

The Parish Council of Leckhampton with Warden Hill

Clerk: Mrs A.J.Winstone, 7, Aldershaw Close, Up Hatherley, GL51 3TP - tel. 01242 518008

To all members of the Council:

Your presence is requested at the meeting of the Council, on **Thursday 9th June 2016 at 7.30 p.m.**, at Leckhampton Village Hall, Church Road, Leckhampton. The Agenda is as follows:

1. Declarations of Interest.
2. Apologies for absence.
3. Approval of the minutes of the last meeting held on the 12th May 2016 (copy attached).
4. Matters arising from the above; other than those that are separate agenda items.

Public session including police report

The Meeting will open to the public for questions and comments.

5. Reports from Borough and County Councillors.
6. Any other C5 and Borough and County Council issues.
7. Cheltenham Engaging Communities Project – Presentation by Meg Humphries from GRCC.
8. Approval of minutes from the Finance Committee meeting held on the 3rd May 2016. (Minutes from the Finance Committee attached for Members).
9. Consideration of the end of year accounts and signing of the Audit Form by the Chairman.
10. Agreement to transfer payment to BYPC Trustees and contingency account from Hall Lettings.
11. Adoption of Financial Regulations following review by Finance Committee.
12. Update on the Brizen Young People's Centre including the lease of Pavilion to facilitate storage use by play group and youth club.
13. Pollution monitoring – proposal from Councillor Bickerton.
14. JCS Examination in Public – Inspector Ord's Interim Findings and implications for Neighbourhood Plan.
15. Council to consider way forward on Robert Hitchins outline planning application on land off Kidnappers Lane.
16. Neighbourhood Planning – other issues, including #FindOurWay.
17. Maintenance to bench in Winchester Way.
18. Any other matters.
19. Reports from Members.
20. Planning matters – reports from Members and from the Clerk.
 - 18 Hall Road – Demolition of existing garage, erection of single storey flat roof extensions and construction of dormer window to rear slope. New and enlarged windows within rear wing – Councillor Mrs. Jowett.
 - 7 Collum End Rise – Demolition of existing garage and utility rooms and replaced with 2 storey side extension to provide granny annexe – Councillor Mrs. Jowett.
 - 5 Undercliff Avenue – Replace roof and alter all elevations – Councillor Mears.
 - 9 Norwich Drive – Single storey rear extension – Councillor Mrs. Swales.
 - Land south of 205 Leckhampton Road - Revisions to approved planning reference 15/00681/FUL for residential development, landscaping and associated works - revisions include changes to the architectural design of the new homes for 10 dwellings – Councillor Mears.
 - 364 Old Bath Road – Dormer extension to rear and side roof planes – Councillor Mrs. Jowett.

21. Approval of accounts for payment as shown below:

. Cheque numbers

100387	A.J.Winstone, net salary June (inc backdated national pay increase)	£ 942.70
100388	A.J.Winstone, expenses May	£ 48.85
100389	Gloucestershire LGPS	£ 341.43

22. Clerk's report, to include correspondence received requiring the Council's attention.

23. Date and time of the next meeting, to be held **at 7.30 p.m. on Thursday 14th July 2016, at Leckhampton Village Hall, Church Road, Leckhampton** unless agreed otherwise.



A.J.Winstone, Clerk to the Council

The Parish Council of Leckhampton with Warden Hill

Minutes of the Meeting of the Council held on Thursday 12th May 2016 at 7.15 p.m., at Brizen Young People's Centre, Up Hatherley Way, Cheltenham.

Present: Councillor A. Mears Chairman; Councillors A. Knight, P. Lynch, Mrs. V. Matthews, Mrs. P. Henty, Mrs. A. Swales Mrs. A. Regan, Mrs. Y. Jowett and I. Bickerton and C. Nelson (from 9.10pm); and Mrs A. J. Winstone, Clerk.

Apologies were received from Councillor J. Davies

Also present were 2 members of the public.

