

Up Hatherley Parish Council: Minutes of the Parish Council Meeting

Venue: Village Hall, Cold Pool Lane
Date: Tuesday, 3rd March 2026 at 7.30 pm.
Present:

| Name | Organisation | Role | Name | Organisation | Role |
|------------|--------------|------------|----------------|--------------|------------|
| S. Bamford | UHPC | Chair | S. Gutteridge | UHPC | Councillor |
| P. Worsley | UHPC | Vice-Chair | A. Duignan | UHPC | Councillor |
| N. Holden | UHPC | Councillor | A. Goldsby | UHPC | Councillor |
| M. Ede | UHPC | Councillor | A. Bamford | UHPC | Councillor |
| R. Whyborn | UHPC | Councillor | A. Ponting | UHPC | Councillor |
| A. Houlton | UHPC | Councillor | | | |
| J. Furley | UHPC | Councillor | K. Oakey | UHPC | Clerk |
| D. Willcox | UHPC | Councillor | 1 Parishioners | | |

Apologies:

| Name | Organisation | Role |
|-----------|--------------|------------|
| Y. Doane | UHPC | Councillor |
| J. Sankey | UHPC | Councillor |

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| No. | Item / Detail | Action |
|-----|--|----------------------------|
| 1. | <p>Welcome The Chair welcomed all to the meeting and noted the apologies.</p> <p>The parishioner present had raised a concern about parking along Greatfield Lane so it was agreed that Cllr Gutteridge would attend and take photos, so that evidence can be passed to the PCSO. As a couple of the vehicles are from the RAC, they may also be contacted re the obstruction being caused. A question had been raised about who owned the pavement as these did not exist before the houses were built so could well belong to the houses themselves, currently they are still unoccupied.</p> | Cllr Gutteridge |
| 2. | <p>Declaration of Members' Interests Standing - Cllr Whyborn County Council status. No other declarations.</p> | |
| 3. | <p>Minutes of the last Full Council Meeting held 6th January 2026 The minutes of the full meeting held 6th January 2026 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 Standing Items:</p> <p>1. Action Tracker, attached as Appendix A. The Chair noted that the appeal for the Farm Shop site had been rejected by the Planning Inspector which is good news.</p> <p>2. Planning Tracker, attached as Appendix B. There have only been a few applications since the last meeting and nothing controversial.</p> <p>The Chair informed the meeting that a number of parishioners had noticed land up for sale around Chargrove and Sunnyfield Lane. There is no planning permission so this appears to be purely speculative.</p> <p>3. Finance</p> <p>i. The payments list is attached at Appendix C.</p> <p>ii. The Clerk informed members that there had been an email circulated for the tree work on Long Mynd and Fernleigh. The works will be carried out at the end of April, as per the recommendations, including pollarding of the willows which has not happened for at least 8 years. TPO approvals have been obtained, and the works will be funded from the open spaces reserve.</p> <p>4. Policy Update</p> <p>i. The following policies are for review (for adoption in May 2026), and as before it was agreed that each would have a responsible councillor as follows:</p> | |

