



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 11th January 2022 at 7.30pm.

Councillors present: Cllr Adrienne Wood (Chairman), Cllr Carli Burke, Cllr Karen Licence, Cllr Rebecca Prince.

Also Present: Liz Dowie – Clerk
5 members of the public

1. To receive apologies.

Apologies were received from Cllr Steve Lennon, Cllr John Workman and Borough Cllr Mike Dean.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To agree the minutes of the Council Meeting held on 14th December 2021.

The minutes of the Parish Council meeting held on 14th December 2021 **were approved** unanimously and were signed by the Chairman.

4. To receive reports from County and Borough Councillors.

Cllr Berliner reported on Borough matters including the review of the Social Media Policy and changes to the distribution arrangements for sandbags which are available to vulnerable residents.

Cllr Gray reported that Gloucestershire County Council were expected to have a balanced budget at the end of the current financial year. The 2022/23 budget consultation was available on the GCC website. A 3% increase was proposed and more funds were expected to be made available for roads and children's services. £300K was also included in the budget to assist communities with traffic calming. The budget will be debated at the next Council meeting on 16th February. GCC is also seeking to identify locations for e-chargers with a view to installing 1000 chargers over the next 3 years.

Cllr Gray also reminded the Parish Council that he still has funds available for Highways and Build Back Better projects.

He reported that Gloucestershire had reached the final 5 in a bid to host the tokamac fusion reactor in the county.

The Clerk asked Cllr Gray if GCC were able to assist in sourcing a suitable tree to be planted to mark The Queen's Platinum Jubilee. He will put the Clerk in contact with the recently appointed tree officer.

5. To receive reports from Parish Councillors and Clerk.

Cllr Burke reported that delivery vehicles were using a short cut between Gravel Pit Lane and Queenwood Grove despite the route appearing not to be suitable for vehicles. Cllr Burke will provide more information about the location and the Clerk will investigate further.

The Council had received reports that contractors' working on Old Road had been parking their vehicles too close to the junction of Southam Lane and Old Road and that this was hazardous to vehicles emerging from Southam Lane and to pedestrians crossing Old road. The Clerk was asked to write to the homeowner to request that vehicles park further away from the junction.

The Clerk has received enquiries from residents regarding the road closure at the junction of Southam Lane and the A435. The closure is still being advertised as an overnight closure for 30 nights between January and April, but the road is closed during the daytime. The Clerk has requested clarification from GCC.

The gate catch on the gate off Southam Lane at the start of route ASM11 has been replaced by the Cotswold Warden. He also advises that GCC are liaising with the landowner regarding the broken stile on ASM118 opposite the Ellenborough Park Hotel and it is hoped that this will be replaced with a kissing gate. He is also in contact with GCC regarding a repair to the decking on the footbridge on footpath ASM11.

The former flood warden has reported a water mains leak on Kayte Lane to Severn Trent Water. He has suggested that the pipework may need updating and that a maximum weight limit for vehicles may be appropriate along this route.

The new noticeboard for School Lane is expected to be delivered in the next few weeks.

6. Public adjournment.

Ellenborough Park Hotel - a resident advised that no action appears to have been taken regarding the stagnant oily pond in the field behind the Ellenborough Park Hotel which is considered to be a hazard for dogs or children. The Clerk wrote to the hotel management about this in December and will chase for a response.

Road Safety - a resident noted following a recent visit to Central Scotland that a 20mph speed limit has been introduced in many small villages which have main roads running through them.

New Road – it was noted that a water leak on New Road which had caused the tarmac to break up had not yet been fixed despite barriers having been put up by contractors. (Subsequent to the meeting the Clerk had established that the matter had been referred by the Highways Department to Severn Trent Water).

Queen's Platinum Jubilee – it was reported that information about plans for The Queen's Jubilee will be included in the next newsletter.

7. Planning.

7.1 To note any applications received after publication of the agenda:

21/01540/FUL – Land at Heather Chase, Cleeve Hill – Erection of dwelling, detached garage and associated works. **An extension for comments will be requested so that this application may be considered at the next meeting.**

7.2 Other planning matters:

There were no other planning matters to report.

8. Finance.

8.1 The accounts and bank reconciliation as at 31st December 2021 (previously circulated) **were approved** by the Council.

8.2. As Cllr Lennon was not at the meeting confirmation of the quarterly check of bank reconciliations was deferred to the February meeting.

8.3 Payments for January **were approved** by the Council: payroll services £95.40 (now paid annually), web hosting / emails 2022-23 £107.99, Clerk's salary £264.76, Clerk's mileage/expenses £157.08, PAYE £66.20.

The Clerk also reported confirmed receipt of the following:

Grass cutting contribution from GCC £540

VAT reclaimed 2020-21 £753.25

The precept request, as approved at the December meeting, had been submitted to Tewkesbury Borough Council.

9. Date of Next Meeting

The next meeting will be held on Tuesday 8th February 2022 at 7.30pm at Southam Village Hall.

The meeting closed at 8.09 pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 8th February 2022 at 7.30pm.

Councillors present: Cllr Adrienne Wood (Chairman), Cllr Steve Lennon, Cllr Karen Licence, Cllr Rebecca Prince, Cllr John Workman.

Also Present: Borough Cllr Mike Dean
17 members of the public
Liz Dowie (Clerk) attended via Zoom.

Cllr Wood advised that she had received the sad news that Tim Winstanley had passed away in January. Tim was a Parish Councillor from 2013 to 2017 and the Parish Council sends condolences to his family and friends.

1. To receive apologies.

Apologies were received from Cllr Carli Burke, County Cllr David Gray and Borough Cllr Keja Berliner.

2. To receive Declarations of Interest.

Cllr Steve Lennon declared an interest in agenda item 7.1 Application 22/00058/FUL.

3. To agree the minutes of the Council Meeting held on 11th January 2022.

The minutes of the Parish Council meeting held on 11th January 2022 **were approved** unanimously and were signed by the Chairman.

4. To receive reports from County and Borough Councillors.

Cllr Dean answered questions previously submitted in writing in respect of agenda item 7.2 – Appeal against refusal of Planning Application 19/00986/FUL and answered additional questions raised at the meeting.

Cllr Dean was also asked what courses of action were available regarding the work which has been carried out at Newlands View which is adjacent to the Kayte Lane travellers' site.

5. To receive reports from Parish Councillors and Clerk.

Cllr Lennon reported that he had carried out the quarterly check of bank reconciliations and that all were in order.

Cllr Licence reported that permission had been granted to build 3 dwellings on land at the end of Desert Orchid Road. (Application 21/00005/FUL).

Cllr Wood read out the Clerk's report at the end of the meeting. The Clerk had reported as follows:

Gravel Pit Lane – GCC had confirmed that the narrow section of Gravel Pit Lane was not Highways land and any repairs would therefore be the responsibility of the landowner. It

was noted that that road surface had deteriorated due to delivery drivers using the route as a short cut.

Road Closure – Southam Lane/A435 – It would appear that GCC Legal Services had miscommunicated the details of the road closure. A full road closure had always been intended for 6-7 weeks and it was therefore expected that the route would re-open by the end of February.

Road closure – Lye Lane – The first section of Lye Lane will be closed from 15th – 17th February for carriageway patching works.

Bus shelter opposite GE Aviation – GCC had been in contact asking permission for the bus shelter to be moved and, in due course, replaced. The Clerk has confirmed that the Parish Council does not own this bus shelter.

Boundary Review – The consultation on the draft recommendations for the Tewkesbury Borough boundary review runs until 31st March. It has been recommended that the GE Aviation site becomes part of Bishops Cleeve parish and this will be considered at the March meeting.

Internal Audit – the audit has been scheduled for the last 2 weeks of April so that the Annual Return can be approved at the May meeting.

Stile opposite Ellenborough Park Hotel – discussions are continuing between the Cotswold Warden and the hotel management regarding the replacement of the stile with a kissing gate.

6. Public adjournment.

A resident advised that Tewkesbury Borough Council were still considering closing the Idsall Drive car park in Prestbury. The Clerk had previously approached the Prestbury Parish Clerk to advise that Southam residents shared the concerns of Prestbury residents that this might be closed, since it provided valuable parking for Southam residents when using their nearest shopping facilities. The Clerk will approach Prestbury Parish Council again. (Subsequent to the meeting it was established that Prestbury Parish Council had decided not to purchase the car park and the Borough Councillor for Prestbury had contacted the Executive Director for Finance, the Leader of the Council and the Cabinet Member for Finance requesting that they reconsider the option to sell the car park).

A resident advised that the lighting on the steps connecting Sunset Lane with the B4635 was very poor. The Clerk will pass this on to GCC.

7. Planning.

7.1 To consider the following planning applications::

21/01540/FUL – Land at Heather Chase, Cleeve Hill – Erection of dwelling, detached garage and associated works. **Objection – the loss of green space will be highly detrimental to the character and appearance of the AONB. The development itself would cause significant damage to existing trees and hedgerows, causing further damage to the AONB and harm to wildlife in the surrounding area. In addition, Ashleigh lane is unsuitable for access to the development, given the narrow width of the road and the fact that the development site lies just beyond a blind bend.**

22/00035/FUL – Hill Croft, Cleeve Hill – Erection of a first floor extension and internal reconfiguration of the ground floor. **No objection in principle but comments on the proposed design, which does not appear in keeping with the adjacent properties. A pitched roof would be more in keeping and more detail regarding the proposed cladding would be welcome to ensure that this is also in keeping with surrounding**

area. Also, large windows at back of property would cause light pollution when viewed from the hill.

