

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

Of a meeting of Southam Parish Council held on the 8th January 2013 in Southam Village Hall at 7.30PM

Present: Chairman Councillor Kevin Wilcox
Councillors: Noel Hemming Paul Nurden, Jeff Grinnell, Ben Thomas
Also Present: County Councillor Gordon Shurmer, Borough Councillors Margaret Ogden & Mike Dean, Clerk Gill Jennings, Roger Wilson
8 members of the public

1. To Receive Apologies

Apologies were received from Councillors Gordon McAnoy and Anna Holloway

2. Declarations of Interest

None received.

3. A Presentation on Road Safety Measures (Garry Handley/Richard Waters – Glos County Council)

Garry Handley advised the Council on the nature of RTAs in Southam over the last 12 years. 131 collisions caused by driver error of which 18 occurred in the last 4 years. The number was reducing. 15 of those 18 accidents were caused by drivers from GL52 postcodes. Despite his assurances that driver behaviour could be modified by education and an example set by local people the Council felt that an up to date survey was required. It seemed unlikely from these statistics that GCC would provide funding towards an engineering project to calm traffic (such as a VAS or speed humps). GCC were reluctant to use additional speed limits which required enforcement and were subject to police tolerances. The Council were reminded that Cllr Shurmer had to allocate funding from his £10,000 budget for traffic measures, there was the option of polite signage or gates or road markings to remind drivers of the speed limit. Due to the fact that Southam Lane/Kayte Lane are due to be resurfaced with renewed white lines the Parish Council would look at the option of a gated approach. Councillors were keen to get on with the speed survey and GCC were reminded that police assistance was required.

Parishioners were concerned about HGV movements on Southam Lane. Garry Handley advised there was a possibility of notifying satnav companies to get the route changed. The clerk was asked to write to 2 local companies who might be receiving HGV traffic.

Parishioners were also keen to see the white lines replaced on Southam roads as soon as possible.

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4. Brief Reports from County, Borough and Parish Councillors

Cllr. Gordon Shurmer reported GCC had frozen council tax even with a reduction in funding from Government of 4.5%. He asked Council to consider details of the bulk buying energy scheme, registration of interest was required by 28th January and information available from Tewkesbury library. Due to the electoral boundary changes Cllr. Shurmer will be moving to another ward. Roger Wilson introduced himself as the Conservative candidate.

Cllr. Mike Dean had requested site visit of development at Sunset Lane, in the meantime the application had been withdrawn. Cllr. Ogden advised NHS Glos. Clinical Commissioning Group will take over the costs of hospital treatment and community services from the PCT on the 1st April.

5. To agree the Minutes of the Parish Council meeting of the 11th December 2012

The Minutes were agreed as a true record.

The Council **resolved** by unanimous vote to request a precept of £8100 for the year 2013/14 The Council opted to keep Band D the same under the new Localisation Scheme.

6. To consider Planning Applications

12/01201/FUL Extension to side of dwelling. Little Lance, Old Road No Objection

12/1160/FUL General Purpose agricultural building Manor Farm No Objection

12/2460/OUT Farmworkers Dwelling Manor Farm Objection due to development of Greenfield site and existence of suitable accommodation on site.

7. Finance

To agree payments : Village Hall Hire (Invoice not presented), Clerk's Salary £287.85/PAYE£71.80/RBL Coffee Morning £25, Youth Café £80, Drop In £170

8. Correspondence

Invitation to Place Planning Seminar on 31st January at 6.30pm Tewkesbury Borough Council offices - The Clerk would try to attend.

Call for Transport Schemes – Information event 18th January 9.30-12pm

9. Adjournment for Public Participation

A resident was concerned about the health of horses being kept by a farmer on Cleeve Hill. It was recommended that she contacts Trading Standards office of Gloucestershire County Council

10. Date of Next Meeting

12 February 2013

Chairman

Dated.....

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

Of a meeting of Southam Parish Council held in Southam Village Hall on Tuesday, 12th February 2013 at 7.30pm to discuss the following items:

Present: Chairman Kevin Wilcox, Vice Chairman Gordon McAnoy,
Councillors Ben Thomas, Jeff Grinnell, Noel Hemming
Also Present: Borough Councillors Margaret Ogden and Mike Dean
Clerk Gill Jennings and 14 members of the public

1. To Receive Apologies

Apologies were received from Councillors Anna Holloway (attending Cleeve Conservators meeting) Paul Nurden

2. Declarations of Interest

None

3. To approve the Minutes of the 8th January 2013

The Minutes were approved as a true record

4. To receive updates from previous Meetings:

- a. Parish Plan – the draft document will be presented to Council at the March meeting for approval and circulation at the Annual Parish Assembly
- b. Noticeboard – Approvals from utility companies have to be obtained before work can commence on GCC Highway land. Approvals from BT and National Grid outstanding.
- b. Richard Waters (GCC) has offered to meet with the Council to discuss footpath routes to Bishops Cleeve/Prestbury and to discuss white line markings – Councillor McAnoy would represent the Council.

7. Adjournment for Public Participation

Took place under prior to item 5 to allow public representations on planning applications. Members of the public raised concerns about the use of the courtyard for commercial purposes and the reduction in parking for the church. It was also felt that parking congestion would occur, the verges would get worn down, the archway might be threatened by construction traffic. There was concern that any commercial activity/traffic movement would cause noise disturbance and a condition of the permission should be to prevent this. There was also poor visibility from the driveway to Southam Lane. Surface water needed to be channelled into main drains. Everyone present was keen to see the barn restored and hoped that there would be conservation and preservation of the exterior and features of the interior. One parishioner voiced his opinion that the roof should be tiled in keeping with surrounding buildings.

5. To consider Planning Applications

12/00821/FUL Orchard Lea – Objection raised to the design of the building which was out of keeping with neighbouring properties. Appeared joined to the existing dormer bungalow by the single garage presenting a row of garages to the centre.

12/1255/LBC Southam Tythe Barn restoration of Grade II Listed building to single work/dwelling unit, demolition of 20th century part – The Parish Council would respond with

public comments in mind in the hope that the church and existing environment would be kept sustainable.

12/00829/OUT Ellenborough Park – stables to office accommodation – the plan was unclear and Council would like more information on the intended use of the new build. Councillor Wilcox was delegated to make enquiries and submit a response on behalf of the Council.

6. To receive brief reports from County/Borough/Parish Councillors

Councillor Margaret Ogden reported that Tewkesbury Borough Council enforcement officer was investigating the removal of hedgerow on the opposite side of the road to Marjolaine. She advised the meeting that a consultation was taking place on the intention by the NHS to close Cheltenham A & E department between 8pm and 8am with patients being transferred to Gloucester Royal. A meeting would take place on the 23rd February at Sandford Road Centre. 20 consultants are needed between the 2 hospitals and currently there are 11. NHS Glos say they are having difficulty in recruiting. The consultation document is available for everyone to fill in at www.nhsglos.uk by the 3 May 2013.

Cllr Wilcox has attended a meeting with residents on Cleeve Hill to discuss road safety issues and reported that speed checks had indicated that the majority of drivers are not speeding over 40mph but residents were keen to see a reduction to 30mph. Glos. County Council had not been particularly supportive and seemed to concentrate on reducing the water run-off on the road. They confirmed that out of 3800 car passes 200 cars had been travelling at between 50-60mph and 1 car had been recorded at 91mph. Cllr. Wilcox suggested that Southam works with Cleeve Hill on monitoring the situation and lobbying for change.

7. Adjournment for Public Participation

Took place prior to item 5.

8. Finance

a. To agree current account balances and to sanction payments:

Clerks salary £191.85 paye £47.80 Village Hall £60 Jan/Feb/Mar, Website £83.98,

b. Appointment of Internal Auditor – The Council resolved to appoint Peter Newman as internal auditor.

c. Grasscutting Contract awarded to Mr. Preece. Council would map out areas to be cut at the next meeting.

9. Items of Correspondence

a. A request for a grit bin on Noverton Lane/Desert Orchid Road has been received –The Clerk had pursued this with GCC who were not keen to have more grit bins to fill. The Council would consider this further if there was more demand.

b. Consultation on streamlining the planning process GAPTC – consultation document had been emailed to councillors.

c. A Consultation on obtaining funds from next year's council tax precept to cover the cost of policing and crime reduction in Gloucestershire was sent out on the 22nd January for response by the 25th January by the new Police Commissioner (For information only but to note!)

d. Free Green Deal Energy Assessments – Tewkesbury Borough Council can make energy surveys and offer help to those residents in receipt of benefits.

10. Date of Next Meeting and Arrangements for Annual Assembly

12th March 2013 (although this was during race week the meeting would start at 7.30pm)

Councillors were asked to consider who might be invited to speak at the Annual Parish Assembly

Chairman

Date

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

Of a meeting of Southam Parish Council held in Southam Village Hall on Tuesday, 12th March 2013 at 7.30pm to discuss the following items.

Present: Chairman Kevin Wilcox, Vice Chairman Gordon McAnoy
Councillors: Jeff Grinnell, Noel Hemming, Ben Thomas

Also Present: Borough Councillor Mrs Margaret Ogden
Clerk Gill Jennings, 7 members of the public

1. To Receive Apologies

Apologies were received from Councillors Paul Nurden, Anna Holloway

2. Declarations of Interest

None declared

3. To agree the Minutes of the Meeting held on the 12th February 2013.

Minutes were agreed with movement of public comments to appear before item 5.

4. Adjournment for Public Participation

There appeared to be an issue with cars obstructing the pavement outside Green Dene during building works. Clerk asked to write to home owner. A reminder would be put in the newsletter. The Clerk was also asked to include thanks to residents who had carried out a litter pick.

A resident reported that a large ornamental pot had recently been stolen from a garden.

5. To consider the following Planning Applications

13/00188/FUL Conversion of the existing detached garage at Whitehill Mill Lane, GL52 3NF to create a new 3 bedroom dwelling with associated access

No objection

13/00154/CLE Use of dwelling without compliance with agricultural tie (Condition (e) of planning permission Brookfield Farm, Gravel Pit Lane, GL52 3NQ

No Objection

12/01254/FUL Amended Tithe Barn

Change of use to single live/work unit and complete refurbishment with alterations and restoration of Grade II* Listed Tithe Barn including new extension with planted sedum roof and demolition of existing 20th Century modern extensions.

The revised plan appears to have retained the courtyard as an open area and it is hoped that this will afford car parking for the church and therefore maintain the sustainability of neighbouring properties.

13/00118/FUL

Proposed rear first floor extension and roof alterations.

Old School Cottage , School Lane, Southam

No objection

6. To receive brief reports from County, Borough, Parish Councillors

Councillor Mrs Margaret Ogden reported that £250 grant monies were available for community halls and could be used for refurbishment, improved access up to £25000 for each community. She advised that the former toilet block on Cleeve Hill has been granted permission for conversion to a single holiday let.

Cllr. Ben Thomas (Draft Parish Plan) The plan would be circulated and councillors were asked to submit photographs of the village and events for inclusion.

Permission is awaited from Glos County Council regarding erection of the noticeboard on the footpath.

Cllr. Jeff Grinnell reported that a "private drive" sign has been erected in Lye Lane and the bridle path sign is not clear enough to indicate that there is still access. Clerk to report to Glos County Council. The landowner who is developing their property has erected a temporary fence which may impede access to riders and Tewkesbury Borough Council would be alerted to this.

7. To agree payments, account balances.

a. Clerks salary £191.85, PAYE £47.80, Clerk Expenses £38.22, Village Hall £10, EES £115 – Payments were agreed

b. To note S137 is now £6.98 per head.

8. Arrangements for Annual Parish Assembly

The council agreed to hold this on the 14th May following the AGM.

Mrs Eunice Powell has agreed to give a talk on Squire De La Bere, the Parish Plan will also be presented and the Village Hall Committee are invited to talk about their 5 year plan for the hall.

9. Council to agree areas for grass cutting.

The Clerk will liaise with Mr Preece to draw up a list of the areas currently cut.

10. Items of Important Correspondence

Hollingworth & Vose had written explaining that they did use Southam Lane as a route to their premises but that they were willing to work with the community.

Council requested that they are asked to avoid the village between the hours of 6-7am.

11. Adjournment for Public Participation

A resident asked for an explanation of S137. This is the amount set by statute that a parish council can spend for any purpose which will benefit the community.

12. Date of next meeting

9th April 2013

Southam Parish Council

Minutes of the Meeting of Southam Parish Council
7:30 pm Tuesday 09th April 2013 in Southam Village Hall.

Present	In attendance
Mr J Grinnell Mr N Hemming Mrs A Hollaway Mr G McAnoy (Vice Chair) Mr P Nurden Mr B Thomas Mr K Wilcox (Chairman)	Councillor M Ogden (TBC) Mr R Wilson (County Council Candidate) Circa 12 Parishioners

Meeting opened by the chairman at 7:30

Agenda Item 1 Apologies for absence

Apologies for absence were received from the Clerk. In the absence of the Clerk the Chairman agreed to record the minutes, with additional notes taken by other councillors.

Agenda Item 2 Declaration of interest

There were no interests to be declared.

Agenda Item 3 To receive and agree minutes of 12 March 2013

The discussion of the revised planning application for the Tythe Barn 12/01254/FUL was amended to include that the Parish Council were to re-submit previous concerns on this development along with comments on this application.

04_13_01 Action KW: Chairman to check with Clerk, letter on latest Tythe barn Planning application recorded previous concerns.

There were no other amendments and the minutes were signed and dated by the Chairman.

Agenda Item 5 Councillors Reports

Councillor Mrs M Ogden reported that following reports of unauthorised hedge removal and ditch filling in Sunset Lane, Katherine Crawley Planning investigations officer had stopped further development. Councillor Ogden also made comment as to the numbers of trees and hedgerow removed from Marjolais Cleeve Hill. An initiative was being coordinated by Graeme Simpson of TBC and the Police for Enviro Crimes. Enviro-Crimes include Littering, Dog Fouling and Fly tipping. The Parish Council are requested to contact him if these issues or similar are a problem for our Parish. Contact details

Graeme.simpson@teWKesbury.gov.uk. Councillor Ogden also commented that neither Councillors Dean, or herself had received the minutes of the last meeting or the agenda for this one. The Parish council were to ask the Clerk to check her mailing list and include the two Borough Councillors.

Southam Parish Council

04_13_02 Action KW: Chairman to supply contact e-mail addresses to the Clerk to add to her distribution lists.

Councillor Thomas spoke about the Village plan (draft issue) which had been circulated to councillors for checking. Councillors congratulated Cllr. Thomas for his efforts in producing the plan and in particular it's professional presentation.

04_13_03 Action All: To complete checking of draft plan in time for distribution at next month's Annual Parish Meeting.

Councillor Thomas added the new notice board was waiting approval from GCC Highways before sighting.

Councillor Grinnell reported the bridal path to Cleeve Common at the top of Lye lane was restricted, but the land owner had cut back the hedges and was to install a new fence with a 3 m wide pathway.

Councillor Nurden reported that Tewkesbury Police were very keen to support road safety in the village by providing speed monitoring equipment. Councillors Wilcox, McAnoy and Nurden have had the necessary training, but were unavailable during the working.

Councillor Nurden requested additional volunteers to contact him to begin a series of day time speed checks.

Agenda Item 5 Adjournment for Public Comment

The field by the pull in, at the bottom of Cleeve Hill was being used for fly tipping. It is a matter for environmental health and possibly could be put to Graeme Simpson enviro crimes initiative (ref remarks by Councillor Ogden). The council were to ask the clerk to contact Mr Simpson over the issue.

04_13_04 Action Clerk: To contact Graeme Simpson to coordinate over fly tipping problem in land adjacent to pull in at bottom of Cleeve Hill.

Part of the problem was the vehicular access to the pull in off Cleeve Hill, allowing large vehicles to enter. Previously problems have been experienced at this location with travellers. GCC Highways department had offered to raise the tree canopy to improve the site line from the road in an attempt to reduce littering problems. The Parish Council would like to request the installation of lockable height restricting bars to prevent high vehicles from entering the pull in.

04_13_05 Action Clerk: The clerk is to write to GCC Highways expressing concerns over pull in and request the raising of the canopy height and the installation of lockable high gates at the entrances' to combat fly tipping.

Southam Parish Council

Unauthorised works had been carried out on GCC Highways land in Sunset Lane with the removal of hedge rows and the filling in of the drainage ditch. Residents felt the works were in connection with the forthcoming planning application for a lambing shed on the land. It was considered that data presented in the planning application and its justification for farming sheep was incorrect on many counts, leading to a large over estimate of the numbers of ewes the land could support. The manure from the site will be unsightly and may contaminate the local water course. It was also pointed out the loss of the ditch will lead to run off water from the field running down Sunset lane and causing a standing water hazard across the B4623 Cleeve Hill Road.

04_13_06 Action Chairman: Write to GCC highways stating the concern over the works in Sunset lane and the predicted problems for run of water.

Water leaking from the hydrant in School lane was raised. Water had been running out all winter, becoming very icy during the cold spell. The water board had inspected the site but said the water was not coming from the hydrant as it was not chlorinated. The Parish Council will continue to monitor the leak.

The issue of tradesmen's vehicles parked on the bend blocking the footpath at Green Dene, Southam lane, had been raised by a parishioner with the new property owner. The owner had apologised for the inconvenience. The parking problem was at a section on Southam Lane is where the white lining is most worn.

04_13_07 Action Clerk: The Council request the Clerk to write to Mr Waters GCC Highways requesting an update on the current status of the re painting / re surfacing of this section of road.

Following Public comments the meeting was reconvened to continue with Parish Council Business.

Agenda Item 6 Planning

13/00253/FUL Sunset, Sunset Lane Demolition of stables and replacement with Agricultural building. The council voted unanimously to object to the application. Letter to TBC to include the reasons listed from discussion above.

13/00256/FUL 2 Cleeve Cloud, Nutters Wood - single storey rear extension.

The Parish council felt the application should cause no problems, however the council felt the Board of Cleeve Common conservators should have an input to the decision due to the impact on the hill.

13/00232/FUL 54 Ratcliffe Lawns – replacement utility room

No objections.

Southam Parish Council

Agenda Item 7 Finance

1. Cheques agreed and signed. Salary £191.85, PAYE £47.80, EES £115.00
2. Council agreed to renew subscription to GAPT £227.58
3. It was agreed to renew the insurance for a 3 year period to achieve the lowest premium £307.13.
4. New laptop computer was agreed up to the value of £500 pounds maximum, including licensed software for Microsoft office. It was noted that as a Parish Council will be able to reclaim the VAT on the purchase.
04_13_08 Action Councillor Nurden: To determine best computer package for the Clerk's purposes.

Agenda Item 8 Correspondence

1. Bill on Precept Referendums (NALC Consultation) – Council to discuss implications. Council held this item over until next month.
2. The Chairman is invited to Tewkesbury Mayor Making Ceremony on 7th May. As the Chairman is unable to attend and offered the invitation to any other councillors. If no councillors are able to attend the Clerk is asked to write and apologise for our absence. 04_13_09 Action Clerk. To write to TBC and apologies that regrettably Southam Parish Council were unable to send a representative to the Mayor making ceremony.
3. Tewkesbury Borough Council have conducted a parish audit on services within Southam. The council note the survey and have requested the Clerk follows up the results and presents them to the council. 04_13_10 Action Clerk. To write to TBC requesting information regarding the audit findings.
4. Chelbury Mushroom Farm have responded regarding HGV movements to advise they do not use Southam Lane.
5. Grit Bins for Noverton View. The Chairman had been contacted by a resident of Noverton view with regards to providing a grit bin. The Chairman had explained that GCC Highways had said they were not able to prioritise refilling of all bins, but we would raise the matter at the next meeting.
04_13_11 Action Clerk. Council decided to ask the Clerk write to GCC Highways to find out if a Grit Bin for Noverton View would be supported.
04_13_12 Action Chairman. Return e-mail to Parishioner when the result of the enquiry to GCC Highways was known.

Southam Parish Council

6. Bus Services / Bus Stops. The Chairman had been contacted with regards to the regularity of bus services in the village and the position of the bus stop. The public transport is part of the village survey and hopefully this will form an action group that will contact Castleways and try to get the 606 service to run along Old Road. Roger Wilson added that 3rd Sector was a voluntary transport provider running bus services around Winchcombe. It may be worth contacting them if sufficient demand to add Southam to their routes. The Chairman added maybe residents could make additional effort to use the existing bus services, so the numbers of passengers would justify changes and improvements to the service. 04_13_13 Action Clerk. Contact the 3rd Sector voluntary bus service to ascertain if Southam is within their operating radius. Contact Roger Wilson for further details.

Agenda Item 9 Adjournment for Public Comment

There were no further comments from the public on the meetings discussions.

Agenda Item 10 Date of next Meeting

The date of the next Parish Council meeting will 14th May This will be the Parish Council AGM Note Earlier Start Time 7:00pm.

The AGM will be followed by the Annual Parish Assembly.

There being no further business the meeting closed at 9:00pm

Summary of Actions Taken for review at next meeting

Action Number	Action	Responsible
04_13_01	Chairman to check with Clerk, letter on latest Tythe barn Planning application recorded previous concerns.	Chairman
04_13_02	Chairman to supply contact e-mail addresses to the Clerk to to add to her distribution lists.	Chairman
04_13_03	To complete checking of draft plan in time for distribution at next month's Annual Parish Meeting.	All
04_13_04	To contact Graeme Simpson to coordinate over fly tipping problem in land adjacent to pull in at bottom of Cleeve Hill.	Clerk
04_13_05	The clerk is to write to GCC Higways expressing concerns over pull in and request the raising of the canopy height and the installation of lockable high gates at the entrances' to combat fly tipping.	Clerk

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04_13_06	Write to GCC highways stating the concern over the works in Sunset lane and the predicted problems for run of water.	Chairman
04_13_07	The Council request the Clerk to write to Mr Waters GCC Highways requesting an update on the current status of the re painting / re surfacing of this section of road.	Clerk
04_13_08	To determine best computer package for the Clerk's purposes.	Councillor Nurden
04_13_09	To write to TBC and apologies that regrestfully Southam Parish Council were unable to send a representative to the Mayor making ceremony.	Clerk
04_13_10	To write to TBC requesting information regarding the audit on services within Southam findings.	Clerk
04_13_11	Clerk write to GCC Highways to find out if a Grit Bin for Noverton View would be supported.	Clerk
04_13_12	Return e-mail to Parishioner when the result of the enquiry to GCC Highways was known	Chairman
04_13_13	Contact the 3 rd Sector voluntary bus service to ascertain if Southam is within their operating radius.	Clerk

Signed _____
Chairman Southam Parish Council

Date _____

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES of an

Annual General Meeting held at 7pm on Tuesday 14th May in Southam Village Hall.

Present: Chairman Cllr Kevin Wilcox, Vice Chairman

Cllrs Gordon McAnoy, Cllrs. Jeff Grinnell, Anna Holloway, Ben Thomas

County Councillor Robert Wilson

Clerk: Gill Jennings, 11 members of the public

1. To receive Apologies for Absence

Apologies were accepted from Cllr Paul Nurden.

Councillor Wilcox announced the resignation of Councillor Noel Hemming.

2. Appointment of Chairman

A ballot was held. Councillor Kevin Wilcox was appointed by unanimous vote.

3. Appointment of Vice Chairman

A ballot was held. Councillor Gordon McAnoy was appointed by majority vote.

4. To elect a representative to the Village Hall Management Committee

Councillor Jeff Grinnell was appointed

5. To elect representatives to the Cleeve Hill Board of Conservators

Councillor Anna Holloway and Noel Hemming were appointed.

6. To elect members of the Staffing Committee

Councillors Kevin Wilcox, Gordon McAnoy, Jeff Grinnell, Paul Nurden were appointed.

7. To elect members of the Parish Plan Action Group

Councillor Ben Thomas & the Clerk

8. Declarations of Interest

None Declared

9. To review the Minutes of the AGM of 8th May 2012.

The Minutes were reviewed without observation

10. To consider current Planning Matters

New Front Porch – Magistri – No Objection

Concern was expressed about a licensing application for the Ellenborough Park increasing the point of sale areas outside in the grounds of the De La Bere in that there was increased noise disturbance to residents. Clerk to write to TBC.

11. To agree current payments

Clerk Salary/HMRC/Expenses Toner Cartridge/Postage/Refreshments £50 , Peter Newman –Internal Audit £48, GAPTC £227.58, Zurich Insurance £372.69, Southam Village Hall £20

12. To agree amendment to insurance policy

The insured values had been corrected to replacement values.

3 Lamp Posts	£2100
3 Seats	£2100
3 Bus Shelters	£7000
3 Rubbish Bins	£ 674
3 Dog Waste Bins	£ 337
2 Noticeboards	£2246

13. To agree Accounting Statements 2012/2013 and to make Statement of Assurances

The Council agreed the accounting statements for 2012/13 and agreed the statement of assurances that the proper accounting procedures had been followed.

Balances Bt Fwd at start of year	£8648
Annual Precept inc support grant	£8090
Total Other Receipts	£1421
Staff Costs	£2875
All other Payments	£4958
Balances forward	£10326

The next General Business Meeting takes place on 11th June.

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

Annual Parish Meeting

Held at 8pm on the 14th May 2013 in Southam Village Hall.

Present: Chairman Cllr Kevin Wilcox, Vice Chairman
Cllrs Gordon McAnoy, Cllrs. Jeff Grinnell, Anna Holloway, Ben Thomas
County Councillor Roger Wilson
Clerk: Gill Jennings, 11 members of the public

8pm Councillor Wilcox extended a welcome to everyone attending and circulated the Annual Report.

“Your Parish Council Team

I would like to thank your Councillors for their contributions to the Parish Council this year. A special thanks to Ben for his work on the Parish Plan with the compilation of the Village Survey which he will be talking about later. Thanks also to Gill our Clerk, who has made our Parish Council run very efficiently over the last year.

Thank you also to our Borough Councillors Margaret Ogden and Mike Dean who continue to keep us informed of news from TBC and act on our behalf for which the Parish Council is very grateful.

There have been changes to the electoral boundaries this year resulting in us losing Gordon Shurmer as our Country Council representative. I would like to take this opportunity to thank Councillor Shurmer for his work at a County Council level for our village and his regular attendance of our meetings.

We welcome Roger Wilson as our newly elected County Councillor. Roger has been to many of our meetings as a candidate and we look forward to working with him in the future.

As those who were present for the Parish Council AGM will know Noel Hemming has resigned from the Parish Council duties after many years service to our community. Noel has previously been part of the Village hall management committee, he was the Church warden and also as a Parish Councillor was one of our representatives on the Cleeve Common Board of Conservators. Noel has offered to continue to attend Cleeve Conservators meetings and report back to the council. I would like to thank him on behalf of the council and the whole village for the work he and his wife Audrey have given to the community over the years. The Parish Council therefore have a position for a new councillor. Anyone interested in joining should contact a member of the Council for further information. The Parish council still has a vacancy for a foot paths officer. The voluntary role is to keep contact with GCC rights of way department to report issues with public footpaths.

And finally I would like to thank our Newsletter team and our webmaster for their efforts in keep us informed. Thanks also to Gordon Sullivan for his maintenance of the War Memorial which is a credit to our village..

Chris Cooper is standing down from Neighbourhood watch coordinator. I would like to thank him for all his work over the years.

Road Safety

Road safety is an issue of concern in our community. This year we have had Gary Handley and Richard Waters from GCC as guests to one of our meetings to talk about road safety and accident prevention. Three of our councillors have been trained in the use of hand held speed checking equipment and can now carry out speed surveys with the support of Gloucestershire police. Due to work commitments the councillors are unable to carry out speed checks at the busiest times of the day, so more volunteers are needed to increase the awareness amongst those travelling on our roads that there are speed limits and they must be adhered to.

Community Events

The Queens Diamond Jubilee celebrations were a great success bringing young and old together with a series of coordinated events. The Parish council supported the lunchtime event by buying the youngsters who attended a commemorative mug. In total the event had a surplus £371 which is earmarked for a new sign for the Village Hall.

The Parish Council has also been able to support the Village hall by giving a grant to help with the cost of refurbishing the kitchen. A meeting took place between the Parish Council Chairman and the Village Hall committee to discuss the idea of taking over the Tythe Barn. The committee felt that as a voluntary group the undertaking of raising the finance to purchase the barn and the effort required to maintain and run the venue was beyond their capacity so the idea has been dropped.

The new notice board has been arranged and is due to be installed by the refurbished telephone box, in the near future. The new board will have a section for the community with a glass door to protect notices from the weather.

Planning

Planning matters take a considerable amount of the Councils effort. This year Tewkesbury Borough, Cheltenham Town and Gloucester City Councils have been working on their Joint Core Strategy producing plans for housing development over the next five years with up to 38000 new homes being considered. On a local level revised plans for the Tythe Barn appear more sympathetic to the community retaining the courtyard. Marjolaine on Cleeve Hill and proposed agricultural buildings off Sunset lane are current issues of concern."

8.10pm Squire De La Bere – Eunice Powell will give a talk based on information from the account books of the 18th century Squire.

Southam consisted of 25 dwellings in the 1700s, Pigeon House Farm, Manor Farm and Southam House being the most noticeable. William Baghott was the third of fourteen children and heir to the De La Bere Estate comprising of Southam House and grounds. At the age of 35 he married Heather Stephens from Lypiatt and moved into Hall Place at Noverton. He did not attend University or Inns of Court but managed the estate at Southam hands-on with a dairy herd, team of oxen, pigs and sheep. He was very keen on horses and seems to have paid a high price for them according to record books. He was appointed High Sheriff of Gloucester in 1746. Through the household account books it was possible for our

local historian to piece together the close family of William and his servants. He appeared to be a generous man who knew the names of his estate workers and cared for his large family of which 9 out of 14 survived him.

8.30pm Southam Parish Plan – Councillor Thomas will circulate the completed plan and ask for volunteers to join the Action Group

Ben Thomas circulated copies of the Parish Plan which now required an Action Group to push forward the aspirations of the village. A copy of the plan would be made available in PDF format on the website.

8.45pm Southam Village Hall 5 Year Plan – Councillor Grinnell will explain the development of the hall over the next five years

Councillor Grinnell outlined the improvements to date i.e. new kitchen and redecoration and advised that the Committee were active in trying to obtain grants for energy improvements, i.e. solar panels, heat pumps. The washroom facilities would also be updated.

9pm Public Question Time

9.30pm Close

A resident asked whether the bus service provided by Castleways might stop along Old Road as the service was sometimes difficult to access by way of the steps and main road. (Clerk to write to Castleways)

A resident outlined the problem facing Southam was a lack of volunteers to take up matters such as neighbourhood watch, footpaths and parish plan.

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

of a meeting of the Parish Council held on Tuesday 11th June 2013 at 7.30pm.

Present: Chairman Councillor Kevin Wilcox

Vice Chairman Councillor Gordon McAnoy

Councillors Paul Nurden, Jeff Grinnell, Anna Holloway

Also Present: County Councillor Roger Wilson, Borough Councillors Mike Dean, Margaret Ogden

Clerk Mrs G Jennings

8 members of the public

1. To receive apologies

Apologies were accepted from Ben Thomas

2. To receive declarations of interest

There were no declarations of interest

3. Advertisement of a vacancy for councillor

The Council were advised that the closing date for the request of an election was 24th June.

4. To receive and agree the Minutes of the Meeting held on the 9th April 2013. An update on actions from this meeting and previous meetings is attached.

The Minutes were agreed as a true record and the actions noted. In respect of the grit bin at Noverton, footpaths and traffic calming (item12) the clerk and Cllr Nurden would meet with Richard Waters to discuss.

5. To receive and agree the Minutes of the Annual General Meeting held on the 14th May 2013 and to receive the Minutes of the Annual Parish Meeting.

The Minutes of the AGM held on the 14th May were agreed as a true record.

6. Planning Matters

13/00486/FUL Demolition Cleeve Hill Garage – Construction of three Dwellings This was noted for information only as there were ongoing discussions with the Planning Officer at Tewkesbury
13/00576/FUL 33 Desert Orchid Way – Extension to rear - No observations. It was hoped that the neighbour was aware and had made own comments.

7. To receive reports from County, Borough, Parish Councillors

County Councillor Roger Wilson reported that he had attended a meeting with the Healthcare Scrutiny Committee and advised the decision to close Cheltenham A & E in the evenings was due to the inability of NHS Gloucestershire to staff to a satisfactory level. He stated that the decision was not taken lightly but largely influenced by a report from the Severn Deanery who monitor doctors ensuring their training is valid and up to date. He drew attention to the importance of Corporate Parenting and the plight of 520 children in Gloucestershire waiting for adoptive homes. The County were concentrating their efforts in encouraging more adoptions.

Borough Councillor Margaret Ogden reported that Tewkesbury BC now had a new Planning website which would be launched on the 26th June for use by the general public in tracking applications and decisions.

Borough Councillor Mike Dean advised that the Joint Core Strategy had highlighted strategic site allocations at Ashchurch, Highnam, Longworth and Elmstone Hardwick

Councillor Grinnell reported a broken manhole cover at the footpath intersection with Ratcliffe Lawns.

8. Adjournment for Public Participation

A resident asked if the Parish Council would monitor the number of car boot sales in Southam as they believed it should only be 14 per year. The Parish Council felt this might be difficult to supervise with the sales being moved from field to field.

Chris Cooper (Neighbourhood Warden) reported that there was no news of a replacement warden and he was continuing to take on that role until such time as a volunteer came forward. He warned that quite heavy garden planters had been stolen from a front garden.

A resident enquired whether enforcement of Sunset Lane was still ongoing. Councillor Ogden responded that it was.

9. Winter Road Maintenance

The Council considered the questionnaire sent by Gloucestershire County Highways and agreed that the parish had nowhere to store salt unless Mr Jenkins was willing to take deliveries as part of the role of Snow Warden. It was not certain whether he would fulfil this role in 2013/14 as there was a problem with the suggested bucket fitment on his tractor. Clerk to ascertain make of tractor and make enquiries of GCC.

10. To agree payments: Clerk Salary £191.85/Expenses £57.90/PAYE £47.80, EES (Parish Plan) £225, Chairman's expenses £28.67

Payments were agreed.

11. Parish Plan – Short Term Actions

To assist Councillor Thomas who was taking the Plan forward alone the Council were asked to identify short terms actions which could be fulfilled. One point which could be actioned was the recording of planning decisions on the Council's agendas.

12. Road Safety – match funding

The Council were reminded that £2500 was available from the County for road safety. The Council had been left somewhat bemused by the advice of Garry Handley and were anxious to find effective road safety measures. (see minute 4 – The clerk and Cllr Nurden to meet with GCC to discuss) The suggestion was made that a 30mph sign was required at the head of Southam Lane to New Road or that a mini roundabout was required at the junction of New Road/Old Road. Councillor Nurden reported that he now had a team of volunteers to carry out a speed survey but they would need training.

13. Date of next meeting – 9th July 2013

Chairman

Date

Southam Parish Council

Minutes of the Meeting of Southam Parish Council 7:30 pm Tuesday 09th July 2013 in Southam Village Hall.

Present	In attendance
Mr J Grinnell	Councillor M Dean (TBC)
Mr N Hemming	Councillor M Ogden (TBC)
Mr G McAnoy (Vice Chair)	Mr R Wilson (County Council Candidate)
Mr P Nurden	Circa 5 Parishioners
Mr K Wilcox (Chairman)	

Meeting opened by the chairman at 7:30

Agenda Item 1 Apologies for absence

The Clerk had explained to the Chairman that she would be attending her son's graduation and may not be back in time for July's meeting. In her absence the Chairman agreed to record the minutes.

Agenda Item 2 Declaration of interest

There were no declarations of interests.

Agenda Item 3 Co-option of a Councillor

There had been two expressions of interest in the position. The Chairman was to contact both parties.

Agenda Item 4 To receive and agree minutes of 11 June 2013

The minutes of June 11th 2013 were agreed then signed and dated by the Chairman.

Agenda Item 5 To receive a report on Highway Matters and to agree the purchase of a grit bin for Desert Orchid Road

The due to the low number of members present the report on Highway matters was postponed until August meeting.

A vote was taken on the purchase of a grit bin for Desert Orchid Road. The vote was carried unanimously. A decision on the exact location will be taken in consultation with the residents.

Agenda Item 6 Planning Matters

13/00564/OUT Land adjoining Thrift House, Ashley Lane

The council objected unanimously to the application.

13/00588/FUL Additional Antennae on transmitters

No objections

Southam Parish Council

12/00821/FUL & 13/00692/CLP Orchard Lea

Concern was raised as to whether the build was progressing to agreed permission. The large side extension had been started under permitted development, though this application was yet to be decided. Parish Council to contact TBC Planning Enforcement to check on progress.

Agenda Item 7 County, Borough and Parish Councillors Reports

Councillor Wilson reported on the availability of a £20,000 budget for highways safety work. The money was for small projects concerned with remarking or re surfacing. The budget was to be allocated between 14 Parishes based on a first come first served basis.

Councillor Mrs M Ogden reported on Neighbourhood Planning. For more information contact Richard Wakeford, the Winchombe officer for more details.

Councillor Mrs M Dean Reported the JCS Plan was to be discussed in September.

Councillor Grinnell reported the bridal path to Cleeve Common at the top of Lye lane was being restricted by a temporary builder's fence.

Councillor Nurden reported that the broken manhole at 48 Ratcliff Lawns had been replaced. In a walk around with Richard Waters (GCC Highways) with regards to traffic calming measures, it was noted the 30 mph sign in New Road needed replacing.

The Chairman reported two letters of correspondence. Mr Johnson of Southam Lane reported that the old telegraph post carrying the No Dog Fouling notice had rotted and come down. A new post was required. Mr Lloyd of Noverton View had contacted the Chairman with regard to the fence around the uncompleted area of the development. The request was could something be done to reduce the size of the fence to allow better access and the site to be cleared up. Council to contact TBC enforcement to request a visit to the site.

Agenda Item 8 Adjournment for Public Comment

Mrs Davis raised concern over Hedgerows in Gravel walk. Mrs Backhouse commented on the Red Bricks on the road at the entrance to Woodmancote were breaking up. Also fires were being burn though out the day leading to problems with windblown ash. Mrs Vallance noted the building works at 48 Ratcliff Lawns was still causing disruption to residents. Water leak in School lane may become a hazard to traffic with ice as the season progresses.

Following Public comments the meeting was reconvened to continue with Parish Council Business.

Southam Parish Council

Agenda Item 9 Finance

Cheques agreed and signed. Clerks Salary / Expenses / PAYE, EES £115.00 Village Hall £20.

Agenda Item 10 Parish Plan Short Term Actions

In the absence of Councillor Thomas the item was postponed until the next meeting.

Agenda Item 11 Date of next Meeting

The date of the next Parish Council meeting will 13th August 2013 at 7:30pm.

There being no further business the meeting closed at 9:00pm

Signed _____

Chairman Southam Parish Council

Date _____

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES of a meeting of the Parish Council held on Tuesday 10th September 2013 at 7.30pm.

Present: Chairman Cllr Kevin Wilcox, Vice Chairman Cllr Gordon McAnoy
Anna Holloway, Ben Thomas. Jeff Grinnell

In attendance: Clerk Gill Jennings, Borough Councillor Margaret Ogden, Borough Councillor Mike Dean

1. To receive apologies

Apologies were accepted from Cllr. Paul Nurden, County Cllr. Roger Wilson

2. To receive declarations of interest

None received

3. Co-option of Councillor. An election has not been called therefore the Council may co-opt a suitable candidate. Cllr. Kevin Wilcox stated that there had been two expressions of interest and he would ask those applicants to write to the Clerk.

4. To receive and agree the Minutes of the Meeting held on the 9th July 2013

The Minutes were agreed with minor alteration.

5. Planning Matters

a. Alleged Unauthorised 18ft fencing – The Square, Cleeve Hill – Enforcement

b. 13/00588/FUL Additional antennae on transmitters – Cleeve Hill – Permitted

13/00486/FUL 3 dwellings – Cleeve Hill Garage – Permitted

13/00564/FUL 1 dwelling – adj. Thrift House, Cleeve Hill - Refused

13/00691/FUL Demolition of Garage/replacement outbuilding Monks Rest, Southam Lane – Permitted

c. 13/00742/FUL Extension & alterations The Oaks, Cleeve Hill, Southam – No observations

d. To consider the impact of the Growth & Infrastructure Act on parish planning consultations
Council members had no observations to make

6. To receive reports from County, Borough, Parish Councillors, Neighbourhood Watch

Cllr Ogden had attended a meeting of the Overview & Scrutiny Committee and reminded council that there would be a training event on enforcement. Cllr Dean stated that the Joint Core Strategy document will now go out for consultation. 2740 homes will be built in rural areas over the three authorities. Cllr Wilcox remarked on the lack of a custody suite in the new police station. He had received interest from two residents to become footpath officer and unfortunately both names had appeared in Southam Newsletter although no nomination had been made. **(Item for next agenda)**
A new post was required for the dog fouling notice and overgrown hedges were now restricting the footpath outside Sorrento, on Sunset steps, Gravel Walk. It was disappointing that works promised by Richard Waters (GCC) had not progressed. Cllr Grinnell reported that the village hall toilets had now been refurbished. He advised that Severn Trent had attended to water leaks around the village but only after report to Ofwat.

Chris Cooper, Neighbourhood Watch warden reported that items were still being stolen from gardens and garden sheds, a number plate had been ripped off a car. He had received interest in the post of warden and would give more information following the next Neighbourhood Watch meeting.

7. Adjournment for Public Participation

Resident expressed disappointment in TBC planning department allowing the disruption to homes during the ongoing building work in Ratcliffe Lawns.

Resident disappointed that GCC had still not attended to cutting back the tree canopy at Haymes Drive.

8. Finance:

- To agree payments: Clerk PAYE/HMRC/Expenses, Grasscutting £300, EES £115, Village Hall £65, website £23.99.
- To note the closure of audit with no matters to report – the Council were pleased to note the acceptance of the council's accounts.

9. Parish Plan Issues:

- a. Third Sector Services in Southam – details of who will use an extended service and at what time? **An article would be put in the next newsletter to gather information.** Residents expressed a need for a bus service to Bishops Cleeve to link with the D bus into town.
- b. GRCC consultation on Traffic Issues has been circulated – no comment
- c. To consider the acquisition of land by way of a Community Land Trust – The Clerk reminded the council that they could acquire land if they had an interest in creating community facilities either by a CLT or Public Works Loan. Land had recently been on the market. **Cllr McAnoy proposed that the Council make a resolution to bid for land when it next becomes available and to agree a budget for this purpose.**
- d. Public Access to Nutters Wood – The clerk advised that the right of way was currently blocked by fallen trees. **Cllr Holloway would contact the owner.**

10. Highway Issues

- a. to agree purchase of a Grit Bin £154.33 and to make arrangements for installation – **The Council agreed the purchase.**
- b. to consider funding needed from county councillor discretionary fund – **The Council agreed that the funding should be used to purchase more gates for New Road.**

11. Correspondence/Information

- a. Castleways have declined to consider a request for a change to the existing bus stop location stating that a bus stop on Old Road would cause a traffic hazard – The Council did not accept that this was reasonable due to the fact that buses had stopped in that location before and the road was widely used by HGVs. **A further approach would be made.**
- b. GAPTC have provided an update on council tax which states it is likely the support grant will be continued until 2015 but also a 2% cap on precepts. The council noted this position.
- c. Glos County Council have published an online Highways Information Pack.

11. Date of Next Meeting

8th October 2013

ChairmanDate.....

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

of a meeting of Southam Parish Council held in Southam Village Hall on Tuesday, 8th October 2013 at 7.30 pm to discuss the following items:

Present: Chairman Cllr Kevin Wilcox, Vice Chairman Gordon McAnoy, Ben Thomas, Jeff Grinnell

Also Present: Borough Councillors Margaret Ogden and Mike Dean, County Councillor Roger Wilson, 8 members of the public

1. To Receive Apologies

Apologies were accepted from Cllr Anna Holloway

2. Declarations of Interest

There were no declarations of interest.

3. To agree the Minutes of the 10th September 2013

The Minutes were agreed as a true record.

4. To receive Progress Reports

No progress has been made to date on the highway improvements requested from Gloucestershire County Council. The meeting was informed that resurfacing of Southam Lane had recently taken place but there were concerns that the drain covers had not been lifted. Cllr Wilson offered his assistance in obtaining closure on the highway improvements requested. **Clerk to progress.**

A progress report is required regarding the speed check – Cllr Nurden reported that he had not been able to get in touch with PC Bolton to arrange a training session for new volunteers. **Clerk to progress.**

5. Footpaths Officer

Four volunteers had come forward to assist with maintaining and monitoring the rights of way. Antonia Winstanley, Annika Beavis, Anita Wilcox, Ruth Moore. The Council felt that one volunteer should be appointed as parish council representative to liaise with the county council and co-ordinate the efforts of the volunteers. Antonia Winstanley was appointed.

6. Vacancy for Councillor

Cllr Wilcox advised the meeting that two candidates had expressed an interest and the clerk was to write to Mrs Furniss and Mr Winstanley inviting them to submit their applications and attend the next meeting for a decision on co-option.

7. Brief Reports from County, Borough and Parish Councillors

Cllr Wilson reported that £4.7m has been received back from Iceland and will be put back into Highways. Gloucestershire county council was considering whether to become a unitary authority which might save them money but not necessarily the right option.

He reported that the Health Committee have been monitoring the ambulance service as calls are now answered by a central office in Exeter (Harmony) which is not working well. Gloucestershire County Council are consulting locally regarding flooding and he would be pleased to refer any problems from Southam. Public Rights of Way now under private contact (Ian Sewell is currently officer for GCC).

Cllr Ogden reported that the Overview and Scrutiny Committee had given a good account of Glos. Families First who were greatly helped in their work by the churches.

Cllr Dean reported that Laurence Robertson MP was taking the Joint Core Strategy to Debate in the House of Commons on the 24th October.

8. To consider Planning Applications

(None noted at the date of agenda)

9. Adjournment for Public Participation

Cllr Wilcox and his wife had assisted by reducing the tree canopy off Haymes Drive and Mr Chris Cooper provided a report on the work he had requested at that location. The County Council had advised they were having trouble locating the landowner concerned.

Chris Cooper also advised that he had been trying to obtain a solution to the ongoing water leak across the lane by the war memorial. Residents felt that the problem must come from the adjoining house and the Clerk was asked to write to Mr. Shinn.

The noticeboard had now been erected and keys would be provided to the church for one section. The parish council would take the middle section. It was hoped that a third section of the board could be left open for community notices.

10. Finance

To agree payments : Glasdon £185.31, EES £115, Clerk's Salary £191.65/PAYE
£48.00/Expenses £59.70.

11. To consider buildings and land which might be nominated as Community Assets

The council earmarked two parcels of land which might be nominated as Community Assets in that they were flat, accessible by road or footpath and would be suitable as recreation fields or allotments. There was interest in the land adjoining the Noverton estate which was currently derelict. **Clerk to make enquiries and draw up nomination applications.**

12. Date of next meeting

12th November 2013

Chairman Dated

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

Of a meeting of Southam Parish Council held in Southam Village Hall on Tuesday, 12th November 2013 at 7.30pm

Present: Chairman Cllr Kevin Wilcox
Vice Chairman Cllr Gordon McAnoy, Cllr. Anna Holloway, Ben Thomas,
Jeff Grinnell, Tim Winstanley

Also Present: Borough Councillor Mike Dean, The Clerk Gill Jennings
5 members of the public

1. To Receive Apologies

Apologies were accepted from Councillors Paul Nurden, Roger Wilson, Margaret Ogden

2. Declarations of Interest

No declarations were made

3. To agree the Minutes of the 8th October 2013

The Minutes were agreed.

4. To receive Progress Reports

- Further to a meeting with Glos County Council agreement has been reached over the installation of two sets of highway gates and one new red hatching area on New Road which will be funded by County Councillors.

Overhanging vegetation has been cut back on Mill Lane by Glos County Council contractors.

- An article has been submitted to the parish magazine regarding Third Sector Services community transport.

5. Highway Matters

The Council may want to consider part funding a snow plough or purchasing a mobile VAS sign.

The Council were advised by Councillor Dean that the snow plough should be provided by Glos County Council. The Clerk was asked to make enquiries of Dumbleton PC who were trialling a mobile VAS sign and to obtain definite costs from GCC.

6. Co-option of Councillor

This item was moved to the beginning of the meeting whereupon Mr Tim Winstanley, resident of Noverton View was co-opted as a member of the Parish Council.

7. Brief Reports from County, Borough and Parish Councillors

Councillor Dean reported that councillors had asked to go back to the old system of planning data as the new system was not working well. He advised that The Postings in Stockwell Lane was in enforcement process. The Joint Core Strategy consultation period had been extended but in the meantime developers were pushing plans forward in Alderton, Stoke Orchard, Winchcombe and Fiddington and the Borough would have to pass these unless there were material planning considerations.

Councillor Wilcox reported that the water leak evident in School Lane was being investigated by Severn Trent who would dig a trench in the road but would not make a repair if it was a highways problem. The Council were of the view that it would be better dealt with the other way around.

The Memorial Service had been well attended. The kerbing on the green was loose and needed repair.

Councillor Grinnell reported that the village hall committee had run a successful Autumn Fair raising £400.

Councillor Holloway reported that the Cleeve Conservators are trying to get schools to go on educational visits. Carparks are still an issue on Cleeve Hill with a lack of space and they are looking at using a field adjacent to the Rising Sun carpark.

8. To consider Planning Applications

13/01021/FUL

Erection of lightning protection air rods and catenary wires; new ventilation flues and alterations to external elevation; erection of liquid Hydrogen storage area

G E Aviation Systems Ltd, Cheltenham Road, Bishops Cleeve

No Comment

13/01103/OUT

Workers Dwelling & Garage Manor Farm, Southam Lane

The Council were concerned that this was a variation of an earlier application without a change in principle. The farmer currently lived in Winchcombe and managed the farm. There was accommodation and ample opportunity to convert it within close proximity and the need was not therefore justified particularly for a short lambing season
Objection 3/2

9. Adjournment for Public Participation

Chris Cooper reported that there had been a spate of break ins in Bishops Cleeve and Charlton Kings with one burglary in Southam Lane.

A resident asked why the villagers must be tolerant of so many unofficial advertising signs all over the verges.

10. Finance

Payments were agreed: Village Hall Hire £60, Clerk's Salary £191.65 /PAYE £48/Purchase of Laptop £329.95/Memorial Wreath £25

To consider grant application : Royal British Legion Coffee Morning

The Council considered an application for the hire of the hall, however the Village Hall Committee had waived the charges.

To consider a draft budget

The Council were circulated with a standstill budget for consideration.

11. To consider buildings and land which might be nominated as Community Assets

The two areas of land within the parish selected at last month's meeting could not be nominated as they had no previous community value. The Council wanted to ensure that the land at Noverton View would be safeguarded for the public and the clerk was asked to make enquiries of the landowner Taylor Wimpey.

12. Date of next meeting

10th December 2013

Southam Parish Council

Minutes of the Meeting of Southam Parish Council
7:30 pm Tuesday 10th December 2013 in Southam Village Hall.

Present	In attendance
Mr J Grinnell Mr G McAnoy (Vice Chair) Mr P Nurden Mr B Thomas Mr K Wilcox (Chairman) Mr T Winstanley	Councillor M Dean (TBC) Councillor M Ogden (TBC) Circa 5 Parishioners

Meeting opened by the chairman at 7:30

The Chairman's opening comments informed those present that due to illness the Clerk was unable to attend. The minutes were therefore recorded by the Chairman.

Agenda Item 1; Receive apologies

Apologies were recorded from the Clerk, Councillor Wilson and Mrs A Hollaway.

Agenda Item 2; Declaration of interest

There were no declarations of interests.

Agenda Item 3; Receive and agree minutes of 12th November 2013

The minutes of November 12th 2013 were discussed. Following amendment to a comments by Councillor Dean on the JCS, the minutes were then agreed, then signed and dated by the Chairman.

Agenda Item 4; Highway Matters

Vehicle Activated Signs (VAS). The purchase of a mobile VAS was considered a very good idea. Circulated documentation had shown a range of models with increasing value. It was felt a budget of £3000 Ex. VAT was appropriate. The councils view was that the VAS would be a better use of money rather than constructing traffic calming gates at all the entrances to the village. The signs are battery powered and are secured to existing street furniture. The devices also record traffic volume and speed for later analysis. It was considered to purchase number of attachment brackets to make the moving and re sighting of the equipment much quicker. Councillor Grinnell was to attend a meeting with the company representative.

Southam Parish Council

A message from the Clerk was passed on to the Council that Richard Waters was talking to Mr Jenkins of Manor Farm about the requirements for a snow plough blade. An action was taken to write to Prestbury, Prescott and Woodmancote Councils to find out if their snow warden has a snow plough.

Water Leak School Lane. Progress is slow on this matter. The Clerk has written to the MP to try bring the matter to a head. Currently there are 3 parties involved, the occupier of Gable house / White Cottage, Severn Trent water and GCC Highways. Severn Trent had said they were prepared to dig to establish the source, but would charge if the leak was not theirs.

Agenda Item 5; County, Borough and Parish Councillors Reports

Councillor Dean noted that the planning application for Manor Farm had gone to committee. Councillor Ogden gave advanced notice she would be unable to attend the next Parish Council meeting. There were no other councillors' comments.

Agenda Item 6; Planning Matters

13/00253/OUT Appeal Sunset, Sunset Lane, Cleeve Hill

It was noted that the application had been taken to appeal.

13/00945/FUL Land at Oak House

After consideration the council recorded no objections.

Agenda Item 7 Adjournment for Public Comment

Chris Cooper reported that he wished to form a new team to carry on with the Neighbourhood Watch scheme. The Parish Council agreed to support the drive by paying for the village hall to have a meeting in the New Year (February / March time). Details to be circulated in February's Newsletter.

The Bus route extension into the Noverton estate was on hold as Taylor Wimpy have not transferred the roads to TBC. It was asked if the council could contact Stage coach to see if one of the D buses per hour which turn off New Road and Down Two Hedges Road in Woodmancote could continue on to Southam as an extra loop.

It was noted that the development to property in School Lane was causing some obstruction.

Following Public comments the meeting was reconvened to continue with Parish Council Business.

Southam Parish Council

Agenda Item 8 Finance

Cheques agreed and signed. Clerks Salary / Expenses / PAYE. It was asked if the latest bank statements be made available for inspection at the next meeting. It was decided to ensure there was sufficient budget for training Mr Winstanley. The Parish Council did not wish to become involved with the repair to the curb stone by the war memorial as this was a Highways matter.

Agenda Item 9 Date of next Meeting

The date of the next Parish Council meeting will 14th January 2013 at 7:30pm.

There being no further business the meeting closed at 8:30pm

Signed _____
Chairman Southam Parish Council

Date _____

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

of a meeting of Southam Parish Council held in Southam Village Hall on Tuesday, 14th January 2014 at 7.30 pm to discuss the following items.

Present: Chairman Councillor Kevin Wilcox, Vice Chairman Gordon McAnoy
Councillors Jeff Grinnell, Paul Nurden, Ben Thomas, Tim Winstanley

In attendance: County Councillor Roger Wilson, Clerk Gill Jennings

1. To Receive Apologies

Apologies were received from Councillors Mrs Anna Holloway

2. Declarations of Interest

Councillor Gordon McAnoy declared an interest in item 8.

3. To agree the Minutes of the 10th December 2013

The Minutes were amended omitting the sentence on the third line of Item 4 “The councils viewvillage.”

4. To receive a report from the Staffing Committee

A report would be provided to the next meeting.

5. Highway Matters

1. To discuss purchase of a mobile VAS – the Council agreed to proceed with purchase of a mobile VAS and three anchor posts and one fixing post within a budget of £5000.

Clerk to discuss locations and legislation with Highways. Cllr Ben Thomas to obtain best price and solutions to installation.

2. MPs response regarding water leak – the MPs researcher had received confirmation from Severn Trent that the water leak was within a residents boundary. **Clerk to write to Highways to ask them to ensure that they enforce action to prevent a hazard at the junction of School Lane.**

3. Update on matters outstanding with Glos County Council – Richard Waters had not come back with a date when the highways issues might be dealt with. **Cllr. Roger Wilson offered his services in prompting a response.**

6. Brief Reports from County, Borough and Parish Councillors

Cllr. Roger Wilson reported that the County Council would be considering freezing the council tax for a further year. The discussions regarding unitary authorities had met with opposition by the rural districts who would be disadvantaged. The issue was now shelved. The Health Committee had met to discuss A & E reconfiguration. It seemed that the NHS were now able to find consultants but not junior doctors. Ambulance services were not meeting targets in rural areas with the wait for an emergency ambulance becoming longer. Cllr Roger Wilson reported that double yellow lines were being applied in Desert Orchid Rd. Cllr. Jeff Grinnell reported that the village hall bookings secretary was stepping down and the committee were looking for a replacement.

7. Adjournment for Public Participation

A resident reported rubbish accumulating by the bins in the Ellenborough Park layby. Chris Cooper asked for a meeting for the appointment of new neighbourhood watch wardens. There had been 4 volunteers.

A resident asked if something could be done regarding the bus service to Southam.

8. To consider Planning Applications

Application - 13/01194/FUL Proposed single storey front extension, internal alterations including garage conversion. Proposed raised decked area to rear Ben Vindo , Haymes Drive, Cleeve Hill

The neighbour had indicated some concern over the removal of a tree but otherwise there were no observations.

Application - 13/01261/FUL Replacement dwelling Old Coach House , Lye Lane, Cleeve Hill

No objections

Decision – PERMIT 13/01021/FUL Erection of lightning protection & hydrogen storage area GE Aviation Systems Ltd

Enforcement Matter – Hunters End, Southam Lane – alleged untidy site

9. Finance

1. To agree payments :

Payments were agreed Clerk’s Salary £191.65/PAYE £48/Expenses£68.69/Village Hall£60. The Council agreed balances to the end of January with expenditure of £5955 and receipts of £9156.

An invoice had not been received for the Noticeboard.

2. To agree the precept for 2014-15

The Council resolved to request a precept of £8100 which would incur a 3.5% increase due to the way in which the local council tax support and Band D were calculated.

10. To consider buildings and land which might be nominated as Community Assets

A letter has been sent to Taylor Wimpey enquiring into safeguarding the community use of land adjacent to Noverton View

11. Date of next meeting

11th February 2014 at 7pm Appointment & Induction of Neighbourhood Watch Wardens
7.45pm Parish Council

Chairman

Date

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

Of a meeting of Southam Parish Council held in Southam Village Hall on Tuesday, 11th February 2014 at 7.00 pm to discuss the following items:

7pm A special Neighbourhood Watch Meeting was called for the appointment and induction of new wardens. If anyone is interested in becoming a lookout for their neighbourhood please contact the Parish Council.

7.30pm The ordinary meeting of the Parish Council opened to the public:

Present: Chairman Councillor Kevin Wilcox
Vice Chairman Councillor Gordon McAnoy
Councillors Jeff Grinnell, Anna Holloway, Paul Nurden, Tim Winstanley
Also Present: Borough Councillor Margaret Ogden, 9 members of the public
Clerk Gill Jennings

1. To Receive Apologies

Apologies were received from Councillor Ben Thomas

2. Declarations of Interest

Councillor Mrs Anna Holloway declared an interest in item 10.

3. To agree the Minutes of the 14 January 2014

The Minutes were agreed as a true record .

4. To receive a report from the Staffing Committee (outstanding from December)

The Minutes were circulated confirming new salary arrangements.

5. Highway Matters

1. To progress the purchase of a mobile VAS –Prices had been obtained for screw-ins and posts. The equipment (providing for 2 posts and 5 screw-ins) would not exceed the agreed budget of £5000 and purchase would proceed as soon as the number of locations had been fixed with Gloucestershire County Council.

2. Update on matters outstanding with Glos County Council

The following matters were still outstanding with Richard Waters:

Replacement of the weight restriction sign on the bridge.

Replacement of the 30mph sign at the top of New Road.

Tree Inspection New Road

Traffic Calming Gates (Richard had said that he could no longer source these from the usual supplier and was looking at alternatives)

Red hatching on New Road

Prevention of water leak at the end of School Lane

6. Brief Reports from County, Borough and Parish Councillors

Further Highways problems were noted:

Gravel Walk drains were blocked

The new road surfacing had now come loose and been dispersed to the pavement

Councillor Mrs Ogden reported that Tewkesbury Borough Council were very busy with the floods in Tewkesbury, although Southam had escaped flooding this year she noted that there was some subsidence on Cleeve Hill at the top of Gambles Lane.

7. Adjournment for Public Participation

A progress report was requested on the matter of the bus service. The Clerk reported that Stagecoach felt it was unviable to run the D bus through Southam. Jonathan Roberts at Glos County Council had been asked to pursue the matter of a new bus stop with Castleways. Pulhams Coaches had been approached without response to date. Steps at Sunset Lane were slippery with leaves and mud – (Footpath Wardens to action)

8. To consider Planning Applications

Application Revised Southam End Cottage 13/00642/FUL – Councillors had not had a opportunity to look at the application in detail. Clerk would check if time limit could be extended.

9. Finance

1. Payments were agreed : EES £116.00 Clerk's Salary £191.85/PAYE £48/Website hosting £59.99/Internet Security £24.99

2. To agree the appointment of Peter Newman as Internal Auditor – The Council were satisfied by the auditors independence and qualification and Peter Newman was appointed to carry out the audit for 2013-14.

3. To consider any grant applications – An application from the Drop In Centre was considered and a grant of £180 was agreed.

10. Cheltenham Circular Challenge 22nd June 2014

The meeting was informed that there would be an alternative short route which would come down the back of the racecourse into Southam with a possible clash with cars turning into the Car Boot Sale. It seemed unfortunate that the organisers did not consult the council and the clerk was asked to write to the event management to ensure that they were aware of the problem.

11. Date of next meeting and arrangements for Annual Parish Meeting

The next meeting will take place on 11th March 2104

The Annual Parish Meeting will take place on Saturday 10th May at 10am when a speaker would be invited from Cheltenham racecourse.

Southam Parish Council

1 Britannia Way, Woodmancote, Cheltenham GL52 9QW

clerk@southamtoday.org.uk tel: 01242 675141

Ian Renton
Managing Director
Cheltenham Racecourse
Prestbury
Cheltenham
Glos

16th February 2014

Dear Mr Renton

Annual Parish Assembly - 10th May 10am

A few years ago Edward Gillespie kindly agreed to be Speaker at our Annual Assembly. We feel it would be very interesting to have an update on plans for the future of Cheltenham Racecourse. We should be most grateful if you could kindly speak at the Parish Assembly which takes place in Southam Village Hall.

The event is usually well attended and refreshments will be served.

We look forward to hearing from you.

Yours sincerely

Gill Jennings
Clerk to Southam Parish Council

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

Of a meeting of Southam Parish Council held in Southam Village Hall on Tuesday, 11th March 2014 at 7.45pm to discuss the following items:

Present: Chairman Kevin Wilcox
Vice Chairman Gordon McAnoy
Ben Thomas, Jeff Grinnell

Also Present: County Councillor Roger Wilson, Borough Councillors Mike Dean & Margaret Ogden, 9 members of the public
Clerk Gill Jennings

1. To Receive Apologies

Apologies were accepted from Anna Holloway, Paul Nurden, Tim Winstanley

2. Declarations of Interest

There were no declarations of interest

3. To receive and agree Minutes of the 11th February 2014

The Minutes were agreed as a true record.

4. Highways Issues

4.1. To agree to proceed with locations of VAS poles following checks with utilities and residents and to agree maintenance process. – **Clerk is to make enquiries of utility companies, Ben Thomas would contact residents.** The Council members would operate the system on a rota basis.

4.2. To agree proposed gateways - The Council rejected the signs proposed by County Highways and agreed to find another supplier of the gateways. Councillor Wilson indicated that he did not think it would be a problem for the gateways to be locally sourced.

4.3. Highways have been reminded to restore signs and check overhanging trees – Richard Waters had indicated that this work would receive his attention

4.4. Water leak is ongoing – County Highways are in correspondence with the resident and Severn Trent and this is not an issue in the control of the parish council

4.5. Route of Cheltenham Circular Challenge has been discussed with residents and a solution found

5. Brief Reports from County, Borough, Parish Councillors, Footpath Wardens, Neighbourhood Watch

A written report from the footpath warden had been circulated which indicated that Amey (contractors for GCC) were now on board with the needs of the wardens

Councillor Wilson confirmed that the service staff would now be employees of Amey. There had been difficulties in making contractual arrangements regarding footpaths in the AONB but the Cotswold wardens were now satisfied. The County Council were keeping tax at a standstill and would be concentrating on expenditure where there is a statutory duty.

Councillor Margaret Ogden reported that the turnout for the flag raising ceremony, carried out by Lord Lieutenant Dame Janet Trotter, had been extremely poor.

Councillor Dean reported that with regard to the Joint Core Strategy MPs had stated that there should be no encroachment on to the green belt, however Tewkesbury still under pressure to take needs of Cheltenham and Gloucester. Developers are being told that it is no use trying to push ahead with applications.

Chris Cooper asked if the **Parish Council could facilitate a further Neighbourhood Watch meeting in May.** He mentioned that a litter pick had been organised prior to the races with over 30 bags filled. The bins at Ellenborough Park are being used for fly-tipping.

6. Adjournment for Public Participation

A resident requested that the Parish Council considers purchasing a bin for the layby on Cleeve Hill Road.

Clerk to check that Tewkesbury Borough Council will collect contents and to bring forward costs.

A resident enquired into the progress made with an alternative bus service.

More evidence of need was required to convince bus companies to divert from their usual route.

7. Planning

13/642/FUL Appeal – Dismissed Southam End Cottage, School Lane

Planning Application - 14/00103/FUL

Demolition of two existing vehicular access bridges along the northern access road into/out of Cheltenham Racecourse and erection of replacement concrete vehicular bridges with associated replacement planting. Erection of new timber pedestrian footbridge to the north of proposed bridge 2. Part Parcel 2555, Southam Lane, Southam 396219 225476 **NO OBJECTION**

Planning Decision - 13/00945/FUL - Land At Oak House Cleeve Hill SouthamGL52 3QG - Permit

Planning Application - 14/00121/TPO - Land Between Noverton Lane And Mill Lane Noverton Lane Prestbury Cheltenham – Work to remove dead wood from trees **NO OBJECTION**

Planning Application 14/00137/FUL 2 semi-detached houses Kayte Lane – **OBJECTION – CREATES RIBBON DEVELOPMENT OUTSIDE THE VILLAGE PLANNING ENVELOPE AND FURTHER ENTRANCES IN CLOSE PROXIMITY ON A NARROW LANE**

8. Finance

1. To agree payments Clerk Salary/Expenses/Website £10/Repair to Memorial Kerb £30/Village Hall £60 – **The payments were agreed.**

2. To agree Year End Cashbook Balances – **The balances were checked and agreed**

3. To agree Earmarked Reserves – **These were agreed as follows:**

General Reserves	4000
VAS	5000
Street Furniture	2034
Training	<u>200</u>
	<u><u>12234</u></u>

9. Correspondence

NALC Consultation - Openness of Local Government Bodies Draft Regulations
(Circulated)

10. Date of Next Meeting & Items for Discussion

8th April 2014

The Meeting adjourned for a meeting of the Staffing Committee

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

of a meeting of Southam Parish Council held in Southam Village Hall on Tuesday, 8th April 2014 at 7.30pm to discuss the following items:

Present: Chairman Kevin Wilcox
Vice Chairman Gordon McAnoy
Councillors Anna Holloway, Jeff Grinnell

Also Present: Clerk Gill Jennings, Borough Councillors Margaret Ogden, Mike Dean
5 members of the public

1. To Receive Apologies

Apologies were accepted from Ben Thomas, Tim Winstanley, Paul Nurden
Apologies were also received from Cllr Roger Wilson

2. Declarations of Interest

Cllr Grinnell declared an interest in item 8 during discussion. He would ask the village hall committee to consider the offer of planting.

3. To receive and agree Minutes of the 11 March 2014

The Minutes were agreed as a true record

4. Highway Issues

1. To agree Costs/Designs of Gateways - The designs offered by JPS were approved. County Council would be contacted for appropriate sizes. Wording "Please Drive Slowly" would be added. In the meantime applications had been made to utility companies for permissions.

5. To receive Brief Reports from County/Borough/Parish Councillors

Councillor Ogden reported that the Care Quality Commission had a new Chief Executive Professor Sir Mike Richards and a larger team of professionals, clinical staff and experts by experience. Inspections will be unannounced and over weekends and evenings.

Councillor Dean reported that the JCS has been submitted by Tewkesbury Borough Council and once agreed by Cheltenham & Gloucester will be adopted in 2015.

Councillor Grinnell reported that the Village Hall Committee AGM takes place on 29th April at 7.30 pm

6. Adjournment for Public Participation

Residents broached the subject of a bus service for Southam and it was agreed that the Clerk would write to Swanbrook who operate a service for Noverton. It was noted that staff at Ellenborough Park appeared to have to walk from Noverton to Southam. Jonathan Roberts from GCC to be invited to Parish Meeting.

Dog Fouling was becoming a problem again, particularly around Gravel Walk and a further mention of this would be made in the newsletter.

7. Planning

Planning Application – 14/0266/FUL 33 Desert Orchid Rd. Extension to rear of House – No objection

Planning Decision – Appeal Sunset, Sunset Lane – Demolition of existing stables & proposed replacement agricultural building – Appeal Dismissed

Planning Application - 14/00264/FUL Huddlestone Close, Lye Lane - There is some concern that the two parking areas are separate and may in time lead to a split over two dwellings. The garage and driveway should sit adjacent to the house. The Council wishes the trees to be retained and for Tewkesbury Borough Council to check the elevations to ensure that they fit within the existing street scene and AONB.

Planning Enforcement – Pigeon House – Alleged unauthorised fencing

8. To Discuss Village Enhancements

Council to discuss expenditure in 2014 which might enhance the parish also

The Woodland Trust is once again offering communities, youth groups and schools the chance to apply for packs of free trees for delivery in November 2014.

The packs come in three sizes – 30 saplings, 105 saplings and 420 saplings.

The Council agreed to check the condition of the war memorial and to invite quotations for any necessary restoration. The Council would also make an application for trees, obtain costs of bulbs for planting by volunteers and consider the provision of plants for borders or planters for the village hall.

9. Renewal of Grass Cutting Contract

The Council agreed to renew the contract with John Preece at £270 per cut.

10. Purchase of Litter Bin for Layby £430.00

Agreed – Installation to be arranged

11. Finance

1. Review of Financial Regulations – The Council were informed of new draft regulations recommended by NALC. These would be adopted at the AGM.

2. To agree Year End Balances – The bank balance was reconciled at £12647.12.

3. To agree payments in April – GAPTC £223.55, EES £116, Clerk Salary £235.2/ Expenses £27/PAYE £58.60/Chairman's expenses £54.40

12. Date of Next Meeting

Annual Parish Meeting 10am 10th May

AGM 7.30pm 13th May

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

Minutes of the Annual Parish Meeting

held on Saturday 10th May 2014 at 10am

Present: Chairman Councillor Wilcox, Councillors Paul Nurden & Jeff Grinnell
District Councillor Margaret Ogden, Mike Dean
Parish Clerk, 9 members of the public

Welcome from the Chairman

Councillor Wilcox thanked fellow parish councillors for their contributions in the year with a special thanks to Ben for his work on the notice board and vehicle activated speed signs and Gill for helping the Council run efficiently over the last year. Thanks to Borough Councillors Margaret Ogden and Mike Dean who continue to update us on Borough matters. This year we welcomed County Councillor Roger Wilson following changes to the electoral boundaries. We welcomed Tim Winstanley representing Noverton onto the council.

We are lucky to have individuals who enrich our lives with their voluntary work such as Neighbourhood Watch. After many years Chris Cooper has retired as coordinator and is replaced by David Byrne.

Our village bi monthly newsletter is distributed free of charge to all residents. The publication is produced by a team of Edna Smith, Barbara Lloyd and Margaret Steventon. Margaret has decided to give up being part of the production team so another volunteer would be welcomed. The website and facebook are managed by David Jones and we would like to thank him and Wayne Morgan for his social media expertise.

Our village is cleared of litter by a team of volunteers who put in a great deal of effort to get the village spotless for race meetings and many people mow the verges adjacent to their homes keeping visibility clear, so thank you to all of them.

Our final thanks go to Gordon Sullivan for his maintenance of the war memorial which is a credit to our village.

The Parish Council has agreed to purchase a vehicle activated sign for mobile use. This will also log the incidence of heavy and speeding traffic.

The Council supported the Drop-In Group and the Royal British Legion.

Planning takes a considerable amount of time and continues to be a concern until adoption of the Joint Core Strategy.

Annual Reports from Borough/County Councillors

Councillor Margaret Ogden stated that the Borough Council had been through a year of changes, movement of staff, new responsibilities, the appointment of a deputy chief executive Rachel North. Councillor Mike Dean was inaugurated as Mayor of Tewkesbury in May. He is still closely following the Joint Core Strategy.

Speaking for Cllr Roger Wilson she stated that the County Council had managed to keep the council tax low with a reduction in the workforce. A new contractor for Highways has been appointed in Amey. Cllr Wilson will assist with progressing roadworks if a full check list of potholes is provided to him. He is working on the Health & Scrutiny Committee monitoring the progress of changes to A & E and the ambulance service.

She reported that following the opening of the new hospital in Tewkesbury it had had to be closed due to an electrical fault and a flooded carpark. The NHS had been made aware of the historic flooding problems. The old hospital has been demolished and a new medical centre is to be built to accommodate the three surgeries. Work has apparently come to a halt. Councillor Ogden stated that she had enjoyed being representative for the Cleeve Hill Ward but would be standing down at the next election to make way for a younger person.

Annual Report of the Village Hall Committee

Suggestions and Questions are invited from Parishioners

A member of the public suggested that there was a need for further litter picking on the Cleeve Hill Road. Residents asked for progress with a re-routed bus service and for the removal of hedgerows to be resisted if possible.

Close and Refreshments

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

Of the Annual General Meeting of the Parish Council held on 13th May 2014 at 7.30pm

**Present: Councillors Kevin Wilcox, Gordon McAnoy, Anna Holloway,
Paul Nurden, Ben Thomas, Tim Winstanley, Jeff Grinnell**

Also Present: Parish Clerk, 5 members of the public

1. To receive Apologies for Absence

Apologies were received from District and County Councillors

2. Appointment of Chairman

Kevin Wilcox was appointed

3. Appointment of Vice Chairman

Ben Thomas was appointed

4. To elect a representative to the Village Hall Management Committee

Jeff Grinnell was appointed

5. To elect representatives to the Cleeve Hill Board of Conservators

Anna Holloway and Noel Hemming were appointed

6. To elect members of the Staffing Committee

Paul Nurden, Jeff Grinnell, Gordon McAnoy, Kevin Wilcox were appointed

7. To elect members of the Parish Plan Action Group

Ben Thomas and Tim Winstanley were appointed. Members of the public are invited to join the group.

8. Declarations of Interest

Gordon McAnoy declared a possible interest in the planning matter under consideration

9. To agree the Minutes of the 8th April 2014.

The Minutes were agreed as a true record.

10. To agree any amendments to the insurance policy

The Council agreed to renew the insurance with Zurich with the addition of a grit bin with the total premium including tax at £298.61

11. To agree Accounting Statements 2013/14 and to make Statement of Assurances

The accounting statements were agreed and the Statement of Assurances completed and signed by the Chairman/RFO

12. To adopt the NALC 2013 Standing Orders and Financial Regulations

New Standing Orders and Financial Regulations were adopted.

General Business:

13. To consider current planning applications

14/00327/FUL The Willows, Gravel Walk

There was no objection to the changes in the windows. The Council objected to the new driveway because adequate access already exists. Access over the stream by delivery/construction traffic might undermine the brook and increase the risk of flooding. There was concern that resident parking might be impeded.

14. To agree payments

Salary £235 /Paye £58.80

15. Adjournment for Public Participation

A resident asked if the Village Hall Committee could be advised of the problem of the kitchen door which is setting off the fire alarm and also closing too sharply.

The next General Business Meeting takes place on 10th June.

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

of a meeting of the Parish Council held on Tuesday 10th June 2014 at 7.30pm.

