been updated and a detailed timetable for reviewing and updating has been implemented. The reviewed policies were agreed and the Clerk will update on the website. These included:</p>	Clerk
	Clerk
	Cllr Worsley / Clerk
	Cllr Worsley / Clerk

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	<ul style="list-style-type: none"> • Biodiversity Duty • Data Protection • Risk Management • Grants Policy • Internal Control • Privacy • Safeguarding • Accessibility Statement <p>ii. Policies for Adoption</p> <p>A number of policies were new and due for adoption, however members felt that they had not given them the scrutiny required. It was decided that individual members should take responsibility for individual policies and they can then be approved in March:</p> <ul style="list-style-type: none"> • Investment and Reserves – Cllr A. Bamford • Media and Communications – Cllr Worsley • Training and Development – Cllr Willcox • Tree Policy – Cllr Willcox • CIL policy – Cllr A. Bamford • Disciplinary Policy – Cllr S. Bamford • Photography – Cllr Sankey 	Named Cllrs
5.	<p>Community Engagement</p> <p>1. Report</p> <p>Cllr Holden had nothing to report.</p>	
6.	<p>Footpaths and Open Spaces</p> <p>1. Report</p> <p>Nothing to report</p> <p>2. Trees Fernleigh and Long Mynd Survey</p> <p>Quotes received and agreed that the lowest would be used for the survey. Once this is done we will be able to determine the works required. Re the tree that has fallen, the Clerk has spoken with the Cheltenham BC tree officer and he has said to leave it until the survey is completed and they will advise how best to remove.</p> <p>3. Footpath near Davalia Drive</p> <p>Members discussed whether these works to resurface the footpath were necessary, however it did seem that there were areas that were very uneven. Cllr Bamford noted that this footpath does not fall under Danny Taylor, but is under another officers responsibility, which was interesting to find out.</p> <p>4. Public Footpath CHU11 alongside Lakeside Primary School – request for funding</p>	

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	A figure of £24k has been received, however this is an agreed scheme and will go ahead regardless of whether the parish contribute. All were in agreement that we keep parish money for schemes that need a boost to be started.	
7.	<p>Police and Community Safety</p> <ol style="list-style-type: none"> 1. Crime Report <p>Cllr Ponting was not present but had sent through the latest crime figures, attached as Appendix F.</p>	
8.	<p>Highways and Transportation</p> <ol style="list-style-type: none"> 1. Highways Report <p>Cllr A. Bamford reported that the list was in place so nothing further to report at this stage. There is a flashing 20mph sign by Lakeside School, however it has been reported.</p> <p>Cllr Whyborn informed the meeting that Highways Local money is at risk due to the tight finances at GCC. Therefore, future schemes will need to go via the Highways group, so we will need to establish a process. It was confirmed that this doesn't affect potholes and they should be reported on Fix My Street.</p> <ol style="list-style-type: none"> 2. Drainage problem in Sunnyfield Lane <p>There is an issue with drainage from the Haven site, and it appears there are no drains on the site. It was suggested that the Clerk write to Turners, the owners of the site and see if they will do anything about it in the first instance.</p>	Clerk
9.	<p>Village Hall</p> <ol style="list-style-type: none"> 1. Report <p>The window repainting is going well and some filler will be used on the internal walls to plug the gaps.</p> <ol style="list-style-type: none"> 2. Front Door <p>The Clerk raised the issue with the door and draft coming through. Previously we had looked at replacing so the Clerk will see if any funding could be tapped into.</p>	Cllr Gutteridge Clerk
10.	<p>Communications</p> <ol style="list-style-type: none"> 1. Report <p>Nothing to report.</p> <ol style="list-style-type: none"> 2. Record <p>Cllr Worsley informed the meeting that this will be his 20th year as Vice Chair, and he thanked everyone for their support. He noted that the Record represented very good value and he had sent out the invoices for the adverts, which offset a lot of the cost of producing.</p>	
11.	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Parish Council Meeting 3rd March 2026 	

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 3 March 2026 Chair													
12.	Appendices: <table border="1"><tr><td>A.</td><td>Action Tracker</td></tr><tr><td>B.</td><td>Planning Tracker</td></tr><tr><td>C.</td><td>Precept Recommendation</td></tr><tr><td>D.</td><td>Q3 Report</td></tr><tr><td>E.</td><td>Payments List</td></tr><tr><td>F.</td><td>Crime figures</td></tr></table>	A.	Action Tracker	B.	Planning Tracker	C.	Precept Recommendation	D.	Q3 Report	E.	Payments List	F.	Crime figures	
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B.	Planning Tracker													
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F.	Crime figures													

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Appendix A

Action Tracker:

