

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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2 Code of Conduct, Cllr S. Bamford	12 Climate and Environmental Policy, Cllr Gutteridge
3 Complaints Policy, Cllr S. Bamford	13 Document Retention Policy, Clerk
5 Equality & Diversity, Cllr Ede	14 Expenses Policy, Cllr A. Bamford
6 Financial Regulations, Cllr A. Bamford	
7 Health & Safety Policy, Cllr Holden	22 Fire Risk Assessment, Cllr Gutteridge
8 IT Policy, Cllr Furley	23 HR – Contract of Employment, Cllr S. Bamford
9 Publication Scheme (FOI) , Cllr Furley	24 CCTV Policy, Cllr Furley
11 Standing Orders, Clerk	

ii. Policies for Adoption

Following review the following policies were formally adopted and the Clerk will update the versions on the website:

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	

Clerk

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.

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.

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.

Clerk

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.

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 slippy 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;"> 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	
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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					1		2		1	2		1	
Robbery													
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 procecute	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	
	81	69	72	73	70	84	87	79	66	57	82	74	68