22/00060/FUL – Grey Squirrels, Southam Lane, Southam – Erection of a single storey side and rear extension and two storey front extension. **No objection in principle but comment that careful consideration should be given to the materials to be used on the front elevation due to the increased expanse of brickwork and the impact of this on the overall look of the property.**

22/00068/FUL – Laurentides, Haymes Road, Cleeve Hill – Replacement of the existing carport with detached garage. Alterations to the house fenestration on west elevation only. **No objection.**

22/00058/FUL – Manor Farm, Southam Lane, Southam – Retrospective application for a farm diversification proposal involving the change of use of portal framed agricultural building for the storage of caravans and motorhomes. (Cllr Lennon had declared an interest and took no part in the discussion). **No objection to the application as described. However, it is noted that caravans and motorhomes are currently parked outside the agricultural building and the Parish Council would object if this practice were to continue.**

21/01481/FUL – Monk’s Moat, Southam Lane, Southam – conversion of existing outbuilding to provide ancillary bedroom. **No objection provided the additional accommodation is for the use of the homeowner rather than to provide standalone accommodation for letting purposes.**

7.2 The appeal against refusal of Planning Application 19/00986/FUL was noted – Green Orchard, Kayte Lane – Change of use of land to use as residential gypsy caravan site, including the stationing of 4 caravans for residential purposes, of which no more than 2 shall be static caravans, retention and extension of hardstanding, retention of existing stable and utility buildings and boundary fencing.

The Clerk was asked to draft further comments which would be circulated to councillors before submission to the Planning Inspectorate.

7.3 Other planning matters:

There were no other planning matters to report.

8. Waste Bins on Cleeve Common.

A request had been received from Tewkesbury BC to replace one of the dog waste bins in the Quarry Car Park. However, these are not owned by the Parish Council and TBC will be advised accordingly. It was noted that the Cleeve Common Conservators will be fundraising shortly to replace all 3 bins and Cllr Licence will advise them at their next meeting that they might wish to submit a grant application to the Parish Council for part of the cost.

9. Finance.

9.1 The accounts and bank reconciliation as at 31st January 2022 (previously circulated) **were approved** by the Council.

9.2. Quarterly check of bank reconciliations covered under agenda item 5.

9.3 Payments for February **were approved** by the Council: noticeboard £2,394.21, newsletter printing £147.00, hall hire Nov- Jan £60.00, Clerk’s salary £264.76, PAYE £66.20.

10. Date of Next Meeting

The next meeting will be held on Tuesday 8th March 2022 at 7.30pm at Southam Village Hall.

The meeting closed at 8.07 pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 8th March 2022 at 7.30pm.

Councillors present: Cllr John Workman (Vice-Chairman), Cllr Carli Burke, Cllr Steve Lennon, Cllr Karen Licence, Cllr Rebecca Prince.

Also Present: 14 members of the public
Liz Dowie (Clerk).

In the absence of Cllr Wood, Cllr Workman chaired the meeting.

1. To receive apologies.

Apologies were received from Cllr Adrienne Wood, County Cllr David Gray and Borough Cllr Keja Berliner.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To agree the minutes of the Council Meeting held on 8th February 2022.

The minutes of the Parish Council meeting held on 8th February 2022 **were approved** unanimously and were signed by the Chairman.

4. To receive reports from County and Borough Councillors.

No County and Borough Councillors were present at the meeting.

5. To receive reports from Parish Councillors and Clerk.

Cllr Licence reported that Cleeve Common had been selected as a site for a Jubilee Beacon which would be lit on Thursday 9th June. One of the trustees will contact the Clerk regarding the arrangements.

Cllr Wood had sent in a report that she had attended a pre-Festival meeting at the Racecourse on 3rd March with representatives from other Councils, GCC and the Police. The traffic plan will remain the same as in recent years and the Southam Lane junction should be re-opened in time for the Festival.

The Clerk reported as follows:

- The consultation on the Consultation Statement for the Local Heritage List Selection for Tewkesbury Borough is available on the TBC website. Comments must be received by 4th April 2022.
- The Royal British Legion is hosting a talk at 7.30pm on 28th March at Newlands Rugby Club. Chris Fletcher, a former Royal Marine will be sharing his reflections on 2 tours in Afghanistan. Entrance is free and there is no need to book.
- Advice has been sought from GCC regarding a suitable species of tree to plant on the verge at the junction of Old Road and Southam Lane in commemoration of The Queen's Platinum Jubilee.

- The police community engagement vehicle will be in the Southam Village Hall car park on Sunday 10th April and Wednesday 27th July.
- The issue of poor lighting on the steps linking Sunset Lane with the B4632 was raised with the Street Lighting team. They will re-align the existing light to cast more light on the steps.
- There will be temporary traffic lights on Cleeve Hill between Gambles Lane and Lye Lane from 21st March to 11th April whilst the last phase of drainage improvement works is carried out.

6. Public adjournment.

A resident had raised the issue of installing a “Residents’ Only Parking Sign” on Lower Ratcliff Lawns in October 2021 and, since this is a private road, the Parish Council had passed on advice from Gloucestershire County Council. Residents had been consulted and were in favour of the installation. The landowner where the sign was to be installed was also in favour. The resident asked if the Parish Council would be prepared to meet part or all of the cost of the sign.

Councillors agreed that this might be considered with another grant application under agenda item 10.3.

7. Planning.

7.1 To consider the following planning applications::

22/00071/ADV – Cheltenham Rugby Club, Southam Lane, Southam – Installation of 2no. freestanding digital advertising and information screen signs. **No objection.**

22/00120/FUL – Stone House Farm, Southam Lane, Southam – Change of use of land from agricultural to domestic (part retrospective), altered driveway route (retrospective) and the erection of a domestic garage. **No objection to the change of use of land from agricultural to domestic and to the altered driveway, but strong objection to the erection of a domestic garage. Any more building on this site would have a visual impact which is detrimental to the wider countryside views.**

21/00584/FUL – Sunnyside, Spring Lane, Cleeve Hill – Retention of garage and boundary walls as built. Addition of entrance porch and dormer window to storeroom at 1st floor.

Considers that the wall is now in keeping with the remainder. However, objection to the addition of a dormer window to the storeroom since it will not match the existing dormer windows.

22/00215/FUL – Springbank, Old Road, Southam – Installation of rear dormers and front and rear rooflights. Installation of replacement doors and windows and new steps, wall and balustrade at front. **No objection.**

7.2 Other planning matters.

Notification had been received of the alleged breach of planning condition 6 (hard and soft landscaping scheme) approval of planning ref: 21/01154/FUL at Hill Cottage, Mill Lane, Prestbury.

8. Consultation on Parish Boundary Review.

The Parish Boundary Review draft recommendations report includes a proposal that land incorporating the GE Aviation business site be transferred to Bishops Cleeve Parish with the A435 as the boundary. This transfer of land would not include any electorate and would therefore have no impact on Borough Ward electorates. Councillors **agreed** that they had no objection to this transfer.

9. Arrangements for Annual Parish Meeting.

It had been suggested that the topic for the Annual Parish Meeting should be Road Safety and it was hoped that the Co-ordinator of Community Speedwatch Groups in Gloucestershire and the GCC Highways Managers might be able to attend. Since the meeting takes place on the same evening as the Annual Parish Council Meeting a change

to the usual arrangements was considered in order to allow sufficient time for both meetings. It was agreed to start the Annual Parish Meeting at the earlier time of 7.00pm, defer non-urgent items in the second meeting until June and to publish the Chairman's Annual Report in advance with paper copies being available at the meeting. The Clerk will invite the speakers to attend.

10. Finance.

10.1 The accounts and bank reconciliation as at 28th February 2022 (previously circulated) **were approved** by the Council.

10.2. The Council carried out the annual review of the effectiveness of internal audit and control systems and Cllr Workman signed the summary by way of confirmation that all controls were in accordance with expected standards.

10.3 The Cotswold Warden has obtained permission from the landowner to replace the broken stile opposite the Ellenborough Park Hotel and funding to cover the cost of the gate (£190) was being sought. The Council **agreed** to cover the cost from the Grants budget which was currently underspent by £205.

The Council **also agreed** to cover the cost of the "Residents' Only Parking" sign for Lower Ratcliff Lawns in the sum of £256.12. The Clerk confirmed that, although there are insufficient funds in the Grants budget, there was a surplus at the year end which would cover this item.

10.4 Payments for March **were approved** by the Council: newsletter postage £15.84, finance software annual subscription £345.60, noticeboard installation £50.00, Clerk's salary £264.76, PAYE £66.20.

11. Date of Next Meeting

The next meeting will be held on Tuesday 12th April 2022 at 7.30pm at Southam Village Hall.

The meeting closed at 7.57 pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 12th April 2022 at 7.30pm.

Councillors present: Cllr Adrienne Wood (Chairman), Cllr Carli Burke, Cllr Steve Lennon, Cllr Karen Licence, Cllr Rebecca Prince.

Also Present: 4 members of the public
Liz Dowie (Clerk).

The meeting commenced at 7.34pm.

1. To receive apologies.

Apologies were received from Cllr John Workman, County Cllr David Gray and Borough Cllrs Keja Berliner and Mike Dean.

2. To receive Declarations of Interest.

Cllr Lennon declared an interest in item 7.2

3. To agree the minutes of the Council Meeting held on 8th March 2022.

The minutes of the Parish Council meeting held on 8th March 2022 **were approved** unanimously and were signed by the Chairman.

4. To receive reports from County and Borough Councillors.

No County and Borough Councillors were present at the meeting.