Present: Chairman Councillor Kevin Wilcox

Councillors Paul Nurden, Jeff Grinnell, Gordon McAnoy, Tim Winstanley

Also Present: County Councillor Roger Wilson, Borough Councillor Margaret Ogden, Parish Clerk Gill Jennings, 3 members of the public

1. To receive apologies

Apologies were received from Ben Thomas, Anna Holloway, Borough Councillor Mike Dean

2. To receive declarations of interest

None Declared

3. To receive and agree the Minutes of the Annual Parish Meeting held on 10th May 2014

The Minutes were agreed as a true record.

4. To receive and agree the Minutes of the Annual General Meeting held on 13th May 2014

The Minutes were agreed as a true record.

5. To receive a report on Highway Matters

Glos County Council are not content with supplier of gateways and are making enquiries as to suitable suppliers. The Parish Council agreed with this course of action. JPCS, the supplier of the VAS system are liaising with Severn Trent for permission to proceed with posts.

Potential problems with trees along New Road have been notified to County Highways Councillor Nurden advised the meeting that the surface on Southam Lane was breaking up.

6. To receive a report on Borough Matters

Tewkesbury Borough Council have offered several designs of bins for the layby off Haymes Drive and the Council are asked to select one. Dog waste bins are also available.

The Council agreed to proceed with the purchase of a 13litre bin for litter on the layby at £290 plus installation £160 and a dog bin at £170 with installation at £120.

7. Bus Service

Enquiries made of Gloucestershire County Council regarding re-routing Swanbrook and further enquiries made of Marchants Coaches. Glos County Council had responded stating that they were aware of a number of changes in the service and would consider how to assist Southam. A representative of GCC is to attend the July meeting of the parish council.

6. Planning Matters

Permission – Greenlea 14/00309/FUL Single Storey Extension

Permission – Huddlestone Close 14/00264/FUL

Erection of a replacement dwelling and detached garage

The Council were also advised to look at 14/00581/FUL for a garden room at Pigeon House and respond direct.

NOTE: Tewkesbury Borough Council have always notified local communities of applications by way of site notices displayed at and nearby the application site. This procedure will continue in the main however for small, relatively

uncontentious applications which are only likely to affect the immediate neighbours TBC will instead notify the adjoining properties direct. On these occasions TBC will not display a notice. This will normally be limited to small scale householder applications.

The Council noted this information and were concerned that there would be further discretion on the part of the officers to decide what was uncontentious and who should be notified.

7. To receive reports from County, Borough, Parish Councillors

Cllr Roger Wilson mentioned a new grant fund Active Together which provides funding of £40,000 to each county councillor to fund delivery of a new sport or physical activity. The new contract with Amey was not going smoothly and Council was advised to report any problems direct to the contractor. A further consultation on Meeting the Challenge discusses the cuts needed in local government spending including social care. Cllr Mrs Ogden reported that the Envirocrime Working Group had been advised that enforcement obligations would be moved over to Environmental Health from August 2015. The Roses Theatre are running a number of free events to commemorate World War I.

Cllr Grinnell reported that the village hall committee might have a project ready for Active Together funding. He advised that the stage lighting was now complete. He mentioned that work was ongoing at Marjolaine despite the site being under enforcement.

Cllr Wilcox reported that the WI are to have a WWI centenary event on the 3rd August and have asked the council for assistance towards hall costs. This was agreed in principle.

He raised the subject of overgrown hedges impeding footpaths and it was agreed that a list should be compiled and letters should be sent out to residents.

Cllr Holloway had reported that Cleeve Conservators have an up to date website and are organising guided walks on Cleeve Hill.

8. Adjournment for Public Participation

A resident commented that she did not know that she was supposed to maintain roadside hedge and verge. Councillors would observe where there were problems and advise the clerk.

9. To agree payments:

Payments were agreed: Clerk Salary £235/Expenses £57.42/PAYE £58.80, EES £117, John Preece & Sons £312

10. Information

1. The Local Transport Plan Review 2014 Information Event takes place in the Council Chamber, Shire Hall on Thursday 3rd July between 2pm and 4pm

2. The next Town & Parish Council Seminar will be held on the 11th June

The next Parish Council meeting will take place on Tuesday 8th July at 7.3pm

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

Of a meeting of the Parish Council held on Tuesday 8th July 2014 at 7.30pm in the Village Hall, School Lane, Southam to discuss the following items:

Present: Chairman Councillor K Wilcox, Vice Chairman Ben Thomas,
Cllrs. Jeff Grinnell, Anna Holloway, Gordon McAnoy, Tim Winstanley (arriving during item 6)

Also Present: Borough Councillor Margaret Ogden, Clerk Gill Jennings

1. To Receive Apologies

Apologies were received from Councillors Mike Dean and Roger Wilson

2. To Receive Declarations of Interest

None Declared

3. To Agree the Minutes of the Meeting held on 10th June 2014

The Minutes were agreed as a true record

4. Southam Bus Service

Alan Barrett, Passenger Transport Manager of Gloucestershire County Council Integrated Transport Unit was present to discuss public transport in Southam . Two problems were identified:

- a. the bus stop needs to be moved into Old Road to make it more accessible. Alan Barrett will consider this with his community safety team.
- b. more frequent links with Bishops Cleeve, Cheltenham – Alan Barrett will approach Marchants/Swanbrook in the first instance. Smaller providers i.e. the Tesco bus or Tewkesbury Community Connector might be of assistance.

5. Planning Matters

Application – Agricultural Dwelling, Southam Lane & Associated Agricultural Building 14/00543/FUL
The location is not rural enough to warrant an agricultural building whilst there is housing for sale in the vicinity. The agricultural building was unnecessary as outside storage currently used.

Application – Agricultural Dwelling 14/00612/FUL (Variation on Existing Permission) No objection.

Decision Permit – 14/00327/FUL Extension – The Willows, Southam Lane

6. Brief Reports from County/Borough Councillors and to discuss matters which need progression by Gloucestershire County Council Highways

There were no reports from County/Borough Councillors.

- a. Glos County Council had been asked to proceed with their gate supplier for installation of gates on New Road and Southam Lane.
- b. A tree on the corner of New Road which was entangled in BT wires had been attended to.
- c. Posts for the VAS were being progressed by having the screw-ins mounted into concrete blocks.

The chairman called an adjournment for public participation. Residents of Ratcliff Lawns reported a water leak coming out of the kerb outside 58/60 Ratcliff Lawns and a loose manhole cover in the

middle of the road. The leak was evident at times on Southam Lane outside The Willows. Another resident reported the prolific number of A boards appearing outside The Manor on Southam Lane. These matters would be referred to relevant authorities.

A discussion took place regarding the traffic management of car boot sales and it was decided that the Clerk should write to Glos. Constabulary requesting their attendance to direct traffic.

7. War Memorial cleaning costs

Awaited

8. Authorisation of Payments

Internal Audit £40, Clerk £235, HMRC £58.80, Community First £77.63

9. To Note the Conclusion of Audit by the External Auditor with no matters to report

The Council were pleased to note conclusion of audit.

10. Matters of Information

a. Members are invited to attend the 77th GAPTC AGM on 16th July 2014 – No one available

11. Date of Next Meeting

12 August 2014

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

of a meeting of the Parish Council held on Tuesday 12th August 2014 at 7.30pm in the Village Hall, School Lane, Southam to discuss the following items:

Present: Chairman Councillor Kevin Wilcox
Councillors Gordon McAnoy, Paul Nurden
Also Present: Borough Councillors Mike Dean, Margaret Ogden
7 members of the public
Parish Clerk Gill Jennings

AGENDA

1. To Receive Apologies

Apologies were accepted from Councillors Ben Thomas, Anna Holloway, Jeff Grinnell, Tim Winstanley, Roger Wilson

2. To Receive Declarations of Interest

None received

3. To Agree the Minutes of the Meeting held on 8th July 2014

The Minutes were agreed as a true record with Cllr. Nurden's attendance recorded

4. Updates on Matters Arising from the Minutes

Highway Matters still outstanding

The War Memorial had been inspected and thought to be in good condition. The lettering would need attention in the long term but overlaid plates of metal or slate would appear to be the best option for maintenance. Costs would be obtained.

The Village Hall Committee reminded to give their suggestions for Active Living grant by the next meeting.

5. Planning Matters

14/00692/FUL The Pitch, 1st Flr Extn & Porch– No objection

14/00668/FUL Snowdrop Lodge, Single Storey Extn & Conversion of Garage to Ancillary accommodation – No Objection subject to use and size being suitably restricted in perpetuity

14/00671/FUL 5 The Close, Southam, Porch – No objection

14/00583/FUL Sunset – Agricultural Building – Objection The Parish Council objects to this proposal. Although the building has been reduced in size (which shows the original application need to be questionable) the livestock does not warrant this new application. The method of reducing the height of the building but still insisting on large entrance doors indicates an unwarranted expense and diverse purpose. This application

should be refused or such conditions placed on it to ensure a livestock use in perpetuity. The Planning Office should have due regard for the adverse effect on the landscape in the AONB and commons heritage.

6. Brief Reports from County/Borough Councillors

Councillor Dean reported that Tewkesbury Borough Council were considering a joint waste contract with Cotswold & Cheltenham. The current contract costs £42 per household but only £15 collected from the council tax.

He invited councillors to take part in the Mayors Charity Golf Day on the 9th September in aid of the Mayors charities.

Councillor Ogden advised that housing associations were being consulted about their housing needs. She had attended an informative meeting held by Gloucestershire Highways and Amey on the 21st July and provided the parish council with a booklet.

Councillor Wilcox reported that asbestos guttering had been deposited in the hedge off Haymes Drive. It had been suggested that car boot sales would shortly be using the rear access road to be racecourse due to the Sunday market being relocated next to the archery field. This would cause further congestion and might be a planning enforcement matter.

Comment was made about the amount of weeds on pavements and roads heading out from Prestbury to Cleeve Hill suggesting that this area of road was missing treatment received elsewhere.

Overhanging hedges still evident in parish and a proforma letter to be raised for councillors to deliver to offending households.

The Chairman congratulated everyone involved in the WW1 commemoration event which was a huge success and raised £250 for the Royal British Legion.

7. Adjournment for Public Participation

A resident reported that the right of way through Thrift Wood was blocked by fallen trees and undergrowth – footpath warden to be advised.

8. Authorisation of Payments

Clerk £235, HMRC £58.80, Newsletter £112, Grasscutting £312, WW1 Hall Hire £15

9. Matters of Information

Deregulation Bill – The passing of this bill means that the Parish Council will be subject to a new transparency code rather than the current external audit regime.

10. Date of Next Meeting

9th Sept 2014

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

Of a meeting of Southam Parish Council held in Southam Village Hall on Tuesday, 9th September 2014 at 7.30 pm to discuss the following items:

Present: Chairman Councillor K Wilcox, Vice Chairman Ben Thomas
Anna Holloway, Jeff Grinnell, Paul Nurden, Gordon McAnoy, Tim Winstanley
Also Present: County Councillor Roger Wilson, Borough Councillor Margaret Ogden
Parish Clerk Gill Jennings, 11 members of the public

1. To Receive Apologies

None received

2. Declarations of Interest

None declared

3. To agree the Minutes of the 12th August 2014

The Minutes of the 12th August were agreed as a true record

4. Update on Matters arising from the Minutes

- a. Screw In posts to be installed week commencing 1 Sept – These had been delayed and were not expected for delivery until 15th September.
- b. Litter bin installed in Layby, Dog Bin in Mill Lane – These were already in use.
- c. Highway matters still outstanding at date of agenda – Cllr. Wilson offered his services in obtaining action.
- d. Emails sent to Glos Police re car boot sales outstanding for reply – A further letter would be sent
- e. Enquiries of GCC Transport re bus services still outstanding for reply – Alan Barratt had indicated that Third Sector Services had been approached for assistance. However the council felt that one of the major services should be persuaded to provide at least two services per day alongside their normal route whilst services were being reviewed and contracts renewed.

5. Racecourse Markets

Tewkesbury Borough Council had contacted Cheltenham Borough and both authorities confirmed that there were no planning considerations which prevented access to the market from Southam Lane. Residents voiced their concerns about the considerable traffic congestion now experienced at the Smiths traffic lights and the further signage along the route. Clerk would write again to Glos Police, the Racecourse CEO, the Glos Echo Editor and Borough Councils.

6. To Receive Reports from County, Borough, Parish Councillors

Councillor Wilson reported that Amey were not performing as hoped and a meeting would take place to consider future arrangements. Councillor Ogden advised the Council that residents in Rising Sun Lane were having difficulty turning onto the main road due to the highway owned bank. She advised victims of last year's flooding could still apply for grants. CILs will be paid straight to parish councils in future in connection with new developments. Cllr Wilcox reported that the roads have been swept by Tewkesbury BC recently and that the ongoing leak at the top of School Lane appears to have been properly investigated and a collapsed drain is the cause.

7. To discuss possible Land Acquisition – Southam

The Council were made aware of a parcel of land now available for sale in the village. The land is currently used for flytipping. It is being marketed for speculative development and is therefore outside the scope of the Council's budget.

8. To receive suggestions for grant funding Active Together

The Council were advised by Cllr Grinnell that the Village Hall Committee were discussing the possibility of an extension to the building.

9. Planning Matters

Decisions: 14/00668/FUL The Pitch, Noverton – Permitted

14/00668/FUL Snowdrop Lodge, Lye Lane – Permitted

Applications: 14/00706/FUL The Hive, Ashleigh Lane – Objection Out of keeping with neighbouring properties in an urbanised landscaped setting. A flagrant disregard for the planning process.

10. Adjournment for Public Participation

A resident asked whether enquiries could be made of Building Control to hasten the development of the building site in Old Road which appeared to have been abandoned. A resident voiced concern that development of the village hall would remove any green amenity space and create parking problems.

11. To Agree Payments

Payments were agreed Clerk Salary £235.20, PAYE £58.80, Grasscutting £312, Southam Village Hall £90

12. Matters of Information

There were no matters of information

13. Date of Next Meeting

14th October 2014

Southam Parish Council

clerk@southamtoday.org.uk 01242 675141

MINUTES

Of a meeting of the Parish Council held on Tuesday 14th October 2014 at 7.30pm in Southam Village Hall to discuss the following items:

Present: Chairman Cllr Kevin Wilcox
Vice Chairman Ben Thomas
Councillors Anna Holloway, Paul Nurden, Gordon McAnoy,
Jeff Grinnell, Tim Winstanley

Also Present: Borough Councillor Margaret Ogden, 5 parishioners
Parish Clerk Gill Jennings

1. To receive apologies
Apologies were received from Councillor Dean and Councillor Wilson
2. To receive declarations of interest
None declared
3. To agree the minutes of the meeting held on 9th September
The Minutes were agreed.
4. To appoint a Tree Working party
Councillor Winstanley and Councillor Grinnell would choose locations for and plant donated trees.
5. To consider enhancements to the grounds of the village hall and discuss the Active Living Grant
The Village Hall Committee had discussed a number of options including an outdoor gym, softball nets, table tennis, mats for the hall, and were awaiting quotations.
6. Cheltenham Racecourse Markets & Car Boot sales (Update)
Ian Renton CEO of the Racecourse had indicated that there would only be 14 sales up until December 2014 at which time there would be a review of the situation. He stated that he was aware of the traffic problems, and did not want to upset Southam residents. There was no response from Glos. Constabulary.
7. Outstanding Highways Matters (Update)
No response from Amey. In the meantime the installation of the VAS being purchased by the Parish Council was proceeding.
8. Transport by Bus (Update)
Councillor Wilcox reminded the meeting of the current running times of the buses. Otherwise there was no response from Glos CC.

9. Brief Reports from County/Borough/Parish Councillors
 Councillor Ogden reported that councillors were in peer review. The Council intended to roll out IT in the Community.
 Councillor Wilcox reported that the leak at the top of School Lane seemed to now be acknowledged as Severn Trent's responsibility. Volunteer litter pickers were needed and a poster would be put up on the noticeboard.

10. Dog Fouling – Hotspots
 Councillor Holloway advised that there was a query over ownership of a dog bin by the pylons which might come to parish council from Cleeve Conservators.
 Dog fouling hotspots were identified as Southam Lane to Ratcliff Lawns and Ratcliffe Lawns dissection. Cleeve Common by the Quarry carpark. Bus stop on the main road. Racecourse access road.

11. Adjournment for Public Participation
 A resident raised objection to activity in the village hall grounds which might Interfere with hire for private functions and felt the committee should be looking at safety measures.
 A resident suggested planting a Christmas Tree in the village hall grounds stating that the cost would be in the region of £250. B/F

12. To agree accounts for payment
 Payments were agreed: EES Newsletter £112, Web hosting £23.99, Grasscutting £312, GAPTC £85, Clerk Salary £235.00 HMRC £58.80

13. Removal of redundant Noticeboard
 It was agreed to donate this to another council in exchange for delivery of Posts for VAS

14. Remembrance Day arrangements to be agreed
 The Council agreed to support the RBL with the purchase of a wreath for £25 and hire of the hall for the coffee morning £20

15. Planning Matters (For information only)
 14/00465/FUL - Part Parcel 7467 Southam Lane -Withdrawn
 14/00722/FUL - Queenwood House Queenwood Grove - Permit

16. Date of next meeting
 11th November 2014

Chairman Dated.....

Southam Parish Council

clerk@southamtoday.org.uk 01242 675141

MINUTES

of a meeting of the Parish Council to be held on Tuesday 11th November 2014 at 7.30pm in Southam Village Hall to discuss the following items:

Present: Chairman Kevin Wilcox, Vice Chairman Ben Thomas

Cllrs. Paul Nurden, Gordon McAnoy, Jeff Grinnell, Tim Winstanley

Also Present: Parish Clerk Gill Jennings, 7 members of the public

1. To receive apologies

Apologies were accepted from Cllr Mrs A Holloway, Cllr Mike Dean, Cllr Roger Wilson

2. To receive declarations of interest

None declared

3. To agree the minutes of the meeting held on 14th October

The Minutes were agreed as a true record

4. To receive reports from County/Borough/Parish Councillors/Neighbourhood Watch

Councillor Ogden reported that the peer review was ongoing. Members had attended an information event about CIL (Community Infrastructure Levy) and this would be paid to parishes according to the sq.m. of each new property built. If the parish did not have a need for the money it could be paid to a neighbouring parish.

5. To consider enhancements to the grounds of the village hall and discuss the Active Living Grant

Council to consider purchase of a Christmas Tree £250 – **The Village Hall Committee had agreed to buy the tree therefore the Parish Council agreed to purchase lights to the value of £205.**

Village Hall Committee to report - The Village Hall Committee had decided to go ahead with a boules court to the front of the hall. The Committee would also like to purchase outdoor gym equipment for part funding by the Active Living Grant. A proposal would be put to the parish council at the next meeting. The Christmas tree would be planted and lit on the 30th November at 4.30pm with refreshments and Father Christmas.

6. Cheltenham Racecourse Markets & Car Boot sales (Update)

A further collision had occurred in Southam Lane. The lane was left very muddy following each sale. Mrs Detheridge, whose husband was previously clerk, was in attendance. She stated that she recalled an Agreement being signed by the Cheltenham Racecourse in 1973 in the presence of solicitors to the effect that the rear exit road would only be used for race days. This was signed on the same day a racehorse called The Clerk won a race. The Clerk advised that it was mentioned in the Minutes but uncertain whether it was a

planning condition with Tewkesbury or Cheltenham, or an Agreement with the Parish Council. Enquiries ongoing.

7. Outstanding Highways Matters (Update)

Gateway installation still awaited – No response from Amey on other issues Parish Council have progressed with installation of posts at £1043.75 and are to purchase VAS Equipment costing £2570.80 and accessories £800

8. Transport by Bus (Update)

No response from Glos CC. Third Sector Services are looking for mini-bus owners to partner them.

9. To agree accounts for payment

Village Hall £60, Clerk Salary £235/HMRC £58.80/Expenses £59.94, Groundscrews & Posts £1043.75 plus vat, RBL £25

10. To consider a draft budget for 2015-16

A draft budget was set out as follows:

	<u>15-16</u>	<u>Budget</u>
Admin		5200
Newsletter		700
Grass		900
Subscriptions		300
Insurance		450
Donations		500
Hall Rent		350
Fees		350
Street Furniture		250
Last Year	<u>8600</u>	<u>9000</u>

11. Hyde Lane Closure

Resurfacing Works will take place between 8/12/14 and 19/12/14

12. Planning Matters

14/00992/FUL Gravel Pit Lane - Replacement Antenna – No Observations
14/00465/FUL Part Parcel 7467 Southam Lane – Agricultural dwelling – Objection due to the small farming activity not warranting a farm house.

13. Adjournment for Public Participation

A resident reported overhanging vegetation on Gravel Walk.
A resident enquired about insurance and use of equipment proposed for the Village hall grounds – Answer. Parish Council as landowner would pay.
A resident reported the water leak still ongoing at the end of School Lane

14. Date of Next Meeting – 9th December 2014

Southam Parish Council

clerk@southamtoday.org.uk Tel: 01242 675141

MINUTES

Of The Staffing Committee meeting held on Tuesday 9th December 2014 at 7pm in Southam Village Hall.

Present: Chairman Councillor Kevin Wilcox, Jeff Grinnell, Paul Nurden
Clerk Gill Jennings

1. Staff Annual Appraisal

The Committee discussed the Clerk's performance over the last year and expressed their thanks for her hard work and achievement. It was agreed that the Clerk should attend a training course on the latest Financial Regulations at a cost of £25.

Councillors were asked to provide their mobile phone numbers and best email contact to assist administration.

2. To agree payment of national pay award and increment on pay scale

The Committee agreed to an increase in the SCP rate to Point 25 payable from 1st January 2015 and a one-off payment in accordance with the national pay award of £16.20 in December 2014.

MINUTES

of a meeting of the Parish Council held on Tuesday 9th December 2014 at 7.30pm in Southam Village Hall to discuss the following items:

Attendees were advised that the Proceedings of this meeting may be recorded, filmed and photographed, but that anyone wishing to keep a record of the meeting must inform the Chairman at the start of the meeting.

Present: Chairman Councillor Kevin Wilcox
Vice Chairman Councillor Ben Thomas
Councillors Paul Nurden, Jeff Grinnell, Tim Winstanley, Gordon McAnoy

Also Present: County Councillor Roger Wilson, Borough Councillors Mike Dean, Margaret Ogden, 7 members of the public
Parish Clerk Gill Jennings

1. To receive Apologies

Apologies were accepted from Councillor Anna Holloway (Cleeve Conservators meeting)

2. Declarations of Interest

None declared

3. To agree the Minutes of the Meeting held on Nov 11th 2014

The Minutes were agreed as a true record

4. Matters outstanding

No action had been taken by Amey with regard to highway matters.

The gateways which had been requested from County Councillor funding had now gone up in price and exceeded the funding available. Clerk to discuss with Richard Waters other alternatives for road safety.

There had been no response regarding the bus service.

5. To receive reports from County & District Councillors

Councillor Wilson reported that the Hospital Trust had called a meeting accusing everyone of bed blocking. Councillor Ogden stated that the problem was the knock on effect of the NHS having difficulty moving people out into the community with those who could not cope alone then requiring social help. It was safer for some patients to stay in hospital.

The County Council had to find £27million in savings and there would be no increase in council tax.

Councillor Ogden stated that she had been able to track some entries in the Records Office for Southam through the services of Woodmancote PC which might be of interest with regards to the racecourse entrance.

She advised that Tewkesbury Borough Council had received an excellent report under the Peer Review and were "punching above their weight".

6. Chairman & Councillor Reports

Councillor Wilcox reported that the Christmas light switch-on had been a very well attended, enjoyable occasion.

Councillor Grinnell advised that the village hall committee had a full events programme lined up over the Christmas season.

7. Planning Matters

1184 Grey Gables, Southam Lane, Dormers in Front Elevation

No Objection

8. Adjournment for Public Participation

A resident stated that she felt annoyed by the Glos. Echo's report of the demise of the racecourse Sunday market in that it put the parish council in a bad light, whereas the council was only acting on behalf of its residents.

A resident reported that the water leak at the end of School Lane was ongoing due to a lack of action by Severn Trent who had admitted responsibility. Chris Cooper was to raise the matter with Laurence Robertson MP.

9. To consider the draft budget with a 15% reduction in LCTS anticipated

The Council acknowledged that raising the budget to £9000 for 2015-16 meant a 63p increase on a band D property if the LCTS was reduced as suggested by Tewkesbury Borough Council. The Council would wait for confirmation of the LCTS and set the budget at the January meeting.

10. To agree payments

Payments were agreed as follows: EES £182, Clerk Salary £248/HMRC £62, Councillor Expenses (Land Registry Fees) £14, Swarco (Purchase of Vehicle Activated Sign – Road Traffic Regulation 1984) Payment on Account £2000, Tewkesbury Borough Council (Purchase of Litter Bins – Litter Act 1986) - £744.00

An invoice for the Christmas lights was outstanding.

11. To consider the costed proposal for outdoor recreation equipment at the Village Hall.

It was agreed that Councillor Jeff Grinnell should discuss with County Councillor Wilson and that the parish council would then submit an application for funding.

12. To review financial regulations and transparency requirements.

The Council were advised that the Financial Regulations adopted in May 2014 might be subject to changes under the Transparency Code 2014 but it appeared that PCs with an income of less than £25000 would not be subject to an external audit but be required to undertake a more stringent internal audit and show evidence of internal controls. To prepare for this the council agreed to publish its payments and receipts on the website annually and appointed Cllr Gordon McAnoy to make an interim audit of the accounts. At the juncture the Council also reviewed its insurance requirements and instructed the clerk to add the traffic calming equipment and litter bins to the policy.

13. Matters of Information

The next Parish & Town Seminar takes place on 12th December.

14. Date of Next Meeting

13 January 2015

Southam Parish Council

clerk@southamtoday.org.uk Tel: 01242 675141

MINUTES

of a meeting of the Parish Council held on Tuesday 13th January 2015 at 7.30pm in Southam Village Hall to discuss the following items:

Attendees were advised that the Proceedings of this meeting may be recorded, filmed and photographed, but that anyone wishing to keep a record of the meeting must inform the Chairman at the start of the meeting.

Present: Chairman Councillor Kevin Wilcox
Vice Chairman Ben Thomas
Councillors Anna Holloway, Tim Winstanley, Jeff Grinnell,
Gordon McAnoy, Paul Nurden

Also Present: Clerk Gill Jennings, Borough Councillors Mike Dean & Margaret Ogden, 5 members of the public

1. To receive Apologies

Apologies were recorded from County Councillor Roger Wilson.

2. Declarations of Interest

None declared

3. To agree the Minutes of the Meeting held on 9th Dec 2014

The Minutes were agreed as a true record.

4. Matters outstanding

Richard Waters (Glos Highways) had promised a report on alternative traffic calming measures – this was not to hand. Mark Calway from the MP's office stated that Severn Trent would carry out works to the damaged drain in School Lane by the end of February. A report on the bus service from GCC Alan Bentley was still outstanding.

5. To receive reports from County & District Councillors

Margaret Ogden reported on an enforcement site visit to The Hive. The close board fencing was an issue together with the entrance to Ashley Lane and the building over the garage was still due to be demolished.

Paws on Patrol was a good initiative in assisting with anti-social behaviour and crime prevention. – Further details to go on noticeboard.

She advised that 169 further houses in Woodmancote had crept into the JCS.

6. Chairman & Councillor Reports

Councillor Kevin Wilcox announced the sad news of the death of former councillor Dennis Allen on 5th January. The Parish Councillors extended their condolences. The funeral takes place on the 27th January at 2.30pm at Cheltenham Crematorium.

Councillor Anna Holloway advised that Janet Page, Clerk of Cleeve Conservators was standing down and her services would be missed. One matter of the replacement of a dog bin on Cleeve Hill was passed to the Clerk for response.

7. Planning Matters

Planning Decision - 14/01065/OUT - Permit -

The Council noted this decision with disappointment.

8. Adjournment for Public Participation

A resident reported a small metal grid sticking up in the road at the bottom of Sunset Lane. A gas leak was evidenced at the bottom of Lye Lane where there was subsidence in the road. (Both reported to other authorities by the Clerk)

9. To agree the Precept

The Council resolved to request a Precept in the sum of £8550 – this increase was thought necessary in view of the diminishing Local Council Tax Support and need to allow for future street furniture.

10. To agree payments and insurance amendments

Payments were agreed as follows:

GAPTC £25 Admin Expenses £122.75 which included the premium for insuring the VAS, Salary £247.99, PAYE £62, Christmas Lights £241.18. A further adjustment to the insurance policy in respect of the war memorial was made.

11. To agree the costed proposal for outdoor recreation equipment at the Village Hall

A proposal for a boule court and indoor tennis and exercise mats had been costed out and would be covered by grant funding and village hall committee funds. The Council agreed the use of the land.

12. Date of Next Meeting & Items for Discussion

10th February – Richard Waters would be invited to attend to discuss highway matters.

Chairman

Date

Southam Parish Council

clerk@southamtoday.org.uk Tel: 01242 675141

MINUTES (subject to agreement at the next Council meeting)
of a meeting of the Parish Council held on Tuesday 10th February 2015 at 7.30pm in
Southam Village Hall to discuss the following items:

Present: Chairman Councillor Kevin Wilcox
Vice Chairman Ben Thomas
Councillors Jeff Grinnell, Anna Holloway, Gordon McAnoy, Paul Nurden,
Tim Winstanley

Also Present: County Councillor Roger Wilson, Clerk Gill Jennings 5 members of
the public

1. To receive Apologies

Apologies from Councillor Dean and Councillor Ogden noted.

2. Declarations of Interest

None received

3. To agree the Minutes of the Meeting held on 13th Jan 2015

The Minutes were agreed as a true record

4. Matters outstanding

Highway Gates pending GCC

Bus stop & services pending GCC

Cllr Wilson stated he would follow up on these matters.

5. Planning Matters

a. Consultation by Hunter Page re: Eco-house in Upper Mill Lane (POSTPONED)

b. Decision Notice – 11/01184/FUL Grey Gables, Southam Lane, Southam -Permit
Noted

c. Application – 15/00030/FUL South Lawn, Southam Lane – First Floor Extension
The application was considered. There were no objections.

d. To appoint a representative to attend the Planning Enforcement Seminar 16 Feb
Cllr Wilcox would attend

6. To receive reports from County & District Councillors

Cllr. Wilson reported there would be no rise in County or Borough council tax but
parishes might make some upward adjustment. A & E services back to normal after
a surge in cases being admitted. Council due to vote on Javelin Park to cancel the
contract.

7. Chairman & Councillor Reports

Cllr Wilcox reported:

Noel Hemming had indicated that he would give up being representative on the Cleeve Conservators Board at the end of the council year. Tim Winstanley indicated a willingness to replace him. Rich Harris was invited to introduce the Glos. Barn Owl Monitoring Programme as he is the local contact. To find out more visit www.glosbarnowls.co.uk.

A hedge encroaching from Chelbury Mushroom farm onto the highway verge was to be reported.

VAS training fixed for councillors on the 19th February. (PN/JG/KW)

Cllr Anna Holloway reported:

Belted Galloway cattle now introduced into Postlip Valley to integrate with existing herd in the near future. Natural England have agreed that hay can be made on the hill. Members/staff on the Conservators have produced a book on Bryophytes of Cleeve Common and are arranging a series of guided walks and rides. The head ranger achieved an award for his exceptional services.

Cllr Grinnell reported that the Village Hall Committee were considering the installation of a defibrillator in the hall porch which would be operated by trained volunteers. Also considering an external charge point for electric cars.

8. Adjournment for Public Participation

Neighbourhood Watch reported a vehicle accident due to speed on Cleeve Hill. Also a break-in at Ratcliffe Lawns involving the removal of a window. NW are to hold a meeting with co-ordinators and PCSOs to increase communication. Chris Cooper had enquired regarding planning enforcement on the unfinished building in Old Rd but there was nothing that could be done.

9. To agree changes to the Council's Publication Scheme and to confirm conformance with the Transparency Act 2014

The Council agreed the changes.

10. To agree payments and insurance amendments

Payments Newsletter £120, Southam Village Hall, Admin £266.25, Swarco £1930.30 (on completion of training), HMRC £61.

11. To appoint an internal auditor

Peter Newman was appointed as internal auditor for 2014-15 Year End. The Council were satisfied as to his credentials.

12. Date of Next Meeting & Items for Discussion

10th March 2015 7.45pm (Grant Request Mrs Cooper)

Southam Parish Council

clerk@southamtoday.org.uk Tel: 01242 675141

MINUTES

of a meeting of the Parish Council held on Tuesday 10th March 2015 at 7.45pm in Southam Village Hall to discuss the following items:

Attendees should note that the Proceedings of this meeting may be recorded, filmed and photographed, but that anyone wishing to keep a record of the meeting must inform the Chairman at the start of the meeting.

Present: Chairman Councillor Kevin Wilcox

Vice Chairman Councillor Ben Thomas

Councillor Gordon McAnoy, Councillor Tim Winstanley

Also Present: Clerk Gill Jennings, Borough Councillors Mike Dean, Margaret Ogden
5 members of the public

1. To receive Apologies

Apologies were received from Cllr Anna Holloway, Cllr Jeff Grinnell and Cllr Paul Nurden (race meeting-work commitments)

2. Declarations of Interest

None declared

3. To agree the Minutes of the Meeting held on 10th Feb 2015

The Minutes were agreed as a true record

4. Matters outstanding

- VAS Installation – the sign had been sent back to the manufacturers due to incorrect brackets

- Gateways – Richard Waters had made a site visit with Amey and has offered to install red roundels and dragons teeth but did not think gateways were necessary. The Council discussed this and felt that this was an extremely poor offer considering the grant money which had been held over for 2 years now could have purchased a more attractive solution. RW to be invited to a meeting to discuss.

- Bus service – Response still awaited from Glos County Council but in the meantime they had sent out a survey which would be completed by the clerk to record the parish problems with the current service

5. Planning Matters

a. Consultation by Hunter Page re: Eco-house in Upper Mill Lane – Planning Consultants attended with their clients to explain an unusual design house being proposed under Para 55 of the NPPF which allows for construction of high standard design which will enhance the setting. Consultants felt that every effort had been made to fit in with the AONB and sloping topography including a hidden access and replanted orchard. The unique leaf shaped roof of the building would capture energy to be stored underground for use throughout the year.

b. Application – 14/01299/FUL Upper Bottomley Farm – Demolition of garages &

barn, holiday cottage to form large dwelling and garages – **Objection as contrary to HOU3 of the emerging local plan which is intended to protect small cottages from demolition for single new large dwellings. The current cottage and barn are perfectly serviceable buildings with unique features which blend with their surroundings. The new build would be harmful to the landscape and territory of bats, owls and deer.**

c. Application – 15/00142/FUL Snowdrop Lodge, Southam Lane – Single Storey Extension – **No objection**

d. Consultation on the Tewkesbury Borough Local Plan commences on 27th Feb – Plans can be viewed at Bishops Cleeve Parish Council offices 3pm – 7.30 pm on 11 March or Winchcombe Community Centre 3 – 7.30pm on 23 March.

e. Consultation on the Local Transport Plan is available at

www.gloucestershire.gov.uk/consult

f. Tewkesbury Borough Strategic Available Land Assessment – Gravel Pit Lane – Cllr Winstanley explained his research into the 5 parcels of land identified as strategic available land with a potential to build 320 houses between Mill Lane and Gravel Pit Lane. Cllr Dean advised that the Local Plan already allowed for an excess of housing and it was unlikely that any SALAs would be brought into use. The Clerk advised that housing in Mill Lane was included in the Local Plan

6. To receive reports from County & District Councillors

Councillor Ogden commended the new leisure centre next to the Borough offices which would provide extensive facilities. Residents commented that they were unlikely to get any use out of the centre as it was rather out of the way of the town centre. Councillor Ogden announced that this would be her last attendance at the parish meeting due to the fact that she was standing down at the next election.

7. Chairman & Councillor Reports

Councillor Wilcox mentioned that the Southam Tythe Barn had been reported to him as a matter of concern regarding its condition. However upon investigation the roof did not appear to have deteriorated further.

8. Adjournment for Public Participation

A member of the public asked whether anything could be done about the abandoned vehicle in the grounds of the Tythe Barn.

9. To agree payments

Payments were agreed: Admin costs £ 244.30 Expenses £52.50 HMRC £61.20

10. To receive the report of the council's internal auditor

Councillor McAnoy presented his report. **The Council agreed to review progress with the 2 matters raised.**

11 To consider Grant Application – Drop In

The Council agreed to pay for 12 sessions at £10 per session

12 To consider Quality Status Criteria

The Council requested that the Clerk registers and prepares the Council for QS at the most suitable level following the next election.

13 Matters of Information

The Village Hall Committee Meeting takes place on 28th April and the Parish Council are required to nominate a representative

The Council nominated Cllr Grinnell. Councillor Wilcox indicated that he would join the Committee if they were short of members.

14 Date of Next Meeting & Items for Discussion

14 April 2015 (Ordinary Meeting)

Annual Parish Meeting to be arranged for a Saturday morning

Southam Parish Council

clerk@southamtoday.org.uk Tel: 01242 675141

MINUTES

Of a meeting of the Parish Council held on Tuesday 14th April 2015 at 7.30pm in Southam Village Hall to discuss the following items:

Present: Chairman Councillor Kevin Wilcox

Councillors Gordon McAnoy, Tim Winstanley, Jeff Grinnell, Paul Nurden

Also Present: County Councillor Roger Wilson, Clerk Gill Jennings, 12 members of the public

1. To receive Apologies

Apologies were received from Councillor Anna Holloway, Councillor Ben Thomas

2. Declarations of Interest

None declared

3. To agree the Minutes of the Meeting held on 10th Mar 2015

The Minutes were agreed as a true record

4. Matters outstanding – VAS Installation, Gateways, Bus service

The VAS equipment has been adjusted and would be installed shortly.

Councillor Wilson would request the gateways and suggested that contact was made with Marchants who are planning a new bus route to the Park and Ride.

5. Planning Matters

a. To discuss submission on Local Plan – Matters affecting Southam – An objection to rural sites in Woodmancote and Gotherington was submitted.

HOU1

- Building further houses in rural service villages is unnecessarily harmful to the character and landscape of this area and makes an inroad into the AONB. Using Greenfield sites around Woodmancote and Gotherington will lead to a preference by developers to use these sites which will yield houses at premium prices as opposed to brownfield sites.
- The Borough Council states that 556 houses are needed but opts to provide an excess over and above this figure. We believe Woodmancote sites A B C and Gotherington A B should be dropped for the following reasons:

1. Bishops Cleeve lacks sufficient retail parking space for additional homes
2. There is insufficient local employment in Bishops Cleeve which necessitates a commute outside the rural service villages and even with the predicted growth in extant employment applications this does not prevent the trend of out-commuting.
3. The commute takes place along country lanes of Gambles Lane, Southam (currently used as a rat run to access the B4036 road to Cheltenham and Winchcombe even though it is unsuitable for motor vehicles) and New Road, Southam which is congested at its junction with the B4036

4. Further along there is congestion in Prestbury High Street with long tail backs into Southam . There has been insufficient evidence of a traffic count before and after the creation of Homelands Estate, development at Winchcombe and Greet, or taking into account the proposal. We would say the traffic on New Road has increased to levels at which air quality is of concern.
5. The junction of New Road, Gambles Lane and Two Hedges Road is prone to flooding
6. Building a large estate on Site C Woodmancote will lead to encroachment into the Green Belt and will be harmful to the landscape of this area and fragmentation of the green corridor.
7. Development of site C Woodmancote is giving way to a land banker who refuses to maintain or work their land and non-agricultural use by a landowner is not a reason for development
8. The National Planning Policy Framework states that Local Green Spaces should be designated when a Plan is prepared or reviewed – there is a lack of usable green space in Woodmancote and Southam. The NPPF also states that Green Belt should not be altered except in exceptional circumstances. Allowing for more houses other than through a sound housing requirement is not justification for erosion of the Green Belt and the Council admits that they are allowing for more houses than is needed.
9. The Habitat Regulation Assessment is incomplete in relation to HOU1
10. Throughout the draft the Council talks about consultation results which yielded a response against building on the green belt, protecting a sense of character, protecting natural landscape and then totally ignores this consultation

b. Current Planning applications

Headlands -

- AONB. The Council were concerned about building in or near the AONB and the precedence this could set for other developments. In particular the Council noted that the prospective dwelling was away from the current settlement line along Mill Lane.
 - Character. The Council considered the character of the building proposed to conflict with the other houses in the immediate area and noted that the application appeared to have been somewhat selective in their choice of photos.
 - Visual Impact. The Council believed that the house would be visible from certain locations, especially the immediate neighbours in Mill Lane
 - Access. The Council were concerned that the impact of both the process of building and the subsequent access to the house would be disruptive and detrimental, especially given the narrowness of Mill Lane.
 - Local Comment. The Council noted that there was considerable concern amongst local residents of both Mill Lane the surrounding area, with various objections having been registered.
- As such, the Council was unanimous in objecting to the application.

- c. To appoint a representative to attend meetings with Cory (Wingmoor Farm) Cllr Nurden and McAnoy would arrange representation between them.

6. To receive reports from County & District Councillors

Councillor Wilson reported that Javelin Park incinerator would go ahead although Stroud District Council are threatening legal action. Contractors Amey are being monitored closely as work to date not effective. 25th May – 10th June Winchcombe High St will be closed for resurfacing work. Tewkesbury will no longer have an out of hours service but this will continue in Cheltenham and Gloucester.

7. Chairman & Councillor Reports

Councillor Wilcox reported flyposting on the exterior of the noticeboard by Dumbleton Events Group. He will attend the Tewkesbury Mayor Making Ceremony.

Councillor Grinnell reported that the boules court had been opened with a match between 15 teams. Benches had been dedicated to two parishioners sharing the name George exactly 90 years apart in age.

Councillor Winstanley reported that the Cleeve Conservators had carried out an inspection of the common .

Councillor McAnoy asked if there should be any objection to the music festival due to take place at Newlands. This did not appear to be of concern.

8. Adjournment for Public Participation

A resident asked for a progress report on bulb planting in the village – this would be a future agenda item. She also mentioned a new bus service to Stratford which was of interest to parishioners. A resident requested that the council makes a presentation to Councillor Ogden for her good services as Borough Councillor.

9. To agree payments – March/April

EES £120, Stroud Office Supplies £29.99

Admin Costs £244.50 and £61.00

10 To agree Year End balances and draft accounts for submission to Independent Internal Auditor

The Year End Bank Balances were agreed at £9004

The draft accounts were agreed as follows:

	£
BF 2013/14	12647
Precept	8100
Other Receipts	<u>1908</u>
Total Receipts	<u>22655</u>
Staff cost	3581
Other Costs	<u>10070</u>
Total Expenditure	<u>13651</u>
Year End Balance	9004

11 To consider renewal of insurance and review the register of assets

Insurance renewal was agreed at a cost of £444.31 and the asset register was updated with the VAS equipment value

12 To agree renewal of subscription to GAPTC

The Council agreed to renew the subscription with GAPTC at £248.05

13. Date of Next Meeting & Items for Discussion

Annual Parish Assembly 18th April 2015

AGM – 12th May 2015

Chairman Dated

Southam Parish Council

clerk@southamtoday.org.uk Tel: 01242 675141

Minutes of The Annual Parish Assembly Saturday 18th April 2015 at 10am

Attended by: Chairman of Southam Parish Council Kevin Wilcox, Councillor Gordon McAnoy, Councillor Anna Holloway, Councillor Jeff Grinnell, Councillor Margaret Ogden, Clerk Gill Jennings & 38 members of the public

1. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

2. Annual Report and Draft Accounts

The Chairman gave his report as follows:

I would like to thank your Parish Councillors for their contributions to the Parish Council this year. My role is made easy because of their considered and informed input during meetings and adherence to the agenda. We are very fortunate that Gill is our Clerk. Gill works behind the scenes, recording our minutes, and writing all our documents. She is the reason the Council gets anything done.

A thank you also to our Borough Councillors Margaret Ogden and Mike Dean who continue to keep us informed of news from TBC and act on our behalf, for which the Parish Council is very grateful. Particular thanks to Councillor Dean who has managed to attend our meetings this year while holding the position of Mayor of TBC.

Roger Wilson is our voice at County Council. Roger attends as many meetings as possible and works very hard for the Parish.

There are changes ahead for this team:-

Ben Thomas has decided not to stand for election. Ben has worked with great enthusiasm for the council and has coordinated and produced the Village Plan, organising the new notice board in School Lane and been involved with selection of the Vehicle Activated Signs. I take this opportunity to thank him for all his inputs to the Council and our community. It does however open a space on the council, so any person who may be interested in joining please make yourself known to Gill and we can let you know the details.

Margaret Ogden has decided to retire from the Borough Council after being our representative for Cleeve Hill for many years. Margaret has always worked hard for Southam and the Parish Council would like present her a small gift as a token of gratitude.

Voluntary Roles

Southam Parish is made a nicer place to live by voluntary contributions made by individuals. The Parish Council thank all those who give their time to the community.

- Neighbourhood Watch

David Byrne has had his first year coordinating the neighbourhood watch. David is assisted by a number of 'lookouts', but there is always room for more.

- Newsletter

Our village bi-monthly Newsletter is distributed free of charge to all residents. The publication is produced by Edna Smith, helped by Barbara Lloyd. The Newsletter is a valuable first reference for what's going on. To get items into the next publication please contact Edna

- Website and Facebook

If you don't have your Newsletter to hand the Village maintains a Website with links to many activities including Parish Council Minutes. Southam also has a Facebook account which can be used to distribute information quickly. Thank you to our webmaster David Jones and to Wayne Morgan for his social media skills.

- Village Hall

The Village Hall goes from strength to strength with tireless work from its committee. I express my thanks to them and especially Jeff Grinnell who will give a report on behalf of the Village Hall later. Note Village Hall AGM 28th April 7:30

- Cleeve Conservators

Cleeve Conservators manage and look after Cleeve Common which is mostly in Our Parish and Southam has two members on its the committee. Anna Holloway and Noel Hemming have been our representatives for many years. Noel has decided to retire this year and Tim Winstanley has volunteered to take over. Many thanks to Noel for all his efforts for the Parish.

- Footpath Officers

Our footpaths officers are coordinated by Antonia Winstanley and assisted by Anita Wilcox, Ruth Moore and Annika Beavis. The team walk the footpaths around the Parish and can be contacted if you have any problems with rights of way matters.

- Litter Pickers & Verge cutters

Our village is cleaned and tidied throughout the year by a team of litter pickers. You may see red refuse bags left on the verge from time to time. These special sacks are picked up by any TBC refuse collection. Many people also mow the verges near their homes which aids visibility at road junctions for us all. Also many of the land owners have cut their hedges over the winter, so thank you to them.

- War Memorial

My final thanks go to Gordon and Andrew Sullivan for their maintenance of the War Memorial which is a credit to our village. It looked splendid for the 100 years commemoration of the start of the First World War.

Road Safety

The Parish Council has purchased a Vehicle Activated Sign which will light up to remind drivers that they are exceeding the speed limit. The sign had a problem with its bracket but it has just been returned and is here today. We hope to install it in Southam Lane this week end. To increase its effect, the sign will be moved between a number of locations every few weeks. The sign has a data logging facility which records traffic numbers and times. The Parish Council will be collecting this data and may use it to help justify further road safety improvements. Although we have agreed to and have funding for new white painted Gateways to be installed on Southam Lane and New Road, we are still trying to get them approved by AMEY, the agents for Gloucestershire highways. The Gateways serve to remind drivers they are entering a residential area.

Community Events

The Parish Council continue to support the 'drop-in' group and have supported the Poppy Appeal by subsidising their village hall costs.

Planning

Planning matters take a considerable amount of Council effort. Tewkesbury Borough, Cheltenham Town and Gloucester City Councils have continued work on their Joint Core Strategy producing plans for housing development over the next five years with up to 38000 new homes being considered. Our priority continues to be the maintaining of the open green fields and woodland of the Cheltenham's Green belt and the Cotswold ANOB.

Draft Accounts are as follows:

	£
BF 2013/14	12647
Precept	8100
Other Receipts	<u>1908</u>
Total Receipts	<u>22655</u>
Staff cost	3581
Other Costs	<u>10070</u>
Total Expenditure	<u>13651</u>
Year End Balance	9004

3. Reports from Community Groups – Village Hall Committee /Neighbourhood Watch & PCSOs/ Cleeve Conservators

The Village Hall Committee reported a surplus of funds at the end of the financial year following replacement of chairs and purchase of a boule court. The Hall was now hosting a number of events which had been successful.

David Byrne reported that communication between Neighbourhood Watch and the police had broken down due to a problem with the constabulary computer and replacement staff. He doubted that the crime figures produced for the meeting were an accurate reflection of the situation. It was extremely important the crimes were reported to Neighbourhood Watch so that they could keep a lookout for similar incidents.

Southam Parish crime report 1st April 2014 – 1st April 2015 compiled by PC Tracy Warburton

During the period there have been 35 reported crimes in comparison with 37 in the same period the year before. The breakdown are as follows:

3 x Domestic assaults, 4 x Dwelling burglaries, 6 x Non dwelling burglaries, 6 x Theft from motor vehicles, 9 x Theft of motor vehicles, 1 x Shoplifting, 1 x Theft from a person, 2 x Criminal damage
2 X Drug offences

Councillor Holloway reported that Cleeve Conservators had added 7 belted Galloway cattle to the herd, 5 animals had been slaughtered for farm assured organic meat. Gorse would be removed from important areas of acidic lime. 40m stretch of Cotswold stone mud capped wall project taking place by the radio masts. Information boards have been installed with details aimed at dog owners and cyclists. Rare red kemp nettle seeds have been collected and sent to the Millennium seed bank.

4. Reports from County/Borough Councillors

Councillor Wilson's report was circulated.

Annual report from Roger Wilson, County Councillor for Winchcombe and Woodmancote Division 2014-15

The County Council has continued to be run successfully this year by a minority Conservative administration, helped from their point of view by a by election, which they won, in October caused by the sad death of the very popular Forest of Dean independent member Norman Stephens. The upshot of this minority administration means that every vote needs to be worked for, leading in my view to better politics and better results for the county. That having been said, local government continues to starve of cash, and, as a result, there is very little to debate with regard to how money is spent, as virtually all of it is already allocated to statutorily required projects and functions. The first tranche of cuts, called Meeting the Challenge, was completed this year after a four year programme in which over £110m of costs, or 20%, was cut from the council's budget. The county is now embarking on a further program, Meeting the Challenge II, in which £75m will be cut over the next four years. Whereas the first round of cuts concentrated on making the council leaner, the second round will be focussed on making the council smarter.

As you will know, over half of the county council's money is spent on adult and children's social care. Much of the work to realise these savings is focussed on keeping people, mostly elderly, out of care and in their own homes. The council is working closely with the NHS to achieve this by creating teams of specialist nurses and carers in the community.

Highways continues to be the most visible area of the council's work. The new highways contractors, Amey, are just completing their first year, and it has not been an easy one for them. I have been a member of a committee tasked with holding them to account, and I feel that is bearing fruit, and that the relationship is now bedding down. Locally we have a test in the early summer when the whole of the High Street in Winchcombe is being resurfaced, and we are hoping that this major operation will be started and finished on time.

On a personal level, I continue to be a member of the health scrutiny committee, and we have concentrated this year on the continuing problems in the ambulance service and the A&E departments in both Cheltenham and Gloucester. You will recall that a major incident was called by the acute trust over Christmas, caused by a shortage of beds and bed blocking, and we have been working since with all the NHS trusts in the county to make sure that this situation is addressed for the future. I have also sat on a task group looking at the social impact locally of the badger cull in the

county, and another into what more can be done to encourage apprenticeships. All of the above committees are on a cross party basis.

I have again thoroughly enjoyed my year as your county representative, and look forward to doing it all again next year. Of course, if there are any issues you wish to raise, please email me on roger.wilson@gloucestershire.gov.uk or by phone on 07947 067051

Councillor Margaret Ogden thanked the Parish for their kind gesture of a parting gift. She had seen many changes in her 23 years as Councillor and has enjoyed attending parish council meetings. She had assisted in ensuring the Noverton estate was of a sympathetic design and warned the Council to be vigilant over the impending encroachment on the greenbelt in Woodmancote. Councillor Holloway stated that she would be a hard act to follow in taking up the role of Borough Councillor.

5. Open Debate – Should the Parish Council purchase the Tythe Barn?

The Tythe Barn was currently on the market for £450,000 as a commercial property in need of careful restoration. There was lively debate about whether the parish should purchase the barn. Councillor Wilcox has researched similar purchases and felt there was scope through the Heritage Lottery Fund as the main part of the building was Grade II listed and in an important setting within the village.

Concerns were raised about the potential future use and whether it would be licensed with restricted opening hours, the lack of parking, noise disturbance of night time use, high cost of restoration, commercial unviability, lack of parish funds, lack of business plan

Interest was expressed in maintaining some control over the future of the building, preserving the structure and improving the setting, finding a use compatible with village life, prevention of deterioration, risk or unsuitable use. The meeting took a vote on whether a Working Group should gather information on the feasibility of a community project acquiring the barn. The meeting found in favour of this 23/38 votes.

Volunteers provided their details to the clerk and would be invited to a future meeting.

6. Discussion on Issues which matter to residents

Having no time for a discussion the following issues were captured on post-it notes for action:

- Car Boot sales – if we have to put up with them can they not direct traffic out of the field stopping traffic on the road
- Car Boot sales – stop their staff directing traffic in favour of customers
- Car Boot sales – is there any way of enforcing the start times as they seem to be arriving before the 12 o'clock advertised

7. Close and refreshments

The meeting closed at 11.30am

Southam Parish Council

clerk@southamtoday.org.uk Tel: 01242 675141

MINUTES (subject to agreement at the next Council meeting)
Of the Annual General Meeting of the Parish Council held on Tuesday 12th May
2015 at 7.30pm to discuss the following items:

Present: Councillors Kevin Wilcox, Gordon McAnoy, Anna Holloway, Paul
Tim Winstanley, (arriving during item 15 Jeff Grinnell) Clerk Gill Jennings
5 members of the public

1. To sign Declarations of Acceptance of Office

Councillors accepted office and agreed to abide by the Code of Conduct.

2. To receive Register of Interest Forms for Completion

Forms were completed and returned to the Clerk to be forwarded to Tewkesbury
Borough Council.

3. Apologies for Absence

Cllr Roger Wilson

4. Appointment of Chairman & Vice Chairman

Kevin Wilcox was appointed as Chairman by unanimous vote

Jeff Grinnell was appointed as Vice Chairman by unanimous vote

5. Appointments to External Groups

Councillor Anna Holloway and Councillor Tim Winstanley would represent the
Council – Cleeve Conservators

Councillor Paul Nurden – Wingmoor Farm

Councillor Kevin Wilcox – Village Hall Committee

The Staffing Committee would remain as at present: Kevin Wilcox, Paul Nurden,
Jeff Grinnell, Gordon McAnoy

6. Declarations of Interest

None Declared

7. To confirm that current Code of Conduct, Standing Orders, Financial Regulations & the system of internal audit are satisfactory or require review

The Council agreed the Governance Documents as adequate and would review in 6
months time or before in the case of legislative changes

8. To receive the report of the Independent Internal Auditor, agree the Year End Accounting Statements & Make a Statement of Assurances

The Council noted the recommendations of the Independent Internal Auditor :

To document internal financial controls and periodically review

Review procedures in relation to insurance cover to ensure compliance with any
conditions

Issue invoices to newsletter advertisers

Document risk assessment/management arrangements

The Council agreed the Year End Accounting Statements and made a Statement of Assurances

9. To agree Policy Documents required for future Governance

The Clerk would draw up policy documents for agreement at the next meeting.

10. Having two thirds elected members and a qualified clerk the Council may wish to adopt the General Power of Competence

The Council confirmed eligibility and Resolved to adopt the General Power of Competence

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General Business

11. To agree the Minutes of Meetings on 14th April and 18th April 2015

The Minutes of both meetings were agreed as accurate. It was however agreed that the Crime figures provided by the police were dubious and the Clerk would make enquiries into their accuracy.

12. Planning Matters

Enforcement was ongoing at Haymes Drive (alleged unauthorised engineering works) and Newlands (advertising signs)

Works under a TPO at 25 Desert Orchid Rd were noted. Cllr Winstanly declared an interest but was allowed to offer an explanation of the work.

13. Public Adjournment

A resident reported that the Sunday bus service was running between Cheltenham and Stratford. The Council were asked to progress enquiries into the main weekday service. It was noted that the roads had recently been swept and the trees on the village hall grounds maintained.

14. County, District & Parish Councillor Reports

Councillor Holloway had taken up her appointment as Borough Councillor and was currently undertaking training.

Councillor Wilcox reported that data was already being collected from the VAS and showed that there were 150 cars per hour passing through Southam Lane during the day. The highest speed recorded was at night at over 60mph. The police had also set a speed trap and had made 2 prosecutions.

Councillor Wilcox and Councillor McAnoy had attended two meetings regarding Southam Tithe Barn. 13 residents had expressed an interest in being involved in the project. Funding has been explored and an approach made to the property owner. Ideas are invited for future uses.

15. Payments for Agreement

Payments were agreed as follows: GAPTC £248.05, Southam Village Hall £80.00, HMRC £62, Admin £250.91, Audit Fee £55, Expenses £94.57

16. Date of Next Meeting

9th June 2015

Southam Parish Council

clerk@southamtoday.org.uk Tel: 01242 675141

MINUTES (subject to agreement at the next Council Meeting)
of a meeting of the Parish Council held on Tuesday 9th June 2015 at 7.30pm in
Southam Village Hall to discuss the following items:

Attendees should note that the Proceedings of this meeting may be recorded, filmed and photographed, but that anyone wishing to keep a record of the meeting must inform the Chairman at the start of the meeting.

Present: Chairman Cllr Kevin Wilcox,
Councillors Tim Winstanley, Anna Holloway, Gordon McAnoy
Also Present: Clerk Gill Jennings, 5 members of the public

1. To receive Apologies

Apologies were accepted from Cllrs. Paul Nurden and Jeff Grinnell
Apologies also received from County Councillor Roger Wilson and Borough
Councillor Mike Dean

2. Declarations of Interest

None

3. To agree the Minutes of the Meeting held on 12th May 2015

The Minutes were agreed as a true record

4. Matters outstanding – Bus Service (A letter to Marchants remains unanswered)

The Council were disappointed that no action had been taken by Glos County Council and no response had been received from the bus company. **Clerk to write to Glos County Council and a further survey of residents would be made in the next newsletter.**

5. Planning Matters

- a. Current Planning applications – 15/00521/FUL Bridle Croft, Lye Lane – **No Comment**
- b. Cory (Wingmoor Farm) next meeting takes place on 22nd July – Councillors to consider any issues or questions for representative – **To ask what waste is being transported to site at night.**

6. To receive reports from County & Borough Councillors

Borough Councillor Anna Holloway reported that she was still undertaking training with the council mainly on planning matters. She was asked to refer the increasing problem of car boot sale traffic to her council and to ask for assistance.

7. Chairman & Councillor & Clerk Reports

Clerk: Following a meeting with Glos County Highways & Amey 2 locations have been selected for a single gateway each. It was agreed that red hatching should be replaced at the traffic lights and GCC would investigate the lack of restriction signs .

GCC to also investigate hedge overhanging highway in New Road (mushroom farm) and Council to try and get hedgerow cut back from Southam sign.

Chairman: Had investigated a new access off Southam Lane which had hardcore on it. It was a concern that this might be a further car boot sale site. Councillor Holloway felt that this was to do with development of the barns on the site and to fill in a hollow in the land. It had also been noted that land was being excavated from a small site by the railway bridge possibly undermining the road.

Cleeve Conservators: Cllr Winstanley reported that the 2014 annual report had been issued and showed a successful year with finances in good shape. The Board were facing a problem in drawing down single farm payments due to the fact that some graziers were claiming the payments and the Board had difficulty in being recognised as a farm management body. This matter was being taken up with Defra.

8. Adjournment for Public Participation

A member of the public reported that the white line markings at the head of the Old Road to the main Winchcombe Road needed replacing. **Clerk to report to Amey.**

9. Finance

a. To agree payments and to consider purchase of wheelie bin stickers – **the Council agreed to pay Chairman's expenses £94.57, £14.16, Grasscutting £312, EES £120,**

HMRC £61, Admin £244.50, Admin Expenses £62.24 and agreed to the purchase of 50 wheelie bin speed stickers at £43.50 to be distributed foc to houses in New Road & Southam Lane.

b. Active Together Funding & Highways Funding for 2015-16 – Funding was now available for the current financial year and councillors were asked to bring suggestions back to the next council meeting.

c. Purchase of bulbs & plants & locations for planting – Councillors were asked to identify locations for planting, volunteer their time and **agreed to an initial outlay of £50.**

d. Southam Tithe Barn – Councillor Wilcox reported that an expression of interest was made in the Tithe Barn but the agent had not responded.

e. Purchase of Dog Bin for Cleeve Hill – **The Council agreed to purchase a new dog bin and have it installed at the carpark near the masts. Approx. cost £250 agreed.**

10. Local Council Award Scheme

a. To discuss any outstanding requirements and updates to the website:

The website was almost up to date with the required details. Councillor Wilcox suggested that a meeting was required with all village website operators to coordinate the information on offer and to also review the content layout of southamtoday. **It was agreed that a meeting would be paid for by the Parish Council and that it would be nice to have a parish council logo on all documents. This would be put to the public in the next newsletter for design ideas with an award for the winning design.**

b. To agree a complaints policy: The content of the complaints policy was agreed and would be published on the website.

The Clerk would register the council for a Foundation Award.

11. To make arrangements for Co-option

The vacancy has been advertised.

12. Councillor/Staff Training & Review of Communication

Councillors would access GAPTC website and identify any courses which might be of benefit to them. Councillors & Clerk were asked to provide a short biography to be added to the newsletter and website to facilitate better communication with residents.

13. Date of Next Meeting & Items for Discussion

14th July 2015

Chairman..... Date.....

Southam Parish Council

clerk@southamtoday.org.uk Tel: 01242 675141

MINUTES (subject to agreement at the next Council Meeting)
Of a meeting of the Parish Council held on Tuesday 14th July 2015 at 7.30pm in Southam Village Hall to discuss the following items:

Present: Chairman Councillor K Wilcox, Vice Chairman Councillor Jeff Grinnell
Cllrs. Gordon McAnoy, Anna Holloway, Paul Nurden
Also Present: County Councillor Roger Wilson, Borough Councillor Mike Dean,
Clerk Gill Jennings, 11 residents

1. To receive Apologies

Apologies were received from Cllr Tim Winstanley

2. Declarations of Interest

None declared

3. To agree the Minutes of the Meeting held on 9th June 2015 & review outstanding matters:

- a. To agree locations of bulb planting – Cllr Grinnell offered to select bulbs and locations for planting
- b. Biographies – councillors to provide by next meeting

4. To consider applications for Co-option

No applications received – **the Council agreed further extension of time and advertisement through newsletter**

5. Planning Matters

- a. Current Planning applications 15/00491/APP Part Parcel 7467 Southam Lane **Objections as before** and 15/00598/FUL Cleeve Hill Nursing Home **No comment**
- b. Decisions – 15/00415/CLP 21 Ratcliff Lawns – Certificate Granted **Noted**
- c. JCS – Gypsy & Traveller Sites **The Clerk to write to Tewkesbury Borough Council with objections to the suggestion that 93 pitches were achievable although Councillor Dean assured the meeting that the site would be taken out of the draft.**

6. To receive reports from County & Borough Councillors

Councillor Dean reported that devolution would bring great opportunity to Gloucestershire in that the County and Borough Councils could work with better governance and accountability. Councillor Holloway reported that she had attended a meeting on the Place Programme and suggested the Drop-In might benefit from funding via the Barnwood Trust and she had other suggestions regarding the Tythe Barn. Councillor Wilson reported that the County had already registered an interest in the devolution programme.

7. Chairman & Councillor & Clerk Reports

Councillor Wilcox reported that the VAS had identified 2600 car journeys per day on New Road. Peak hour from 8am meant 300 cars per hour. Traffic speed varied from 40mph to 70mph but the majority of traffic between 30mph to 40mph.

The clerk was asked to follow up on outstanding highway issues

8. Adjournment for Public Participation

A resident expressed disappointment that the exceptionally large dwelling had been granted planning in Mill Lane and felt that this was to the detriment of the listed Mill. She felt this would lead to a number of similar applications being successful and was disappointed in Councillor Dean’s support of the application.

A resident asked for an update on the bus service. Councillor Wilson advised that there was some progress in that the County were identifying options for Southam but that usage was an issue.

9. Finance

a. To agree payments – **The Council agreed to pay £312 Grasscutting, £120 Audit Fee, £40 Southam Village Hall, £244.30 Admin, £61.20 HMRC**

b. Active Together Funding & Highways Funding for 2015-16 – Scheme suggestions **The Council agreed to request a VAS (50mph) for Cleeve Hill Road. If funds were not available a further larger 40mph sign would be requested for Southam Lane.**

c. To receive the External Auditor’s report, note the conclusion of audit, and changes to the provision for elector’s rights for 2015-16 and to consider whether to opt out of the audit scheme. **The Council noted the conclusion of audit without any adverse comment of the External Auditor, that changes would affect the period of inspection of the accounts, and following consideration agreed that the council would not opt out of the audit scheme through the Transparency Act.**

d. To note Pensions Regulation Automatic Enrolment Scheme takes effect on 1st May 2017. **Noted**

10. Website

Update on progress

Councillor Wilcox reported that the Southamtoday site would remain under the control of David Jones and the Village Hall website would run separately.

11. Information

Invitation to GAPTC AGM on the 18th July at 10am. – Councillors unable to attend. Council noted a 40mph speed limit was to be imposed through a TRO on Hyde Lane **(No objection)** and that Gloucestershire County Council had also consulted residents on parking restrictions related to Racecourse events but had not consulted the parish council. **Clerk to write to GCC regarding lack of consultation.**

12. Date of Next Meeting & Items for Discussion

11th August 2015 – This meeting would be minuted by the Chairman in the absence of the Clerk

Chairman Signed
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Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES

Of a meeting held on Tuesday 11th August 2015 at 7.30pm in Southam Village Hall to discuss the following items:

Present: Chairman Kevin Wilcox, Vice Chairman Jeff Grinnell
Councillor Paul Nurden, Gordon McAnoy, Tim Winstanley
Also Present: 4 members of the public, Clerk Gill Jennings

1. To Receive Apologies

Apologies were received from Cllr Anna Holloway. Apologies also received from Councillor Roger Wilson

2. Declarations of Interest

There were no declarations of interest

3. To agree the Minutes of the Meeting held on 14th July 2015

The Minutes were agreed as a true record

4. To consider candidates for Co-option

There were no applications for consideration.

5. Parish Council Logo

The Council were pleased with the only design received and would consider how to replicate this onto documents. It was disappointing that only one option was available and this would be reviewed at the next meeting.

6. Planning Matters

- a. 15/0622/FUL Cleeve Dell Revised Plans – No Comment
15/0718/FUL Langdale, Southam Lane, Extension & Refurbishment – No Comment
- b. Cory Meeting 22nd July – Report Awaited

7. To receive reports from County & Borough Councillors

None received

8. Chairman & Councillor & Clerk Reports

1. The Clerk had received 2 complaints about noise from Newlands Roving Fest – these would not be investigated by Tewkesbury Borough Council as they were satisfied licences were not necessary. Noise nuisance was a matter between residents and police.
2. Council was still not satisfied with the location of the Southam Lane gateway and further recommendation would be made to Glos Highways together with the request that they restore the speed signs to the correct positions.
3. Councillor Wilcox had received 2 requests for a bus service in response to the article in the newsletter. Both had suggested a link with Bishops Cleeve.
4. Councillor Grinnell had purchased 1000 bulbs for planting at the request of the council. Volunteers would be needed to carry out this task in Autumn. He reported that further to the success of the village pub night there would be a further one in September. The village hall would be applying for a premises licence so that functions could run a licensed bar.

5. Councillor Winstanley reported that the dog bin had now been installed by the masts on Cleeve Hill.

9. Public Adjournment

A member of the public asked if the hedge along New Road by the mushroom farm would be cut back. The clerk reported that it was difficult to find the landowner and that it had been reported to Glos. Highways.

A resident asked if Councillor Dean could confirm that the gypsy site had been taken out of the draft Local Plan yet and whether the Borough Council would uphold the injunction.

Concern was again raised about the congestion caused by the car boot sales and the

Council agreed to refer this once again to the police.

Councillors noted that Woodmancote Parish Council had surveyed their residents suggesting that the land in Two Hedges Road was favourable for development. There was concern that this would be used to influence the local plan. **Clerk to write making enquiries.**

10. Finance

Payments agreed: Nalc £60 Admin £244.50 EES £182 HMRC £61 Bulbs £67.14

Receipt: WI £62

11. Matters of Information

The Council discussed the report on the new Right to Buy and felt that this did not directly affect the parish although it would increase the need for housing stock.

12. Date of Next Meeting

8th September 2015

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES (subject to agreement at the next Council meeting)
of a meeting held on Tuesday 8th September 2015 at 7.30pm in Southam Village Hall to
discuss the following items:

Present: Vice Chairman Councillor Jeff Grinnell
Councillors Anna Holloway, Paul Nurden, Tim Winstanley, Gordon McAnoy

1. To Receive Apologies

Councillor Kevin Wilcox

2. Declarations of Interest

None Declared

3. To agree the Minutes of the Meeting held on 11th August 2015

The Minutes were agreed as a true record

4. To consider candidates for Co-option

There were no candidates for consideration

5. Matters for Decision

- a. Decision on parish logo – It was thought that two other designs might have been submitted to the Chairman, therefore a decision was deferred to the next meeting
- b. Volunteers for bulb planting, decision on further trees and hedging – 6 volunteers were found at the meeting. Councillor Grinnell would co-ordinate the work.

6. Highways Matters

Outstanding matters were passed to Councillor Roger Wilson for his attention. These included the reinstatement of the gateways, 30mph signs, low bridge sign, inspection of trees in New Road, overhanging hedge in New Road. Repainting the white lines at the head of Southam Lane/Old Road was outstanding with Amey. Councillor Grinnell reported that 50% of traffic on Southam Lane exceeded the speed limit. The Parish Council would share this data with the police.

7. Planning Matters

- a. Consultation – 15/00812/FUL Swifts Place – Concern was expressed about the increased footprint of the building doubling its size. It would be a prominent feature in the AONB. The Council would object to this plan.

Decision – 15/00718/FUL Langdale – Permit - Noted

Enforcement – Alleged unauthorised outbuilding Old Gable House - Noted

- b. Cory Meeting 22nd July – Minutes Circulated Councillor Anna Holloway had attended the tour. She advised the tip had originally meant to close in 2009 and was now licensed to 2035. Cory are looking into better disposal of items such as mattresses. The waste is put into large pods lined with tyres and topped with compost. There had not been any complaints about smell this quarter but there was still a problem with rooks and seagulls which would be dealt with by putting up falcons.

8. To receive reports from County & Borough Councillors

County Councillor Wilson advised that Javelin Park would be able to take some of the Waste instead of Wingmoor within a 5 year timeframe. The County have put in their application for Devolution which will improve budget control and resources. Democracy will remain the same. He advised changes to the bus services meant that buses now stop in Old Road to journey to Bishops Cleeve. Marchants have improved the scheme but it needs to be commercially viable otherwise it will be diluted.

Councillor Dean apologised for any poor service received from customer services in recent weeks but explained a high volume of calls were handled. He had been looking into complaints regarding unauthorised activity on a site in Kayte Lane. The matter was with the Borough Solicitor. He would provide reports to the Clerk/Councillor Grinnell. In the meantime a retrospective planning application had been made by the landowner.

9. Chairman & Councillor & Clerk Reports

1. Progress update Quality Status – An application has been completed.
2. Bus Service changes – discussed under 8. To be mentioned in parish newsletter.

10. Public Adjournment

Members of the Public were anxious about the situation in Kayte Lane and wanted to know why the injunction had not been enforced or other action taken. A resident had been threatened and was advised to contact the police.

A resident raised written questions in the belief that the injunction had expired and asked if the Borough Solicitor could attend the next meeting to answer them. The questions were whether the wrong information had been given by the Council concerning the injunction. When would a new application be submitted and be effective. What legal action will be taken?

Cllr Dean felt that a meeting with the solicitor would not be appropriate. The Parish Council were keen to have some answers and Cllr Dean advised he would check progress and advise on the timescale involved.

11. Finance

To agree payments:

Payments were agreed as Admin £321.92, HMRC £61.20, Grasscutting £312, Website £23.99.

12. Matters of Information

There were no matters of information

13. Date of Next Meeting

13th October 2015

Mrs G Jennings
Clerk to the Council

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES (subject to agreement at the next Council meeting)
of a meeting held on Tuesday 13 October 2015 at 7.30pm in Southam Village Hall to
discuss the following items:

Present: Chairman Councillor Kevin Wilcox, Vice Chairman Jeff Grinnell
Councillors Anna Hollaway, Tim Winstanley, Paul Nurden
Also Present: Borough Councillor Mike Dean and 14 members of the public

1. To Receive Apologies

Apologies were accepted from Cllr McAnoy, County Councillor Roger Wilson

2. Declarations of Interest

Councillor Wilcox declared an interest in planning application 1058 (neighbour)
Councillor Hollaway declared an interest in planning matters (Borough Councillor)

3. To agree the Minutes of the Meeting held on 8th September 2015

The Minutes were agreed as a true record

4. To consider candidates for Co-option

There were no candidates for co-option

5. Matters for Decision

a. Decision on parish logo

Council agreed the S logo submitted which would be put in a printable format by Cllr Wilcox.

6. Highways Matters

a. To receive a progress report on outstanding matters – Cllr Wilson had offered to follow up on matter but was unavailable for a report. In the meantime the Clerk had reported a broken Cleeve Hill sign. Cllr Hollaway asked if white lines could be repainted at junction of Kayte Lane/Southam Lane.

b. Purchase of further traffic calming measures through local funding – Confirmation was awaited from Cllr Wilson regarding VAS for Cleeve Hill Road.

c. Addition of footpath route - The County Council had consulted on the addition of a footpath from Bentley Lane across to Queens Wood. The Council had no objection as this route had been taken for a number of years and was facilitated by stiles.

7. Planning Matters

Planning Applications:

872/FUL Spring Orchard, Lye Lane – Replacement Dwelling – No objection

945/FUL Toad Hall, New Road – No objection

969/FUL Land at Kayte Lane – Traveller Site - Objection due to location on a blind corner with Southam Lane and large size of facilities building.

1013/FUL – South Lawn, Southam Lane – Revised extension – No objection

1021/FUL – Manor Cottage, Southam Lane – Single Storey extension & 1st floor extensions – No objection

1058/FUL – Old Gables Old Road – retain garage & store – No objection

1040/FUL – GE Aviation – 300 space carpark off Hyde Lane – No objection provided current screening retained and it was hoped that this meant increased employment

8. To receive reports from County & Borough Councillors

Cllr Dean reported that the JCS inspector has been on holiday in the meantime the Borough were carrying out some homework. Despite constraints of Government funding the Borough Council has increased efficiency whilst saving 3.5million and needs to do the same up to 2020. Now operates with 100 staff instead of 300. Will utilise assets and may build on land to achieve income.

9. Chairman & Councillor Reports

Cllr Wilcox reported that the Local Transport Plan consultation would run from 20 Nov to 5th February www.gloucestershire.gov.uk. He would be sending data from the VAS to the police. Cllr Grinnell reported that the bulbs had been planted with the help of volunteers. Cllr Winstanley reported that Phil Robson was new Chairman of Conservators and will be making a review of governance. Cllr Nurden reported that he could not attend the next meeting of Cory and asked for another representative. Cllr Hollaway would attend.

10. Public Adjournment

A resident outlined the process being taken by Tewkesbury Borough Council with regard to the traveller site. Residents were concerned that the lapse of time had meant that the landowner had been able to establish a new wide access and excavate causing possible damage to the railway embankment and bridge supports.

A resident was concerned that the planning application for a Traveller Site might influence the High Court case on the 3rd November. Cllr Dean advised that there was still illegal occupation of the land and the injunction still valid in spite of the planning application.

The same resident queried why no action had been taken when the land was occupied in June. **Cllr Dean would look into the chain of events.**

A resident ask what might be done about the car boot sale traffic congestion. **Cllr Grinnell suggested a meeting with the landowner might help. Cllr Hollaway to provide contact details.**

11. Finance

To agree payments and bank reconciliation.

The following payments were agreed : Jireh Solutions (laptop repair) £97.50, EES (Newsletter) £182, Admin £244.50 HMRC £61.00

These payments would be made through the Bank . There was no cheque book or statement available therefore councillors signed a payment mandate.