- 1. Election of the Chairman of the Council for the year 2016-17.** Councillor Jowett took the Chair for this item. Councillor Mears, was proposed and seconded, and having accepted the nomination, was unanimously declared elected following a show of hands. He then duly signed the Declaration of Acceptance of Office and took the Chair for the remainder of the meeting.
- 2. Election of Vice-Chairman of the Council for the year 2016-17.** Councillor Mrs. Jowett was proposed and seconded and, having accepted the nomination, was unanimously declared elected following a show of hands. She duly signed the Declaration of Acceptance of Office.
- 3. Apologies for Absence and resignation of Councillor Chard.** Councillor Chard had written to say that, having not been re-elected to the Borough Council, he wished to resign from the Parish Council. Because he did not live in the area of the Parish and as he no longer represented Leckhampton on the Borough Council, he felt he could not contribute enough to the Parish Council to justify remaining a member. The Chairman said he had written to Councillor Chard thanking him for his contributions over the past four years and for the important occasions when his wise advice (or 'common sense' as Councillor Chard would put it) had influenced the Council to make the right decisions. The Chairman said that he was particularly grateful to Councillor Chard for his forthright exhortation to the Parish Council to accept the cost of employing a professional advocate for the Bovis-Miller Appeal hearing given the huge importance to local people of saving the Leckhampton Fields. The Chairman said that Councillor Chard's resignation would take effect on 14th May. The Council endorsed the Chairman's comments and expressed its great appreciation of Councillor Chard's contributions to the Leckhampton both as a Borough Councillor and as a member of the Parish Council. The Council asked that this should be recorded in the minutes.
- 4. Election of Finance Committee for the year 2016-17.** The Clerk confirmed that the Chairman and Vice-Chairman are ex officio members and that three other members were normally needed. Councillors Lynch, Mrs. Henty and Mrs. Swales all agreed to remain on the committee. These Members were duly proposed and seconded, and were duly elected.
- 5. Election of three Members to be the Council's nominated members of Brizen Young People's Management Committee.** Councillors Mrs. Regan, Knight and Lynch currently represent the Council and were all happy to continue. Following agreement by all Members it was agreed that they would remain nominated by the Council.

6. **Appointment of other Members to cover specific responsibilities.** After discussion the following was agreed:-

Public transport matters	Councillor Mrs. Regan
Snow Warden	Mr Paul Ryder (Warden Hill) and Councillor Mears (Leckhampton)
Police liaison	Councillor Knight
Greens and open spaces	Councillor Mrs. Jowett (Leckhampton) Councillor Mrs Regan (Warden Hill)
Disabled Persons Representative	Councillor Davies
Emergency Planning	Councillor Knight
Public Rights of Way	Councillor Mears (Leckhampton) and Councillor Mrs Swales (Warden Hill)
Flood Wardens	Councillors Mears and Mrs. Jowett (Leckhampton) and Mr Ryder (Warden Hill)
Brizen Young People's Centre	Councillors Mrs. Regan, Knight and Lynch
Catherine Ball Alms-houses' Trust	TBC
Neighbourhood Forum	Councillors Mears, Mrs. Matthews, Mrs. Jowett, Bickerton, Nelson and Mrs Swales
C5 Group	Councillors Mears, Knight and Mrs Henty
Older resident's liaison	Councillors Mrs. Regan and Mrs Swales

7. **Standing Order Review update.** The review of the Council's Standing Orders will come back to the June or July meeting depending on other commitments for fuller consideration.
8. **Code of Conduct Review update.** An updated Code of Conduct will come back to the Council's June or July meeting for adoption.
9. **Financial Regulations.** The draft regulations will come back to the Council's June meeting for adoption.
10. **Report by the Clerk on deeds and trust instruments held by the Council.** The Clerk reported formally that, as before, the Council owned the Salisbury Avenue play area, and plots of amenity land at Undercliff Avenue, Leckhampton and Alma Road, for which the deeds were held.
11. **The minutes of the meeting of the Council held on Thursday 7th April 2016** at Leckhampton Village Hall, copies of which had been circulated, were agreed as a true record. The minutes were then duly signed by the Chairman.

12. Matters arising from the above minutes were as follows:

Minute number 149 – The Clerk reported that all s137 grants had now been paid.