5. To receive reports from Parish Councillors and Clerk.

Cllr Licence reported that the road surface was showing signs of collapsing in the area of the previously repaired sinkhole on Noverton Lane. The Clerk would draw this to the attention of the Highways Department.

She also reported that the area around the balancing pond had been cleared (possibly ahead of the area being adopted by TBC) and that this may now pose a danger to the public as there is no signage to indicate the steep drop at the edge of the pond. The Clerk will report this to TBC.

Cllr Lennon reported that he had carried out the quarterly check of bank reconciliations and that all were in order.

Carli Burke welcomed the clearance of hedging at the back of Dawn Run as this would deter dog walkers from leaving bags in the area pending the installation of the dog waste bin.

Cllr Wood reported that the Village Hall AGM would take place on 26th April. A Jazz Evening would be held on 24th June.

The Clerk reported as follows:

- The GCC Sustainability Officer had made some suggestions regarding possible species of tree to be planted at the top of Southam Lane. The Clerk passed round details of Queen's Green Canopy plaques which are made to order by Royal British Legion Industries which provides employment for disadvantaged and disabled veterans. Councillors requested that an order be placed for a plaque costing £144.
- The Cotswold Warden had replaced the broken stile opposite the Ellenborough Park Hotel with a kissing gate.
- Invoices totalling £460 for newsletter advertising had been despatched and 4 payments had been received to date.
- The drainage improvement works on Cleeve Hill would now take longer due to initial issues on site. The works are now expected to finish on 22nd April.
- The Town and Parish Councils Seminar hosted by TBC will take place on 15th June. Cllrs Wood and Prince indicated that they would like to attend.
- The Clerk had sought the assistance of the TBC Community and Place Development Officer in progressing the Parish Council's request for a dog waste bin by Dawn Run at the end of Desert Orchid Road, which had originally been requested in February 2020. She had obtained confirmation that bins were now in stock and would be installed later this month with the Parish Council meeting the cost.

6. Public adjournment.

A resident raised again the issue of the stagnant oily pond at the back of the Ellenborough Park Hotel. Although barriers were erected around this, these were now sinking into the ground. The Clerk has repeatedly emailed the hotel about this without reply and she would raise this with the management again.

A resident explained the background to Motion 876 passed by Gloucestershire CC regarding more widespread use of 20 mph speed limits. The resident asked if the Parish Council would pass a resolution to support 20 mph limits on Southam Lane, New Road and School Road so that GCC is clear as to the Council's stance on the matter. It was agreed that this would be added to the agenda for consideration at the May meeting.

A resident asked if the Council had policies regarding renewable energy such as the installation of a wind turbine to provide income to the village. It was noted that the Council was not a landowner, and it was suggested that Tewkesbury Borough Council might be consulted regarding its policy on climate change and renewable energy.

7. Planning.

7.1 To consider the following planning applications::

22/00315/FUL – Land to North of Darkes Cottage, Noverton Lane, Cheltenham – Erection of two dwellings. **No objection in principle to the erection of two dwellings on this site but would welcome clarity regarding the materials to be used on the external elements of the houses, in particular the roof materials. Concerns regarding the proposed access due to the increase in traffic emerging onto this narrower stretch of road close to the bend which already can be hazardous for drivers and pedestrians.**

21/01101/FUL – Huddlestone, Lye Lane, Cleeve Hill – Section 73 application to vary approved plans condition of non-material minor amendment 21/00371/NMA, variation of condition 3 (material of rainscreen cladding) and condition 6 of application 14/00264/FUL to sedum and grass roof. **Objection to this application despite the submission of revised plans. The development of the property as built is substantially different to**

that shown in the original application in 2014 and, as stated previously, the development is on a larger scale both in height and footprint than approved. Council reiterates its comments regarding the rainscreen cladding and roof materials. The sedum roof is necessary to mitigate the effect of the impact of the property within the AONB when viewed from Cleeve Common and the addition of solar panels is not considered appropriate for this setting.

22/00318/LBC – The Hewletts, Aggs Hill – Internal alterations to first floor. **No objection.**

7.2 To note the appeal against refusal of Application 21/00982/FUL – Manor Farm, Southam Lane - Change of use of a portal framed agricultural building and land adjacent to west and south for the storage of caravans and motorhomes together with the siting of 6no. storage containers (part retrospective). Cllr Lennon took no part in the discussion.

Additional comments to be submitted objecting to the parking of caravans and motorhomes outside the agricultural building.

7.3. Other planning matters.

7.3.1 The Clerk attended the appeal hearing in respect of the refusal of permission for application 19/000986/FUL – Green Orchard, Kayte Lane – Change of use of land to use as residential gypsy caravan site, including the stationing of 4 caravans for residential purposes, of which no more than 2 shall be static caravans, retention and extension of hardstanding, retention of existing stable and utility buildings and boundary fencing.

7.3.2 The Clerk reported that it had been necessary to withdraw the formal objection to the erection of the garage which was included in Application 22/00120/FUL since it complies with para 149 of the National Planning Policy Framework and would not be a disproportionate addition due to the volume calculations. It was confirmed that the proposed materials would be in keeping with the existing dwelling and that landscaping has been introduced to mitigate the impact on the wider countryside views and towards the AONB.

7.3.3 Notification had been received of an enforcement investigation – 2 Cockbury Court, Winchcombe – Large decking constructed of gabions built across back of cottage. Structure approx 6 ft and within 1m of neighbour's boundary allowing those on the decking to see into neighbour's garden and dining room.

8. Annual Renewal of GAPTC Membership.

Councillors **agreed** to renew the annual membership with GAPTC from 1st April 2022 at a cost of £249.43.

9. Annual Renewal of Insurance.

The 3 year agreement with Gallagher was coming to an end on 30th April and the Clerk had obtained 3 quotations:

Gallagher £579.58 (inc £50 admin fee)

BHIB £1,005.21

Zurich £465.37 (£442.63 for 3 year LTA)

The BHIB premium was substantially higher as it is based on population rather than assets held. Councillors **agreed** to accept the Zurich quotation of £442.63 for a 3 year agreement.

10. Correspondence.

An email had been received from a resident requesting that a bus shelter be erected over the bench by the bus stop on Old Road. The Clerk had investigated options and it was possible that a shelter might be feasible at this location but a new bench may have to be installed as part of the shelter. There was no budget in the current year to meet the cost but Councillors were in agreement that this might be investigated further. Residents in the vicinity of the bus stop would be consulted and permission would be required from Gloucestershire Highways.

11. Annual Parish Meeting.

The Clerk advised that Dave Holland, Road Safety Officer and Farah Devji-Large, PCSO had accepted invitations to attend the Annual Parish Meeting. The Southam Community Speedwatch Team were also happy to talk to residents about speedwatch in the village. The meeting would start at 7.00pm and, after a break for refreshments, would be followed by the Annual Parish Council Meeting.

12. Finance.

12.1 The annual accounts and year end bank reconciliation as at 31st March 2022 (previously circulated) **were approved** by the Council.

12.2. Covered under item 5.

12.3 The earmarked reserves as stated in the annual accounts were **agreed**:

Support Group (for Jubilee)	£47.51
Website	£705.00
Noverton bin	£330.00
New kissing gate	£190.00

12.4 The Council confirmed that, with receipts and payments for the year both being less than £25,000, it meets the qualifying criteria for the financial year 2021/22 to certify itself exempt from a limited assurance review. The Certificate of Exemption was signed by the Chairman.

12.5 The National Salary Award for 2021/22 was noted and **it was agreed** to include the backpay for the previous 12 months in the Clerk's April salary.

12.6 Payments for April **were approved** by the Council: newsletter printing £147.00, GAPTC annual subscription £249.43, Clerk's salary £325.03, mileage/office costs £148.08, PAYE £81.20, Southam Village Hall – contribution to Jubilee costs £47.51.

13. Date of Next Meeting

The next meeting will be held on Tuesday 10th May 2022 at 8.00pm at Southam Village Hall. (Annual Parish Council Meeting - to be held immediately after the Annual Parish Meeting).

The meeting closed at 8.29 pm



Southam Parish Council



MINUTES of the ANNUAL PARISH MEETING held at 7.00pm on 10th May 2022 at 7.00pm at Southam Village Hall.

Present: Cllr Adrienne Wood , Cllr Carli Burke, Cllr Steve Lennon, Cllr Karen Licence, Cllr John Workman.

Also Present: John Donovan – Community Speedwatch Team and Neighbourhood Watch
Bill Motion – Community Speedwatch Team
PCSO Farah Devji-Large
Parish Clerk – Liz Dowie
9 members of the public

1. Welcome from the Parish Council Chairman and Annual Report.

Cllr Wood read out her report. (Appendix 1)

2. County Councillor's Annual Report.

A written report from Cllr David Gray had been circulated. (Appendix 2)

3. Borough Councillors' Annual Report.

A copy of Tewkesbury Borough Council's State of the Borough Report received from Cllrs Keja Berliner and Mike Dean had been circulated. (Appendix 3)

4. Update on the Tewkesbury District Speed Enforcement Report 2021.

Dave Holland, Road Safety and Traffic Management Officer, was unable to attend but had kindly offered to give a short presentation at the start of the July Parish Council meeting.

5. Neighbourhood Watch and Community Speedwatch.

John Donovan gave a summary of recent Neighbourhood Watch Alert messages and the process for circulating these via the email circulation list managed by David Jones. He reminded residents of the importance of never allowing remote access to your computer. There were 2 burglaries last year which were dealt with effectively by police, but it was necessary to remain vigilant and keep doors locked. Residents were asked not to try to tackle incidents of anti-social behaviour themselves but to report them to the police.