Councillor Grinnell had registered for a chairmanship skills course with GAPTC which would cost £95 – This was agreed

12. Local Council Award Scheme

1. To adopt a Risk Management Policy - adopted
2. To adopt a Training Policy - adopted
3. To review and agree the Register of Assets – adopted, however Council queried whether the bus shelter in Noverton Lane should have been passed to Prestbury PC. Clerk to check.
4. To pass a Resolution that the Council has published on line:

The Council passed a resolution that it would publish on line:

Standing Orders & Financial Regulations

Code of Conduct and a link to the Borough Council Register of interests

A Publication Scheme, the last Annual Return, Transparent information about council payments, Calendar of Meetings, Minutes for at least 12 months, Current Agendas,

**Budget & Precept Information reported within the Minutes, Complaints Policy, Council contact details, Action Plan for the current year, Evidence of consulting the community, Publicity advertising council activities, Evidence of participating in Town & Country Planning
And a clerk who has achieved 12 CPD points in the last year**

David Jones as webmaster agreed to make these updates on a voluntary basis but explained that he did not want to be involved in making too many changes or updates.

13. Remembrance Day

To confirm arrangements and donation

The Council confirmed purchase of a Wreath at £25 and a donation of hall hire (£20) for the RBL coffee morning.

14. Matters of Information

Code of Conduct Refresher Course – 29th October – Councillors were invited to take part in a Free course being offered by the Borough Council

Councillor Hollaway stated that she had been approached by members of Woodmancote Parish Council who felt they were not being supported by Southam PC regarding their resident survey. The Clerk explained that they had misinterpreted the concern voiced at the August PC meeting in that within the preface of the questionnaire preference for the site in Two Hedges Rd seemed to be implied with the wording **“the land has already been spoilt”**. Cllr Grinnell had pointed out at the time that the ridge and furrow field in Butts Lane had also been spoilt. The Council were reminded that they had objected to further new development in Woodmancote or Gotherington due to traffic impact on Southam & Prestbury High Street.

15. Date of Next Meeting

10th November 2015

The meeting closed at 9.10pm

Chairman Date

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES (subject to agreement at the next Council meeting)
Of a meeting of the Parish Council held on Tuesday 10th November 2015 at 7.30pm
in Southam Village Hall.

Present: Chairman Councillor Kevin Wilcox, Vice Chairman Councillor Jeff Grinnell
Councillors: Anna Holloway, Paul Nurden, Gordon McAnoy, Tim Winstanley
Borough Councillor Mike Dean, 12 members of the public, Gill Jennings (Clerk)

1. To receive apologies

Apologies were received from County Councillor Roger Wilson

2. To receive declarations of interest

Cllr Winstanley (Item 5 App 1133 Neighbour) Cllr Wilcox (Item 5 App 1080 Neighbour)

3. To agree the Minutes of the Meeting held on 13th October 2015

The Minutes were agreed as a true record.

4. Highway Matters:

a. To receive a progress report on outstanding matters

Richard Waters had advised that he did not believe gates could be positioned as requested on Southam Lane and that the best solution had been found. Council did not accept this. White line painting and replacement road sign, tree inspection still outstanding.

b. Purchase of further traffic calming measures through local funding
Awaiting Cllr Wilson's agreement to funding.

All these matters would be progressed through the good office of the County Councillor.

5. Planning Matters:

1080/FUL New Road – Extension to field shelter, 2 stables and feed room
Objection due to overcrowded location.

910/TPO Mill Lane – prune hedge back to lawn

No observation

1133/FUL 19 Desert Orchid Road – single storey rear extension
No objection provided it does not cause nuisance to neighbour

Decisions: 872/Spring Orchard, 945 Toad Hall, 812 Swifts Place – Permit
Noted

6. To receive brief reports from County/Borough Councillors

Cllr Dean reported on the delays in the Local Plan examination which had caused the borough such concern that they had written to the Planning Inspectorate. Two sites have been called in at Brockworth and Leckhampton. The next examination session scheduled for 12th January may be delayed.

7. To receive reports from Chairman & Parish Councillors

Councillors discussed the confusion caused by the closure of southbound site of A435 during Race weekend. The County Council had not invited the Council to take part in the consultation event with the council being informed late in the day. There was particular concern about hgv traffic being directed down Southam Lane, the roadworks on the Cleeve Hill road, disruption to bus routes and lack of access to the Southam Autumn Fair.

Councillor Winstanley reported the destruction of the new dog bin by the masts. Councillor Wilcox reported that the village hall now had a premises licence to enable the sale of alcohol.

A resident who was banned from keeping livestock had turned some ponies out into Thrift Wood and had been reported to the RSPCA

Councillor Wilcox reported that a national speed limit sign had appeared on Hyde Lane without a corresponding 40 mph sign.

8. Land North of Mill Lane – to receive comments on consultation

Councillors discussed the pros and cons.

Of concern: flooding, width of Mill Lane, designated parkland, not within the Local Plan, pressure on local services, will affect views from the Common.

Of benefit: reasonable location for housing and in line with existing development provided design was of a similar high standard, proximity to the main road

The Council agreed to ensure that CIL/S106 opportunities were carefully considered.

9. Adjournment for public participation

A resident asked whether the council had been consulted by the racecourse and County council. A resident stated the public were referred to details on the racecourse website which did not exist. Some residents had received parking permits and didn't know what they were for, some had not received a permit. There was a report of dog fouling.

A resident mentioned that the air cadets had made a wonderful parade at the Remembrance Service. The council would offer their thanks and also to Mr Sullivan who tended the flowers displays.

Residents raised concern that the Borough Council had allowed the matter of unauthorised development in Kayte Lane to fester and had not correctly interpreted or acted upon the injunction. Councillor Dean was asked to investigate. Councillor Dean advised that the occupant has applied for a variation of the injunction whilst he seeks planning permission. The Council will make a response by the 24th December.

10. To agree payments and bank balance

Royal British Legion £25, HMRC £61, GAPTC £95, Southam Village Hall £80, Admin £244.30, HMRC £61.20 John Preece £312. The Council agreed the bank Balance at £7583.85. The bank had supplied a chequebook without counterfoils. The clerk would obtain another book as soon as possible.

11. To consider membership of CPRE

It was agreed to add this subscription to next year's budget.

12. To consider items for inclusion in the budget

The Council were provided with a draft budget and were asked to consider any items for inclusion to the December meeting.

13. Attendance at Town & Parish Seminar on 11 November 2-5pm

No-one was available to attend

14. Date of next meeting –

8th December 2015 to be preceded by a meeting of the Staffing Committee at 6.45pm

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES (for reporting to the Council meeting of 11th January 2016)
The Staffing Committee met on 8th December 2015 in private session from 6.45pm to discuss the following items:

Present: Chairman Councillor Kevin Wilcox, Vice Chairman Councillor Jeff Grinnell, Councillor Gordon McAnoy, Councillor Paul Nurden, The Clerk

1. Pension Scheme and Auto-enrolment – The Council discussed the eligibility of the postholder under the auto-enrolment rules and agreed the postholder would be an entitled worker. The Council's staging date is 1st May 2017. The Council would register with NEST.
2. Staff Appraisal & Salary Review – the Clerk has completed 3 month's study passing the Community Research module of Level 5 Community Governance The Council agreed to increase the clerk's salary by 1 SCP level from 1st January 2016.
3. Equipment and Training – The Council agreed to apply for funding for a new Printer and agreed to fund 1 15point module of the Level 5 course £600.

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MINUTES (subject to agreement at the next council meeting)
Of a meeting of the Parish Council held on Tuesday 8th December 2015 at 7.30pm in Southam Village Hall.

Present: Chairman Kevin Wilcox, Vice Chairman Jeff Grinnell
Councillors Anna Holloway, Paul Nurden, Gordon McAnoy
Also Present: County Councillor Roger Wilson, Councillor Mike Dean, Borough Solicitor Sara Freckleton, Clerk Gill Jennings, 5 members of the public

1. To receive apologies
Apologies were received from Cllr Tim Winstanley
2. To receive declarations of interest
There were no declarations of interest
3. To agree the Minutes of the Meeting held on 10th November 2015
The Minutes were agreed as a true record
4. Highway Matters:
 - a. To receive a progress report on outstanding matters – Councillor Wilcox would be having a meeting with Richard Waters on the 10th December to talk about the gateway position on Southam Lane. At the meeting there would be an opportunity to review any other issues.
 - b. Purchase of further traffic calming measures through local funding -

Councillor Wilson advised that there were insufficient funds in this financial year but he was prepared to match fund a further VAS in 2016-17. He would check whether GCC Highways had any objection to purchasing the sign through SWARCO.

5. To receive brief reports from County/Borough Councillors

Councillor Wilson reported that he had met with Alan Bentley regarding the bus service and was still trying to obtain relocation of the bus stop in Old Road. Councillor Holloway reported that her last meeting had involved the review of staff salaries and advertising staff vacancies. She advised the council that Bishops Cleeve residents had experienced difficulty getting to the racecourse following the raceday diversion of the bus through Hyde Lane. HGVs had been diverted up Southam Lane and there appeared to be overuse of the rear racecourse entrance. She would circulate copy correspondence to councillors and the clerk is to write to Glos County Council.

6. To receive reports from Chairman & Parish Councillors

Councillor Wilcox reported that the Drop-In group have asked for further financial support and this would be discussed in January and that the Christmas light switch-on had been well attended.

7. To consider amendment to Standing Order 3.L

The Council agreed to delete the wording in the current standing orders

“Photographs, recording, broadcasting, or transmitting the proceeds of a meeting by any means is not permitted without the Council’s prior written consent.” **And Insert** “ a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of the parish council or its committees but otherwise may:

- a) Film, photograph, or make an audio recording of a meeting
- b) Use any other means for enabling persons not present to see or hear the proceedings at a meeting as it take place or later;
- c) Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting”

8. A. Planning Matters:

15/01040/FUL 50 additional carpark spaces at rear of Building CH16

GE Aviation **No Comment**

15/01238/TPO crowning & dead wood removal

Upper Hill Farm, Cleeve Hill **No Comment**

15/01192/FUL retrospective, rear garden levels and landscaping

Cleeve Dell, Haymes Drive **No Comment**

15/01187/FUL Erection of two storey side extension and single storey front extension, and alterations to fenestration on existing building.

3 Cockbury Court, Winchcombe, Cheltenham **No Comment**

15/01168/CLE

Residential dwelling without conditions imposed by permission t.5912

Greenlea, Gravel Pit Lane, Prestbury **No Comment**

15/01200/TPO - 31 Desert Orchid Road – **No Comment**

15/01165/FUL

Proposed change of use of an area of land to the east of the cemetery for burial and cremation purposes and the erection of new fencing.

Part Parcel 5816, Noverton Lane, Prestbury - **Support**

B. Planning decisions/updates

TPOs 1133 19 Desert Orchid Rd & 910 Hunters Ed, Mill Lane – **Permitted**

9. Adjournment for public participation

The Borough Solicitor took questions from the room regarding the unauthorised development at Kayte Lane. She also advised that further representations could be submitted on the planning application although not anonymously. The Council was recording the ongoing activity on site and would reinstate the injunction notices. A member of the public asked the Parish Council to send a representative to the planning meeting to represent the parishioners views. Councillors would consider their availability.

10. To agree payments and bank balance

Payments were agreed to EES £182, Admin £306.17, HMRC £61 and the bank balance was noted at £7034.68

11. To agree renewal of the existing grass cutting contract

The Council agreed to renew the existing contract at £260 per cut.

12. To agree the draft budget

The budget was agreed as follows:

Admin	£4700
Newsletter	500
Verges	900
Subscriptions	350
Insurance	600
Grants	300
Hall Hire	350
Fees	350
<u>Street Furniture</u>	<u>1680</u>
	9730
Less income	800
<u>Less LCTS</u>	<u>278</u>
Precept	8652

This would result in a 1.20% increase on last year. **The budget was proposed for resolution at the next Council meeting.**

13. To consider a request for a footpath diversion ASM16 & report on ASM14/3

The Clerk advised the council that the footpaths were flooded by overspill from a water storage tank and slurry and assistance should be obtained from the Rights of Way officer to ensure the paths could be used by the public either by diversion or bridging. Councillors had also noted that a footpath lower down from New Road had become overgrown. Both matters would be reported for advice.

14. Consultation:

Gloucestershire County Council currently consulting on Local Transport Plan v.3 via their website until 5th February.

15. Date of Next Meeting
12th January 2016

Chairman Dated.....

Southam Parish Council

clerk@southamtoday.org.uk tel: 01242 675141

MINUTES (subject to agreement at the next Parish Council meeting)
of a meeting of the Parish Council held on Tuesday 12th January 2016 at 7.30pm in
Southam Village Hall.

Present: Chairman Councillor Kevin Wilcox, Vice Chairman Jeff Grinnell
Councillors Anna Holloway, Gordon McAnoy, Paul Nurden, Tim Winstanley
Also Present: Gill Jennings (Parish Clerk) Borough Councillor Mike Dean,
24 members of the public

1. To receive apologies
There were no apologies
2. To receive declarations of interest
Cllr Winstanley (Planning Appln TPO 01279 - neighbour)
3. To agree the Minutes of the Meeting held on 8th December 2015
The minutes were agreed as a true record
4. Highway Matters:
 - a. To receive a progress report on outstanding matters – Cllr Wilcox is to rearrange the meeting with the Highways Stakeholder Manager but in the meantime work to trees in New Road had commenced and the sign for the bridge reinstated.
 - b. To agree to set aside match funding for further traffic calming measures through local funding in 2016-17 – **The Council agreed to set aside £1500 in reserves for a further VAS sign in 2016-17 subject to match funding by the County Councillor.**
5. To receive brief reports from County/Borough Councillors
Councillor Dean reported that the JCS Inspector had now provided a report. She had not been convinced by development proposals for Leckhampton and was seeking alternative proposals nearer to employment centres Tewkesbury and Gloucester. Regarding the unauthorised use of land in Kayte Lane the details required from the plaintiff were outstanding. The Hearing will resume on 10th February.
6. To receive reports from Chairman & Parish Councillors
Councillor Wilcox explained that the village hall had raised funds for a defibrillator but there was a shortfall.
Cllr Grinnell had spoken to the carboot sale operator who had indicated his cooperation in seeking a solution to the traffic problems with a wider entrance and more stewards.
Cllr Winstanley reported that Cleeve Conservators were in good financial position and it had been a successful year for wildlife, cattle and botanics. The Conservators have forged good links with other organisations such as the National Trust.

7. A. Planning Decisions:

15/01238/TPO crowning & dead wood removal

Upper Hill Farm, Cleeve Hill - CONSENT

15/01187/FUL Erection of two storey side extension and single storey front extension, and alterations to fenestration on existing building.

3 Cockbury Court, Winchcombe, Cheltenham - PERMIT

15/01168/CLE Residential dwelling without conditions imposed by permission t.5912 Greenlea, Gravel Pit Lane, Prestbury – CERTIFICATE GRANTED

B. Planning Consultations

15/01279/TPO Maintenance to Row of trees Mill Lane/Noverton

8. Adjournment for public participation

Resident asked for Cleeve Conservators report to be available in the Newsletter - Cllr Winstanley to obtain a short report and link to CC website

Resident reported the AA Races traffic sign had flipped over to reveal wrong details

Residents considered that car boot sales, should be monitored, could be restricted by the landowner, and highways matters not helped by widened entrance.

A resident felt that situation with traveller site not helped by lateness of JCS

A resident asked if Tewkesbury Borough Council were prepared for an allowance of further time being given to the plaintiff and had a Plan B

A resident reported an area of verge breaking up on Southam Lane

Representatives of CoRadical and Prestbury Parish Council introduced themselves. CoRadical have engaged a planning expert to advise on the possible flaws in development of land off Mill Lane. It was argued that the parish council should have been invited to pre-planning discussions by now. Residents also raised concerns about flooding, ineffective EA engineering, access and impact on the countryside.

9. To agree payments due to date

The Council agreed to pay £60 Village Hall Hire, Admin Expenses £23 & £256.04, HMRC £64.20,

To agree payment of a grant of £120 to the Drop in Group for Hall Hire

The Council agreed to pay a grant of £120 for hall hire to provide for these gatherings

To agree purchase of a grit bin for Lye Lane at £120

The Council agreed to purchase a grit bin at £120

To agree match funding towards a defibrillator for Southam village hall

The Council agreed a grant of £300 towards this purchase

10. To agree changes to standing order no. 18f (Public Contracts Regulations 2015) Delete existing wording and replace with:

Where a contract exceeds £25,000 to advertise for quotations on the Public Contracts Finder website. Where the value of a contract for supplies or services exceeds £172,000 or £3.5million for works the council will obtain professional support and prepare a full tender to EU/UK regulations.

These changes were agreed.

11. To pass a resolution to request a precept in the sum of £8652
The Council resolved to request the precept in the sum of £8652

12. To agree the appointment of the internal auditor for 2015-16.
The Council agreed to appoint Peter Newman as independent internal auditor. Councillor McAnoy is to make an interim check on the accounts

13. Matters of Information
A matter of overhanging vegetation and trees has been reported on Haymes Drive

14. Date of Next Meeting
9th February 2016

Chairman

Signed



Southam Parish Council

MINUTES

of a meeting of the Parish Council held on 9th February 2016 at 7.30pm in Southam Village Hall.

Present: Chairman Cllr Kevin Wilcox, Vice Chairman Cllr Jeff Grinnell
Cllrs. Paul Nurden, Tim Winstanley, Gordon McAnoy

Also Present: Clerk Gill Jennings, County Councillor Roger Wilson,
Borough Councillor Mike Dean, 9 members of the public

1. To receive Apologies

Cllr Hollaway was absent.

2. To receive Declarations of Interests

Cllr Winstanley declared an interest in any TPO matters on the agenda.

3. To agree the Minutes of the Meeting held on 12th January 2016

The Minutes were agreed as a true record and were signed by the Chairman.

4. Car Boot Sales – volunteers for monitoring activity, contact with landowners

Cllr Grinnell reported that a rota of volunteers had been drawn up to monitor activity and traffic issues. He will check the data required by Glos Highways. Use of the VAS might be helpful in gathering traffic volumes etc. Following data collection over a period of 3-4 months he would organise a meeting with landowners.

5. Adjournment for Public Participation (15 minutes)

A resident asked the council to investigate the cause of flooding around the old well in Old Road. A resident questioned whether a councillor should be declaring an interest in discussions on car boot sales as the landowner of one site and asked if the parish council would act on this. (This matter for the Monitoring Officer/Councillor not the parish council) A resident reported constraints in carrying out litter picks on the Cleeve Hill Road due to speed of traffic. Also reminded council that Cleeve Hill sign still down.

6. To receive reports and ask for reports – County and Borough Councillors

County Councillor Wilson reported that the County council had to increase the budget by 2% for adult social care and 2% for further requirements despite making cuts over several departments. He apologised that this was unavoidable. Borough Councillor Dean reported a 10p per week increase in council tax (band d). He advised that the hand car wash at Newlands was a planning enforcement issue.

7. To receive reports from Parish Councillors – external meetings

Councillor Wilcox advised that he had attended the last planning meeting at Tewkesbury Borough Council in respect of the Kayte Lane site and there had been full rejection of the application. In respect of Village Hall matters the defibrillator would be installed shortly. The recent Edith Piaf evening had been a success. Councillor Winstanley reported that the Cleeve Conservators making good progress with their governance documents. The Clerk warned walkers that a cull of the 3 fallow deer which live in the small wood at the back of The Haymes was taking place with the permission of the landowner.

8. Planning

Decisions: 15/01200/TPO 31 Desert Orchid Rd Permit

15/01021/FUL Manor Cottage, Southam Lane Permit

15/01279/TPO Land at Mill Lane – Permit

15/00969/FUL Land at Kayte Lane – Refused

Consultation: 16/00029/FUL Variation of Application Swifts Place, Haymes Drive – The Council made no comment

9. Land at Mill Lane 15/0024/SCR Screening Opinion – to consider issues The Borough Council had advised that an Environmental Impact Assessment not necessary. Clerk to obtain more details. In the meantime the campaign group CoRadical have canvassed household as far away as Winchcombe.

10. Audit Arrangements for small councils – an advice note has been circulated and councillors may wish to ask questions

The Clerk read out the advice given by NALC and the Council considered that they had made the right decision in not opting out.

11. To agree training fee of £95 for planning course (Cllr Winstanley) and appoint a representative to attend Chartered Parishes meeting 9th March

The fee was agreed.

12. To agree payments

Payments were agreed to EES £190, HMRC £64, Admin expenses £10.63, Admin £256.24

13. To receive internal audit report

Councillor McAnoy had examined the accounts and documentation and found everything in order. The Council should review the advertisement charges for the newsletter

14. Date of next meeting & agenda items

8th March - Risk Assessment

Chairman Date

Gill Jennings

Clerk to Southam Parish Council

clerk@southamtoday.org.uk 01242 675141



Southam Parish Council

MINUTES (subject to agreement at the next Council meeting)
of the Parish Council held on 8th March 2016 at 7.30pm in Southam Village Hall. Members of the public are welcome to attend and are permitted to speak on items on the agenda within the time specified and at no other time.

Present: Chairman Councillor Kevin Wilcox, Vice Chairman Councillor Jeff Grinnell, Councillors Gordon McAnoy, Tim Winstanley, Paul Nurden, Anna Holloway

Also Present: County Councillor Roger Wilson, Clerk Gill Jennings, 14 members of the public

1. To receive Apologies

Councillor Dean had offered his apologies due to attendance at another meeting

2. To receive Declarations of Interests

Councillor Nurden declared an interest in item 7 16/00149/FUL (neighbour) and took no part in the discussion

3. To agree the Minutes of the Meeting held on 9th February 2016

The Minutes were agreed although Councillor Holloway advised that she had given apologies by email

4. Matters Arising from previous Minutes:

- a. Councillor Holloway mentioned that due to the enquiry by a resident into her declarations of interest she had met with the Monitoring Officer had taken advice, and would now like to offer an apology for not declaring an interest when carboot sales were under discussion in that there was a family member involved.
- b. Land at Mill Lane 15/0024/SCR Screening Opinion – no response from Borough Council regarding their reasons for not doing an EIA
Tewkesbury Borough Council had given their reasons Environmental Impact Assessment is unlikely to be required for the redevelopment of land unless the new development is on a significantly greater scale than the previous use, or the types of impact are of a markedly different nature or there is a high level of contamination.

Sites which have not previously been intensively developed:

- (i) area of the scheme is more than 5 hectares; or
- (ii) it would provide a total of more than 10,000 m² of new commercial floorspace; or
- (iii) the development would have significant urbanising effects in a previously non-urbanised area (e.g. a new development of more than 1,000 dwellings).

The Screening proposal is clearly well below a 1000 dwellings. However, the site is adjacent to the AONB, a 'sensitive area' for the purposes of the EIA assessment. Therefore, whilst it is not a requirement, the Council in this instance consulted a number of statutory and non-statutory bodies, including Natural England and the Cotswold Conservation Board. Notwithstanding the above, the Council supported its Screening Opinion with a letter and copies of all the consultation responses. The Council's letter set out that all those matters and issues set out in those responses should be addressed through supporting documents and evidence in any application that is submitted. The main concerns are (but not limited to) the following issues:

- The site's proximity to the Cotswolds Area of Outstanding Natural Beauty and the potential impact the proposed residential development could have on its setting.
- The potential impact on the Cleeve Common Site of Special Scientific Interest (SSSI).
- The potential impact on Heritage Assets (Listed Buildings, Conservation Areas and Archaeology).

The fact that development is not EIA development does not infer its acceptability in planning terms and no comments on the planning merits of the proposal are offered in a Screening Opinion

- c. Cheltenham Racecourse traffic management – County Council have not invited input but County Councillor is to set up meeting following this year's Festival – appoint working group
Councillors Hollaway and Nurden volunteered.
5. To receive reports and ask for reports – County and Borough Councillors
Councillor Hollaway had attended a Planning Policy Meeting and would provide information to the parish council on CILS/S106. Council advised

to create a wishlist. She also advised that there was a proposal to create a cyclepath from Bishops Cleeve to the Racecourse Park and Ride. Councillor Roger Wilson advised that Cotswold District Council were thinking of a boundary change to take them into West Oxfordshire and that this would affect services in Gloucestershire.

6. To receive reports from Parish Councillors – external meetings

On behalf of the Village Hall Committee Cllr Wilcox asked the parish council to release the £300 funding towards the defibrillator purchase. Councillor Grinnell reported that a team of volunteers now monitoring carboot sales. In discussion with the County Council he had been advised that the car boot signs on the traffic lights and in Southam Lane were illegal as permission had not been obtained. The organiser was unwilling to reduce the number of sales but was willing to keep the traffic flowing.

7. Planning

Decisions: 16/00029/FUL Variation of Application Swifts Place, Haymes Drive – Permit - NOTED

Consultations: 16/00149/FUL 30 Ratcliff Lawns, new attached garage – NO OBJECTION

16/00129/FUL Suncroft, Sunset Lane, 2 storey extension and single storey side extension, additional dormer & front window – NO OBJECTION

8. Adjournment for Public Participation

Resident asked that parish council treat the issue of carboot sales and its adverse impacts seriously. (Whilst this discussion was underway Councillor Hollaway left the room) He mentioned that the sales were being cited in the traveller's appeal as an excuse for site access.

Residents queried the new double gateway in Southam Lane. Cllr Grinnell reported that he had investigated with the Borough Council and awaiting response.

A resident asked if the parish council could help with a sign in Ratcliffe Lawns to prevent racecourse parking. Cllr Wilson advised that it would be necessary to apply for planning permission as it was a private road. Residents were concerned about the high level of HGV traffic through the village which seemed to be on the increase. Council might have to explore weight restriction on the bridge.

A resident reported potholes in Southam Lane.

9. Tewkesbury Borough Council – Open Space & Sports Provision study
Response – to collect comments – councillor comments not completed
B/F

10. Thrift Wood – management of key wildlife site

The clerk enquired whether the site was being managed with replanting to replace the loss of trees. A gentleman present felt that the lack of management was more helpful to wildlife and he had placed a number of owl boxes in the wood. Miss Beavis, footpath warden, had reported that she had collected 4 dustbin bags of litter and dog waste.

11. To agree payments for webhosting, admin, Land Registry searches and check bank balance

Payments were agreed. The Council agreed to the cost of Land Registry Searches £16. The bank balance to the February bank statement was agreed at £5574.14.

12. Risk management -To make a review of risks

The Council reviewed risks and agreed the actions attached to these minutes

13. Newsletter – to review advertisement costs

Editor to provide list of current charges

14. Date of next meeting, Annual Parish Meeting and agenda items

Chairman Dated



Southam Parish Council

MINUTES (subject to agreement at the next Parish Council Meeting)
of a meeting of the Parish Council held on 12th April 2016 at 7.30pm in
Southam Village Hall

Present: Chairman Councillor Kevin Wilcox, Vice Chairman Jeff Grinnell
Councillors Gordon McAnoy, Anna Holloway, Paul Nurden

Also Present: Clerk Gill Jennings, County Councillor Roger Wilson,
Borough Councillor Mike Dean 14 members of the public

1. To receive Apologies

Apologies were received from Cllr Winstanley (Cleeve Conservators meeting)

2. To receive Declarations of Interests

There were no declarations of interest

3. To agree the Minutes of the Meeting held on 8th March 2016

The minutes were agreed as a true record.

4. Matters Arising from previous Minutes:

- a. Tewkesbury Borough Council – Open Space & Sports Provision study Response – draft comments were approved for submission
- b. Cheltenham Festival – there were no new issues, but no improvement either – councillors still keen to have meeting with Gloucestershire County Council
- c. To make a request for funding from 2016-17 Highways Local Funding for match funding for VAS – Councillor Wilson indicated that a bid should be submitted direct to him before the end of May
- d. Comment on cycle route planned alongside the Evesham Road – The Parish Council had not formally been consulted as funding of £1million+ for the project was not likely in the short term. The scheme would be welcomed and had been identified as needed in the Parish Plan.

5. To receive reports and ask for reports – County and Borough Councillors

- Improvements to bus service route Councillor Wilson was pleased to report on planned improvements to the bus service which will be re-routed down Southam Lane. There was interest in where the bus stop for Southam would be located and Councillor Wilcox offered to liaise on this matter. With two services competing it was important

- that there were sufficient passengers to make it viable. Map available on County website – Chris Cooper offered to circulate to households.
- Trees have been cut back on New Road as requested. The County are now launching a Lengthsman Scheme which will operate in teams of 2 men over divisions. Parish Councils can request work through their County Councillor such as clearing overgrowth from gulleys, road signs.
 - Councillor Dean advised that there would be major development in Tewkesbury under the Regeneration Scheme.

6. To receive reports from Parish Councillors – external meetings

Cllr Wilcox reported that celebration of Queens 90th birthday would probably take the form of a tea party at the village hall on 12 June. Chelbury Mushroom Farm have started to make improvements to footpaths and had invited councillors to make a site visit. He had relocated the VAS to the bridge in Southam Lane, adjusted Race meeting signs and cleared overgrown hedge by Ellenborough Park. Defibrillator now ready to install and a demonstration of its use will take place at the Annual Parish meeting. The Village Hall AGM takes place next Tuesday. Cllr Hollaway reported that 25 dog walker businesses now use the Common on a regular basis. Dog mess cannot be regulated on the Common and with the increase in population of Cleeve there is a rising increase in traffic and parking on the hill. Erosion of paths and grassland is now an issue.

Cllr McAnoy mentioned that a circus would be taking place on Manor Farm fields in the next week.

Cllr Grinnell reported on car boot sale monitoring. (Councillor Hollaway left the meeting) 13 events have been recorded so far with 2 sales cancelled because of the weather. The organisers are still not getting traffic quickly through the gates, which have not been widened, and congestion lasts for 1.5 hours at least after each sale. Gloucestershire County Council will not come out at the weekend to deal with the signage at the traffic lights. Sales are setting up at 8am in the morning or the day before with catering vehicles. Councillor Wilson offered to assist in contacting relevant officers at the Council and suggested that the police should deal with the congestion.

7. To appoint a representative to the Village Hall Committee

Councillor Wilcox was appointed by unanimous vote.

8. Planning

Consultations:

16/00302/FUL Pentillie, Southam Lane – Conversion of Garage to kitchen/breakfast area & extension over conservatory, Dormer windows and new detached garage

This application and a further application for the Tithe Barn would be examined on the 30th April.

9. Adjournment for Public Participation

This item was brought forward to item 5 to allow Councillor Dean to answer any questions:

Q How far has the JCS developed?

A Still in EIP, developers have jumped on Inspector's initial comments and are pressing on with applications around Tewkesbury.

Q With regard to the Traveller site were costs recovered?

A Unable to confirm exact costs but recovery in place and if not compliant a charge would be taken against the land. No appeal against High Court decision of suspended prison sentence. Planning appeal date not yet fixed but will be publicised and may be determined by written representation.

A resident commented on how pleasant the spring bulbs looked and advised that parking still an issue by the memorial/School Lane.

Parking on pavements in Ratcliff Lawns reported. Advised to contact the police on both issues.

Q Could the Parish Council review the parish plan actions?

A This will be done at the Parish Annual meeting.

10. To agree payments due to end of March

Payments were agreed Village Hall £60, Defibrillator £300, Newsletter £120, GAPTC Training £95. The year end bank balance was agreed at £11199.98 and Section 1 and 2 of the Annual Return were completed.

To agree payments due in April: Payments were agreed as Admin £244.50, HMRC £61, Land Registry £42, CPRE £36, Community First £468.56, Postage £28.32

11. Newsletter – to review advertisement costs – costs would remain at:

Full page.....£80
1/2page.....£45
1/4page.....£30
Business card size.....£15
Personal notices £5

12.Date of next meeting
10th May 2016

**THE ANNUAL PARISH MEETING TAKES PLACE ON SATURDAY 30TH APRIL
AT 10AM IN THE VILLAGE HALL**



Southam Parish Council

MINUTES (subject to agreement at the next Council meeting)

Of the Annual General Meeting of the Parish Council held on 10th May 2016 at 7.30pm in Southam Village Hall.

Present: Councillors Kevin Wilcox, Jeff Grinnell, Gordon McAnoy, Tim Winstanley, Paul Nurden, Anna Hollaway

Also Present: Clerk Gill Jennings, Borough Councillor Mike Dean, 15 members of the public

Councillor Wilcox presided until conclusion of item 3.

1. To receive Apologies

County Councillor Roger Wilson gave his apologies

2. To receive Declarations of Interests

There were no declarations of interest

3. To elect a Council Chairman

Councillor Wilcox was appointed by unanimous vote

4. To elect a Vice Chairman

Councillor Grinnell was appointed by majority vote

5. To appoint 2 representatives to Cleeve Conservation Board

Councillor Winstanley and Councillor Hollaway were appointed.

6. To appoint 4 members to the Staffing Committee

Councillors Wilcox, Grinnell, McAnoy, Nurden were appointed.

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

The Council, confirmed their eligibility, still having two-thirds elected membership and a qualified clerk and would continue to use the GPC were applicable

8. To consider applications for Co-option

Adrienne Wood was present to introduce herself having expressed her interest in standing for co-option at the Annual Parish Assembly. She has been a parishioner for about 20 years and felt that she had a good understanding of local issues. Adrienne was co-opted by unanimous vote.

9. To agree the Minutes of the meeting held on 12th April 2016

The Minutes were agreed as a true record.

10. To receive the Minutes of the Annual Parish Meeting of 30th April and consider any necessary actions

The Minutes were not available for circulation. A number of actions had been identified which would be tabled at the next meeting.

11. To receive and request reports from County, Borough, Parish Councillors

Councillor Dean suggested the council read the State of the Borough report which highlighted the success in refurbishing the council offices, delivering the new leisure centre despite keeping council tax frozen for the 5th year. Council has linked with 7 partners to use the offices and freed up staff to other services. Regeneration of Tewkesbury town centre in draft form with mixed development. Car parks will be taken into account. Council will try to buy land and act as developer to deliver housing.

Councillor Hollaway reported visiting village halls with the Place Programme. Southam Village Hall had made a good impression. She passed on advice from the Ambulance Service that in an emergency people should light up their houses as much as possible to help identify the location of the patient.

Councillor Winstanley reported the return of sheep to the Common, Conservators investigating use by professional dog walkers. Still a problem with single farm payments and Board are investigating how charitable status came about.

Councillor Grinnell reported that Highways had responded to carboot sign query stating that this was a situation which existed in other locations and they are not obscuring road signs or lights therefore they will not take any action. A report to the police about congestion resulted in an incident number 4.5.2016.277 but no assistance. Organiser feels that traffic light timing is to blame for the queues.

12. Public Adjournment

Resident mentioned that County Councillor's name not being correctly quoted in the newsletter.

Resident reported that ambulance impeded by traffic congestion at the weekend.

Resident posed a question to Borough Councillor Dean which he felt was exempt from answer. A discussion took place over 20 minutes which resulted in the resident stating he would put his question in writing to the Borough Council.

Resident asked what the parish council will do in the event of an appeal on Kayte Lane site.

It was confirmed that the council would uphold its objections.

A discussion took place regarding the changes to bus routes. Concern about danger to pedestrians in Kayte Lane, also route down Southam Lane seems unnecessary and Old Road wider and more convenient. Clerk will investigate who is responsible for consultation.

Resident asked if Council could obtain definition of a carboot sale and the scope of the licence. It appeared that the events were traders markets.

13. Planning Consultations :

16/00447/FUL Gaybrook House, Lye Lane– Single Storey Extension, Porch, detached garage with carport – No Comment

16/00321/FUL Cockbury Willows, Langley Rd – Single Storey Extension – No Comment

14. To accept funding for VAS equipment of £1000 and agree match funding

The Council were grateful for the funding agreed by Councillor Wilson and would find the remaining £1500 from reserves or grants.

15. To consider grant application to Community Safety Partnership Fund (Tewkesbury Borough Council)

Councillors had been circulated with details of the fund and were asked to liaise with neighbourhood watch for possible uses of the funding or come up with ideas.

16. To appoint a representative to attend GRCC Road Safety workshop on 19th or 25th May 6.30-8.30pm

Cllr. McAnoy would attend on behalf of the council.

17. To agree payments

GAPTC £267.65 Admin £244.30 & £61.20.

18. To consider Local Council Award Scheme panel comments

The Council considered the panel comments. The Council confirmed that its Governance Documents were up to date and relevant. With regard to interests the reason for the link to the Monitoring Officer email was with regard to her advice regarding human rights and data protection. The council felt it would not change this stance. The audited accounts had been published. The meeting calendar was on the website in that it states meetings take place on the 2nd Tuesday of each month. The clerk will redraft the complaints procedure for the next meeting to agree. Councillors had no objection to having their contact telephone numbers added to the site.

The council also confirmed by resolution that it has:

1	A risk management scheme	Yes Available on request. Yes
2	A register of assets	Yes Available on request. Yes
3	Contracts for all members of staff	Yes Available on request. No
4	Disciplinary and grievance procedures	Yes “
5	A policy for training new staff and councillors	Yes Training Policy published online
6	A record of all training undertaken by staff and councillors in the last year	Yes Available on request
7	A clerk who has achieved 12 CPD points in the last year	Yes Current study Community Governance Level 5

19. Website management and compliance with the Transparency Act –

The Council were pleased to learn that funding of £1190 had been awarded and the clerk could now obtain a scanner/print to assist in uploading documents to the website and that training/future administration could be secured.

20. Date of next meeting

– 14th June 2016



Southam Parish Council

MINUTES (subject to agreement at the next Council meeting)
of a Meeting of the Parish Council held on 14th June 2016 at 7.30pm in
Southam Village Hall.

Present: Chairman Kevin Wilcox, Vice Chairman Jeff Grinnell
Councillors Nurden, McAnoy, Wood

Also Present: Borough Councillor Mike Dean, 7 members of the public
Clerk Gill Jennings

1. To receive Apologies

Apologies were received from Councillors Hollaway, Winstanley

2. To receive Declarations of Interests

There were no declarations of interest.

3. To agree the Minutes of the meeting held on 10 May 2016

The Minutes were agreed with amendment of item 8 line 3 (20 changed to 11)

4. To receive the Minutes of the Annual Parish Meeting of 30th April and
consider any necessary actions

The Minutes were not available for circulation. Cllr Wilcox to action.

5. To receive and request reports from County, Borough Councillors

Councillor Dean reported that the Planning Inspector has issued an Interim Report on the JCS which indicated that plans for Leckhampton only partly sound and more building required around Tewkesbury and North of Cheltenham. The 33500 objectively assessed need would be raised to 35175 with 5% affordable homes. Co-radical have suggested there is a 5 year land supply but this was incorrect and there were implications for the Noverton site. Adoption of the Joint Core Strategy likely next Spring. Rural sites have been agreed including building on Greenfield sites North of Cheltenham i.e. Hunting Butts.

Bishops Cleeve library moving to self-service and all services amalgamating in October/November.

6. To receive reports from the Chairman and parish councillors

Councillor Wilcox reported that car abandoned in New Road had broken down and was soon cleared. Defibrillator launched and Tythe Barn now sold to a local person.

Councillor Grinnell reported he was monitoring car boots sales and needed further volunteers, 2 sites have already been used for 14 events each and use as a carpark for the races seems not to be taken into account. Bishops Cleeve Parish Council do not seem unduly worried about the sales but are monitoring traffic and asked if data could be shared.

Councillor Nurden had attended Co-radical meeting which was well attended by objectors. Planning expert working to assist with objections.

Councillor McAnoy had attended community traffic event and explained that Rodborough Parish Council have pioneered camera system which captures number plates for DVLA use. They had caught 28000 speeding offences including the local bus. Not Home Office licensed yet and costly at £7000 for software and £15000 for equipment.

7. Public Adjournment

Resident commented on the development at Furlong Rise which is high density building and wondered what impact this might have on Evesham Road & Prestbury.

Residents asked if Marchants could be approached for a bus stop in Old Road rather than at Gravel Walk. Residents felt that the delays to bus services caused by car boot sales were unacceptable.

Residents mentioned hedges overhanging pavements and obscuring vision on the highway. Clerk to check with County Council as to whether this work can be done under the Lengthsman scheme otherwise Cllr Wilcox suggested a working party of volunteers.

8. Planning Decision:

16/00248/FUL MUGA & Floodlights/Fencing Newlands Permit
Planning Applications 16/0042/OUT Land at rear of Dormans,
16/0059/FUL Coach House, Lye Lane

The applications for consideration had arrived late and would be deferred to next meeting.

9. Location of VAS equipment Cleeve Hill Road

Cllrs. McAnoy/Nurden/Grinnell offered to meet with Richard Waters to discuss location.

10. Review of street furniture

Councillors to review provision of street furniture and make recommendations for replacements at next meeting.

11. To agree payments

Grasscutting £318, Newsletter £210, Admin £349.35, HMRC £61

12. To agree an amended Complaints Policy

The amended Complaints Policy was agreed.

13. Date of next meeting

– 12 July 2016

The Council will by resolution exclude members of the public from the following item due to the nature of the business to be discussed

14. To agree to apply national pay scale award – clerk’s pay.

The Council approved the national pay award to be added to the clerk’s pay from 1st April 2016

Chairman

Southam Parish Council

Date



Southam Parish Council

MINUTES (subject to agreement at the next Council meeting) of a meeting of the Parish Council held on 12th July 2016 at 7.30pm in Southam Village Hall. Members of the public are welcome to attend and are permitted to speak on items on the agenda within the time specified and at no other time.

Present: Chairman Kevin Wilcox, Vice Chairman Jeff Grinnell
Councillors Gordon McAnoy, Anna Holloway, Paul Nurden, Tim Winstanley, Adrienne Wood
Also Present: County Councillor Roger Wilson, Borough Councillor Mike Dean, 10 members of the public, Clerk Gill Jennings

1. To receive Apologies

None received

2. To receive Declarations of Interests

None declared

3. To agree the Minutes of the meeting held on 14th June 2016

The Minutes were agreed as a true record

4. To receive the Minutes of the Annual Parish Meeting of 30th April and consider any necessary actions

Councillor Wilcox read out the actions discussed:

Improve bus routes (actioned and ongoing)

Defibrillator training (actioned)

Car boot signage (Cllr Wilson investigating)

Vacancy for Parish Councillor (filled)

Future of Southam Tythe Barn (events have overtaken)

Parish Plan Steering Group to review plan (outstanding for action)

5. To receive and request reports from County, Borough Councillors

County Councillor Wilson reported that the car boot signage was not an offence if temporary and not causing an obstruction. If an obstruction then this was a police matter. He advised that a week of lengthsman's work was offered to share between Woodmancote and Southam. Councillors are to compile list of specific locations and tasks but suggestions were made of clearing signage, gullies and drains and repainting the SLOW signs at the Memorial.

Borough Councillor Dean advised the Transport Plan now adopted by the County Council would inform the JCS. He warned that land at Leckhampton had been found unsound by the Inspector with the suggestion that greenbelt North of Cheltenham should be released which might impact on Noverton, racecourse area and Hyde Lane. Councillor Dean has

questioned the inclusion of land at Noverton as it is identical to the land in Leckhampton. The Flood Alleviation Scheme will also inform the JCS.

6. To receive reports from the Chairman and parish councillors

Cllr. Wilcox reported that he had received comments about hedges which need cutting back at Gravel Walk and Haymes Drive. These were the responsibility of the land owner and letters would be distributed to households. Complaints about the large bonfires off Haymes Drive layby and demolition works at Swifts Place had been referred to Tewkesbury Borough Council. On behalf of the Village Hall Committee he reported a successful celebration of the Queens Birthday and Pub Night. The Committee are trying to raise funds for a hearing loop.

7. Public Adjournment

A resident expressed concern that JCS not considering brownfield sites within Cheltenham, also pressure exists on greenfield sites with either expired applications or appeals i.e. Bushcombe Lane, Woodmancote. Concern was also expressed about the clearance of the site off the layby which was being prepared for development without care for the environment or SSSI status. This would be queried with Tewkesbury Borough enforcement. A resident reported that a head on collision on Cleeve Hill had closed the road. A resident reported that gas works in Ratcliffe Lawns had not been clearly marked at night and could have caused an accident. A resident reported a scam whereby callers over the phone suggest there is a problem with the internet to access computers and obtain personal details.

8. Planning Consultation 16/00417/OUT Mill Lane Noverton

The Council considered the change in access and emphasised their objections to the plans.

9. Location of VAS equipment Cleeve Hill Road, prices and agree way forward

Location plan outstanding from Richard Waters. The Council agreed to proceed with a sign indicating the correct speed rather than a multispeed sign. Two groundscrews would be required bringing the likely cost of the project to £5700. A contribution from the County Councillor's funding would be applied for whilst waiting for a response from the Crime Commissioner Fund.

10. Review of street furniture, hedges and verges – councillors to report

Councillors Winstanley and McAnoy will make a review of the condition of street furniture and report on any replacements or additions required. They will also report any overhanging hedges. Cllr Wilcox to do letter drop in Gravel Walk.

11. To agree payments

Grasscutting £318, GAPTC for LCAS registration £50, Admin £287.52, HMRC £71.80

12. The Council has been awarded Foundation Status in the Local Council Award Scheme

The Council may now use the Quality Status logo and can look at making further improvements to standards to the next level.

13. Consultations:

Cotswold District Council Local Plan – Councillors asked to look at impacts to the AONB and to respond direct.

Whaddon Environmental Impact Scheme – Councillor Winstanley had examined the documents and reported that it seemed to suggest improvements without any negative impact on the parish.

14. Matters of Information

- W2 Bus Route – Discussion with Marchants had taken place but the decision Maker, Rob Marchant, was not available to confirm any changes. A resident reported that they had been informed that the buses will be re-routed to make a stop in Old Road.

- Northenham Allotments – Vacancies available for Southam parishioners
This information forwarded to website and newsletter.

- Volunteer Flood Wardens
Councillor Nurden and Councillor Grinnell volunteered to undertake training.

15. Date of Next Meeting

9th August 2016

Chairman Date



Southam Parish Council

MINUTES (subject to agreement at the next Council meeting)
of a Meeting of the Parish Council held on 9th August 2016 at 7.30pm in Southam Village Hall.

Present: Chairman Councillor K Wilcox, Councillor G McAnoy, Paul Nurden, Mrs Adrienne Wood

Also Present: Gill Jennings (Clerk) 6 members of the public

1. To receive Apologies

Apologies received from Cllr Roger Wilson, Cllr Dean, Cllr Hollaway (illness), Cllr Grinnell (holiday)

2. To receive Declarations of Interests

None

3. To agree the Minutes of the meeting held on 12th July 2016

The Minutes were agreed as a true record and were signed by the Chairman

4. Matters arising:

The Council agreed that the following work would be put forward to the County Council for the lengthsman:

- Clearing vegetation off footpaths allowing headroom for horse riders
From Haymes Drive to Rising Sun
- Clearing vegetation off road signs – whole parish
- Clearing ditches and gulleys – whole parish
- Cutting back vegetation from road and verge top of Mill Lane
- The bridle way and footpaths at the top of Lye Lane ,The alleyway between Southam Lane & Ratcliff lawns.Also the footpath in Sunset Lane.

Street Furniture – suggested replacements/additions

Cllr McAnoy reported that the following work was reported to Amey
Corner of Kayte Lane - chevrons & Give Way sign hidden under hedgerow, Footpath sign toppled over
Southam Lane - Traffic Light warning sign hidden under hedgerow, Hump Back bridge sign faded
Missing black & white with red reflector posts at layby outside Ellenborough Park need replacing
A new junction sign is needed before Sunset Lane which would assist traffic turning into it
A new No Through Rd sign needed on New Rd side of School Lane and old sign needs retrieving from overhanging hedge
Slow signs faded on Old Rd
Dog Fouling signs were required in at least 3 locations – **Clerk to obtain these**

2 new grit bins to replace older ones – Clerk to enquire whether any S106 available to cover cost

Location of VAS equipment Cleeve Hill Road – GCC dispute
type of equipment and refuse proforma payment

The Clerk reported that County Highways would not allow fixed signs unless there was a record of accidents. The supplier felt that fixed signs were necessary for 50mph zones. Councillors were asked to consider alternatives put forward by the County Council. Richard Waters would not release any grant funding until the work had been carried out.

5. To receive and request reports from County, Borough Councillors
None received

6. To receive reports from the Chairman and parish councillors
Cllr Wilcox reported that the Village Hall Committee had attended a meeting at Ashleworth and as a result wanted to examine the title deeds and conveyance of the land. The Committee are investigating the cost of a hearing loop and wifi, replacement of the concrete entrance path and steps, and fascia boards.
Cllr Nurden reported that he had been unable to attend the last Wingmoor Farm meeting but would circulate the minutes when available

7. Public Adjournment
A resident mentioned the overhanging willows on Old Road which needed cutting back from the pavement – report to Amey
A resident reported fly-tipping in the old road next to Haymes Drive – report to Tewkesbury Borough Council
A resident asked that bonfires be mentioned as a nuisance in the next newsletter
A resident mentioned dangerous parking at the end of School Lane (to be referred to police)
The Council heard from 2 residents of Woodmancote regarding 16/00769/FUL who were concerned about construction traffic and inappropriate development

8. Planning Consultations
16/00779/FUL Clouds End, Spring Lane –
Two storey extension
The Council shared the concerns of neighbours that the higher density of building might disturb the springs and cause flooding. Objection to be raised

16/00769/FUL Upper Bottomley Farm – demolition of Cotswold cottage, barn & garage to make way for Large modern house
The Council agreed that loss of the barn should be avoided and shared the concerns of neighbours about construction traffic and inappropriate development

Appeal 15/00969/FUL Kayte Lane Traveller Site – date awaited for Informal hearing
The Council noted that their previous objections would be considered at the hearing.

Planning Decision 16/00417/FUL 76 Dwellings at Mill Lane – REFUSED

9. Payments to be agreed and council to check bank reconciliation

The Council agree payments to EES £120, Peter Newman Auditor £55, Southam Village Hall £100, IT Security £39.99, Grass Cutting £318, Admin £258.39 HMRC £64.80. The current account bank balance was agreed at £11659.90.

10. Conclusion of 2015/16 audit – to note External Auditor’s comments

The Council noted the conclusion of the 2015/16 and agreed the Auditor’s comments that the precept be adjusted in next year’s accounts by £6 and the Statement of Accounts and Statement of Assurance be minuted separately.

11. Parish Plan

Discuss whether to recruit new steering group or whether review is closed. The Council agreed to continue with the Parish Plan review and Cllr Nurden, Cllr Wood, Steve Wood were appointed. Ben Thomas would be approached to join the group.

12. Consultations: Footpath Bentley Lane to Queens Wood – appeal for Information

The Clerk reminded the Council and public that information was required regarding the status of the footpath which went across the field from one stile to the next and how it came to be there, who made the stiles.

13 Matters of Information

Town & Parish Seminar – Council offices 15th Sept 5.30pm – 8pm – Cllr McAny to attend.

Mayors Afternoon Tea 20th August - Cllr Wilcox to attend.

14. Date of Next Meeting & Agenda Items

13th September 2016 (Request for Grant – Hearing Loop)

Chairman Date





Southam Parish Council

MINUTES (subject to agreement at the next Council meeting)
of a Meeting of the Parish Council held on 13th September 2016 at 7.30pm in Southam Village Hall. Members of the public are welcome to attend and are permitted to speak on items on the agenda within the time specified and at no other time.

Present: Chairman Councillor Kevin Wilcox, Vice Chairman Councillor Jeff Grinnell
Councillors: Tim Winstanley, Paul Nurden, Adrienne Wood
Also Present: County Councillor Roger Wilson, Borough Councillor Mike Dean
Members of the Public

1. To receive Apologies

Apologies were accepted from the Clerk and Councillor Hollaway

2. To receive Declarations of Interests

Councillor Wilcox declared an interest in item 9 (Grant to Village Hall)

3. To agree the Minutes of the meeting held on 9th August 2016

The Minutes were agreed with small amendment under Street Furniture ("to be reported to Amey")

4. Matters arising:

VAS Equipment – Councillors to choose type of sign from County Council supplier

Discussion took place but councillors unable to reach decision. It was suggested that a road safety meeting required to re-assess need, type of sign and location. An equestrian sign was discussed but not desirable. Councillor Grinnell suggested an island refuge but Cllr Wilson felt this might cost in the region of £100,000. This would be discussed with Highways.

Leaflet drop to households with overhanging vegetation

Item in newsletter had not initiated the desired outcome and councillors would circulate letters.

5. To receive and request reports from County, Borough Councillors

Councillor Wilson had nothing to report in Recess. Councillor Dean advised that the three councils will meet shortly to vote on the JCS. The Inspector has removed 1600 houses in other areas but added 3700 to Cheltenham. Cheltenham Borough Council not happy with the chosen sites. October 14th is decision day.

6. To receive reports from the Chairman and parish councillors

Councillor Wilcox reminded everyone present that the village hall committee were arranging a CPR training session on the 16th. The cost of a hearing loop for the hall was in the region of £2000.

Regarding public footpath from Bentley Lane to Queens Wood villagers were urged to write to the County Council regarding this, several people have used the footpath for many years, it is signposted as a footpath with stiles and gates.

Councillor Winstanley reported that the Cleeve Conservators have employed a new educational officer who will focus on working with youth. Unsure what will happen with single farm payments under Brexit. Main problems on the hill are 4 x 4s and dog mess. Councillor Grinnell reported that carboot sales over the Bank Holiday had exceeded the 14 day limit which was reported to Tewkesbury Borough Council.

7. Public Adjournment

Resident reported by telephone and at meeting that works in Ratcliff Lawns and parking in School Lane had caused havoc, could School Lane have double yellow lines and an emergency access barrier be put over Ratcliff Lawns? Police had suggested using Gravel Walk as an alternative.

Resident requested village hall committee to go ahead with hearing loop and made enquiries about the skip on the edge of the common.

Resident commented on the increased traffic from new developments. The condition of Cleeve Hill Road isn't good. Cllr Wilson reported that Highways are concerned about slippage.

Resident concerned that new building at Clouds End was right up to the boundary and windows overlooking Laburnum Cottage. No communication to neighbour from Tewkesbury Borough Council. Councillor Dean suggested they go to Planning Meeting to have their say. Residents reported on ground works being undertaken to Cedar Cottage where a change of use is of major concern.

8. Consultations

Parking consultation – Events at Cheltenham Racecourse

There was no protection for Ratcliff Lawns although large areas of Cheltenham and Prestbury would have parking ban. Objections to the plans are required by the 16th October.

9. Finance

Agree payments

Admin costs £258.59 and £64.60 and Audit Fees of £120

Consider request for a grant to Village Hall Committee

The Council will need to see Village Hall accounts and will then assess whether a £500 grant is available in budget and appropriate.

Agree purchase of 3 dog litter signs at £6 each

This purchase was authorised.

10. Parish Plan Review

Report from Steering Group

Postponed until November meeting and residents are invited to review and ask questions/raise new issues at the October meeting.

11. Date of Next Meeting

11th October 2016

Chairman Dated



Southam Parish Council

clerk@southamtoday.org.uk 01242 675141



MINUTES of a Meeting of the Parish Council held on 11th October 2016 at 7.30pm in Southam Village Hall.

Present: Chairman Councillor K Wilcox, Vice Chairman J Grinnell

Councillors P Nurden, G McAnoy, T Winstanley

Also Present: Clerk G Jennings, Borough Councillor M Dean, 7 members of the public

1. To receive Apologies

Apologies were received from Cllr A Hollaway, Cllr. A Wood and County Councillor Roger Wilson

2. To receive Declarations of Interests

Councillor Kevin Wilcox declared an interest in 9.2 (Grant to Village Hall Committee)

3. To agree the Minutes of the meeting held on 13th September 2016

The Minutes were agreed after amendment noting Cllr McAnoy's presence at the meeting, item 5 wording amended "not happy" to "happy" and "14th" to "25th".

4. Highway Safety Measures – to agree a way forward with funding now available from Crime Commissioner and County Council, to consider approach to Gloucestershire County Council re: parking for racecourse events, traffic congestion at traffic lights.

Councillor Nurden to meet with Richard Waters to discuss options and bring proposal back to council.

Clerk to write to County, racecourse and charity regarding recent half marathon which brought the roads to a standstill and caused inconsiderate parking.

5. To receive and request reports from County, Borough Councillors

Councillor Dean mentioned a greenbelt petition to prevent building between Cheltenham and Bishops Cleeve, Cheltenham Local Plan not ready yet but may include North of Prestbury. Tewkesbury Borough Council have new website which is now mobile friendly with low hosting costs.

6. To receive reports from the Chairman and parish councillors

Councillor McAnoy had attended a meeting of the parishes at which a talk was given by Stoke Orchard parish council regarding their community shop, an interesting factor was that this contributed to it being a service village. Fastershires are rolling

out broadband at 30mbs by 2010 but they need to know where their services are needed.

Councillor Winstanley reported that Cleeve Conservators are now on Facebook under Cleeve Common and recommended the Galloway meat for purchase.

Councillor Grinnell reported that further monitoring of carboot startup times was required to convince Tewkesbury Borough Council of the need for enforcement.

7. Public Adjournment

A resident reported the imminent loss of the phonebox – the clerk advised that these could be purchased for £1 and Councillor Wilcox would mention to village hall committee. Flytipping in Gravel Walk a problem. Cllr Wilcox will advise householder of their overhanging hedge end of School Lane. Residents pleased with improved bus service – letter of thanks to be sent to Marchants.

8. Consultations

Planning:

16/00721/FUL 1 Cockbury Court, rear conservatory & porch to front.

NO COMMENT

16/01071/FUL Berryhead, Cleeve Hill, single storey extension, dormers, amendments to garage

NO OBJECTION

To consider Tewkesbury Borough Council Environmental Warden proposal

The Council discussed the proposal put forward to engage a warden to patrol and issue fixed penalty notices for environmental problems including dog fouling. It was felt that the borough was too wide an area to provide adequate cover and the parish council would not want to contribute with its size being insignificant to a larger parish. Members of the public would be encouraged to capture images of offences on their mobiles and send in to the Borough for action.

Tewkesbury Borough Council Housing Strategy Event is on 12 October 4-6pm at the borough council offices

Noted.

GCC Draft Minerals Plan now available online 29/9/16-24/11/16

Noted.

9. Finance

Agree payments – Email accounts £23.99 Admin Costs including purchase of bulbs £382.03, Dog Fouling Signs £18, HMRC £64.60, Newsletter £120, Poppy Wreath £30

Consider request for a grant to Village Hall Committee

The Council were advised by Cllr Wilcox that the cost of a hearing loop was £3670 and the village hall committee had other repairs and maintenance work to carry out on the hall. The Council considered this and Cllr Nurden proposed/Cllr Grinnell seconded a joint purchase would be beneficial with a virement of £500 from street furniture budget to assist. All in favour.

Variation of bank mandate

The clerk was asked to add Councillor Winstanley and Councillor Wood to the bank mandate.

10. Review Website and Email accounts

The clerk reminded the council that there was grant funding to make the website compliant with the transparency code and make administration improvements. At the same time the Parish Plan group might review the website content. Councillor Nurden will take this to the group for discussion. All were finding the webmail email account difficult. Storage and grouping of files not possible and sometimes difficult to retrieve information. Clerk to explore alternatives with webmaster.

11. Date of Next Meeting

8th November 2016

Chairman Date



Southam Parish Council



MINUTES (subject to approval at the next Council Meeting)
of a Meeting of the Parish Council held on 8th November 2016 at 7.30pm in Southam Village Hall. Members of the public are welcome to attend and are permitted to speak on items on the agenda within the time specified and at no other time.

Prayers in memory of the late Honorary Alderman Florence Margaret Ogden were offered.

Present: Chairman Kevin Wilcox, Vice Chairman Jeff Grinnell
Councillors Anna Hollaway, Gordon McAnoy, Adrienne Wood,
Also Present: Clerk Gill Jennings, 8 members of the public, Councillor M Dean

1. To receive Apologies

Apologies were received from Councillor Paul Nurden (work commitment) Tim Winstanley (funeral)
County Councillor Roger Wilson

2. To receive Declarations of Interests

Councillor Hollaway declared a possible personal interest in item 8 16/00973/FUL (neighbour) and item 9.2 grant to Cleeve Common Board (representative for parish council)

3. To agree the Minutes of the meeting held on 11th October 2016

The Minutes were agreed as a true record (2010 corrected to 2020). The Council were advised that the concerns over email had been addressed and it appeared that filing and searching were not an issue.

4. Matters Arising from previous minutes:

Highway Safety Measures – to agree a way forward with funding now available from Crime Commissioner and County Council, to consider approach to Gloucestershire County Council re: parking for racecourse events, traffic congestion at traffic lights.

Cllr Nurden will meet with Richard Waters to discuss. Councillors agreed that if no suitable measure could be found for the Cleeve Hill Road a request would be made to use the funding for a further VAS for existing locations. Councillor Wilson has offered to set up a meeting with the racecourse/county council.

Review Website and Email accounts

The clerk will meet with the webmaster to discuss any updating of information for transparency and administration of the website.

Parish Plan Review

No report available. The working group have been asked to consider refresh of the website, if necessary.

To provide feedback on work undertaken by Lengthsman

Some work undertaken but it appeared that the task of clearing the pavement on the Cleeve Hill road had not been completed.

5. To receive and request reports from County, Borough Councillors

Councillor Dean reported that Twigworth would be withdrawn from the Joint Core Strategy due to flooding issues, also a large part of Ashchurch not being made available by the MOD. Further land being identified. Councillor Dean suggested the council look at Tewkesbury Borough website which is inexpensive to maintain.

6. To receive reports from the Chairman and parish councillors

Councillor Wilcox reported concerns that the closure of New Road had caused higher traffic volumes on Kayte Lane and it was not clear what works were being carried out or their duration.

The village hall committee were not interested in the phone box and it would go. A horse had escaped from the field at the back of Cedar Farm through an inadequate pedestrian access. **Clerk to write to landowner.**

Councillor Grinnell reported that carboots were ongoing despite it being over the advertised season and the road closures.

Councillor Wood enquired whether anything could be done to prevent the banners currently appearing at the front of Ellenborough Park.

7. Public Adjournment

Cheltenham Rugby Club were represented by Steve Ratcliffe who explained plans for improvements to the Newlands clubhouse and changing rooms and the installation of a MUGA. He advised that the club is run by volunteers but there are bar staff and a part time Commercial Manager has been appointed. He advised that reduced hire rates for community use are under discussion. A link was requested with the Club's website.

The club shared the council's concerns about the traffic congestion caused by car boot sales.

8. Consultations

Planning: 16/00973/FUL Newlands Park – retention of hand car wash

The council had no objection to the type of business but had concerns about the signage and possible future issues of parking. There appeared to be no impact on Southam Lane in terms of traffic.

To Comment on the County Council's Waste Plan

www.gloucestershire.gov.uk/extra/EmergingMLP Policy MW06 Oil & Gas refers to other methods of extraction which translated means fracking.

The council agreed that the county council might have been more transparent in the wording but felt that the issue of fracking would not affect the Cotswolds AONB and would be concentrated on the Forest of Dean area.

9. Finance

1. Agree payments due

Payments agreed admin costs £305.50 & grasscutting £318

2. Consider request for a grant to Cleeve Common Board of Conservators

Deferred to the next meeting

3. To Agree Variation of bank mandate

Deferred to the next meeting

4. To receive a Draft Budget for 17-18 for consideration

The Council considered a budget drafted to reflect a 2% increase on 2016-17.
This would be reviewed for resolution at the January meeting.

5. To consider schemes for funding from Tesco Bags of Help

Councillors agreed that encouragement of an In Bloom scheme would be useful and clerk will make application.

10. Date of Next Meeting

13th December 2016



Southam Parish Council



MINUTES (subject to agreement at the next council meeting)
of a Meeting of the Parish Council held on 13th December 2016 at 7.30pm in Southam Village Hall.

Present: Chairman Cllr K Wilcox, Vice Chairman Cllr J Grinnell
Cllrs T Winstanley, G McAnoy, Mrs A Wood

Also Present: Clerk Gill Jennings, Borough Councillor Mike Dean, County Councillor Roger Wilson

5 members of the public

1. To receive Apologies

Apologies were accepted from Cllr Holloway (attending CCB meeting) and Cllr Nurden (illness)

2. To receive Declarations of Interests

Cllr Kevin Wilcox wished to declare hospitality from Cheltenham Rugby Club at their Christmas lunch)

3. To agree the Minutes of the meeting held on 8th November 2016

Proposed Cllr Grinnell, Seconded Cllr McAnoy the Minutes were agreed as a true record

4. Highway Safety Measures – to receive an update

The parish had not met with Glos County Highways. It seemed pointless whilst there was no will on the part of the County Council to allow a 50mph sign on the Cleeve Hill Road. Instead the clerk would ask the Crime Commissioner if the funding would allow a further sign for the 30mph limit.

5. Parish Plan Review – to receive an update

Cllr Nurden would be asked to progress

6. To receive and request reports from the County & Borough councillors

Cllr Wilson reported that Cheltenham A & E had a black hole in their finances and he would be investigating why. Glos County Council have debated whether to reopen Cheltenham A & E in the evenings, they have published their Sustainability and Transformation Plan with no closures planned at present. There will be increases in the general council tax of 2% and a further increase for social care 7%.

Cllr Dean advised that rates will increase by £5 per annum (band D). The Council will need to evaluate whether Twigworth is in the flood plain before removing it from the JCS, in the meantime developers would try their luck in pushing plans in before the JCS.

Parishes can link to Borough website, the Cotswolds AONB has a link.

7. To receive reports from the Chairman and parish councillors

Cllr Wilcox reported a blocked culvert by the mushroom farm which he felt might lead to flooding if ignored. Kayte Lane was too narrow for vehicles to pass at one point due to leaning hedgerow. The hearing loop had been installed in the village hall and a grant request would follow.

Cllr McAnoy had attended the Chartered Parishes meeting where a talk was given by the Fire Service on their Safe & Well service – they are now playing a major part in delivering telecare, alarm and first responder roles. He reminded parishioners to beware cold callers presenting themselves to sell household wares and the council agreed to investigate signage which might be used as a deterrent.

Cllr Grinnell reported contact from Gerald Stewart representing the Ramblers Association who is looking into the incorrect process used to close Bentley Lane to the public. Details of how to contact him to go into newsletter and website.

Carboot sales have exceeded limit on New Road and data will now be submitted to Tewkesbury Borough Council for enforcement.

Cllr Wilcox will be fitting dog litter signs. Cllr Wood has planted tulip bulbs.

8. Public Adjournment

A resident expressed concern that the parish council were not informed of the New Rd closure and that Glos County Council seemed unaware of it. Cllr Wilson asserted that Utility Companies did not always inform the Council as they did not require permission. Council were advised by a letter from a complainant that it was the intention of Glos County Council to enter private land to carry out flood alleviation works above Cheltenham cemetery. There was some sympathy with the issues raised by the complainant and it was not clear why Cheltenham Borough land had not been used.

9. Planning

Application: 16/00779/FUL 1 Cockbury Court, Greenhouse & Wall

Council felt that this was over-development of the site to the detriment of the character of this settlement – Objection

Application: 16/01321/FUL & 16/01322/FUL Ellenborough Park, Minor Exterior & Interior alterations – **No Objection**

Decision: 16/01071/FUL Berryhead, Cleeve Hill, single storey extension, dormers, amendments to garage – Refused

Decision: 16/00779 Clouds End, Spring Lane, 2 storey extension, porch & timber garage with landscaping – Permitted

There had been contact from Woodmancote parish council warning of a potential planning application on the corner of New Road/Two Hedges Road. Developers have been invited to give pre-planning consultation. Council concerned about highway impacts and spread of housing into Southam.

10. Finance

1. Agree payments – Admin Costs £323.19, village hall hire £80, newsletter £262 Postage £26.40 **Agreed**

2. Agree purchase of desk £360 & scanner £80 for clerk - **Agreed**

3. Variation of bank mandate – **The Council agreed to add Cllrs Winstanley and Wood to the bank mandate and this document was completed.**

4. Consider an application for a grant from Cleeve Common Board of Conservators towards £10,000 costs for restoration of the sheep dip and Washpool – Cllr Winstanley gave an explanation of the project, he offered to get a breakdown of the costs and expected other funding for the Council so that they might have a better understanding of the grant request

5. Expenditure from grant funding for website software/webmasters expenses

David Jones, webmaster, was present to explain that, contrary to the statement in the October Minutes, the storage and grouping of files was possible and the Webmaster had subsequently provided councillors with guidance on how to create and organise folders to hold emails. He was willing to provide a similar brief on how to retrieve information if that was still needed.

It was agreed that the current web pages(s) met the need for transparency but would need to be kept under review. The Webmaster would investigate the best way to meet a need for the Clerk to be trained and have access to the website to upload Parish Council documents, publish notices etc. Investigation suggests that purchase of software would not be an effective use of funds because (a) a renewal licence fee is required for the required design package and (b) even if procured, the software would require a high degree of expertise to use it effectively. It might be better to switch to a WIX based system. He would prepare a proposal for the Jan meeting but might need to test the software on the clerk's laptop.

11. Discuss location and renewal of grit bins for 17/18, purchase of planters

Council agreed to earmark reserves to the renewal of grit bins and purchase of planters. A list of current bins and their condition would be considered by Cllr McAnoy. Cllr Wood offered to investigate planters. A newsletter article might find donated planters.

12. Discuss work which might be undertaken by Conservation Volunteers

Steps to Haymes Drive already attended to, but work to stiles and footpaths might be carried out.

13. Date of Next Meeting

10th January 2017



Southam Parish Council



MINUTES

of a Meeting of the Parish Council to be held on 10 January 2017 at 7.30pm in Southam Village Hall.

Council Members Present: Chairman Cllr K Wilcox, Vice Chairman Cllr J Grinnell, Cllrs T Winstanley, G McAnoy, P Nurden, Mrs A Hollaway (also representing Tewkesbury Borough Council following item 8)

Also Present: Clerk Gill Jennings, 5 members of the public

1. To receive Apologies

Apologies were received from Cllr Mrs Wood

2. To receive Declarations of Interests

Cllr Hollaway declared an interest in item 8 and was absent from the meeting room, Cllr Winstanley declared an interest in item 9 application Desert Orchid Rd (neighbour).

3. To agree the Minutes of the meeting held on 13th December 2016

The Minutes were agreed as a true record

4. Highway Safety Measures

- To agree the purchase of a further mobile sign – The Council received a quotation for the same make sign previously purchased. **The Council agreed to proceed with the purchase of the sign and to paying the shortfall in funding £245 plus the cost of any brackets required.**
- Use of data – Cllr Wilcox will compile data and provide this to the Clerk to send to GCC Highways and Glos. Constabulary. It would be necessary to keep data on New Road up to date to fight any planning applications which caused further traffic flow. The data on Southam Lane would demonstrate the increase in traffic on car boot days in one direction. **ACTION KW**

5. To receive and request reports from the County & Borough councillors

There were nothing new to report.

6. To receive reports from the Chairman and parish councillors

The chairman reported that GAPTC had invited nominations for the Queens Garden Party. Chris Cooper would be nominated **ACTION KW**

On behalf of the village hall committee, he reported a very successful pantomime with tickets sold out.

He advised residents to beware cold callers after a number of break-ins in the area.

A resident had been in contact with concerns about Bridlecroft which has had a 5th lawful development application for an outbuilding into a single dwelling. It appears the property had been changed on a number of occasions without the need for planning permission.

Amey have reported back regarding the flooding in New Road saying they cannot find the culvert **ACTION KW**

7. Public Adjournment

A resident complained that the hearing loop was not working. Adjustments would be made. A resident suggested Neighbourhood Watch needs lookouts to help reduce break-ins.

8. Car Boot Sales – debate a solution

12 months data has been collected which indicates sites are operating over the time limit and well into December. The survey was now concluded and data would be shared with Tewkesbury Borough Council and MP.

9. Planning

Application: 16/01208/FUL (amended) 1 Cockbury Court, Greenhouse & Wall
Objection as before.

Application: 16/01388/FUL 26 Desert Orchid Road – 2 storey extension

Comment: No front elevation shown therefore Council cannot approve street scene,

Decision: 16/00293/FUL & 294/LBC Tith Barn – Application withdrawn

10. Finance

1. Agree payments – Admin Costs £64.70, HMRC 66.80 & salary agreed
2. Consider an application for a grant from Cleve Common Board of Conservators towards £10,000 costs for restoration of the sheep dip and Washpool - Deferred
3. To receive details of expenditure/shortfall on purchase of hearing loop and to agree contribution (£500 has been agreed subject to sight of village hall accounts) - Deferred
4. To consider an application for funding from the Roses Theatre – Council will look at funding in the new financial year.
5. To pass a resolution to request the precept from Tewkesbury Borough Council (there is no cap on parishes for the year 17/18, the Support Grant has been cut to £112 from £278) The draft budget is therefore presented as follows:

Admin	4950	less	
Newsletter	600		200 advertising
Verges	900		350 grasscutting contribution
Subscriptions	400		
Insurance	600		
Grants	500		
Hall Hire	400		
Fees	350		
Equipment	500		
Precept			£8650 = £15.96 per annum per Band D property
Training	1000		(support grant + reserves)
Street Furniture	5000		(reserves)

The Council resolved by unanimous vote to request a precept of £8650.

6. Further to a meeting of the Staffing Committee held on 13th December to agree the recommendation to increase the clerk's salary rate to SCP 28 with effect from 1st Dec 2016 and to continue to support the clerk's Level 5 training £480

The Council agreed to the increase to SCP28 and to the training costs of £480.

11. Receive a report on location and renewal of grit bins for 17/18, purchase of planters

The Council were provided with a list of bins. Amey have lost the Council's new bin for Lye Lane. **Cllr McAnoy will check condition of bins and advise on priorities for replacement. Cllr Mrs Wood to report re: planters**

12. To consider a proposal by Gloucestershire County Council to give parishes a lead role in watercourse management

The Council discussed the proposal and agreed it did not have the resources to carry out this work. It was agreed that the County Council were responsible.

13. Information

- a. Conservation Volunteers Day rate for volunteer party is £300. Glos County Council have offered help to restore stile above Cedar Farm. Landowner has been contacted but field is tenanted.
- b. Glos County Council are consulting on their budget for 17/18 see consultations@gloucestershire.gov.uk
- c. Cheltenham Racecourse parking restrictions have been agreed – details are at www.gloucestershire.gov.uk/tros/extra

14. Date of Next Meeting

14th February 2017 – Cllr McAnoy to report on village hall title



Southam Parish Council



MINUTES (subject to agreement at the next Council meeting) of a Meeting of the Parish Council held on 14 February 2017 at 7.30pm in Southam Village Hall.

Present: Chairman Cllr K Wilcox, Vice Chairman Cllr J Grinnell, Cllrs T Winstanley, G McAnoy, P Nurden, Mrs A Wood,

Also Present: County Councillor Roger Wilson, Borough Councillor Mike Dean, 6 members of the public, Parish Clerk

1. To receive Apologies

Apologies were received from Cllr Hollaway – a written report was provided to the clerk regarding a problem with a footpath which would be investigated.

2. To receive Declarations of Interests

Cllr Winstanley declared an interest in planning matters at Noverton.

3. To agree the Minutes of the meeting held on 10th January 2017

The Minutes were agreed as a true record

4. Discuss VAS data and acknowledge guidance issued by Glos County Council

Cllr Wilcox had transferred data to a spreadsheet to share with Glos County Highways and the police, data would also be shared regarding car boot traffic. The Council acknowledged receipt of VAS guidance issued by the County Council. Funding was currently held up by receipt of a form from Legal Department which Cllr Wilson kindly offered to progress.

5. To receive and request reports from the County & Borough councillors

Cllr Wilson advised that the county council were to set a 4% increase in council tax. The county council will fund flood defences at Noverton and Priors Farm in the sum of £2,000,000. There was debate on whether there was any evidence of flood risk or whether it was more likely that Cheltenham Borough Council needed to defend the cemetery extension. Cllr Wilson stated that he would report a pothole in the Cleeve Hill road to Amey. Cllr Dean reported that Tewkesbury had agreed changes to the JCS and now awaiting Cheltenham & Gloucester's agreement. The changes would allow a 5.3 year land supply and Hou4 may then deter other development.

