



Southam Parish Council



## **MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Annual Meeting of the Parish Council held on 4<sup>th</sup> May 2021 at 7.30pm.**

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*This meeting is allowable under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came into force on 4th April 2020 in response to the COVID-19 outbreak. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The published agenda for this meeting contained a link enabling members of the public to join the meeting.*

**Councillors present:** Cllr Adrienne Wood (Chairman), Cllr Carli Burke, Cllr Steve Lennon, Cllr Karen Licence, Cllr John Workman.

**Also Present:** Clerk – Liz Dowie  
6 members of the public

**1. To receive apologies.**

Apologies were received from Borough Councillor Mike Dean.

**2. To receive Declarations of Interest.**

Cllrs Burke and Licence declared an interest in item 13.1 planning application 21/00234/TPO and Cllr Lennon declared an interest in agenda item 13.1 planning application 21/00457/FUL, as neighbours of the proposed development sites.

**3. To appoint a Chairman for 2021-22.**

Having been proposed by Cllr Workman and seconded by Cllr Licence, Cllr Wood was duly elected as Chairman for 2021-22 and will sign the Declaration of Acceptance of office when Covid restrictions permit.

**4. To appoint a Vice-Chairman for 2021-22.**

Having been proposed by Cllr Burke and seconded by Cllr Lennon, Cllr Workman was duly elected as Vice-Chairman and will sign the Declaration of Acceptance of Office when Covid restrictions permit.

**5. Meeting held on 13th April 2021.**

**5.1** The minutes of the meeting held on 13<sup>th</sup> April 2021 were approved unanimously and will be signed by the Chairman.

**5.2** Since legal opinion had been divided as to whether the meeting held on 13<sup>th</sup> April 2021 had been convened with sufficient notice due to the national period of mourning **the Council ratified** all decisions made at the April meeting.

**6. To appoint representatives to external committees and the Staffing Committee.**

Councillors were appointed to committees as follows:

Cleeve Conservators: Cllr Licence  
Village Hall Committee: Cllr Wood  
Financial control checks: Cllr Lennon

Staffing Committee: Cllrs Wood, Workman, Licence and Lennon.

**7. To review and confirm the Council's governing documents.**

The Council reviewed and **approved** the following documents without amendment:

Code of Conduct  
Standing Orders  
Publication Scheme  
GDPR Privacy Notice (General)  
GDPR Privacy Notice (Staff and Councillors)  
Grant Awarding Policy  
Complaints Policy and Procedure  
Social Media Policy  
Disciplinary Policy and Procedure  
Grievance Policy and Procedure  
Staffing Committee – Terms of Reference

The Financial Regulations **were approved** after amendment to Clause 14.6 to include reference to the de minimis value of £100 for assets recorded on the Asset Register.

The revised Risk Management Schedule **was approved**.

The Action Plan will be reviewed in July 2021.

The Remote Meetings Protocol and Procedures will no longer be required due to the return to face to face meetings.

**8. Scheme of Delegation.**

The Scheme of Delegation relied upon during the first lockdown in April 2020 (previously circulated) was reviewed. Since two councillors would not be able to attend the re-scheduled meeting on 22<sup>nd</sup> June, it was decided that the next meeting would take place on 13<sup>th</sup> July and the Council would continue to rely upon the Scheme of Delegation in order to continue the Council's business in the meantime.

**9. To confirm the Council's eligibility to use the General Power of Competence.**

It was confirmed that the Council had at the time of the 2019 elections met the criteria to use the General Power of Competence and that it would remain eligible until the 2023 elections at which time it would be necessary for at least 5 councillors to be elected.

**10. To receive reports from County and Borough Councillors**

Cllr Dean had been in contact with the Clerk and there were no items needing to be reported.

**11. To receive reports from Parish Councillors and Clerk.**

Due to the length of the agenda the Councillors' and Clerk's reports were published with the agenda in the advance of the meeting. (See Appendix 1).

**12. Public adjournment.**

Further concerns were raised about the ongoing problem of vehicles parking on Old Road close to the junction with Southam Lane, obscuring the sight line for drivers emerging from Southam Lane. The Clerk has been in contact with the PCSO who is monitoring the situation. It was thought that this was a greater problem at weekends when walkers on Cleeve Common were using the area for parking, and it was

suggested that double yellow lines may cause parking problems on Southam Lane. It was also considered that parked cars had the effect of slowing traffic, thereby making the area safer for pedestrians.

A resident had received a response from the Environmental Health Department regarding the Parking Lot Social event held on the car boot sale site on 12<sup>th</sup>/ 13<sup>th</sup> April. The resident considered that the response did not show consideration for the effect of such events on local residents.

### 13. Planning.

13.1 To consider the following applications:

21/00234/TPO – Parcel 7388, Desert Orchid Road, Prestbury – Reduce crown height by 2.5m-3.5m. Raise northern side of crown by 2-3m. Clear crown of dead and damaged branches, 1m band removal of ivy as applicable. **No objection.** (Cllrs Burke and Licence took no part in the discussion).

21/00314/LBC – Byways, Gravel Walk, Southam – Installation of replacement windows. **No objection.**

21/00452/FUL – Gaybrook House, Lye Lane, Cleeve Hill – Erection of a single storey side/rear extension. **No objection in principle to extending the property to provide increased living accommodation. However, suggest that the following points are taken into consideration. The proposed extension does not appear to be in keeping with the more traditional style of the house. It introduces a challenging mix of materials and it is suggested that a stone or timber finish with a tiled roof may be more in keeping with the existing house. In addition, a deeper and not so wide extension would allow for space between the buildings and create a more sympathetic appearance.**

21/00457/FUL – 5 Ratcliff Lawns, Southam – Erection of a front porch extension. **No objection.** (Cllr Lennon took no part in the discussion).