John explained the history of the Community Speedwatch group which was formed 3 years ago and currently has 3 members with a 4th new member receiving training. A minimum of 3 is required to carry out speed surveys and the group would therefore welcome more members so that surveys can continue if members are away or unavailable.

The team also manages the operation of the 4 mobile vehicle activated signs which provide a considerable amount of data. This can be used to support requests for enforcement vans on routes where evidence has shown that there is a problem with speeding.

Bill Motion gave further insight into the use of the signs and the factors which increase the incidence of accidents such as vehicle speed, volume of traffic, visibility. Bill explained the data which had been downloaded from the signs in August 2021 and March 2022 on Southam Lane and New Road and highlighted the impact of external factors on traffic volumes and vehicle speed eg Race Week and road closures. The monthly reports are published on the website.

Bill explained the background to Gloucestershire County Council's Resolution 876 which supports the introduction of 20mph speed limits in areas where traffic mixes with vulnerable road users. Experimental schemes are underway but the best way to finance such schemes is still under discussion due to the high cost of implementing individual Traffic Regulation Orders. The Parish Council will be discussing whether to support this motion at its Annual Parish Council Meeting.

Residents had mixed views regarding 20mph limits. Other suggestions to aid crossing busy sections of road were discussed eg extending the pavement from the Ratcliff Lawns to the Church, chicanes at the entrance to Southam Village and the need for proper enforcement of the 30mph limit. It was also noted that there was a need to differentiate between a 20mph limit on certain roads and the introduction of a 20mph zone.

At a meeting with the GCC Highways Managers in October 2021 it was noted that traffic calming measures are more likely to be implemented as part of an evidence based speed reduction scheme rather than as individual measures. It was suggested that a further survey be carried out to establish residents' views on 20mph speed limits.

6. Police Community Support Officer

PCSO Farah Devji-Large introduced herself to residents and gave a summary of the issues the police have dealt with in the parish recently. Residents are encouraged to report problems to 101 since logging of incidents can assist the police in organising patrols where they are needed.

7. Parishioners' suggestions and questions

John Donovan made a plea for more volunteers to step forward to assist with all activities across the village.

Vehicles had been seen illegally on the pavement in Ratcliff Lawns and the PCSO suggested that the registration numbers be reported to the police via 101 so that action can be taken.

Overgrown hedgerows were restricting access on some pavements in Southam and photos would be sent to the Clerk who would pass the information on to the Highways team

It was agreed that the litter picking should be reinstated to help keep the village tidy.

Cllr Wood thanked everyone for attending the meeting.

The meeting closed at 8.00pm. Refreshments followed and residents had the opportunity to put further questions to councillors and speakers.

SOUTHAM PARISH COUNCIL – CHAIRMAN'S ANNUAL REPORT 2021-22

We started this municipal year with our final virtual meeting and it is good to be meeting in person in the Village Hall again as Covid restrictions have started to ease. The challenges we faced during periods of lockdown have introduced us to new ways of working and hopefully brought the work of the Council to a wider audience than before.

Councillors were pleased to welcome Rebecca Prince onto the Council in September. Rebecca lives in Southam and has detailed knowledge of the local area, having moved here from Cleeve Hill where she and her family lived for over 30 years.

The work of the Council this year has included liaising with Tewkesbury Borough Council on behalf of residents on many issues including environmental health and planning enforcement. We continue to liaise with Gloucestershire County Council regarding highways maintenance and this year we have also focused on road safety. Together with members of the Community Speedwatch team we met with our Area Highways Representatives in October to put forward the views of residents which were gathered from the responses to the road safety survey carried out in April 2021. Although there are many legal and financial constraints affecting the implementation of traffic calming measures we hope to continue a dialogue with the GCC Highways Team going forward and we made a small increase in the precept for 2022/23 with a view to building up a fund towards the cost of road safety improvements.

Following requests from residents we have funded several improvements in the parish this year. These include the installation of a new noticeboard on School Road, a long awaited dog/waste bin on the Noverton estate and the replacement of the stile opposite the Ellenborough Park Hotel with a new kissing gate. We are always happy to receive suggestions from residents and we are currently looking into the possibility of installing a small shelter at the bus stop on Old Road.

The Council is a statutory consultee for planning applications and we examined and commented on 46 applications or amended applications this year. We are also committed to working with residents to protect the Green Belt land in the parish and have made representation to the planning authorities on appeals and enforcement issues when deemed necessary.

County Councillor David Gray and Borough Councillor Keja Berliner were elected last May and we thank both of them together with Borough Councillor Mike Dean for their support and for acting as a necessary link to the County and Borough Councils respectively.

I would like to thank Edna Smith, Jamie Walsh, and more recently Bill Motion, together with the team of distributors for their work on the newsletter, which is a valuable source of information for all residents.

Thank you also to Graham Saunders, the Cotswold Warden, for his work in keeping our footpaths in good repair and alerting the GCC Rights of Way Team to any work needed.

I would like to thank the Community Speedwatch team for carrying out speed surveys in the village when permitted within coronavirus restrictions and for gathering data from the Mobile Vehicle Activated Speed Signs on Southam Lane and New Road. The information that the team gathers is invaluable in providing evidence for any discussions with the relevant authorities about the speed of vehicles both in the village and across the wider parish.

I would like to thank David Jones for his work on the website, councillor emails and the Southam information emails which advise the 237 subscribers of local events and other items of local interest. The Village website continues to prove useful in publicising both the role and functions of the Parish Council and the activities of local groups and societies. The Parish Council Facebook page continues to attract new followers and acts as a digital noticeboard in sharing information provided by other local councils and groups.

A final thank you to my fellow councillors and our Parish Clerk, Liz Dowie, for their input and assistance over the past year.

10th May 2022

GLOUCESTERSHIRE COUNTY COUNCILLOR REPORT

First, it was a privilege to be elected in the May 2021 elections to represent the Winchcombe and Woodmancote division of Gloucestershire County Council for the next four years. Thank you to all voted for me.

Following my election I was invited by Mark Hawthorne, the leader of the Council, to join the Cabinet as the member responsible for Environment and Planning.

A FEW UPDATES

The County-council part of Council Tax was pegged at a 2.99% increase. 1% of that being ring-fenced for Adult Social Care. Hopefully, this is considered an acceptable increase given the emerging inflation figures and the widely acknowledged need to address the growth in needs within social care.

The increase reflects a 7% increase in spending, a large part of which is funded by probably the most positive funding-settlement from central government for a generation.

This additional funding enables Adult Care and Children's Services Budgets to have realistic budgets, budgets that reflect both demographic pressures on both those services and the need to improve the level of service provision. These services will see a combined increase in spending of around 10% growth per annum.

Central Government was also true to its word and fully-funded the additional costs incurred due to Covid.

For the first time the budget includes £1m for financing our response to climate change, including tree planting and the installation of public e-chargers across the County. The budget also provides funding for our plans to build a 26 mile cycle spine across the County to support active travel, something which was boosted by levelling up funding from central government.

We're also investing more money into highways maintenance, fixing potholes and highways safety schemes, including a £30,000 a year Highways Local fund at the discretion of your county councillor.

A new four-year Capital programmes has also been confirmed of £100 million into roads resurfacing schemes, £145 million into new schools & refurbishment across the county and further investment in cycle routes and drainage schemes.

The additional funding for resurfacing reflects the need to continue to catch up on the historic backlog in investment, with a specific focus on financing more work on local roads.

Excellent news, locally, that Gloucestershire Fire & Rescue Service will be retained within GCC and not hived-off to the Police. I think that adds significant protection to our local service.

Highways - can I please thank everyone for their continued patience when it comes to local roadworks. Traffic lights can be very frustrating but, ultimately, are necessary as we continue the major task of rebuilding and enhancing our local infrastructure - whether it be our roads, electric, water or gas supplies, upgrading of broadband or building cycle routes.

GRANTS

I'm pleased to have been able to secure grants recently from Gloucestershire County Council under the "Build Back Better" grant schemes for a number of local projects, including supporting the renovation of the roof at Winchcombe museum, renovating the heating system in Dumbelton Village Hall, improving access to Gretton Tower, supporting the opening of new communal allotments in Winchcombe and installing new signs and boot-scrapers in Woodmancote.

I still have access to small amounts of grant money for local, community projects. Please get in touch if you think I can help.

FLOOD INFORMATION

The county council website has recently been updated with a "Flood Guide". A "button" at the top of the home page on the GCC website, www.gloucestershire.gov.uk will take you through to comprehensive information about what to do if you are threatened by flood waters.

TOUR OF BRITAIN

One exciting piece of news for the County is that on 8th of June 2022 the women's and on 9th September the men's "Tour of Britain" cycle races come to Gloucestershire. Both the Men's and Women's race start in Tewkesbury and finish in Gloucester, with the Men's race passing through Winchcombe and down Cleeve Hill.

It is still less than a year since I got elected, and I am still very much learning on the job, but I am proud of the work that GCC does for the residents and look forward to ensuring that the residents of my division see further positive change over the term of the Council.

Finally, please do not hesitate to contact me if I can help in any way with any county-council related matter.

State of the Borough

Council Plan 2020-24

Our key achievements for year 2: 2021-2022

APPENDIX 3



Finance and resources key achievements...

- In setting the budget for 2022/23, despite the financial challenges facing the council, the budget includes the addition of £450,050 of ongoing growth in our services and £392,548 of one-off growth to further support services and Council Plan ambitions.
- Our council tax remains one of the lowest in the country.
- A saving of £77,000 has been made on the successful completion of our end-to-end bulky waste review.
- Four new leases were agreed within our commercial property portfolio thereby mitigating any void tenancies – overall annual rental income is £3.2m.
- Investing in improvement, in its first year the Business Transformation Team has been recognised nationally by winning bronze at the iESE Public Sector Transformation Awards for the Best Transformation Team and were shortlisted for the LGC 'Team of the Year' award.