6. To receive reports from the Chairman and parish councillors

Cllr Wilcox had dealt with reports of foul water sewage leak at the top of Gravel Walk and a blocked gully in Old Road, he would attend to the damaged noticeboard in School Lane

ACTION KW

On behalf of the council he would be attending appeal hearing on Kayte Lane matter. Cllr Nurden reported that the Parish Plan Review Group had met. An initial review revealed that most action points had been addressed but now needed to keep focus on projects i.e. children's play area and find funding. It was also decided that a new questionnaire would be drawn up for online completion and to keep the Plan as a working document. **ACTION PN**

7. Public Adjournment

Residents commented on the increase in dog fouling, Old Road, Gravel Walk, church footpath. Cllr Wilcox to place signs at these locations. A further request would be made in the newsletter for residents to identify culprits.

ACTION KW

David Jones had kindly obtained 500 copies of the leaflet Are you Ready? Which explained actions needed for emergency planning. It was agreed that these should be distributed with the newsletter.

A resident requested that the council considers placing a seat by the bus stop in Old Road.

8. Website – to receive a report and consider expenditure from grant funding on purchase of a laptop and website changes

The parish council were very pleased with the website changes and agreed the purchase of a laptop for the webmaster with suitable software from the website grant funding. The clerk to also have further training and a scanner out of this fund. Costs of switching website provider were agreed £136.80.

9. Planning

Application: 15/01192/FUL Cleeve Dell, Haymes Drive – retrospective

Application for changes in levels of rear garden & landscaping works

No objection

Application: 17/00017/FUL Flood storage areas at Noverton Farm & Priors Farm

Objection due to the fact that no evidence of flooding resulting from this part of the hill.

Majority vote/1 abstention

Application: 17/00016/FUL Nutterswood Cottage, Nutters Wood, Cleeve Hill

Single storey rear extension

No objection

Application: 16/01431/FUL Queenswood, Prestbury – replacement dwelling

Objection – in area of outstanding natural beauty and design of the house is not in keeping with the surroundings, nor is it an attractive building.

Appeal Application 16/00417/OUT Land at Mill Lane, Prestbury

Councillors to look at previous comments and provide new issues to the clerk.

The Chairman allowed discussion of a previous application 16/01388/FUL as a front Elevation drawing now submitted.

No objection

Majority vote/1 abstention

10. Finance

1. Agree payments and bank reconciliation

Payments were agreed as follows: Newsletter £150, Admin £267.04, £16.07, £66.80
Webmaster £136.80 Bank Reconciliation £8839.01

2. Consider an application for a grant from Cleeve Common Board of Conservators towards £10,000 costs for restoration of the sheep dip and Washpool

Deferred

3. To receive details of expenditure/shortfall on purchase of hearing loop and to agree contribution (£500 has been agreed subject to sight of village hall accounts)

Further to examination of the village hall accounts and an explanation by the Treasurer it was agreed to fund in the sum of £500.

4. To consider an application for funding from the Drop In Group

The Council agreed to fund hall hire for the Drop In coffee mornings for the next financial year in the sum of £120 per annum paid to the Village Hall Committee quarterly

5. To agree grasscutting contract

The Council considered the cost increase of £5 per cut and agreed to renew the contract at £270 per cut with Mr Preece.

11. Receive a report on location and renewal of grit bins for 17/18, purchase of planters
Cllr McAnoy reported that he had checked all bins were present and recommended that the one at the top of Southam Lane is replaced. There was discussion as to whether one was needed at the bridge in Kayte Lane but whilst this was a bus route it was not thought necessary. Cllr Wood is looking for suitable inexpensive planters and it was suggested that a parishioner might be able to make these.

12. Consultations

Boundary Review & Cheltenham Plan (Part One)

Councillors advised to comment through consultation portals.

13. Date of Next Meeting & Date of Annual Parish Meeting
14th March 2017 & 9th May 2017 (with the AGM)



Southam Parish Council



MINUTES (subject to agreement at the next Council meeting) of a Meeting of the Parish Council held on 14 March 2017 at 7.30pm in Southam Village Hall.

Present: Chairman Cllr K Wilcox, Vice Chairman Cllr J Grinnell, Cllrs T Winstanley, G McAnoy, Mrs A Wood, Cllr Mrs Hollaway (also representing Tewkesbury Borough Council)

Also Present: Parish Clerk Gill Jennings, Borough Councillor Mike Dean, 6 members of the public

1. To receive Apologies

Apologies were accepted from Cllr Paul Nurden (work commitment). Apologies also noted County Councillor Roger Wilson.

2. To receive Declarations of Interests

Cllr Winstanley declared an interest in 9.2 Cllr Hollaway declared an interest in item 6.

3. To agree the Minutes of the meeting held on 14th February 2017

The Minutes were agreed as a true record

4. To receive and request reports from the County & Borough councillors

Councillor Mike Dean explained the borough ward boundary changes necessary to balance Electorate representation. Prescott parish removed from ward. Gotherington added in. He urged people to vote in the county council elections. He had attended the Kayte Lane appeal hearing and reported that the outcome might mean allow a temporary position. Councillor Hollaway had attended a Place Programme meeting in Alderton. Bishops Cleeve library is piloting a scheme which allows access with a pass when closed. The village is consulting on what facilities are needed following the large housing development.

5. To receive reports from the Chairman and parish councillors

Councillor Wilcox had reported potholes and flooding below the mushroom farm. He commented that the racecourse had consulted far too late on the traffic management. He volunteered to stand as representative to the village hall committee and requested that the council considers assisting the pantomime group with funding. Councillor Grinnell drew attention to the fact that potholes appeared to be temporarily fixed and that the holes reappeared shortly afterwards. The Council agreed that permanent surfacing would seem to be more cost effective and this would be put to the County Council. Parishioners would also be advised how to report potholes in the next newsletter,

Councillor Hollaway left the meeting having explained the ownership of the site (item 6).

6. Car Boot Sales – Additional Site

Councillor Grinnell advised that the field where a new access had been applied for would now become another site. The council were concerned that this would increase the number of weeks of car boot sales or even mean that 2 sites would operate at once. Councillor Grinnell proposed to continue monitoring the sites, Councillor Wood seconded, all in favour. The clerk had written to Laurence Robertson MP regarding the lack of traffic management and the matter had been passed on to the police and borough council.

7. Public Adjournment

A resident complained that parishioners were supposed to receive a letter from the racecourse regarding their traffic management scheme but nothing had transpired. There was no opportunity to ensure that the junction of Old Road/New Road was made safe. Clerk to write to Gloucestershire County Council

A resident asked about the planning process as she was concerned that it seemed common practice to convert garages into dwellings on Cleeve Hill with retrospective permission. Councillor Dean noted the concern and explained the process.

A resident reported subsidence in the camber of the road in New Road and rubbish dumped at the barrier top of Ratcliff Lawns.

8. Planning

Application: 17/00072/FUL Fiddington AD plant

The Council debated the positive and negative effects of the plant and agreed that it would not impact directly on Southam, whilst there was no clear collective opinion no comment would be offered.

Application: 17/00127/FUL Suncroft Lane – demolition of single storey and replacement double storey and new entrance hall

No Comment.

9. Finance

1. Agree payments due to date and check expenditure against budget headings
Postage £11.75, email hosting £92.27, Admin £267.04, HMRC £66.80, Laptop £329.99

2. Consider an application for a grant from Cleeve Common Board of Conservators towards £10,000 costs for restoration of the sheep dip and Washpool

The Council debated this matter at length and agreed to put an item in the newsletter asking Parishioners to contribute direct.

3. Agree cost of new grit bin 285litre £109 (top of Southam Lane)

The purchase of a green bin was agreed.

4. Consider cost of seat and installation (Old Road) Timber £420 or Polyurethane £570

The Council would consider whether there was sufficient room to install before proceeding.

5. Agree appointment and costs of Independent Internal Auditor

The Council agreed to appoint Peter Newman at the cost of £55.

6. Agree renewal of insurance £478.70 (April)

The Council agreed the renewal of insurance on the 3 year fixed contract terms. The laptop would be added and any premium difference advised.

7. Agree renewal of subscription to GAPTC £270.23 (April)

The Council agreed to renew the subscription.

8. Consider cost of planters – steel £515, cast iron £875, wooden £305

The Council agreed to consider purchasing one planter for Noverton and one for Southam having checked the locations were acceptable to County Highways.

10. Review Risk Assessment & Asset Register

The Council reviewed the risk assessment and it was agreed.

The Council reviewed the asset register and approved the changes, adding in the new laptop

11. Consultations

Opinions are invited on the Housing White Paper, in the meantime Tewkesbury Borough Council have published their Housing Strategy

These consultations were noted.

12. Date of Next Meeting & Date of Annual Parish Meeting
11th April 2017 & 9th May 2017 (with the AGM)



Southam Parish Council



MINUTES (subject to agreement at the next Parish Council meeting)
of a Meeting of the Parish Council held on 11 April 2017 at 7.30pm in Southam Village Hall.

Present: Chairman Cllr K Wilcox, Vice Chairman Cllr J Grinnell, Cllrs T Winstanley, G McAnoy, P Nurden, Mrs A Wood, Cllr Mrs Hollaway (also representing Tewkesbury Borough Council)

Also Present: Clerk Gill Jennings, County Councillor Roger Wilson, Borough Councillor Mike Dean, 19 members of the public

1. To receive Apologies

There were no apologies

2. To receive Declarations of Interests

Declarations of interest received from Cllr Hollaway (joint landowner item 6), Cllr Winstanley (planning item 17/00313/FUL neighbour)

3. To agree the Minutes of the meeting held on 14th March 2017

The Minutes were proposed by Cllr Grinnell, seconded Cllr McAnoy, all in favour.

4. To receive and request reports from the County & Borough councillors

County Councillor Wilson recommended residents to use their vote in the forthcoming elections. Borough Councillor Dean reported that the appeal hearing on Kayte Lane had been dominated by the appellant's legal representation and had been allowed temporarily for a 5 year period. The Borough Solicitor keen to challenge but counsel being consulted as to chances and costs. **Residents asked Cllr Dean to find out whether the site could be occupied immediately.**

5. To receive reports from the Chairman and parish councillors

Councillor Wilcox reported on behalf of the village hall committee that their AGM would take place on the 25th April and that this year improvements would be carried out to the hall. Cllr McAnoy reminded councillors to attend the bank so that the deeds could be viewed. Councillor Hollaway reported that the Cleeve Conservators were trying to introduce a licence for professional dog walker and prevent drones operating on the hill.

Councillor Hollaway left the meeting.

6. Car Boot Sales – Additional Site

Update on activity and correspondence

Correspondence ongoing through MP and police. The police had advised they could not control the traffic and that they only did so on race days due to the fact they were engaged by the organisers. They confirmed that the traffic on Saturdays and Sundays equalled rush hour and event days. They were looking at data on traffic speeds. Cllr Grinnell reported that 7 out of 8 sales had been held on the new site and an additional site had started at Manor farm. He needed volunteers to assist monitoring and wanted to know whether racecourse parking was also counted as an event as this increased the usage.

Councillor Hollaway rejoined the meeting.

7. Public Adjournment (15 minute interval, 3 minutes each on any item on the agenda)
Mr Everett, architect 17/00303/FUL, was present to explain the plans in more detail. Residents expressed annoyance at the thoughtless close proximity of the car boots sales allowed by landowner Patti Pope, with cars and vans parking right up to their garden boundaries causing a loss of privacy and noise nuisance. Not a car boot sale in the true sense, more like a fairground. **Cllr Dean was asked to request the borough council to introduce a code of practice for the sales, such as was employed by other councils/trading standards.**

A resident expressed concern that 17/00368/FUL would set a precedent for anyone on Cleeve Hill to change the use of garages to holiday lets and therefore increase the urbanisation of the hill.

8. Planning & Consultations

Applications: 17/00303/FUL Sunset, Sunset Lane demolition of existing house and erection of 2 storey, 5 bedroom contemporary dwelling – **This was debated and council agreed to object due to the loss of character in the AONB and increased footprint.**

17/00275/FUL Berryhead Cleeve Hill – single storey extensions, dormers and amendments to garage – **This was supported as being an improvement.**

17/00239/FUL Newlands Park new artificial grass pitch and associated additions – **No objection but council would like to see better control of signage.**

17/00256/FUL Woodlands, Queenwood Grove, rear single storey extension – **No objection.**

17/00368/FUL Bridlecroft, Lye Lane – COU Workshop to Holiday Let – **The council debated the way in which planning was being obtained by stealth and the lack of planning enforcement to the original changes. The council agreed to object.**

17/00313/TPO 1 Bula Way – tree works – **No objection.**

Decision: 15/01192/FUL Cleeve Dell landscaping & levels PERMIT

Festival Debrief 3rd May 12.30 – to appoint a council representative to attend – Cllr McAnoy agreed to attend and asked residents to advise him of any concerns.

9. Finance

1. Agree payments due to date

**Payments for April were agreed: Postage £7.36, Admin £267.24, HMRC £66.60
GAPTC £270.23, Insurance £482.83, Printer/Scanner £156.76**

2. Agree payments and receipts to year end and account balance at 31st March 2016

Payments to 31st March £10161.53 & Receipts £11059.64 were agreed.

The account balance of £12101.12 was agreed.

3. Agree renewal of insurance with amended premium from £478.70 to £483
This was agreed.

4. To consider a grant request from the Southam Childrens Group **There was insufficient information available but in principle the council were keen to support.**

10. Date of Next Meeting

9th May 2017 (AGM & Annual Parish Meeting)



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Annual General Meeting** of the Parish Council held on 9th May 2017 at 7pm in
Southam Village Hall.

Present: Chairman Cllr K Wilcox, Vice Chairman Cllr J Grinnell, Cllrs T Winstanley, P
Nurden, Mrs A Wood

Also Present: Clerk, 17 members of the public, County Councillor Roger Wilson

Councillors re-affirmed their willingness to hold office by signing Declarations of Acceptance.

1. To receive Apologies

Apologies were accepted from Councillor Hollaway and Councillor McAnoy
Councillor Dean had forwarded his apologies

2. To receive Declarations of Interests

There were no declarations of interest

3. To appoint a Chairman

Cllr Nurden proposed, Cllr Winstanley seconded that Cllr Wilcox be appointed. All in favour.

4. To appoint a Vice Chairman

Cllr Wood proposed, Cllr Nurden seconded that Cllr Grinnell be appointed. All in favour.

5. To agree the Minutes of the meeting held on 11th April 2017

The Minutes were agreed as a true record by unanimous vote.

6. To appoint representatives to external committees

The following appointments were made by unanimous vote:

Village Hall Committee – Cllr Wilcox

Cleeve Conservators – Cllr Winstanley, Cllr Hollaway

Cory Liaison Group – Cllr Wood

Chartered Parishes/Parish Liaison – Cllr McAnoy

Staffing Committee – Cllrs. Nurden, McAnoy, Grinnell, Wilcox

7. To make an annual governance statement with reference to the 2016-17 accounts.

The council considered the statement and confirmed the affirmative responses. The council
chairman and clerk signed the approval.

8. To receive draft unaudited accounts, internal auditors report and approve the
accounting statements 2016-17

The draft accounts were circulated by email. Cllr McAnoy was not present to give his report
as council auditor but had given verbal approval to the clerk. The independent internal
auditor had examined the accounts earlier in the day and had completed the audit report.
The accounts were proposed for approval by Cllr Nurden, seconded by Cllr Grinnell. All in
favour. The accounting statement was completed by the clerk and signed by the Chairman
as approved.

9. To confirm that the council's governing documents are up to date and appropriate
The council were in unanimous agreement that the documents were up to date and appropriate.

10. To confirm that the council is eligible to use the General Power of Competence
The council confirmed that there have been no changes which would affect the council's eligibility.

11. To agree the dates and times of meetings for the next 12 months.
It was agreed to hold 12 meetings on every second Tuesday of the month at 7.30pm.

12. To agree any payments due
Admin expenses £3.79 (stationery), £267.24 were agreed.

13. To consider any planning applications
17/00439/TPO – No objection
17/00425/FUL – No objection
17/00409/FUL – No objection

14. To consider a grant application from the Southam AmDram Group
The application for assistance towards rehearsal costs was considered and the council agreed by unanimous vote to award £50.

The meeting was closed for the Annual Parish Meeting at 7.30pm



Southam Parish Council



MINUTES of the ANNUAL PARISH MEETING held at 7.30pm on 9th May 2017

Present: Chairman Cllr K Wilcox, Vice Chairman Cllr J Grinnell, Cllrs T Winstanley, P Nurden, Mrs A Wood

Also Present: Clerk, 19 members of the public, County Councillor Roger Wilson

1. Welcome from the Chairman and Annual Report

The meeting opened with refreshments and a welcome from Cllr Kevin Wilcox. He thanked fellow councillors and the clerk for their support over the last year. A special mention to Cllr Wood for providing a splendid display of tulips for everyone to enjoy. The council were very grateful to Borough Councillor Dean and County Councillor Roger Wilson for keeping the parish council up to date and for showing an interest in parish matters. Also thanks to David Jones for updating the website and facebook, Edna Smith for organising and distributing the newsletter with her team, Wayne Morgan for his facebook contributions which all kept communication flowing. Representatives of the council were continuing to contribute to group activities with other willing volunteers such as the Village Hall Committee and Cleeve Conservators and were joined in their efforts by the footpath wardens and litter pickers. Gordon and Andrew Sullivan deserved a special mention for their maintenance of the flower bed by the war memorial which had received the attention of Gloucestershire Echo. Drop-In continue to meet on the 2nd and 4th Wednesday of the month. Special thanks to the volunteers who monitor the activities of carboot sales.

At last year's meeting the Tythe Barn was discussed and it was pleasing to note that the property is now undergoing some restoration work. The new bus service was relatively new at that time.

2. County Councillor's Annual Report

A written report was circulated. Cllr Wilson was pleased to have been re-elected and gave his thanks for the support received. He urged residents to make use of the bus service so as not to lose it. In answer to a question he advised that the increase in the rate would help improve adult social care with domiciliary support and prevent a shortage of hospital beds.

In answer to a question he responded that the £150 million pledged to improve the roads would help reduce the backlog of road repairs in the county and it was the intention of the County Council to resurface rather than patch the roads.

3. Borough Councillors Annual Report

Councillor Dean had provided a written update on a planning matter but discussion was deferred by the Chairman until the Councillor was present at the next meeting.

4. Reports from Cleeve Conservators & Village Hall Committee & Neighbourhood Watch

Cleeve Common Board of Conservators - Cllr Winstanley reported that the 1894 Act governing the common was not ideal and the Board and other organisations were trying to

get this updated. The Cleeve Common Board of Conservators intend to change that title to Cleeve Common Charitable Trust. Board meetings are not always well attended but public communication is being improved with an updated website and facebook, information & noticeboards. Scrub clearance is continuing with sheep and cattle grazing to improve the grassland. There is occasional vandalism and irresponsible dog ownership causes a problem. The Board's finances are healthy with income from the golf club, grants and farm payments and are published on the website.

Village Hall Committee - Cllr Wilcox reported that there have been two resignations from the committee which were soon filled. Events have included a folk night, pub nights, festive frolic, pantomime. The committee have purchase new crockery and a storage shed. There are plans for a new noticeboard, curtains and wi-fi.

Neighbourhood Watch – There was no report available. Councillors were concerned that activity was dropping off and would arrange a meeting with the co-ordinator.

5. Review of the Parish Plan Report

Cllr Nurden would publish a report on the website and invited parishioners to become involved or offer suggestions.

6. Discussion of Diversion of ASM25 Bentley Lane

The Council invited comment on the proposed diversion and it was asserted that this diversion meant taking the bridleway back to its original position. The diversion back to a wider more accessible bridleway was welcomed and parishioners were urged to send in their own comments. The Council would confirm their approval of the diversion.

7. Parishioners suggestions & questions

A resident asked that a bag of builder's sand dumped by the barrier be reported to County Highways as an obstruction. The footpath from the kissing gate was overgrown with saplings which needed cutting back.

A resident commented that the police were never seen.

A resident asked that it was noted in the minutes that no report was available from the Borough Councillors and that the Borough Council have been asked to consider making a policy on car boot sales either a code of practice or byelaw and that this is followed up with a letter to the Chief Executive. The council agreed to action and bring forward on the agenda.

A resident asked if there was a possibility of cycle paths in the village. Cllr Winstanley reported that the steam railway and Sustrans are in discussions about platform 2, a new bridge and cycle link although this was an aspiration for the future.

A resident suggested that more people use the website for information although it was agreed by the meeting that the newsletter reached more people.

The meeting was closed at 9pm



Southam Parish Council



MINUTES (subject to agreement at the next Council meeting)

Of a meeting of the Parish Council held at 7.30pm on the 13th June 2017 in Southam Village Hall.

Present: Chairman Kevin Wilcox, Vice Chairman Jeff Grinnell, Cllrs. Anna Hollaway (also representing Tewkesbury Borough Council), Gordon McAnoy, Adrienne Wood, Tim Winstanley

Also Present: Borough Councillor Mike Dean, Clerk Gill Jennings, 10 members of the public

1. To receive apologies

Apologies were received from County Councillor Roger Wilson. Apologies were accepted from Cllr Paul Nurden (work commitments).

2. To receive declarations of interest

Councillor Hollaway declared an interest in 4a. and left the meeting during the discussion

3. To agree the minutes of the 9th May 2017 –AGM & Annual Assembly

The Minutes were agreed in their entirety by unanimous vote

4. Matters carried forward :

a. Car Boot Sales – Mike Dawson CEO of Tewkesbury Borough Council is investigating what Powers are available (if any) to restrict the number of sales in any one area. He is supportive of concerns. – Cllr Grinnell provided a plan of sites and is continuing to monitor use. A response will be chased for the next meeting.

b. Kayte Lane – Councillor Dean reported that conditions of the Appeal had not yet been discharged. The Council's challenge to the Appeal Decision was not defended by the Secretary of State or Appellant. May be moved to a public inquiry or further hearing under a different planning inspector.

c. Planters & VAS – The clerk confirmed that the County Council would require photographs of the location of planters for approval. **It was agreed to proceed with the purchase of 2 planters @ £875 each with addition of lettering.** The VAS had now been delivered and checked.

An agreement with the County Council was signed by the Chairman and payment would now be sought from the Crime Commissioner. **Action: Posts to be installed.**

5. Receive reports from County/Borough/Parish Councillors

Cllr Dean objected to criticism in Annual Parish Minutes – his ability to respond to matters rested on having the information available. He left the meeting. Cllr Hollaway reported that the Borough Council now had a new leader, David Waters, with Rob Bird as Deputy. She had attended the traffic management meeting at the racecourse at which most neighbouring parishes seemed satisfied with the new management arrangements. The steam railway was well used and there had been 400 helicopter landings. She had attended the Dormans site visit, it transpired that it was regarded as parkland due to its former connection with the Hayes.

She had reported a fire at the rugby club which had caused a great deal of smoke and asked that she was kept informed of any further fires.

Cllr Wilcox reported that a resident had made a complaint about damage to a wall at the bottom of Lye Lane although this appeared to have been caused by movement from within the garden. He reported that the village hall committee would be purchasing a projector which could be connected to a laptop for presentations, viewing applications etc.

Councillor Wood had attended a meeting at the White Hart Inn concerned with the Tour of Britain. The Tour will come down Southam Lane on the 9th September and it is hoped that every village will welcome it with banners etc.

Councillor Winstanley reported that the public can access a great deal of information about Cleeve Hill on the website <https://www.facebook.com/cleevecommon/>

6. Planning

16/00417/OUT Land at rear of Dormans, Mill Lane – Appeal Hearing 13/6/17 - ongoing

17/00463/FUL Snowdrop Lodge, Lye Lane – Replacement Conservatory & Orangery – No objection

17/00470/MAS Arqiva Transmitting Station Cleeve Hill – Back Up Generator – No objection but applicant should tidy the site.

7. Public Adjournment

Residents reported overhanging vegetation in Gravel Walk and saplings growing in the brook, flooding around the drain at the bottom of Sunset Lane, overhanging vegetation across steps down to Old Road, the steps covered in moss etc and a slip hazard, overhanging vegetation on the pavement Cleeve Hill Road where gutters also need clearing, SLOW signs on road top of Cleeve Hill and Old Road invisible, willow tree overhanging pavement on corner of Old Road/School Lane.

8. Neighbourhood Watch – discussion and invitation to take part

David Byrne, co-ordinator, had reported that a replacement was needed and it was considered by the meeting that further lookouts would be useful. Villagers would be invited to take part through an article in next parish magazine.

9. To agree payments and cashbook entries

Payments were agreed: HMRC £166.92, Grasscutting £324, Newsletter £150, VAS £1940.62, Admin £266.84, £64.37, Audit £55, Postage £6.72.

10. Next meeting date and items for discussion

11th July 2017



Southam Parish Council



MINUTES (subject to agreement at the next Council meeting)
of a meeting of the Parish Council held at 7.30pm on the 11th July 2017 in Southam Village Hall.

Present: Vice Chairman Jeff Grinnell, Cllrs. Anna Hollaway until item 4, Gordon McAnoy, Adrienne Wood

Also Present: County Councillor Roger Wilson, Parish Clerk, 14 members of the public

1. To receive apologies

Apologies were accepted from Cllrs Wilcox, Winstanley, Nurden

2. To receive declarations of interest

There were no declarations of interest

3. To agree the minutes of the 13th June 2017

The Minutes were agreed by unanimous vote as a true record.

4. Matters carried forward :

- a. Car Boot Sales – Response from Tewkesbury Borough Council (if any)

No response to date. Monitoring still ongoing. Last 2 sales at Manor Farm have caused traffic congestion.

- b. Kayte Lane – pending

5. Receive reports from County/Borough/Parish Councillors

Cllr Roger Wilson stated that an Ofsted inspection had found Childrens Services inadequate due to the process it followed, staff members have left. There are not enough social workers. County councillors are parents in care and responsible for what happens. The situation will be reviewed but currently in the hands of experts.

Cllr Hollaway reported that Woodmancote PC have created an emergency plan and have offered to help Southam PC. (Parish Plan Group to follow up). Cleeve Common Trust will be the new name of the Board of Conservators. Rare plants and species have recently made an appearance on the common.

6. Planning

Decisions:

17/00463/FUL Snowdrop Lodge, Lye Lane – Replacement Conservatory & Orangery – Permit

16/01208/FUL - Cockbury Court Manor Cockbury CourtWinchcombeCheltenham – Permit

Consultations:

17/00643/FUL Gaybrook House, Lye Lane, Single Storey Garden Room – The Council objected to overdevelopment of the site, the garage looks like a potential separate dwelling.

17/00603/FUL - Applegate Southam Lane Southam Cheltenham – habitable accommodation

The drawings were impossible to follow.

17/00611/LBC - Byways Gravel Walk Southam Cheltenham – Replace existing garage – No objection

7. Public Adjournment

Cllr Wilson was asked if Childrens Services would be re-inspected – there will be a review every quarter.

Resident reported that they did as much as possible to maintain Gravel Walk, vehicles parking on the kerb at the top were causing it to dip. **(Action Clerk)**

Resident claimed that not all planning applications were accompanied by a clear site plan showing proximity to neighbours.

Overhanging hedge at 8 The Close **(Action Cllr Grinnell)**

Would Parish Council ask Tewkesbury Borough Council if they will be fully represented at next hearing re Kayte Lane site? **(Action Cllr Grinnell)** 2 vehicles currently parked across entrance.

Resident requested information on local road improvement schemes and whether possible to update the council. Cllr Wilson believes this is done.

Lye Lane road surface dangerous. Leak outside Trindless is likely to be a Spring **(Action Clerk)**

Resident disappointed that bag of sand by the barrier had not been removed by fly-tipping crew. (Reported to TBC)

8. To agree payments

Admin £267.04, HMRC £66.80, Grasscutting £324, Insurance £504.55, CPRE £36

9. Highways Satisfaction Survey/TU Pay Claim - Council response

Councillors had not prepared responses to the survey.

Regarding the TU Pay Claim Cllr Grinnell felt this was a political exercise and no need to comment. This was agreed by Council.

10. Topics for/and attendance at:

Town & Parish Seminar 20th Sept 5.30pm, Gloucestershire – Cllr McAnoy
Chartered Parishes Group 6 Sept 7pm Cllr McAnoy
Parish Walkabout Cllr. Grinnell, Cllr Hollaway

11. Next meeting date and topics for discussion

8th August 2017 – bench by bus stop
work for lengthsman



Southam Parish Council



MINUTES (subject to agreement at the next Council meeting)
of a Meeting of the Parish Council held on 8th August 2017 at 7.30pm in Southam Village Hall.

Present: Chairman Cllr K Wilcox, Cllrs T Winstanley, G McAnoy, P Nurden, Mrs A Wood, Mrs A Holloway (also representing Tewkesbury Borough Council)

Also Present: Parish Clerk, Borough Councillor Mike Dean, 9 members of the public

1. To receive Apologies

Apologies were accepted from Cllr Grinnell and received from Cllr Wilson

2. To receive Declarations of Interests

Cllr Holloway declared an interest in item 4 (car boot sales)

3. To agree the Minutes of the meeting held on 11th July 2017

The Minutes were agreed as a true record

4. Matters Arising:

Car Boot sales – response from Tewkesbury Borough Council indicates that there is no other licensing action they can take other than that which arises under planning law which allows for 14 days per site. This information was noted. There was further debate under item 7. **Council agreed to write to Tewkesbury Borough Council CEO.**

Kayte Lane site – response from Cllr Dean as at 20Jul “the council (TBC) has challenged the appeal decision determined by the Inspector on 10th April 2017. M.P. has supported this challenge. Sec of State office and Mr Smith's team are not contesting the challenge. The appeal will have to be re-determined and the inspectorate will seek the views of both parties as to what form this should take, ie: written reps, informal hearing or public enquiry. The level of legal representation will be appropriate. **This information was noted.**

Highway Matters – all passed to GCC Amey for action – **steps to Old Road already cleared, slow signs repainted and other items are being attended to**

Bag of Gravel – **residents advised to report as fly tipping to Tewkesbury Borough Council**

Work for lengthsman –**work as previously with the addition of clearance of footpath from New Road was suggested**

5. To receive and request reports from the County & Borough councillors

Cllr Dean reported that the JCS inspector is now on holiday during which time his council are revising policy wording. Excess housing may come to service centres. The JCS will be adopted in December.

Cllr Holloway has attended the Place Programme and reported that parkland may be returned to open grassland in some areas to save grasscutting and increase biodiversity. She reported that the Deputy Chief Executive had enjoyed a tour of Cleeve Hill.

6. To receive reports from the Chairman and parish councillors

- Report on Title Village Hall grounds – now seen and to be shared with councillors (Action Chairman)

- Bentley Lane – request for evidence – councillors and residents were encouraged to share their recollections

Cllr Wilcox requested volunteers to help clear weeds from the pavements in readiness for the Tour of Britain on 9th September.

As a representative of the Village Hall Committee he reported that the hall roof has been surveyed and shows some sign of movement. Iron gates & curtains are being replaced. The path to the hall is being levelled.

7. Public Adjournment

A resident complained about the speed of traffic through the village. Overhanging hedge outside Villers, School Lane was reported

8. Planning

Applications:

17/00767/FUL – 2 Sunnyside, Spring Lane, 2 storey extension and single storey extension, detached garage and driveway – no need to change driveway, drawings seem to suggest sub-division of the property

17/00741/FUL – Springfield House, Cleeve Hill – new attic & porch, windows and bi-fold doors – confusing drawing but no objection

17/00681/FUL – Whiteshill – Mill Lane – single storey extension, canopy to swimming Pool – out of keeping with neighbouring properties and does nothing to enhance the AONB

9. Finance

1. Agree payments and bank reconciliation

Payments were agreed: Admin £267.04 HMRC £66.80, Village Hall £250, EES £150, Planters £2574, Grasscutting £324, Grit Bin £130.80

Bank balance was reconciled at: £11530.64

2. 1st Monitoring Report – PCC

Clerk would complete this. VAS was up and running, data being downloaded. A recipient for data to be identified.

10. Choose location for planters and agree installation

One at Noverton View and the other at Ratcliffe Lawns, councillors and resident volunteers to install base before installation. Cllr Wilcox would provide soil. Cllr Wood would plant up. (A budget for plants to be discussed)

11. Consider location of a new bench, agree an application to County Highways and costs

A scan of the suggested location would be required to check for underground cabling.

Cllr Winstanley would provide the contact details of a contractor. The council authorised a budget up to £550 for the purchase of a bench. Clerk to make application to GCC.

12. Consultations

Response to Highways Customer Satisfaction Survey

Footpaths & overhanging vegetation rarely attended to, potholes given temporary dressing which is not sufficient, work by utilities needs inspection and rectification.

13. Date of Next Meeting

12th September 2017



Southam Parish Council



MINUTES (subject to agreement at the next Parish Council meeting) of a meeting of the Parish Council held on 12th September 2017 at 7.30pm in Southam Village Hall.

Council Members: Chairman Cllr K Wilcox, Vice Chairman Cllr J Grinnell, Cllrs T Winstanley, G McAnoy, P Nurden, Mrs A Wood

Also Present: Parish Clerk, Borough Councillor Mike Dean, County Councillor Roger Wilson
7 members of the public

1. To receive Apologies

Cllr A Hollaway (attending Borough meeting)

2. To receive Declarations of Interests

There were no declarations of interest

3. To agree the Minutes of the meeting held on 8th August 2017

The Minutes were agreed as a true record

4. Matters Arising:

Car Boot sales – response from Tewkesbury Borough Council – A planning officer will attend a future meeting of the Parish Council to explain action to be taken. In the meantime activity monitored has shown that the site opposite Newlands has been over-used.

Planters – progress with installation – Cllr Winstanley and Cllr Wilcox to arrange installation. Clerk to contact Blooms and GE to enquire about sponsorship of plants
Installation costs – bench – Council authorised a budget of up to £900 for the purchase of the bench and installation.

5. To receive and request reports from the County & Borough councillors

Councillor Wilson advised that Richard Waters leaving the council for another position. A new appointment to be made shortly. Cllr Dean reported that funding a full-time Envirocrime Warden had not found favour with the parish councils. He advised that a modular housing scheme may be piloted in Winchcombe to speed up supply of housing.

6. To receive reports from the Chairman and parish councillors

Cllr Wilcox reported that the Tour of Britain cycle ride had been well attended. He had installed the new grit bin and reported fly tipping in New Road layby. A new path has been laid up to the village hall, new curtains and wi-fi installed. Iron gates will shortly be replaced with wooden ones. Cllr Grinnell met with Tewkesbury Borough Council officer on village walkabout and discussed issue of central reservation on Cleeve Hill road, footpath to Bishops Cleeve, and speed of traffic. Cllr Winstanley reported anti-social behaviour on the track at Queenswood Grove. Cllr McAnoy had attended the Chartered Parishes meeting which had provided information on Fastershires broadband.

7. Public Adjournment

Residents reported: firework noise from Ellenborough Park, query whether safe for pets. Speed of traffic in Old Road, parked cars getting clipped.

8. Planning

Applications:

17/00239/FUL Newlands Park – Floodlighting 8.30am – 10pm Monday to Sunday

Objection 9pm finish would be ore acceptable

17/00759/FUL Woodlands, Queenswood Grove rear and side extensions

No objection

15/00969/FUL Land at Kayte Lane – comments invited on appeal

Comments renewed and highways issues highlighted

Decisions:

16/01322/LBC Ellenborough Park – Internal & External alterations – Consent

17/00643/FUL Gaybrook House – Garage & carport – Permit

17/00680/FUL Ashridge, Southam Lane - Extensions – Refuse

16/00417/OUT Appeal Land at Mill Lane - Dismissed

9. Finance

1. Agree payments and bank reconciliation

Payments: Grasscutting £324, Admin £267.04, Audit Fee £120 ICO Registration £35

10. Data Protection

Change to legislation from March 2018 – Clerk explained need for privacy statement, appointment of data controller and will investigate training with GAPTIC

11. Date of Next Meeting

10th October 2017



Southam Parish Council



MINUTES (subject to agreement at the next Council meeting) of a Meeting of the Parish Council held on 10th October 2017 at 7.30pm in Southam Village Hall.

Present: Chairman Cllr K Wilcox, G McAnoy, Mrs A Hollaway (also representing Tewkesbury Borough Council) during item 7.

Also Present: Parish Clerk, Borough Councillor Dean, 8 members of the public

1. To receive Apologies

Apologies were accepted from Cllrs. Grinnell, Nurden, Winstanley, Wood
Apologies were received from County Councillor Wilson

2. To receive Declarations of Interests

Cllr Hollaway declared an interest in item 8.

3. To agree the Minutes of the meeting held on 12th September 2017

There was no decision on this matter whilst the Council was not quorate.

4. Matters Arising:

Planters/bench – progress with installation – pending works

5. To receive and request reports from the County & Borough councillors

Cllr Dean reported that he had attended a Police Seminar. Members of the public could access crime figures from the local constabulary website although there was some debate about whether these were accurate. The Hearing into the Kayte Lane traveller site will be at 10am on the 7th November and Counsel has been appointed. The Cotswolds Conservation Board are running rural skills courses and want to make the Cotswold AONB into a National Park. The National Park would become the local planning authority.

6. To receive reports from the Chairman and parish councillors

Cllr Wilcox reported that the VAS have been updated and Neighbourhood Watch leaflets and cold caller signs available for distribution. Villagers are invited to help with a village tidy up on the 21st October.

7. Public Adjournment

A resident commented that there were 7 car boot signs in Southam Lane during the weekend. A resident asked for consultation about positioning of planters. A resident had reported the bag of sand at the top of Ratcliff and the Council had attended but had not taken it away. **Cllr Wilcox to drop a letter into the resident.**

Councillor Hollaway joined the meeting.

8. Planning

Applications:

17/00689/FUL Whiteshill, Mill Lane, Prestbury- reduced scheme, pitched roof

17/00928/FUL&929/LBC Tithe Barn – Shelter shed to holiday let

17/00960/FUL Queenwood House, Queenwood Grove, Prestbury – Replacement Dwelling

The applications were noted without comment due to the Council not being quorate on this item.

Decisions:

17/00409/FUL Land at Cleeve Business Park – storage yard and parking - PERMIT

Planning Seminar 1st November 2017 - Cllr Wilcox and Cllr McAnoy would attend.

9. Finance

1. Agree payments and bank reconciliation

Admin £267.24, £66.60 & £51.50, Royal British Legion £35, ICO £35, Newsletter £120 were agreed. The Bank Balance of £7395.93 was agreed.

2. Consider support to Children's Xmas Party

The Council agreed a £50 grant to support the Christmas Party.

10. Remembrance Day Parade

Discuss arrangements – The Parade would commence from the Village Hall at 3pm. Cllr Wilcox/RBL to leaflet residents to advise of road closure. **Road closure signs/cones to be erected by Cllr Wilcox**

Date of Next Meeting - 14th November (Litter bin for Cleeve Hill)



Southam Parish Council



MINUTES (subject to agreement at the next Council meeting)

of a Meeting of the Parish Council held on 14th November 2017 at 7.30pm in Southam Village Hall.

Present: Chairman Cllr K Wilcox, Vice Chairman Cllr J Grinnell, Cllrs T Winstanley, P Nurden, Mrs A Wood, Mrs A Hollaway (also representing Tewkesbury Borough Council)

Also Present: Clerk, County Councillor Roger Wilson, Borough Councillor Mike Dean, 12 members of the public

1. To receive Apologies

Apologies were received from Cllr McAnoy

2. To receive Declarations of Interests

There were no declarations of interest

3. To agree the Minutes of the meeting held on 10th October 2017

The Minutes were agreed as a true record

4. Matters Arising:

Planters – progress with location/installation – locations were agreed in Noverton/ top of Southam Lane

Council to consider cost alternatives of benches – Costs for wooden benches £160 included installation, metal benches £240 plus installation. The Council agreed to purchase 1 metal bench for Old Road bus stop.

5. To receive and request reports from the County & Borough councillors

Cllr Wilson reported that Owen Parry was appointed as temporary stakeholder manager and a new postholder would start in the New Year. At that time a meeting would be arranged with the PC to discuss a central reservation and speed limits.

Cllr Dean reported final modifications to JCS are now in for final agreement by the 3 councils. HOU4 will be superseded by SD11.

Online forms were becoming popular method of communication.

6. To receive reports from the Chairman and parish councillors

Planning Seminar 1st November 2017 - feedback – (KW/GM) Not attended due to other commitments

Cllr Winstanley reported Cleeve Common Trust completing work to the washpool. Cattle have been moved to the butterfly reservation. Sheep are late leaving the common.

Cllr Grinnell reported between Jul-Sept 13 sales on Kayte Lane site, 16 on Manor Farm, 10 on New Rd since October, not hopeful that this will help in discussions with Tewkesbury Borough Council as they do not like the method of recording keeping

7. Public Adjournment

Resident complaint re: ASM16 footpath blocked and stiles needing attention

Resident wanted details of Bentley Lane appeal

Resident complaint: dog mess in village centre/Gravel Walk

Resident concerned that asphalt moved onto Kayte Lane site and enquired whether MP would get involved in getting a decision by the Secretary of State instead of the Planning Inspector

8. Consider requesting Air Quality Testing – Cleeve Hill Road

Clerk to investigate whether there is a cost/criteria

9. Planning

Applications:

17/01108/FUL Two storey & single extensions, demolish garage and replace with Two storey garage. The Willows, Cleeve Hill – No objection

17/00893/FUL Single storey extensions, dormer to front, amendments to garage Berryhead, Cleeve Hill - No objection

Decisions:

17/00303/FUL Sunset, demolition and replacement – Refused

17/00928/FUL/LBC Tithe Barn – conversion of shelter shed to holiday let – Permitted

17/0127/FUL Suncroft –Demolition of single storey extrn & new double storey extrn.

New porch – Permitted

17/00767/FUL 2 Sunnyside, Spring Lane, Extension & new garage & driveway – Permitted

Appeal – Kayte Lane – update –Cllr Wilcox had attended the Appeal Hearing and believed it to be more balanced discussion.

10. Finance

1. Agree payments – Hall Hire Christmas Party £35, Admin 267.04 & £66.80

2. Consider cost of litter bin – Cleeve Hill - £373.03 installed – This purchase was authorised by majority vote but the Council agreed not to replace the bin in the future if it was vandalised.

11. Information

Ward Boundary changes available at www.lgbce.org.uk do not affect Southam

Date of Next Meeting - 12th December

Councillor Winstanley tendered his resignation as councillor.



Southam Parish Council



MINUTES (subject to agreement at the next Council Meeting)

Of a meeting held by the Staffing Committee at 6.45pm in Southam Village Hall, Southam:

Present: Chairman Cllr Wilcox, Vice Chairman Cllr Grinnell, Cllr Nurden, Clerk Gill Jennings

The Councillors appraised the clerk's performance over the last 12 months and were satisfied with the work undertaken. The clerk has now passed Community Governance Level 5 and in recognition of this the Council recommended an increase to SCP29 from 1st January 2018.

This meeting was adjourned for the public meeting.

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MINUTES (subject to agreement at the next Council meeting)

Of a meeting held by the Parish Council at 7.30 pm in Southam Village Hall, Southam

Present: Chairman Cllr Wilcox, Vice Chairman Cllr Grinnell, Cllr Nurden, Cllr McAnoy

Also Present: Annette Roberts (Senior Planning Officer Tewkesbury Borough Council)

9 members of the public, Parish Clerk

1. To receive Apologies

Cllr Hollaway and Cllr Wood, Cllr Dean were unable to attend
Cllr Wilson (Glos County Council) also gave apologies.

2. To receive Declarations of Interests

There were no declarations of interest

3. To agree the Minutes of the meeting held on 8th November 2017

The Minutes of the 8th November were proposed by Cllr Grinnell, seconded by Cllr Nurden and carried by majority vote

4. Car Boot Sales – Planning/Legal position explained by Annette Roberts (Tewkesbury Borough Council) & questions from parish councillors only

Annette explained the legislation that allowed protected development rights for 14 markets per annum on agricultural land. Having investigated and taken evidence a planning contravention notice had been served on landowners to initiate investigation although she stated that only 10 markets had been held with another 4 to go. Evidence submitted by the parish council appeared to have been missed even though it was discussed at length directly with the officer concerned. The Borough Council can remove rights with an application to the DCLG but this has to show there has been demonstrable harm to highway safety or residential amenity and removal of the rights does not necessarily mean the Borough Council would not grant planning permission. The evidence on car boot controls by other councils was considered to be a method of providing guidelines to traders and was not a method of enforcement stated Annette.

Cllr Grinnell provided Annette with a report on car boot activity over the last 2 years. She acknowledged she had already been provided with a map showing the site locations.

5. Public Adjournment

1 question per person up to a maximum of 3 minutes each

A resident asked when ASM16 will be reopened and the stiles restored to an acceptable condition. A resident explained that the Ramblers Association are pressing for the gates to be removed from Bentley Lane in advance of the Planning Inspectors decision.

A resident stated that the Borough Council did not appear to acknowledge the number of car boot sales operating or the extent of the upset.

6. To receive and request reports from County, Borough Councillors

None available.

7. To receive reports from the Chairman and parish councillors

Cllr Wilcox reported on the problem of replenishing grit to lanes off the Cleeve Hill Road. Amey had been asked to assist. Fastershire are planning to install fibre optic broadband in the village including Ratcliff Lawns.

8. Planning

Application: 17/00610/FUL Byways – Appeal – Replace existing garage – Original comment upheld

Application: 17/01237/FUL Ashridge – Demolition of utility/part kitchen replace with 2 storey extension - No Comment

Decision: 17/00893/FUL Berryhead, Cleeve Hill - Permit

Decision: 17/00075/FUL Bramble Cottage – Appeal dismissed

9. Finance

1. Agree payments

Payments were authorised: Bench £361.20, Training £20, Office Expenses £54.86, Admin £267.04, Newsletter £215, Postage £20.16

2. Agree recommendations of the staffing committee

The Council agreed that the clerk's pay be increased to SCP29

3. Agree appointment of Independent Internal Auditor for 2018-19

The Council agreed to appoint Peter Newman to carry out the internal audit

4. Receive notification of SAAA's selected External Auditor for 2018-19

The Council noted that the selected auditor was PKF Littlejohn and agreed that it was not necessary for a Council with under £25000 income or expenditure to have an external audit therefore a vote would be taken on how to proceed at the next meeting.

5. Consider a draft budget for 2018-19

The Council considered a draft budget at £9200. Subject to some movement of funds between the headings the budget seemed to fit requirements but councillors would return to this matter at the January meeting.

10. General Data Protection Regulations

Receive advice and consider next steps

The clerk had circulated advice and was drawing up a draft policy and procedure for the council to consider. Councillors were advised to use the parish council email account and not personal email addresses. The clerk clarified that the Council is the Data Controller, staff, councillors and other service providers are data processors. A Data Protection Officer would need to be appointed to deal with compliance but NALC are seeking advice on who this can be.

11. Date of Next Meeting

9th January 2018



Southam Parish Council



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M I N U T E S (subject to agreement at the next Council meeting)

Of a Meeting of the Parish Council held on 9th January 2018 at 7.30pm in Southam Village Hall.

Present: Vice Chairman Cllr Jeff Grinnell, Cllr Anna Hollaway, Cllr Gordon McAnoy, Cllr Paul Nurden, Cllr Adrienne Wood

Also Present: Clerk, 15 members of the public including representatives from Woodmancote Action Group

The Vice Chairman called an adjournment for prayers in memory of Jessica Wilcox who sadly passed away on New Years Day

1. To receive Apologies

Apologies were accepted from Cllr Kevin Wilcox

Apologies were noted from Cllr Dean and Cllr Wilson

2. To receive Declarations of Interests

There were no declarations of interest

3. To agree the Minutes of the meeting held on 12th December 2017

The Minutes were agreed as a true record

4. Car Boot Sales – Agree next action

Cllr Grinnell agreed to attend a meeting with the organiser and Tewkesbury Borough Council

5. Public Adjournment

1 question per person up to a maximum of 3 minutes each

There was no call for an adjournment

6. To receive and request reports from County, Borough Councillors

Councillor Hollaway reported that the JCS has been adopted. Tewkesbury Borough Council will support the protest about the closure of Cheltenham A & E. Cleeve Common Trust have reported the finding of a rare ammonite which indicates the remains of a sea creature on the summit of Cleeve Hill. Development Control officers disappointed with Kayte Lane decision but cannot challenge.

7. To receive reports from the Chairman and parish councillors

Councillor Hollaway reported that the bench was now in place at the bus stop and looked nice. The Clerk is arranging for the contractor to quote for putting in the planters.

8. Save Woodmancote Greenbelt – to receive reports from action group and consider support

Mike Taylor spoke on behalf of SWG. They are opposed to development on Two Hedges Road which Tewkesbury are likely to include in their Local Plan due to a last minute change in the JCS which

allows Councils to make their own judgements. 169 houses identified for supply in Woodmancote and SF Planning have carried out surveys to support an application for 120 homes. SF Planning will likely argue that there is a wide enough gap between settlements (300m) but SWG believe Woodmancote and Bishops Cleeve now one area and have 300 more houses than required to 2031. There are no exceptional circumstances to allow release of more greenbelt and there are 2 other sites within Woodmancote to consider. **SPC agreed to argue against development. Traffic far too heavy and fast and sprawl of urban development is spoiling the countryside next to the AONB.**

9. Southam War Memorial has become a listed monument – Council to confirm their adoption as owners of the monument

The Council passed a unanimous resolution to adopt the war memorial.

10. Bentley Lane – receive correspondence from Cleeve Ramblers and consider supporting their request for the gates to be removed

The Council agreed to support Cleeve Ramblers request for the gates to be removed.

11. Planning

Application: 17/01287/FUL Rugby Club – grass bund – Concern expressed over flooding issues

Decision: 17/00960/FUL Queenswood House – new dwelling Permit

Decision: 17/00759/FUL Woodlands, Queenswood Grove – extensions – Refuse

Appeal Decision: Land at Kayte Lane – temporary permission for caravans allowed – Noted and officer will be invited to next meeting to explain what happens next.

12. Finance

1. Agree payments – Admin £277.70 and HMRC £69.40 agreed

2. Pass a resolution to fix the precept for 2018-19 – Proposed Cllr Wood, seconded Cllr McAnoy, **The Council unanimously passed a resolution to fix the precept at £9700.**

13. General Data Protection Regulations

Receive draft policy and procedures – The Council noted the drafts and a special meeting will be called to discuss the detail

14. Buckingham Palace Garden Party

To make a nomination – Councillor Wilcox was nominated.

15. Date of Next Meeting

13th February 2018



Southam Parish Council



MINUTES (subject to agreement at the next Council meeting)

Of a Meeting of the Parish Council held on 13th February 2018 at 7.30pm in Southam Village Hall.

Present: Cllr Jeff Grinnell (Vice Chair), Cllr Gordon McAnoy, Cllr Paul Nurden, Cllr Anna Hollaway
Also Present: Clerk, 16 members of the public, County Councillor Roger Wilson, Representative from Save Woodmancote Green Belt

1. To receive Apologies

Apologies were accepted from Adrienne Wood. Apologies were received from Cllr Mike Dean. The Chairman, Cllr Kevin Wilcox had tendered his resignation earlier in the day. He will be leaving the council to devote more time to his family. He expressed an interest in being involved in other village matters.

2. To receive Declarations of Interests

There were no declarations of interest

3. To agree the Minutes of the meeting held on 9th January 2018

The Minutes were approved as a true record.

4. Planning position (Kayte Lane) explained by Annette Roberts (Tewkesbury Borough Council) & questions from parish councillors only

Annette explained that although Tewkesbury Borough Council (TBC) did not support the decision by the Planning Inspector they could do very little except ensure that the planning conditions are met. Currently there is enforcement in place which is subject to an expediency test. The consent is temporary for 3 years and the occupant will then have to apply again. TBC will be providing alternative traveller sites within the Local Plan to prevent there being the same social need.

5. **Public Adjournment**

1 question per person up to a maximum of 3 minutes each

Residents have submitted a number of questions re: item 4 which will be answered in writing. AA Sign at the bottom of Ratcliff lawns directing traffic into a non-existent right hand lane to be removed.

Save Woodmancote Greenbelt campaigners are distributing flyers around Southam. There has been a good response to date. The developer has begun to remove ancient hedgerow and is subject to enforcement investigation.

A resident reported a dangerous pothole on the village side of the railway bridge.

6. To consider Candidates for Co-option

To be successfully co-opted a candidate must be proposed and seconded and obtain a majority of votes. In the event of a tie of votes the Chairman may use his casting vote. There had been interest from 5 candidates. 1 had withdrawn and 1 had missed the cut-off date. The remaining 3 candidates Steve Lennon & Karen Licence (present) & John Workman (absent due to work commitments) were considered. Steve and Karen had proposers and seconders and the

Chairman of the meeting used his casting vote in Karen's favour. Karen completed her declaration of Acceptance of Office.

7. To receive and request reports from County, Borough Councillors

Councillor Wilson apologised for potholes and explained that where possible it was preferable to have proper resurfacing rather than temporary filling. Potholes should be reported via the County Council website. Further expenditure has been allowed for in the coming financial year. The Budget will require a 4.5% increase in rates but is the lowest rise in the South West. The rise is required for adult and child social care which is seeing increased demand. Councillor Hollaway had attended a Vision of 2050 event which visualises us all in electric cars. TBC are reviewing IT/Digital systems. She provided dog fouling posters for hotspots.

8. To receive reports from the Chairman and parish councillors

It is reported that the donation to the Southam pantomime was used for rehearsals and gave a great deal of enjoyment to the participants even though the pantomime was cancelled. Donations were made to Acorns and James Hopkins Trust and the drama group are on course for further performances.

It is also reported that our nomination for our Chairman and his wife to attend Buckingham Palace Garden Party was successful

Clr Grinnell will be meeting with car boot organiser as soon as possible.

- Festival traffic management (report by Clr Hollaway)

Local parishes had attended and general consensus was that things were running smoothly.

Evesham Road will continue to be closed to general traffic and a temporary footbridge will be built over the road. She will obtain a road traffic plan for the website.

Clrs Hollaway and Wilson left the meeting.

9. Planning

Decision:

17/00610/FUL Byways – Appeal – Replace existing garage – Appeal Dismissed

17/01108/FUL The Willows, Cleeve Hill – Two storey & single storey extensions – Permit

Consultations:

18/00101/TPO Ellenborough Park Hotel – removal of various broken limbs – No comment

18/00061/FUL Charlotte Villa, Cleeve Hill, Southam – Fencing/gates/2 storey extension - No Comment

18/00019/FUL Blue Skies, 1 Cockbury Court, Cleeve Hill – Erection of Log Cabin – No Comment

18/00103/Cleedon House, Cleeve Hill, - 3 storey extension & garage – Objection due to being out of keeping in the AONB

A draft letter drawn up in respect of loss of Green belt at Two Hedges Road was approved. The clerk would add anything useful from NALC statements on green belt development.

10. Finance

1. Agree payments

The Council agreed payments for Admin £277.70, HMRC £69.40, Installation of bench £60.00,

Website hosting £65.88, EES £126 and agreed the costs of installing the planters at £550.

Cashbook records were distributed showing a current balance of £5075.95 in the main account.

11. Bentley Lane

Consider occupant's objections and make a response

Councillors had not had an opportunity to consider the information. Individual responses should be submitted.

12. Flooding

- a. Comment on the First Draft Surface Water Drainage Key Infrastructure – the plan did not give sufficient detail and seemed to ignore run-off issues from Cleeve Hill. Paul Holliday would be invited to attend the Annual Parish meeting.
- b. Comment on GRCC study on flooding zones – It appeared that this study was taking place independently.

Both issues to be explored further at the Annual Parish meeting.

13. Date of Next Meeting

13th March 2018



Southam Parish Council



MINUTES (subject to agreement at the next Council Meeting)

Of a Meeting of the Parish Council held on 13th March 2018 at 7.30pm in Southam Village Hall. Members of the public are welcome to attend and are permitted to speak on items on the agenda **within the time specified** and at no other time.

Councillors: Cllr Jeff Grinnell, Cllr Gordon McAnoy, Cllr Adrienne Wood, Cllr Karen Licence
Also Present: 8 members of the public, Parish Clerk

1. To receive Apologies

Apologies were accepted from Cllr Hollaway and Cllr Nurden

2. To receive Declarations of Interests

There were no declarations of interest

3. To appoint a Chairman

Councillor Grinnell was proposed by Cllr Wood, seconded by Cllr McAnoy and appointed by unanimous vote

4. To appoint a Vice Chairman

Councillor Wood was proposed by Cllr Grinnell, seconded by Cllr Licence and appointed by unanimous vote

5. To appoint a Staffing Committee

Cllr Grinnell, Wood, McAnoy, Nurden were appointed to the Staffing Committee

6. To appoint a parish council representative to the village hall committee

Cllr Wood was appointed

7. To agree the Minutes of the meeting held on 13th February 2018

The Minutes were agreed as a true record

8. To receive and request reports from County, Borough Councillors

Note (a response awaited from Chris Riley GCC regarding requested meeting)

There were no reports.

9. To receive reports from the Chairman and parish councillors

Cllr Grinnell reported that he had spoken to the Planning Enforcement Office on several occasions regarding the apparent disregard for planning conditions on the Kayte Lane site. In the meantime Tewkesbury Borough Council have responded to questions as follows:

“In response to A1 the purpose of the policy statement issues by the chief planner to Local Authorities was to provide general advice in this regard and each case is to be taken on its merits and decided through due process.

In relation to A2 & 3 The Council provided information into the process to the best of knowledge and following all relevant and appropriate channels and sought to defend the Council's position, however as discussed at the previous meeting the Inspector weighed these matters in their conclusion. The Council can only make reasonable enquiries into the information provided by the applicant and submit its own evidence to be taken into consideration by the Inspector in the case.

In relation to A4 the Council have considered the appeal decision in detail and whilst disagrees with the ultimate conclusion, after careful consideration we do not feel that these are matters that be described as grounds that can be challenged.

In relation to B1 – In relation to the conditions attached the Council are actively managing the planning and enforcement issues in relation to this site and officers frequently visit this site to ensure works are carried out appropriately and will action accordingly.

In relation to C1 The Planning team will monitor the position prior of the temporary permission to the expiry and inform the applicant of their duties under the planning permission issued on appeal and in reference to C2 We will assess any application that arises on its merits and take any necessary and expedient action to seek to remedy any breach of planning.

In relation to D1 Any information will be placed on the website which is not deemed confidential and I will check to ensure that this is the case. In response to D2 the level of payment was negotiated at an appropriate rate and is a private matter of confidential nature”.

(Note: the questions are not minuted as the content is not agreed by the Parish Council)

The clerk was asked to write to Councillor Wilcox on behalf of the Council to thank him for his services to the Council over many years.

10. Public Adjournment

A resident reported a water leak in Southam Lane and Old Road which Severn Trent are aware of and acting upon. A resident reported that dog fouling was increasing and spreading to private gardens. A large dog was roaming off the lead perhaps. A resident was concerned that surveying activity seemed to be taking place on Taylor Wimpey land at Noverton. A visitor for SWGB reported that Tewkesbury Borough Council were allowing the clearance work on land at Two Hedges Road to go ahead. 150 people now signed up to the website. It is hoped that the emerging Housing Bill will safeguard greenbelt land. A resident would copy his correspondence on this subject with the Borough Council Chief Executive to the council

11. Planning

Application: 17/01237/FUL Ashridge, Southam Lane – Demolition of utility room, & part demolition of kitchen New 2 storey extension and changes to fenestration (amended) – No objection

Application: 18/001741/FUL Cheltenham Crematorium – new building – No objection

Decision: 17/01348/FUL Kayte Farm, COU agricultural building for storage of caravans - Permitted

Decision: 17/01347/FUL Land at Cleeve Business Park – Car park layout & storage - Permitted

To consider employing a planning consultant to make objections to changes in the Green Belt.

The Council agreed that Woodmancote and Bishops Cleeve should be approached to share costs and make a joint objection.

12. Finance

1. Agree payments and bank reconciliations

Payments were authorised:

£5.60 postage Newsletters, Admin costs £135.49 and £277.70

13. Discuss use of VAS equipment and training

The council agreed that costs should be obtained for training, service package and upgrade of the laptop.

14. Date of Next Meeting

10th April 2018 at 7pm followed by Data Protection workshop

The Council will call an adjournment so that the Staffing Committee may meet in private.

An adjournment was called by unanimous vote.

The Staffing Committee met to discuss the Clerk's resignation. The Committee agreed the job application process. Cllr Wood would make enquiries about the hall availability either late afternoon or evening so that the clerk could set up interviews.



Southam Parish Council



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M I N U T E S (subject to agreement at the next Parish Council meeting)
of a Meeting of the Parish Council held on 10th April 2018 at 7.00pm in Southam Village Hall.
Members of the public are welcome to attend and are permitted to speak on items on the
agenda **within the time specified** and at no other time.

Present: Cllr Jeff Grinnell (Chair), Cllr Anna Hollaway, Cllr Gordon McAnoy, Cllr Paul Nurden,
Cllr Adrienne Wood (Vice Chair), Cllr Karen Licence
Also Present: Borough Councillor Mike Dean, Clerk, 14 members of the public, County
Councillor Roger Wilson

1. To receive Apologies

There were no apologies. Cllrs Hollaway and Nurden were absent at the start of the meeting.

2. To receive Declarations of Interests

There were no declarations of interest

3. To agree the Minutes of the meeting held on 13th March 2018

The Minutes were agreed as a true record

4. To consider applications for co-option

Applications were considered from two candidates. A seconder and proposer was received for each candidate, the council adjourned for private discussion and Cllr Grinnell announced a unanimous vote in favour of appointing John Workman. Cllr Workman signed his Declaration of Acceptance of Office and was provided with a Code of Conduct pack.

Cllr Hollaway arrived at the meeting.

5. To receive and request reports from County, Borough Councillors

- Action required following meeting with Highways officer

Chris Riley of GCC will measure distance available for a pedestrian island on the Cleeve Hill Road. He accepted that crossing to the bus stop was difficult. He agreed the position of the planters and viewed existing potholes. He asked for a list of work for the lengthsman and was shown the steps from Old Road which require clearing.

- Reinstatement of verges following cabling works

The verges have been left roughly covered following fibre optic cabling by Gigaclear. Clerk to contact them to ask for better reinstatement.

Cllr Dean offered to set up a meeting on the 19th April at 4pm to discuss the removal of the Green Belt protection from land in Two Hedges Road. Cllr Wood and the Clerk to attend. He advised that Cleeve Conservation Board had made a strong case for tunnelling the A417 at the Air Balloon for environmental reasons. There was however a restricted budget which leaned in favour of a dual carriageway over AONB land.

Cllr Wilson and Cllr Nurden arrived at the meeting.

6. To receive reports from the Chairman and parish councillors

- Proposed meeting re carboot sales – Cllr Wood offered to attend
- Planning workshop 6th June – Cllr Nurden and Cllr Hollaway expressed an interest

7. Public Adjournment

Residents made complaints about the inadequate treatment of potholes. Cllr Wilson explained that success was weather dependent and there were too many areas to cover efficiently. He was asked to look in to whether there was a schedule of works but replied there probably was but priorities were always changing.

A resident voiced concern about the traveller's site and the pothole outside Pigeon House. Save Woodmancote Green Belt hoped that the meeting with planners on the 19th April would be an opportunity to persuade planners not to go ahead with objections from the three councils.

Mr Donovan offered his services as Neighbourhood Watch Coordinator to which there was applause.

8. Planning

Application:

18/00265/FUL – Land adjacent Queenswood House, remove and vary conditions of planning application – No Comment

18/00244/FUL & 18/00247/LBC Knoll House, Mill Lane, attached double garage to side – No Comment

18/00203/FUL 1 Dryfield Cottages, single storey extension to side & porch extn to front – No Comment

9. Finance

1. Agree payments for March & April

Payments were agreed March: Southam Village Hall £160

Payments were agreed April: Admin £277.70, HMRC £69.40, Newsletter £126

2. Consider Year End Balances and agree they form the basis of accounts for Independent Internal Audit

Payments £13337.85

Receipts £12882.68

Closing Balance Treasurers £5616.08

Receipt £ 3.02

Closing Balance Business Instant £6032.89

3. The Council to pass a resolution to exempt the Council from external audit and publish accounts on the due date on the Council's website

Cllr McAnoy Proposed, Cllr Grinnell seconded that the Council resolves to be exempted from external audit. This resolution was passed with unanimous vote and the Exemption Certificate was signed.

4. Discuss VAS equipment training, accessories and maintenance costs.
Details were not available.

10. Date of Next Meeting

15th May 2018 AGM & Annual Parish Assembly 7.15pm

The Council will call an adjournment so that the Council and webmaster may hold a GDPR training session followed by a meeting of the Staffing Committee.

The Council discussed GDPR and agreed draft Privacy Policy and Privacy Notices for adoption at the Annual General meeting. The Clerk would pass model consent forms to the webmaster for his use.

The Staffing Committee met to discuss interview arrangements.

The meeting closed at 8.40pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Annual General Meeting** of the Parish Council held on 15th May 2018 at **7.15pm** in Southam Village Hall.

Present: Cllr Jeff Grinnell (Chair), Cllr Adrienne Wood (Vice Chair), Cllr Paul Nurden, Cllr John Workman, Cllr Karen Licence and Cllr Gordon McAnoy

Also Present: Clerk – Gill Jennings, new clerk – Liz Dowie, 21 members of the public.

1. To receive Apologies

Apologies were accepted from Councillor Anna Hollaway, Borough Cllr Mike Dean and County Cllr Roger Wilson.

2. To receive Declarations of Interests

There were no declarations of interest

3. To appoint a Chairman

Cllr Grinnell advised that he was resigning from the Parish Council. Cllr Grinnell proposed, Cllr Workman seconded that Cllr Wood be appointed. All in favour.

4. To appoint a Vice Chairman

Cllr Wood proposed, Cllr Licence seconded that Cllr Workman be appointed. All in favour.

5. To agree the Minutes of the meeting held on 10th April 2018

The Minutes were agreed as a true record by unanimous vote, and it was noted that Cllr McAnoy had attended the meeting mentioned in point 6.

6. Welcome to the new clerk

Cllr Wood welcomed Liz Dowie and thanked Gill Jennings for all the work she had carried out on behalf of the Parish Council.

7. To appoint representatives to external committees

The following appointments were made by unanimous vote:

Village Hall Committee – Cllr Wood

Cleeve Conservators – Cllr Licence, Cllr Hollaway

Staffing Committee – Cllrs Nurden, McAnoy, Wood, Workman.

8. To confirm that the council's governing documents are up to date and appropriate and to adopt new standing orders and privacy policies.

The council were in unanimous agreement that the governing documents were up to date and appropriate. The new privacy policies had been approved at the April meeting. Cllr Wood proposed, Cllr Grinnell seconded that the new standing orders be adopted. All in favour. considered the statement and confirmed the affirmative responses. The council chairman and clerk signed the approval.

9. To agree the dates and times of meetings for the next 12 months

It was unanimously agreed that meetings would continue to be held on the second Tuesday of each month at 7.30 pm.

10. To agree any payments due

GAPTC £271.18, CPRE £36.00, Insurance £513.73, Website £23.48, Admin £313.70, HMRC £69.40 AGM refreshments £8.23 were agreed. Proposed Cllr Wood, seconded Cllr Cllr Licence

11. To consider any planning applications

18/00325/FUL – Rollingwood (2 storey extension) Objection – light restriction and loss of privacy

18/00331/FUL – 10 Desert Orchid Road (single storey extension to kitchen) No objection

18/00203/FUL – Dryfield Cottages (single storey extension to side and porch to front) No objection

18/00404/FUL – 10 Ratcliff Lawns (two storey extension side and single storey extension rear) No objection

18/00346/FUL – 24 Ratcliff Lawns (two storey extension to rear, demolition of garage and extensions to front and side) Objection - light restriction and loss of privacy.

12. To consider costs for VAS equipment, maintenance and training

It was agreed that the maintenance contract would be put in place at a cost of £528 pa. and training would be arranged for Cllr Workman at a cost of £175. If it was decided that a new laptop was needed, grant funding would be sought from the OPCC Fund.

The meeting was closed at 7.45 pm for refreshments and the Annual Parish Meeting following at 8.00pm



Southam Parish Council



MINUTES of the ANNUAL PARISH MEETING held at 8.00pm on 15th May 2018

Present: Cllr Adrienne Wood (Chair), Cllr John Workman (Vice Chair), Cllr Jeff Grinnell, Cllr Paul Nurden, Cllr Karen Licence and Cllr Gordon McAnoy

Also Present: Clerk – Gill Jennings, new Clerk – Liz Dowie
Flood Warden – Paul Holliday
22 members of the public.

1. Welcome from the Chairman and Annual Report

The report of the outgoing Chair, Cllr Jeff Grinnell, had been circulated. He thanked the members of the public present for attending and, in particular, thanks were given to Gill Jennings for the work she had carried out on behalf of the Council during her time as Clerk. Cllrs Kevin Wilcox and Tim Winstanley had left during the year and the Council had welcomed new Councillors John Workman and Karen Licence.

The Parish Council had faced a number of challenges during the year with the impact of car boot sales still affecting residents. The Council would also continue to work with parishioners to fight the potential loss of greenbelt land.

Thanks were given to Edna Smith and her team for the production and distribution of the parish newsletter. David Jones for his work on the parish website and email accounts and the work he had recently undertaken in ensuring compliance with the General Data Protection Regulation which comes into force on 25th May.

Thanks were also given to the footpath wardens, litter pickers and volunteers who keep the village tidy.

2. County Councillor's Annual Report

A written report from Cllr Roger Wilson had been circulated. Cllr Wilson had taken up a cabinet post and was pleased to report that the problems for the NHS and adult social care experienced in Gloucestershire during the winter months were amongst the lowest in the country. He had been managing a project aimed at providing essential care in the home, so avoiding the need to enter residential care.

Cllr Wilson apologised for the continued poor state of the roads after the worst winter for potholes in living memory. Repair works were continuing around the clock to clear the backlog and the programme of increased re-surfacing works, in conjunction with the new partner, Tarmac, had commenced in April.

He reported that he had funding available totalling £30,000 over 3 years for projects which would help local communities. Charities and community led organisations which might benefit from grant funding were encouraged to get in touch.



Southam Parish Council



Welcome to the Annual meeting of Southam Parish.

To summarise the year, I would say that it has not been without challenges. We spent another year attempting to reduce the impact of car boot sales. We have had 3 meetings with planning officers explaining the issues. The latest feedback from Tewkesbury Borough Council is that they have visited one site and do not think there is a problem. It is really up to parishioners to contact the Borough with their concerns as unfortunately one voice on behalf of residents is not enough.

Councillors considered numerous planning applications during the year, it appears that residences are expanding although perhaps occupancy is not growing. We are faced in the coming year with the threat of loss of greenbelt and increased traffic together with the unknown future of the former mushroom farm and continued commercial use of racecourse land. Councillors and parishioners will have to join forces like never before to prevent changes to our settlement.

During the year we have said goodbye to Councillors Tim Winstanley and Kevin Wilcox and welcomed Councillors Adrienne Wood and John Workman. I would like to thank Tim and Kevin for their dedication to duty and input into village life. I know that Adrienne is already making a valuable contribution and is keen to get started on some new floral displays for Southam. Our planters will be quite infamous by then. John comes with a wealth of legal experience which I am sure will boost our skill set.

Thanks to our Clerk Gill Jennings our administration has run smoothly. Gill leaves us having qualified at Level 5 in Community Governance to concentrate on other council work and family life. She is handing over today to Liz Dowie who joins us from Charlton Kings Parish Council. Liz is a former resident of Southam and will no doubt be familiar with some of our issues.

I would like to thank Edna Smith and her team for production and distribution of the parish newsletter. It is quite a task compiling and editing this and we know that it provides the village with useful information.

I would also like to thank David Jones for his work on maintaining our parish email accounts, email alerts and community website. At its meeting on October 2016 the Parish Council identified a need to make the website compliant with the Government's Transparency Code in terms of the material it publishes concerning the business of the Council. At the same time the opportunity was taken to give the web site a fresh "look and feel". The new website has now been in operation for just over a year and continues to prove useful in publicising the role and functions of the Parish Council and publishing records of their meetings as well as provide a wider service to the residents.

The webmaster also maintains a list of residents' email addresses and publishes a Southam information email which alerts parishioners to events in the village, late changes to information in the Newsletter or other significant items of interest. In order to meet the requirements of the General Data Protection Regulations which come into effect on 25 May this year, it has been necessary to invite all 150+ subscribers to explicitly consent to continuing to receive these Information emails. With just 10 days to go to the deadline, a significant number of the current subscribers have not given their consent. Unless they do so they will no longer receive information after 25 May.

In closing I would like to thank our footpath wardens, litter pickers, and volunteers who help to keep the village tidy, verges trimmed and planted. Southam is made a better place through their efforts.

3. Borough Councillors Annual Report

Councillor Dean was unable to attend the meeting and would be asked to provide an update at a future meeting.

4. Reports from Cleeve Conservators & Village Hall Committee & Neighbourhood Watch

Cllr Wood advised that she would provide a Village Hall update after the next Committee meeting.

5. Discuss flooding issues in the parish

Cllr Wood introduced Paul Holliday, Flood Warden for the Cleeve and Southam catchment area. He explained how the geography of the area led to the risk of flooding in certain areas, and how the railway embankment provided a level of attenuation for the area.

Mr Holliday answered questions from residents and provided reassurance that the risk of flooding at Haymes Brook was reduced by the presence of double overflows close to GE Aviation. Mr Holliday agreed to investigate two areas: firstly where Gravel Walk meets Southam Lane and secondly Hyde Brook between Ellenborough Park Hotel and Prestbury.

The Clerk had suggested that the Parish Council investigate the possibility of purchasing an area of waste ground adjacent to the former mushroom farm for use as a wildlife area. This would also act as a flood alleviation scheme.

It was noted that the culvert on new Road north of the mushroom farm might need strengthening and Paul Holliday recommended that Gloucestershire County Council be requested to carry out a construction survey of this culvert.

6. Saving our Greenbelt

A report of a meeting with Tewkesbury Borough Council attended by the Clerk and Cllr Wood had been circulated. Removal of the greenbelt protection from land on Two Hedges Road had been discussed and parishioners were encouraged to voice their objections. Paul Holliday was also of the opinion that the area would be vulnerable to flooding, if developed. The matter would be added to the agenda of the June meeting.

7. Parishioners suggestions & questions

A resident commented that the fibre optic cabling work would leave no pedestrian walkway on Southam Lane during the works.

The problems with traffic due to car boot sales was discussed and the outcome of the meeting held between the business owner, Tewkesbury Borough Council and Cllrs Wood and McAnoy was reported. TBC would continue to monitor traffic flow and it was suggested that parishioners continue to send in reports when they encounter problems.

A resident commented that no report had been received from the Borough Councillors

A resident advised that there was a water leak at the top of Southam Lane and Cllr Grinnell advised that this had been reported to Severn Trent Water.

A resident reported a possible drainage problem on Old Road.

The meeting closed at 8.45 pm.



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 12th June 2018 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Paul Nurden, Cllr Karen Licence, Cllr Anna Holloway and Cllr Gordon McAnoy

Also Present: Clerk – Liz Dowie, 11 members of the public.
Borough Cllr Mike Dean, County Cllr Roger Wilson

Cllr Wood made a presentation to the outgoing Clerk, Gill Jennings, and thanked her on behalf of the Parish Council for her contribution to the Council whilst employed as Clerk.

1. To receive Apologies

Apologies were accepted from Councillor John Workman.

2. To receive Declarations of Interests

As a Borough Councillor, Cllr Holloway declared an interest in planning matters.

3. To agree the Minutes of the AGM and Annual Parish Meeting held on 15th May 2018

The Minutes of both meetings were agreed as a true record by unanimous vote.

4. To receive reports from County and Borough Councillors.

Cllr Mike Dean gave an update on the potential re-designation of greenbelt land off Two Hedges Road and it was understood that the Local Plan consultation would start in August. He also briefed councillors on the potential re-designation of open spaces as National Parks and the implications for the planning process.

Cllr Roger Wilson reported on the Gloucestershire 2050 Vision consultation and road closures on Cleeve Hill in September.

Cllr Holloway reported on the new appointments at Tewkesbury Borough Council (Rob Bird – Leader, Jim Mason – Deputy Leader, Ruth Hatton – Mayor)

She had attended a debrief meeting regarding Race Week and it was noted that the arrangements for traffic had worked well despite an increase in the numbers of visitors.

5. To receive reports from Parish Councillors

- The Clerk reported that the Parish Council would be able to co-opt at the July meeting to fill the current vacancy, if an election was not called for by 22nd June.
- The Parish Council would continue to work with other affected Councils to resist the potential re-designation of the Woodmancote Green Belt.