21/00479/PIP – Hill Cottage, Mill Lane, Prestbury – Erection of a replacement dwelling. **Objects to the development of the site without detailed information regarding the replacement dwelling. In addition, shares the concerns of Gloucestershire County Council regarding the potential for flooding. There have been issues with the stream on Mill Lane during the winter months due to debris causing blockages and the Council considers that any application to develop the site will need to state clearly how the potential drainage issues will be addressed.**

13.2 Other planning matters:

Notification of planning enforcement investigation - Ladythorn, Cleeve Hill, Southam – alleged unauthorised engineering operations.

### 14. Return to Face to Face Meetings

14.1 As discussed under agenda item 8, the first face to face meeting will take place in Southam Village Hall on 13<sup>th</sup> July. The meeting will be subject to restrictions such as social distancing and the wearing of face coverings, such as are considered necessary at the time.

14.2 The risk assessment for the return to face to face meetings (previously circulated) was **approved unanimously.**

### 15. Finance.

15.1 The accounts and bank reconciliation as at 30<sup>th</sup> April 2021 (previously circulated) **were approved** by the Council.

15.2 The internal auditor had identified payments of £29.94 (plants) and £14.64 (newsletter postage) which had been approved on 9<sup>th</sup> June 2020 but had not been recorded in the minutes. These payments were formally noted by the Council.

15.3 Payments for May **were approved** by the Council: donation to bishops Cleeve Football Club £250, internal audit fee £235.00, Clerk's salary £264.76, PAYE £66.20.

**16. Internal Audit.**

The internal audit report carried out by Bridget Bowen **was received and accepted** by the Council. The one recommendation to amend Clause 14.6 of the Financial Regulations to include reference to the de minimis value of £100 for assets recorded on the Asset Register had been implemented under agenda item 7.

**17. Annual Governance and Accountability Return.**

**17.1** The Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return 2020/21) – previously circulated – was completed and **approved unanimously** by the Council and was signed by the Clerk. This will be signed by the Chairman when Covid restrictions permit.

**17.2** The Accounting Statements (Section 2 of the Annual Governance and Accountability Return 2020/21) - previously circulated and signed by the Responsible Financial Officer - were **approved unanimously** by the Council. These will be signed by the Chairman when Covid restrictions permit.

**18. Exercise of Public Rights.**

The Clerk advised that the Annual Governance and Accountability Return would be published on 4<sup>th</sup> June 2021 and the period for the exercise of public rights to inspect the accounting records would run from 7<sup>th</sup> June to 16<sup>th</sup> July 2021.

**19. Dates and times of meetings for the next 12 months.**

Meetings will recommence on 13<sup>th</sup> July 2021 and will continue to be held on the second Tuesday of each month at 7.30pm..

**20. Date of Next Meeting**

Tuesday 13<sup>th</sup> July 2021 at 7.30pm at Southam Village Hall.

The meeting closed at 8.46pm

## **COUNCILLORS' REPORTS**

Adrienne Wood

### **Village Hall**

The Village Hall Committee held its AGM on 27<sup>th</sup> April. At the meeting the plans showing the proposed alterations to be made to the interior of the hall and the added new porch on the outside were presented. Residents at the meeting raised questions regarding the kitchen size and also storage. Nominations to the Committee took place and the committee will remain the same for the coming year.

It was decided that the Hall would not open fully until 21<sup>st</sup> June although it will be open for the Elections on 6<sup>th</sup> May.

### **Chairman's Report**

The Chairman's Report is usually delivered at the Annual Parish Meeting. The Parish Council decided to cancel this meeting and to hold a public meeting later in the year to give those who had not joined virtual meetings an opportunity to attend in person. The Chairman's Report will therefore be published on the website in due course.

## **CLERK'S REPORT**

### **Councillor Vacancies**

Tewkesbury Borough Council has confirmed that there has been no call for an election to fill the late Ken Davey's seat on the Parish Council. This vacancy may therefore be filled by co-option. There are now 2 vacancies and anyone who is interested in joining the Council is encouraged to contact the Clerk or one of the councillors.

### **Road Safety Survey**

The Road Safety Survey closed on 30<sup>th</sup> April and a total of 110 responses were received. 70% were from Southam Village with 14% from Noverton and 14% from Cleeve Hill. The issues which caused most concern were speeding traffic, pedestrian risk and volume of traffic. The results will be analysed in detail and will be reported at a future meeting.

### **Environmental Health**

Residents have reported concerns that their complaints regarding the Parking Lot Social event on 12<sup>th</sup> and 13<sup>th</sup> April have not been acknowledged and the Clerk is following this up with the TBC Environmental Health Department.

Concerns had been raised regarding businesses operating from the former Chelbury Mushroom Farm and residents have been put in touch with Environmental Health Department in the first instance. The Environment Agency had visited the site in 2020 and issues regarding burning of waste had been resolved at the time.

### **Newsletter invoices**

Invoices for advertising in the newsletter had been issued in April.

### **Parking on Old Road**

The local PCSOs had checked on parking close to the junction of Old Road and Southam Lane and had found the area to be clear. They have been asked to visit again on a weekend patrol, since it appears that Old Road is used as alternative parking for walkers visiting Cleeve Hill.