Economic growth key achievements...

- We successfully launched a shop front grant scheme in September 2021 - one of the key strands of the £2.1M High Street Heritage Action Zone programme. Other strands include the Public realm, upper floors scheme, traditional skills and Healings Mill.
- The Growth Hub delivered 53 events throughout the year. This included 1-2-1 events, online business workshops to help support businesses with branding, social media, developing eco-businesses etc.
- We continue to work closely with Gloucestershire County Council to secure transport improvements for the delivery of an all-ways Junction 10 on the M5.
- In November 2021, we worked with partners to celebrate the significance of 2021 for Tewkesbury, with one of the key events 'Tewkesbury Festival of Light' attracting more than 5000 attendees.

Housing and communities key achievements...

- A new Housing and Homelessness Strategy 2022-26 has been developed and ready for adoption at today's meeting.
- The main modifications of our Tewkesbury Borough Local Plan finished its consultation in January 2022- adoption is expected in the Spring 2022.
- We've continued to work with partners within Tewkesbury and Brockworth through the Integrated Locality Partnership Scheme. A scheme that looks at community wellbeing and building community resilience to help lead to positive health outcomes.
- We've supported over 300 community groups with funding advice.
- We've supported the delivery of over 150 affordable homes within the borough.
- We prevented 137 homelessness cases and provided housing advice to a further 170 cases.

Customer first key achievements...

- Our Business Transformation Team implemented our new digital platform 'Liberty Create'. With over 50 processes being reviewed and improved- helping us to provide our customers with a significantly improved online experience.
- The bulky waste service has been completely transformed- a new contractor was appointed and now includes a recycling option and the facility to book the service online. Income has increased by over 100% and customer wait times have reduced from 5/6 weeks to less than one week.
- We've implemented a new 4Cs (compliments, comments, concerns and complaints) 'Have your Say' framework for customers.
- Committed to continuous service improvement we have implemented service reviews in key service areas: Development Management, Licensing and One Legal.
- We launched a digital recruitment system supported with a new recruitment microsite.

Garden communities key achievements..

- We recruited a communication officer to help provide dedicated support to the Garden Towns team.
- We've been working closely with Cheltenham Borough Council and landowners to deliver the Golden Valley Garden Community, with HBD X Factory being selected as its preferred development partner.
- Work has started on producing a sustainable strategy for Tewkesbury Garden Town.
- We have been working with stakeholders and Sec Newgate (engagement consultants) to prepare and create a community engagement strategy for the garden town.

Sustainable environment: Key achievements...

- We delivered the first year of our 'climate change and carbon reduction action plan' and have recently appointed a Carbon Reduction Officer to further our ambitions.
- Our garden waste club now has nearly 20,000 customers – enabling them to dispose of their garden waste in a sustainable way.
- We introduced a small Waste Electrical and Electronic Equipment (WEEE) kerbside recycling scheme and have collected over seven tonnes of equipment to date.
- We appointed a heritage engagement officer to review a local list of non-designated heritage assets within the borough.
- Multiple improvements have been carried out to the Grangefield public open space in Bishop's Cleeve, which has enhanced the biodiversity and natural habitats for wildlife.
- £700K (external grant funding/internal reserve) approved for solar canopy in the car park.

Our covid-19 response included:

- The County-Wide Covid Contain Outbreak Management Fund (COMF) provided £29,000 to help more than 20 households.
- Actively supporting the countywide response and recovery to homelessness.
- Our Growth Hub has continued to support business throughout the pandemic with dedicating a 'survive and thrive' section on their website which helped provided Covid-19 support.
- We delivered the 'Welcome Back Fund', an extension of the re-opening of the High Street safely fund.
- In partnership with Places Leisure, we supported the successful operational recovery of Tewkesbury Leisure Centre.
- Ubico, particularly in relation to waste collection, has continued its excellent work to minimise the number of missed collections across the pandemic period.

Looking forward

- We will continue to deliver our Council Plan priorities incorporating our ongoing Covid-19 recovery to help support the communities within our borough.
- Our Business Transformation Team will continue to build upon its successes to date. The team's new priorities will include support to licensing, planning, community safety and trade waste.
- Financial sustainability - these are challenging times given the financial climate, but we have found this drives a desire to improve further and do more with less. With austerity comes innovation and we have proven over the years that this is something we are good at.
- Support to central government policies, for example Ukrainian refugees, council tax energy rebate scheme.
- We remain committed to our ethos 'Better for Customers, Better for Business', we want to ensure our customers can interact with us in a way that works for them. We look forward to reporting our future successes.



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Annual Meeting of the Parish Council held on 10th May 2022 at 8.00pm.

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

Also Present: Clerk – Liz Dowie
Up to 5 members of the public for different parts of the meeting.

The meeting commenced at the later time of 8.25pm.

1. To receive apologies.

Apologies were received from:
Cllrs Rebecca Prince and John Workman
County Cllr David Gray
Borough Cllrs Mike Dean and Keja Berliner.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To appoint a Chairman for 2022-23.

Having been proposed by Cllr Lennon and seconded by Cllr Licence, Cllr Wood was duly elected as Chairman for 2022-23 and signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

4. To appoint a Vice-Chairman for 2022-23.

Having been proposed by Cllr Lennon and seconded by Cllr Burke, Cllr Licence was duly elected as Vice-Chairman and signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

5. Meeting held on 12th April 2022.

The minutes of the meeting held on 12th April 2022 were approved unanimously and were signed by the Chairman.

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 approve the Council's governing documents.

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

Code of Conduct
Financial Regulations
Risk Management Schedule
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 Standing Orders **were approved** after amendment to Clause 18 re public contracts following amendment to the NALC template.

The Action Plan was updated to reflect agreed works and items included in the 2022/23 budget and will be reviewed in November 2022.

The Scheme of Delegation will no longer be required now that meetings are being held in person.

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

It was confirmed that the Council met the criteria to use the General Power of Competence in that the Council employed a qualified Clerk and had at least 5 elected councillors.

9. Gloucestershire County Council Motion 876 – Call to adopt 20mph maximum speeds in areas where vulnerable road users and vehicles mix.

The call to adopt 20mph speed limits in certain areas across Gloucestershire had been debated at the earlier Annual Parish Meeting and it was considered that there may be some areas within the parish which would benefit from lowering the speed limit in order to increase safety for pedestrians and cyclists. Residents' views were to be sought by way of a survey and in the meantime **Council resolved** to support GCC Motion 876 in order that GCC would include the parish in any discussions regarding speed limits going forward.

10. Planning.

10.1 To consider the following applications:

- 22/00361/FUL – The Oaks, Cleeve Hill – Extension / alteration to garage to provide garden store and first floor annex accommodation to existing dwelling. **No objection.**
- 22/00367/FUL – Cleeve Lodge, Cleeve Hill – Merge the first floor apartment with the main dwelling. Conversion of ground floor stables to main house to provide kitchen utility and living space. Conversion of stables 5 & 6 to workshop and store associated with dwelling. **No objection.**

10.2 To report on any other planning matters:

Notice of enforcement investigation – Old School Cottage, School Lane, Southam – Alleged unauthorised erection of an outbuilding.

11. Finance

11.1 The accounts and bank reconciliation as at 30th April 2022 **were approved** by the Council.

11.2 Receipts for April 2022 were noted: precept £11,760.00, newsletter income £430.00, bank interest £0.05, VAT refund for 2021-22 £873.78.

11.3 The payment of £442.63 to Zurich Municipal (annual insurance premium) made since the last meeting **was approved** by Council.

- 11.4** Payments for May 2022 **were approved**: internal audit fee £245.00, hall hire £60.00, plaque for Jubilee tree £144.99, Clerk's salary £269.55, PAYE £67.20.
- 11.5** It had not been possible to set up payments for May online due to incorrect permissions being in place for the Clerk. Lloyds Bank will be contacted with a view to resolving this.
- 11.6** Councillors **agreed** that the Clerk may proceed with the purchase of the new laptop which was included in the budget for the current year.

12. Internal Audit.

The internal audit report carried out by Bridget Bowen **was received and accepted** by the Council. No recommendations were made and no action was required. She had provided a quotation of £260 for 2022/23 and it was suggested that a decision be deferred until later in the year after the appointment of a new Clerk.

13. Annual Governance and Accountability Return.

- 13.1** The Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return 2021/22) – previously circulated – was completed and **approved unanimously** by the Council and was signed by the Clerk and the Chairman.
- 13.2** The Accounting Statements (Section 2 of the Annual Governance and Accountability Return 2021/22) - previously circulated and signed by the Responsible Financial Officer - were **approved unanimously** by the Council and signed by the Chairman.

14. Exercise of Public Rights.

The Clerk advised that the Annual Governance and Accountability Return would be published on 10th June 2022 and the period for the exercise of public rights to inspect the accounting records would run from 13th June to 22nd July 2021.

15. Dates and times of meetings for the next 12 months.

Meetings will continue to be held on the second Tuesday of each month at 7.30pm in Southam Village Hall and the meetings calendar will be available on the website.

16. Date of Next Meeting

Tuesday 14th June 2021 at 7.30pm at Southam Village Hall.

- 17.** Council **resolved** to exclude the public and press to discuss a staffing matter. The Clerk's job description and advertisement for the Clerk vacancy **were approved**.