6. Public Adjournment

Representations were heard regarding planning application 18/00325/FUL – Rollingwood.

Representations were heard both for and against planning application 18/00474/FUL – Bramble Cottage

The outgoing Clerk queried why the possibility of creating a nature reserve on part of the former mushroom farm land was not on the agenda. The Clerk to follow up with Woodmancote Parish Council.

Parish councillors were asked if they had a view on the stopping up of Bentley Lane. To be added to July agenda.

7. To consider any planning applications

18/00474/FUL – Bramble Cottage, Spring Lane, extension and alteration to create additional bedroom and living space – revised application. No comment.

18/00325/FUL – Rollingwood (2 storey extension) – revised plans. Although some improvement to original plans, objection – light restriction.

8. Finance

The Council approved the 2017/18 Governance Statement (AGAR Section1) and this was signed by the Clerk/RFO and Chair.

The Council approved the 2017/18 Accounting Statements (AGAR Section 2) and this was signed by the Clerk/RFO and Chair

The Clerk had circulated information on the PATA payroll service and the Council agreed to use this service at a cost of £7.50 per month or £10.00 per month with pension service.

June payments - internal audit £60.00, newsletter £126.00, grass cutting £324.00, VAS maintenance agreement £528.00 Proposed Cllr Wood, seconded Cllr Cllr Licence.

The meeting was closed at 8.30 pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 10th July 2018 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Paul Nurden, Cllr Karen Licence, Cllr John Workman and Cllr Gordon McAnoy

Also Present: Clerk – Liz Dowie, 8 members of the public.
Borough Cllr Mike Dean, County Cllr Roger Wilson

1. To receive Apologies

Apologies were accepted from Councillor Anna Holloway.

2. Co-option to fill Councillor Vacancy

An application had been received from Steve Lennon and having been proposed by Cllr Nurden and seconded by Cllr McAnoy, he was duly co-opted to fill the vacancy. Declaration of Acceptance of Office and Register of Members' Interests Form were completed.

3. To receive Declarations of Interest

None were received.

4. To agree the Minutes of the Full Council Meeting on 12th June 2018

The Minutes were agreed as a true record by unanimous vote.

5. To receive reports from County and Borough Councillors.

Cllr Roger Wilson reported on proposed roadworks in the parish and on the Boots Corner closure in Cheltenham.

Cllr Mike Dean reported on the Gloucestershire 2050 Vision. He also emphasised the importance of joining forces with Woodmancote and Bishops Cleeve regarding the proposal to remove the greenbelt designation of the land off Two Hedges Road and advised that the Local Plan consultation would start in August.

6. To receive reports from Parish Councillors

Cllr Licence reported that the undeveloped land on the Noverton Estate was overgrown and that this was a hazard since the balancing pond was not visible. In addition reports of rat infestations in the area had been received. Clerk to write to Taylor Wimpey South West asking for area to be cleared.

The Clerk reported that the cost of VAS training previously agreed by the Council was only applicable if carried out by Swarco in Milton Keynes. It was still considered that a new laptop was required. Although a quote had been obtained previously the Clerk was asked to check the minimum specification required for the laptop.

It was noted that there were continued problems with a water leak at the top of Southam Lane and the Clerk would contact both Severn Trent Water and Chris Riley, Highways Dept, GCC to progress this.

12. Public Adjournment

This item was brought forward.

One resident asked why the road sweepers were no longer used to clear gutters and Cllr Dean advised that this was not considered to be cost effective.

One resident asked about the possibility of having CCTV coverage within the village to reduce the incidence of burglaries, and it was advised that this is the responsibility of individual householders.

The redundant telephone box was discussed and it was suggested that this should be removed. *(Subsequent to the meeting a suggestion of retaining it for use as a book exchange point was received and this will be added to the agenda of the August meeting).*

It was noted that the noticeboard was in need of repair and Mr Donovan volunteered to attend to this.

7. To receive an update on opposition to the loss of Woodmancote Greenbelt

The Clerk had received a request from Jim Hawtin, acting on behalf of the developers, to meet with parish councillors in September and it was agreed unanimously that this would be declined. A number of councillors had attended the event arranged by Cavendish Homes on 3rd July to provide information about their proposals for development on Two Hedges Road.

8. To consider response to application for a Definitive Map Modification Order for additional footpath at Bentley Lane

Cllr Wilson advised that the application would be considered at the Rights of Way meeting on 5th October 2018 at 10.00 am and that any comments by the Parish Council would be taken into account. It was unanimously agreed to support the application and the need for residents to submit evidence forms would be included in the next newsletter.

9. To consider possibility of purchasing land at Haymes Farm

The Clerk had contacted the landowner requesting further information about the sale of land at Haymes Farm but no reply had been received. If necessary, a Land Registry search would be carried out to establish whether the details of ownership held were correct.

10. To consider action required to rectify damage to verges caused by recent cabling works

The Clerk was provided with contact details for Gigaclear and Complete Utilities and was asked to contact both companies to discuss repair of the damaged verges.

8.25 pm Cllrs Wilson and Dean left the meeting.

11. To agree arrangements for planting and maintenance of the new planters

Both planters had now been installed and Cllr Wood agreed to buy plants. A budget of £100 was agreed (proposed Cllr McAnoy, seconded Cllr Workman).

13. To consider any planning applications

18/00401/FUL – Willows, Haymes Drive - Erection of two-storey side extension and single-storey rear extension and front porch. No objection but comment that size and bulk of the proposed extension appear to be unnecessarily large for the site.

18/00508/FUL – Langdale, Southam Lane - Variation of conditions 2 and 3 of planning permission 15/00718/FUL (proposed extension and refurbishment) to allow amended design. No objection.

18/00542/FUL – Longfield, Cleeve Hill – alterations and widening of existing vehicular access. No objection.

18/00546/FUL – Brookfield Cottage, Gravel Pit Lane – change of use from dwelling house to B1(a) Office. No objection.

18/00653/FUL – Charlotte Villa, Cleeve Hill – erection of two storey front extension and external alterations. Conversion of balcony with garage over and alterations to front garden and drive. No objection.

18/00582/FUL – Longmeade Farm, Southam Road – partial retrospective application to allow a change of use from Agricultural to B1 (C) Light Industrial and the addition of doors. No objection.

It was noted that land opposite Southam Manor was for sale and it was requested that the possibility of purchasing part of this might be considered at the next meeting. Clerk to add to agenda.

14. Finance

July payments - grass cutting £324.00, planters £630.00, moving filing cabinet £45.00, hire of village hall £90.00, admin costs £703.65 and £34.00 (3 months), HMRC £175.80, payroll services £12.50 Agreed unanimously.

15. Date of next meeting: Tuesday 14th August 2018 at 7.30 pm

The meeting was closed at 9.10 pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 14th August 2018 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Paul Nurden, Cllr Karen Licence, Cllr John Workman, Cllr Gordon McAnoy, Cllr Steve Lennon and Cllr Anna Holloway.

Also Present: Clerk – Liz Dowie
8 members of the public.
Borough Cllr Mike Dean

1. To receive Apologies

Apologies were accepted from County Councillor Roger Wilson.

2. To receive Declarations of Interest

None were received.

3. To agree the Minutes of the Full Council Meeting on 10th July 2018

The Minutes were agreed as a true record by unanimous vote.

4. To receive reports from County and Borough Councillors.

Cllr Mike Dean reported that the date of the next meeting of Tewkesbury Borough Council had been changed to 26th September at 6.00 pm, and the Local Plan would be debated at this meeting.

Cllr Anna Holloway highlighted the recent revisions to the National Planning Policy Framework which came into effect on 24th July 2018 and their relevance to the potential loss of green belt land at Two Hedges Road.

8. To report on the meeting held on 2nd August 2018 regarding proposals for development of land off Two Hedges Road and to consider any further action

This item was brought forward to allow input from Councillor Dean.

The Clerk had circulated notes of the proceedings. The Save Woodmancote Green Belt group (SWGB) had published a draft letter on its website and urged local residents and parish councils to send letters of objection to the possible removal of this green belt land to members of the Tewkesbury Borough Council working group which would be putting its recommendations for the Local Plan before Full Council. It was agreed that Southam Parish Council would draft a letter which would also highlight the potential impact of the development of this site on the residents of Southam. **The Clerk would send the letter to the working group after circulating to parish councillors.**

5. To receive reports from Parish Councillors and Clerk

The Clerk had spoken further with Swarco Traffic Ltd and confirmed that it was not unreasonable to update the laptop after 4 years. A new laptop would have the latest software installed and include training manuals which may reduce the need for further training. **It was unanimously agreed to proceed with the purchase of a new laptop.**

The Clerk had been in contact with Severn Trent Water regarding the continuing problems with a water leak at the top of Southam Lane and they agreed to carry out a further site visit before 17th August.

The Clerk had written to the Engineering Manager at Taylor Wimpey – South West regarding the lack of maintenance of the undeveloped area of the Noverton estate.

The Clerk had sent photos of the damaged verges on Southam Lane to Complete Utilities Ltd and requested that the ground be levelled and the verges restored to their original condition prior to the cabling works.

A letter had been received from a local resident questioning the safety of the current location of the M16 bus stop. **The Clerk was asked to contact Marchants to ask if this could be moved.**

The Clerk had received reports of problems with rubbish being blown onto Cleeve Common due to lack of litter bins in the pylons car park. Cllr Holloway confirmed that responsibility for supplying bins lay with the parish council and **the Clerk was asked to pursue this matter and establish the cost of installing bins.**

Village Hall Committee – Cllr Wood reported the Committee hoped to arrange a film night, and a quiz night was to be held on 23rd November. The gate to the car park was now being kept locked when the hall was not in use. The code had been made available to hirers of the hall.

Following her appointment to the Cleeve Conservators Committee, Cllr Licence was to undertake her first inspection on 15th August 2018.

6. Public Adjournment

One resident asked why microphones were not used at Parish Council meetings. It was noted that the existing microphones did not work. A quotation for new microphones had been obtained by the Village Hall Committee and the parish council had been asked if it might consider contributing towards the cost. The quotation was for £2,774 and was comparable with indicative prices from other suppliers online. It was agreed that it was not cost effective to purchase microphones since the number of hall hirers requiring this facility was limited.

Mr Donovan had carried out repairs to the noticeboard but it was suggested that the Parish council might consider replacing this with a smaller noticeboard. **The Clerk will contact Bishops Cleeve for details of their suppliers and this will be considered again when the 2019/20 budget is fixed.**

7. To re-affirm the council's eligibility to use the General Power of Competence

The Clerk confirmed that the Council was eligible to use the General Power of Competence since it had a qualified Clerk and two thirds of councillors had been elected at the last election. Use of the power was therefore re-affirmed.

8.25pm Cllr Dean left the meeting.

9. To consider the possibility of purchasing land opposite Southam Manor

It was noted that three plots of land to the south of Southam Lane comprising 40 acres were believed to be for sale and that the agents, Bruton Knowles, were inviting expressions of interest. Although land at Haymes Farm had also become available, it was considered that the site off Southam Lane could be of more use to residents as playing fields or allotments. **The Clerk will investigate appropriate courses of action for registering an interest in this land.**

10. To consider the possible future use of the redundant telephone box

Consideration was given to using the redundant telephone box on School Lane as a book exchange similar to a project undertaken in Thurlestone, Devon. Mrs Smith agreed to look into the feasibility of this and would ask the WI if they were prepared to manage the project. Consideration would also be given to moving the telephone box to a location closer to the Village Hall.

11. To consider any planning applications

18/00725/FUL – Haymes Cottage, Haymes Road – Demolition of existing house and outbuildings and construction of new 4 bedroom contemporary dwelling. **No objection but comment that the design of the new dwelling and its size would create a detrimental visual impact when viewed from New Road.**

18/00776/FUL – Stone Court, Mill Lane. Prestbury – erection of single storey front and side extensions and canopy to side and rear of garage. Alterations to fenestrations of existing dwelling and garage and raising of ridge heights. Provision of parking area at front. **No objection.**

12. Finance

August payments - newsletter £126.00, plants £41.96, admin costs £433.95 and £48.99. Agreed unanimously.

The mandate variation request and online banking authorisation, requesting that the new Clerk be given access to bank accounts were signed by the bank signatories.

13. Date of next meeting: Tuesday 11th September 2018 at 7.30 pm

The meeting was closed at 9.10 pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 11th September 2018 at **7.30pm** in
Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Paul Nurden, Cllr Karen Licence, Cllr John Workman, Cllr Gordon McAnoy, Cllr Steve Lennon and Cllr Anna Holloway.

Also Present: Clerk – Liz Dowie
6 members of the public.
Borough Cllr Mike Dean and County Councillor Roger Wilson

1. To receive Apologies
None were received.

2. To receive Declarations of Interest
None were received.

3. To agree the Minutes of the Full Council Meeting on 14th August 2018
The Minutes were agreed as a true record by unanimous vote.

4. To receive reports from County and Borough Councillors.
Cllr Mike Dean confirmed that the Local Plan would be debated at the meeting of Tewkesbury Borough Council on 26th September at 6.00 pm and that the draft plan would be published on the website around 17th September.

Cllr Roger Wilson advised that, as a result of the handover of the contract for highways works to Tarmac, the proposed re-surfacing works on Two Hedges Road originally scheduled for October would now be carried out after the winter. The re-surfacing works on Cleeve Hill had been delayed to allow completion of the cabling works and the road would now be closed overnight between 18th and 24th September.

5. To receive reports from Parish Councillors and Clerk
The Clerk reported that Complete Utilities had returned to rectify damage to some of the verges and one driveway left in a poor state following the cabling works.

The GCC Highways Manager had been contacted regarding the request from a local resident to move the M16 bus stops on Southam Lane further away from the junction with Old Road.

Severn Trent Water had advised that tests had now confirmed that the ongoing water leak on Southam Lane was caused by an underground spring. **The Clerk would pursue the matter with GCC Highways Department.**

Taylor Wimpey had confirmed that remedial works were planned to bring sewers, roads and public open space on the NOverton estate up to a standard suitable for adoption. **Cllr Licence agreed to follow up the matter of graffiti on the road.**

Swarco Traffic Ltd had confirmed that the price of £500 + VAT quoted in April for a new laptop was still valid, and the order had therefore been placed.

A free workshop "Hearing the Voice of the Parish and Town Councillor" was being hosted by GAPTC on 1st November. **Details would be circulated to councillors.**

Cllrs Holloway and Licence reported on the Cleeve Common inspection carried out in August. The Family Fun days held over the summer had proved popular and events were planned for Halloween and Christmas. The committee was discussing provision of further space for commemorative plaques on the Memorial Wall.

Cllr Wood advised that WI members were interested in running a book exchange scheme using the redundant telephone box and **the Clerk will contact BT to ascertain any arrangements necessary for transferring the box into the name of the Parish Council.**

Village Hall Committee – the new lock on the gate was now operational, a new noticeboard would be erected shortly and new pads had been ordered for the defibrillator.

6. Public Adjournment

Two representatives of the Save Woodmancote Green Belt Group confirmed their willingness to answer questions in respect of agenda item 8.

Mr Donovan confirmed that the VAS on New Road was being activated frequently suggesting many incidents of speeding on this route. The VAS at the top of Southam Lane will be relocated shortly and volunteers were sought to help with this. It was suggested that the use of hand held speed guns should be considered as a temporary measure and Cllrs Nurden, Lennon and McAnoy agreed to assist with this. **The Clerk will contact Gloucestershire Constabulary regarding the possibility of using speed guns and also speed enforcement vans. A request will also be put in the next newsletter asking for volunteers to assist.**

One resident advised that the area between New Road and the main road was very untidy, since it was not possible to mow the area due to overhanging trees. **The Clerk will ask John Preece and Sons to quote for tidying up the area.**

Other Highways issues were raised: a large crack in the pavement by the steps from Old Road to the main road, footpath ASM16 – steps in need of repair and handrail, Cockroft Lane – cracks in the road surface and overgrown vegetation along the lane. **The Clerk will report all these issues to the Highways Department.**

8.20 pm Cllrs Dean and Wilson left the meeting.

7. To consider the installation of litter bins on Cleeve Common

Tewksbury Borough Council had offered to supply two bins free of charge and would arrange installation in the pylons car park at a cost of £121.00 per bin. Councillors unanimously agreed to the total cost of £242.00 and **the Clerk will ask TBC to proceed with the installation.**

8. To consider a request from Save Woodmancote Green Belt group (SWGB) for a contribution towards the cost of employing a planning consultant.

SWGB had circulated an appeal to all residents of Woodmancote requesting contributions towards the cost of a planning consultant to assist with the campaign to resist removal of the green belt status of land off Two Hedges Road and any proposed development of the land. Bishops Cleeve and Woodmancote Parish Councils had also been approached. The need to employ a consultant would be triggered by Tewkesbury BC deciding to remove the green belt status, when considering the Local Plan and/or by submission of a planning application. Costs could rise to £15,000. Councillors objected to the wider implications of removing the green belt status from any land and it was also noted that development of this land would impact on Southam residents due to increase in traffic and pressure on local infrastructure. Residents present at the meeting were in support of the Parish Council making a contribution.

It was therefore resolved (proposed Cllr Nurden, seconded Cllr Lennon) that the Parish Council would pledge a single sum of £250. This contribution would be made if one of the following occurred: 1) Tewkesbury BC agree to remove the site from the green belt or 2) a planning application is submitted. Any further payment would need to be dependent upon separate consideration and approval by the Parish Council.

9 To consider the possibility of expressing an interest in land opposite Southam Manor

The Clerk had sought advice from GRCC regarding the 3 parcels of land which were advertised on the website of Bruton Knowles, Gloucester. It was noted that there would need to be evidence of demand by local residents for use of part of the land for allotments or playing fields, and that any change of use should be linked to the parish plan and would be subject to obtaining the necessary permissions for change of use. The review of the 2012 parish plan carried out in 2017 included a recommendation that the community be consulted again. Barbara Pond of GRCC is willing to attend a council meeting to give an overview of the different options for community led plans and it was agreed that **the Clerk would contact her to arrange an initial meeting with Cllrs Wood and McAnoy.**

10. To adopt revised standing orders

Revised standing orders had been circulated following minor changes due to GDPR and to new external audit arrangements. Councillors agreed unanimously to adopt the standing orders.

11. Finance

September payments – CPRE subscription £36.00 (previous cheque lost in post), grasscutting £324.00, newsletter postage £27.36, admin costs £433.95 and £.22.50. Agreed unanimously.

Following a number of changes in council membership, the bank mandate was now out of date. It was agreed that signing arrangements will be amended to 2 signatories for amounts up to £1,000 and 3 signatories over £1,000. **The Clerk will raise a mandate variation form for signature at the next meeting.**

13. Date of next meeting: Tuesday 9th October 2018 at 7.30 pm

The meeting was closed at 9.05 pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 9th October 2018 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Karen Licence, Cllr Gordon McAnoy, Cllr Steve Lennon and Cllr Anna Holloway.

Also Present: Clerk – Liz Dowie
6 members of the public.
Borough Cllr Mike Dean

1. To receive Apologies

Apologies were received from Cllrs Nurden and Workman and from County Councillor Roger Wilson.

2. To receive Declarations of Interest

Cllr Lennon declared an interest, as resident of a neighbouring property, in planning application 18/00828/FUL – 5 Ratcliff Lawns and advised that he would not participate in this agenda item.

3. To agree the Minutes of the Full Council Meeting on 11th September 2018

The Minutes were agreed as a true record by unanimous vote.

4. To receive reports from County and Borough Councillors.

Cllr Mike Dean confirmed that the draft Local Plan had been debated at the meeting of Tewkesbury Borough Council on 26th September and that the land off Two Hedges Road had not been included for removal from the green belt. The consultation period would commence in October.

Cllr Dean had also reported that he had attended the meeting regarding the proposed regeneration of Tewkesbury Town Centre.

5. To receive reports from Parish Councillors and Clerk

Cllrs Holloway and Licence were due to attend a meeting of the Cleeve Common Conservators on 12th September.

Cllr Licence reported that a vehicle had hit the planter on the Noverton estate at speed and it would need to be returned to its original location. **Cllr Holloway agreed to explore options for this work.** (Subsequent to the meeting, the planter has been re-positioned by O'Connor Construction Ltd).

It was confirmed that graffiti on the road had been removed and that Taylor Wimpey had confirmed that the work scheduled for the overgrown area would be carried out in October / November 2018. Cllr Holloway suggested that the Flood Officer at Tewkesbury Borough Council be contacted regarding clearance of the pond, if necessary.

Village Hall – Cllr Wood reported that the new noticeboard was to be erected on 15th September. One light fitting in the Hall had been changed and the remainder would now be updated to LED fittings. Curtain tiebacks had also been fitted in the Hall.

The Clerk provided the following updates:

Water leak on Southam Lane

GCC Highways Department was in contact with Severn Trent Water regarding responsibility for rectifying the problem. The Clerk had asked Cllr Wilson to escalate this at County level on behalf of the Parish Council.

Bentley Lane

The application for an additional length of bridleway had not been included in the agenda of the meeting of the GCC Public Rights of Way Committee on 5th October. The next meeting is scheduled for 11th December.

VAS laptop

The new laptop will be despatched this week direct to Mr Donovan.

Cockcroft Lane

Highways Dept had been advised of overgrown vegetation and cracks in the road surface. The vegetation will be cut back, though the cracks were not deemed to be severe enough to rectify at present.

Footpath ASM 16 – Haymes Drive

Steps and a handrail had been installed linking Haymes Drive to the main road.

Tree work

A verbal quotation of £480 + VAT had now been received from John Preece and Sons to trim back the trees on the grassed area by the junction of New Road and the B4632, and to clear all the ivy beneath the trees. It was noted that regular maintenance would be required on an ongoing basis. A decision would be made regarding this work when considering the budget for 2019/20.

Litter bins – Cleeve Common car park

The bases for the bins had been laid and it was hoped that the bins would be installed shortly. (The bins were subsequently installed on 11th October).

Use of Speed Guns

The clerk had been in contact with PCSO Wayne Lippett regarding a Community Speedwatch project. However, the first stage would be to find volunteers to assist. A note had been put in the October/November newsletter, but councillors agreed that a more targeted appeal for volunteers might be more effective.

Book Exchange

The telephone box, which had been intended for use as a book exchange point had been removed by BT and **the Clerk was asked to contact Highways to remove the signage indicating the location of the telephone box.**

Community Led Planning

A preliminary meeting with Barbara Pond of GRCC had been arranged for 19th October and she would be attending the November meeting to give an overview of community led plans.

Councillor Training

The workshop “Hearing the Voice of the Parish and Town Councillor” due to take place on 1st November had been postponed.

The Clerk advised that she would be on holiday from 3rd to 10th November and the agenda for the next meeting would therefore be published on 2nd November.

6. Public Adjournment

Mr Donovan confirmed that he would be happy to be part of the Community Speedwatch team. The combined data provided by the VAS equipment and speed guns should provide sufficient evidence for the police to use speed enforcement vans in the village.

Mr Donovan also advised that there had been a marked increase in burglaries with entry being gained through composite doors with Euro cylinder locks. It was agreed that he would give a presentation at the November meeting to draw residents' attention to this issue.

One resident reported the following issues:

a water leak due to a broken pipe on footpath ASM16,
overhanging branches reducing visibility when turning out of Haymes Drive onto the B4632,
the waste bin in the layby has been damaged by a vehicle.

All matters will be reported to the Highways Department.

It was believed that the W1 and W2 bus services were to be discontinued from March 2019.

The Clerk was asked to make enquiries via Cllr Roger Wilson.

One resident asked whether the broadband cabling would be extended to cover Ratcliff Lawns. They were advised that Gigaclear had not been able to carry out work on Ratcliff Lawns since it was a private road.

One resident advised that he found it difficult to follow the meeting without the hearing loop. Arrangements will be made to set this up at future meetings.

7. Planning

18/00828/FUL – 5 Ratcliff Lawns, Southam – demolition of existing garage and erection of a single storey garage at the front of the property. **No objection.**

18/00851/FUL – Rose Cottage, School Lane, Southam – demolition and replacement of existing detached garage. **Objection – the Parish Council considers that the large size of the new garage will have a detrimental impact on the setting of the cottage.**

8. Finance

8.1 The Financial Regulations had been updated and the new version (previously circulated) was adopted by the Council.

8.2 The interim accounts to 30th September 2018 (previously circulated) were approved by the Council.

8.3 The Parish Council had originally made a donation of £300 towards the purchase of the new defibrillator in 2016 (total cost £1,575). The Village Hall Committee had now submitted a request to fund the replacement of new defibrillator pads at a cost of £87.60. The Council agreed to this request.

8.4 The bank mandate variation request authorising the removal of signatories no longer with the Council was completed. The mandate was also amended to allow for cheques under £1,000 to be signed by 2 signatories.

8.5 The Clerk reported that she was seeking quotations from internal auditors and this would be added to the agenda of the next meeting.

8.6 October payments – Information Commissioner £40.00, newsletter £130.00, admin costs £434.15, defibrillator pads £87.60.

9. Date of next meeting: Tuesday 13th November 2018 at 7.30 pm

The meeting was closed at 8.35 pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 13th November 2018 at **7.30pm** in
Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Steve Lennon, Cllr Karen Licence, Cllr Gordon McAnoy and Cllr John Workman..

Also Present: Clerk – Liz Dowie
Borough Cllr Mike Dean
Anj Patel, Community Development Officer, Tewkesbury Borough Council
Barbara Pond, Gloucestershire Rural Communities Council (GRCC)
27 members of the public

1. To receive Apologies

Apologies were received from Cllrs Holloway and Nurden and from County Councillor Roger Wilson.

2. To receive Declarations of Interest

None were received.

5. To receive reports from County and Borough Councillors.

This item was brought forward.

Cllr Dean reported that the Tewkesbury Borough Growth Hub situated within the Public Services Centre would be open from 21st November.

He advised that the consultation on the Joint Core Strategy Issues and Options document, including the Ashchurch Concept Masterplan had now started and would run until 11th January 2019. (This will be added to the agenda of the December Parish Council meeting). Cllr Dean also provided the Council with his Councillor Privacy Statement as required under the GDPR.

3. Presentation by Barbara Pond (GRCC) on community led plans

Barabara Pond gave an introductory presentation on community led plans. The parish council will consider in the New Year whether to facilitate a further meeting to gauge public interest in drawing up a village design statement or a neighbourhood plan.

8.15 pm Barbara Pond left the meeting.

4. To agree the Minutes of the Full Council Meeting on 9th October 2018

The Minutes were agreed as a true record by unanimous vote.

6 To receive reports from Parish Councillors and Clerk

Cllr McAnoy reported that he had carried out the internal control check of the financial records for the 6 months to 30th September 2018 and that all records and bank reconciliations were in good order. It was noted that some invoices had not been initialled by all 3 bank signatories and this will be rectified.

Cllr Licence reported that the damaged street lamp on the Noverton estate would be repaired when the remaining land was adopted.

Cllr Wood reported that new energy efficient lights had now been installed in the Village Hall. The recent film night had been very well attended. She also asked that the Parish Council's thanks be passed on to the WI for the tea and refreshments provided after the memorial service on Remembrance Sunday.

The Clerk reported that:

- The planter hit by a driver on the Noverton Estate had now been reinstated to its original position at a cost of £100. A verbal quotation of £95 had been received to touch up the paintwork and **the Clerk was asked to arrange for this work to be carried out.** The damage was not covered by the council's insurance policy but she had obtained details of the driver's insurance details from Gloucestershire police with a view to pursuing a claim.
- Contact had been made with the Chair of Prestbury Parish Council regarding the parking of a car recovery vehicle on Noverton Lane, which was affecting visibility by the traffic calming island. He advised that he would raise this again with Gloucestershire police.
- County Cllr Wilson had spoken to Marchants about rumours that the W1 and / or W2 bus services were being discontinued, and this was denied. It was however stated that these services would be reviewed in 2019 as part of a regular process. The Clerk had received comments that it would be very difficult for elderly residents if buses did not stop on Old Road due to the difficulty in crossing the main road. **The Clerk was asked to pass these comments on to Gloucestershire County Council.**
- Gloucestershire Highways had advised that the re-surfacing of Two Hedges Road, Woodmancote would take place between 22nd November and 6th December when the road would be closed from 9.30 am to 3.00 pm daily, excluding weekends.

7 Public Adjournment

Neighbourhood Watch Co-ordinator, John Donovan reported that there had been 2 burglaries in Southam where entry had been gained through the front door. He gave a short demonstration showing the ease with which Euro cylinder locks can be broken. It was noted that locks costing £30 - £40 can provide a greater level of security.

One resident commented on the Joint Core Strategy Issues and Options Consultation document. It was noted that part of Southam was situated within the AONB and that any attempt to remove this status should be proactively challenged.

One resident asked for an update on the application for an additional length of footpath at Bentley Lane. The Clerk advised that this had not been considered at the October meeting of the Public Rights of Way Committee and that the next meeting was scheduled for December.

One resident enquired about a contribution towards the pantomime and was advised that this was covered under item 10.2 of the agenda.

7 To consider the Parish Council's response to the 'Preferred Options' Tewkesbury Borough Plan

Details of the consultation had been circulated and the Clerk advised that those on the mailing list of the Save Woodmancote Green Belt group had been requested to respond to the consultation that they supported the decision not to remove the land off Two Hedges Road, Woodmancote from the green belt. **The Clerk was asked to submit the same response on behalf of the Parish Council.**

8 Planning Applications

It was noted that an appeal had been lodged against refusal of the erection of first floor / two storey side extension and single storey extension at Rollingwood, Haymes Drive.

18/00124/FUL and 18/00971/LBC – Woodmancote Farm, Gambles Lane, Woodmancote.- to provide a bathroom into a room in the attic (dovecote), to replace a modern fireplace on the ground floor living room and install a wood burning stove or canopy within the historic inglenook also within the living room. **No objection.**

18/00820/FUL – 27 Ratcliff Lawns, Southam – erection of a double and single storey rear extension with balcony over and a single storey front extension. **Objection – the Parish Council considers that the large size of the proposed extension will increase the footprint of the property to an inappropriate level and lead to loss of light for the neighbouring property. In addition, the balcony will overlook the neighbouring property.**

8.50 pm Cllr Mike Dean and Anj Patel left the meeting

18/00998/FUL – 7 The Close, Southam – erection of a two storey side and rear and single storey rear extension. Installation of a replacement front bay window. **No objection.**

18/01042/LBC – Ellenborough Park Hotel – engineering interventions to roof structure. **No objection.**

9 To formally confirm receipt of the internal audit report for 2017/18 and to consider appointment of internal auditor for 2018/19

The Council formally accepted the internal audit report provided by Peter Newman for 2017/18.

The Clerk had obtained 4 quotations for the internal audit for 2018/19 and the council agreed to appoint Bridget Bowen at a cost of £200. Although this was more expensive than the existing arrangement, it was in line with other quotations received and it was noted that the council was no longer required to pay an external audit fee, unless it was included in the 5% random sample of exempt authorities.

10 Finance

10.1 New councillors provided information required for completion of the Lloyds Bank mandate variation request in respect of new signatories.

10.2 Payments for November were approved by the Council:

Moving planter £120.00, new laptop for VAS equipment £600.00, hall hire £80.00, admin costs £252.35 and £31.50, wreath and donation – Remembrance Sunday £45.00, newsletter postage £13.92, plants £35.87, contribution to hall hire for pantomime £50.00.

11 Date of next meeting: Tuesday 11th December 2018 at 7.30 pm

The meeting was closed at 9.00 pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 11th December 2018 at **7.30pm** in Southam Village Hall.

Present: Cllr John Workman (Vice-Chair), Cllr Steve Lennon, Cllr Karen Licence, Cllr Gordon McAnoy and Cllr Paul Nurden.

Also Present: Clerk – Liz Dowie
Borough Cllr Mike Dean
County Cllr Roger Wilson
7 members of the public

Cllr Workman chaired the meeting in the absence of Cllr Wood.

1. To receive Apologies

Apologies were received from Cllrs Wood and Holloway.

2. To receive Declarations of Interest

None were received.

3. To agree the Minutes of the Full Council Meeting on 13th November 2018

The Minutes were agreed as a true record by unanimous vote.

4. To receive reports from County and Borough Councillors.

Cllr Wilson reported that:

- the GCC Commons and Rights of Way Committee had agreed that an order be made to add a length of public bridleway on Bentley Lane along the route that is currently obstructed by gates, and that the adjacent length of bridleway ASM25 in the adjacent field be deleted. The modification orders will now be publicised and there will be a consultation period of 6 weeks.
- the W1/W2 bus service routes would be subject to tender in the New Year. However, GCC had confirmed that the stop on Old Road would remain in use, although there may be some changes to the timetable.
- he had met with the new Highways Manager, Dave Pritchett, and he had confirmed that the water leak on Southam Lane would be rectified by diverting the water into the drainage system. The plans for re-surfacing of Southam Lane had been brought forward, and the remaining part of the B4632 on Cleeve Hill would be re-surfaced in the next 12 months..

Cllr Dean reported that:

- he had attended a meeting of the Cotswolds AONB board. He provided the Clerk with a copy of the Management Plan 2018-2023 Executive Summary.
- The Tewkesbury Borough Plan consultation had now closed.
- He had attended a meeting regarding the Borough Council's medium term financial strategy and it was clear that the Council faced challenges as a result of the withdrawal of central government funding.

5. To receive reports from Parish Councillors and Clerk

Cllr McAnoy advised that he had omitted to report at the last meeting that he had identified, as part of the internal control check of the financial records, that there was no formal procedure for the monitoring of receipt of newsletter advertising revenue. The Clerk advised that this could be rectified by use of a financial software package (to be covered under agenda item 9.1).

Cllrs Lennon and Workman confirmed that they would be attending Councillor training delivered by GAPTC on 21st February 2019.

The Clerk reported that:

- A claim for the damage to the planter on the Noverton estate had been made against the insurance policy of the owner of the car.
- The routine maintenance check of the VAS equipment had been carried out.
- Cllr Wood had been in contact with the branch secretary of the Royal British Legion as it was felt that the arrangements for Remembrance Sunday could be improved. The branch secretary would attend the Parish Council meeting in February to discuss the arrangements for 2019.

6 Public Adjournment

One resident queried the procedure for submitting written comments to the Parish Council. He was advised that he should email the Clerk in the first instance using the address shown on the website and she would forward any correspondence to the whole council or to individual councillors, as appropriate.

One resident of Haymes Drive advised that the re-surfacing of the main road B4632 had affected drainage from the road since the gutters were no longer in line with the road surface. The Clerk advised that she would ask to meet with the new Highways Manager in the New Year and would raise this and other matters with him.

It was noted that some residents still had difficulty hearing proceedings at meetings despite the use of the hearing loop and **it was agreed that Mr Wilcox would be asked to test the loop again to ensure that it was working efficiently.**

7 To consider the Parish Council's response to the Joint Core Strategy Issues and Options Consultation

Details of the consultation had been circulated and it was noted that the proposal to build 120 houses in Winchcombe was in contravention of the National Planning Policy Framework. However, since this did not directly affect Southam it was agreed that no submission would be made by the Parish Council in response to the consultation.

8. Planning Applications

18/00549/OUT – Racecourse Garage, Evesham Road, Bishops Cleeve – outline application for the demolition of the existing car sales office building and canopy and the erection of 7 dwellings with all matters reserved. **No comment submitted.**

8.00 pm Cllrs Wilson and Dean left the meeting.

18/01113/FUL – Cuckoo Farm, Southam Lane, Southam – extension and alteration of property including raising of ridge height, the erection of single and double storey extensions to North elevation, a 1.5 storey extension to East elevation and provision of balconies. **Objection, in particular due to the substantial size of the proposed extensions and overdevelopment of the site.**

18/01130/FUL – The Old Coach House, Lye Lane, Cleeve Hill – amendments to increase the size of the ground and first floor levels of the replacement dwelling previously approved under ref: 13/01261/FUL (and amended by 16/00549/FUL) **No objection.**
18/01213/FUL – 33 Ratcliff Lawns, Southam, Cheltenham – erection of a single storey and two storey rear extension. **No objection.**

Other planning matters:

Planning enforcement issues were being investigated at The Nest, Cuckoo Farm and 1 New Kayte Cottages.

Haymes Cottage (application 18/00725/FUL) – following the submission of revised plans, the Parish Council had upheld its previous comments regarding the detrimental visual impact of the proposed dwelling when viewed from New Road.

The appeal against the refusal of the erection of first floor / two storey side extension and single storey extension at Rollingwood, Haymes Drive – 18/00325/FUL – had been upheld and planning permission had been granted.

9 Finance

9.1 The draft budget had been circulated and councillors agreed that the budget for 2019/20 would be set at £11,300. This would include provision for a new noticeboard. The Clerk also requested that Scribe financial software be used in future. The cost for the remainder of 2018/19 would be £64.50 and the cost for 2019/20 would be £129.00. However, this expense would be offset against the cost of the Clerk's time in carrying out year end work. Use of the software would also allow historical data to be accessed more easily and for receipt of newsletter advertising revenue to be monitored. Councillors agreed to the purchase of the software. **The Clerk was also asked to add to the January agenda a review of the current fee level for advertising in the newsletter.**

9.2 The Lloyds Bank mandate variation request to add Cllrs Workman, Lennon and Licence as cheques signatories was completed.

9.3 Payments for December were agreed: newsletter £214.00, grass cutting £324.00, payroll services £22.50, staff costs £252.35, admin £175.80. Councillors also agreed to meet the cost of £120.00 for hall hire rental for the drop in sessions.

10 Date of next meeting: Tuesday 8th January 2019 at 7.30 pm

The meeting was closed at 8.25 pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 8th January 2019 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Anna Hollaway, Cllr Steve Lennon, Cllr Karen Licence, Cllr Gordon McAnoy and Cllr Paul Nurden.

Also Present: Clerk – Liz Dowie
Borough Cllr Mike Dean
14 members of the public

1. To receive Apologies

Apologies were received from Cllr John Workman and County Cllr Roger Wilson.

2. To receive Declarations of Interest

None were received.

3. To agree the Minutes of the Full Council Meeting on 11th December 2018

The Minutes were agreed as a true record by unanimous vote.

4. To receive reports from County and Borough Councillors.

Cllr Dean reported that Council Tax would be increased by £5 per annum in 2019/20 and that one of the main reasons for this increase was the gradual removal of the Council Tax Support Grant. However, it was noted that less than 20% of the services provided in the Borough was funded by Council Tax.

5. To receive reports from Parish Councillors and Clerk

Cllr Licence reported that the situation previously raised with Prestbury Parish Council regarding the parking of large vehicles close to the traffic calming island on Noverton Lane had caused further problems on 3rd January. Following a medical emergency an ambulance was unable to park close to the patient's home and it became necessary to park on the carriageway blocking the road to traffic in both directions. **The Clerk was asked to contact the relevant authorities and to advise Prestbury Parish Council of the situation.**

The Clerk reported that:

- Residents of Haymes Drive had expressed concerns regarding blockages in the Haymes Brook channel due to excess vegetation, the strength of the culvert running beneath Haymes Drive and drainage off the main road following the recent roadworks. The Area Highways Manager had confirmed that he would carry out an inspection of the area.
- A quotation had been sought to repair the noticeboard on the Noverton estate.
- The crack in the pavement on the main road, previously reported to the Highways Department had now been repaired.

6 Public Adjournment

One resident expressed concerns at vehicles being parked too close to the junction of Southam Lane and Old Road, which was reducing visibility for vehicles exiting Southam Lane and for pedestrians crossing Old Road. Photos will be sent to the Clerk who will raise the matter with the Highways Department.

One resident suggested that, if the Parish Council was minded to object to the revised plans for the planning application for 27 Ratcliff Lawns, a site visit might be carried out.

Neighbours of the property at Hill House, Cleeve Hill commented on the planning application for the property and provided a copy of a restrictive covenant dated 11th December 1972 which prevented any building within 20 feet of the northern boundary of Hill House. **Cllr Hollaway would ask the case officer if such a covenant would be taken into account in the planning process.**

Residents advised that a Southam Community Speedwatch Group had now been registered and initial training had been undertaken. The required budget for the purchase of a speed gun and other equipment would be considered at the next meeting of the group and it was likely that a request for funding would be submitted to the Parish Council in due course. The total cost might be in the region of £700. The Clerk confirmed that there would be a small underspend in the Grants budget which might be carried forward to 2019/20 and **she would also investigate the possibility of external grant funding for the group.** Additional volunteers would be welcome and **the Clerk would make a further request in the next newsletter.** The group was congratulated on moving this project forward.

7. Planning Applications

18/00820/FUL – 27 Ratcliff Lawns – erection of a double and single storey rear extension with balcony over and a single storey front extension (revised plans). **The previous objection was withdrawn. However, the Council commented that the materials used should be in keeping with those used on other properties in Ratcliff Lawns.**

18/01231/FUL – Hill House, Spring Lane, Cleeve Hill – single storey side extension **No objection, but it is noted that there is a restrictive covenant in place which prevents development within 20 feet of the northern boundary.**

8 Finance

8.1 A schedule had been circulated showing the potential increase in income if fees for newsletter advertising were raised. Due to the small number of advertisers the potential for increasing income was limited and it was agreed that the fees would remain at the same level.

8.2 Following approval of the budget for 2019/20 it was noted that a VAT refund of £1,100 was due and it was therefore agreed to request a precept of £10,200. This represents an increase of 1.2p per week in the Band D charge.

9.3 Payments for January were agreed: email and webhosting costs £98.27, finance software licence to March 2019 £ 77.40, staff costs £252.35,

9 Date of next meeting: Tuesday 12th February 2019 at 7.30 pm

The meeting was adjourned at 8.20 pm

At a meeting of the Staffing Committee the Clerk's appointment was confirmed following completion of the probationary period and a formal employment contract was signed.



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 12th February 2019 at **7.30pm** in
Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Anna Hollaway, Cllr Steve Lennon, Cllr Karen Licence, Cllr Gordon McAnoy and Cllr John Workman.

Also Present: Clerk – Liz Dowie
County Cllr Roger Wilson
Borough Cllr Mike Dean
Mark Steger, Royal British Legion, Woodmancote and District Branch
13 members of the public

1. To receive Apologies

Apologies were received from Cllr Paul Nurden.

2. To receive Declarations of Interest

Declarations of interest were made by Cllr Hollaway in respect of planning application 19/00029/FUL – Cuckoo Farm and by Cllr Lennon in respect of application 19/00085/FUL – 7 Ratcliff Lawns.

3. To discuss the arrangements for the 2019 Remembrance Day events with Mark Steger, Royal British Legion, Woodmancote and District

Mark Steger attended to obtain feedback regarding the 2018 Remembrance Day event so that the Royal British Legion might work with the community to improve future events. It was noted that no service sheets were available and a bugler had not been present in November 2018. Improvements to the layout were also suggested to ensure that vehicles did not ignore the road closure signs. Mr Steger will be in contact again later in the year to ensure that all suggested improvements are implemented. In the meantime he is happy for his contact details to be shared with local residents and **the Clerk will arrange for these to be circulated.**

4. To agree the Minutes of the Full Council Meeting on 8th January 2019

The Minutes were *agreed as a true record by unanimous vote.*

5. To receive reports from County and Borough Councillors.

Cllr Wilson advised that the latest schedule of major highways works confirmed that the re-surfacing of the remainder of the B4632 over Cleeve Hill would be carried out between 1st April and 31st July 2019. He would be attending the Full Meeting of GCC on 13th February at which the budget would be considered. He advised that an increase of 5% in council tax was proposed. This had become necessary since funding received from central government had reduced from 50% to 30% over the past 10 years.

A member of the public asked Cllr Wilson for an update on the bus route following the end of the Marchants contract. Cllr Wilson confirmed that a temporary arrangement had been

agreed with Marchants until the autumn. He had emphasised to GCC the importance of this service to local residents and would continue to monitor the situation.

Cllr Dean also confirmed that, despite the proposed increase in council tax, Tewkesbury BC had the 5th lowest rate of council tax in the country.

6. To receive reports from Parish Councillors and Clerk

Cllr McAnoy advised that he would not be standing for re-election at the forthcoming elections in May. The deadline for delivery of nomination papers was 3rd April and it was therefore suggested that details of the election process be included in the next newsletter.

Cllrs McAnoy and Licence raised the ongoing problems with parking. Cllr Wood advised that it was possible to receive a parking ticket for parking too close to a junction. The Clerk had been in contact with the PCSO regarding parking at the junction of Old Road and Southam Lane, and was awaiting a response. The Clerk had raised the issue of large commercial vehicles adjacent to the traffic calming chicane in Noverton Lane and had received advice from the Highways Department that the vehicles were parked legally despite the potential for obscuring the signs for the traffic calming measures.

Cllr Wood reported that the Parish Council was in contact with the Tewkesbury Borough Council regarding unauthorised development on the Kayte Lane travellers' site. Two retrospective planning applications had been submitted, one of which was to be considered under agenda item 8.

Village Hall – Cllr Wood reported that the film night on 8th February had been well attended and a barn dance was planned for 22nd March. The Gold Cup cafe will run during Race Week and volunteers are being sought to bake cakes or help in the kitchen and car park.

The Clerk reported that:

A request had been received to install bins in the laybys next to Bill Smiley's Butterfly Field on Cleeve Common. The location was queried and it was thought that this area might not fall within the parish. Cllr Hollaway would investigate further and, if within the parish, this would be added to the agenda of a future meeting.

A call had been received from a resident of Prestbury about litter on the route leading up to Cleeve Common from Noverton Lane. She had obtained the agreement of PrintWaste to clear the litter, but would check with the landowner first.

Bentley Lane – the notice of the order to add the length of bridleway at Bentley Lane was advertised on 24th January and the consultation period will run until 7th March.

The Clerk had attended the traffic meeting outlining the arrangements for the Cheltenham Festival on 12th – 15th March and the minutes had been circulated. The matter of other large events at the racecourse throughout the year, which might impact on traffic in Southam Lane, was raised and a list of events and dates had been provided for onward circulation to residents.

An inspection of Haymes Brook had been carried out by the Highways Manager. He advised that the culvert appeared to be functioning adequately and he will arrange for the leaves to be cleared from the drainage channel. He advised that it was preferable for heavy vehicles not to park on the area of road above the culvert and the Clerk had written to Tewkesbury Borough Council asking that the refuse lorries reverted to parking further up Haymes Drive, as before.

Photos of rain water running off the main road down Haymes Drive in recent bad weather had been forwarded to the Highways Manager. However, he was of the opinion that that the run off was as expected.

The planter on the Noverton estate was due to be repaired shortly and Aviva Insurance had been contacted regarding the Parish Council's claim against the car owner. They have

given notice to the policyholder that settlement will be made if they are unable to contact him within the next 14 days.

A resident had advised that a section of Footpath 13 running between Gambles Farm and Lower Bottomley Farm had been blocked and the waymarkers removed. **The Clerk will obtain further information to pass on to the GCC Rights of Way Department.** It was also noted that the area of footpath by the mushroom farm was overgrown and **the Clerk would ask the Highways department to arrange for this to be cleared.**

7 Public Adjournment

One resident requested that the damaged bin in the layby before Haymes Drive be replaced.

Residents had cleaned the bus shelter and now wished to prune the horse chestnut tree behind the shelter.

It was suggested that the second lane for turning left at the traffic lights by GE Aviation be extended to ease the flow of traffic at peak times. However, it was noted that this had been investigated previously and was deemed not to be viable.

One resident thanked the Parish Council for resolving the previous issues with the hearing loop in the Village Hall. He also provided additional information about the bus service following the opening of the Cleavelands Medical Centre.

Two neighbours of Hill House, Cleeve Hill made representations regarding the amended planning application to be considered under agenda item 8 and it was noted that the amendment did not have any bearing on the restrictive covenant against the property.

Mr Donovan advised that the Community Speedwatch Group were keen to move the project forward as soon as the weather improved. The earlier request for funding was to be considered under agenda item 9.

8.20 pm Cllr Wilson, Cllr Dean and Mr Steger left the meeting.

. 8. Planning Applications

18/01231/FUL – Hill House, Spring Lane, Cleeve Hill – single storey side extension and front dormer expansion (amendment removal of terrace to the front of the utility room) **Comment as before - No objection, but it is noted that there is a restrictive covenant in place which prevents development within 20 feet of the northern boundary.**

8.25 pm Cllr Hollaway left the meeting

19/00020/FUL – Land, Kayte Lane, Southam – retrospective application for the temporary retention of stable building until 17th December 2020. **Southam Parish Council does not object in principle to the retention of the stable building provided that this is limited to the period ending on 17th December 2020. Planning permission for this site was originally granted on a temporary basis due to special circumstances at the time. There has been disquiet within the community about the practice of lodging retrospective applications for development carried out without prior permission and any further requests are likely to lead to objections from the Parish Council and local residents.**

19/00029/FUL – Cuckoo Farm, Southam Lane, Southam – new storage barn **No objection.**

19/00085/FUL – 7 Ratcliff Lawns, Southam – proposed erection of attached garage and associated works. (Cllr Lennon, have declared an interest in this item, took no part in the discussion) **No objection.**

Other planning matters – the Clerk drew councillors’ attention to application 19/00071/FUL for the erection of a garage and carport to the side of the property at Wynds Point, New Road, which was received after publication of the February agenda. Consideration of this application at the March meeting would require a 2 week extension for comments. *In view of the nature of the application, councillors agreed that it would not be added to the March agenda.*

9 Finance

9.1 The letter of engagement from the internal auditor, Bridget Bowen, (previously circulated) *was approved by the Council and it was agreed that Cllr Wood will sign the letter of engagement on behalf of the Council.*

9.2 At the January meeting the Community Speedwatch group had requested funding of up to £700 to cover the cost of a speed gun and other equipment. The Clerk had investigated the possibility of grant funding, but the relevant providers were closed to new applications at present. However, a sum of £460 was available in Parish Council funds due to the saving on the litter bins on Cleeve Common and the unspent part of the grants budget for 2018/19. *The Council agreed to fund the full amount requested up to £700.*

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

9.4 *Payments for February were agreed: newsletter £130.00, postage for newsletter invoices £5.80, hire of village hall £60.00, website – 2 years £136.80, Clerk’s training £10.00, Clerk’s salary £252.35, administration £107.44.*

*It was also agreed to accept the quotation for grass cutting from John Preece and Sons of £278 per cut. **The Clerk was asked to enquire about the additional cost of cutting the verge at the junction of Southam Lane and Old Road.***

10 Date of next meeting: Tuesday 12th March 2019 at 7.30 pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 12th March 2019 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Karen Licence and Cllr Gordon McAnoy.

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

The meeting commenced at the later time of 7.30pm.

1. To receive Apologies

Apologies were received from Cllr Anna Hollaway, Cllr Steve Lennon, Cllr John Workman and from Borough Cllr Mike Dean and County Cllr Roger Wilson..

2. To receive Declarations of Interest

There were no declarations of interest.

3. To agree the Minutes of the Full Council Meeting on 12th February 2019

The Minutes were agreed as a true record by unanimous vote.

4. To receive reports from County and Borough Councillors.

Cllr Wilson and Cllr Dean were not present at the meeting.

5. To receive reports from Parish Councillors and Clerk

Cllr Licence reported that the last meeting of the Cleeve Common Conservators had been postponed.

The Clerk reported that:

A resident on the Noverton Estate had advised that a flowering cherry tree next to the play area was dead and needed replacing. It was believed that this area was maintained by Taylor Wimpey and **the Clerk would pass on the information to the company.**

Cllr Hollaway had provided an update that officers had inspected the public open land on the Noverton Estate ready for adoption and that Tewkesbury Borough Council would be taking over responsibility for this area in due course.

A Woodmancote resident had advised that part of Footpath 13 running south from Gambles Lane appeared to have been obstructed with a fence by the landowner and the waymarker removed. This has been reported to the Rights of Way Officer who will investigate. The section of footpath by the former mushroom farm was very overgrown and this had been reported to the Highways Department.

A letter had been received from Prestbury United Charities since they wished to increase their area of benefit (currently Prestbury, Southam and Swindon Village) to include the postcode areas of GL50, GL51, GL52 and GL53. The Charity Commission requires that parishes within the existing area of benefit be consulted. However, the letter had been

received too late to be included on the March agenda, **the Clerk would request an extension to 10th April for the Parish Council's response.**

6. Public Adjournment

Mr Howard had carried out extensive research of the W1, W2 and D bus services and had established that the new Cleavelands Medical Centre was not adequately served by bus routes from Southam. He had submitted proposals to Gloucestershire Transport Department, and had suggested that the W bus routes be permitted to use the D bus stop close to the medical centre. He had received assurances from the Transport Manager that this matter should be resolved within the next few weeks. Mr Howard was thanked for his efforts.

Residents of Haymes Drive reported that no road sweeping had been carried out, but it was believed that this service was no longer carried out.

There was further discussion about the drainage off the B4632 and the increase in rain water being diverted down Haymes Drive following the re-surfacing of the main road. The Highways Manager had received photos taken during a period of heavy rain and he had reported that the flow of water was as expected. A site visit by a member of the Highways team was suggested and **the Clerk advised that she would find out how this might be arranged and pass on details of the most appropriate contact.**

A resident requested an update on Bentley Lane and it was reported that the deadline for objections to the Order for an Additional Length of Bridleway was on 7th March. Further news was awaited from the Rights of Way Department.

It was noted that two further volunteers had expressed an interest in joining the Community Speedwatch group.

Residents hoped that the re-surfacing of Southam Lane would take place soon.

It was noted that car boot sales were likely to resume shortly.

7. Planning Applications

19/00021/FUL – Land, Kayte Lane, Southam – variation of conditions 2, 5 and 9 of APP/G1630/W/16/3144176 to allow for an additional static caravan on the site and to regularise the boundary treatment. **Planning permission for this site was granted on appeal to enable temporary occupation of the site until 17 December 2020. The requested variations are to regularise development which has already taken place in further breach of the injunction obtained by Tewkesbury Borough Council. The addition of further living space and the permanent nature of the boundary fence erected without permission are variations which are not aligned with the temporary nature of the original permission granted. In addition, the retrospective variations requested do not relate to the special circumstances on which the granting of permission was originally based. For these reasons Southam Parish Council strongly objects to this application.**

19/000094/FUL – 35 Ratcliff Lawns, Southam – creation of a single storey rear extension and roof terrace. Replacement of windows and rain water goods to the property.

No objection.

19/00136/FUL – The Old Coach House, Lye Lane, Cleeve Hill – provision of new garage building to provide car and ancillary storage for new dwelling (note amended location of tree). **No objection.**

19/00179/CLE – 1 New Kayte Cottages, Southam Lane – continued residential use of the dwelling in breach of agricultural occupancy condition (condition g of planning permission T.6113/A/AP). **No objection.**

19/00229/FUL – Vidama, 9 New Road, Southam – installation of front and rear dormer windows and skylights. Hip to gable extension and removal of chimney for loft conversion.
No objection.

8. To consider the arrangements for the Parish Council Elections on 2nd May 2019

It was noted that at least one councillor would not be standing for re-election and *councillors agreed the wording of an open letter to be posted on the noticeboards together with the Notice of Election from 18th March*. This would also form the basis of the next newsletter item. Arrangements were made to distribute nomination papers to councillors at the end of the meeting.

9. To consider the arrangements for the Annual Parish Meeting

It was agreed that the Annual Parish Meeting would take place before the Annual Parish Council Meeting on Tuesday 14th May with a break for refreshments. John Donovan agreed to lead an item on the new Community Speedwatch Group and Neighbourhood Watch and **the Clerk was asked to invite the PCSO to the meeting.**

10. To consider and approve the Risk Management Schedule

The Risk Management Scheme had been updated *and the Council agreed unanimously to adopt the new version*.

11. To consider requests for supply and installation of litter bins in the laybys close to Haymes Drive and the Cleeve Common butterfly conservation reserve.

The Reserves Officer for Butterfly Conservation had indicated that they might be able to assist with the funding of 2 bins on Cleeve Common. Quotations for supply and installation were still awaited from Tewkesbury Borough Council and the matter would be progressed once these were received.

The Clerk estimated that replacement of the bin in the layby above Haymes Drive would cost approximately £350. In view of the fact that alternative funding was likely to be available for the bins on Cleeve Common, *the Council agreed to fund the cost of this bin up to £350*. **The Clerk was asked to proceed with the arrangements for installation if the quotation was within this figure.**

12. Finance

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

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

12.3 A quotation of £15 per cut had been received from John Preece and Sons to cut the verge at the junction of Southam Lane and Old Road and *the Council agreed that this should be added to the existing contract.*

12.4 *Payments for March were agreed:* Councillor training £170.00, Clerk's salary £252.35, administration £143.96, payroll services £23.25.

13. Date of next meeting: Tuesday 9th April 2019 at 7.30 pm

The meeting closed at 8.30pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 9th April 2019 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Steve Lennon, Cllr Karen Licence and Cllr Gordon McAnoy.

Also Present: Clerk – Liz Dowie

8 members of the public
John Everitt, Coombes Everitt Architects Ltd
Borough Councillor Mike Dean
County Councillor Roger Wilson

The meeting commenced at the later time of 7.37pm.

Cllr Wood opened the meeting by making a presentation to Cllr McAnoy who was not standing for re-election. She thanked him on behalf of the Parish Council and local residents for the contribution he had made to the parish during his time as a councillor.

1. To receive Apologies

Apologies were received from Cllr Anna Hollaway and Cllr John Workman.

2. To receive Declarations of Interest

There were no declarations of interest.

3. To agree the Minutes of the Full Council Meeting on 12th March 2019

The Minutes were agreed as a true record by unanimous vote.

4. To receive reports from County and Borough Councillors.

Cllr Wilson reported on the current and scheduled closures of the B4632 on Cleeve Hill. The overnight closures for re-surfacing works will take place from 7.00pm to 7.00am on weekdays. He is meeting with the Highways Manager on 10th April and will make enquiries about the proposed re-surfacing of Southam Lane. Cllr Wilson was asked to pass on thanks to Dave Pritchett for assistance he had given to the Parish Council in organising various remedial and maintenance works.

Cllr Wilson was also pleased to report that the County Council's accounts were in balance at the year end.

Cllr Dean confirmed that, as communicated by Tewkesbury Borough Council Enforcement Team, the Council intended to commence injunction proceedings if the breaches identified at the Kayte Lane site had not been rectified by 19th April 2019.

5. To receive reports from Parish Councillors and Clerk

Those councillors present who were standing for re-election confirmed that they had received from the Elections Officer the Statement of Persons Nominated and the Notice of Uncontested Election.

Cllr Licence reported that:

- There was an abandoned car on the verge of the A435 by the Rugby Club which had not been removed following a traffic accident several months ago. It was noted that the insurers would now be the legal owners and **the Clerk would try to obtain more information in order to contact the relevant insurance company.**
- She had reported to Tewkesbury Borough Council a further case of fly tipping on Cockcroft Lane.
- Residents on the Noverton Estate would like speed signs to be erected in order to encourage people to drive with more care. *It was agreed that a request to residents would be included in the next newsletter.* Cllr Wilson advised that signage would form part of Gloucestershire County Council's brief when the carriageway is eventually adopted and the Parish Council would be able to put forward its comments at that stage. **The Clerk was asked to write to the Highways Manager to enquire about the plans for the estate following adoption.**

Cllr Wood reported that:

- The recent barn dance had been very successful and she thanked all those who had participated in the event.
- The Village Hall Committee had viewed drawings of a proposed extension to the hall and that these would be circulated for comment.

The Clerk reported that:

- The Notice of Uncontested Election had been received and there would be two vacancies. These could be filled by co-option at the May meeting or up to 35 days after the election date. Notices will be placed on the noticeboards and on the website.
- Highways – a request had been made for the overhanging branches at the junction of Haymes Drive and the B4632 to be cut back.
- Road sweeping had been carried out and Haymes Brook has been cleared of vegetation and the drainage channel dug out.
- The Chair of the Village Hall Committee had advised that the AGM would take place on 23rd April and the Committee would be asking Cllr Wood to continue as the Parish Council representative. This would be ratified at the Annual Parish Council Meeting on 14th May when all appointments on outside committees were confirmed.
- An email had been received from a local resident who lived next to the village hall and wished to be consulted on the proposed plans to extend the hall. Her enquiry was directed to the Village Hall Committee.
- Annual Parish Meeting – Neighbourhood Watch Co-ordinator, Bob Lloyd and PCSO Pippa Roberts will be attending the meeting on 14th May.
- Litter bin in layby above Haymes Drive – Tewkesbury Borough Council had advised that replacement of this bin could be funded with S106 monies and they had been requested to proceed with ordering the bin.
- Litter bins by Cleeve Common butterfly reserve - a quotation had been received from Tewkesbury Borough Council for £309 + VAT per bin. Since a budget of £350 had been agreed at the March meeting for the Haymes Drive bin, *Council agreed that it would, if necessary, fund the supply of one of the bins if Butterfly Conservation was able to arrange installation.*

6. Public Adjournment

Mr Everitt of Coombes Everitt Architects Ltd gave a short presentation on the proposed plans for Sunset, Sunset Lane, Southam which were to be considered under agenda item 7. The previously refused application for a replacement dwelling had been superseded by application 19/00231/FUL for the demolition of the modern extensions and erection of new extensions and garage and Mr Everitt explained the differences between the two proposals.

Mr Howard reported further on his correspondence regarding bus services and routes to the new Cleavelands Medical Centre. He had received an email from Bill Carr, Public Transport Planner for Gloucestershire County Council which had included a draft of the new bus timetable coming into effect on 29th April 2019. The timetable serves the new Cleavelands Medical Centre and this was welcomed. However, it appeared that the bus stop on Old Road had not been included in the timetable despite previous assurances that this stop would be retained. **The Clerk was asked to seek clarification.**

7. Planning Applications

19/00094/FUL – 35 Ratcliff Lawns, Southam – creation of a single storey rear extension and roof terrace. Replacement of windows and rain water goods to the property. (Revised plans). **Expired – permission granted 4th April 2019.**

19/00200/FUL – Hill Rise, Spring Lane, Cleeve Hill – erection of a single storey side extension and replacement of garage roof including raising ridge height. **No objection.**

19/00231/FUL – Sunset, Sunset Lane, Southam – demolition of modern extensions., erection of double and single storey extensions with terrace over and a detached garage. **No objection.**

19/00273/FUL – The Bungalow, Mill Lane, Prestbury – erection of a replacement dwelling following permission reference 18/00776/FUL. **No objection.**

19/00314/FUL – Villars, Sunset Lane, Southam – erection of a first floor rear extension and creation of balcony. **No objection.**

No other planning matters were raised.

8. To consider response to letter from the Prestbury United Charities dated 1st March 2019

The Prestbury United Charities currently support local groups and individuals in Prestbury, Swindon Village and Southam, but are currently seeking to extend the area of benefit to those resident in postcode areas GL50, GL51, GL52 and GL53, with priority to be given to those in the existing area of benefit. The Charity Commission has agreed to the change subject to consultation with interested parties. *The Council agreed to this change.*

9. To consider authorisation request for installation of bollard on Bentley Lane

A letter had been received from Gloucestershire County Council advising of the intention to request authorisation under the Highways Act 1980 s62 to erect a bollard on Bentley Lane to prevent vehicles using the lane, thereby preventing damage and ensuring the safety of horse riders and walkers. The Parish Council was asked whether it would support this plan. *The Council agreed to support the plan provided it would not incur any financial liability in so doing.*

8.25pm Cllrs Wilson and Dean left the meeting.

10. Finance

10.1 *The accounts and bank reconciliation as at 31st March 2019 (previously circulated) were approved by the Council.* The overspend on VAS equipment was queried and the Clerk advised that this represented the purchase of a new laptop and the annual maintenance fee which had not been included in the annual budget.

10.2 Cllr McAnoy had carried out the internal control check and confirmed that proper records were being kept, bank reconciliations had been carried out on a regular basis and all expenditure was supported by the correct documentation. There is currently a credit balance on the HMRC account due to the Clerk having received a tax rebate at the start of her employment. Cllr McAnoy suggested that it may be appropriate to identify this as a separate item in the annual accounts to avoid overstating the figure for the Clerk's salary.

10.3 *The Council agreed that it meets the qualifying criteria to certify itself as exempt from a limited assurance review and the Chairman signed the Certificate of Exemption.*

10.4 Quotations had been received from Community First (existing insurers), Came & Company and BHIB Insurance. *The Council agreed to switch to Came & Company which had provided the most competitive quotation. It was also agreed to take advantage of the fixed rate for 3 years.*

8.30pm Mr Everitt left the meeting.

10.5 *The Council agreed to renew the annual subscription for GAPTC.*

10.6 *Payments for April were agreed: Newsletter printing £130.00, Scribe software £154.80, GAPTC annual subscription £237.27, Clerk's salary £234.55, insurance premium £444.22.*

11. Date of next meeting:

Tuesday 14th May 2019 at 7.30 pm - Annual Parish Meeting followed by Annual Parish Council Meeting

The meeting closed at 8.35pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Annual Meeting** of the Parish Council held on 14th May 2019 at **8.15pm** in Southam Village Hall.

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

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

The meeting started at the later time of 8.30pm.

1. To receive Apologies

Apologies were received from Cllr Anna Hollaway.

2. To receive Declarations of Interest

Cllr Licence declared an interest in agenda item 12 – planning application 19/00396/TPO as a resident living close to the proposed works.

3. To appoint a Chairman

Having been proposed by Cllr Workman and seconded by Cllr Lennon, Cllr Wood was duly elected as Chairman and signed the Declaration of Acceptance of Office.

4. To appoint a Vice-Chairman

Having been proposed by Cllr Wood and seconded by Cllr Licence, Cllr Workman was duly elected as Vice-Chairman and signed the Declaration of Acceptance of Office.

5. To confirm receipt of Declarations of Acceptance of Office and Register of Members' Interests Forms following the elections on 2nd May 2019.

The election had been uncontested and four councillors had to date completed Declarations of Acceptance of Office in the presence of the Clerk and completed Register of Members' Interests Forms. Separate arrangements would be made for Cllr Hollaway to complete the forms.

6. To agree the Minutes of the Full Council Meeting on 9th April 2019

The Minutes were agreed as a true record by unanimous vote. It was noted that the date of the last meeting was incorrectly stated on the agenda.

7. To appoint representatives to external committees and staffing committee

Councillors were appointed to external committees as follows:

Cleeve Conservators: Cllr Hollaway and Cllr Licence

Village Hall Committee: Cllr Wood

8. To consider action required to fill the two Councillor Vacancies

The Clerk confirmed that the Council may now fill by co-option the two vacancies which had arisen following the Parish Council elections. The vacancies would continue to be advertised on the website and noticeboards and also in the next newsletter.

9. To review and confirm the Council's governing documents

The following documents, having previously been circulated, were reviewed and confirmed by the Council:

Code of Conduct (after correcting references to Cheltenham Borough Council)
Standing Orders
Financial Regulations
Risk Management Schedule
Publication Scheme
Privacy Notice (GDPR)
Grant Awarding Policy
Complaints Policy and Procedure

It was noted that a separate Privacy notice had not been put in place for Councillors and Staff and this would be rectified.

10. To review and confirm the Asset Register

This item was deferred to the June meeting so that it might be reconciled to the Annual Return.

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

It was confirmed that, since 2/3 of the Council's full complement of Councillors had been elected and the Council had a qualified Clerk, it was eligible to use the General Power of Competence..

12. Planning Applications

19/00396/TPO – Land at rear of 23, 25, 27 and 29 Desert Orchid Road, Prestbury – Tree pruning and crown reduction to 12 sycamore trees. **No objection.**

19/00417/CLE – Badgers Farm, Mill Lane, Prestbury – Existing operational development comprising the erection of a two storey side extension to the western elevation of the residential dwelling at Badgers Farm (C3 Use Class). The remodelling of the land to the immediate south of the driveway bordering to Badgers Farmhouse for the purpose of an open air swimming pool, associated paved area and storage/plant room with a single storey, dual pitched 'L-shaped' structure. **No objection.**

13. Finance

13.1 The accounts to 31st March 2019 had been amended to show the credit balance with HMRC as a separate item. *The revised accounts (previously circulated) were approved by the Council.*

13.2 *The monthly accounts to 30th April 2019 and the bank reconciliation (previously circulated) were approved by the Council.*

13.3 *Payments for May were agreed:* Hire of Village Hall £60.00, Clerk's salary £251.13

13.4 The Council agreed expenditure of £100 on plants for the planters and Cllr Wood agreed to buy the plants.

14. To confirm the dates and times of meetings for the next 12 months

Due to the availability of the Village Hall, it was agreed that meetings would continue to be held on the second Tuesday of each month.

The next meeting would be held on Tuesday 11th June at 7.30pm

The meeting closed at 8.56pm



Southam Parish Council



MINUTES of the ANNUAL PARISH MEETING held at 7.30pm on 14th May 2019

Present: Cllr Adrienne Wood, Cllr John Workman, Cllr Steve Lennon and Cllr Karen Licence

Also Present: Borough Councillor Roger Wilson
District Councillor Mike Dean
John Donovan – Neighbourhood Watch Co-ordinator
Bob Lloyd – Neighbourhood Watch Field Officer
Gloucestershire Constabulary – Sgt El Lakin and PCSO Pippa Roberts
Parish Clerk – Liz Dowie
18 members of the public.

1. Welcome from the Chairman and Annual Report

Cllr Wood read out her report. (Appendix 1)

2. County Councillor's Annual Report

A written report from Cllr Roger Wilson had been circulated. (Appendix 2)

3. Borough Councillors Annual Report

Councillor Dean gave his annual report. Due to the continued reduction in revenue support from central government, Tewkesbury Borough Council was facing a projected deficit of £3.5M in 3 years' time. However, a mitigation strategy had been put in place and it was anticipated that the deficit would be covered over the next 4 years. The Council had significant property investments generating net revenue of £1M per annum. It was noted that, despite increasing financial constraints, the Council had refurbished its offices, delivered a new leisure facility and improved services whilst maintaining its council tax rate within the 5 lowest in England.

4. Reports from Cleeve Conservators and Village Hall Committee

In the absence of Cllr Hollaway, the Clerk read out the Cleeve Conservators report. (Appendix 3)

Cllr Wood gave a report on the activities of the Village Hall Committee. There had been many well attended events throughout the year including pub nights, film nights, a barn dance and the pantomime. The hall was also used by a large variety of groups such as pilates classes, an art group, the WI and also for the drop in sessions. Various works had been carried out on the building – the fascias and soffits had been repaired and the lighting had been updated. Plans had been drawn up for the possible extension of the hall, but funds would need to be raised for this project.

5. Policing, Neighbourhood Watch and Community Speedwatch

John Donovan, Neighbourhood Watch Co-ordinator introduced this item by reminding all residents of the importance of advising neighbours when away on holiday and keeping an eye on each other's properties.

Bob Lloyd, Neighbourhood Watch Field Officer for Tewkesbury and Gloucester, gave an informative presentation about the scheme. Of a total of 1771 schemes across Gloucestershire, the Southam scheme is one of 51 in the Bishops Cleeve area. The Community Alert Scheme is proving useful in keeping the public informed about specific incidents or crime reduction information. Any resident can sign up to the scheme and there are currently 13,000 households on their system.

The top targets in burglaries were currently bicycles, cash and jewellery and there had been an increase in the theft of cars from driveways, including incidents in Southam. Residents were urged to keep "smart" keys in protective key pouches to prevent the signal being intercepted. There had also been an increase in burglars gaining entry through back doors where door keys had been left in the lock. It was noted that there would be a cycle marking event in Bishops Cleeve, at which cycles can be marked free of charge and recorded on a central register.

Sgt El Lakin and PCSO Pippa Roberts also attended the meeting and provided crime statistics for the Southam area. For the period from January to May 2019, there had been a reduction in non-dwelling burglaries compared with the same period in 2018. There had been one house burglary in both periods but there had been eight incidents of criminal damage in 2019, compared with one in 2018. There had been a reduction in police resources but there was a strong team covering the area from Bishops Cleeve to Winchcombe. Residents were encouraged to consult the Gloucestershire Constabulary website and to contact the 101 service by email for general queries, but to call 999 to report a crime in progress.

One resident asked how to deal with door to door traders who can be quite intimidating, especially to those who refuse to purchase goods. She was advised to display a cold callers sticker on the door and to report any incidents to 101 or by calling 999 in extreme cases.

John Donovan reported that 3 members of the Community Speedwatch Group had completed the online test and were awaiting further training. This would include advice regarding the most appropriate locations for monitoring the speed of vehicles.

6. Parishioners suggestions & questions

A resident raised the issue of vehicles parking too close to the junction of Southam Lane and Old Road. Although vehicles had been parked slightly further away from the junction more recently, it was acknowledged that this still reduced visibility for cars emerging from Southam Lane.

Anita Wilcox confirmed that she was happy to continue to stand as Footpath Co-ordinator for the coming year.

John Donovan asked residents to contact him if the VAS equipment was not working so that batteries could be replaced without delay.

It was reported that hedges at the junction of Southam Lane and Kayte Lane were overgrown and were forcing vehicles into the centre of the carriageway and it was noted that this was the responsibility of the residents rather than a Highways matter, since the hedges were not on Highways land. This will be monitored.

Cllr Wood thanked everyone for attending the meeting.

The meeting closed at 8.15pm. Refreshments followed and residents had the opportunity to put further questions to councillors and the visiting speakers.



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 11th June 2019 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Anna Hollaway (later in meeting), Cllr Steve Lennon, Cllr Karen Licence and Cllr John Workman.

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

1. To receive Apologies

Apologies were received from Borough Cllr Mike Dean.

2. To receive Declarations of Interest

There were no declarations of interest.

3. To agree the Minutes of the Annual Parish Meeting and Annual Parish Council Meeting, both held on 14th May 2019

The wording of Point 3 of the Annual Parish Meeting regarding the Tewkesbury Leisure Centre was queried and it was agreed that this was misleading. *Subject to amending this point the Minutes of both meetings were agreed as a true record by unanimous vote.*

4. To receive reports from County and Borough Councillors.

Cllr Dean had sent his apologies.

Cllr Wilson gave an update on bus services to the new Cleavelands Medical Centre. The current services will run until 26th October but there will be a consultation on the proposed new services in the next 3 to 4 weeks. Cllr Wilson will continue to keep the Parish Council up to date with any further developments.

The resurfacing of the A435 / Southam Lane junction would commence on 17th June until approximately 5th July. This would entail overnight road closures from 19.00 to 7.00 (except weekends). One resident had queried which nights were designated as weekend nights. (Subsequent to the meeting it was established that the road closure would be in place on Friday night and work would be suspended on Saturday/Sunday and Sunday/Monday nights).

It was not yet known when the rest of Southam Lane would be re-surfaced, but the work was scheduled to take place during this financial year.

5. To receive reports from Parish Councillors and Clerk

All councillors confirmed that they had sent their Return of Election Expenses Forms to Tewkesbury Borough Council.

The Clerk advised that, following the Annual Parish Meeting, PCSO Pippa Roberts had contacted the Tewkesbury Community Safety Team regarding the problems with vehicles being parked too near to the junction of Old Road and Southam Lane. It was acknowledged that the addition of double yellow lines would be a major project with considerable costs attached. Any obstruction leading to reduction in visibility was a police matter and it was

considered that it might be appropriate to approach the driver of the vehicle(s) in the first instance.

No further news had been received regarding the installation of litter bins by the butterfly reserve on Cleeve Common and Tewkesbury Borough Council had been asked for an update. (Subsequent to the meeting the Clerk had been notified that the bins had been ordered and should be installed by the end of June).

An email had been received from the Cotswold Wardens advising that there was a broken signpost on Lye Lane. They would replace it if they were advised of the correct location and direction of the sign. Cllr Wood agreed to make enquiries regarding the correct location of the sign.

7.45 pm Cllr Hollaway arrived at the meeting

An email had been received from a local resident raising 2 matters:
There was no pavement from the built up part of Southam Lane to the entrance to the racecourse. This route is used by pedestrians and dog walkers and the grass verge is difficult to walk along. The Clerk was asked to write to the Highways Manager regarding the possibility of having a pavement on this route.

Cars were speeding on School Lane and this was a hazard for pedestrians. A note will be put in the next newsletter though it was believed that those responsible were likely to be those using the Village Hall and therefore lived outside the village. The Clerk will arrange for a notice to be displayed in the Village Hall and would investigate the possibility of requesting hall hirers to remind those attending their classes of the need to drive slowly along School Lane.

Cllr Licence also advised that the trucks parked on Noverton Lane were still causing visibility problems for vehicles approaching the traffic calming island.