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| | | | | | | | | | | |
|---|---|--|-----------------------------------|---------------|------------------------------------|------------------------|----------------------------------|-----------------------------------|----------------|--|
| <p>2 Code of Conduct, Cllr S. Bamford 3 Complaints Policy, Cllr S. Bamford 5 Equality & Diversity, Cllr Ede 6 Financial Regulations, Cllr A. Bamford 7 Health & Safety Policy, Cllr Holden 8 IT Policy, Cllr Furley 9 Publication Scheme (FOI) , Cllr Furley 11 Standing Orders, Clerk</p> | <p>12 Climate and Environmental Policy, Cllr Gutteridge 13 Document Retention Policy, Clerk 14 Expenses Policy, Cllr A. Bamford 22 Fire Risk Assessment, Cllr Gutteridge 23 HR – Contract of Employment, Cllr S. Bamford 24 CCTV Policy, Cllr Furley</p> | | | | | | | | | |
| <p>ii. Policies for Adoption Following review the following policies were formally adopted and the Clerk will update the versions on the website:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">17 Investment and Reserves Policy</td> <td style="padding: 5px;">26 CIL Policy</td> </tr> <tr> <td style="padding: 5px;">18 Media and Communications Policy</td> <td style="padding: 5px;">28 Disciplinary Policy</td> </tr> <tr> <td style="padding: 5px;">20 Training & Development Policy</td> <td style="padding: 5px;">29 Photography and Filming Policy</td> </tr> <tr> <td style="padding: 5px;">25 Tree Policy</td> <td></td> </tr> </table> | | | 17 Investment and Reserves Policy | 26 CIL Policy | 18 Media and Communications Policy | 28 Disciplinary Policy | 20 Training & Development Policy | 29 Photography and Filming Policy | 25 Tree Policy | |
| 17 Investment and Reserves Policy | 26 CIL Policy | | | | | | | | | |
| 18 Media and Communications Policy | 28 Disciplinary Policy | | | | | | | | | |
| 20 Training & Development Policy | 29 Photography and Filming Policy | | | | | | | | | |
| 25 Tree Policy | | | | | | | | | | |
| <p>5. Stage 2 consultation on the community governance review of parish boundaries At the January meeting a resolution was made. Although there is no timeline on the next steps for parish areas, the Chair informed members that she was attending a meeting at Benhall to discuss options.</p> | | | | | | | | | | |
| <p>6. Strategic and Local Plan and Green belt review Our response has been submitted so we now just need to wait on the next steps of the review. As a reminder the Clerk was asked to recirculate our response.</p> | | | | | | | | | | |
| <p>7. LG Reorganisation Update i. To confirm the PC consultation response Following discussions on the merits of the options a vote was taken. Of those present all were in agreement that we submit a response favouring the East/West unitary model, with Cllr Gutteridge and Whyborn abstaining.</p> | | | | | | | | | | |
| <p>8. Parish Council election timetable The timetable has been circulated and the Clerk has a meeting in a few weeks at the borough council. Concern was raised that the deadline for nominations is the same as for withdrawals, so the Clerk will raise the question at the meeting to confirm if we will be notified on nominations submitted.</p> | | | | | | | | | | |

Clerk

Clerk

Clerk

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| 5. | <p>Community Engagement</p> <p>1. Report</p> <p>Cllr Holden updated that an Easter Egg hunt is planned for Easter.</p> <p>The Chair informed members that the cyber event held last week was a great success. Flyers have been distributed and the Clerk will send a copy by email to all members. Surprisingly a lot of the perpetrators are children, so they are now targeted by the police to try and keep them on the right path.</p> | |
| 6. | <p>Footpaths and Open Spaces</p> <p>1. Report</p> <p>Cllr Willcox updated members on the results of the tree surveys on Fernleigh and Long Mynd that had previously been circulated. All were in agreement that the works go ahead.</p> <p>Cllr Houlton informed members that the footpath from Hatherley Road past Lakeside had been done but bits look like they need finishing off.</p> <p>2. Wall, Hillview</p> <p>Morrisons have now come back to say they don't intend to repair the wall at this time. They did not dispute that they were the owners. It was suggested we email to inform that we will refer people to them should anyone be injured using the gap as a shortcut.</p> | Clerk |
| 7. | <p>Police and Community Safety</p> <p>1. Crime Report</p> <p>Cllr Ponting referred to his latest crime report, attached as Appendix D. There was an uplift in shoplifting in December. There have been recent instances of milk being stolen from doorsteps.</p> | |
| 8. | <p>Highways and Transportation</p> <p>1. Highways Report</p> <p>Cllr A. Bamford thanked Cllr Ponting for the work on the speed signs.</p> <p>Potholes are a problem at the moment and the money invested in fixing them is not enough to keep up with the demand. No further meetings are planned with GCC, so it will be the next financial year for the setting of new objectives.</p> <p>Cllr Goldsby reported that the new bus hard standings are in.</p> <p>Cllr Whyborn raised the issue of the pinch points in Caernarvon Road and whether there was appetite in the parish council to support their removal. Reaction was mixed with feelings that it would increase traffic in the area and could become a rat run. Although the advantages for the bus route was appreciated, it was felt that the increased traffic and danger to children crossing the road negated any benefit from their removal.</p> | |