The meeting closed at 9.10pm



**MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of
the Full Meeting of the Parish Council held on 14th June 2022 at 7.30pm.**

Councillors present: Cllr Adrienne Wood (Chairman), Cllr Karen Licence (Vice-Chairman), Cllr Carli Burke, Cllr Rebecca Prince.

Also Present: 5 members of the public
Liz Dowie (Clerk).

1. To receive apologies.

Apologies were received from Cllrs Steve Lennon and John Workman, County Cllr David Gray and Borough Cllr Keja Berliner.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To agree the minutes of the Annual Parish Meeting held on 10th May 2022.

The minutes of the Annual Parish Meeting held on 10th May 2022 **were approved** unanimously and were signed by the Chairman.

4. To agree the minutes of the Annual Parish Council Meeting held on 10th May 2022.

The minutes of the Annual Parish Council Meeting held on 10th May 2022 **were approved** unanimously and were signed by the Chairman.

5. To receive reports from County and Borough Councillors.

Cllr Berliner had been in contact with the Clerk and had reported that the Borough Plan had now been adopted. The Clerk had advised her that residents had concerns about rumours of the land behind Ratcliff Lawns being developed and the Clerk will send details to Cllr Berliner requesting that she make enquiries of TBC as to whether they are aware of any proposals and whether the Borough Plan affords any protection against development of such sites.

6. To receive reports from Parish Councillors and Clerk.

Cllr Licence reported that she had been in contact with the Clerk about a potential planning breach and this would be reported if necessary.

Cllr Burke had taken over the delivery of the newsletter on the Noverton estate. She reported that the new dog waste bin at the end of Desert Orchid Road had been well received and was being used by dog walkers.

Cllr Wood reported that the Platinum Jubilee lunch event at the Village Hall had been a great success and was well attended.

The Clerk reported as follows:

Highways

The discarded road signs on Old Road and the B4632 have been reported.

The previous report of a dead tree on Haymes Drive has been followed up.

The Safety Inspector has inspected the dip in the tarmac on Noverton Lane where there was a sinkhole repair last year. It does not require attention now but they will continue to monitor.

The overgrown vegetation on Old Road and Gravel Walk has been reported.

Environmental Health

Tewkesbury BC has advised that the balancing pond at the end of Desert Orchid Road is still the responsibility of Taylor Wimpey. However, TBC consider that safety signs should not be necessary as the area is fenced.

The Clerk has contacted the Environmental Health Department several times about the pond at the back of the Ellenborough Park Hotel which appears to contain raw sewage, but no response has yet been received.

Jubilee Tree

Confirmation has been received from Royal British Legion Industries Ltd for the order of the plaque for the Jubilee tree which is to be planted in the autumn.

Consultations

Notification of 2 consultations has been received from the TBC Licensing Department.

They are carrying out the 5 yearly review of the Licensing Policy and Statement of Principles. These consultations are available on the TBC website and the closing date for comments is 4th September 2022.

7. Public adjournment.

A resident reported on her discussions with the Clerk regarding “village tidy” events. The Clerk will in the first instance advise her of the best contact at Tewkesbury BC to obtain further information about registering events in order to obtain equipment and for disposal of rubbish. It was suggested that a request for volunteers could be included in the next newsletter.

8. Road Safety – 20mph Speed Limit

Councillors **approved** the draft survey with some minor amendments and it was **agreed** that circulation of the survey could be timed to coincide with the next newsletter in order to reach as many residents as possible. David Jones had provided an electronic version of the survey and the Clerk would liaise with him regarding the final version.

9. Planning.

9.1 To consider the following planning application:

22/00510/FUL – 2 Cockbury Court, Winchcombe – Retrospective application for landscaping works in the rear garden. **No objection.**

9.2 Other planning matters.

Application 22/00058/FUL – Manor Farm, Southam Lane – Retrospective application for a farm diversification proposal involving the change of use of portal framed agricultural building for the storage of caravans and motorhomes.

The application had been permitted with the condition that other than the storage of caravans/motorhomes in the designated bays, there shall be no outside storage whatsoever. Reason: In the interests of visual amenity and to preserve the openness of the Green Belt.

10. Finance.

10.1 The accounts and bank reconciliation as at 31st May 2022 (previously circulated) **were approved** by the Council.

10.2. Receipts for May 2022 were noted: newsletter income £120.00, bank interest £0.07. The Clerk confirmed that all newsletter income invoiced in April 2022 had now been received.

10.3 Payments for June **were approved** by the Council: newsletter printing £235.00 (colour printing for cover for Jubilee edition), kissing gate £228.00, grass cutting £840.00, plants for planters £30.39, Clerk's salary 269.35, PAYE £67.40.

11. Date of Next Meeting

The next meeting will be held on Tuesday 12th July 2022 at 7.30pm at Southam Village Hall.

12. Council **resolved** to exclude the public and press to discuss the recruitment of a new Clerk. It was **agreed** that the vacancy would be advertised on GlosJobs for a period of 3 weeks

The meeting closed at 8.05 pm



**MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of
the Full Meeting of the Parish Council held on 12th July 2022 at 7.30pm.**

Councillors present: Cllr Adrienne Wood (Chairman), Cllr Karen Licence (Vice-Chairman), Cllr Carli Burke, Cllr Rebecca Prince.

Also Present: 15 members of the public
Dave Holland, Road Safety and Traffic Management
Liz Dowie (Clerk).

1. To receive apologies.

Apologies were received from Cllrs Steve Lennon and John Workman and County Cllr David Gray.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. Report by Dave Holland, Road Safety and Traffic Management.

A short presentation was given by Dave Holland who acts as Community Speedwatch Co-ordinator for Gloucestershire. He reported on the number of penalty notices issued in 2021 and explained the importance of the data provided by local Speedwatch teams in leading to the siting of speed enforcement vans and ultimately to enforcement. Dave also answered residents' questions. These included concerns about the blind bend by the war memorial and the Speedwatch team will investigate whether a survey can be carried out safely in this location. It was agreed that the Clerk would put a request in the next newsletter for additional volunteers to join the Southam Community Speedwatch team.

7. Public Adjournment.

The public adjournment was brought forward in the meeting in order to hear residents' comments on item 10.

Questions were raised regarding the Special Landscape Area designation and the risks of the ploughed area extending up to the boundary of the adjacent properties. The Clerk had been in contact with Cllr Berliner who was making enquiries in respect of any matters which came within the jurisdiction of Tewkesbury Borough Council.

A resident reported on discussions she had had with TBC regarding disposal of community garden waste after village tidy up events. TBC will only collect litter and several suggestions were put forward including the provision of a community brown bin. Cllr Berliner will meet with the resident to discuss this further.

A resident raised the issue of overgrown hedges and trees which obstruct visibility for drivers and cause pedestrians to walk in the road. The Clerk reported that Gloucestershire Highways had been in contact with several homeowners and she was asked to put a note in the newsletter asking for hedges to be cut back regularly.

4. To agree the minutes of the Parish Council Meeting held on 14th June 2022.

The minutes of the Parish Meeting held on 14th June 2022 **were approved** unanimously and were signed by the Chairman.

5. To receive reports from County and Borough Councillors.

No reports were received.

6. To receive reports from Parish Councillors and Clerk.

Cllr Prince reported on the Town and Parish Council Seminar which she and Cllr Wood had attended.

Cllr Burke reported on instances of antisocial behaviour which had taken place on the Noverton estate.

The dog waste bin on Queenwood Grove was in need of repair / replacement. The Clerk had asked TBC Property Services Department to check if the bin might be repairable in the first instance.

Cllr Licence expressed concern regarding the dip in the tarmac on Noverton Lane which had appeared since the sinkhole repair in 2021. The Clerk will forward the enquiry reference number for the previous report to Highways made in May 2022,

Cllr Wood reported that the Village Hall Committee had been in contact with the quantity surveyor regarding the proposed alterations to the hall.

The Clerk reported as follows:

Highways

The discarded road signs on Old Road and the B4632 have now been removed.

Overgrown vegetation along Gravel Walk had been reported and the Safety Inspection team will review.

Overgrown vegetation on Old Road has been reported and GCC Highways Department has contacted the relevant homeowners.

A member of the Environmental Health Pollution Control Team will be inspecting the stagnant oily pond at the back of the Ellenborough Park Hotel later this week.

Noise Complaints

Loud music from the Balloon Fiesta could be heard by Southam Lane residents on 17th June. A resident had contacted the organisers and the noise levels were lower on the second evening.

A firework display had taken place at the Ellenborough Park Hotel on 8th July without prior notice to residents. It was now known that the hotel management had acknowledged that notice was given, but not in time for this to be communicated to residents and the resident who had raised this direct with the hotel had now received an apology.

Other matters

The Police Community Engagement Vehicle will be in the Village Hall car park on Wednesday 27th July from 10.00am to 3.00pm and on Tuesday 9th August from 12.30pm to 3.00pm.

Details of the GAPTC AGM on 23rd July had been circulated to councillors.

The new laptop had been purchased and would be set up and all data transferred before the new Clerk is appointed.

The stile leading off Lower Ratcliff Lawns is in need of repair / replacement and the Cotswold Warden has been asked to advise on the best course of action to restore the stile.

8. Road Safety – 20mph Speed Limit

Councillors **approved** the final version of the survey and it was suggested that this could be incorporated in the newsletter rather than printed separately in order to reduce printing costs. David Jones has produced the electronic version and the closing date for responses will be 14th August.