Cllr Hollaway reported that the first meeting of the Tewkesbury Borough Council since the election had been held. Cllr Rob Bird had been appointed as Leader and Cllr Jim Mason as Deputy Leader.

She had received an email from a resident of Mill Lane advising that the road had not been swept and the ditches had not been cleared. There was also a large pothole outside 3 & 4, Kayte Lane Cottages.

Cllr Workman advised that there was a loose drain cover outside Meadowsweet, Southam Lane.

The Clerk was asked to bring these to the attention of the Highways Manager and to ask if these works might be carried out by the Lengthsman team.

Cllr Wood advised that she would plant the planters when the weather improved.

She also reported that there had been a problem with a recent Village Hall booking when residents had been disturbed by noise. Steps had been taken by the Committee to prevent this happening again.

6. Public Adjournment

A resident asked if there had been any progress with the replacement of the litter bin in the layby before Haymes Drive. The Clerk reported that Tewkesbury Borough Council had agreed to replace this free of charge and she would check on progress.

A resident asked if it was possible to cut back the trees and tidy up the areas around the trees on the triangle of land between New Road and the B4632. The Clerk advised that a quotation for this work had been obtained last year and was deemed to be too expensive. The Clerk was asked to obtain alternative quotations.

8.00pm Cllr Wilson left the meeting.

7. Planning Applications

19/00446/FUL – Merry Mead, Southam Lane, Southam – demolition of existing conservatory and erection of a single storey rear extension and detached garden room. **No objection.**

19/00522/FUL – Badgers Bend, Southam Lane, Southam – erection of two storey side and single storey front and side extensions. Alterations to front elevation. **No objection.**

Other planning matters:

19/00231/FUL – Sunset, Sunset Lane, Southam. Revised plans had been submitted. The Parish Council did not object to the original application and it was noted that the scale of the proposed extensions had been reduced.

19/00071/FUL – Wynds Point, New Road, Southam – the Case Officer had advised that, due to the application site being within the Green Belt, the proposal was contrary to national guidance and Policy SD5 of the JCS. The plans had been revised and submitted under permitted development rules.

8. Finance

8.1 *The accounts and bank reconciliation as at 31st May 2019 (previously circulated) were approved by the Council.*

8.2 *It was agreed that quarterly checks of bank reconciliations would be carried out by councillors on a rota basis, commencing in July 2019.*

8.3 The Asset Register was circulated and agreed by the Council. Further work will be carried out to add purchase dates, where known, and the updated list of assets would be forwarded to the insurers, so that cover might be updated.

8.4 *The Internal Audit Report, previously circulated, was approved by the Council. A quotation had been provided for 2019/20 and the Council agreed to re-appoint Bridget Bowen for the coming year.*

8.5 The Annual Governance Statement (Section 1 of the Annual Governance And Accountability Return 2018/19) had been previously circulated. *This was approved unanimously by the Council* and was signed by the Chairman and Clerk.

8.6 The Accounting Statements (Section 2 of the Annual Governance and Accountability Return 2018/19) had been previously circulated. *These were approved unanimously by the Council.* Having previously been signed by the Responsible Financial Officer, they were signed by the Chairman.

8.7 *Payments for June were agreed:* Grass cutting £351.60, repair to Noverton planter and noticeboard £85.00, newsletter printing £130.00, internal audit £200, payroll services £23.25, Clerk's salary £252.68, admin £123.93

8.8 Other financial matters:

8.8.1 The clerk confirmed that earmarked reserves as at 31st March 2019 stood at £1,035 (repair of planter and noticeboard - £85, Community Speedwatch - £700, Woodmancote Save our Green Belt group £250) and *these were agreed by the Council.*

8.8.2 A request had been received for a contribution towards hall hire for pantomime rehearsals. Last year a donation of £50 had been made, but it was noted that profit of over £3,000 had been made from the pantomime in January 2019 and this had been donated to the James Hopkins Trust. Since this was not a local charity it was deemed not to be an

appropriate use of funds raised via the precept and *the Council resolved to decline the request.*

9. Correspondence

The minutes of the last Wingmoor Farm Committee meeting had been circulated.

An email had been received from Helen Richards, GRCC confirming that the Flood Warden had now stepped down and a replacement was being sought. *It was agreed that this would be included in the next newsletter and that Helen Richards would be invited to come to the July meeting to speak about flood wardens and emergency planning.*

10. Date of next meeting:

Tuesday 9th July 2019 at 7.30

The meeting closed at 8.35pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 9th July 2019 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Anna Hollaway, Cllr Steve Lennon and Cllr Karen Licence.

Also Present: Clerk – Liz Dowie
Helen Richards (GRCC) for first part of meeting.
6 members of the public

1. To receive Apologies

Apologies were received from Cllr John Workman and County Cllr Roger Wilson.

2. To receive Declarations of Interest

There were no declarations of interest.

3. Presentation from Helen Richards, Gloucestershire Rural Community Council (GRCC)

Helen Richards gave an introduction to the role of the flood wardens, explaining that they act as a local source of information, which can be utilised to map problem areas and assist in identifying necessary remedial and maintenance works. Cllr Licence had volunteered to take on the role of Flood Warden following the retirement of Paul Holliday and she will meet with Helen Richards shortly. It was noted that there was not a significant risk of flooding in Southam though incidents of flash flooding had occurred in 2007. Any areas affected by surface water flooding may be reported via the Flood Warden or the Parish Clerk so that these areas can be mapped.

Helen also gave an introduction to Emergency Plans. Tewkesbury Borough Council is encouraging communities to put plans in place and these would provide key contact information in the event of incidents such as heavy snow or prolonged power or water outages. They would also include key points of contact within the community for Tewkesbury Borough Council to use in the event of a widespread emergency situation. Helen is able to provide support in putting together an Emergency Plan and the Parish Council will contact her if it decides to proceed. A copy of the "Are you Ready?" booklet adapted by members of the Gloucestershire Resilience Forum was given to the Clerk and the link to the electronic version will be published in the next newsletter.

7.50pm Helen Richards left the meeting

4. To agree the Minutes of the Parish Council Meeting held on 11th June 2019

The minutes were agreed as a true record by unanimous vote and were signed by the Chairman..

5. To receive reports from County and Borough Councillors.

County Cllr Wilson had sent his apologies.

Cllr Hollaway had undertaken a tour for newly elected councillors of Tewkesbury Borough and she gave an account of projects and developments across the borough.

6. To receive reports from Parish Councillors and Clerk

Cllr Hollaway advised that she and Cllr Licence would be attending a general meeting of the Cleeve Conservators shortly.

Cllr Licence had received a report from a Bishops Cleeve resident that the abandoned car on the verge on the A435 by the Rugby Club had not yet been removed. Gloucestershire Constabulary had advised the Clerk in April that they would be contacting the registered owner asking for it to be removed. The Clerk would ask the PCSO for an update.

Cllr Licence confirmed that the grass on the Noverton play area had now been cut but the contractors had not cleared away debris after carrying out the work. It was noted that the dead tree had not been removed despite the Clerk having drawn this to the attention of Taylor Wimpey. The Clerk would follow this up.

Cllr Lennon advised that a meeting was still to be arranged with James Nicolson-Smith of Woodmancote Parish Council regarding their Neighbourhood Development Plan.

Cllr Wood advised that she had planted the planters. The verge at the top of Southam Lane looked very untidy due to the damage caused by the Gigaclear works and the fact that the grass had not been removed after it was last mown. The Clerk would ask the grass cutting contractor to tidy up the area. It was also noted that work on this area was hindered by the overhanging vegetation from the adjacent property.

The next Village Hall event would be a barbecue on Pub Night on 26th July. Three members of the Village Hall Committee had had a useful meeting with representatives of the TBC Licensing and Environmental Health Department regarding the nuisance caused during the recent hire of the hall for a wedding reception.

Cllr Wood had obtained further information regarding the correct location of the broken footpath sign on Lye Lane and the Clerk would forward this to the Cotswold Wardens.

Cllr Hollaway advised that the hump back bridge warning sign on Southam Lane had been knocked over and had subsequently been removed. The Clerk will contact the Highways Department and ask for it to be replaced.

The Clerk reported:

- The request for a footway along Southam Lane up to Gate 10 of the racecourse had been raised with the Highways Manager. He had advised that this could not be funded locally and investigations would be necessary to establish footfall, land ownership and safety considerations.
- A notice regarding speeding vehicles on School Lane had been displayed in the Village Hall and had been sent to hirers requesting people attending their events or classes to drive more slowly. A note to residents would also be added to the next newsletter. The Highways Manager had also provided a link to the new CARS toolkit which contains guidance.
- Doug Jones had provided a verbal quotation of £100 - £150 to cut back the trees on the wide verge between New Road and the B4632 so that they do not encroach on the pathway. *The Council agreed to this work being carried out.*
- The Clerk had not been able to access online details of the ownership of the land at the bottom of Haymes Drive. A postal application would be submitted to the Land Registry and, once ownership had been established, the landowner would be contacted regarding the dead tree which is overhanging a neighbour's property.

- The damaged bin in the layby above Haymes Drive had now been replaced and it was hoped that the bins by the Butterfly Conservation reserve on Cleeve Common would be installed shortly.

7. Public Adjournment

A resident also commented on the state of the verge around the planter at the top of Southam Lane.

It was also noted that there were low branches overhanging the steps on Sunset Lane leading up to the bus stop on the main road. In addition, the hedges on the B4632 from the Ellenborough Park Hotel to Shaw Green Lane were overgrown, and encroached on the pavement. The Clerk would report these matters to the Highways Department.

A resident raised the matter of the noise nuisance caused by a hirer of the Village Hall. He asked what action had been taken to avoid this happening again and asked if there were plans to monitor events whilst they were in progress. Cllr Wood advised that three committee members had met with representatives of the TBC Licensing and Environmental Health Department. Cllr Wood had not been present at the meeting, but she understood that measures had been put in place to avoid a recurrence. Monitoring of events was not planned, but any queries should be directed to the Chairman of the Village Hall Committee in the first instance, since it was a Village Hall matter.

The matter of parking close to the corner of Southam Lane and Old Road, restricting visibility, was raised. It was believed that the vehicles were connected to the nursery on Southam Lane. (Subsequent to the meeting, Cllr Wood visited the nursery and the owners agreed to ask their employees to park further away from the junction).

One resident raised the issue of fly tipping in the layby. This has been reported and the resident will forward the report reference number to the Clerk so that this can be followed up.

8. Planning Applications

19/00510/FUL – Cockbury Willows, Langley Road, Winchcombe – change of use of domestic outbuilding to dwelling, including sub-division of plot, minor alterations to exterior of property. **No objection, in principle. However, comment that there should be controls over the materials used for the roofing and cladding to ensure that they are in keeping with the existing property.**

19/00588/FUL – Vidoma, 9 New Road, Southam – Installation of front and rear dormer windows and skylights. Hip to gable extension and removal of chimney for loft conversion. (Amendment to previously approved application 19/00229/FUL to increase front gable height and alter rear dormer windows). **No objection.**

Other planning matters:

It was noted that application 19/00020/FUL – Land on Kayte Lane – retrospective application for temporary retention of stable building until 17th December 2020 - had been refused. The Clerk will ask for an update on application 19/00021/FUL – additional static caravan and to regularise boundary treatment.

9. To discuss impact of events at Cheltenham Racecourse on local residents and methods for communicating details of future events

Following complaints about fireworks and traffic problems on Southam Lane during the Balloon Fiesta on 22nd/23rd June, the Clerk confirmed that this event had been on the list of the scheduled events provided by the Racecourse earlier in the year. However, they had now agreed to give advance notice of the use of Gate 10 onto Southam Lane at future

events. They were also requested to give notice of firework displays so that residents might be advised of these in advance.

10. Finance

10.1 *The accounts as at 30th June 2019 (previously circulated) were approved by the Council.*

10.2 Cllr Lennon carried out the quarterly check of bank reconciliations and signed these to confirm that all were in order.

10.3 *Payments for July were agreed:* Grass cutting £410.20, VAS equipment annual maintenance £631.20, Land Registry search fee £3.00, plants £33.23, Clerk's salary £247.61, PAYE £3.59

11. Correspondence

An email had been received regarding the quarterly Chartered Parish and Town Council meetings. Attendance at the meetings had been very low and councils were asked to confirm if they wished to attend future meetings. *It was agreed that, if meetings continued, a representative would be sent on a rota basis.*

12. Date of next meeting:

Tuesday 13th August 2019 at 7.30pm in Southam Village Hall

The meeting closed at 8.45pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 13th August 2019 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Anna Hollaway and Cllr Karen Licence.

Also Present: Clerk – Liz Dowie
County Cllr Roger Wilson for first part of meeting
12 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

Cllr Licence declared an interest as a resident living close to the land off Noverton Avenue (Item 8 - Planning Application 19/00746/TPO).

3. To agree the Minutes of the Parish Council Meeting held on 9th July 2019

The minutes were agreed as a true record by unanimous vote and were signed by the Chairman..

4. To receive reports from County and Borough Councillors.

County Cllr Wilson gave an update on bus services. The contract for the W1, W2 and 606 services ends on 27th October 2019 and Marchants will not re-tender. These routes are not as cost-effective as others in Gloucestershire due to the large number of users who are eligible to use bus passes, which are only subsidised in part by the County Council. The procurement process is underway. Cllr Wilson continues to remind County officers of the importance of these routes and assurances have been given that these vital routes will not be discontinued. The outcome of the procurement process will be reported by Tom Main, Transport Operations Manager, Gloucestershire County Council at the next meeting of Winchcombe Town Council on 4th September and it was suggested that the Chairman and / or Clerk might attend the meeting. The Clerk will contact the Winchcombe Clerk re attendance at the meeting.

Cllr Wilson also advised that no date had been scheduled for the re-surfacing of the remainder of Southam Lane but this was on the list of future works.

It was noted that the sequencing of the traffic lights at the junction of Southam Lane and the A435 appeared not to have been restored to the original timings following the re-surfacing works. If this causes longer queues of traffic after the end of the summer break this will be reported.

7.40 pm Cllr Wilson left the meeting.

Cllr Hollaway reported that amendments to the Borough Plan regarding the treatment of Shurdington within the Green Belt were likely to have an impact on service villages and other areas within the Green Belt.

TBC had agreed that the Overview and Scrutiny Committee would carry out a review into ways in which a lower carbon footprint might be achieved across the borough.

The new style Tewkesbury Borough News had been received by most households. However, it was noted that this had not been received by Noverton residents. The Clerk will ask whether this area has been omitted from the circulation list. (A resident has drawn the Council's attention to the article about the new Public Space Protection Order under which more stringent penalties for dog fouling have been introduced. Posters have been displayed in the parish and more information can be found on the parish website).

5. To receive reports from Parish Councillors and Clerk

Cllr Licence reported that she had met with Helen Richards, GRCC as part of her induction for the role of flood warden. She had discussed the problems concerning the balancing pond and the lack of maintenance of the drainage systems on the Noverton estate. These will be reported to Tewkesbury Borough Council.

Graffiti on the children's play equipment had been reported.

Cllr Wood advised that she had spoken to the owners of the day nursery on Southam Lane and they had agreed to draw to the attention of their employees the problems experienced with cars being parked very close to the junction of Old Road and Southam Lane.

The Village Hall Committee had held a successful Pub Night / Barbeque. The next film night will be held on 27th September and there will be a talk on Personal Cyber Security at the next pub night on 23rd August.

The Clerk reported on the following:

Highways – reports had been submitted regarding the overgrown vegetation encroaching on the pavement on the B4632 from the Ellenborough Park Hotel to Shaw Green Lane, the overhanging foliage by the steps leading to the bus stop, the removal of the hump back bridge sign on Southam Lane, and the dead tree on the Noverton Park play area.

The Cotwold Wardens had agreed to reinstate the footpath sign on Lye Lane once they had received confirmation of the location of utilities.

The Lengthsman team would be carrying out work in the area during the week commencing 19th August and they have been asked to cut back the vegetation overhanging the wall by the planter at the top of Southam Lane.

The litter bins had not yet been installed by the Butterfly Reserve and the Clerk will ask Tewkesbury Borough Council for an update.

Code of Conduct training had been arranged in September / October for all councillors who had not yet attended a course.

Cllr Wood agreed to attend the next quarterly Chartered Parishes Group meeting on 5th September.

Abandoned car on A435 by Cheltenham Rugby Club, Newlands Park – the PCSO had made further enquiries and had advised that the police had not been able to trace the registered owner. Responsibility for removal of the vehicle therefore lay with the landowner.

(Subsequent to the meeting the Clerk had confirmed this with Tewkesbury Borough Council and passed on this information to a representative of the Rugby Club. The landowner can request TBC to remove the vehicle but the cost of removal lies with the landowner).

6. To receive an update on Community Speedwatch

John Donovan reported that a meeting had been held with the Community Speedwatch team on 17th July. Their equipment is currently being updated and they are happy to provide this on loan and give training. A radar vehicle speed and volume survey had been carried out on Southam Lane and surveys would be undertaken on New Road and Kayte Lane in due course. The results of the survey on Southam Lane were circulated to councillors and residents present at the meeting. The 85thile speed recorded was slightly in excess of the 30mph speed limit in both directions of travel. It was also noted that the data extracted from the MVAS equipment indicated that the speed limit was regularly being exceeded with speeds of 50 – 60 mph being recorded on some occasions. The data from the MVAS on New Road was not available at present but the regularity with which the batteries required changing suggested that the speed limit was being exceeded regularly.

7. Public Adjournment

A resident asked whether anyone had come forward to fill the councillor vacancies. No applications had been received to date and *it was agreed that this would be added to the agenda of the next meeting.*

The Clerk was asked if any progress had been made with identifying the owner of the land adjacent to Haymes Drive. A search of the Land Registry had provided several title numbers and more information was being sought.

The neighbour of Hill House, Spring Lane made representation regarding planning application 19/00636/FUL. She expressed concerns that the proposed materials to be used for the extensions would not be in keeping with the surrounding properties and would be inappropriate within the AONB.

A resident expressed concerns about the impact on local residents of the increasing number of large events being held at the racecourse and on adjoining land. In particular there appeared to be no control exercised by the authorities at the Paramotor event, since there was constant flying over built up areas throughout the weekend. This matter was to be covered under agenda item 9.

8. Planning Applications

Since Cllr Hollaway was a member of the TBC Planning Committee and unable to comment on these applications, the Parish Council was inquorate in relation to planning matters at this meeting. It was therefore suggested that, if Cllr Wood and Cllr Licence considered that objections or comments should be submitted in respect of any application on the agenda, the other councillors would be consulted. (No comments were submitted).

19/00636/FUL – Hill House, Spring Lane, Cleeve Hill – erection of single storey front and rear extensions. Installation and alteration of dormer windows and extension to existing front balcony and steps. The Clerk was asked to request the Planning Officer to carry out a site visit in order to consider the concerns of the neighbour. (Subsequent to the meeting the Planning Officer confirmed that a site visit had already been carried out and the application would be determined by the Planning Committee).

19/00730/FUL – The Hive, Ashleigh Lane, Cleeve Hill – retention of ancillary residential accommodation. The Clerk was asked to advise the Planning Officer that, due to the unusual nature of this application, the Parish Council would defer to the Planning Department to determine the application.

19/00746/TPO – Land at rear of 10 Noverton Avenue, Prestbury – (TPO 249) Sycamore T.1-7 (excluding T.2) – reduce crown height by 3.5m, clean crown of damaged and hanging branches back to appropriate target-pruning points. (No comment made).

Other planning matters:

Land on Kayte Lane:

An update had been received from TBC advising that planning application 19/00021/FUL – additional static caravan and to regularise boundary treatment - would be determined shortly. (Application was subsequently refused on 16th August 2019). It was noted that the recently constructed brick structure fell within the temporary permission granted.

9. Paramotor Club Event 13th/14th July 2019

Firstly, the Clerk advised that she had lodged a complaint with TBC following reports from residents about loud music at the Dubtoberfest event.

The Clerk had received an update from the TBC Environmental Health Department following 21 complaints about the Paramotor Club Summer Fly-In event which had been held on the land usually used for car boot sales. Complaints had been made about the noise nuisance and loss of privacy due to the paramotors flying low over the built up area. In addition, there had been a loud firework display. It was explained that, although TBC has statutory powers regarding nuisance, this event falls within the jurisdiction of the Civil Aviation Authority. The event organiser has agreed to meet with the TBC Environmental Health Officer, who has advised that, if he is not satisfied with the outcome of the meeting, he will explore other remedies regarding this event.

10. Remembrance Sunday

Mark Steger, RBL Secretary for Woodmancote had forwarded a draft Road Closure Order and *it was agreed that he would be asked to submit this for Southam.* The Clerk would liaise with him regarding the Risk Assessment Form.

11. Finance

11.1 *The accounts and bank reconciliation as at 31st July 2019 (previously circulated) were approved by the Council.*

11.2 *Payments for August were agreed:* Hall hire £60.00, grass cutting £399.60, Clerk's salary £247.81, newsletter postage £28.20

12. Correspondence

All correspondence had been covered elsewhere in the agenda.

13. Date of next meeting:

Tuesday 10th September 2019 at 7.30pm in Southam Village Hall

The meeting closed at 8.35pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 10th September 2019 at **7.30pm** in
Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Steve Lennon and Cllr John Workman.

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

1. To receive Apologies

Apologies were received from Cllr Anna Hollaway, Cllr Karen Licence, County Cllr Roger Wilson and Borough Cllr Mike Dean.

2. To receive Declarations of Interest

No declarations of interest were received.

3. To agree the Minutes of the Parish Council Meeting held on 13th August 2019

The minutes were agreed as a true record by unanimous vote and were signed by the Chairman..

4. To receive reports from County and Borough Councillors.

The Clerk read out a written report from Cllr Hollaway regarding the recent meeting of the Cleeve Conservators.

5. To receive reports from Parish Councillors and Clerk

Cllr Wood had attended the Chartered Parishes Group Meeting on 5th September. An update was given by Chris Riley on the new highways contract and the schedule of works on roads in Gloucestershire, and presentations were given by Chris Mead, GCC Highways, and Charles Parry, GCC Archaeologist on the input they provide on planning matters.

Village Hall Committee – Cllr Wood reported that a successful pub night had been held at the end of August, at which there had been a presentation on cyber security. The next event would be a film night on 27th September.

Anita Wilcox is seeking volunteers to tidy up the area around the war memorial on Saturday 5th October. This will be included in the next newsletter.

The Clerk reported on the following:

W1 and W2 bus services – the Chairman and Clerk had attended a meeting of Winchcombe Town Council on 4th September at which Tom Main, Integrated Transport Manager for GCC had provided an update. The 606 service was expected to remain unchanged when the Marchants contract ended on 27th October. He hoped that a frequent service would be maintained on the W1 and W2 routes with a possible slight reduction in the number of trips per day. He confirmed that the route would serve the Cleevelands Medical Centre. Bids for the contract were being evaluated and he would advise all interested parties once the details were finalised. (Subsequent to the meeting, Marchants have indicated that the routes will be taken on by Stagecoach and confirmation of this is being sought).

West Cheltenham Strategic Masterplan - public engagement sessions were to be held by Tewkesbury Borough Council on 11th and 19th September.

Bins by Butterfly Reserve on Cleeve Common – two bins had now been installed but one had already been damaged by a car. The member of the public who had requested installation of the bins had been in contact with TBC and this bin had been moved to a more suitable location.

Remembrance Sunday – Mark Steger, Secretary of the Royal British Legion, Woodmancote branch had submitted the road closure request and health and safety paperwork on behalf of the Council. The Clerk was asked to request that he also arrange the bugler. Cllr Wood would consult Rev'd Reakes regarding the order of service.

Dog fouling – several residents had raised queries following the introduction of increased penalties. TBC Environmental Health Officers had advised that the new measures did affect professional dog walkers. TBC will follow up complaints but, in order to enforce a fine, they will need a witness statement and the correct address for the dog owner. Residents are encouraged to contact Environmental Health direct (contact details on the TBC website). Stickers have been ordered to update the existing signage.

Noverton planter – following the damage to the planter by a speeding vehicle in October 2018, the insurance company has agreed to settle the cost of relocation and repair to paintwork following receipt of proof of costs.

6. Public Adjournment

A further discussion was held about the problem of dog fouling and it was agreed that information about the new fines would be included in the next newsletter.

A resident advised that many vehicles were driving too fast on Old Road and it was noted that the previous “Slow” signaged painted on the road had worn away. The Clerk was asked to raise this with the Highways Department.

It was reported that there were several areas in the village where overgrown foliage was encroaching on paths and pavements. Some of these were trees and shrubs on private property and the Clerk was asked to remind residents in the next newsletter of the need to keep their boundaries tidy and cut back.

7. Planning Applications

19/00800/FUL – Noreen, Ashleigh Lane, Cleeve Hill – erection of an agricultural storage building.

The applicant was present at the meeting and explained that the building was intended to be used solely for the storage of garden machinery. **No objection.**

19/00839/FUL – Cleadon House, Cleeve Hill – erection of a two storey and single storey rear extension, front porch and garage. Demolition of an existing garage, alterations to the roof design and widening of gated access. **No objection.**

Other planning matters: - no other matters were raised.

8. Licensing

Following publication of an application for consent for street trading in the lay-by on the B4632 above Haymes Drive, in excess of 40 objections had been submitted by residents which included concerns about noise and light pollution, unsafe entry and exit onto the 50mph road close to a bend and detrimental visual impact on the surrounding area on the

edge of the AONB. This application had now been withdrawn and the applicant would seek a more suitable location.

9. Proposed new primary school in Bishops Cleeve

Copy correspondence had been received from the Chair of Governors of Woodmancote School enclosing an Options Appraisal carried out by Gloucestershire County Council which had indicated that the preferred option for a new primary school would be within the grounds of Cleeve School, thereby extending the age range of Cleeve School. It was agreed that the infrastructure of Bishops Cleeve was already under pressure and that this would increase the impact on local facilities which were used by Southam residents. There would also be an impact on local traffic. It was also agreed that such a decision should be part of a larger strategic process so that new school facilities could be located nearer to new development. The Clerk was asked to write to the GCC Director of Education expressing councillors' support of the objections already raised by the Chairs of Governors of Woodmancote School, Grangefield School and Bishops Cleeve Primary Academy.

10. Accident and Emergency Department at Cheltenham General Hospital

An online petition had been organised by Alex Chalk and local MPs to support their campaign to retain a full Accident and Emergency Department at Cheltenham General Hospital. The Clerk was asked to contact Alex Chalk to express the Parish Council's support for the campaign.

11. Councillor Vacancies

There were still two councillor vacancies and Cllr Wood urged residents to step forward to fill the vacancies.

12. Finance

12.1 *The accounts and bank reconciliation as at 31st August 2019 (previously circulated) were approved by the Council.*

12.2 *Payments for September were agreed: PAYE August £61.80, tree work £100.00, grass cutting £351.60, newsletter printing £130.00, CPRE subscription £36.00, Clerk's salary £247.61, PAYE September £62.00, parish map £107.90.*

13. Correspondence

Notification had been received that the A435 between Bishops Cleeve and the Pamington junction would be closed overnight for re-surfacing from 10th September to 3rd October excluding weekends.

14. Change of date of November meeting

Due to councillor availability the November meeting had been moved from 12th November to 26th November.

15. Date of next meeting:

Tuesday 8th October 2019 at 7.30pm in Southam Village Hall

The meeting closed at 8.20pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Annual Meeting** of the Parish Council held on 14th May 2019 at **8.15pm** in Southam Village Hall.

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

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

The meeting started at the later time of 8.30pm.

1. To receive Apologies

Apologies were received from Cllr Anna Hollaway.

2. To receive Declarations of Interest

Cllr Licence declared an interest in agenda item 12 – planning application 19/00396/TPO as a resident living close to the proposed works.

3. To appoint a Chairman

Having been proposed by Cllr Workman and seconded by Cllr Lennon, Cllr Wood was duly elected as Chairman and signed the Declaration of Acceptance of Office.

4. To appoint a Vice-Chairman

Having been proposed by Cllr Wood and seconded by Cllr Licence, Cllr Workman was duly elected as Vice-Chairman and signed the Declaration of Acceptance of Office.

5. To confirm receipt of Declarations of Acceptance of Office and Register of Members' Interests Forms following the elections on 2nd May 2019.

The election had been uncontested and four councillors had to date completed Declarations of Acceptance of Office in the presence of the Clerk and completed Register of Members' Interests Forms. Separate arrangements would be made for Cllr Hollaway to complete the forms.

6. To agree the Minutes of the Full Council Meeting on 9th April 2019

The Minutes were agreed as a true record by unanimous vote. It was noted that the date of the last meeting was incorrectly stated on the agenda.

7. To appoint representatives to external committees and staffing committee

Councillors were appointed to external committees as follows:

Cleeve Conservators: Cllr Hollaway and Cllr Licence

Village Hall Committee: Cllr Wood

8. To consider action required to fill the two Councillor Vacancies

The Clerk confirmed that the Council may now fill by co-option the two vacancies which had arisen following the Parish Council elections. The vacancies would continue to be advertised on the website and noticeboards and also in the next newsletter.

9. To review and confirm the Council's governing documents

The following documents, having previously been circulated, were reviewed and confirmed by the Council:

Code of Conduct (after correcting references to Cheltenham Borough Council)
Standing Orders
Financial Regulations
Risk Management Schedule
Publication Scheme
Privacy Notice (GDPR)
Grant Awarding Policy
Complaints Policy and Procedure

It was noted that a separate Privacy notice had not been put in place for Councillors and Staff and this would be rectified.

10. To review and confirm the Asset Register

This item was deferred to the June meeting so that it might be reconciled to the Annual Return.

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

It was confirmed that, since 2/3 of the Council's full complement of Councillors had been elected and the Council had a qualified Clerk, it was eligible to use the General Power of Competence..

12. Planning Applications

19/00396/TPO – Land at rear of 23, 25, 27 and 29 Desert Orchid Road, Prestbury – Tree pruning and crown reduction to 12 sycamore trees. **No objection.**

19/00417/CLE – Badgers Farm, Mill Lane, Prestbury – Existing operational development comprising the erection of a two storey side extension to the western elevation of the residential dwelling at Badgers Farm (C3 Use Class). The remodelling of the land to the immediate south of the driveway bordering to Badgers Farmhouse for the purpose of an open air swimming pool, associated paved area and storage/plant room with a single storey, dual pitched 'L-shaped' structure. **No objection.**

13. Finance

13.1 The accounts to 31st March 2019 had been amended to show the credit balance with HMRC as a separate item. *The revised accounts (previously circulated) were approved by the Council.*

13.2 *The monthly accounts to 30th April 2019 and the bank reconciliation (previously circulated) were approved by the Council.*

13.3 *Payments for May were agreed:* Hire of Village Hall £60.00, Clerk's salary £251.13

13.4 The Council agreed expenditure of £100 on plants for the planters and Cllr Wood agreed to buy the plants.

14. To confirm the dates and times of meetings for the next 12 months

Due to the availability of the Village Hall, it was agreed that meetings would continue to be held on the second Tuesday of each month.

The next meeting would be held on Tuesday 11th June at 7.30pm

The meeting closed at 8.56pm



Southam Parish Council



MINUTES of the ANNUAL PARISH MEETING held at 7.30pm on 14th May 2019

Present: Cllr Adrienne Wood, Cllr John Workman, Cllr Steve Lennon and Cllr Karen Licence

Also Present: Borough Councillor Roger Wilson
District Councillor Mike Dean
John Donovan – Neighbourhood Watch Co-ordinator
Bob Lloyd – Neighbourhood Watch Field Officer
Gloucestershire Constabulary – Sgt El Lakin and PCSO Pippa Roberts
Parish Clerk – Liz Dowie
18 members of the public.

1. Welcome from the Chairman and Annual Report

Cllr Wood read out her report. (Appendix 1)

2. County Councillor's Annual Report

A written report from Cllr Roger Wilson had been circulated. (Appendix 2)

3. Borough Councillors Annual Report

Councillor Dean gave his annual report. Due to the continued reduction in revenue support from central government, Tewkesbury Borough Council was facing a projected deficit of £3.5M in 3 years' time. However, a mitigation strategy had been put in place and it was anticipated that the deficit would be covered over the next 4 years. The Council had significant property investments generating net revenue of £1M per annum. It was noted that, despite increasing financial constraints, the Council had refurbished its offices, delivered a new leisure facility and improved services whilst maintaining its council tax rate within the 5 lowest in England.

4. Reports from Cleeve Conservators and Village Hall Committee

In the absence of Cllr Hollaway, the Clerk read out the Cleeve Conservators report. (Appendix 3)

Cllr Wood gave a report on the activities of the Village Hall Committee. There had been many well attended events throughout the year including pub nights, film nights, a barn dance and the pantomime. The hall was also used by a large variety of groups such as pilates classes, an art group, the WI and also for the drop in sessions. Various works had been carried out on the building – the fascias and soffits had been repaired and the lighting had been updated. Plans had been drawn up for the possible extension of the hall, but funds would need to be raised for this project.

5. Policing, Neighbourhood Watch and Community Speedwatch

John Donovan, Neighbourhood Watch Co-ordinator introduced this item by reminding all residents of the importance of advising neighbours when away on holiday and keeping an eye on each other's properties.

Bob Lloyd, Neighbourhood Watch Field Officer for Tewkesbury and Gloucester, gave an informative presentation about the scheme. Of a total of 1771 schemes across Gloucestershire, the Southam scheme is one of 51 in the Bishops Cleeve area. The Community Alert Scheme is proving useful in keeping the public informed about specific incidents or crime reduction information. Any resident can sign up to the scheme and there are currently 13,000 households on their system.

The top targets in burglaries were currently bicycles, cash and jewellery and there had been an increase in the theft of cars from driveways, including incidents in Southam. Residents were urged to keep "smart" keys in protective key pouches to prevent the signal being intercepted. There had also been an increase in burglars gaining entry through back doors where door keys had been left in the lock. It was noted that there would be a cycle marking event in Bishops Cleeve, at which cycles can be marked free of charge and recorded on a central register.

Sgt El Lakin and PCSO Pippa Roberts also attended the meeting and provided crime statistics for the Southam area. For the period from January to May 2019, there had been a reduction in non-dwelling burglaries compared with the same period in 2018. There had been one house burglary in both periods but there had been eight incidents of criminal damage in 2019, compared with one in 2018. There had been a reduction in police resources but there was a strong team covering the area from Bishops Cleeve to Winchcombe. Residents were encouraged to consult the Gloucestershire Constabulary website and to contact the 101 service by email for general queries, but to call 999 to report a crime in progress.

One resident asked how to deal with door to door traders who can be quite intimidating, especially to those who refuse to purchase goods. She was advised to display a cold callers sticker on the door and to report any incidents to 101 or by calling 999 in extreme cases.

John Donovan reported that 3 members of the Community Speedwatch Group had completed the online test and were awaiting further training. This would include advice regarding the most appropriate locations for monitoring the speed of vehicles.

6. Parishioners suggestions & questions

A resident raised the issue of vehicles parking too close to the junction of Southam Lane and Old Road. Although vehicles had been parked slightly further away from the junction more recently, it was acknowledged that this still reduced visibility for cars emerging from Southam Lane.

Anita Wilcox confirmed that she was happy to continue to stand as Footpath Co-ordinator for the coming year.

John Donovan asked residents to contact him if the VAS equipment was not working so that batteries could be replaced without delay.

It was reported that hedges at the junction of Southam Lane and Kayte Lane were overgrown and were forcing vehicles into the centre of the carriageway and it was noted that this was the responsibility of the residents rather than a Highways matter, since the hedges were not on Highways land. This will be monitored.

Cllr Wood thanked everyone for attending the meeting.

The meeting closed at 8.15pm. Refreshments followed and residents had the opportunity to put further questions to councillors and the visiting speakers.

APPENDIX 1: SOUTHAM PARISH COUNCIL – CHAIRMAN’S ANNUAL REPORT 2018-19

Welcome to the Annual Meeting of Southam Parish.

We closed the year with the Parish Council elections. Two councillors, Gordon McAnoy and Paul Nurden decided that they would not be standing for re-election and we thank them for the work they did for the Parish during their time as councillors. During the year we welcomed Steve Lennon onto the council and I am pleased that both he and John Workman, Anna Hollaway, and Karen Licence are continuing on the newly elected council. We do now have two vacancies on the council, which can be filled by co-option and would encourage anyone interested in becoming a councillor to contact the Clerk, Liz Dowie, for further information.

The work of the council this year has been varied and has included liaising with Tewkesbury Borough Council on diverse matters such as litter bins and planning enforcement and with Gloucestershire County Council regarding highways, footpaths and bus services. We have also been in regular contact with the Highways Manager regarding maintenance issues and improvements to the local area. Recent work carried out includes the provision of new steps linking Haymes Drive to the main road and clearance of the Haymes Brook drainage channel.

During the year the council funded the installations of planters on Old Road and on the Noverton Park estate. Assistance was also given to local initiatives, including the drop-in meetings in the Village Hall. We also undertook to support the Community Speedwatch group with the purchase of equipment and John Donovan will be updating us on this project later in the meeting.

The parish council acted as a link to residents in the successful application to add an additional section of bridleway along Bentley Lane, re-opening a route which had in the past been used regularly by residents of the parish.

We would like to thank both our Borough Councillor Mike Dean and our County Councillor Roger Wilson for their support and for acting as a necessary link to the other tiers of local government.

The Council has also monitored the ongoing attempts to develop land off Two Hedges Road and has supported the Save Our Green Belt group in their efforts to ensure that we do not see encroachment onto Green Belt land in our area.

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

I would also like to thank David Jones for his work on the website, councillor emails and the email alerts to local events and issues. Following a major rejuvenation in 2018, the Village website continues to prove useful in publicising the role and functions of the Parish Council and publishing records of their meetings. Additionally, it provides a wider service to residents by publicising village societies and activities. This past year the Village hall pages were transferred to the secure Southam today website and the opportunity was taken to give the pages a fresh “look and feel”. Feedback has been complimentary.

The Parish Council has available a webmail email service linking all councillors and providing a service which protects their private email addresses. The webmaster also maintains a list of residents’ email addresses and regularly publishes Southam information emails which alert parishioners to events in the village, late changes to information in the newsletter or other significant items of interest. At the end of April 2019 the email list had 167 subscribers. Any parishioners who are not already on Dave Jones’ circulation list may wish to send him their email address, so that they can receive his information messages.

Finally, I wish to thank my fellow councillors for their input and assistance over the past year and most of all to thank our Parish Clerk, Liz Dowie, for her unfailing support, expert guidance and for generally keeping us on the straight and narrow.

Annual report from Roger Wilson, County Councillor for Winchcombe and Woodmancote Division

2018-19

It has been another busy year as your county councillor. I have finally got my feet under the table as the cabinet member for adult social care commissioning which, together with continuing to represent you all as my constituents, has made for pretty much a full time job. But, of course, no one minds hard work when it is enjoyable, and my work over the last couple of years has certainly been that, if not on occasions slightly fraught!

My work with social care and the NHS has been particularly rewarding. Our programme to keep as many elderly residents and those with learning disabilities in their own homes for as long as possible continues apace. Not only is home the right place for people, so keeping them there for as long as possible is best for their own welfare, and it also saves the council millions of pounds every year which can be spent on other vital services. Indeed, this work has helped to enable Gloucestershire to remain in good financial health, unlike some of our shire county peers which we have all heard about in recent months that are going through parlous financial times.

I have been working closely as well with our local NHS to integrate our health and social care services across the county. As a result of our excellent relations, we were awarded by government last year Integrated Care status, which allows us to progress faster towards a unified system. I have also been working as Chair of the county-wide Health and Wellbeing Board to improve the wellbeing of all, but particularly to remove health inequalities in the county.

The administration in Gloucester is also working to help shape the long term future of the county, by planning a vision for our children and grandchildren as a wealthy, healthy place to live and work. This thinking has been brought together in 'Vision 2050', which was published in the autumn and is well worth a read.

Locally, I continue to work to ensure our area receives its share of the county cake. We had to endure major road works on Cleeve Hill in the autumn as the road was prevented from slipping down the hill. The road was resurfaced there, and the plan is to resurface the whole of the road over Cleeve Hill this year as part of the county's £150 million plan for our roads. Lately, we have had to deal with the failure of the railway bridge at Stanton, which will lead to traffic light control there for many months to come.

I continue to have money available in the fund I referred to last year, the Community Wellbeing Fund, which provides councillors £30,000 over three years to enable community led organisations and charities across the area fund projects that will help their local communities. This fund will be in addition to the usual discretionary fund towards local highways improvements. If you know of organisations who may benefit from such funding, do please get in touch.

Of course, as ever, if there are any other issues you wish to raise or problems that arise, please email me on roger.wilson@gloucestershire.gov.uk or by phone on 07947 067051.

Roger
12th March 2019

CLEEVE CONSERVATORS REPORT – CLLR ANNA HOLLOWAY

14th May 2019

The head ranger, David Stevenson, is sadly retiring after many years of fantastic care of the Cleeve Common, the animals and the many visitors.

There is a new conservation officer, Giles Alder, from Winchcombe who is gradually getting to know the whole of the hill. He has reported that grassland is progressing slowly but efficiently towards a good standard.

A new fence has been installed around the wash pool.

The updating of the new bye laws has reached draft form.

Filming took place for a TV series for a Jane Austen period drama in February.

A very generous donation was made anonymously this year and this will go towards conservation and preservation of the common.



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 11th June 2019 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Anna Hollaway (later in meeting), Cllr Steve Lennon, Cllr Karen Licence and Cllr John Workman.

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

1. To receive Apologies

Apologies were received from Borough Cllr Mike Dean.

2. To receive Declarations of Interest

There were no declarations of interest.

3. To agree the Minutes of the Annual Parish Meeting and Annual Parish Council Meeting, both held on 14th May 2019

The wording of Point 3 of the Annual Parish Meeting regarding the Tewkesbury Leisure Centre was queried and it was agreed that this was misleading. *Subject to amending this point the Minutes of both meetings were agreed as a true record by unanimous vote.*

4. To receive reports from County and Borough Councillors.

Cllr Dean had sent his apologies.

Cllr Wilson gave an update on bus services to the new Cleavelands Medical Centre. The current services will run until 26th October but there will be a consultation on the proposed new services in the next 3 to 4 weeks. Cllr Wilson will continue to keep the Parish Council up to date with any further developments.

The resurfacing of the A435 / Southam Lane junction would commence on 17th June until approximately 5th July. This would entail overnight road closures from 19.00 to 7.00 (except weekends). One resident had queried which nights were designated as weekend nights. (Subsequent to the meeting it was established that the road closure would be in place on Friday night and work would be suspended on Saturday/Sunday and Sunday/Monday nights).

It was not yet known when the rest of Southam Lane would be re-surfaced, but the work was scheduled to take place during this financial year.

5. To receive reports from Parish Councillors and Clerk

All councillors confirmed that they had sent their Return of Election Expenses Forms to Tewkesbury Borough Council.

The Clerk advised that, following the Annual Parish Meeting, PCSO Pippa Roberts had contacted the Tewkesbury Community Safety Team regarding the problems with vehicles being parked too near to the junction of Old Road and Southam Lane. It was acknowledged that the addition of double yellow lines would be a major project with considerable costs attached. Any obstruction leading to reduction in visibility was a police matter and it was

considered that it might be appropriate to approach the driver of the vehicle(s) in the first instance.

No further news had been received regarding the installation of litter bins by the butterfly reserve on Cleeve Common and Tewkesbury Borough Council had been asked for an update. (Subsequent to the meeting the Clerk had been notified that the bins had been ordered and should be installed by the end of June).

An email had been received from the Cotswold Wardens advising that there was a broken signpost on Lye Lane. They would replace it if they were advised of the correct location and direction of the sign. Cllr Wood agreed to make enquiries regarding the correct location of the sign.

7.45 pm Cllr Hollaway arrived at the meeting

An email had been received from a local resident raising 2 matters:
There was no pavement from the built up part of Southam Lane to the entrance to the racecourse. This route is used by pedestrians and dog walkers and the grass verge is difficult to walk along. The Clerk was asked to write to the Highways Manager regarding the possibility of having a pavement on this route.

Cars were speeding on School Lane and this was a hazard for pedestrians. A note will be put in the next newsletter though it was believed that those responsible were likely to be those using the Village Hall and therefore lived outside the village. The Clerk will arrange for a notice to be displayed in the Village Hall and would investigate the possibility of requesting hall hirers to remind those attending their classes of the need to drive slowly along School Lane.

Cllr Licence also advised that the trucks parked on Noverton Lane were still causing visibility problems for vehicles approaching the traffic calming island.

Cllr Hollaway reported that the first meeting of the Tewkesbury Borough Council since the election had been held. Cllr Rob Bird had been appointed as Leader and Cllr Jim Mason as Deputy Leader.

She had received an email from a resident of Mill Lane advising that the road had not been swept and the ditches had not been cleared. There was also a large pothole outside 3 & 4, Kayte Lane Cottages.

Cllr Workman advised that there was a loose drain cover outside Meadowsweet, Southam Lane.

The Clerk was asked to bring these to the attention of the Highways Manager and to ask if these works might be carried out by the Lengthsman team.

Cllr Wood advised that she would plant the planters when the weather improved.

She also reported that there had been a problem with a recent Village Hall booking when residents had been disturbed by noise. Steps had been taken by the Committee to prevent this happening again.

6. Public Adjournment

A resident asked if there had been any progress with the replacement of the litter bin in the layby before Haymes Drive. The Clerk reported that Tewkesbury Borough Council had agreed to replace this free of charge and she would check on progress.

A resident asked if it was possible to cut back the trees and tidy up the areas around the trees on the triangle of land between New Road and the B4632. The Clerk advised that a quotation for this work had been obtained last year and was deemed to be too expensive. The Clerk was asked to obtain alternative quotations.

8.00pm Cllr Wilson left the meeting.

7. Planning Applications

19/00446/FUL – Merry Mead, Southam Lane, Southam – demolition of existing conservatory and erection of a single storey rear extension and detached garden room. **No objection.**

19/00522/FUL – Badgers Bend, Southam Lane, Southam – erection of two storey side and single storey front and side extensions. Alterations to front elevation. **No objection.**

Other planning matters:

19/00231/FUL – Sunset, Sunset Lane, Southam. Revised plans had been submitted. The Parish Council did not object to the original application and it was noted that the scale of the proposed extensions had been reduced.

19/00071/FUL – Wynds Point, New Road, Southam – the Case Officer had advised that, due to the application site being within the Green Belt, the proposal was contrary to national guidance and Policy SD5 of the JCS. The plans had been revised and submitted under permitted development rules.

8. Finance

8.1 *The accounts and bank reconciliation as at 31st May 2019 (previously circulated) were approved by the Council.*

8.2 *It was agreed that quarterly checks of bank reconciliations would be carried out by councillors on a rota basis, commencing in July 2019.*

8.3 The Asset Register was circulated and agreed by the Council. Further work will be carried out to add purchase dates, where known, and the updated list of assets would be forwarded to the insurers, so that cover might be updated.

8.4 *The Internal Audit Report, previously circulated, was approved by the Council. A quotation had been provided for 2019/20 and the Council agreed to re-appoint Bridget Bowen for the coming year.*

8.5 The Annual Governance Statement (Section 1 of the Annual Governance And Accountability Return 2018/19) had been previously circulated. *This was approved unanimously by the Council* and was signed by the Chairman and Clerk.

8.6 The Accounting Statements (Section 2 of the Annual Governance and Accountability Return 2018/19) had been previously circulated. *These were approved unanimously by the Council.* Having previously been signed by the Responsible Financial Officer, they were signed by the Chairman.

8.7 *Payments for June were agreed:* Grass cutting £351.60, repair to Noverton planter and noticeboard £85.00, newsletter printing £130.00, internal audit £200, payroll services £23.25, Clerk's salary £252.68, admin £123.93

8.8 Other financial matters:

8.8.1 The clerk confirmed that earmarked reserves as at 31st March 2019 stood at £1,035 (repair of planter and noticeboard - £85, Community Speedwatch - £700, Woodmancote Save our Green Belt group £250) and *these were agreed by the Council.*

8.8.2 A request had been received for a contribution towards hall hire for pantomime rehearsals. Last year a donation of £50 had been made, but it was noted that profit of over £3,000 had been made from the pantomime in January 2019 and this had been donated to the James Hopkins Trust. Since this was not a local charity it was deemed not to be an

appropriate use of funds raised via the precept and *the Council resolved to decline the request.*

9. Correspondence

The minutes of the last Wingmoor Farm Committee meeting had been circulated.

An email had been received from Helen Richards, GRCC confirming that the Flood Warden had now stepped down and a replacement was being sought. *It was agreed that this would be included in the next newsletter and that Helen Richards would be invited to come to the July meeting to speak about flood wardens and emergency planning.*

10. Date of next meeting:

Tuesday 9th July 2019 at 7.30

The meeting closed at 8.35pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 9th July 2019 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Anna Hollaway, Cllr Steve Lennon and Cllr Karen Licence.

Also Present: Clerk – Liz Dowie
Helen Richards (GRCC) for first part of meeting.
6 members of the public

1. To receive Apologies

Apologies were received from Cllr John Workman and County Cllr Roger Wilson.

2. To receive Declarations of Interest

There were no declarations of interest.

3. Presentation from Helen Richards, Gloucestershire Rural Community Council (GRCC)

Helen Richards gave an introduction to the role of the flood wardens, explaining that they act as a local source of information, which can be utilised to map problem areas and assist in identifying necessary remedial and maintenance works. Cllr Licence had volunteered to take on the role of Flood Warden following the retirement of Paul Holliday and she will meet with Helen Richards shortly. It was noted that there was not a significant risk of flooding in Southam though incidents of flash flooding had occurred in 2007. Any areas affected by surface water flooding may be reported via the Flood Warden or the Parish Clerk so that these areas can be mapped.

Helen also gave an introduction to Emergency Plans. Tewkesbury Borough Council is encouraging communities to put plans in place and these would provide key contact information in the event of incidents such as heavy snow or prolonged power or water outages. They would also include key points of contact within the community for Tewkesbury Borough Council to use in the event of a widespread emergency situation. Helen is able to provide support in putting together an Emergency Plan and the Parish Council will contact her if it decides to proceed. A copy of the "Are you Ready?" booklet adapted by members of the Gloucestershire Resilience Forum was given to the Clerk and the link to the electronic version will be published in the next newsletter.

7.50pm Helen Richards left the meeting

4. To agree the Minutes of the Parish Council Meeting held on 11th June 2019

The minutes were agreed as a true record by unanimous vote and were signed by the Chairman..

5. To receive reports from County and Borough Councillors.

County Cllr Wilson had sent his apologies.

Cllr Hollaway had undertaken a tour for newly elected councillors of Tewkesbury Borough and she gave an account of projects and developments across the borough.

6. To receive reports from Parish Councillors and Clerk

Cllr Hollaway advised that she and Cllr Licence would be attending a general meeting of the Cleeve Conservators shortly.

Cllr Licence had received a report from a Bishops Cleeve resident that the abandoned car on the verge on the A435 by the Rugby Club had not yet been removed. Gloucestershire Constabulary had advised the Clerk in April that they would be contacting the registered owner asking for it to be removed. The Clerk would ask the PCSO for an update.

Cllr Licence confirmed that the grass on the Noverton play area had now been cut but the contractors had not cleared away debris after carrying out the work. It was noted that the dead tree had not been removed despite the Clerk having drawn this to the attention of Taylor Wimpey. The Clerk would follow this up.

Cllr Lennon advised that a meeting was still to be arranged with James Nicolson-Smith of Woodmancote Parish Council regarding their Neighbourhood Development Plan.

Cllr Wood advised that she had planted the planters. The verge at the top of Southam Lane looked very untidy due to the damage caused by the Gigaclear works and the fact that the grass had not been removed after it was last mown. The Clerk would ask the grass cutting contractor to tidy up the area. It was also noted that work on this area was hindered by the overhanging vegetation from the adjacent property.

The next Village Hall event would be a barbecue on Pub Night on 26th July. Three members of the Village Hall Committee had had a useful meeting with representatives of the TBC Licensing and Environmental Health Department regarding the nuisance caused during the recent hire of the hall for a wedding reception.

Cllr Wood had obtained further information regarding the correct location of the broken footpath sign on Lye Lane and the Clerk would forward this to the Cotswold Wardens.

Cllr Hollaway advised that the hump back bridge warning sign on Southam Lane had been knocked over and had subsequently been removed. The Clerk will contact the Highways Department and ask for it to be replaced.

The Clerk reported:

- The request for a footway along Southam Lane up to Gate 10 of the racecourse had been raised with the Highways Manager. He had advised that this could not be funded locally and investigations would be necessary to establish footfall, land ownership and safety considerations.
- A notice regarding speeding vehicles on School Lane had been displayed in the Village Hall and had been sent to hirers requesting people attending their events or classes to drive more slowly. A note to residents would also be added to the next newsletter. The Highways Manager had also provided a link to the new CARS toolkit which contains guidance.
- Doug Jones had provided a verbal quotation of £100 - £150 to cut back the trees on the wide verge between New Road and the B4632 so that they do not encroach on the pathway. *The Council agreed to this work being carried out.*
- The Clerk had not been able to access online details of the ownership of the land at the bottom of Haymes Drive. A postal application would be submitted to the Land Registry and, once ownership had been established, the landowner would be contacted regarding the dead tree which is overhanging a neighbour's property.

- The damaged bin in the layby above Haymes Drive had now been replaced and it was hoped that the bins by the Butterfly Conservation reserve on Cleeve Common would be installed shortly.

7. Public Adjournment

A resident also commented on the state of the verge around the planter at the top of Southam Lane.

It was also noted that there were low branches overhanging the steps on Sunset Lane leading up to the bus stop on the main road. In addition, the hedges on the B4632 from the Ellenborough Park Hotel to Shaw Green Lane were overgrown, and encroached on the pavement. The Clerk would report these matters to the Highways Department.

A resident raised the matter of the noise nuisance caused by a hirer of the Village Hall. He asked what action had been taken to avoid this happening again and asked if there were plans to monitor events whilst they were in progress. Cllr Wood advised that three committee members had met with representatives of the TBC Licensing and Environmental Health Department. Cllr Wood had not been present at the meeting, but she understood that measures had been put in place to avoid a recurrence. Monitoring of events was not planned, but any queries should be directed to the Chairman of the Village Hall Committee in the first instance, since it was a Village Hall matter.

The matter of parking close to the corner of Southam Lane and Old Road, restricting visibility, was raised. It was believed that the vehicles were connected to the nursery on Southam Lane. (Subsequent to the meeting, Cllr Wood visited the nursery and the owners agreed to ask their employees to park further away from the junction).

One resident raised the issue of fly tipping in the layby. This has been reported and the resident will forward the report reference number to the Clerk so that this can be followed up.

8. Planning Applications

19/00510/FUL – Cockbury Willows, Langley Road, Winchcombe – change of use of domestic outbuilding to dwelling, including sub-division of plot, minor alterations to exterior of property. **No objection, in principle. However, comment that there should be controls over the materials used for the roofing and cladding to ensure that they are in keeping with the existing property.**

19/00588/FUL – Vidoma, 9 New Road, Southam – Installation of front and rear dormer windows and skylights. Hip to gable extension and removal of chimney for loft conversion. (Amendment to previously approved application 19/00229/FUL to increase front gable height and alter rear dormer windows). **No objection.**

Other planning matters:

It was noted that application 19/00020/FUL – Land on Kayte Lane – retrospective application for temporary retention of stable building until 17th December 2020 - had been refused. The Clerk will ask for an update on application 19/00021/FUL – additional static caravan and to regularise boundary treatment.

9. To discuss impact of events at Cheltenham Racecourse on local residents and methods for communicating details of future events

Following complaints about fireworks and traffic problems on Southam Lane during the Balloon Fiesta on 22nd/23rd June, the Clerk confirmed that this event had been on the list of the scheduled events provided by the Racecourse earlier in the year. However, they had now agreed to give advance notice of the use of Gate 10 onto Southam Lane at future

events. They were also requested to give notice of firework displays so that residents might be advised of these in advance.

10. Finance

10.1 *The accounts as at 30th June 2019 (previously circulated) were approved by the Council.*

10.2 Cllr Lennon carried out the quarterly check of bank reconciliations and signed these to confirm that all were in order.

10.3 *Payments for July were agreed:* Grass cutting £410.20, VAS equipment annual maintenance £631.20, Land Registry search fee £3.00, plants £33.23, Clerk's salary £247.61, PAYE £3.59

11. Correspondence

An email had been received regarding the quarterly Chartered Parish and Town Council meetings. Attendance at the meetings had been very low and councils were asked to confirm if they wished to attend future meetings. *It was agreed that, if meetings continued, a representative would be sent on a rota basis.*

12. Date of next meeting:

Tuesday 13th August 2019 at 7.30pm in Southam Village Hall

The meeting closed at 8.45pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 13th August 2019 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Anna Hollaway and Cllr Karen Licence.

Also Present: Clerk – Liz Dowie
County Cllr Roger Wilson for first part of meeting
12 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

Cllr Licence declared an interest as a resident living close to the land off Noverton Avenue (Item 8 - Planning Application 19/00746/TPO).

3. To agree the Minutes of the Parish Council Meeting held on 9th July 2019

The minutes were agreed as a true record by unanimous vote and were signed by the Chairman..

4. To receive reports from County and Borough Councillors.

County Cllr Wilson gave an update on bus services. The contract for the W1, W2 and 606 services ends on 27th October 2019 and Marchants will not re-tender. These routes are not as cost-effective as others in Gloucestershire due to the large number of users who are eligible to use bus passes, which are only subsidised in part by the County Council. The procurement process is underway. Cllr Wilson continues to remind County officers of the importance of these routes and assurances have been given that these vital routes will not be discontinued. The outcome of the procurement process will be reported by Tom Main, Transport Operations Manager, Gloucestershire County Council at the next meeting of Winchcombe Town Council on 4th September and it was suggested that the Chairman and / or Clerk might attend the meeting. The Clerk will contact the Winchcombe Clerk re attendance at the meeting.

Cllr Wilson also advised that no date had been scheduled for the re-surfacing of the remainder of Southam Lane but this was on the list of future works.

It was noted that the sequencing of the traffic lights at the junction of Southam Lane and the A435 appeared not to have been restored to the original timings following the re-surfacing works. If this causes longer queues of traffic after the end of the summer break this will be reported.

7.40 pm Cllr Wilson left the meeting.

Cllr Hollaway reported that amendments to the Borough Plan regarding the treatment of Shurdington within the Green Belt were likely to have an impact on service villages and other areas within the Green Belt.

TBC had agreed that the Overview and Scrutiny Committee would carry out a review into ways in which a lower carbon footprint might be achieved across the borough.

The new style Tewkesbury Borough News had been received by most households. However, it was noted that this had not been received by Noverton residents. The Clerk will ask whether this area has been omitted from the circulation list. (A resident has drawn the Council's attention to the article about the new Public Space Protection Order under which more stringent penalties for dog fouling have been introduced. Posters have been displayed in the parish and more information can be found on the parish website).

5. To receive reports from Parish Councillors and Clerk

Cllr Licence reported that she had met with Helen Richards, GRCC as part of her induction for the role of flood warden. She had discussed the problems concerning the balancing pond and the lack of maintenance of the drainage systems on the Noverton estate. These will be reported to Tewkesbury Borough Council.

Graffiti on the children's play equipment had been reported.

Cllr Wood advised that she had spoken to the owners of the day nursery on Southam Lane and they had agreed to draw to the attention of their employees the problems experienced with cars being parked very close to the junction of Old Road and Southam Lane.

The Village Hall Committee had held a successful Pub Night / Barbeque. The next film night will be held on 27th September and there will be a talk on Personal Cyber Security at the next pub night on 23rd August.

The Clerk reported on the following:

Highways – reports had been submitted regarding the overgrown vegetation encroaching on the pavement on the B4632 from the Ellenborough Park Hotel to Shaw Green Lane, the overhanging foliage by the steps leading to the bus stop, the removal of the hump back bridge sign on Southam Lane, and the dead tree on the Noverton Park play area.

The Cotwold Wardens had agreed to reinstate the footpath sign on Lye Lane once they had received confirmation of the location of utilities.

The Lengthsman team would be carrying out work in the area during the week commencing 19th August and they have been asked to cut back the vegetation overhanging the wall by the planter at the top of Southam Lane.

The litter bins had not yet been installed by the Butterfly Reserve and the Clerk will ask Tewkesbury Borough Council for an update.

Code of Conduct training had been arranged in September / October for all councillors who had not yet attended a course.

Cllr Wood agreed to attend the next quarterly Chartered Parishes Group meeting on 5th September.

Abandoned car on A435 by Cheltenham Rugby Club, Newlands Park – the PCSO had made further enquiries and had advised that the police had not been able to trace the registered owner. Responsibility for removal of the vehicle therefore lay with the landowner.

(Subsequent to the meeting the Clerk had confirmed this with Tewkesbury Borough Council and passed on this information to a representative of the Rugby Club. The landowner can request TBC to remove the vehicle but the cost of removal lies with the landowner).

6. To receive an update on Community Speedwatch

John Donovan reported that a meeting had been held with the Community Speedwatch team on 17th July. Their equipment is currently being updated and they are happy to provide this on loan and give training. A radar vehicle speed and volume survey had been carried out on Southam Lane and surveys would be undertaken on New Road and Kayte Lane in due course. The results of the survey on Southam Lane were circulated to councillors and residents present at the meeting. The 85thile speed recorded was slightly in excess of the 30mph speed limit in both directions of travel. It was also noted that the data extracted from the MVAS equipment indicated that the speed limit was regularly being exceeded with speeds of 50 – 60 mph being recorded on some occasions. The data from the MVAS on New Road was not available at present but the regularity with which the batteries required changing suggested that the speed limit was being exceeded regularly.

7. Public Adjournment

A resident asked whether anyone had come forward to fill the councillor vacancies. No applications had been received to date and *it was agreed that this would be added to the agenda of the next meeting.*

The Clerk was asked if any progress had been made with identifying the owner of the land adjacent to Haymes Drive. A search of the Land Registry had provided several title numbers and more information was being sought.

The neighbour of Hill House, Spring Lane made representation regarding planning application 19/00636/FUL. She expressed concerns that the proposed materials to be used for the extensions would not be in keeping with the surrounding properties and would be inappropriate within the AONB.

A resident expressed concerns about the impact on local residents of the increasing number of large events being held at the racecourse and on adjoining land. In particular there appeared to be no control exercised by the authorities at the Paramotor event, since there was constant flying over built up areas throughout the weekend. This matter was to be covered under agenda item 9.

8. Planning Applications

Since Cllr Hollaway was a member of the TBC Planning Committee and unable to comment on these applications, the Parish Council was inquorate in relation to planning matters at this meeting. It was therefore suggested that, if Cllr Wood and Cllr Licence considered that objections or comments should be submitted in respect of any application on the agenda, the other councillors would be consulted. (No comments were submitted).

19/00636/FUL – Hill House, Spring Lane, Cleeve Hill – erection of single storey front and rear extensions. Installation and alteration of dormer windows and extension to existing front balcony and steps. The Clerk was asked to request the Planning Officer to carry out a site visit in order to consider the concerns of the neighbour. (Subsequent to the meeting the Planning Officer confirmed that a site visit had already been carried out and the application would be determined by the Planning Committee).

19/00730/FUL – The Hive, Ashleigh Lane, Cleeve Hill – retention of ancillary residential accommodation. The Clerk was asked to advise the Planning Officer that, due to the unusual nature of this application, the Parish Council would defer to the Planning Department to determine the application.

19/00746/TPO – Land at rear of 10 Noverton Avenue, Prestbury – (TPO 249) Sycamore T.1-7 (excluding T.2) – reduce crown height by 3.5m, clean crown of damaged and hanging branches back to appropriate target-pruning points. (No comment made).

Other planning matters:

Land on Kayte Lane:

An update had been received from TBC advising that planning application 19/00021/FUL – additional static caravan and to regularise boundary treatment - would be determined shortly. (Application was subsequently refused on 16th August 2019). It was noted that the recently constructed brick structure fell within the temporary permission granted.

9. Paramotor Club Event 13th/14th July 2019

Firstly, the Clerk advised that she had lodged a complaint with TBC following reports from residents about loud music at the Dubtoberfest event.

The Clerk had received an update from the TBC Environmental Health Department following 21 complaints about the Paramotor Club Summer Fly-In event which had been held on the land usually used for car boot sales. Complaints had been made about the noise nuisance and loss of privacy due to the paramotors flying low over the built up area. In addition, there had been a loud firework display. It was explained that, although TBC has statutory powers regarding nuisance, this event falls within the jurisdiction of the Civil Aviation Authority. The event organiser has agreed to meet with the TBC Environmental Health Officer, who has advised that, if he is not satisfied with the outcome of the meeting, he will explore other remedies regarding this event.

10. Remembrance Sunday

Mark Steger, RBL Secretary for Woodmancote had forwarded a draft Road Closure Order and *it was agreed that he would be asked to submit this for Southam.* The Clerk would liaise with him regarding the Risk Assessment Form.

11. Finance

11.1 *The accounts and bank reconciliation as at 31st July 2019 (previously circulated) were approved by the Council.*

11.2 *Payments for August were agreed:* Hall hire £60.00, grass cutting £399.60, Clerk's salary £247.81, newsletter postage £28.20

12. Correspondence

All correspondence had been covered elsewhere in the agenda.

13. Date of next meeting:

Tuesday 10th September 2019 at 7.30pm in Southam Village Hall

The meeting closed at 8.35pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 10th September 2019 at **7.30pm** in
Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Steve Lennon and Cllr John Workman.

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

1. To receive Apologies

Apologies were received from Cllr Anna Hollaway, Cllr Karen Licence, County Cllr Roger Wilson and Borough Cllr Mike Dean.

2. To receive Declarations of Interest

No declarations of interest were received.

3. To agree the Minutes of the Parish Council Meeting held on 13th August 2019

The minutes were agreed as a true record by unanimous vote and were signed by the Chairman..

4. To receive reports from County and Borough Councillors.

The Clerk read out a written report from Cllr Hollaway regarding the recent meeting of the Cleeve Conservators.

5. To receive reports from Parish Councillors and Clerk

Cllr Wood had attended the Chartered Parishes Group Meeting on 5th September. An update was given by Chris Riley on the new highways contract and the schedule of works on roads in Gloucestershire, and presentations were given by Chris Mead, GCC Highways, and Charles Parry, GCC Archaeologist on the input they provide on planning matters.

Village Hall Committee – Cllr Wood reported that a successful pub night had been held at the end of August, at which there had been a presentation on cyber security. The next event would be a film night on 27th September.

Anita Wilcox is seeking volunteers to tidy up the area around the war memorial on Saturday 5th October. This will be included in the next newsletter.

The Clerk reported on the following:

W1 and W2 bus services – the Chairman and Clerk had attended a meeting of Winchcombe Town Council on 4th September at which Tom Main, Integrated Transport Manager for GCC had provided an update. The 606 service was expected to remain unchanged when the Marchants contract ended on 27th October. He hoped that a frequent service would be maintained on the W1 and W2 routes with a possible slight reduction in the number of trips per day. He confirmed that the route would serve the Cleavelands Medical Centre. Bids for the contract were being evaluated and he would advise all interested parties once the details were finalised. (Subsequent to the meeting, Marchants have indicated that the routes will be taken on by Stagecoach and confirmation of this is being sought).

West Cheltenham Strategic Masterplan - public engagement sessions were to be held by Tewkesbury Borough Council on 11th and 19th September.

Bins by Butterfly Reserve on Cleeve Common – two bins had now been installed but one had already been damaged by a car. The member of the public who had requested installation of the bins had been in contact with TBC and this bin had been moved to a more suitable location.

Remembrance Sunday – Mark Steger, Secretary of the Royal British Legion, Woodmancote branch had submitted the road closure request and health and safety paperwork on behalf of the Council. The Clerk was asked to request that he also arrange the bugler. Cllr Wood would consult Rev'd Reakes regarding the order of service.

Dog fouling – several residents had raised queries following the introduction of increased penalties. TBC Environmental Health Officers had advised that the new measures did affect professional dog walkers. TBC will follow up complaints but, in order to enforce a fine, they will need a witness statement and the correct address for the dog owner. Residents are encouraged to contact Environmental Health direct (contact details on the TBC website). Stickers have been ordered to update the existing signage.

Noverton planter – following the damage to the planter by a speeding vehicle in October 2018, the insurance company has agreed to settle the cost of relocation and repair to paintwork following receipt of proof of costs.

6. Public Adjournment

A further discussion was held about the problem of dog fouling and it was agreed that information about the new fines would be included in the next newsletter.

A resident advised that many vehicles were driving too fast on Old Road and it was noted that the previous “Slow” signaged painted on the road had worn away. The Clerk was asked to raise this with the Highways Department.

It was reported that there were several areas in the village where overgrown foliage was encroaching on paths and pavements. Some of these were trees and shrubs on private property and the Clerk was asked to remind residents in the next newsletter of the need to keep their boundaries tidy and cut back.

7. Planning Applications

19/00800/FUL – Noreen, Ashleigh Lane, Cleeve Hill – erection of an agricultural storage building.

The applicant was present at the meeting and explained that the building was intended to be used solely for the storage of garden machinery. **No objection.**

19/00839/FUL – Cleadon House, Cleeve Hill – erection of a two storey and single storey rear extension, front porch and garage. Demolition of an existing garage, alterations to the roof design and widening of gated access. **No objection.**

Other planning matters: - no other matters were raised.

8. Licensing

Following publication of an application for consent for street trading in the lay-by on the B4632 above Haymes Drive, in excess of 40 objections had been submitted by residents which included concerns about noise and light pollution, unsafe entry and exit onto the 50mph road close to a bend and detrimental visual impact on the surrounding area on the

edge of the AONB. This application had now been withdrawn and the applicant would seek a more suitable location.

9. Proposed new primary school in Bishops Cleeve

Copy correspondence had been received from the Chair of Governors of Woodmancote School enclosing an Options Appraisal carried out by Gloucestershire County Council which had indicated that the preferred option for a new primary school would be within the grounds of Cleeve School, thereby extending the age range of Cleeve School. It was agreed that the infrastructure of Bishops Cleeve was already under pressure and that this would increase the impact on local facilities which were used by Southam residents. There would also be an impact on local traffic. It was also agreed that such a decision should be part of a larger strategic process so that new school facilities could be located nearer to new development. The Clerk was asked to write to the GCC Director of Education expressing councillors' support of the objections already raised by the Chairs of Governors of Woodmancote School, Grangefield School and Bishops Cleeve Primary Academy.

10. Accident and Emergency Department at Cheltenham General Hospital

An online petition had been organised by Alex Chalk and local MPs to support their campaign to retain a full Accident and Emergency Department at Cheltenham General Hospital. The Clerk was asked to contact Alex Chalk to express the Parish Council's support for the campaign.

11. Councillor Vacancies

There were still two councillor vacancies and Cllr Wood urged residents to step forward to fill the vacancies.

12. Finance

12.1 *The accounts and bank reconciliation as at 31st August 2019 (previously circulated) were approved by the Council.*

12.2 *Payments for September were agreed: PAYE August £61.80, tree work £100.00, grass cutting £351.60, newsletter printing £130.00, CPRE subscription £36.00, Clerk's salary £247.61, PAYE September £62.00, parish map £107.90.*

13. Correspondence

Notification had been received that the A435 between Bishops Cleeve and the Pamington junction would be closed overnight for re-surfacing from 10th September to 3rd October excluding weekends.

14. Change of date of November meeting

Due to councillor availability the November meeting had been moved from 12th November to 26th November.

15. Date of next meeting:

Tuesday 8th October 2019 at 7.30pm in Southam Village Hall

The meeting closed at 8.20pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 8th October 2019 at **7.30pm** in Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Anna Hollaway, Cllr Steve Lennon, Cllr Karen Licence.

Also Present: Borough Cllr Mike Dean
Clerk – Liz Dowie
7 members of the public

The meeting commenced at 7.35pm

1. To receive Apologies

Apologies were received from Cllr John Workman and County Cllr Roger Wilson.

2. To receive Declarations of Interest

No declarations of interest were received.

3. To agree the Minutes of the Parish Council Meeting held on 10th September 2019

The minutes were agreed as a true record by unanimous vote and were signed by the Chairman.

4. To receive reports from County and Borough Councillors.

Cllrs Dean and Hollaway gave updates on Borough Council matters including climate change emergency and the campaign to retain the Accident and Emergency Department at Cheltenham General Hospital.

It was noted that letters had been sent to the GCC Director of Education by Bishops Cleeve, Woodmancote and Southam Parish Councils regarding the Options Appraisal recommendation to site a new primary school at Cleeve School.

Cllr Dean reminded the meeting that the Tewkesbury Borough Plan Pre-submission Consultation will run until 18th November and he had forwarded to the Clerk information on how to make representations on the consultation.

The Clerk advised councillors that, due to the expiry date for comments falling before the next meeting, an Extraordinary General Meeting would have to be held if the Council wished to comment. She would circulate the consultation document so that Councillors could assess the need for a meeting.

5. To receive reports from Parish Councillors and Clerk

Cllrs Wood, Lennon and Licence had attended Code of Conduct training delivered by the Monitoring Officer, Sara Freckleton, and all agreed that it had been very useful.

Cllr Licence reported that the graffiti on the Noverton estate had been removed.

Cllr Wood thanked the group of volunteers who had tidied up various parts of the village including the area around the war memorial.

The Village Hall Committee had put on a successful film night and the next events would be a pub night on 25th October and a quiz night on 22nd October.

The Clerk reported on the following:

Bus services - After the end of the Marchants contract the bus services would be split between Stagecoach and Pulhams. The 606 service would be altered to cover Southam and the stop on Old Road would be retained. The new timetable will be available on the Southam Today website.

Dog fouling – some additional signs and stickers to update the existing signage had been provided by Tewkesbury Borough Council.

Tow trucks on Noverton Lane – the PCSO had confirmed that she did not have any power to remove a vehicle if it was confirmed that no valid MOT certificate was held but she would take this up with the DVLA.

Road closure – part of Southam Lane covering the area from Garden Vale to Wheel Gates will be closed from 28th October to 8th November for gas mains replacement works. There will only be pedestrian access during this period. Other works are scheduled to take place between 21st October and 6th December but these will not require road closures.

6. Public Adjournment

A resident expressed disappointment that no further update had been received from the Environmental Health Department regarding the paramotor event. The Clerk advised that a meeting between officers and the event organiser was planned but had not yet taken place. Cllr Hollaway agreed to follow this up.

A resident commented that the grass on the Noverton estate looked neat and Cllr Licence advised that she would obtain the details of the contractor. It was noted that the verges on Old Road and the area around the planter had been mown as part of the village tidy up.

Mr Donovan reported that he was awaiting contact from the new PCSO Rhian Illingworth. He had also been working with the Clerk regarding updating the dog fouling signs and would renew the signage.

A resident commented on the good service provided by Marchants and the Clerk was asked to write to the company at the end of the existing contract to thank them for the good service provided.

It was noted that the water leak on Southam Lane near the junction with Old Road had re-appeared and the Clerk would contact the Highways Department about this.

7. Planning Applications

19/00636/FUL – Hill House, Spring Lane, Cleeve Hill – erection of single storey front and rear extensions. Installation and alteration of dormer windows and extension to existing front balcony and steps. *Revised plans – amended design, removal of side dormer extension and render to be cream.* **No objection.**

19/00839/FUL – Cleadon House, Cleeve Hill – erection of a two storey and single storey rear extension, front porch and garage. Demolition of an existing garage, alterations to the roof design and widening of gated access. *Revised plans – change to front fenestration.* **No objection.**

19/00883/FUL – Sunset, Sunset Lane – demolition of modern extensions and erection of double and single storey side and rear extensions. **No objection.**

19/00884/FUL – Sunset, Sunset Lane – demolition of existing car port and erection of detached garage. **No objection.**

19/00939/FUL – Willowbank, Southam Lane, Southam – erection of a single storey front extension. **No objection in principle to the extension. However, comment that the blank wall at the front is not in keeping with the rest of the property and recommend that the design of the new elevation reflects the design of the existing front elevation of the house. This might be achieved by adding a window at the front of the extension.**

Other planning matters:

Planning Inspectorate APP/G1630/D/18/3206429: Rollingwood, Haymes Drive – it was noted that, whilst the condition for obscure glass in Bedroom 4 of the new extension appeared to have been met, there were concerns that this had been achieved with the use of a removable film which allowed visibility from the inside. The Clerk was asked to contact the Enforcement Officer to ask for clarification.