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| | <p>2. Drainage problem in Sunnyfield Lane The Clerk contacted Turners, the owners of the site, however they were unaware of any issues as nothing has been reported to them. They asked for evidence to be sent across. Following further liaison with residents in the lane, it was decided that no further action be taken at this stage.</p> <p>There has been an issue of slippery pavements in the lane from leaf litter, and Karen Watson from CBC suggested a footpath cleaner could be deployed. To date nothing has been done, however the gully cleaner has been through.</p> <p>3. Stagecoach Under AOB Cllr Whyborn reported that the new routes are under review so there may be more changes to come.</p> | |
| <p>9.</p> | <p>Village Hall</p> <p>1. Report The window repainting is going well and the outside is complete. More work is needed internally. Cllr Gutteridge raised a concern about some damp in the wall by the fire exit so this will be kept under review. The recycling shed will be put up over the coming weeks, and a donated cherry tree is to be planted in the garden.</p> <p>The Clerk informed the meeting that the new bench was due to be delivered on Thursday so Cllr Worsley and Houlton will be on call to take delivery. It does come with screws to lock into the ground, so it can be installed into position at some point.</p> <p>2. Drainage outside hall Water has been accumulating along the drain in the parking area. It has been identified that it is not connected to the drain so is merely a soak away. It was agreed that nothing would be done for now as it does drain slowly, and the weather has been particularly bad recently.</p> <p>3. Bleed kits These are being offered to parish councils, however it was confirmed that there is not a great need at the current time. The Chair asked if some further training could be arranged on the defibrillator, with the regular hirers invited.</p> <p>4. Dogs attending events where food is present, eg 2 o'clock club Cllr Worsley had concerns when a dog came into the hall with its owner a few weeks ago. It was confirmed that the parish council would not set a policy but rather it would be up to individual groups to determine if they were accepted or not.</p> | <p style="text-align: center;">Clerk</p> |
| <p>10.</p> | <p>Communications</p> <p>1. Report There are issues with the sound system not working when connected to a laptop. Cllr Furley is trying to sort. There was concern raised about fire doors being blocked at the 2 o'clock club. The Clerk will email all users and remind them of their responsibilities.</p> | |

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|------------|--|-----------|-----------------------|-----------|-------------------------|-----------|----------------------|-----------|----------------------|--|
| | <p>2. Record</p> <p>Cllr Worsley is happy to complete this year, and preparations are going well. If it needs to transfer it has been agreed that cllrs S and A Bamford will take over, however there is an issue to resolve on how to transfer from an Apple Mac. Cllr Worsley will liaise with Cllr Furley on options.</p> | | | | | | | | | |
| 11. | <p>Date of next meeting</p> <ul style="list-style-type: none"> • Due to elections there may be a need to reschedule the meeting from 5th May to 12th May, the Clerk will confirm once the meeting has taken place with the Elections Team • The Clerk will circulate dates for the APM in April <p style="text-align: right;">.....</p> <p style="text-align: right;">May 2026 Chair</p> | | | | | | | | | |
| 12. | <p>Appendices:</p> <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">A.</td> <td>Action Tracker</td> </tr> <tr> <td style="text-align: center;">B.</td> <td>Planning Tracker</td> </tr> <tr> <td style="text-align: center;">C.</td> <td>Payments List</td> </tr> <tr> <td style="text-align: center;">D.</td> <td>Crime figures</td> </tr> </table> | A. | Action Tracker | B. | Planning Tracker | C. | Payments List | D. | Crime figures | |
| A. | Action Tracker | | | | | | | | | |
| B. | Planning Tracker | | | | | | | | | |
| C. | Payments List | | | | | | | | | |
| D. | Crime figures | | | | | | | | | |

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Appendix A: Action Tracker:

| No | Meeting Date | Minute ref | Item | Responsible | Status |
|-----|--------------|------------|--|-----------------|--------|
| 90 | 05/09/2023 | 7.1 | Farm Shop Car Wash site | AP | Open |
| 128 | 06/03/2024 | 11 | Youth Council | JS | 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 | 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 | CIlr Sankey | Open |
| 223 | 02/09/2025 | 7.1 | Arrange cyber meeting | CIlr Ponting | Open |
| 235 | 04/11/2025 | 7.1 | Query with Glos Police updating of crime data | CIlr Ponting | Open |
| 236 | 04/11/2025 | 8 | Follow up legal status of refurbishing vehicle on public highway | CIlr Gutteridge | Open |
| 237 | 04/11/2025 | 9.2 | Confirm wall repairs with contractor | Clerk | Open |
| 241 | 06/01/2026 | 4.2.iii | SLP response | Chair / Clerk | Open |
| 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 |
| 247 | 06/01/2026 | 9.1 | Progress repairs to internal walls at hall | CIlr Gutteridge | Open |
| 248 | 06/01/2026 | 9.2 | Review whether funding for new door | Clerk | Open |
| 249 | 03/03/2026 | 1 | Photos of parking Greatfiled Lasne | CIlr Gutteridge | Open |
| 250 | 03/03/2026 | 4.4.ii | Update policies versions on the website | Clerk | Open |
| 251 | 03/03/2026 | 4.7.i | LGR submission, E/W favoured | Clerk | Open |
| 252 | 03/03/2026 | 4.8 | Election nomination timeline, to check | Clerk | Open |
| 253 | 03/03/2026 | 6.2 | Inform Morrisons of H&S re wall at Hillview | Clerk | Open |
| 254 | 03/03/2026 | 9.3 | Arrange training on defibrillator | Clerk | Open |