9. Planning.

9.1 To consider the following planning applications:

22/00611/FUL – Cleeve Hill Broadcast Site – Add 4no. new antennas onto existing mast at 49.5m using new supporting bracket together with BOB units, cabling and ancillary development thereto. **No objection.**

22/00692/FUL – Cuckoo Farm, Southam Lane, Southam – Replacement of agricultural dwelling, landscaping and other associated works at Cuckoo Farm. **Objection. Considers that the increase of approximately 35-40% in the floor area and 1.4m in height will result in a materially larger property. This must therefore be regarded as inappropriate development in the Green Belt. In addition, whilst the agricultural tie is to be retained, the proposed development is much larger than the concept of an agricultural worker's cottage which currently exists in line with the original permission granted in 1973.**

22/00681/FUL – GE Aviation Systems Ltd, Cheltenham Road, Bishops Cleeve – Installation of Qty.2 blue and white monolith signs to replace existing black and white signs.

No objection.

9.2 Other planning matters.

19/00986/FUL – Green Meadow, Kayte Lane, Southam – Change of use of land to use as a residential gypsy caravan site including the stationing of 4 caravans for residential purposes, of which no more than 2 shall be static caravans,; retention and extension of hardstanding, retention of existing stable and utility buildings and boundary fencing. Appeal against refusal dismissed.

21/01540/FUL – Heather Chase, Cleeve Hill – Erection of dwelling, detached garage and associated works. Appeal against refusal lodged.

10. Land adjacent to Ratcliff Lawns.

Covered under agenda item 7.

11. Parish Council Website.

A list of providers of dedicated websites for councils had been circulated to councillors for consideration. It was **agreed** that the new website would operate alongside the village website. Councillors selected 3 providers and the Clerk was asked to obtain quotations.

12. Finance.

12.1 The accounts and bank reconciliation as at 30th June 2022 (previously circulated) **were approved** by the Council.

12.2. Receipts for June 2022 were noted: bank interest £0.15.

12.3 Payments for July **were approved** by the Council: Clerk's salary 269.35, admin £238.19, PAYE £67.40, new laptop for Clerk £449.00.

13. Date of Next Meeting

The next meeting will be held on Tuesday 9th August 2022 at 7.30pm at Southam Village Hall.

8.50pm Cllr Burke left the meeting.

- 14. Council resolved** to exclude the public and press to discuss the recruitment of a new Clerk. Applications were considered and it was **agreed** that Cllr Wood would contact the first choice of candidate.

The meeting closed at 9.15 pm



MINUTES (subject to agreement at the next Council Meeting) of a Meeting of the Parish Council held on Tuesday 9th August 2022 at 7.30pm at Southam Village Hall.

Councillors Present: Cllr Adrienne Wood (Chair), Cllr Karen Licence (Vice Chair), Cllr Carli Burke, Cllr Steve Lennon, Cllr Rebecca Prince, Cllr John Workman.

Also Present: Borough Councillor Keja Berliner, Clerk/RFO, 9 members of the public

1. To receive Apologies.

There were no apologies

2. To receive Declarations of Interest.

There were no declarations

3. To agree the Minutes of the Parish Council Meeting held on 12th July 2022.

The Minutes were agreed as a true record

4. To receive reports from County and Borough Councillors.

Councillor Berliner reported on attending a meeting with National Grid about placing all overhead cables on Cleeve Hill/Belas Knap underground. A consultation ongoing.

5. To receive reports from Parish Councillors and Clerk.

Cllr Workman reported that 2 kissing gates now installed.

Cllr. Burke reported that the dog bin at Noverton playpark still broken – might the Council replace this with a multi-purpose bin?

Cllr. Licence reported she was no longer Vice Chair of Cleeve Common Trust following the AGM but still on the board. A new memorial wall has been constructed on Cleeve Hill.

Cllr Licence has reported a sink hole in Noverton Lane and damage to surfacing in the play area.

Cllr Wood had nothing to report from the Village Hall Committee due to no meeting taking place

Outgoing Clerk reported that Natural England have confirmed they approved an application for a change from ridge and furrow (field at the top of Ratcliff lawns). She has chased new Noverton dog bin and repair to Queenwood Grove bin.

6. Public adjournment.

To receive questions/comments from the public.

Resident reported that community project to deal with litter/clearing vegetation was deemed unsuitable due to insurance constraints. Council could perhaps employ someone?

Resident reported concerns about overhanging branches on stressed trees in New Road – Clerk to report

Resident reported that requests for a speed survey to obtain a 30mph limit on the Cleeve Hill Road would not be possible due to GCC rules

Cllr. Lennon asked if the Council might obtain an update on Kayte Lane development site following the appeal dismissal.

7. Road Safety – 20mph Survey

To report on the responses received to date to the 20mph survey and to consider the Council's response to the consultation on the Gloucestershire County Council draft Road Safety Policy.

To date there was support for a 20mph limit on School Lane and Old Road but the results would be reviewed after the closing date of 14th August

8. Cleeve Common Board of Trustees.

To note the vacancy for a Parish Council representative on the Cleeve Common Board of Trustees.

Noted that Cllr Berliner standing down

9. Planning.

9.1 To consider the following planning application:

22/007591/FUL – Sunset, Sunset Lane, Southam – Demolition of the existing property and development of a replacement dwelling following the approval of appeal reference APP/G1630/D/21/3277456. Comments - Disappointed with design/materials of the replacement dwelling but no adverse effect on the landscape

22/00825/TPO – Ellenborough Park Hotel – Tree works – No objection

9.2 To report on any other planning matters. - None

10. Parish Council Website

To consider quotations for dedicated Parish Council website.

5 quotations received. **Clerk to investigate ease of operation and content transfer.**

11. Finance.

11.1 To approve the accounts and bank reconciliation as at 30th July 2022. **The summary of receipts and payments was approved. The bank reconciliation of £20810.32 was agreed as correct.**

11.2 To confirm that the quarterly check of bank reconciliations has been carried out. **Cllr Lennon had undertaken this task and agreed the content.**

11.3 To consider renewal quotation for Swarco maintenance agreement. – **Agreed to renew the Gold contract at £499.55 1 Oct 22- 30 Sept 23**

11.4 To note receipts for July 2022. – none received

11.5 To approve payments for August 2022 – **The following payments were presented for approval and were agreed:**

Payee	Amount	Purpose
EES	£190.00	Newsletter printing
John Preece & Sons	£420.00	Grass cutting
V Larcombe	£490.00	Grass cutting
E Dowie	£110.16	Clerk's Salary
E Dowie	£145.32	Office costs, mileage £56.10 Software £69.98 Archive boxes/envelopes £19.24
G Jennings	£305.22	Clerk's Salary
HMRC	£103.80	PAYE

In addition a payment request for £16.32 for postage of the newsletter was approved.

12. Date of Next Meeting. Tuesday 13 September 2022 at 7.30pm at Southam Village Hall.



.....
M I N U T E S (subject to agreement at the next Council meeting) of a Meeting of the Parish Council held on 11th October 2022 at 7.30pm at Southam Village Hall.

Councillors Present: Cllr Karen Licence (Vice Chair), Cllr Steve Lennon, Cllr Rebecca Prince,
Also Present: Clerk/RFO, County Councillor David Gray, Borough Councillor Keja Berliner, 7 members of the public

13. To receive Apologies and Notice of Councillor Vacancy.

Apologies were accepted from Cllrs. Wood and Burke. Cllr John Workman had resigned and a Notice of the Vacancy has been published

14. To receive Declarations of Interest.

There were no declarations of interest

15. To agree the Minutes of the Parish Council Meeting held on 9th August 2022.

The Minutes were agreed as a true record

16. To receive and request reports from County and Borough Councillors.

GCC business suspended during the national period of mourning.

County Councillor Gray reported that Stagecoach may withdraw some services due to a lack of drivers. Nationwide there was a large inactive population and a record high of people on sick leave.

The Council has introduced a new Road Safety Policy with measures for traffic control and grants available.

The Council Budget strained due to overrun on children's services and factors such as pay rises, inflation and uncertainty about Central Government Grant.

GCC have put in an expression of interest to the Investment Zone fund with projects already designated for development like Junction 10 and 9, Berkeley Fusion Reactor, Severn Edge. Junction 9 consultation delayed.

Gloucestershire section of the Tour of Britain did not take place due to the police being deployed elsewhere over the period of mourning, but road improvements were a benefit. Regarding pensions GCC pension fund is overfunded which was good news.

Borough Councillor Berliner advised that a new Bag and Bin It Policy introduced to address dog fouling. The 6 month trial of temporary cameras to catch fly tipping offenders had yielded results although one camera was stolen.

17. To receive and request reports from Parish Councillors

Cllr Lennon requested that Ellenborough be asked to explain ongoing stench from pond.

Cllr Licence reported that GCC Highways had been approached regarding the use of Mill Lane for construction traffic to ease the burden on Desert Orchid Road in the forthcoming further development there. GCC were firm in their view that construction traffic would damage the ditch alongside Mill Lane and could not be allowed although it was observed by the parish councillor that another site in Mill Lane was receiving such traffic.

18. Matters Arising (Progress Report)

Kayte Lane Planning Enforcement – TBC are aware of continued occupation – Cllr Berliner reported that Legal Dept were considering their options on how to enforce

Cleeve Common Board of Trustees – Carli Burke has expressed interest in representing the parish
Stressed Trees in New Road reported to GCC Highways 10/08 and fallen trees on PROW Kayte Lane and Bentley Lane also reported following the last meeting

19. Public adjournment

Members of the public may raise questions or comment on any item on the agenda. Any other issues should be raised in writing to the Clerk.