Planning applications received before November – it was noted that, due to the change of date of the November meeting it would be unlikely that an extension for comments would be granted for any applications received before the end of October. *It was agreed that councillors would review any applications received and an Extraordinary General Meeting would be called for any applications which councillors considered might warrant an objection.*

8.15pm Cllr Dean left the meeting.

8. Remembrance Sunday

The Clerk gave an update on the arrangements for Remembrance Sunday. Mark Steger, Royal British Legion Secretary for Woodmancote had submitted the road closure application and would arrange for a bugler. Wreaths had been ordered for the Parish Council and the WI and these would be collected on 28th October. An order of service had been provided and Cllr Wood will pass this on to Revd Reakes. The Clerk will request the Highways Department to provide road closure signs and cones and these will be collected by a local resident. Cllr Wood and the Clerk will attend the meeting of the Royal British Legion branch on 28th October.

9. Finance

12.1 The review of the Financial Regulations was deferred to the November meeting.

12.2 *The accounts and bank reconciliation as at 30th September 2019 (previously circulated) were approved by the Council.* Cllr Lennon also carried out the quarterly check of bank reconciliations.

12.2 *Payments for October were agreed:* grass cutting £351.60, newsletter printing £128.00, payroll services £12.50, Clerk's salary £247.61, admin £76.80, PAYE £62.00.

10. Correspondence

All correspondence had been dealt with elsewhere in the agenda.

11. Date of next meeting:

Tuesday 26th November 2019 at 7.30pm in Southam Village Hall (Cllr Wood reminded residents of the change of date).

The meeting closed at 8.30pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 26th November 2019 at **7.30pm** in
Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Steve Lennon, Cllr Karen Licence, Cllr John Workman, Cllr Ken Davey (from item 4).

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

1. To receive Apologies

Apologies were received from Cllr Anna Hollaway and County Cllr Roger Wilson.

2. To receive Declarations of Interest

No declarations of interest were received.

3. To agree the Minutes of the Parish Council Meeting held on 8th October 2019

The minutes were agreed as a true record by unanimous vote and were signed by the Chairman.

4. To consider the co-option of a new Councillor

Ken Davey had put himself forward for co-option. *Cllr Wood proposed, Cllr Lennon seconded and all councillors agreed by unanimous vote that he be co-opted as a councillor with immediate effect.* The Declaration of Acceptance of Office was signed in the presence of the Clerk and Ken Davey was welcomed to the Council.

5. To receive reports from County and Borough Councillors.

County and Borough Councillors were not present at the meeting, but the Clerk passed on a report from Cllr Hollaway that the abandoned car had now been removed from the verge on the A435 by Cheltenham Rugby Club.

6. To receive reports from Parish Councillors and Clerk

Cllr Licence reported that, as Flood Warden, she had been copied in on correspondence between the former Flood Warden and Gloucestershire County Council regarding blocked gullies near the A435 roundabout close to G E Aviation. These had now been cleared by GCC contractors. It was also noted that B4632 had been flooded by the Ellenborough Park Hotel during the recent period of heavy rainfall.

Cllr Wood reported that the Village Hall Quiz Night on 22nd November had been well attended with all 60 tickets being sold. The Christmas Film “Elf” would be shown at 4.00pm on Sunday 1st December and this would be followed by the Lights Switch On at 6.00 pm.

The Clerk read out the Speedwatch update provided by John Donovan. The first speed survey had been carried out on Southam Lane adjacent to Ratcliff Lawns on 22nd November. The MVAS signs have been serviced and are working well.

The next Chartered Parish and Town Council Meeting would take place on 4th December and Cllr Lennon agreed to represent the Council. (This meeting was subsequently cancelled).

Stagecoach South West had been contacted regarding the issue raised by a resident that the Southam stop was not listed on the published timetable for the new W service. This was due to the fact that the Southam stop was not a timing point but that it was noted that the stop was 3-4 minutes journey time from the Prestbury War Memorial stop which was shown on the timetable.

A request for a licence payment for an image used on the website had been received. The image had now been removed and it had been considered that it would be more cost effective to settle the licence fee rather than dispute it.

Butterfly Conservation had been invoiced, as previously agreed, for one of the bins installed by the Bill Smyllie Reserve.

A response had been received to the letter sent by the Parish Council to the GCC Director of Education regarding the Options Appraisal recommendation to site a new primary school at Cleeve School. It was stated that there were no other viable alternatives at present and that the distance from new housing developments in Bishops Cleeve to the suggested site remains within the statutory walking distance prescribed by legislation. However, it was noted that Bishops Cleeve Parish Council had suggested that the former Nortonham Allotment site on Evesham Road should be considered as an alternative site and GCC had acknowledged this suggestion.

7. Public Adjournment

A neighbour of the property at 25 Ratcliff Lawns suggested that the proposed side extension would reduce light into neighbouring properties and had raised this with the applicants.

In response to a question from a resident, a member of the Speedwatch team advised that the speed check on Southam Lane had been carried out while temporary traffic lights were in place and it was acknowledged that this would have affected the results. On Southam Lane 6 of the 30 speeds recorded were between 30 and 40 mph. The speed check on Kayte Lane had now been carried out and 9 of the 30 speeds recorded were in excess of 35 mph. Speeds on New Road would be recorded on 29th November.

A resident requested an update on fundraising for the new Village Hall extension and was advised that no funds had been secured and the first stage would be to submit plans to Tewkesbury Borough Council Planning Department for their comments before submitting a formal application.

8. Planning Applications

19/00960/FUL – 25 Ratcliff Lawns, Southam – Erection of single storey side extension.

No objection in principle but observation made that the roof configuration might be re-designed or the height of the extension lowered in order not to reduce light to neighbouring properties.

19/01046/FUL – Land at Cuckoo Farm, Southam Lane, Southam – Proposed residential annexe building. **Objection since this represents unnecessary building on the Green Belt and is not in keeping with the surrounding area.**

19/01087/FUL – Ashleigh House, Ashleigh Lane, Cleeve Hill – Erection of a single storey side/rear extension. **No objection.**

19/01103/FUL – Springbank. Old Road, Southam – Erection of a single and two storey front extension, loft conversion, re-elevation of house and installation of roof lights. **Objection since the scale of the proposals would dominate the site, and the materials to be used are not in keeping with the setting.**

19/01111/FUL – Hill View, Southam Lane, Southam – Erection of a single storey side and rear extension with a hipped roof, replacement of existing windows, alterations to existing section of pitched roof to form a new flat roof dormer. **No objection.**

Other planning matters:

Two residents made comments on the travellers' site on Kayte Lane. It was noted that the utility block was not in line with that which had been agreed in that the orientation was wrong and a flat roof extension of equivalent size had been added. No updates had been received since August for the Parish Council to pass on to residents and there had been no evidence of enforcement action being carried out despite both the retrospective applications 19/00020/FUL and 19/00021/FUL being refused. In addition, the site access was not in line with that approved in that only a mirror had been put in place opposite the access, and the stable had not been removed following the refusal of retrospective planning permission

The Clerk reported that notification had been received from the Planning Investigation Officer that he was investigating the alleged unauthorised terracing of the front garden at Triscombe, Southam Lane. It was understood that the complaint had been made by the utility company which was carrying out works on Southam Lane and it was therefore considered that this may be a matter for Gloucestershire County Council to determine if there had been unauthorised alterations to Highways land.

9. Remembrance Sunday

The Remembrance service had run smoothly and it had been helpful to have police officers present to enforce the road closure. Those present shared the view of the Royal British Legion that the only improvement would be to have a better sound system if it was not possible to have a bugler.

10. Finance

10.1 The updated version of the Financial Regulations had been circulated and the Clerk advised that only very minor changes had been made to the version previously adopted. *Councillors agreed unanimously to adopt the revised version.*

10.2 *The accounts and bank reconciliation as at 31st October 2019 (previously circulated) were approved by the Council.*

10.3 *Payments made since the last meeting were agreed by the Council:* Royal British Legion – wreath and donation £45.00, two bins at Butterfly Reserve £741.60

10.4 *Payments for November were agreed:* hall hire £60.00, plants £26.99, newsletter postage £14.64, Clerk training £60.00 and £20.00, payroll services £23.25, Clerk's salary £247.81, PAYE £61.80.

11. Correspondence

All correspondence had been dealt with elsewhere in the agenda.

12. Date of next meeting:

Tuesday 10th December 2020 at 7.30pm in Southam Village Hall

The meeting closed at 8.30pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
OF the **Full Meeting** of the Parish Council held on 10th December 2019 at **7.30pm** in
Southam Village Hall.

Present: Cllr Adrienne Wood (Chair), Cllr Ken Davey, Cllr Anna Hollaway, Cllr Steve
Lennon, Cllr Karen Licence, Cllr John Workman.

Also Present: Borough Cllr Mike Dean
Clerk – Liz Dowie
20 members of the public

At the start of the meeting Cllr Wood gave the sad news that County Cllr Roger Wilson had
passed away. He had made a substantial contribution to the work of the parish and would
be greatly missed. A minute's silence was held in memory of Cllr Wilson.

1. To receive Apologies
No apologies were received.

2. To receive Declarations of Interest
No declarations of interest were received in respect of items on the agenda.

3. To agree the Minutes of the Parish Council Meeting held on 26th November 2019
*The minutes were agreed as a true record by unanimous vote and were signed by the
Chairman.*

4. To receive reports from County and Borough Councillors.
Cllr Dean gave a brief update on Borough matters.
Cllr Hollaway advised that she had asked for trees on New Road to be inspected.
She drew attention to a poster giving information as to where residents were able to recycle
Christmas trees.
She also commented on the new waste campaign to be launched in Tewkesbury Borough to
draw attention to the problems of fly tipping.

5. To receive reports from Parish Councillors and Clerk
The Chartered Parish and Town Council Meeting which was to take place on 4th December
had been cancelled.

The Clerk reported that:

A formal request had been received from the Community Speedwatch Group for funding for
equipment. The Parish Council had agreed in February 2019 to make a contribution of £700
and the Clerk would make the necessary arrangements with the Group.

Payment had been received from Butterfly Conservation in respect of their contribution for
one bin at Bill Smylie Reserve.

Full payment had also been received from the insurers of the car owner for the re-siting and
repair of the Noverton planter following the accident in October 2018..

Public Adjournment

Many representations were made by residents about planning application 19/00986/FUL – change of use of land east of Kayte Lane for use as a residential gypsy caravan site. Concerns included development of the site which lay within the Green Belt, the number of caravans using the site, and the fact the existing temporary permission was due to expire on 17th December 2020. In addition, residents expressed concern at the number of breaches of existing planning permissions, for which enforcement action was being undertaken. It was considered that the new planning application appeared to be an attempt to regularise these breaches. It was noted that Tewkesbury Borough Council had previously indicated that there were already sufficient traveller sites across the Borough. Cllr Dean gave a detailed account of the planning history of the site and residents were advised that they should make their own representations to the Planning Department in addition to any response that the Parish Council might submit as statutory consultee.

6. Planning Applications

19/00986/FUL – Land east of 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.

Objection on the following grounds:

No need for a permanent solution on land which is subject to an injunction

Inappropriate development within the Green Belt

Inadequate access arrangements due to site location

No demonstrable long term need to include this site within the Borough's supply of traveller sites.

19/01119/FUL – Gambles Farm, Gambles Lane – Demolition of existing conservatory and erection of a single storey side and rear extension. **No objection.**

Other planning matters:

Notification had been received of an investigation into alleged development not in accordance with approved plans for 24 Ratcliff Lawns, Southam.

Details of planning application 19/01157/FUL – 7 Ratcliff Lawns, Southam – erection of attached garage and associated works – had been received too late to be included in the agenda. Since this was a re-submission of application 19/00085/FUL, which the Parish Council did not object to, *Councillors agreed that an extension for comments would not be sought and the application would not be included on the January agenda.* Cllr Lennon declared an interest in this item as a neighbour and did not participate in the discussion.

8. Finance

8.1 *The accounts and bank reconciliation as at 30th November 2019 (previously circulated) were approved by the Council.*

8.2 A request had been received from the Drop In group for funding of Village hall fees of £120 covering 12 months. Councillors considered that this voluntary group provided a valuable contribution to village life and *they unanimously agreed to the request.* The Clerk will make arrangement to pay the fees direct to the Village Hall. The Drop In group organiser invited councillors to visit a session.

8.3 The draft budget (previously circulated) was explained by the Clerk and *Councillors agreed unanimously that the budget for 2020/21 would remain at £10,200.*

Cllr Davey proposed that consideration be given at a future meeting to purchasing land for use as a playing field. He will draft a feasibility study and it was also suggested that this

might form part of a review of the Parish Plan and might be a suitable subject to be debated at the Annual Parish Meeting in May 2020.

8.4 *Payments for November were agreed:* newsletter printing £220.00, payroll services £23.25, Clerk's salary £247.61, PAYE £62.00, hall hire for drop in sessions £120.00.

9. Correspondence

All correspondence had been dealt with elsewhere in the agenda.

10. Date of next meeting:

Tuesday 14th January 2020 at 7.30pm in Southam Village Hall

The meeting closed at 8.37pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 14th January 2020 at 7.30pm in Southam Village Hall.

Councillors present: Cllr Adrienne Wood (Chair), Cllr Ken Davey, Cllr Anna Hollaway, Cllr Steve Lennon, Cllr Karen Licence, Cllr John Workman.

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

1. To receive apologies.

No apologies were received.

2. To receive Declarations of Interest.

No declarations of interest were received in respect of items on the agenda.

3. To agree the minutes of the Parish Council Meeting held on 10th December 2019.

The minutes **were agreed** as a true record by unanimous vote and were signed by the Chairman.

4. To receive reports from County and Borough Councillors.

Cllr Hollaway reported that she had attended a seminar regarding the West Cheltenham Supplementary document.

5. To receive reports from Parish Councillors and Clerk.

Cllr Licence reported that Stagecoach buses were driving over and damaging a green area on Desert Orchid Road since, following an increase in the size of buses, they were no longer able to negotiate the tight corner. The Clerk was asked to raise this with Gloucestershire County Council.

Cllr Licence was aware of a number of blocked drains on the Noverton estate and she would advise the Clerk of the locations so they might be reported to the Highways Department.

Cllr Davey is investigating the availability of possible sites for a play area / playing field. Residents had expressed interest in having this type of facility in the Parish Plan consultation in 2013 and **it was agreed** that it should be established whether there was still a demand for such a facility. The Clerk was asked to add a piece to the newsletter entry and to arrange for this to be sent to all those who were on the email circulation list.

Cllrs Hollaway and Licence had recently attended a meeting of the Cleeve Conservators.

Cllr Wood reported that the next meeting of the Village Hall Committee would take place on 21st January. The next Pub Night would be on 25th January and would have a Burns Night theme.

The Clerk reported as follows:

There are various consultations under way:

- Gloucestershire County Council budget for 2020/21 – consultation period ends on 17th January.
- West Cheltenham Supplementary Planning Document – runs from 13th January to 17th February and will be considered at the February meeting.
- Gloucestershire Local Transport Plan 2015 -2041 – runs from 16th January – 26th March and will be considered at the March meeting. This will also be on the agenda of the next Chartered Parish and Town Council meeting on 4th March.

Cllr Wood and the Clerk will be attending a meeting on 16th January with representatives on Tewkesbury Borough Council and Gloucestershire County Council Education Team regarding school provision. It is expected that the main topic for discussion will be the proposed location for a new primary school to serve Bishops Cleeve.

Several footpaths (ASM30,33 and 100) were blocked due to overgrown vegetation and these had been reported to the Footpaths Warden.

A resident on the Noverton Estate has requested an additional dog bin as the existing bin is not sufficient. Cllr Licence will advise the Clerk of the existing location of the bin and possible locations for an additional bin.

An email had been received from the previous Flood Warden who advised that he had cleared two overflows of debris following recent heavy rainfall. He had asked who is to be trained as his successor and the Clerk has contacted Helen Richards of GRCC for clarification, since when the role was taken on by Cllr Licence it was understood that the warden was expected to act as co-ordinator and point of contact rather than carrying out remedial works.

6. Public adjournment.

A resident asked if there had been any further updates from TBC Environmental Health Department regarding the complaints about the Paramotor Club event in July 2019. Cllr Hollaway and the Clerk will follow this up.

Several complaints were made regarding the deep potholes on Southam Lane, many of which were not visible beneath standing water after heavy rainfall. Re-surfacing works are scheduled but no timescale has been confirmed. The Clerk will ask the Highways Department for an update.

A resident asked if any progress had been made regarding fly tipping on land adjacent to Kayte Lane. The Clerk advised that this had been reported. It was noted that, although the land is privately owned there is a public footpath close by. Cllr Hollaway will follow this up with the Environmental Health Department.

John Donovan reported on behalf of the Community Speedwatch team that there had been approximately 10 sessions of speed monitoring. They are hoping to purchase the new equipment shortly and will continue weekly until speeds are reduced. A reduction in speed has already been seen on Kayte Lane.

John Donovan reported on behalf of Neighbourhood Watch that there had been an attempted burglary in New Road and residents were urged not to leave ladders outside.

7. Planning Applications.

19/01117/FUL – Ellenborough Park Hotel, Southam – Change of use and minor external alterations to existing building from offices/welfare to staff accommodation ancillary to Ellenborough Park Hotel. **No objection.**

19/00993/FUL – Laurentides, Haymes Road, Cleeve Hill – Erection of a detached garage and external alterations. **No objection.**

19/00883/FUL – Sunset, Sunset Lane – Demolition of modern extensions and erection of double and single storey side and rear extensions. (Amended plans). **Objection – the proposed amendments are not in keeping with the design of the original property, giving a disjointed appearance. This might be improved by altering the roof line so that it is aligned with the existing property.**

APP/G1630/W/16/3243488 – Appeal against refusal of application 19/00020/FUL – Land, Kayte Lane, Southam. Retrospective application for temporary retention of stable building until 17th December 2020. **Objection.** The Council agreed that further comments should be submitted to the Planning Inspectorate, These should cover the fact that application 19/00986/FUL has since been submitted and this would appear to seek permanent retention of the stable building and that the stable appears to be located on land owned by Gloucestershire Warwickshire Steam Railway. The Clerk would circulate draft comments to Councillors before submission.

Other planning matters:

No other matters were raised.

8. Register of Common Land.

The Clerk reported that an application (ref 67989) had been made to amend the Register of Common Land by removing a property known as Cleeve Lodge from the commons map, since the land had been within the curtilage of Cleeve Lodge since the date of registration on 13th March 1967. Copies of the application, title deeds and all correspondence had been sent to the Clerk and were available for inspection until 17th February 2020. **The Council had no objection** to the Register being amended.

9. Finance.

- 9.1** The accounts and bank reconciliation as at 31st December 2019 (previously circulated) **were approved** by the Council.
- 9.2** Councillors had agreed at the December meeting that the budget would remain at the current level of £10,200 and **it was agreed** to request a precept of £10,200 for 2020/21. **Councillors also agreed** to an overspend of £100 in the training budget for 2019/20 in order to cover website accessibility training.
- 9.3** Payments for January **were agreed:** renewal of webhosting and email £98.87, Clerk's salary £247.61, PAYE £62.00, admin £179.87.

10. Correspondence.

All correspondence had been dealt with elsewhere in the agenda.

11. Date of next meeting.

Tuesday 11th February 2020 at 7.30pm in Southam Village Hall.

The meeting closed at 8.20pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 11th February 2020 at 7.30pm in Southam Village Hall.

Councillors present: Cllr Adrienne Wood (Chair), Cllr Ken Davey, Cllr Anna Hollaway, Cllr Steve Lennon, Cllr Karen Licence, Cllr John Workman.

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

The meeting started at 7.35 pm

1. To receive apologies.

Apologies were received from Borough Cllr Mike Dean.

2. To receive Declarations of Interest.

Cllr Licence declared an interest in item 7, Planning Application 20/00059/FUL – 19 Desert Orchid Road – since she is the owner of the property.

3. To agree the minutes of the Parish Council Meeting held on 14th January 2020.

The minutes **were agreed** as a true record by unanimous vote and were signed by the Chairman.

4. To receive reports from County and Borough Councillors.

- Cllr Hollaway reported on the January meeting of Tewkesbury Borough Council which included the appointment of Civic Heads for 2020/21 (Mayor – Andrew Reece, Deputy Mayor – John Murphy) and adoption of the Council Plan 2020-24.
- She had also attended the meeting for Borough Councillors regarding school provision. Whilst Gloucestershire County Council officers are sympathetic to the need for primary school provision close to the new developments in Bishops Cleeve and the Nortonham allotment land had been identified as a suitable site, there was insufficient funding to purchase the land from the Diocese of Gloucester. It therefore seemed more likely that a new primary school would be located on the Cleeve School site.
- Cllr Hollaway had reported the problem of fly tipping on land adjacent to Kayte Lane.
- A report was given on the last meeting of the Cleeve Conservators.
- Cllr Hollaway thanked the Clerk for contacting the Gloucestershire County Council regarding the problems experienced in Woodmancote due to large vehicles not adhering to the diversion routes following the closure of the B4632.
- She drew Councillors' attention to a licensing application for a music event on 1st July at Newlands Rugby Club. The Clerk was asked to submit a comment requesting management of parking and restrictions on parking outside the venue premises.

5. To receive reports from Parish Councillors and Clerk.

Cllr Davey had continued researching the possibility of recreation facilities in the parish. Possible locations were dependent on the type of facility and several sites had been identified for a sports pitch though these would need to be acquired / leased. The open space next to the Village Hall might be considered for a smaller playground facility for younger children and this would entail the purchase of equipment and consultation with the Village Hall Committee and residents. Cllr Davey has investigated sources of funding and will be meeting with Helen Richards of GRCC on 13th February.

Village Hall – Cllr Wood reported that the January Pub Night with a Burns Night theme had been very successful and the next Pub Night would be held on 28th February. The Gold Cup cafe would be run during Race Week and help would be welcomed with parking and refreshments. Donations of cakes would also be appreciated.

The Clerk reported on the following:

- The main topic for discussion at the Chartered Parishes Group meeting on 4th March would be the GCC Local Transport Plan. Cllr Lennon agreed to attend and to report back to the Parish Council before the Plan is considered at the March meeting.
- Many highways issues had been reported including blocked drains and gullies on the Noverton estate, the displaced bollard by the war memorial and overgrown hedgerows on Gambles Lane.
- An update regarding the re-surfacing of Southam Lane had been received. This was due to be carried out in 2019/20 but had been deferred to 2020/21 due to the works being carried out by Wales and West Utilities. No date had yet been fixed but, in the meantime, potholes will be repaired in line with the Highways safety inspection policy.
- The Clerk had been in contact by email and phone with Environmental Health Department regarding the paramotor event in July 2019 and was still awaiting a response. They had however been in contact with a resident to advise that they would provide an update in 7-10 days.
- No response had been received from Environmental Health Department regarding the request for two additional dog bins on the Noverton Estate and the Clerk would follow this up.

6. Public adjournment.

A resident had submitted a question in advance of the meeting, and expressed concern that matters regarding the retrospective application for the travellers' site on Kayte Lane might drift:

“What additional measures do the Borough and Parish Councillors for Southam advise the parishioners to do (individually or collectively) to ensure that the TBC Planning Department does not give consent to Planning Application 19/00986/FUL?”

Cllr Wood explained that all appropriate action had been taken in that strong objections had been submitted by the Parish Council in respect of application 19/00986/FUL and 48 objections had been submitted by members of the public. The Council had also submitted additional comments to the Planning Inspectorate in respect of the appeal against the refusal of application 19/00020/FUL. It was noted that a precedent had been set in that the TBC Planning Committee had refused all previous applications relating to the site and a request had been made that the application be considered at Committee.

It was confirmed that comments may still be submitted to the Planning Department even though the consultation period had expired.

Two residents made comments regarding the provision of an alternative site.

Cllr Hollaway advised that Cllr Dean was to take up the concerns of residents with the Deputy Leader on his return from holiday.

A resident asked how many responses had been received from the survey regarding a recreation facility in the parish. Cllr Davey advised that the questionnaire had been circulated to over 100 residents and 2 had expressed reservations regarding noise. Many had welcomed the possibility of somewhere for people with young children to meet. One resident expressed concern at the possibility of having a play area in the grounds of the Village Hall due to concerns about access and safety. Councillors advised that the possibilities were only being researched at present and the matter would be put forward for discussion with residents at a later stage.

7. Planning Applications.

20/00012/FUL – Webbs Garden Centre, Evesham Road, Bishops Cleeve – Replacement of part of the existing glazed roof with cladding, installation of timber cladding to the north and east elevation and replacement of a 1no. internally illuminated fascia sign. **No objection – preference for timber cladding to be aged medium oak colour rather than dark brown.**

20/00012/ADV – Webbs Garden Centre, Evesham Road, Bishops Cleeve - Replacement of 1no. internally illuminated fascia sign. **No objection.**

19/01122/FUL – GE Aviation Systems Ltd, Cheltenham Road, Bishops Cleeve – Installation of a 150 container housing Nitrogen Generation plant. To be located on site, on a concrete base to the north side of building CH18. **No objection.**

20/00052/FUL – Cresselly, Southam Lane, Southam – Extension to front porch, first floor side extension over the existing garage, two storey side extension following the removal of the existing outbuilding and erection of a rear single storey extension. **No objection, but comment tha the proposed zinc cladding may not weather well and discolouration may detract from the overall appearance of the property in future.**

Cllr Licence left the meeting and took no part in the discussion of the following item.

20/00059/FUL – 19 Desert Orchid Road, Prestbury, Cheltenham – installation of a bay window to the front elevation. **No objection.**

Cllr Licence returned to the meeting.

Other planning matters:

No other matters were raised.

8. West Cheltenham Supplementary Planning Document – Consultation.

The link to the consultation had been circulated to councillors and it was considered that development would be of benefit to the wider area but that it would not impact directly upon Southam. **It was therefore agreed** that comments would not be submitted.

9. Website Accessibility.

The Clerk reported that all local government organisations were required to review their websites and take steps to make them as accessible as possible. A statement has to be published by 23rd September 2020 confirming compliance with the new requirements which have come into force under The Public Sector Bodies (Websites and Mobile applications) (No.2) Accessibility Regulations 2018. The Clerk has attended training and will meet with David Jones to agree the way forward in order to confirm compliance by September. David Jones manages the website and Parish Council email accounts on a voluntary basis but the Clerk advised that this project will require additional work. She asked that the Council consider making a one –off honorarium payment to him in recognition of this extra work. **The Council agreed in principle** to this, and the Clerk will revert with a formal request once the amount of work has been quantified.

10. Finance.

- 10.1** The Council carried out the annual review of the effectiveness of internal control systems and Cllr Wood signed the summary by way of confirmation that all controls were in accordance with expected standards.
- 10.2** The Clerk advised that the 50% contribution towards grass cutting had been received from GCC. A quotation had been sought from John Preece and Sons for 2020/21. Since he had indicated that the unit cost would be fixed for a further year no additional suppliers had been approached. However, he had been asked to quote for an additional verge at the top of Southam Lane and for occasional cuts with a hand mower of the area around the planter. The accounts and bank reconciliation as at 31st January 2020 (previously circulated) **were approved** by the Council.
- 10.3** One urgent payment made since the last meeting **was agreed**: Community Speedwatch equipment £525.53.
- 10.4** Payments for February **were agreed**: Community Speedwatch equipment £189.41, Clerk's salary £247.81, PAYE £61.80, newsletter postage £14.64

11. Correspondence.

Minutes of the annual traffic meeting to confirm arrangements for Race Week had been received from the Jockey Club. It was noted that improvements were made where necessary each year and that the arrangements generally worked well.

12. Date of next meeting.

Tuesday 10th March 2020 at 7.30pm in Southam Village Hall.

The meeting closed at 8.35pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 10th March 2020 at 7.30pm in Southam Village Hall.

Councillors present: Cllr Adrienne Wood (Chair), Cllr Ken Davey, Cllr Karen Licence, Cllr John Workman.

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

The meeting started at 7.35 pm

1. To receive apologies.

Apologies were received from Cllr Anna Hollaway, Cllr Steve Lennon and Borough Cllr Mike Dean.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To agree the minutes of the Parish Council Meeting held on 11th February 2020.

The minutes **were agreed** as a true record by unanimous vote and were signed by the Chairman.

4. To receive reports from County and Borough Councillors.

Cllr Hollaway and Cllr Dean were not present at the meeting.

5. To receive reports from Parish Councillors and Clerk.

Cllr Licence, in her role as Flood Warden, had met with Helen Richards of Gloucestershire Rural Community Council (GRCC). Problem areas had been identified and photos would be passed on to the Clerk.

She also reported on a further example of the Stagecoach bus driving over the grass verge on the Noverton Estate due to a car being parked partially on the pavement. The Clerk had reported the incident to Stagecoach West. Stagecoach West had alerted their drivers to the problem but it was not always possible to ensure that smaller buses were used on this route. It was thought that consideration might be given to moving the kerb and the Clerk was asked to find out whether this part of the estate had been adopted so that the matter could be raised with the relevant authority.

Cllr Davey has continued researching the possibility of providing a recreation facility in Southam. Due to the lack of possible sites the most feasible solution might be to provide play equipment in the vicinity of the Village hall, although this might not be possible if the hall is extended.

Cllr Wood had received a request from a resident regarding the signage for the Village Hall at the junction of Old Road and School Lane. The current sign is attached to a wall and is often obscured by parked cars. The Clerk was asked to contact Highways Department to request that a sign be erected in a visible location. It was also noted that there was no

signage to indicate that some properties on Ratcliff Lawns were accessed from School Lane.

6. Public adjournment.

A resident advised that the drains had been cleared on Ratcliff Lawns.

John Donovan gave an update on the Community Speedwatch activities. Two surveys had been carried out each week since November. During half term Gloucestershire Constabulary had been monitoring speed on Kayte Lane and this had identified five drivers exceeding the speed limit. More drivers were now observing the speed limit than in November when monitoring commenced.

A resident commented on the verge at the top of Southam Lane which was looking untidy. The grass cutting contract was to be considered under agenda item 10.1 and it was suggested that the number of cuts per year might be increased.

It was noted that a number of hedges were encroaching on pavements causing pedestrians to walk on the road. Cllr Wood will speak to the residents concerned and the Clerk will raise this in the next newsletter.

7. Planning Applications.

19/01103/FUL – Springbank, Old Road, Southam – Erection of a single and two storey front extension, loft conversion, re-elevation of house and installation of roof lights. **No objection.**

19/01135/FUL – Triscombe, Southam Lane, Southam - Retrospective application for landscaping works to front garden to create a tiered lawn. **No objection, provided the area bordering on the highway is re-turfed and restored so that it is in keeping with neighbouring properties.**

20/00136/FUL – The Fold, New Road, Southam – Replacement of existing conservatory with two storey extension. Installation of front dormer windows, erection of a detached garage and replacement of existing front gates. **No objection.**

20/00166/FUL – Charlotte Villa, Cleeve Hill, Southam – Variation of conditions 2 (materials), 2 (balustrade details) and 4 (drawing schedule) of planning permission 18/00653/FUL to allow for amendments to the external wall materials and garge alterations. **No objection.**

APPEAL: 19/00800/FUL – Noreen, Ashleigh Lane, Cleeve Hill – Erection of agricultural storage building. No further comments to be submitted – Parish Council had no objection to original application.

Other planning matters:

Confirmation had been received that alleged unauthorised dumping of waste on Parcel 3300, Kayte Lane was being investigated by the enforcement team.

The Clerk had received a call from Giles Barton of Bart Homes advising that he wished to obtain local support for a development of two houses between Thrift House and Cleadon House on Ashleigh Lane. He has already obtained advice from Tewkesbury Borough Council Planning Department and a planning application will be submitted shortly. The Clerk will contact him when the application is received and he will be invited to the Parish Council meeting when the application is considered.

8. Gloucestershire Transport Plan 2015-2041 – Consultation.

Cllr Lennon's feedback from the presentation at the Chartered Parishes Group Meeting on 4th March had been circulated, Councillors will advise the Clerk by 20th March if they have any comments on the consultation and the Clerk will collate a response.

9. Risk Management Schedule.

An updated version of the Risk Management Schedule had been circulated after the addition of a section to cover the work of volunteers carrying out Community Speedwatch activities. **Councillors agreed** to adopt the revised version.

10. Finance.

- 10.1** A quotation had been received from John Preece and Sons. This included the cutting of the verge at the top of Southam Lane at the junction with the B4632 and additional tidying of the verge where the planter is situated. **Councillors agreed** that the number of cuts should be increased from five to six per year with the first cut being carried out as soon as possible. This additional work could be achieved within the budget set for 2020/21, which was based on the figure required if Gloucestershire County Council were to discontinue its funding.
- 10.2** The Clerk had circulated a detailed proposal for a payment to be made to David Jones by way of honorarium in recognition of the work he was undertaking on the website to ensure it was compliant with the new accessibility regulations. **Councillors agreed to the proposal.**
- 10.3** The accounts and bank reconciliation as at 29th February 2020 **were approved** by the Council.
- 10.4** Payments for March **were agreed:** Councillor training £95.00, hall hire £100.00, newsletter invoice postage £9.15, website £450.00, payroll services £23.25, Clerk's salary £247.61, PAYE £62.00.

11. Correspondence.

All correspondence had been dealt with elsewhere in the agenda.

12. Date of next meeting.

Tuesday 14th April 2020 at 7.30pm in Southam Village Hall.

Cllr Wood advised that, in the light of the coronavirus pandemic, meetings may have to be cancelled. Information about future meetings will be posted on the noticeboards and on the Southam Today website.

The meeting closed at 8.30pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Extraordinary Meeting of the Parish Council held on 21st March 2020 at 10.00am at Genoa House, Southam Lane, Southam.

Councillors present: Cllr Adrienne Wood (Chair), Cllr Ken Davey, Cllr Anna Hollaway, Cllr Karen Licence.

Also Present: Clerk – Liz Dowie
Southam Community Support Group – David Jones

1. To receive apologies.

Apologies were received from Cllr Steve Lennon and Cllr John Workman.

2. To approve a Business Continuity Policy to allow the business of the Parish Council to continue throughout restrictions in place due to the outbreak of COVID-19.

It was agreed that all council meetings would be suspended until further notice and the Clerk would report to councillors if legislation was introduced to allow meetings to be held online. A Scheme of Delegation (previously circulated) was agreed by all councillors. Payments due in April and May were approved (Appendix 1) and all payments made will be ratified by Full Council when meetings resume.

3. To agree any actions required to facilitate the operation of a support network to assist those residents who are quarantined at home.

David Jones advised that the Southam Community Support Group (SCSG) had been set up to put volunteers in touch with those who were unable to leave their homes. Assistance could be provided in the form of essential shopping and collecting prescriptions. 44 offers of help had been received to date and the front page of the newsletter would be used to advise residents of the group. 500 postcards would be printed which would also alert residents to the existence of the group. David Jones would put together an information pack for all volunteers.

The Clerk would be an ex-officio member of the SCSG and would be the first point of contact for safeguarding matters.

The following arrangements were agreed:

The Parish Council to cover the cost of the postcards – quotation of £52.80 received from EES.

The Parish Council to make a grant of £200 available to the group to enable a cash float to be available to cover any urgent expenditure which might arise.

The meeting closed at 10.55pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 12th May 2020 at 7.30pm.

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 Ken Davey, Cllr Steve Lennon, Cllr Karen Licence, Cllr John Workman.

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

The meeting started at 7.35 pm

1. To receive apologies.

Apologies were received from Cllr Anna Hollaway and Borough Cllr Mike Dean.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To agree Supplement to Standing Orders covering the conduct of virtual meetings and continued use of the Scheme of Delegation where necessary.

The Council agreed to the Supplement to Standing Orders – Remote Meeting Protocol and Procedures (previously circulated). It was also agreed to keep in place the Scheme of Delegation approved on 21st March 2020, so that this might be used if insufficient councillors were available to make decisions during the COVID-19 pandemic.

4. To agree the minutes of the meeting held on 10th March 2020 and the Extraordinary General Meeting held on 21st March 2020.

The minutes of both meetings **were agreed** as a true record by unanimous vote and were signed by the Chairman.

5. To confirm the arrangements for items of business usually considered at the Annual Meeting of the Parish Council.

The 2020 regulations had dispensed with the need to hold an Annual Meeting in May 2021. Cllr Wood and Cllr Workman had agreed to continue to stand as Chairman and Vice-Chairman respectively. **Councillors therefore agreed** not to hold an annual meeting in 2020. Policies will be reviewed at the June or July meeting.

8. To receive an update from the Southam Community Support Group.

Cllr Wood brought forward item 8 to allow the public to raise questions regarding the Support Group under agenda item 6. David Jones gave his report on the activities of the Southam Community Support Group (SCSG) – see Appendix 1. Cllr Wood thanked David Jones and all the volunteers for the valuable support they were providing to the community.

6. To receive questions / comments from the public.

Mr Giles Barton, applicant for 20/00297/FUL – Land adjacent Thrift house, Ashleigh Lane, Cleeve Hill (agenda item 7.1) addressed the Parish Council regarding the proposal.

The Clerk had received an update from Cllr Mike Dean on the actions taken by Tewkesbury Borough Council to ensure continuance of key services during the COVID-19 pandemic, She also updated the meeting on responses to questions raised by residents regarding the application for the Kayte Lane travellers' site. He advised that the application for change of use of land 19/00986/FUL was not on the agenda of the TBC planning Committee meeting to be held on 19th May 2020, and that more applications were now being determined under delegated authority by the Planning Officer. He advised that it was still possible for members of the public and for the Parish Council to submit comments on the application.

The Council agreed to make further comment and the Clerk was asked to draft comments for submission.

The Clerk had received several comments and questions from residents in advance of the meeting:

- Problems with speeding vehicles along Southam Lane and coming off Cleeve Hill – it was clear that the VAS equipment warning notices were being triggered far more frequently than usual and it was acknowledged that this was a nationwide problem at present due to fewer vehicles on the road. However, it was not possible to carry out Community Speedwatch surveys and engage with the police at the present time.
- Request for a pavement near the racecourse entrance on Southam Lane – this had been raised with the Highways Manager in June 2019. He had stated that this could not be funded locally but could perhaps be proposed as a major improvement scheme. Land ownership, road width, safety aspects and cost would need to be considered, but the first stage would be to review level of footfall/demand. It was considered that a survey of footfall at the present time would not be representative of normal usage.
- Overgrown hedges – a reminder will be sent out to residents who have hedges on their boundaries to ensure that these are kept cut back to ensure the safety of pedestrians.
- Bees nest on Gravel Walk – the Clerk will contact Gloucestershire County Council about this.
- Damaged verge on Noverton Estate – a member of the Gloucestershire County Council is now dealing with this. He has asked the Highways Manager to repair the damage and to investigate the possibility of moving the kerb to allow more room for the buses to turn. Stagecoach drivers have been reminded to negotiate the roundabout on Desert Orchid Road with care.
- Re-surfacing of Southam Lane – the road will be closed from 1st – 12th June between 7.00am and 7.00pm on weekdays. The Village Hall committee has agreed to open the car park for residents for the duration of the works.

No questions or comments were raised by residents at the meeting.

7. Planning Applications.

7.1 The Council ratified the responses submitted in respect of applications considered since the April meeting under the Scheme of Delegation:

20/00206/FUL – Ladythorn, Cleeve Hill – Erection of a front and side extension and erection of an additional second storey extension. **Objection – The scale of the proposed development appears excessive in relation to the size of the existing house and this is considered inappropriate due to the property’s location within the AONB. It is difficult to assess the full impact of the proposal on the AONB since the application does not specify the colour of the building materials proposed. The addition of a second storey will impact on neighbouring properties and the proposal is not in keeping with other properties in the locality, some of which have been sympathetically extended to provide additional living space.**

20/00219/FUL – Stone House Farm, Southam Lane – Erection of a Cotswold stone agricultural building to store agricultural machinery and provide a farm workshop. **Objection- Whilst the need for secure storage and a workshop facility is acknowledged, the scale of the proposed building appears excessive, given that there are already extensive agricultural storage facilities on site which could accommodate the additional open storage element planned in the new building. Whilst shielded in some part from Southam Lane by a hedge, the new building would be readily seen from the A435 Evesham Road and will impact on the view to Cleeve Hill and beyond. This appears to be in conflict with the Tewkesbury Local Plan 2011-2031 which refers to existing and proposed policies which encourage new agricultural buildings that are not harmful to the wider countryside views. The proposal to use a plain painted render on the long rear wall of the proposed building will make it very evident and is not in keeping with either the Cotswold stone of the adjoining house or the framing of the agricultural building. In addition, the roof materials do not match those on the house or the agricultural buildings. A smaller development comprising a secure store and workshop, integrated closer to the agricultural buildings and reflecting their design would be preferable.**

20/00170/FUL – De la Bere Stables, Southam Road – Erection of a detached stable building. **No objection.**

7.2 The Council considered new applications:

20/00310/FUL – Racecourse Cars, Evesham Road, Bishops Cleeve – Construction of 7no. dwellings and associated parking and landscaping. (Neighbouring parish). **No comments submitted.**

20/00136/FUL – The Fold, New Road, Southam – Replacement of existing conservatory with two storey extension. Installation of front dormer windows, garage and replacement of existing front gates. (Revised plans). **No objection.**

20/00297/FUL – Land adjacent Thrift House, Ashleigh Lane, Cleeve Hill – Erection of 2no. dwellings, access improvements and associated works. **No objection in principle but would comment that the proposal creates a greater impact on the surrounding area that might have been achieved with a lesser intensity of development.**

7.3 This item was covered under agenda item 6.

8.10pm Giles Barton left the meeting.

9. Finance.

9.1 The annual accounts to 31st March 2020 and year end bank reconciliation (previously circulated) **were approved** by the Council.

9.2 The accounts and bank reconciliation as at 30th April 2020 (previously circulated) **were approved** by the Council. It was noted that no budget allocation had been made for maintenance of the VAS equipment in 2020/21. Since there was a surplus of £576 for the year ended 31st March 2021, **councillors agreed** to allocate £600 to the VAS equipment budget, increasing the overall budget for 2020/21 from £12,200 to £13,000.

9.3 Payments for April and May which were agreed at the Extraordinary General Meeting on 21st March 2020 **were ratified** by the Council:

April – Finance software £154.80, GAPTC subscription £247.88, annual insurance

premium £458.84, newsletter printing £188.80, Clerk's salary £240.00, admin £158.22, PAYE £61.80, grant to Support Group £200.00.

May – Grass cutting £408.00, Clerk's salary £240.00, PAYE £63.20.

9.4 The Council certified that, during the financial year 2019/20, the higher of the Council's gross income for the year or gross expenditure for the year did not exceed £25,000 and it therefore meets the qualifying criteria to certify itself exempt from a limited assurance review. The Clerk (as Responsible Financial Officer) signed the Certificate of Exemption. This will be counter-signed by the Chairman before submission to the external auditor before 31st July 2020.

9.5 The internal audit will be carried out at the end of May and the report will be available in time for the June meeting.

9.6 The Council agreed to increase the Clerk's salary by one scale point with effect from 1st May 2020 in accordance with the contract of employment and the previously circulated schedule.

10. Date of Next Meeting

The next meeting will be held on Tuesday 9th June 2020 at 7.30pm (virtual meeting).

The meeting closed at 8.20pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the **Full Meeting** of the Parish Council held on 9th June 2020 at **7.30pm**.

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 stated that members of the public wishing to attend should contact the Clerk prior to its start to receive an invitation containing a link that could be used to join it.

Present: Cllr Adrienne Wood (Chairman), Cllr Ken Davey, Cllr Steve Lennon, Cllr Karen Licence.

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

1. To receive Apologies

Apologies were received from Cllr Anna Hollaway, 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 Meeting held on 12th May 2020

The minutes were agreed as a true record by unanimous vote and were signed by the Chairman.

4. To receive reports from County and Borough Councillors

Cllr Dean was unable to attend the meeting but had provided an update to the Clerk as follows: Tewkesbury Borough Council offices remain closed and officers continue to work mainly from home. Measures to support social distancing when retail businesses reopen on 15th June were proposed by Gloucestershire County Council and locations which would benefit from these measures included Tewkesbury High Street, Bath Road in Cheltenham, Winchcombe and Bishops Cleeve. GCC had also asked for ideas for promoting the existing cycle network and reviewing all cycling schemes in development. Cllr Dean asked that any feedback be routed via him. He had spoken to TBC regarding reports of alleged breaches of planning permission on land to the north of the Kayte Lane travellers' site. Site visits are not possible at the moment due to lockdown constraints, but an Enforcement Officer had viewed the area from outside. The Clerk asked Cllr Dean to reiterate to TBC the fact that this new activity appeared to be taking place on land which was not the subject of the current planning application 19/00986/FUL but was still the subject of an injunction.

5. To receive reports from Parish Councillors and Clerk

Cllr Licence reported that the Cleeve Common Conservators had joined the Cheltenham Lottery as a means of fundraising. They planned to put an advert in the next Southam Newsletter asking residents to support them by buying lottery tickets from their page.

Cllr Lennon advised that there had been a number of enquiries from residents regarding access during the resurfacing of Southam Lane, but the arrangements appeared to be working well so far.

Cllr Wood had received a complaint from a resident that dog walkers had left dog waste in their food waste bin located on their property. It was noted that this linked back to the Public Spaces Protection Order and the recent increase in fines for dog fouling, and it was therefore appropriate for the matter to be reported to the Environmental Health Department.

The Village Hall remained closed due to lockdown restrictions although Committee members are carrying out regular checks of the building. The car park has been opened for use by residents during the resurfacing of Southam Lane.

Reports had been received of groups of young people congregating on land behind the Ellenborough Park Hotel and leaving litter behind. The local PCSO had visited the area to investigate.

The Clerk reported the following:

Further damage had been caused to the verge on the Noverton Park estate by Stagecoach buses. The Highways Manager had been asked to repair the damage and the Stagecoach Manager was to carry out a site visit. The resident who initiated the complaint had been asked to make a note of timings wherever possible in order to ascertain if the damage was being caused by one particular driver. The Parish Council will continue to liaise with the GCC Integrated Transport Unit until the matter is resolved.

The Tewkesbury Borough Plan has now been submitted for examination to the Secretary of State for Housing, Communities and Local Government. Copies will be available for inspection at the Council offices and in libraries when these reopen. In the meantime, the Plan can be viewed on the Tewkesbury Borough Council Examination Library webpage.

Highways Department had been notified of overgrown hedges around the village. They had written to two householders requesting them to cut back their hedges where these were adjacent to pavements.

The latest report from Gloucestershire Constabulary stated that they had noted an increase in vehicles exceeding the speed limit throughout the county and additional patrols were being carried out, with warnings and fines being issued where appropriate.

The report of a bees nest on Gravel Walk had been investigated, but it could not be located.

Damage to the road surface on Kayte Lane following use of the lane by lorries laden with surface material during the resurfacing of Southam Lane had been reported to the Highways Department.

The Highways Manager responded to a query from a resident about the logic of resurfacing parts of Southam Lane and Kayte Lane where work had been carried out recently. He advised that it was more cost effective to work on a longer stretch of road and that resurfacing the full length of the road was a preventative measure.

The latest Tewkesbury Borough Council Covid-19 bulletin had reported that the Southam car boot sale and the Tewkesbury market had been monitored following their reopening. Both had good measures in place for social distancing and some further improvements were discussed with the car boot management team.

6. To receive questions/comments from the public

There were no further comments or questions from the public.

7. Planning Applications

20/00219/FUL – Stone House Farm, Southam Lane, Southam – Erection of Cotswold stone agricultural building to store agricultural machinery and provide a farm workshop. (Additional information). **Objection – Following consideration of the additional information, Southam Parish Council reiterates its previous objection to this application. Whilst it acknowledges the need for additional agricultural accommodation, it considers that the visual impact will be harmful to the wider countryside views, in particular the view from the A435 towards Cleeve Hill. It is suggested that a less evident development more sympathetic to the existing agricultural buildings would be preferable.**

20/00279/FUL – Villars, Sunset Lane, Southam – Installation of an acoustic sound barrier fence. **No objection, but comment that the Parish Council agrees with the suggestion made in the supporting information and considers that the fence should be maintained in darker green to lessen the impact on the surroundings.**

20/00395/FUL – Farthingstones, School Lane, Southam – Replacement of existing garage. **No objection.**

20/00403/FUL – Land at Cleeve Business Park, Bishops Cleeve – Variation of condition 2 (drawing schedule) of planning application ref: 18/01254/FUL to allow for alterations to cladding, changes to the floor levels and roof and ridge heights. (Neighbouring parish) No comments submitted.

20/00388/FUL – Wickfield Stud, Cleeve Hill, Southam – Construction of racehorse fibresand gallop. **No objection.**

20/00466/FUL – Mortimer House, 2 Ratcliff Lawns, Southam – Erection of a single storey rear extension and pitched roof to garage to create additional bedroom at first floor. **No objection.**

Other planning matters:

Notification had been received of two enquiries concerning planning enforcement issues which are to be investigated:

2 Sunnyside, Spring Lane, Cleeve Hill – Alleged development not in accordance with approved plans: Change to design and height of boundary wall.

Stone House Farm, Southam Lane, Southam – Alleged unauthorised extension of residential curtilage.

8. Finance

8.1 Following the recommendation by the internal auditor that income totalling £80 be moved from 2019-20 to the current financial year, *the revised annual accounts to 31st March 2020 and year end bank reconciliation (previously circulated) were approved by the Council.*

8.2 *As above, the revised accounts and bank reconciliation as at 30th April 2020 (previously circulated) were approved by the Council.*

8.3 *The accounts and bank reconciliation as at 31st May 2020 (previously circulated) were approved by the Council.*

8.4 *The Asset Register as at 31st March 2020 was agreed by the Council.*

8.5 *Payments for June were agreed: grass cutting £408.00, website accessibility training £36.00, internal audit £225.00, Zoom subscription £143.88, Clerk's salary £252.60, PAYE £63.20*

9. Internal Audit

9.1 The internal audit report carried out by Bridget Bowen was received and accepted by the Council. There were no recommendations to action.

9.2 A quotation of £235 had been provided for 2020/21 and *the council agreed to reappoint Bridget Bowen for the coming year.*

10. Annual Governance and Accountability Return

10.1 The Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return 2019/20) -previously circulated - was completed and *was approved unanimously by the Council* and was signed by the Clerk. This will be signed by the Chairman when lockdown constraints allow.

10.2 The Accounting Statements (Section 2 of the Annual Governance and Accountability Return 2019/20) – previously circulated and signed by the Responsible Financial Officer – *were approved unanimously by the Council*. These will be signed by the Chairman when lockdown constraints allow.

11. Exercise of Public Rights

The Clerk advised that the Annual Governance and Accountability Return would be published on 19th June 2020 and the period of exercise of public rights to inspect the accounting records would run from 22nd June to 31st July 2020.

12. Date of next meeting

Tuesday 14th July 2020 at 7.30 pm (virtual meeting)

The meeting closed at 8.20pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 14th July 2020 at 7.30pm.

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 stated that members of the public wishing to attend should contact the Clerk prior to its start to receive an invitation containing a link that could be used to join it.

Present: Cllr Adrienne Wood (Chairman), Cllr Ken Davey, Cllr Steve Lennon, Cllr Karen Licence, Cllr John Workman.

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

1. To receive Apologies

Apologies were received from Cllr Anna Hollaway and Borough Cllr Mike Dean.

2. To receive Declarations of Interest

No declarations of interest were received.

3. To agree the Minutes of the Meeting held on 9th June 2020

The minutes were agreed as a true record by unanimous vote and were signed by the Chairman.

4. To receive reports from County and Borough Councillors

Cllr Dean was unable to attend the meeting but had provided the latest update from Tewkesbury Borough Council:

Car parking charges had resumed in all borough owned car parks from 13th July.

Travellers who had set up camp on the Vineyards in Tewkesbury had been moved on.

Play areas across the borough have been unlocked and temporary signs with safety advice had been erected.

The environmental health team continues to provide advice and support to businesses to help them operate safely.

Conversations with community groups have shown that some are starting to reduce the support they need to offer but some groups are continuing to support their communities in different ways.

5. To receive reports from Parish Councillors and Clerk

Cllr Licence reported that she had spoken to surveyors acting for Taylor Wimpey on 7th July when they were inspecting the undeveloped area at the end of Desert Orchid Road. The Clerk was asked to write to Taylor Wimpey to ask if they could provide any further information about the adoption of

the road and whether there were plans to develop the area by the balancing pond which had become an eyesore for local residents.

Cllr Licence had reported fly tipping on Cockroft Lane to Tewkesbury Borough Council.

Cllr Davey advised that there had been fly tipping in the lay by above Haymes Drive. The Clerk was asked to report this to Tewkesbury Borough Council.

Cllr Workman advised that there were a number of hedges on Ratcliff Lawns which were encroaching on the footpath. It was considered that householders should be contacted directly and the Clerk would ask the Highways Department to identify and contact the householders, as before.

Cllr Workman also advised that vehicles were being parked too close to the junction of Old Road and School Road by the war memorial. This was a hazard for vehicles and cyclists exiting School Road. The Clerk was asked to contact the Highways Department regarding the possibility of having double yellow lines on the stretch of road leading up to the junction.

The Clerk reported the following:

The bin at the end of Sunset Lane by the bus stop has not been emptied for some time. The Clerk will report this to Tewkesbury Borough Council. A resident had reported litter on Bentley Lane close to two “dens”. She is a voluntary litter picker and had offered to clear the area. The Clerk will seek advice from Tewkesbury Borough Council regarding the health and safety implications.

A resident had reported that the chevron road markings which highlighted the kerb at the junction of Southam Lane and Old Road had not been reinstated following the re-surfacing of Southam Lane and vehicles were clipping the kerb. The Clerk had drawn this to the attention of the Highways Manager, who was looking into the matter.

The Clerk had received photos of cars blocking the pavement on School Road. She had subsequently checked the area on two occasions and no cars were parked there. If residents are aware of persistent parking on pavements they are requested to advise the Clerk so that details can be passed on to the PCSO.

A resident had enquired about displaying the minutes of Parish Council meetings on the noticeboard by the war memorial for the benefit of those residents who do not have access to the internet. There is often limited space on the noticeboard but she will put a note in the next newsletter requesting any residents who do not have internet access to contact her to discuss their requirements, so that appropriate arrangements can be put in place.

The Clerk had received copies of further correspondence between a Noverton resident and the GCC Integrated Transport Unit regarding ongoing damage to the verge at the Route N turning bay. Stagecoach had confirmed that the new buses, though larger, were easier to manoeuvre and it would appear that the damage was due to driver error. The matter had been escalated with the Cheltenham Operations management. A further reminder had been sent to the Highways Manager requesting that the damage be repaired.

The Clerk had received 3 complaints about the use of the racecourse for regular drive-in music and theatre events for a six week period from July to September. She was in continued contact with Cheltenham Borough Council Environmental Health Department who were still in discussion with the organisers. The events are unprecedented and therefore fall outside any published guidance. They would ensure that all necessary steps were taken to avoid causing statutory noise nuisance to surrounding areas, though it was possible that residents may hear some events. CBC will provide an update when the final agreement is drawn up and the organisers will be requested to provide contact details to the public for use in case of query or complaint. The Clerk’s query regarding the possible use of the Southam Lane gate for these events had been forwarded to Gloucestershire County Council and she would also contact the Racecourse to find out whether this gate would be used. (Subsequent to the meeting confirmation was received that all drive in events planned by the organisers across the country had been cancelled due to the possibility of localised lockdowns).

6. To receive an update on the activities of the Southam Community Support Group
David Jones gave his report (Appendix 1). The co-ordinators will continue to review the future role of the group at monthly intervals.

7. To receive questions/comments from the public
The Community Speedwatch team had been advised by the police that they could not yet carry out traffic surveys due to Covid-19 restrictions. However, they hoped to be able to start again in the next few weeks.

A resident asked for an update on the date of the AGM of the Village Hall Committee and whether the accounts would be made available in good time before the meeting. He was advised that the meeting would be held in August and that any enquiries about the AGM or the other Village Hall matters should be directed to the Committee. The Treasurer, who was present at the meeting, confirmed that the annual accounts had been audited. They showed a healthy surplus and accounts will be available to residents in advance of the AGM.

8. Planning Applications
20/00466/FUL – Mortimer House, 2 Ratcliff Lawns, Southam – Erection of a single storey rear extension and pitched roof to garage to create additional bedroom at first floor.
Notification had been received on the day of the meeting that revised plans were to be submitted for a single storey extension only. The applicant was present at the meeting and confirmed that this course of action had been taken to address the concerns of neighbours regarding the potential loss of light. **Agreed that the revised plans would be considered upon receipt and Councillors would email comments to the Clerk.**

8.12 pm One member of the public left the meeting.

20/00497/FUL – Haymes Garth, Haymes Road, Cleeve Hill – Erection of a detached timber clad garden room. **No objection.** (Subject to Clerk obtaining confirmation that trees noted on the plans behind the garden room were not to be felled – Confirmation received).

8.18 pm One member of the public left the meeting.

20/00279/FUL – Villars, Sunset Lane, Southam – Installation of an acoustic sound barrier fence behind the existing hedge (AMENDED PLANS). **No objection.**

Other planning matters:

Notification had been received of two appeal decisions:

19/00682/FUL – Land off the B4632. Cleeve Hill (Woodmancote Parish Council) – 4no. infill dwellings. Appeal dismissed.

19/00800/FUL – Cotton Acre, near Noreen, Ashleigh Lane, Cleeve Hill – erection of agricultural storage building. Appeal dismissed.

The Clerk had requested an update regarding application 19/00986/FUL – Green Orchard, Kayte Lane, Southam – change of use of land to use as residential gypsy caravan site. (Subsequent to meeting, notification received that permission was refused).

9. Remembrance Sunday – 8th November 2020
Mark Steger of the Royal British Legion had offered to submit the application for road closure on the Parish Council's behalf and *councillors approved the form (previously circulated).*

10. Code of Conduct

Councillors considered the new draft model Code of Conduct proposed by the National Association of Local Councils and *agreed that a response to the consultation would not be submitted.*

11. Finance

11.1 *The accounts and bank reconciliation as at 30th June 2020 (previously circulated) were approved by the Council.*

11.2 *Payments for July were agreed: grass cutting £408.00, Clerk's salary £272.01 (to include underpayments for April and May), PAYE £63.20.*

12. Annual Review of Policies

Councillors had reviewed the following policies (previously circulated) *and agreed to re-adopt them:*

- Standing Orders
- Financial Regulations
- Risk Management Schedule
- Publication Scheme
- Privacy Notices (GDPR)
- Grant Awarding Policy
- Complaints Policy and Procedure

13. Date of next meeting

Tuesday 11th August 2020 at 7.30 pm (virtual meeting)

The meeting closed at 8.30pm

PARISH COUNCIL 14 JULY
Southam Community Support Group Update

For several weeks now requests for assistance have dwindled such that we are receiving one per week at most. This coincides with the Government's announcement last month on current levels of infection and further easing of Covid restrictions. That further easing of restrictions has continued albeit with increased measures – such as wearing of face coverings – to minimise the risk of infection.

Also last month the Government changed the Covid Alert level from 4 to 3. As you see here that means that the virus remains in general circulation but at a reduced rate of transmission.

The Co-ordination Team have reviewed the role of the Support Group. We agreed that until the impact of the relaxations becomes clearer the Group would continue; we are particularly aware of incidents such as those in Leicester and more recently in Hereford where lockdown has been reintroduced. However, we will keep the situation under review at monthly intervals or if some other event – such as a reduction of the Alert Level to Level 2 - intervenes.

Looking ahead, we believe that there is merit in building on the goodwill generated during the Covid crisis. Even if disbanded, we have in place the infrastructure and safeguards to re-activate the Group rapidly when needed. We are now considering how to make best use of our most valuable assets – the volunteers who so willingly stepped forward to help their neighbours.

That concludes my update and I am happy to take questions now or during the Public adjournment.



**MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
of the Full Meeting of the Parish Council held on 11th August 2020 at 7.30pm.**

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 stated that members of the public wishing to attend should contact the Clerk prior to its start to receive an invitation containing a link that could be used to join it.

Councillors present: Cllr Adrienne Wood (Chairman), 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 Cllr Anna Hollaway, Cllr Ken Davey and Borough Councillor Mike Dean.

2. To receive declarations of interest.

No declarations of interest were received.

3. To agree the minutes of the meeting held on 14th July 2020.

The minutes of the meeting held on 14th July 2020 were approved unanimously and were signed by the Chairman.

4. To receive reports from County and Borough Councillors.

Cllr Hollaway had provided a report on decisions made at the last full meeting of Tewkesbury Borough Council. She had also circulated information regarding Planning Committee training undertaken.

5. To receive reports from Parish Councillors and Clerk.

Cllr Wood reported that the Village Hall Committee had carried out a risk assessment for the re-opening of the hall. No date for re-opening had been set but a questionnaire had been sent out to the regular hirers.

The Clerk reported that:

- Carli Burke had expressed an interest in filling the remaining councillor vacancy and was attending the meeting to find out more about the activities of the Council. The Clerk would contact her after the meeting to ascertain if she was still interested in the vacancy.

- The National Association of Local Councils (NALC) was advising against returning to physical meetings since there was no way to limit the number of people attending. The Village Hall questionnaire had been completed on the basis that it was unlikely that Parish Council meetings would resume in the hall before January 2021.
- Website accessibility – the accessibility statement to be published on the website would be completed shortly. In order to comply with legislation the format of the minutes and agendas would be amended with immediate effect and some work would be needed to earlier minutes to ensure they were compliant.
- Parking close to the junction of Old Road and School Road – the Highways Department had previously suggested this was a matter for the police. This has now been discussed with a police officer who had confirmed that the requirements of the Highway Code are advisory rather than enforceable and that the onus also lies with drivers / cyclists to navigate safely around obstructions including vehicles parked too close to a junction. Any driver who parks irresponsibly risks invalidating their insurance in the event of a collision. The only way to achieve enforcement by the police is to add double yellow lines and the Clerk will raise this again with the Highways Manager. However, it is likely that evidence will be required that this is an ongoing problem and any residents noticing parking at this junction are encouraged to send a note of the date and time to the Clerk.
- The Highways Department had not identified any overgrown hedges which were a safety issue. The Clerk had noted some hedges on Ratcliff Lawns which may need cutting back in due course.
- A resident had sent a report to Gloucestershire County Council regarding a broken post and rail safety fence adjacent to Kayte Lane.

6. To receive a report on possible development on the Noverton Park Estate.

Cllr Licence had provided a written summary (previously circulated) of the history of the undeveloped area on the Noverton Park estate. Discussions with contractors indicated that the Cheltenham based firm County to County Homes was interested in developing the site excluding the area covered by the restrictive covenant.

The area around the balancing pond has been cleared and Cllr Licence has written to Taylor Wimpey to complain about the untidy state the area was left in. The Clerk has written to Engineering Manager at Taylor Wimpey to reiterate these concerns. She has also written to the Adoptions Manager asking for an update on the future of the undeveloped part of the site and the adoption of the area beyond the play area which remains unadopted.

7. Public adjournment.

John Donovan reported that the police had given permission for the Community Speedwatch group to start speed checks again. The group is keen to recruit additional volunteers, who have an hour or two a week to spare, and they will ask David Jones to circulate a request to those on the Southam Today mailing list. John Donovan also thanked David Jones for circulating the new information from Neighbourhood Watch and would welcome feedback from residents as to whether they found it helpful.

8. Planning.

20/00466/FUL – Mortimer House, 2 Ratcliff Lawns, Southam – Erection of a single storey rear extension. (AMENDED PLANS) **No objection to revised plans.**

20/00598/FUL – Land adjacent Springbank, Old Road, Southam – Proposed erection of a single dwelling, associated parking and landscaping. **Objection - it considers that the proposal represents overdevelopment of the site. When viewed in conjunction with the proposed extension of the property, Springbank, (application 19/001103/FUL), the complete built form will give the impression of one large property which will have a detrimental visual impact when viewed from Old Road. The small size of the site and the fact that the land slopes upwards away from the road means that the**

development is likely to lead to loss of amenity for neighbouring houses, in particular Oaklands. Due to its size and proximity, the gable end of the proposed property will be overbearing when viewed from the adjacent property. In addition, it is considered that there will be traffic safety implications due to additional vehicles emerging onto Old Road close to the Southam Lane and B4632 junctions.

20/00700/FUL – Greygarth, Cleeve Hill, Southam – Erection of a detached car port and storage room. **No objection.**

Other planning matters:

Previous application: 20/0097/FUL – Land adjacent Thrift House, Ashleigh Lane, Cleeve Hill – Erection of 2no. dwellings, access improvements and associated works. Permission refused.

It was noted that not all documents relating to a planning application remain on the planning portal once the application has been determined. The Clerk will query this with the Planning Department. (Subsequently obtained confirmation that it is now normal practice to retain only the application, plans and decision notice – together with delegated report where applicable).

9. Remembrance Sunday – 8th November 2020.

The application for road closure had been submitted by the Royal British Legion on behalf of the Parish Council.

Notification had been received from Gloucestershire Constabulary that they would not be able to provide any police resources to assist with the road closure at the Remembrance Service this year. The use of volunteers will be discussed with the Royal British Legion nearer the time when it will be clearer what type of event will be held.

10. Finance.

10.1 The accounts and bank reconciliation as at 31st July 2020 were approved by the Council.

10.2 Payments for August 2020 were approved by the Council: newsletter printing £170.00, grass cutting £408.00, Clerk's salary £252.80, PAYE £63.00

When the budget for 2020-21 had been approved, it had been agreed that new quotations would be sought for grass cutting for 2021-22. The Clerk asked councillors to advise her of any contractors she might contact.

11. Date of next meeting.

The next meeting will be held on Tuesday 8th September (virtual meeting)

The meeting closed at 8.15pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 8th September 2020 at 7.30pm.

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 Steve Lennon, Cllr Karen Licence, Cllr Carli Burke (from agenda item 7).

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

1. To receive apologies.

Apologies were received from Cllr Ken Davey, Cllr Anna Hollaway, Cllr John Workman and Borough Councillor Mike Dean.

2. Co-option to fill Councillor vacancy.

This item was deferred until later in the meeting.

3. To receive Declarations of Interest.

No declarations of interest were received.

4. To agree the minutes of the meeting held on 11th August 2020.

The minutes of the meeting held on 11th August 2020 were approved unanimously and were signed by the Chairman.

5. To receive reports from County and Borough Councillors.

Cllr Dean and Cllr Hollaway had provided updates regarding the closure of the Cleeve Hill Golf Course. A press release had been issued by Tewkesbury Borough Council stating that an independent review had concluded that golf could not be financially sustainable at Cleeve Hill without substantial investment. The land would return to the control of the owners, Cleeve Common Trust, on 1st April 2021, but the area will remain open to the public.

Cllr Dean had also followed up an enquiry regarding the delegated report in respect of planning application 19/00986/FUL. This will be published on the planning portal once the document has been redacted.

6. To receive reports from Parish Councillors and Clerk.

Cllr Wood reported that the AGM of the Village Hall Committee had taken place on 25th August and an additional committee member had been co-opted. Cllr Davey's request that the Committee allow part of the open space by the Village Hall to be utilised for a children's play area was considered at the AGM. The request was declined due to the small size of

the space, the potential impact on residents and the fact that the outside space is available to hirers as part of the letting agreement.

The hall would re-open on 20th September and bookings were being taken from regular hirers, provided they could comply with Covid regulations.

Cllr Licence reported that the Cleeve Common trustees had carried out their annual inspection.

7.41pm Carli Burke joined the meeting.

The Clerk reported that:

The National Association of Local Councils (NALC) had notified councils of 3 consultations on changes to the current planning system and links had been circulated to councillors. No input to the consultations would be submitted by the Parish Council at this stage.

A resident of Mill Lane in Prestbury had made an enquiry regarding the boundary of the parish since she had a complaint about the overgrown verges and hedgerow along the lane. The Clerk had inspected the area and there did not appear to be any safety issues which Gloucestershire County Council would act upon at this stage. The Clerk had requested the resident to contact her so that the matter might be discussed further.

Co-option to fill Councillor Vacancy.

An application had been received from Carli Burke and, having been proposed by Cllr Wood and seconded by Cllr Licence, all councillors **agreed unanimously** that she be co-opted to fill the vacancy. The Declaration of Acceptance of Office had been received by the Clerk and the Register of Members' Interests Form will be completed within the statutory timescale. Cllr Burke would undertake training in October and November.

7. Public adjournment.

Community Speedwatch - John Donovan reported that two speed checks were being carried out each week. There had been some changes in the team of volunteers and they were seeking one further member to join the team.

A resident had commented on damage to the verge on School Lane near to the post box due to a vehicle parking on the verge. This would be investigated.

It was noted that the footpath on the west side of the B4632 between Prestbury and Southam had become very narrow due to overgrown vegetation. In addition, there were weeds along the edge of the full length of the carriageway. It was noted that the Highways Department had previously advertised the closure of the footpath in order to widen the pavement. The Clerk will follow these matters up with the Highways Department.

8. Planning.

8.1 To consider the following applications:

- 20/00206/FUL – Ladythorn, Cleeve Hill, Southam – Erection of a front and side extension and erection of an additional second storey extension. (Revised Plans) **Objection – although the scale of the proposed development has reduced, it will still be much larger than the existing property. Southam Parish Council therefore reiterates its previous objection since, despite revisions to the plans, the proposed development is considered excessive and is inappropriate due to its location within the AONB. The Council's main concern is with regard to the addition of the second storey and this means that the revised plans do not lessen the impact of the development on the surrounding area and, in particular, on neighbouring properties.**
- 20/00767/FUL – Kayte Farm, Southam Lane, Southam – Change of use of agricultural building to B8 use for storage (retrospective). **No objection in principle on the basis of the current level of visits of 1 – 2 per week being maintained. Would suggest that, if permitted, a condition being included regarding a transport plan.**

8.2 To consider commenting on appeal against refusal:

20/00301/FUL – Racecourse Cars, Evesham Road, Bishops Cleeve – Construction of 7no. dwellings and associated parking and landscaping. (Neighbouring parish). No comment submitted since no comment had been made on original application.

8.3 To consider and approve publicising planning applications within the parish:

It had been noted at the August meeting that planning notices were not always displayed by Tewkesbury Borough Council in a timely manner and that residents were not always aware of current applications. **It was agreed** that details of all new applications received by the Parish Council would be advised to the webmaster so that they might be added to the Southam Today email updates. This information would also be added to a new page on the website with details of how residents may submit their own comments to Tewkesbury Borough Council Planning Department.

8.4 Other planning matters:

Previous application: 20/00598/FUL – Land adjacent Springbank, Old Road, Southam. A resident had contacted the Clerk requesting a copy of the Council's objection to this application.

The Nest, Southam Lane – outline proposals to replace the dwelling had been circulated to councillors. The applicants had been advised that the Council will consider the proposal in detail at the application stage.

9. Website accessibility.

The Clerk advised that the website had now been reviewed and updated in order to make it more accessible. The required statement (previously circulated) which gives details of the work undertaken **was agreed by councillors** and would be available on each page of the website from 14th September 2020. The regulations require that all minutes uploaded since September 2018 be updated to a more accessible format. **It was agreed** that this would be a disproportionate financial burden to allocate paid hours to this work. The Clerk would update all minutes dating back to January 2020 and if a request were received for a more accessible version of any previous minutes these would be produced separately.

10. Finance.

10.1 The accounts and bank reconciliation as at 31st August 2020 **were approved** by the Council.

10.2 Payments for September 2020 **were approved** by the Council: data protection fee £40.00, CPRE subscription £36.00, payroll services £23.25, grass cutting £408.00, Clerk's salary £252.60, PAYE £63.20

It was noted that the NALC National Salary Award had now been confirmed with a 2.75% increase backdated to April 2020. This would be applied from October 2020 with an adjustment for April to September included in the October payroll.

11. Date of next meeting.

The next meeting will be held on Tuesday 13th October (virtual meeting)

The meeting closed at 8.15pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 13th October 2020 at 7.30pm.

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 Steve Lennon, Cllr Karen Licence, Cllr Carli Burke.

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

Cllr Wood advised that Item 8 would be deferred to the end of the meeting and would be closed to the public.

1. To receive apologies.

Apologies were received from Cllr Ken Davey, Cllr Anna Hollaway, Cllr John Workman and Borough Councillor Mike Dean.

Cllr Hollaway had continued to contribute to the work of the Council during the period that she has not been able to attend meetings and **it was agreed** that the 6 month rule provided for within the Local Government Act 1972, Section 85(1) would be waived.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To agree the minutes of the meeting held on 8th September 2020.

The minutes of the meeting held on 8th September 2020 were approved unanimously and will be signed by the Chairman.

4. To receive reports from Borough Councillors.

Cllr Dean was unable to attend the Parish Council meeting since he was attending a meeting regarding the Tewkesbury Garden Town project. He advised that he had been contacted by a resident of Haymes Drive regarding the surface of the road and he had brought this to the attention of the Highways Manager.

5. To receive reports from Parish Councillors and Clerk.

Cllr Lennon had completed the internal control check of the bank reconciliations from April to September 2020. Checks are usually carried out quarterly but the first 2 quarters had been combined following the suspension of physical meetings.

Cllr Licence confirmed the location where a car had been parked across the pavement on Desert Orchid Road, causing an obstruction by the bus turning area. . **Action:** The Clerk will follow up with the PCSO since Gloucestershire County Council Parking Unit can only take action when vehicles are parked on double yellow lines.

Cllr Licence advised that no response had been received from Taylor Wimpey regarding the fencing removed from the area around the balancing pond on the Noverton estate. **Action:** The Clerk will contact Tewkesbury Borough Council Environmental Health Department regarding the potential risk to the public due to the removal of the fencing. There had also been no further progress with the installation of additional dog waste bins on the Noverton estate. **Action:** The Clerk will follow up.

Cllr Wood reported that work on widening the footpath and removing weeds from the kerbside had taken place on 9th October although the works did not appear to have extended as far as the Ellenborough Park Hotel as expected. The Village Hall Committee was now finalising plans for the Hall to re-open at the end of October.

The Clerk reported that:

- The displaced bollard at the War Memorial was due to be re-set in January but she had requested that this be carried out before Remembrance Sunday, if possible.
- A request had been submitted to the Highways Department to remove the cones and traffic signs left on Old Road after the re-surfacing of Southam Lane.
- Fly-tipping adjacent to the lay by at the top of Haymes Drive had been reported although response times were currently slower due to the pandemic.
- The hedgerow encroaching on the pavement near to the bus stop at the top of Sunset Lane had been reported.

The Clerk was currently attending an online 5 day National Training Conference covering a wide range of sector specific topics.

6. Public adjournment.

Southam Community Support Group (SCSG) - David Jones reported that the group had received further Community Grant funding of £500 from Tewkesbury Borough Council and the grant would be used to organise events to help reduce isolation amongst the vulnerable and elderly. The Clerk will set up a new cost centre so that these funds can be ring-fenced and the grant monies will be added to the residual balance of £94.19 of the grant received in May 2020.

Community Speedwatch - John Donovan reported that monitoring continued with two speed checks being carried out each week. The data gathered was submitted to the police and would hopefully lead to camera speed checks being carried out.

Church of the Ascension – John Donovan thanked David Jones for circulating the information about the Harvest Festival service. All food donations were taken to the Cheltenham Food Bank. There will be one more service at the Tythe Barn since it will be too cold to continue to use the premises through the winter months.

7. Planning.

7.1 To consider the following applications:

- 20/00430/FUL – Wickfield Stud, Cleeve Hill – Demolition of existing and erection of replacement equestrian building. **Objection – the building will not blend in with its surroundings due to the proposed materials. Considers that the use of treated timber externally would create a more rustic look.**
- 20/00759/FUL – Whiteshill, Mill Lane, Prestbury – Erection of a single storey side and rear extension. **Objection – the glazed elements are very different to the design of the house; both the design and the arrangement of the doors and windows in the previously approved scheme were more in keeping with the existing house.**

7.2 Other planning matters:

The Planning Investigation Officer had advised that he had received the following enquiries:

- Mountross, Cleeve Hill, Southam – Alleged unauthorised outbuilding.
- 27 Ratcliff Lawns, Southam – Alleged breach of condition 3 (external facing materials) of planning permission 18/00820/FUL.
- Edgegrove Kennels, Southam Lane – Unauthorised, material change of use from kennels to workshop, dog grooming business and carpentry business.