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Appendix B: Planning Tracker:

| Address | Application Reference | Detail | Validated Applic. Rec'd by CBC | Status | UHPC Response |
|------------------------------|-----------------------|---|--------------------------------|---------|---------------|
| Hatherley Dental Practice 35 | 25/01166/FUL | Single storey rear extension. | 11/08/2025 | Granted | 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 replacemernt 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 gar | 13/10/2025 | Granted | No Obj |
| 20 Kingscote Road East | 25/01673/FUL | Erection of single storey front and side extension. | 21/10/2025 | Granted | No obj |
| 131 Caernarvon Road Chelton | 25/01474/FUL | Dropped kerb | 21/10/2025 | Granted | No obj |
| 83 Kingscote Road West | 25/01740/FUL | Single storey front, side and rear extensions | 03/11/2025 | Granted | No obj |
| 14 Rippledale Close | 25/01897/FUL | First floor extension and internal alterations | 29/11/2025 | Granted | No obj |
| 14 Rippledale Close | 25/01897/FUL | First floor extension and internal alterations | 03/12/2025 | Granted | No obj |
| 36 Carmarthen Road | 25/02066/FUL | Single storey front extension and associated alterations | 07/01/2026 | Granted | No obj |
| 18 Harrington Drive C | 26/00147/FUL | Proposed single storey front extension to create porch and garage conversion. | 03/02/2026 | Granted | No obj |
| 18 Redthorne Way | 26/00105/FUL | Proposed single storey rear extension. | 28/01/2026 | Pending | No obj |
| 14 Ashcot Mews | 25/01689/FUL | One-storey rear extension, with flat rubber roof, sky lantern and bifold doors to the rear. | 18/02/2026 | Pending | No obj |

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Appendix C: Payments List:

| Date | Detail of Spend | Payee Name | Budget Area | Net Cost £ |
|------------|-----------------|---------------------|---------------------|------------|
| 31/12/2025 | Utilities | Waterplus | Village Hall | 50.53 |
| 31/12/2025 | Donation | Hobbycraft | R&C | 35.00 |
| 02/01/2026 | Cleaning | K Oakey | Village Hall | 67.16 |
| 02/01/2026 | Cleaning | Mrs Reay | Village Hall | 168.55 |
| 05/01/2026 | Consumables | The Range | Village Hall | 37.38 |
| 07/01/2026 | Consumables | Dundry Nurseries | Village Hall | 3.74 |
| 07/01/2026 | Consumables | B&Q | Village Hall | 20.00 |
| 07/01/2026 | Consumables | B&Q | Village Hall | 14.38 |
| 10/01/2026 | Survey | Chelt tree services | Maintenance | 300.00 |
| 12/01/2026 | Utilities | British Gas | Village Hall | 215.57 |
| 13/01/2026 | Utilities | Hugofox gocardless | Running The Council | 2.49 |
| 13/01/2026 | Administration | pata | Running The Council | 15.00 |
| 16/01/2026 | Survey | Chelt tree services | Maintenance | 275.00 |
| 19/01/2026 | Utilities | Hugofox gocardless | Running The Council | 19.99 |
| 19/01/2026 | Loan | PWLB | Loan | 2,622.00 |
| 19/01/2026 | Utilities | K Oakey | Running The Council | 68.00 |
| 19/01/2026 | Laptop | Currys | Running The Council | 548.32 |
| 20/01/2026 | Garden equip | Bluum | Village Hall | 600.08 |
| 22/01/2026 | Utilities | British Gas | Village Hall | 120.75 |
| 22/01/2026 | Donation | Salvation Army | Donations | 300.00 |
| 22/01/2026 | Gate | Property creations | Village Hall | 2,280.00 |
| 27/01/2026 | Fees | ICO | Running The Council | 47.00 |
| 29/01/2026 | Utilities | Waterplus | Village Hall | 51.79 |
| 30/01/2026 | Consumables | Amazon | Running The Council | 14.09 |
| 30/01/2026 | Utilities | BT | Village Hall | 44.51 |
| 01/02/2026 | Cleaning | Mrs Reay | Village Hall | 262.51 |
| 01/02/2026 | Cleaning | Dunelm | Village Hall | 5.00 |
| 01/02/2026 | Cleaning | Home bargains | Village Hall | 5.88 |
| 06/02/2026 | Utilities | British Gas | Village Hall | 303.60 |
| 04/02/2026 | Maintenance | Caloo | Maintenance | 495.00 |
| 06/02/2026 | Fire inspection | A&E | Village Hall | 147.17 |
| 06/02/2026 | Maintenance | Ubico | Maintenance | 3,360.00 |
| 09/02/2026 | Bench hall | Memorial benches | Village Hall | 566.65 |
| 13/02/2026 | Utilities | Hugofox gocardless | Running The Council | 2.49 |
| 16/02/2026 | Cleaning | Hi Lo | Village Hall | 21.00 |
| 18/02/2026 | Utilities | Hugofox gocardless | Running The Council | 19.99 |
| 18/02/2026 | Bank Charges | HSBC | Running The Council | 0.40 |
| 19/02/2026 | Utilities | K Oakey | Running The Council | 68.00 |