No.	Meeting Date	Minute ref	Item	Responsible	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.	closed
200	06/05/2025	5.3.vii	Future review of risk	Finance WG	Follow up from meeting on 1st July, meeting to be arranged.	closed
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	email sent, awaiting a response	closed
229	04/11/2025	4.1.5b	set up strategic plan WG	Chair		closed
230	04/11/2025	4.1.5c	Liaise with GCC Highways re planning concern	Cllr A. Bamford		closed
231	04/11/2025	4.6e	Circulate IT Policy and Accessibility Statement	Clerk	done	closed
232	04/11/2025	6.1	Progress survey on trees Long mynd and Fernleigh	Clerk	quotes obtained, survey to be arranged	closed
233	04/11/2025	5.3	Denbigh Road footpath - email GCC requestong costings and options	Clerk	now received, £24,500	closed
234	04/11/2025	5.4	Cheriton Park bins - email CBC and request additional bin	Clerk	emailed Karen and Ubico, no response to date	closed
235	04/11/2025	7.1	Query with Glos Police updating of crime data	Clir 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	chased Morrisons	Open
238	04/11/2025	9.3	Follow up plaque for post box at hall	Clerk	sorted	closed
239	04/11/2025	9.3	Repair cosmetic damage in hall	All		closed
240	04/11/2025	10.3	Sort donation re Alberts bike	Clerk	sent	closed
241	06/01/2026	4.2.iii	SLP response	Chair / Clerk		Open
242	06/01/2026	4.3.i	Precept	Clerk	Letter sent	closed
243	06/01/2026	4.3.iv	Thriving Communities Grant - progress purchases	Clerk		Open
244	06/01/2026	4.3.v	Salvation Army donation	Clerk		Open
245	06/01/2026	4.4.ii	Review proposed policies	All		Open
246	06/01/2026	8.2	Drainage issues Sunnyfiled Lane	Clerk	Letter sent	closed
247	06/01/2026	9.1	Progress repairs to internal walls at hall	Clir Gutteridge		Open
248	06/01/2026	9.2	Review whether funding for new door	Clerk		Open

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Appendix B

Planning Tracker:

Address	Application Reference	Detail	Validated Appl.		Status	UHPC Response
			Rec'd by CBC			
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	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	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	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	Granted	No obj
Hatherley Dental Practice	25/01166/FUL	Single storey rear extension.	11/08/2025	Granted	Granted	No obj
30 Harrington Drive	25/01298/FUL	Proposed single storey extension	20/08/2025	Granted	Granted	No obj
27 Haslette Way	25/01303/FUL	Install a replacement conservatory to rear of property	22/08/2025	Granted	Granted	No obj
18 Lilac Close Up Hatherley	25/01588/FUL	Erection of a timber-clad garden office building in the rear garden	13/10/2025	Pending	Pending	No Obj
20 Kingscote Road East	25/01673/FUL	Erection of single storey front and side extension.	21/10/2025	Granted	Granted	No obj
131 Caernarvon Road Cheltenham	25/01474/FUL	Dropped kerb	21/10/2025	Pending	Pending	No obj
83 Kingscote Road West	25/01740/FUL	Single storey front, side and rear extensions	03/11/2025	Pending	Pending	No obj
14 Rippledale Close	25/01897/FUL	First floor extension and internal alterations	29/11/2025	Pending	Pending	No obj
Greatfield Farm	25/00658/FUL	APPEAL AGAINST REFUSAL OF PLANNING PERMISSION	13/11/2025	Pending	Pending	

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Appendix C

Precept Recommendation:

Expenditure Item Revenue	Approved Budget 2025/26 £	Predicted Outturn £	Proposed Budget 2026/27 £
Maintenance Incl Trees	5,500	4,600	6,090
Running the Council	27,168	27,875	28,878
Recreation & Culture	2,200	1,243	1,700
Projects	5,000	5,000	5,000
GPoC	3,800	3,850	4,300
General Total	43,668	42,568	45,968
Village Hall:	8,892	10,055	9,894
Total Spend	52,560	52,623	55,862
Total Income	-	52,560	-
Total	0	-	1,651
			0

4.90%
Band D
£14.69

Total Precept £37,436

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Q3 Report:

Appendix D

	2024-25 Outturn £	2025-26 Budget £	2025-26 Q3 £
Expenditure			
Loan Repayments	6,710	6,546	3,924
Maintenance	4,860	5,500	-
Projects	750	5,000	
BoW Purchase	750	-	
Highways Safety	-		
Lakeside Foodbank	1,000	1,000	1,000
Summer holiday activity prog		2,000	2,000
Recreation & Culture	2,199	2,200	1,230
Running the Council	19,429	18,612	14,108
GPoC (Donations / grants)	50	800	550
Subscriptions	2,007	2,010	2,105
Village Hall	16,830	8,892	7,422
Total	53,834	52,560	32,338
Income			
Hiring	19,849	16,000	14,166
Interest	661	500	469
Other income	247	-	650
Precept	33,846	35,700	35,700
Record	300	360	13
Total	-	54,903	-
52,560		50,997	
VAT Account			
Other (VAT recoverable)	2,865		568
VAT Reclaimed	-	-	
Total	-	-	568
Surplus (-)/ Deficit for the Year	-	1,069	-
Retained Surplus b/f	-	31,021	-
Retained Surplus c/f	-	32,090	-
			50,180
Represented by			
Current Account	12,561		5,182
High Interest	19,529		44,998
	32,090.10		50,180