Notification had been received that an appeal had been lodged against refusal of planning permission for application 20/00297/FUL – Land adj. Thrift House, Ashleigh Lane, Cleeve Hill – Erection of 2no. dwellings, access improvements and associated works. Council had lodged comments on 15th May 2020 and would not be submitting further comment to the Planning Inspectorate.

8. Remembrance Sunday.

This item was deferred to the end of the meeting.

9. Pensions – Auto Enrolment.

The Clerk reported that the three yearly declaration of compliance with automatic enrolment duties had been completed. The Clerk was not enrolled in a pension scheme.

10. VAS Maintenance agreement.

Swarco had fallen behind with renewals due to their offices being closed during lockdown. The new renewal date was 1st October 2020 and renewal of the Gold Level Maintenance Contract (previously circulated) **was agreed** by the Council. John Donovan had reported issues with downloading data and the Clerk will ask for a prompt maintenance visit so that this can be investigated.

11. Grass cutting contract.

Meetings and / or telephone conversations had been conducted with the existing contractor and a further contractor, and quotations had been received from both for different aspects of the work. **It was agreed** that the contract with John Preece and Sons would be continued at the quoted price of £340 per cut (unchanged from last year). **It was agreed** that Vince Larcombe would be asked to cut the area around the planter at the junction of Southam Lane and Old Road at a cost of £70 per cut from March to October – to include the removal of grass cuttings. He will also be asked if he is able to fit in one cut before the end of the year.

12. Finance.

12.1 The Clerk had investigated other banking arrangements. Many councils recommend Unity Trust Bank for ease of communication online and by phone. However, **it was agreed** that their monthly charge of £6 could not be justified when the current arrangements with Lloyds Bank were appropriate for the needs of the Council. No change would therefore be made. However, during the pandemic it had become clear that the Council would benefit from the use of online payments. **The Council agreed** that this should be set up.

12.2 Cllr Lennon had completed a check of bank reconciliations for the 6 months to September 2020. See agenda item 5.

12.3 The accounts and bank reconciliation as at 30th September 2020 (previously circulated) **were approved** by the Council.

12.4 Payments for October 2020 **were approved** by the Council: grass cutting £408.00, newsletter printing £137.00, councillor training £50.00, VAS maintenance contract £457.66, Clerk's salary £301.05, administration £192.15 PAYE £75.40.

13. Date of next meeting.

The next meeting will be held on Tuesday 10th November (virtual meeting).

8.25 pm 5 members of the public left the meeting.

Deferred item 8 Remembrance Sunday.

It was resolved to discuss this item in closed session due to the inclusion of information regarding the arrangements for other parishes which was not yet in the public domain. (Local Government Act 1972 s100(2) and Public Bodies (Admission to Meetings) Act 1960 s1(2)). **It was agreed** that the arrangements in Southam would be restricted to a private laying of wreaths on Sunday 8th November carried out in compliance with the COVID-19 regulations and advice in force at the time. Residents will be advised that the wreaths would be in place by 3.00 pm. The Clerk will draw up a new Risk Assessment document to reflect the revised arrangements.

The meeting closed at 8.35pm



Southam Parish Council



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 10th November 2020 at 7.30pm.

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: Borough Cllr Mike Dean
Clerk – Liz Dowie
5 members of the public

- 1. To receive apologies.**
Apologies were received from Cllr Ken Davey and Cllr Anna Hollaway.
- 2. To receive Declarations of Interest.**
No declarations of interest were received.
- 3. To agree the minutes of the meeting held on 13th October 2020.**
The minutes of the meeting held on 13th October 2020 were approved unanimously and will be signed by the Chairman.
- 4. To receive reports from Borough Councillors.**
Cllr Dean provided an update on Borough matters including the Kayte Lane travellers' site, COVID-19 statistics, working arrangements for Borough Council staff and enforcement issues.
- 5. To receive reports from Parish Councillors and Clerk.**
Cllr Licence reported that she had been contacted by a local developer regarding the purchase of land on the Noverton View estate. (Covered under agenda item 8).

Cllr Workman reported that the latch on the gate leading into the field behind the Ellenborough Park Hotel was broken and the gate could not be kept closed. This had also been raised by a resident and had been reported to the Public Rights of Way Officer.

Cllr Lennon had been advised by a resident that there was a hole in the road surface at the corner of The Close and Upper Ratcliff Lawns. This had been checked by the Highways Department safety inspector and was deemed not to be in need of repair at this stage.

Cllr Wood reported that the Village Hall had re-opened briefly but that it was now closed again due to the latest lockdown restrictions.

Due to the pandemic it had not been possible to hold the usual Remembrance Sunday service at the war memorial. Cllr Wood had represented the Parish Council at a wreath laying service led by the President of the Royal British Legion (Woodmancote Branch).

The Clerk reported on recent training undertaken.

The Clerk had again reported the traffic cones and signs which had been left behind after roadworks on Old Road and had reported the fallen tree on Haymes Drive which had prevented the collection of refuse on 6th November.

Another complaint had been received from a Noverton resident regarding further damage to the verge caused by the Stagecoach bus driving over it. The Clerk continues to liaise with Stagecoach management and the GCC Integrated Transport Unit. She has also had discussions with the local PCSO who will contact one resident regarding the parking of a vehicle across the pavement by the bus turning area.

The Clerk had been in contact again with Tewkesbury Borough Council regarding the installation of an additional dog waste bin at the end of Desert Orchid Road. However, it seemed unlikely that this could be progressed until this area had been formally adopted by TBC.

The Chairman and the Clerk had attended a meeting in January led by the GCC Education Team regarding the proposal to build a new primary school on the Cleeve School site. A decision regarding primary school provision will be made on 16th December.

6. Public adjournment.

Community Speedwatch - John Donovan reported that one observation session had been carried out before lockdown. The data had been passed on and a police camera van would be in the village on one day the following week.

MVAS equipment - the data had been downloaded and this will be forwarded to the Clerk, so that councillors might advise the group how they would like the data to be publicised.

Mike Dean was asked when a new County Councillor might be elected. He will enquire and report back.

The applicant for application 20/00945/FUL – The Nest, Southam Lane – gave a short presentation on the background to the application and the rationale behind some of the design features.

7. Planning.

7.1 To consider the following applications:

- 20/00206/FUL – Ladythorn, Cleeve Hill, Southam – Erection of a front and side extension and erection of an additional second storey extension. (Revised Plans).
Whilst the changes in this further revision of plans are welcome, the Parish Council considers that the planned reduction in the size of the second floor does not remove the potential for loss of privacy for neighbouring properties. Therefore, the Council still objects to this application, in particular to the addition of a second storey, especially when taking into account the fact that the application already incorporates sizeable front and side extensions.
- 20/00944/FUL – Bishops Cleeve Football Club, Kayte Lane, Bishops Cleeve – Conversion of a natural grass stadium pitch to a 3G synthetic surface funded through the FA framework consisting of sports fencing, LED floodlights, storage container, improved spectator area. (Neighbouring parish – no comments submitted).
- 20/000945/FUL – The Nest, Southam Lane, Cheltenham – Demolition of existing and erection of a replacement dwelling. Relocation of access including a dropped kerb.
No objection. The council welcomes the improvements which will be achieved by replacing the existing dwelling and by relocating the access to increase visibility and road safety. However, it would make the following observations: Whilst the Council understands that the chimney has been designed to create a natural division between the two parts of the property, it considers that the proposed materials would create a harsh visual impact and the applicants may wish to consider using materials which will blend in more readily with the remainder of the property. In addition, whilst the proposed timber cladding will sit well within the local environment, consideration should be given to how this may weather over time by confirming the sustainability and long term impact of the materials to be used.

7.2 Other planning matters:

20/00756/FUL – Transmitting Station, Cleeve Hill, Southam – Installation of an additional ground based power cabinet within the existing telecommunications site compound with a total size of 2.71m x 2.71m x 2.81m.

This application was received too late for consideration at the meeting. An extension for comments until 9th December 2020 has been granted.

8.00 pm One resident left the meeting.

8. Noverton Estate.

Land at the end of Desert Orchid Road had been sold by Taylor Wimpey to Cheltenham based developers, County to County Property Group. The Clerk had spoken to the developers who had confirmed that they would be submitting an application to build five detached houses and they agreed to keep the Parish Council informed at each stage of the process. They will be erecting hoarding around the plots shortly and confirmed that they would not obstruct access to the designated parking spaces of adjacent properties. The Clerk also advised them of concerns expressed by some residents that the proposed development might reduce on-road parking.

9. Local Council Award Scheme.

GAPTC has advised that the current award made 4 years ago is about to expire. The Clerk confirmed that most requirements were met but that the Council would need to put in place some additional policies and add some information to the website. It should be possible to achieve this by the next application deadline of 8th January 2021 and **the Council agreed** that it should re-apply for the award.

10. Website Health Check.

The Clerk had received more information about the health check and confirmed that the Council was compliant in all the areas covered by the health check. Therefore, **it was agreed** not to proceed. GAPTC had raised a query over the fact that the Parish Council does not have a website in its own name and the Clerk will seek further guidance.

11. Council Policies.

- The new Disciplinary Policy and Procedure (previously circulated) **was approved and adopted by the Council.**
- The new Grievance Policy and Procedure (previously circulated) **was approved and adopted by the Council.**

12. Staffing Committee.

Councillors had not been appointed to the Staffing Committee since May 2018 and this was now required within the terms of the newly adopted Disciplinary and Grievance policies. **It was agreed** that Cllrs Wood, Workman, Lennon and Licence would be appointed to the Committee and that any meeting of the committee would require three councillors to be quorate.

13. Social Media.

It was agreed that the Parish Council would have its own Facebook page with the Clerk acting as moderator. The page would be used primarily for sharing information published on social media by the other tiers of local government and would operate alongside the existing Facebook page for the village of Southam.

14. Finance.

14.1 The accounts and bank reconciliation as at 31st October 2020 (previously circulated) **were approved** by the Council.

14.2 A payment of £45 to the RBL Poppy appeal **was approved** by the Council.

14.3 Payments for November **were approved** by the Council: grass cutting £348.00, Clerk's salary £259.69, PAYE £64.80, newsletter postage £15.60, plants £39.06, defibrillator battery £282.00

15. Date of Next Meeting

The next meeting will be held on Tuesday 8th December at 7.30pm (virtual meeting).

The meeting closed at 8.35pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 8th December 2020 at 7.30pm.

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
9 members of the public

Before the meeting commenced Cllr Wood paid tribute to the late Cllr Anna Hollaway and led a minute's silence in her memory.

1. To receive apologies.

Apologies were received from Cllr Ken Davey and Borough Cllr Mike Dean.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To agree the minutes of the meeting held on 10th November 2020.

The minutes of the meeting held on 10th November 2020 were approved unanimously and will be signed by the Chairman.

4. To receive reports from Borough Councillors.

Cllr Dean had provided a written report on Borough matters and paid tribute to Cllr Hollaway. He gave an update on the Kayte Lane travellers' site and provided the latest COVID statistics for Tewkesbury which, whilst showing signs of stabilising, did not leave room for complacency.

5. To receive a presentation on the data extracted from the Vehicle Activated Speed Sign equipment.

Mr Bill Motion gave a presentation explaining the data extracted from the VAS signs located on New Road and Southam Lane for the period 1st – 28th November and took questions from councillors and residents.

The locations of the signs were discussed and it was noted that checks carried out by the Community Speedwatch team in the vicinity of the signs had provided comparable data. However the Speedwatch checks do capture more detail on the speeding vehicles. The VAS data could be used to supplement the Speedwatch data when influencing the police to

use speed camera vans in the parish. It was also noted that the volume of traffic was greater on Southam Lane when compared with New Road. However, the proportion of speeding cars was lower on Southam Lane. It was agreed that it would be useful to examine trends across the year and also to note the impact on traffic flow on days when the car boot sales take place on Southam Lane.

6. To receive reports from Parish Councillors and Clerk

Cllr Licence reported on the ongoing problem with buses negotiating the turning circle on Desert Orchid Road and damaging the verge. It was believed that a larger vehicle, not a bus, had caused more recent substantial damage to the verge.

Cllr Burke reported that she had completed both parts of the GAPTC training for new councillors and considered that it was a good induction to the work of a councillor.

Cllr Workman advised that the catch on the gate leading to footpath ASM11 was still in need of a permanent repair, although a temporary repair appeared to have been carried out by a resident. In addition, the stile on this route was unstable and in need of repair. The Clerk will contact the Public Rights of Way team about both matters.

Cllr Wood reported that the Christmas decorations had been put up at the Village Hall and it was hoped that the hall would re-open in the New Year.

The Clerk reported on the following matters:

She was still trying to obtain a response from Tewkesbury Borough Council Property Services Department regarding the installation of a dog waste bin close to Mill Lane on the Noverton estate.

A complaint had been received that litter was being dropped on Sunset Lane by school pupils getting off a school bus. The Clerk had identified the school and would contact them to ask them to remind pupils to use the bin located on Old Road.

Tewkesbury Borough Council had advised that it was offering a third free day of parking in Tewkesbury and Winchcombe on Saturdays leading up to Christmas. It was hoped that this additional day would encourage people to shop local.

A resident had advised that the Idsall Drive car park in Prestbury was under threat of closure as the site may be sold. The Clerk will approach Prestbury Parish Council to ask if the concerns of Southam residents might also be passed on, especially in view of the impact on local shops if the car park is closed.

7. Public adjournment.

Presentation on VAS data – one resident raised the point about the monitoring of traffic on days when the car boot sales are in operation. (Minuted under item 5).

8. Planning.

8.1 To consider the following applications:

- 20/00756/FUL – Transmitting Station, Cleeve Hill, Southam – Installation of an additional ground based power cabinet within the existing telecommunications site compound with a total size of 2.71m x 2.71m x 2.81m. **No objection.**
- 20/00206/FUL – Ladythorn, Cleeve Hill, Southam – Erection of a front and side extension. (Further revision to exclude erection of a second storey). **The removal of the second storey is a reasonable compromise and therefore no objection to the revised plans dated 3rd December 2020.**
- 20/00787/FUL – The Steps, Cleeve Hill, Southam – Demolition of existing single storey garage and erection of a two storey side garage with studio above and a two storey side extension. No comments submitted. (Neighbouring parish).

- 20/00985/FUL – Unit 9, Cleeve Business Park, Bishops Cleeve – Change of use of B1/B2/B8 industrial unit to B2/B8/E and the addition of new external windows and a door. No comments submitted. (Neighbouring parish).
- 8.2 Other planning matters:**
- 20/01147/FUL – Country View, School Lane, Southam – Erection of a single storey rear extension. This application was received too late for consideration at the meeting. An extension for comments until 13th January 2021 has been granted.
- 20/00598/FUL – Land adj, Springbank, Old Road, Southam – Proposed erection of a single dwelling, associated landscaping and parking. Officer recommendation – Delegated Permit.

8.10 pm One member of the public left the meeting.

9. Council Policies and Procedures.

9.1 To adopt new policies:

- Training and Development Policy
The Council agreed to adopt the Training and Development Policy (previously circulated).
- Social Media Policy
The Council agreed to adopt the Social Media Policy (previously circulated).

9.2 To consider the Action Plan for 2021/22:

The Council considered the Action Plan and **agreed to adopt it** after amendment to Section 5 to include reference to current arrangements to publish details of new planning applications on the website and via the email circulation list.

10. Local Council Award Scheme.

10.1 The Council reviewed the information circulated and agreed by resolution that it publishes online:

Its standing orders and financial regulations
 Its Code of Conduct and a link to councillors' registers of interests
 Its publication scheme
 Its last annual return
 Transparent information about council payments
 A calendar of all meetings including the annual meeting of electors
 Minutes for at least one year of full council meetings
 Current agendas
 The budget and precept information for the current or next financial year
 Its complaints procedure
 Councillor contact details and councillor information in line with the Transparency Code
 Its action plan for the current year
 Evidence of consulting the community
 Publicity advertising council activities
 Evidence of participating in town and country planning.

10.2 The Council reviewed the information circulated and agreed by resolution that it has:

A risk management scheme
 A register of assets
 Contracts for staff members
 Up to date insurance policies that mitigate risks to public money
 Disciplinary and grievance procedures
 A policy for training new staff and councillors
 A record of all training undertaken by staff and councillors in the last year
 A clerk who has achieved 12 CPD points in the last year.

11. Finance.

11.1 The accounts and bank reconciliation as at 30th November 2020 (previously circulated) **were approved** by the Council.

11.2 Payments for December **were approved** by the Council: donation £40.00, grass cutting £70, payroll services £23.25, newsletter printing £224.00, Clerk's salary £259.49, PAYE £65.00.

11.3 The Council approved the draft budget of £14,650 for 2020/21.

After discussions with the newsletter editor it was suggested that invoices for advertising were delayed from February to April in 2021 to allow for the fact that no newsletter was produced for June/July 2020 due to the pandemic. Any charges for new advertisers during 2020 would be added to the April invoices. This arrangement would fit better with the Council's financial year.

The Clerk had received advice from SLCC (Society of Local Council Clerks) that there was an expectation that the Parish Council would operate a website in its own name and the Clerk will revert to SLCC with an alternative suggested by the webmaster. Funding of £705 for a new website had previously been absorbed into general reserves and this would be earmarked at the year end, if needed.

Details of the council tax base had been received and the precept would be considered at the January meeting.

12. Date of Next Meeting

The next meeting will be held on Tuesday 12th January 2021 at 7.30pm (virtual meeting).

The Chairman closed the meeting by thanking residents for attending the virtual meetings during this unusual year and she thanked the Councillors and Clerk for their work throughout the year.

The meeting closed at 8.32pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 12th January 2021 at 7.30pm.

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
10 members of the public

1. To receive apologies.

Apologies were received from Cllr Ken Davey and Borough Cllr Mike Dean.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To agree the minutes of the meeting held on 8th December 2020.

The minutes of the meeting held on 8th December 2020 were approved unanimously and will be signed by the Chairman.

4. To receive reports from Borough Councillors.

Cllr Dean had sent his apologies but had spoken to the Clerk. There were no matters to report on in addition to the routine reports provided by Tewkesbury Borough Council.

5. To receive reports from Parish Councillors and Clerk.

The Clerk reported on the following:

- The Council's application for the Local Council Award Scheme had been submitted.
- TBC Property Services Department has agreed to contact Taylor Wimpey with regard to the request to site a new dog waste bin at the end of Desert Orchid Road close to Mill Lane.
- The Clerk had met virtually with the Community Speedwatch Team who had provided assistance with the completion of the OPCC Safe and Social Roads Survey.
- A resident of Bishops Cleeve had reported to the Highways Department a problem with hedge debris blocking the overflow drainage inlets by the bus shelter on the A435.
- The Clerk had contacted the Highways Department regarding water running down Haymes Drive from properties on Cleeve Hill. This had been logged and assigned to a Highways Team member under reference 11299265.

Cllr Licence reported that vehicles were no longer being parked across the pavement by the bus turning circle on the Noverton Park estate. However, it was believed that a larger vehicle, not a bus, had caused more recent substantial damage to the verge. She had reported to the Highways Department drainage issues on Cockroft Lane which had been caused by hedge cutting debris blocking the trash screen.

Cllr Lennon had attended a virtual briefing meeting facilitated by Tewkesbury Borough Council regarding the 3G artificial grass pitch project at Bishops Cleeve Football Club. Presentations were given by representatives of the Football Foundation and the Gloucestershire Football Association and the slides have been circulated to Councillors. An application for grant funding is being submitted to the Football Foundation and it was hoped that the improved facility would benefit surrounding parishes and local football clubs and schools. Additional funding will be needed and the Club Chairman asked local parish councils to publicise the crowdfunding campaign when it is launched.

Cllr Wood advised that the Village Hall had been closed again due to government COVID restrictions and the premises were being checked regularly.

6. Public adjournment.

A resident raised the issue of the Parish currently having no County Councillor and only one Borough Councillor to represent the residents. The Clerk advised that County elections were cancelled in May 2020 and postponed until May 2021. She would try to find out whether the 2021 elections would also be delayed. She would also ask Tewkesbury Borough Council about the timescale for filling the Borough Councillor vacancy.

7. Planning.

7.1 To consider the following application:20/01147/FUL – Country View, School Lane, Southam – Erection of a single storey rear extension. **No objection.**

7.2 Other planning matters:

There were no other matters to report.

8. Prestbury United Charities.

The Council had been request to nominate a candidate to apply to fill a vacancy on the Board of Trustees of the Prestbury United Charities. Details had been circulated and five expressions of interest had been received. These names will be passed on to the charity and details of how to apply will be circulated to those interested.

9. Council Policies and Procedures.

9.1 The Council agreed to adopt revised Standing Orders which had been updated to reflect changes made by NALC to Standing Order 18 (f) and (g).

9.2 The Council agreed to adopt the revised Risk Management Schedule which had been updated to include a section on the activities of the Southam Community Support Group volunteers.

9.3 The Council agreed to adopt the Terms of Reference for the Staffing Committee which had been drawn up following the appointment of councillors to the Committee (November 2020 meeting).

10. Finance.

10.1 The accounts and bank reconciliation as at 31st December 2020 (previously circulated) **were approved** by the Council.

10.2 Cllr Lennon confirmed that he had completed the quarterly internal control check of bank reconciliations.

10.3 Payments for January **were approved** by the Council: website £128.86, Clerk's salary £259.69, admin £137.87, PAYE £64.80.

10.4 The Council confirmed the payments budget of £14,650 for 2021/22. It was also agreed to increase the precept to £10,760 which equates to an increase of 2.48 pence per week in the Band D charge.

11. Date of Next Meeting

The next meeting will be held on Tuesday 9th February 2021 at 7.30pm (virtual meeting).

The meeting closed at 8.02pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 9th February 2021 at 7.30pm.

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.

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

1. To receive apologies.

Apologies were received from Cllr Ken Davey, Cllr John Workman and Borough Cllr Mike Dean. Cllr Davey had been unable to attend meetings due to ill health, but hopes to return to meetings. Therefore **it was agreed** that the 6 month rule provided for within the Local Government Act 1972, Section 85(1) would be waived and the Elections Office advised accordingly.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To agree the minutes of the meeting held on 12th January 2021.

The minutes of the meeting held on 12th January 2021 were approved unanimously and will be signed by the Chairman.

4. To receive reports from Borough Councillors.

Cllr Dean had sent his apologies but had spoken to the Clerk. He had provided an update on planning application 19/00986/FUL and this would be reported under agenda item 8.2.

5. To receive reports from Parish Councillors and Clerk.

Cllr Licence reported that there were some large potholes on Noverton Lane but that these had been reported to the Highways Department. The debris blocking drains on Cockroft Lane had been cleared away.

Cllr Lennon reported that the applicant for planning application 20/00430/FUL – Wickfield Stud had advised that revised plans were to be submitted.

Cllr Wood reported that the Village Hall remained closed due to government COVID restrictions and the premises were being checked regularly.

The Clerk reported on the following:

- The vacancy for the late Anna Hollaway's seat had been advertised. If the Returning Officer has not received a request for an election from 10 electors before 11th February 2021, the Parish Council will be able to fill the vacancy by co-option.
- The Borough Council vacancy will be filled by election on 6th May 2021 if two electors request this. Otherwise, the seat will remain vacant until the next ordinary election in May 2023.
- A report had been received of a broken stile at the entrance to the field off Ratcliff Lawns. It also appeared that people were congregating here in the evenings. These issues had been reported to the Highways Department and to the PCSO respectively.
- No indication had yet been received about the possibility of continuing with virtual meetings after 7th May and the Clerk would discuss with councillors in due course the various options for meetings from May onwards.
- The Clerk and Cllrs Licence and Burke had attended the Planning in Plain English training session offered by GAPTC.
- The Clerk had accepted the offer from the moderator of the Southam Village Facebook page to link the page with the new Parish Council page.
- The Clerk had spoken to Wales and West Utilities regarding the timescale for the repair works to be carried out on Ratcliff Lawns close to the Village Hall. This would usually be carried out within 2 weeks but delays were currently being experienced due to staff shortages.
- The Clerk had spoken again to the Highways team about the ongoing water leak at the top of Haymes Drive. They confirmed that a job had been raised to repair the broken pipework.
- The location of the new primary school in Bishops Cleeve had been confirmed. This would not be on the Cleeve School site as previously suggested, but north of the village on the A435 next to the Old Farmers Arms. The school was expected to open in September 2023.
- The Operations Manager of the Ellenborough Park Hotel had been in touch to discuss the possibility of providing a "Village Cheer Up" gift to some residents. Various options were discussed including a more general gift which might benefit all residents, and the Clerk would speak with them to find out more information. However, it was acknowledged that GDPR regulations would prevent the Parish Council identifying individual residents.

6. Road Safety in Southam.

Following an email from a resident the issue of road safety for pedestrians, in particular on the bend in the road on Southam Lane close to Ratcliff Lawns was discussed. It was noted that other issues around the village have been raised and that it would be useful to pull together all the information received and to discuss these in more detail at the Annual Parish Meeting with invited representatives from Gloucestershire Constabulary and the Highways Department. This would hopefully provide an opportunity to understand what the relevant authorities can do with their powers to address road safety issues and how the data extracted monthly from the VAS equipment might be used as supporting evidence.

It was noted that a face to face public meeting was likely to attract a larger audience and it would therefore be necessary to defer this until government restrictions were lifted.

7. Public adjournment.

A resident advised that a considerable amount of debris and litter had accumulated in the ditch along Southam Lane on the route to the racecourse. The Clerk will investigate if Highways will assist with clearing the ditch and also the necessary requirements for a litter

picking team to remove smaller amounts of debris. There will also be consultation with residents who are already involved in organising teams of litter pickers.

8.00 pm One member of the public joined the meeting.

Further discussion took place regarding road safety in Southam and ideas including speed limit reductions were raised. These will be discussed further at the Annual Parish Meeting in due course.

John Everitt of Coombes:Everitt Architects Ltd explained to councillors the changes made to application 19/00883/FUL - Sunset, Sunset Lane to be considered under agenda item 8.1.

8. Planning.

8.1 To consider the following applications:

19/00883/FUL – Sunset, Sunset Lane, Southam – Demolition of modern extensions and erection of double and single storey side and rear extensions. (Revised Plans).

No objection in principle following the submission of revised plans on 3rd November 2020 but would request that consideration be given to the roof materials to be used on the extension. It is considered that the extension would blend in more readily if the same roof materials were used across the whole property.

8.16pm John Everitt left the meeting.

20/00759/FUL – Whiteshill, Mill Lane, Prestbury, Cheltenham – Erection of a single storey side and rear extension. (Revised Plans). **No objection.**

21/00060/FUL – 1 Cockbury Court, Winchcombe, Cheltenham – Erection of a two storey side extension. **No objection.**

8.2 Other planning matters:

The Clerk had been contacted by residents of Lye Lane regarding alleged breaches of planning permission at one property. A copy of a complaint lodged with Tewkesbury Borough Council has been received by the Parish Council.

Application 20/00297/FUL – Land adj. Thrift House, Ashleigh Lane, Cleeve Hill – erection of 2no. dwellings, access improvements and associated works. – The appeal against refusal of permission has been upheld.

Application 19/00986/FUL – Green Orchard, Kayte Lane, Southam – Change of use of land to use as residential gypsy caravan site. Cllr Dean had reported that the Planning Inspectorate has notified Tewkesbury Borough Council that the site owner has lodged an appeal against refusal of planning permission. A start date has not yet been provided for the appeal.

9. Council Policies and Procedures.

9.1 The Council agreed to the revisions to the Parish Council Action Plan 2021. A formal review of progress / actions will be carried out in July 2021.

9.2 The Council agreed to adopt the revised Publication Scheme.

9.3 Following advice received by the Clerk that the Parish Council should have its own website **Councillors agreed** that the Clerk should investigate what arrangements other Parish Councils have in place and how the Southam Today website sits within the wider context of the parish. David Jones requested that he might join a working group, if one were established to consider the arrangements.

10. Finance.

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

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

10.3 Payments for February **were approved** by the Council: training £105.00 financial software £308.40, website £136.80, newsletter printing £140.00, Clerk's salary £259.49, PAYE £65.00.

11. Date of Next Meeting

The next meeting will be held on Tuesday 9th March 2021 at 7.30pm (virtual meeting).

The meeting closed at 8.46pm



**MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
of the Full Meeting of the Parish Council held on 9th March 2021 at 7.30pm.**

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
11 members of the public

Before the start of the meeting a minute’s silence was observed in memory of Cllr Ken Davey who passed away in February.

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 agenda item 8.1, Planning Application 21/00005/FUL.

3. To agree the minutes of the meeting held on 9th February 2021.

The minutes of the meeting held on 9th February 2021 were approved unanimously and will be signed by the Chairman.

4. To receive reports from Borough Councillors.

Cllr Dean had sent his apologies but had spoken to the Clerk. He had followed up information from the Clerk regarding concerns raised by residents about events to be held at the car boot sale site and Newlands Rugby Club in April. He had contacted the Environmental Health Department and the Head of Built Environment and will keep the Clerk updated with developments.

5. To receive reports from Parish Councillors and Clerk.

Cllr Burke reported that the hedgerows on the Noverton estate were littered with dog bags and Cllr Licence commented that there was clearly a need for an additional dog waste bin at the end of the Desert Orchid Road. The Clerk reported that she was still liaising with Tewkesbury Borough Council Property Services Department and they had advised that they would contact Taylor Wimpey as this area had not yet been adopted

and it did not appear to fall within the area purchased by County to County Property Group.

Cllr Lennon reported that he had received an email from the Chair of Bishops Cleeve Football Club following the briefing meeting which he and the Clerk had attended in January. The Club had launched a crowdfunding campaign and asked for the Parish Council's support by way of a donation and by helping to publicise the campaign. An item will be added to the agenda of the April meeting so that Council might consider making a donation.

Cllr Wood reported that the Village Hall remained closed due to Covid restrictions.

The Clerk reported on the following:

- She had investigated the possibilities for litter picking along Southam Lane, in particular along the ditch leading to the racecourse entrance. There are two options to consider: 1) Individuals may register with Tewkesbury Borough Council, and would be provided with equipment after a health and safety induction has been undertaken. 2) One off community events would also be supported but the Parish Council would have to carry out a risk assessment. For both options there are limitations on insurance cover depending on the speed limit on the adjacent roads. It was noted that there is already a longstanding group of litter pickers in the village and the Clerk will contact the organiser for more details. A request for additional volunteers will be made in the next newsletter. In the meantime the Clerk has asked the Highways Department if they will clear the ditch of larger debris in the ditch by the racecourse.
- The Elections Office had confirmed that there had been no request for an election to fill the vacancy for the late Anna Hollaway's seat and that this may now be filled by co-option. They will be asked later in the month to give notice of the vacancy which has arisen following the passing of Ken Davey.
- Gloucestershire County Council had notified the Parish Council of a change in legislation which may result in rights of way being lost if they are not recorded as an official right of way, since landowners will be able to close these off in 2026. If anyone is aware of any such rights of way or if they need help with researching a particular route, the Clerk can put them in contact with the GCC Asset Data team.

6. Road Safety in Southam.

A member of the Community Speedwatch Team is drawing up a map of the various road safety hazards around the village and it was considered that it would be a useful exercise to carry out a survey of residents to ascertain the areas of concern. It is hoped that this, together with the data extracted from the MVAS equipment will provide helpful evidence for future discussions with Gloucestershire Highways Department and the Police. Councillors **agreed** that a survey should be distributed to residents in the next newsletter and David Jones offered to add the survey to the website. The Clerk will agree the content of the survey in advance with both councillors and members of the Community Speedwatch team.

7. Public adjournment.

David Jones reported that the Southam Community Support Group would stand down from 12th April. Volunteers had been very busy in the first and second lockdowns but no requests for assistance had been received since 1st December. It was reassuring that residents now had support networks in place and were now able to receive home

deliveries. The infrastructure of the group will remain in place so that support can be offered again at short notice, if needed.

The arrangements for Ken Davey's funeral were confirmed.

Mark Le Grand outlined the reasons for the new application for Ladythorn, Cleeve Hill and was happy to answer questions when the application was considered by councillors.

8. Planning.

8.1 To consider the following applications:

20/01264/FUL – Land off Kayte Lane, Bishops Cleeve – Full application for 2no. community tennis courts, floodlights and CCTV, with associated access and parking, and CCTV cameras for the existing AstroTurf pitches. (Neighbouring Parish).

No objection in principle but supports the comments of the Environmental Health Officer that full details of the proposed external lighting system should be submitted prior to installation and that lighting should not operate after 9.30pm.

20/00109/TPO – Southam Paddocks, New Road, Southam – T.2 – Oak – removal of deadwood over roadside. Reduce limbs overhanging roadside by 2.5-3m. T.3 – Oak – removal of deadwood over roadside. Reduce crown on roadside by 3m.

No objection.

21/00152/FUL – Highcroft, Queenwood Grove, Prestbury – demolish existing two storey side extension, erection of a two storey side extension and new green oak glazed stables. **No objection.**

21/00170/FUL – Ladythorn, Cleeve Hill, Southam – Erection of a front and side extension, add additional storey and material alterations. Councillors' opinions were divided regarding the addition of a second storey which the Council had previously objected to when proposed under application 20/00206/FUL.

No objection. (3 in favour, 2 against).

8.25 pm Mark Le Grand left the meeting

21/00005/FUL – Land to the west of Wayward Lad Close and Desert Orchid Road – Erection of 5no. dwellings and associated works. (Cllrs Burke and Licence took no part in consideration of this application and Cllr Licence's contribution to the discussion was limited to the history of the land to be developed). **No objection in principle to the development of this area, but considers that there is potential for loss of amenity for neighbours and consideration should be given to positioning of windows to avoid overlooking neighbouring properties. In addition, parking on the estate is already limited and sufficient off road parking must be allowed for in order to avoid the need for on road parking.**

8.2 Other planning matters:

A resident had advised that Arlo Homes intend to submit a planning application to build 29 houses in the field opposite the Rising Sun Hotel on Cleeve Hill. Trees have been cut down and a Cotswold stone wall demolished. A Planning Enforcement Officer from Tewkesbury Borough Council will investigate. The site is in Woodmancote Parish and their Parish Council has also raised this with Tewkesbury Borough Council.

An enforcement investigation will be carried out by Tewkesbury Borough Council into a large fence which has been erected at a property on Lye Lane.

8.35 pm One member of the public left the meeting.

9. Finance.

- 9.1** The accounts and bank reconciliation as at 28th February 2021 (previously circulated) **were approved** by the Council.
- 9.2** Payments for March **were approved** by the Council: Local Council Award Scheme accreditation fee £60.00, payroll services £23.85, Clerk's salary £259.69, PAYE £64.80, admin £64.88, MVAS padlock £9.90.

10. Arrangements for the Annual Parish Council Meeting.

Since current legislation does not allow for virtual meetings to take place from 7th May 2021, **it was agreed** that the date of the Annual Parish Council Meeting would be brought forward to Tuesday 4th May and the June meeting (currently expected to take place in person in the Village Hall) would be delayed until 15th or 22nd June. The Clerk will make provisional bookings of the Village Hall for both these dates, and the arrangements for in person meetings would be reviewed again in May.

11. Date of Next Meeting

The next meeting will be held on Tuesday 13th April 2021 at 7.30pm (virtual meeting).

The meeting closed at 8.40pm



**MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
of the Full Meeting of the Parish Council held on 13th April 2021 at 7.30pm.**

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.

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

Before the start of the meeting a minute's silence was observed in memory of His Royal Highness The Prince Philip, Duke of Edinburgh.

1. To receive apologies.

Apologies were received from Cllr John Workman and Borough Councillor Mike Dean.

2. To receive Declarations of Interest.

Cllr Wood declared an interest in agenda item 8.1, as the Parish Council's representative on the Village Hall Committee.

3. To agree the minutes of the meeting held on 9th March 2021.

The minutes of the meeting held on 9th March 2021 were approved unanimously and will be signed by the Chairman.

4. To receive reports from Borough Councillors.

Cllr Dean had sent his apologies but had spoken to the Clerk.

He had been in contact with Tewkesbury Borough Council regarding a complaint about noise from the Parking Lot Social event the previous evening. The event had the necessary licence and had been considered by the Safety Advisory Group. An officer will be on site this evening to check the noise levels of the stage monitors.

He had requested an update regarding the appeal against the refusal of application 19/00986/FUL in the light of apparent continued development of the site.

It was noted that an application for non-material amendment to application 14/00264/FUL had been submitted.

5. To receive reports from Parish Councillors and Clerk.

Cllr Licence formally thanked Cllr Burke for the work she had carried out clearing the overgrown hedgerow at the end of Desert Orchid Road and for clearing litter and dog waste from the area.

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

Cllr Wood advised that the Village Hall would be opened for the elections on 6th May and would re-open to hirers on 21st June 2021.

The Clerk reported on the following:

- Legal opinions across the sector had been divided as to whether the statutory notice required for this meeting had been achieved due to the period of national mourning following the death of Prince Philip. GAPTC had advised that, due to the differing legal views, any challenge to the validity of the meeting would be unlikely to succeed. However, for the avoidance of doubt all decisions made at this meeting would be formally ratified at the May meeting.
- Noverton Estate - Following the application for permission to build five houses, one resident had been in touch with concerns about loss of parking by his property. The Clerk arranged for a representative from the developers to contact him and they are hoping to reach a solution.
- Road Safety Survey - 63 responses had been received and these would be collated after the closing date of 30th April 2021.
- The Cotswold Warden had installed three new kissing gates on footpath 16 at Cedar Farm. He had asked if there was other work which needed doing and the Clerk will contact him regarding issues with gates and stiles which have been reported.
- Highways – a resident has advised that the tree entangled with the telegraph wires on Haymes Drive has now been removed, but the branches and foliage have been left in the drainage channel. The Clerk will report this to the Highways Department.
- Haymes Mushroom Farm – A resident has advised that there are a number of small businesses operating at the former mushroom farm and an old car has been dumped on the land. This was raised by a resident with Tewkesbury Borough Council last year but no more was heard. The Clerk will follow up with TBC.
- Litter picking – a volunteer had come forward and his details will be passed on to the existing team.
- Internal Audit – the audit will be carried out this week and the report will be available at the May meeting.

6. Public adjournment.

John Donovan advised that there was raw sewage in the area by the disused stables on the path to Prestbury. The Clerk will report this.

The Community Speedwatch team are waiting for confirmation from Gloucestershire Constabulary as to when speed surveys may start again.

The Church bell will be rung 99 times at the start of the funeral of Prince Philip on 17th April.

Penny Steer volunteered to join the litter picking team.

Concerns were raised about the ongoing problem of vehicles parking on Old Road close to the junction with Southam Lane, which obscures the sight line for drivers emerging from Southam Lane. The Clerk was asked to contact the PCSO.

Concerns were raised about noise, mud on the road, and light pollution being caused from the Parking Lot Social Event on the car boot sale site. The Clerk would pass on the contact details for the Environmental Health Department for those residents who wished to raise complaints.

It was noted that a vehicle was parked regularly on Ratcliff Lawns despite this being an unadopted road. This will be raised in the next newsletter.

Anita Wilcox confirmed that the plans to construct a new entrance lobby and to carry out internal alterations at the Village Hall would be available at the AGM on 27th April 2021.

David Jones reported that the Southam Community Support Group had now stood down. Parish Councillors joined him in thanking all the co-ordinators and volunteers who had provided support to residents over the last 12 months.

7. Planning.

7.1 To consider the following applications:

21/00015/FUL – Pigeon House, Southam Lane, Southam – Installation of new and replacement boundary fencing. **No objection.**

21/00016/LBC – Pigeon House, Southam Lane, Southam – Installation of new and replacement boundary fencing. **No objection.**

7.2 Other planning matters:

Covered in Borough Councillor's report.

8. Village Hall.

8.1 The Clerk explained the reasons behind the Village Hall Committee needing to seek the Parish Council's permission to carry out internal alterations and for the construction of a new entrance lobby. Councillors **agreed** to the plans (previously circulated) and the Clerk will write formally to the Village Hall Committee once the decision has been ratified at the May meeting.

8.2 It was confirmed that Cllr Wood will continue to represent the Parish Council on the Southam Village Hall Management Committee.

9. Annual Renewal of GAPTC Membership.

It was agreed that the annual membership of GAPTC (Gloucestershire Association of Parish and Town Councils) would be renewed for 2021/22.

10. Annual Renewal of Insurance.

10.1 The Asset Register as at 31st March 2021 (previously circulated) **was agreed** by the Council.

10.2 It was agreed to continue with the 3 year deal arranged through Came and Company which was due to expire on 30th April 2022 and to renew the AXA Policy at a premium of £473.43 for a further year commencing 1st May 2021. The cover for Street Furniture was increased to £25,000 and cover of £500 was added in respect of the Community Speedwatch equipment.

11. Finance.

11.1 The annual accounts and year end bank reconciliation as at 31st March 2021 (previously circulated) **were approved** by the Council.

11.2 Quarterly check of bank reconciliations – covered under agenda item 5.

11.3 Earmarked reserves of £545.71 (Southam Community Support Group) and £705.00 (website) **were approved.**

- 11.4** A request had been received from Bishops Cleeve Football Club to contribute to the crowdfunding campaign for the new 3G Astro turf pitch and renovated car park. Substantial funding has been agreed by way of grants and the club is seeking local support for the remainder. In September 2018 the Parish Council had pledged £250 to the Save the Woodmancote Green Belt group towards the cost of planning fees, but this had not been needed. **It was agreed** to utilise this sum to support the football club.
- 11.5** The Annual Governance and Accountability Return had been circulated and **the Council certified** that, during the financial year 2020/21, the higher of the Council's gross income or gross expenditure for the year did not exceed £25,000 and it therefore meets the qualifying criteria to certify itself as exempt from a limited assurance review. The Clerk (as Responsible Financial Officer) signed the Certificate of Exemption and this will be counter-signed by the Chairman.
- 11.6** **It was agreed** to increase the Clerk's salary by one incremental point with effect from 1st May 2021 in accordance with the terms of the employment contract
- 11.7** The Clerk had requested that she be enrolled in a pension scheme and **the Council re-confirmed** its earlier decision to register with the NEST pension scheme (Minutes – Staffing Committee, 8th December 2015).
- 11.8** Payments made since the last meeting **were approved** by the Council: donation to Salvation Army £40, defibrillator pads £51.60.
- 11.9** Payments for April **were approved** by the Council: newsletter printing £140.00, GAPTC annual subscription £245.61, insurance premium £473.43, Clerk's salary £259.69, PAYE £64.80, admin £134.04.

12. Date of Next Meeting

The next meeting (Annual Parish Council Meeting) will be held on Tuesday 4th May 2021 at 7.30pm (virtual meeting). ****CHANGE OF DATE**

The meeting closed at 8.15pm



Southam Parish Council



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

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 13th 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 13th 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 22nd June, it was decided that the next meeting would take place on 13th 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 12th/ 13th 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 13th 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 30th 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 9th 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 4th June 2021 and the period for the exercise of public rights to inspect the accounting records would run from 7th June to 16th July 2021.

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

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

20. Date of Next Meeting

Tuesday 13th 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 27th 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 21st June although it will be open for the Elections on 6th 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 30th 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 12th and 13th 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.



**MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
of the Full Meeting of the Parish Council held on 13th July 2021 at 7.30pm.**

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

Also Present: County Cllr David Gray
Borough Cllr Keja Berliner
Clerk – Liz Dowie
6 members of the public

1. To receive apologies.

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

2. To receive Declarations of Interest.

None were received.

3. To agree the minutes of the Annual Parish Council Meeting held on 4th May 2021.

The minutes of the Annual Parish Council meeting held on 4th May 2021 were approved unanimously and were signed by the Chairman.

4. To receive reports from County and Borough Councillors.

County Cllr David Gray and Borough Cllr Keja Berliner, both newly elected in May 2021, were welcomed by the Council.

Cllr Gray gave an update on County Council business including funding for community projects post-pandemic, electric vehicle charging points, environment and biodiversity, and methods of tackling speeding vehicles in built up areas. He will be happy to take up specific highways issues on behalf of residents and to facilitate discussions with the relevant officers following the road safety survey recently carried out by the Parish Council.

Cllr Wood advised that councillors may consider planting a tree to mark the Queen's Platinum Jubilee in 2022 and it was suggested that GCC may be able to assist with this and provide a tree.

5. To receive reports from Parish Councillors and Clerk.

Cllr Licence asked if any progress had been made towards installing another dog waste bin on the Noverton estate close to Mill Lane. The Clerk will follow this up with Tewkesbury Borough Council and will look at a possible location which may lie outside the area which has not yet been adopted by TBC.

Cllr Wood reported that the Southam Summer Fete will be held at the Village Hall on 31st July and the next film night will take place on 1st October. The plans to alter the interior of the hall are proceeding and a quantity surveyor will be appointed shortly.

The Clerk reported that:

- The year end procedures had now been completed.
- She had followed up the reports of raw sewage in the field behind the Ellenborough Park Hotel. It was thought that this was coming from the septic tank of the house owned by the hotel and this had therefore been reported to the hotel management team.
- The Council had been successful in its application to renew its Local Council Award – Foundation level.

6. Public adjournment.

A resident advised that she had been monitoring the parking on Old Road. There were now fewer occasions when cars were being parked close to the junction but instances would be recorded to assist with future discussions with the Highways Department.

A resident advised that the tarmac was beginning to lift at the New Road /Old Road junction. The clerk will report this to the Highways Department.

7. Planning.

7.1 Councillors ratified the responses submitted in respect of planning applications in May/ June 2021 under the Scheme of Delegation.

7.2 To consider the following planning applications:

21/00622/CLE – Lawful Development Certificate (Existing) for : 1. Building works comprising various extensions to the dwelling house, Whites Barn, and erection of car port and garden storage building; 2. Changing of use of land to form residential garden land within the curtilage of the dwelling house. **Insufficient information to comment. More information required as to reason for change of use of land.**

21/00301/FUL – Mountross, Cleeve Hill, Southam – Erection of a self-build dwelling. **Objection since an additional large three storey house will be detrimental to the character and appearance of the AONB. The additional access onto Ashleigh Lane before the bend in the narrow lane considered hazardous to other drivers and pedestrians.**

21/00452/FUL – Gaybrook House, Lye Lane, Cleeve Hill – Erection of a single side/rear extension. (Amended plans). **Reiterate comments submitted on 18th May 2021, since amended plans do not address concerns raised.**

21/00815/FUL – Existing Telecommunications Base Station, Cleeve Hill, Prestbury – Installation of 2.no transmission dishes measuring 1.9m in diameter, which will be fixed to the existing mast at a height of 38m. **No objection.**

7.3 Other planning matters:

Tewkesbury Borough Council had received the following enquiries concerning planning enforcement issues:

Wickfield Stud, Cleeve Hill – Unauthorised materials used in gallop. Gallop not laid out in accordance with approved plans. Unauthorised raising of land levels.

Kayte Farm, Southam Lane, Southam – Alleged breach of condition 3 (Landscaping Scheme) of planning permission reference 17/01348/FUL.

Part Parcel 4900, Southam Lane, Southam – Alleged unauthorised change of use of land to siting of residential caravan. Alleged unauthorised use of land for depositing of rubble.

Tweed House, Manor Farm, Southam Lane – Unauthorised use of land for caravan storage.

An update regarding planning breaches at Kayte Lane Travellers' Site had been received.

8. Southam Representative on Cleeve Common Board of Conservators.

Councillors **agreed unanimously** to appoint Cllr Berliner as the Southam representative on the Cleeve Common Board of Conservators, filling the seat previously held by the late Anna Hollaway.

9. Volunteer Flood Warden.

Due to other commitments, Cllr Licence had resigned as flood warden. She would ask GRCC whether the warden had to be a parish councillor and, if not, the vacancy would be advertised in the next newsletter.

10. Road Safety Survey.

The Clerk reported that 110 responses had been received and summarised the findings. These will be added to the website together with monthly reports of the data downloaded from the VAS equipment.

It was agreed that a sub-committee should be formed to consider future action and to draw up a list of measures which might be considered to address some of the issues raised. A walk round of the key areas will be arranged with a representative of the Highways Department in due course.

11. Remembrance Sunday.

Following contact from the Royal British Legion, **it was agreed** that the Clerk should proceed with arrangements for the Remembrance Sunday service such as the road closure and risk assessments and further details would be discussed with the new vicar, once appointed.

12. Action Plan 2021.

The six monthly review of the Action Plan was carried out. All ongoing tasks were being carried out in accordance with the plan. Different options for a Parish Council website were being investigated. The Clerk was progressing with TBC the request for a new dog waste bin on the Noverton estate and would seek councillors' input on arrangements for the new noticeboard.

13. Finance.

13.1 It was agreed to appoint Bridget Bowen as internal auditor for 2021-22 and her quotation of £245 was approved.

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

13.3 The accounts and bank reconciliation as at 30th June 2021 (previously circulated) **were approved** by the Council.

13.4 The quarterly check of bank reconciliations will be carried out by Cllr Lennon before the August meeting.

13.5 Payments made since the last meeting for June **were approved**: grass cutting £408.00, newsletter printing £140.00, payroll services £23.85, Clerk's salary £264.76, PAYE £66.20.

13.6 Payments for July **were approved**: grass cutting £408.00, Clerk's salary £264.76, admin £147.69, PAYE £66.20, plants for planters £52.42, envelopes and stamps for newsletter £40.25.

14. Date of Next Meeting

The next meeting will be held on Tuesday 10th August 2021 at 7.30pm at Southam Village Hall.

The meeting closed at 8.42pm



**MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
of the Full Meeting of the Parish Council held on 10th August 2021 at 7.30pm.**

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

Also Present: Borough Cllrs Mike Dean and Keja Berliner
Clerk – Liz Dowie
6 members of the public

1. To receive apologies.

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

2. To receive Declarations of Interest.

Declarations from Cllrs Burke and Licence were received later in the meeting under agenda item 7.2.

3. To agree the minutes of the Council Meeting held on 13th July 2021.

The minutes of the Parish Council meeting held on 13th July 2021 were approved unanimously and were signed by the Chairman.

4. To receive reports from County and Borough Councillors.

Cllr Mike Dean reported on progress with the Local Plan and it was expected that this would be adopted in late 2021 / early 2022.

The Tewkesbury Borough Council website platform had been updated and was easier to navigate with links for reporting local issues and communicating with departments. Nana Pierre had been appointed as Heritage Engagement Officer and will be in touch with local councils in due course.

5. To receive reports from Parish Councillors and Clerk.

Cllr Licence reported that work to repair the sinkhole on Noverton Lane had not yet started. The Clerk will ask the Highways Department if a date has yet been fixed for the repair.

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

Cllr Wood reported that the Village Hall summer event had been held on 31st July and that it had been very well attended. She thanked the Village Hall Committee and members of the WI for their efforts in making the event a success.

Cllr Wood had received an email from the Honourable Company of Gloucestershire offering two English oak trees for planting within the parish in celebration of the Queen's Platinum Jubilee. Suitable locations will be considered.

The Clerk reported that:

She had confirmed the re-appointment of Bridget Bowen as internal auditor for 2020/21 and the audit would take place on 26th April 2022.

The summary of findings of the Road Safety survey had been uploaded to the Southam Today website together with the monthly data extracted from the VAS equipment. She was awaiting a response from Craig Freeman regarding a visit to the village to discuss the issues raised in the survey.

The road closure application for Remembrance Sunday (14th November 2021) has been submitted to the Licensing Department.

A suggestion has been received that a bench be installed on the area by the planter and this will be considered along with plans for marking the Queen's Platinum Jubilee.

The Clerk will be away for the September meeting and Cllr Licence has agreed to take notes for the minutes.

The following Highways matters had been reported:

- Potholes and damage to road surface on the first section of Lye Lane.
- Discarded road sign near bench on Old Road.
- Damage to tarmac on New Road close to junction with Old Road and B4632.
- Broken catch on gate at start of footpath opposite Gravel Walk (first reported in November 2020).

6. Public adjournment.

John Donovan reported that the Southam Speedwatch Group was active again monitoring traffic speed and a police enforcement van would be in the area in coming weeks. Several people had been sent enforcement notices after a recent check by police on Southam Lane at the entrance to Ratcliff Lawns. A new site for one of the MVAS signs on the B4632 approaching Prestbury from Southam was being discussed with the police.

A resident expressed concern about the risk of fire on Cleeve Common in hot weather. Cllr Licence will be raising this at the annual inspection scheduled for 20th August.

A resident raised the issue of the poor state of the village noticeboard. The Council has budgeted for a replacement and the Clerk will liaise with Cllr Lennon regarding suitable suppliers. Consideration will be given to the size of the noticeboard required and whether access should be limited to village groups in order to avoid commercial notices.

7.52 pm Two residents left the meeting.

7. Planning.

7.1 To consider the following planning applications:

21/00862/FUL – 51 Houghton Cottage, Noverton Lane, Prestbury - Erection of front, side and rear extension and detached garage. **No objection but comment that the use of stonework on the whole extension rather than render would be preferable since this would blend in more readily with the original property.**

21/00878/FUL – Highcroft, Queenwood Grove, Prestbury – Demolish existing two storey side extension erection of a two storey side extension and new green oak glazed gables (resubmission of previously approved application reference 21/00152/FUL). **No objection.**

21/00914/FUL – Knoll Hill House, Mill Lane, Prestbury – Erection of an attached cookhouse and substitution to drawings to approval 18/00244/FUL. **No objection.**

21/00934/LBC – Knoll Hill House, Mill Lane, Prestbury – Erection of an attached cookhouse and substitution to drawings to approval 18/00244/FUL. **No objection.**

7.2 Other planning matters:

21/00005FUL – Land to the west of Wayward Lad Close and Desert Orchid Road, Prestbury – Erection of 3 dwellings and associated works.

Notification was received on 10th August of an amendment to include the reduction in the number of proposed dwellings from 5 to 3 and changes to the design and layout of the proposed development. It was not possible to call an extraordinary meeting to consider the changes within the required timescale and it was therefore agreed that this would be considered under the existing Scheme of Delegation and councillors would submit their views to the Clerk by email. Cllrs Burke and Licence declared an interest and would not be commenting on the revised plans. Details of the amended plans would be circulated to those on the email circulation list and would be posted on the Noverton noticeboard.

19/00883/FUL – Sunset, Sunset Lane, Southam – Demolition of modern extensions and erection of double and single storey side and rear extensions.

Notification had been received of an appeal against refusal. There is no opportunity to submit further comments, since the appeal is proceeding under the Householder Appeal Service.

8. Finance.

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

8.2 Quarterly check of bank reconciliations – covered under agenda item 5.

8.05 pm Cllrs Dean and Berliner and two members of the public left the meeting.

8.3 The Clerk continued to liaise with TBC Property Services Department regarding the installation of a new dog waste bin on the Noverton estate. TBC has approved a location on Cockroft Lane but it was believed that the location on Dawn Run had been rejected since the Cleansing Team had thought that the request was for a location on Mill Lane next to a disused farm entrance. Once the issue of location has been resolved, the Clerk will place the order. Councillors agreed to the cost of £200 (supply) and £130 (installation) for a mixed waste bin.

8.4 Payments made since the last meeting **were approved**: £300 to Southam WI and £200 to Southam Drop-in – disbursement of grant monies held on behalf of the Southam Community Support Group.

8.5 Payment **was approved** to PATA for £23.25 in respect of invoice not received for April, May and June 2020.

8.6 Payments for August **were approved**: grass cutting (Preece) £408.00, grass cutting (Larcombe) £560.00 Clerk's salary £264.76, PAYE £66.20.

9. Date of Next Meeting

The next meeting will be held on Tuesday 14th September 2021 at 7.30pm at Southam Village Hall.

The meeting closed at 8.13 pm



**MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING)
of the Full Meeting of the Parish Council held on 14th September 2021 at
7.30pm.**

Councillors present: Cllr Adrienne Wood (Chairman), Cllr Carli Burke, Cllr Steve Lennon, Cllr Karen Licence, Cllr John Workman, from Agenda item 2 Cllr Rebecca Prince.

Also Present: County Councillor David Gray and Borough Cllr Keja Berliner
6 members of the public

1. To receive apologies.

Apologies were received from Borough Cllr Mike Dean

2. Co-option to fill Councillor Vacancy.

An application had been received from Rebecca Prince and, having been proposed by Cllr Workman and seconded by Cllr Lennon, all councillors **agreed unanimously** that she be co-opted to fill the vacancy. The Declaration of Acceptance of Office was signed and Register of Members' Interests Form will be completed within the statutory timescale.

3. To receive Declarations of Interest.

Cllr Lennon declared an interest regarding application 21/00982FUL – agenda item 8.2.

Cllrs Burke and Licence declared an interest regarding application 21/00005/FUL - agenda item 8.1 and had not contributed to the comments submitted under the Scheme of Delegation.

4. To agree the minutes of the Council Meeting held on 10th August 2021.

The minutes of the Parish Council meeting held on 10th August 2021 were approved unanimously and were signed by the Chairman.

5. To receive reports from County and Borough Councillors.

Cllr Berliner agreed to investigate further the issue of the large vehicle which had been parked in the lay by above Haymes Drive for several weeks.

Cllr Gray reported on the GCC Full Council meeting held on 8th September:

Planning White Paper - GCC called for local government to be given greater powers in the planning process and for a more strategic approach when deciding where to locate new housing.

Climate Change – the Local Government Association had been invited to participate at COP26 summit and GCC supports its involvement.

GCC has entered into a partnership with Woodland Trust which will result in 300,000 trees being planted across Gloucestershire. Discussions are also being held with the National Forestry Commission.

6. To receive reports from Parish Councillors and Clerk.

Cllr Workman raised the issue of the broken catch on the gate at the start of the footpath behind the Ellenborough Park Hotel and the poor state of the stile on the footpath leading up to the bluebell wood.

Cllr Lennon had passed on details to the Clerk of a possible supplier for the new noticeboard and this would be considered further under agenda item 10.

Cllr Burke raised the issue of a growing drugs problem on the Noverton estate and suggested that some police presence would be welcomed.

Cllr Licence advised that the bollards at the end of Wayward Lad Drive which had been removed when Noverton Lane were to be reinstated once the Highways Department had sourced new padlocks.

Cllr Wood reported that hire of the Village Hall was gradually increasing again following the lifting of Covid restrictions.

Cllr Licence read out the Clerk's report – see Appendix 1.

7. Public adjournment.

A resident reported that he had spoken to the owner of the vehicle parked in the lay by and had been advised that he had nowhere to park it at present. The resident advised that this was not maintained as a lay by, but was a private area owned by Gloucestershire County Council. There was already a problem with fly tipping and there was concern that the current situation, if not resolved, may set a precedent for the parking of other vehicles on this area. Cllrs Gray and Berliner were asked to follow this up.

John Donovan of the Community Speedwatch team reported that 4 police officers had attended a speed check on Southam Lane close to the Ratcliff Lawns junction on 7th September as a result of which a number of drivers received fixed penalty notices. The team also carried out a survey in the Noverton / Mill Lane area. Unfortunately the speed camera van team considered that it was too dangerous to set up a van along the B4632 in that area. It was noted that a considerable number of vehicles exceed the speed limit on this route in both directions.

John Donovan has been in touch with Charlton Kings Parish Council and is waiting to hear about arrangements to collect the VAS equipment that they are donating to Southam and this will allow 4 speed signs to be operational in the village. The Clerk will be asked to chase this up on her return.

The planning agent for Application 21/00982/FUL introduced herself and offered to answer questions on the application to be considered under agenda item 8.2.

8. Planning.

- 8.1 21/00005/FUL – Land to the west of Wayward Lad Close and Desert Orchid Road, Prestbury – Erection of 3 dwellings and associated works. (AMENDMENT – REDUCTION FROM 5 HOUSES TO 3 HOUSES). Councillors ratified the response issued under the Council's Scheme of Delegation. **The reduced scale of the development is welcomed and partially addresses the Council's concerns raised in its response of 26th May 2021 regarding insufficient off-road parking. However, the provision of 3 parking spaces includes garage space and it is considered that this may be insufficient for a 4/5 bed roomed house and may still lead to on-road parking in an area which is already congested with parked vehicles. The Council therefore has no objection in principle but would ask that further off-road parking is provided.**

8.2 To consider the following planning applications:

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 level. (AMENDMENT TO DESCRIPTION AND ADDITIONAL PLAN). **Further clarity sought as to the visual impact of the proposed alterations to the garage. Currently the boundary wall that is to be retained has a length of 3-4 m in a different form of construction and this does not look in keeping with the remaining 80% of the wall. Council would prefer to see the whole wall constructed in the same format.**

21/00879/FUL – Greygarth, Cleeve Hill, Southam – Erection of a car port and storage room. **No objection.**

21/00982/FUL – Manor Farm, Southam Lane, Southam – Retrospective change of use of portal framed agricultural building and land adjacent to West and South for storage of caravans and motorhomes together with the siting of 6 no. storage containers. **No objection.**

21/00430/FUL – Wickfield Stud, Cleeve Hill – Demolition of existing and erection of replacement equestrian building. (REVISED PLANS, ECOLOGICAL ASSESSMENT AND UPDATED TREE REMOVAL AND PROTECTION PLAN) **Request that further information be provided regarding the removal of trees and the impact that this may have on the ecology of the site.** (There was also discussion regarding the materials to be used for the equestrian building and the fact that this did not appear to have been addressed. Subsequent to the meeting the Planning Officer had advised that new drawings confirming the use of Yorkshire boarding had not been uploaded to the planning portal before the meeting. Following sight of these drawings the Council has now confirmed that it withdraws its previous objection regarding the materials).

8.3 Other planning matters:

There were no other matters to report.

9. Tree Planting in celebration of The Queen's Platinum Jubilee.

Cllr Wood and the Clerk had walked around the village to look at possible locations for two oak trees offered by the Honourable Company of Gloucestershire and had identified areas by the planter at the top of Southam Lane and outside the Village Hall. Some queries were raised about the full grown height of the trees and councillors were asked to contact the Clerk before the closing date of 30th September with their views or alternative ideas.

10. Village Noticeboard.

The Clerk had circulated quotations for varying sizes of noticeboard and **it was agreed** that the best size would be a 3 bay noticeboard to hold 4 x A4 sheets in each bay. The preferred colour is brown to match the noticeboard outside the Village Hall. The Clerk will obtain competitive quotes from alternative suppliers.

11. Finance.

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

11.2 Payments for September **were approved**: newsletter printing £140.00, CPRE subscription £36.00, payroll services £23.85, Clerk's salary £264.76, PAYE £66.20.

11.3 It was agreed that the annual subscription to the Information Commissioner's Office for £35.00 would be paid by direct debit in future and the mandate was signed accordingly.

12. Date of Next Meeting

The next meeting will be held on Tuesday 12th October 2021 at 7.30pm at Southam Village Hall.

The meeting closed at 8.26 pm



MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of the Full Meeting of the Parish Council held on 12th October 2021 at 7.30pm.

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

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

1. To receive apologies.

Apologies were received from Cllr Carli Burke and Borough Cllrs Mike Dean and 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 14th September 2021.

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

4. To receive reports from County and Borough Councillors.

Cllrs Dean and Berliner had been in contact with the Clerk and there were no matters requiring an update at the present time.

5. To receive reports from Parish Councillors and Clerk.

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

The planning seminars organised by CPRE had been rescheduled to 9th and 11th November. The Clerk will circulate the details so other councillors may book if they are interested.

Cllr Workman raised again the issue of the broken catch on the gate at the start of the footpath behind the Ellenborough Park Hotel and the poor state of the stile on the footpath leading up to the bluebell wood

Cllr Licence reported that the sinkhole on Noverton Lane had now been repaired. Two sets of bollards had been removed to allow access via Desert Orchid Road but one set has not yet been replaced. The Clerk will confirm the location with Cllr Licence and will report to the Highways Department.

Cllr Licence had attended the Police and Crime Commissioner's Roadshow on 11th October and reported on proposed changes to the police service in Gloucestershire.

Cllr Wood reported that the film night held at the Village Hall had been very successful. The next Pub Night would be held on 22nd October and the Christmas light up event would take place on Sunday 28th November.

The Clerk reported as follows:

The Police Community Engagement Vehicle had been in the Village Hall car park on 8th October. PCSO Farah Devji-Large had been on hand to give advice on home security and to answer residents' questions. The police team were pleased with the response and requested to use the location for future visits.

Difficulties were still being experienced with progressing the provision of a dog waste bin at the end of Desert Orchid Road. The request will now be routed via the Borough Councillors.

A meeting will be held with the representatives of the Highways Department on 20th October to discuss the outcome of the Road Safety survey. Cllr Wood, the Clerk, John Donovan and Bill Motion of the Community Speedwatch team will attend the meeting.

Notification had been received of road closures for the Race Meeting on 12th to 14th November. These will be the same as for Gold Cup week in March.

The Honourable Company of Gloucestershire's offer of two oak trees to be planted for The Queen's Platinum Jubilee had not been taken up since there were concerns that the trees would grow too large for the locations identified. Advice would be sought from Gloucestershire County Council with a view to planting a smaller tree on the area next to the planter at the top of Southam Lane.

6. Public adjournment.

A resident enquired about the new noticeboard. This will be ordered once councillors have considered quotations under agenda item 8.

A resident enquired about regular parking by non-residents on Ratcliff Lawns which is unadopted. Some vehicles are left for several days and area is also used for driving lessons and it was considered that signage was needed drawing the attention of drivers to the fact that the road was unadopted and only residents were permitted to park there. The Clerk will make enquiries of the Highways team at the meeting at the end of October.

The applicants for Application 20/00430/FUL introduced themselves and offered to answer questions on the application to be considered under agenda item 7.1.

7. Planning.

7.1 To consider additional information in respect of applications previously considered: 20/00430/FUL – Wickfield Stud, Cleeve Hill – Demolition of existing xcswq2e bvnwnwnwnwnwnwnwnwnwnwnwnwe33 and erection of replacement equestrian building. (CONSULTEE RESPONSES FROM TREE OFFICER AND ECOLOGIST) **No objection.** 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 level. (ADDITIONAL INFORMATION AND PHOTOS OF WALL).

Additional information has not changed opinion regarding the final section of wall, since this is inconsistent with the remainder. Would prefer to see the whole length of the wall constructed in the same format in order to mitigate the visual impact on the surrounding area.

7.2 To consider the following planning applications:

21/00632/FUL – Rockaway Ridge, Lye Lane, Cleeve Hill - Erection of a garage/car port and gym. (REVISED PLANS) **Amended plans do not address the objections previously raised. Reiterates previous comments of 22nd June 2021 and considers that proposal would lead to over-development of the site which is situated within the AONB.**

21/01101/FUL – Huddlestone, Lye Lane, Cleeve Hill – Section 73 application to vary approved plans condition on non-material minor amendment 21/00371/NMA, variation

condition 3 (material of rainscreen cladding) and removal of condition 6 (sedum roof) of application 14/00264/FUL. **Strongly objects to this application. The sedum roof was intended to mitigate the effect of the development within the AONB at a location which is clearly visible from Cleeve Common. It is considered that variation of the roof materials would have a detrimental effect on the surrounding landscape. In addition, the variation of rainscreen cladding would not enhance the overall look of the property which has been built to a larger scale both in height and footprint than was originally approved in 2014.**

21/01154/FUL – Hill Cottage, Mill Lane, Prestbury – Demolition of existing bungalow and erection of two storey replacement dwelling. **No objection to the proposed replacement dwelling. However, the Council would welcome information regarding the proposed cladding to be used, so that it can properly understand the impact of the new dwelling within the surrounding area.**

7.3 Other planning matters:

Application 21/00982/FUL – Manor Farm, Southam Lane. The Clerk had passed on to the Planning Officer a resident's query regarding the request to change the description of the development and the potential impact this change might have on the proposal. No reply had been received.

8. Village Noticeboard

It had only been possible to obtain 2 quotations for the specification approved at the September meeting, since many online suppliers sourced stock from the same company. **Councillors agreed** to the quotation from Greenbarnes Ltd for a man-made timber PTN 3-bay 4A4 noticeboard with posts at a cost of £1,995.17 + VAT. The Clerk had confirmed that this was of the same material and colour as the Village Hall noticeboard. Cllr Wood would enquire about putting together a working party to install the noticeboard.

9. Remembrance Sunday

The Clerk had received confirmation from the Licensing Department that OneLegal would be sending out the Order for the road closure next week.

The Royal British Legion was organising the following:

Liaising with the Church regarding service sheets

Bugler

Liaising with the cadets

Reading the exhortation

The Clerk would order the wreath

Cllr Wood will arrange collection of the road closure signs.

Timings: 2.30pm Gather at Village Hall

2.50pm March off

3.00 pm Service at War Memorial – to be led by Revd John Sharpe

10. Finance.

10.1 The accounts and bank reconciliation as at 30th September 2021 (previously circulated) **were approved** by the Council.

10.2 Quarterly check of bank reconciliations – covered under agenda item 5.

10.3 Payments for October **were approved**: grass cutting £408.00 newsletter printing £140.00, hire of Village Hall £60.00, Clerk's salary £264.76, admin (to include £36.00 for planning training) £185.73, PAYE £66.20.

11. Date of Next Meeting

The next meeting will be held on Tuesday 9th November 2021 at 7.30pm at Southam Village Hall.

The meeting closed at 8.20 pm



**MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of
the Full Meeting of the Parish Council held on 14th December 2021 at 7.30pm.**

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

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

1. To receive apologies.

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

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To agree the minutes of the Council Meeting held on 12th October 2021.

The minutes of the Parish Council meeting held on 12th October 2021 **were approved** unanimously and were signed by the Chairman. (The meeting on 9th November 2021 was cancelled).

4. To receive reports from County and Borough Councillors.

Cllr Dean reported on the Borough Council's updated IT system and the recent review of planning services and the proposal to increase delegated powers in order to reduce the number of small planning applications being decided at Committee level. Cllr Dean also answered questions on the Planning in Principle process which had been in place since 2018. The Clerk will advise Cllr Dean of the PIP application recently considered by the Parish Council so that he can provide feedback on how the process differs from a full application process.

Cllr Dean was requested to enquire whether the clearance of land and erection of fencing on land on Kayte Lane was the subject of an enforcement investigation and whether use of a stop notice was appropriate.

7.47 pm Cllr Dean left the meeting.

5. To receive reports from Parish Councillors and Clerk.

Cllr Lennon had attended Planning Seminars organised by CPRE.

Cllr Prince had attended the GAPTC How to Be a Better Councillor training.

The Clerk reported as follows:

Reports had been sent to the Highways Department regarding the blocked stream on Haymes Drive and the bollard by the war memorial which needed to be re-set. A further

safety inspection was to be carried out on the lower part of Lye Lane since the road surface had continued to deteriorate.

The Property Services Department has been asked to provide an update on the provision of a dog waste bin on the Noverton Estate and Cllr Dean will be asked to follow this up as the initial request was made in February 2020.

The enquiry raised at the October meeting regarding unauthorised parking on Lower Ratcliff Lawns had been passed to the Highways Department. They had advised that, since it was an unadopted road, the residents would be responsible for erecting a "Residents' Only Parking" sign and that permission would need to be sought from the homeowner responsible for the frontage where the sign would be located. GAPTC had advised that the Parish Council does not have specific powers to contribute to the cost of a sign but that it might consider a grant application if submitted by at least 50% of residents living on the unadopted section of Ratcliff Lawns.

The GCC Public Rights of Way Officer had arranged for the repair of the rotten decking on the footbridge on footpath ASM11 between Southam and Prestbury.

The Clerk had contacted the Cotswold Warden regarding the poor state of the stile opposite the Ellenborough Park Hotel and this has already been raised with GCC. They are in discussion with the hotel, as landowner, and they hope to replace the stile with a kissing gate.

The roads at the junction of Southam Lane / Hyde Lane and the A435 will be closed for 30 nights between 4th January and 14th April 2022 in order to carry out capacity improvements to the A435.

The Police Community Engagement Vehicle will be in the Southam Village Hall car park from 10.00am to 3.00pm on Wednesday 19th January 2022.

6. Public adjournment.

A resident advised that there was a stagnant oily pond in the field behind the Ellenborough Park Hotel but it was still considered to be a hazard for dogs or children. The Clerk had previously written to the hotel management about a pool of raw sewage in this location and will contact them again. It was suggested that a meeting with the hotel management would be useful as several matters had been referred to the hotel in recent months.

7. Planning.

7.1 To consider the following applications::

21/00301/FUL – Mountross, Cleeve Hill, Southam – Erection of a self-build dwelling.

(ADDITIONAL INFORMATION – LANDSCAPE AND VISUAL IMPACT ASSESSMENT).

The character of this part of the AONB is of individual dwellings separated by belts of trees. The Landscape and Visual Impact Assessment does not include any comment on the impact on the AONB of the removal of trees and we consider that this will have a detrimental impact on the AONB, as will the addition of another dwelling on this site. Furthermore, the Assessment refers to a two storey dwelling rather than three storey as shown in the plans. The house would also have a significant impact on neighbouring properties. As previously stated, the access onto Ashleigh Lane is not viable on this narrow route which is already in constant use by vehicles, walkers and horse riders. Southam Parish Council therefore objects to this application and considers that this proposal should be refused.

21/01422/FUL –The Fold, New Road, Southam – Replacement of existing conservatory with two storey extension. Installation of front dormer windows and double garage.

(Revised Scheme to permitted application 20/00136/FUL). **No objection.**

21/01478/FUL – Willows, Haymes Drive, Cleeve Hill - Erection of a two storey side extension and associated alterations (revised scheme to permission granted under application reference 18/00401/FUL. **No objection but would comment on the materials to be used. It is considered that the revised plan for cladding with Cotswold stone would look out of keeping with neighbouring properties, which are rendered. In addition, the slate roof agreed in 2018 would stand out when viewed alongside neighbouring properties. If the proposed Cotswold stone cladding is approved, this might blend more readily with the existing clay tiles.**

7.2 Agenda item 8 of the meeting of Tewkesbury Borough Council on 7th December suggested the removal of the safeguard that planning objections from Parish and Town Council are automatically referred to Committee. Councillors had expressed concerns informally that this would dilute the role of the Parish Council as a statutory consultee. The Clerk had been informed that this item was deferred and a consultation would take place.

7.3 Other planning matters:

Notification had been received that an enforcement investigation would be undertaken in respect of alleged untidy land at Newlands View, Kayte Lane, Southam.

8. Mobile Vehicle Activated Signs.

The decision made under the Council's Scheme of Delegation to renew the maintenance contract with Swarco for two signs for a further 12 months at a cost of £471.39 + VAT **was ratified** by the Council. The Clerk had enquired about including the additional Westcotec signs recently acquired from Charlton Kings Parish Council but this was not possible.

9. Consultations.

The following consultations were noted:

- Waste Local Plan for Gloucestershire – Duty to Co-operate Scoping Paper.
- Tewkesbury Borough Plan Main Modification Consultation
- Tewkesbury Borough Council Housing Strategy Consultation
- Local Heritage List Selection Criteria for Tewkesbury Borough - SPD Consultation
- Woodmancote – Draft Neighbourhood Plan.

10. Finance.

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

10.2 Payments for November made since the last meeting **were ratified**: Councillor training £50, data protection fee £35, MVAS annual maintenance contract £565.67, Clerk's salary £264.76, PAYE £66.20.

10.3 The accounts and bank reconciliation as at 30th November 2021 (previously circulated) **were approved** by the Council.

10.4. Payments for December **were agreed**: newsletter printing £235.00, Royal British Legion wreath and donation £45.00, payroll services £23.85, Clerk's salary, £264.76, PAYE £66.20, plants £33.23, newsletter postage £15.84, grass cutting £280.00.

10.5 The Clerk had received a quotation of £840 from Vince Larcombe which is the same as the current year for cutting the grass around the planter at the top of Southam Lane. Councillors **agreed** to accept this quotation.

John Preece and Sons had agreed to continue mowing the verges. A quotation is awaited and Councillors **agreed** to delegate the decision to the Clerk. The current cost is £340 per cut and it was anticipated that the cost would increase due to the increase in fuel costs. (Subsequent to the meeting the clerk had accepted a quotation of £350 per cut). The total annual cost would therefore be between £1,400 and £2,100).

11. Budget for 2022/23.

11.1 The payments budget (previously circulated) of £15,050 **was approved** by Councillors.

11.2 Since the level of general reserves had been eroded in recent years **it was agreed** to increase the precept for 2022/23 to £11,760 which equates to an increase of 3.27 pence per week in the Band D charge.

12. Scheme of Delegation.

Councillors agreed a revised Scheme of Delegation to ensure business continuity in the event of more stringent Covid-19 restrictions being introduced.

13. Date of Next Meeting

The next meeting will be held on Tuesday 11th January 2022 at 7.30pm at Southam Village Hall.

The meeting closed at 8.36 pm