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Appendix D: Crime Figures

| Monthly Crime Figures for Up Hatherley & Benhall | | | | | | | | | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 |
| Anti-social behaviour | 21 | | 7 | 16 | 16 | | 20 | | 15 | 10 | 28 | 14 | 15 |
| Bicycle theft | 3 | | 2 | | | | 4 | | | | | | |
| Burglary | 4 | | 4 | 4 | 4 | | 3 | | 4 | 4 | 6 | 5 | 5 |
| Criminal damage and arson | 2 | | 5 | 2 | 1 | | 5 | | 4 | 4 | 9 | 5 | 2 |
| Other theft | 4 | | 8 | 2 | 7 | | 4 | | 2 | 5 | 2 | 1 | 5 |
| Public order | 5 | | | 5 | 2 | | 4 | | 2 | 3 | 2 | 6 | 2 |
| Shoplifting | 6 | | 16 | 16 | 17 | | 13 | | 6 | 7 | 15 | 14 | 25 |
| Vehicle crime | 4 | | 8 | 5 | 4 | | 2 | | 6 | 1 | 2 | 2 | 2 |
| Violence and sexual offences | 29 | | 19 | 20 | 15 | | 28 | | 21 | 18 | 14 | 22 | 10 |
| Other crime | 2 | | 1 | 1 | | | 1 | | 3 | 1 | 3 | 2 | 2 |
| Drugs | 1 | | 2 | 1 | 1 | | 1 | | | 2 | | 2 | |
| Theft from the person | | | | | | | | | | | | | |
| Robbery | | | | | 1 | | 2 | | 1 | 2 | | 1 | |
| Possession of weapons | | | | 1 | | | | | 2 | | 1 | | |
| Totals: | 81 | 69 | 72 | 73 | 68 | 84 | 87 | 79 | 66 | 57 | 82 | 74 | 68 |
| OUTCOMES | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 |
| Other | 21 | | 7 | 16 | 16 | | 20 | | 15 | 10 | 28 | 14 | 15 |
| Under investigation | 27 | | 39 | 30 | 35 | | 50 | | 40 | 22 | 32 | 26 | 37 |
| Further action is not in the public interest | | | | | | | | | | | | | |
| Investigation complete No suspect Identified | 17 | | 16 | 16 | 15 | | 7 | | 8 | 21 | 18 | 19 | 13 |
| Offender given a caution | | | | | | | | | | | | | |
| Unable to prosecute | 5 | | 7 | 8 | 4 | | 8 | | 1 | 1 | 2 | 12 | 2 |
| Local resolution | | | 2 | | | | 2 | | 1 | 2 | 1 | 1 | 1 |
| Awaiting court outcome | 1 | | 1 | 1 | | | | | | 1 | | 1 | |
| Suspect charged as part of another case | | | | | | | | | | | 1 | | |
| Action taken by another organisation | 10 | | | 2 | | | | | 1 | | | 1 | |
| Totals: | 81 | 69 | 72 | 73 | 70 | 84 | 87 | 79 | 66 | 57 | 82 | 74 | 68 |