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Reserves and Grants:	Opening 2025/26	Transfers In New	Expected Q3 2025/26
Election Reserve	8,500		8,500
General Fund	5,690	18,090	23,780
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	18,090	50,180

Bank Reconciliation as at Q3:

		Dec-25	Nov-25	Oct-25
HSBC	11376349	7,743.10	8,277.24	8,465.60
Creditors		-	-	-
Debtors		-	-	-
		7,743.10	8,277.24	8,465.60
HSBC	51376357	44,946.63	44,893.25	44,838.26
Opening Balance		52,689.73	53,170.49	53,303.86
Receipts		1,636.39	1,582.49	3,242.32
Payments		(4,146.00)	(2,063.25)	(3,375.69)
Closing balance		50,180.12	52,689.73	53,170.49

Represented by the bank accounts as under:

HSBC	11376349	5,181.77	7,743.10	8,277.24
Creditors		-	-	-
Debtors		-	-	-
RIA		-	-	-
		5,181.77	7,743.10	8,277.24
HSBC	51376357	44,998.35	44,946.63	44,893.25
Closing balance		50,180.12	52,689.73	53,170.49

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Appendix E

Payments List:

Date	Detail of Spend	Payee Name	Budget Area	Net Cost £
21/10/2025	Utilities	British Gas	Village Hall	76.04
28/10/2025	Cleaning	Hi Lo	Village Hall	21.00
29/10/2025	Record	In2print	R&C	1,021.00
29/10/2025	Utilities	BT	Village Hall	44.51
01/11/2025	Cleaning	Mrs Reay	Village Hall	247.24
01/11/2025	Consumables	Mrs Reay	Village Hall	9.97
07/11/2025	Utilities	British Gas	Village Hall	96.06
13/11/2025	Utilities	Hugofox gocardless	Running The Council	2.49
17/11/2025	Consumables	Etsy	Village Hall	21.22
18/11/2025	Utilities	Hugofox gocardless	Running The Council	19.99
18/11/2025	Bank Charges	HSBC	Running The Council	0.40
24/11/2025	Utilities	British Gas	Village Hall	90.70
24/11/2025	Consumables	noreen holden	R&C	62.33
29/11/2025	Consumables	Tudor office supplies	Running The Council	6.49
27/11/2025	Utilities	Waterplus	Village Hall	56.02
01/12/2025	Utilities	BT	Village Hall	44.51
01/12/2025	Loan	PWLB	Loan	630.75
01/12/2025	Electrical	Town And Country	Village Hall	165.78
02/12/2025	Cleaning	Mrs Reay	Village Hall	231.99
08/12/2025	Utilities	British Gas	Village Hall	154.24
10/12/2025	Donation	Lakeside Food Pantry	Lakeside Food Pan	1,000.00
10/12/2025	Cleaning	Hi Lo	Village Hall	21.00
15/12/2025	Utilities	Hugofox gocardless	Running The Council	2.49
18/12/2025	Utilities	Hugofox gocardless	Running The Council	19.99
22/12/2025	Electrical	Town And Country	Village Hall	145.00
22/12/2025	Utilities	British Gas	Village Hall	93.06
29/12/2025	Utilities	BT	Village Hall	43.81

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Appendix F

h1v Crime Figures for Up Hatherley & Benhall

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	1
Anti-social behaviour	20	21	21		7	16	16		20		15	10	28	
Bicycle theft	1	2	3		2				4					
Burglary	4	7	4		4	4	4		3		4	4	6	
Criminal damage and arson	6	8	2		5	2	1		5		4	4	9	
Other theft	3	4	4		8	2	7		4		2	5	2	
Public order	1	5	5			5	2		4		2	3	2	
Shoplifting	10	15	6		16	16	17		13		6	7	15	
Vehicle crime	10	3	4		8	5	4		2		6	1	2	
Violence and sexual offences	20	23	29		19	20	15		28		21	18	14	
Other crime	3	3	2		1	1			1		3	1	3	
Drugs	3	1	1		2	1	1		1				2	
Theft from the person								1		2		1	2	
Robbery									1			2		
Possession of weapons									1				1	
Totals:	81	92	81	69	72	73	68	84	87	79	66	57	82	

OUTCOMES	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	1
Other	20	21	21		7	16	16		20		15	10	28	
Under investigation	35	34	27		39	30	35		50		40	22	32	
Further action is not in the public interest														
Investigation complete No suspect Identified	14	21	17		16	16	15		7		8	21	18	
Offender given a caution														
Unable to prosecute	7	12	5		7	8	4		8		1	1	2	
Local resolution	3				2				2		1	2	1	
Awaiting court outcome	1	2	1		1	1						1		
Suspect charged as part of another case		1											1	
Action taken by another organisation	1	1	10		2				1					
	81	92	81	69	72	73	70	84	87	79	66	57	82	