Resident asked if footpath could now be reinstated in field behind Ratcliff Lawns (Cuckoo Farm)

Resident asked if GCC could enforce hedge trimming – she could not exit her driveway safely due to neighbour's hedge which also obscured the road

Residents raised complaints with Cllr Berliner regarding the lack of action on the Kayte Lane site

20. Road Safety – 20mph Survey

Receive survey results and discuss next steps

The survey would be shared with GCC to assess whether they will implement any schemes. The survey will also be shared with the public in the next newsletter. There was support for zoning part of Old Road and School Lane

21. Planning.

Consultations (none at issue of agenda but may be dealt with as late papers)

Enforcement Notices had been issued by TBC on:

Curlingstones, New Road

Lark Rise, Southam Lane

Decision Notices

22/00825/TPO Ellenborough Park – Consent

22. Parish Council Website

Discuss cost and content comparisons of 3 preferred options and consider risks

Discuss email accounts

Discuss ongoing cost of village website

Proposer and seconder required

Decision deferred - Cllr Lennon proposed a meeting with the webmaster to discuss. Cllr Prince/Clerk to attend.

23. Arrangements for Remembrance Day Parade

Road closure requested. Councillors to assemble at village hall by 2.30pm for parade.

- Council to agree donation to RBL for wreath (£45). **Council agreed to donate £45.**

24. Finance.

1. To approve the accounts and bank reconciliation as at 31 August 2022.

Cllr. Lennon checked and agreed the bank reconciliation to the end of September

Bank £3081.28

Unpresented cheques (£508.20)

Cashbook £2573.00

2. To approve payments for September (made under emergency powers) and October

The following payments were agreed:

September	Cheque No	Total	Net	Vat
Clerk Salary	1618	305.22	305.22	0
HMRC	1620	76.2	76.2	
Office Allowance Aug & Sept	1621	52	52	0
TBC (Road Closure Remembrance)	1622	100	100	0
Leaving Gift Voucher John Lewis	1623	50	50	0
Southam Village Hall May-August	1624	80	80	0
TBC (Mixed waste bin Noverton)	1625	396	330	66
CPRE (subscription)	1626	36	36	0
SWARCO (Gold Maintenance)	1627	599.46	499.55	99.91
		<u>1694.88</u>	<u>1528.97</u>	<u>165.91</u>

October Payments	Chq No	Total	Net	Vat
Clerk Salary	1628	305.02	305.02	0
Office Allowance Broadband	1629	36	36	0
HMRC - Sept PAYE	1630	76.4	76.4	0
RBL - Wreath	1631	45	45	0
Vince Larcombe Grasscutting	1632	140	140	0
		<u>602.42</u>	<u>602.42</u>	<u>0</u>

3. Council to consider adding to next year's budget for casual labour (care of bus shelter/steps/general tidiness) **A tentative annual sum of £150 was agreed for quarterly work**
4. Deeds to the village hall – consider Land Registry search fee £75 – The clerk explained that LLoyds Bank had originally held the deeds but they had at some point been collected by a councillor and subsequently lost. **Agreed to proceed**
5. To agree a change in the Fixed Asset Register – to note disposal of old laptop and filing cabinet – **The Council agreed the amendment to the Register to show that the laptop had been replaced (the old one being disposed of) and the filing cabinet (£100) scrapped due to its condition and the cost of removal.**
6. Plan for a Coronation event – discuss budget requirements - **deferred**
7. Purchase of Jubilee tree and arrangements for planting and placement of plaque – deferred until new location of planting decided. It was suggested that the Council consider the verge by the bench on Old Road or the village hall grounds.
8. To agree a quotation for grasscutting for 2023 indicating a £15 per cut increase – **increase in cost agreed**
9. Queenwood Grove bin repair outstanding from Borough Council – Chased 10/08 and 30/08 – Cost of Repair would be £100, alternatively a new multi purpose bin would cost £452 to supply and install **The Council agreed to authorise repair of the bin.**

25. Date of Next Meeting.

Tuesday 8 November 2022 at 7.30pm at Southam Village Hall.



.....
M I N U T E S (subject to agreement at the next Council meeting) of a Meeting of the Parish Council held on 8th November 2022 at 7.30pm at Southam Village Hall.

Councillors Present: Cllr Adrienne Wood (Chair), Cllr Carli Burke, Cllr Steve Lennon, Cllr Rebecca Prince

Also Present: Clerk/RFO, 6 members of the public, Borough Councillor Keja Berliner

26. To receive Apologies

Apologies were accepted from Cllr. Licence. Borough Councillor Dean had sent his apologies.

27. To receive Declarations of Interest.

Councillors expressed interest in item 33 Cllr.Wood (Robins Hill) Cllr Lennon (Manor Farm) Cllr Burke (Wayward Lad Close)

28. To agree the Minutes of the Parish Council Meeting held on 11th October 2022.

The Minutes were agreed as a true record

29. To receive and request reports from County and Borough Councillors.

Councillor Berliner reported that the caravan removed from Kayte Lane site and occupiers have been sent Notice of enforcement

30. To receive and request reports from Parish Councillors

Cllr Burke reported a burglary on the Noverton estate and also expressed concern about the mud being left on estate roads by construction traffic

Cllr Lennon had inspected footpaths between Ratcliff Lawns and New Road which were passable

Cllr Wood reported that the Village Hall had a successful film night and were preparing for the Film Night and Quiz/Fish and Chip supper. A Christmas Fair and Father Christmas were also being arranged.

31. Matters Arising or interim reports (Progress Report)

Kayte Lane Planning Enforcement – TBC are aware of continued occupation

Queenwood Grove bin repair outstanding from Borough Council

Footpath reinstatement (New Road to Ratcliff Lawns) GCC to contact landowner

Graffiti on bund – Noverton – awaiting information about landowner – Clerk has now contacted the Environment agency

Damaged road name sign – Gravel Walk – reported to TBC

The Clerk reported that the 20mph Survey results have been fed back to GCC. The County Council are currently analysing the results of their own consultation and appreciated the feedback.

32. Public adjournment

Members of the public may raise questions or comment on any item on the agenda. Any other issues should be raised in writing to the Clerk.

Neighbourhood Watch coordinator reported that people must be on the alert during the dark Winter evenings as burglars were forcing windows open and active in the area. Members of the Neighbourhood Watch will be attending the Remembrance Service and are also arranging a Christmas service at the church with pets.

33. Planning.

Consultations

Cotswolds Landscape Management Plan consultation – no comment

22/01100/FUL Erection of 2 dwellings and associated external works. Land To The West Of Wayward Lad Close And Desert Orchid Road – **Objection due to overcrowding on the site and lack of parking facilities/resultant removal of existing parking**

22/01090/FUL Erection of detached gazebo to front garden Highcroft , Queenwood Grove, Prestbury – **No objection although trees are evident on the site**

22/01007/FUL Retrospective application for a farm diversification proposal involving the retention of 5 no. containers which are occupied by local businesses. Manor Farm, Southam Lane, Southam – **The application lacks any information about the purpose of the business storage/health and safety risks and whether there is daily access to storage**

22/00974/FUL First Floor Extension over Existing Garage. Dormer to Front, raise existing gable and rear dormer Robin Hill , Southam Lane, Southam – **The proposed materials do not appear to match the existing and would not fit the street scene**

TBC Decision Notices

22/00681/ADV Installation of Qty. 2 blue and white monolith signs to replace existing black and white signs. G E Aviation Systems Ltd Cheltenham Road - Permit

22/00903/TPO. TBC/TR/92 - G1 Group of 3 Horse chestnut: Cut back by 3.5-4m over the small building and trim back overhang from driveway by 1m. 7 The Close Southam Cheltenham - Consent

34. Parish Council Website

Further to meeting with the current webmaster discuss the way forward to achieving compliance and management by either moving to a new provider or taking over control of existing systems

Councillors expressed a preference to have a fresh website, new domain name and complete control over the IT systems.

In the first instance it was decided to try and adapt the current website with a change of domain name.

A list of requirements would be explained to the volunteer webmaster and if these could not be achieved the Council would revisit the list of 3 preferred website/email providers.

35. Finance.

1. To approve the accounts and bank reconciliation as at 31st October 2022 – **The summary of transactions was approved. The bank reconciliation was not available due to lack of online access.**

2. To approve payments for November

Payments were approved as follows:

Payments November	Total	Net	Vat
Clerk Salary	305.22	305.22	0
HMRC	76.2	76.2	0
EES - newsletters	150	150	0
Office allowance/mileage/heat/light	38.4	38.4	0
	<u>569.82</u>	<u>569.82</u>	<u>0</u>

3. Review of Action Plan 23-24

The Council had reached its objectives apart from installation of a bus shelter which proved to be unachievable. **In the year 23-24 the Council will advertise a contract for maintaining general village items and continue to make improvements to street furniture.**

4. Receive the draft budget for 23-24 – **The draft was circulated. Councillors agreed that a saving could be made by simplifying the accounting methods.**

5. Purchase of Jubilee tree and arrangements for planting and placement of plaque – **GCC Highways have indicated that the Southam Lane location would be feasible. Council agreed a budget of up to £200 for the purchase of the tree. Cllr Wood to investigate tree species and clerk to obtain quote for planting.**

6. Discuss the purchase of a kissing gate £250 for field entrance Ratcliff Lawns

It was agreed to purchase a kissing gate for installation by the Cotswold Wardens

7. Discuss making a bid for VAS renewal

It was agreed to make a bid for a further sign now that current signs were deteriorating.

36. Receive applications for co-option to the Council

No applications received – a recruitment drive to be held in the New Year prior to the elections.

37. Date of Next Meeting. Tuesday 13 December 2022 at 7.30pm at Southam Village Hall.