Minute number 157.3 – Bench in Winchester Way – the Clerk updated saying that one quote had been received and the work would be in the region of £200. Another quote was awaited and this would come back to the next meeting.

Minute number 157.8 – The Clerk had contacted CBC regarding the Holly tree and was awaiting a response.

Minute number 158.10 – The Clerk reported that she had written to CBC regarding the removal of the pollution testing monitors but the officer concerned was on leave.

13. The Minutes of the Annual Parish Meeting held on the 21st April 2016 at the URC Hall, Salisbury Avenue, Warden Hill, Cheltenham, copies of which had been circulated, were approved as a true record and duly signed by the Chairman.

14. Matters arising:

There were none.

15. Police. Acting Inspector Ellson gave a report on the crime figures. In Leckhampton between 12th February and 12th May there had been:-

- 7 dwelling burglaries;
- 6 non dwelling burglaries
- 1 theft/stolen motor vehicle
- 0 drug offences;
- 4 acts of criminal damage.

In Benhall, Up Hatherley and Reddings which included Warden Hill, during the same period, there had been:-

- 4 dwelling burglaries (not in Warden Hill);
- 16 non dwelling burglaries;
- 2 possessions of drugs offences;
- 12 offences of criminal damage.

Councillor Knight asked about the incident in Hillier Drive where there were three youths causing Anti-Social Behaviour. Acting Inspector Ellson responded saying that although this is a low level crime, the police remain very victim focused and are aware of the impact that this type of offence has on victims. Councillor Knight also asked about the statistics on the police website and how most offences are “no further action” or “under investigation”. Inspector Ellson said that all burglaries are attended by officers and SOCO, but that it is very difficult to catch burglars as they are very forensically aware. The Chairman asked how safe Cheltenham was. Inspector Ellson responded saying that compared to other parts of the county and the country, Cheltenham is very safe. There are some street robberies in the town centre; these are usually drug related. There are sometimes problems in Ancey Gardens and Sandford Park. More resources would help in addressing these issues, but the reality is that austerity is cutting resources and the challenge is to use the resources as effectively as possible. The good news is that crime is going down. The Chairman asked Inspector Ellson about cyber crime in Cheltenham and how aware the public is about cyber-crime. Inspector Ellson responded that cyber crime is a big and increasing problem and it is taking a lot of police effort. The public is aware of the threat but needs to be more

vigilant; the cyber threat is constantly changing. He also added that there have recently been a number of distraction thefts, largely by Eastern European criminals. There have also been scrap metal offences, usually attributable to the travelling community.

The Chairman thanked Acting Inspector Ellson for his very helpful presentation and answers to questions and said how much the Council appreciated Inspector Ellson taking the time to attend the meeting.

The Chairman then closed the meeting and opened it up to members of the public.

Mr. Potter informed the Council that the Chair of Shurdington Parish Council is now Councillor Ian Gobie. Councillor Bickerton will write to Councillor Gobie and invite him to join the Neighbourhood Forum.

Councillor Tony Oliver introduced himself as the new Borough Councillor for Warden Hill.

The meeting resumed.

16. Reports from Borough and County Councillors. There were none.

17. Proposal from contractor regarding Salisbury Avenue play area fencing repair. The Clerk explained that during the installation of the MUGA last year the fencing had been damaged. The contractor has informed the Council that it is not possible to obtain the size of mesh fencing necessary to repair the fence; it is necessary to purchase a roll containing 75 metres. As a result the contractor has asked the Council to consider sharing the cost of this purchase and replacing the fencing as far as 25 metres will allow. There was a discussion on whether the rest of the fence needs replacing as the damage was caused by the contractor and is therefore the contractor's responsibility to repair. It was proposed by Councillor Knight that a site visit is carried out and a decision made by those members as to whether or not to accept the proposal. This was seconded by Councilor Lynch and it was agreed that Councillors Knight, Lynch and Mrs. Swales would visit the site tomorrow and inform the Clerk of the Council's decision. This was unanimously agreed. **Action: Councillors Knight, Lynch and Mrs. Swales and then Clerk.**

18. Brizen Young People's Centre. Councillor Knight reported that the junior group membership is very buoyant with approximately 50 members, but the senior group numbers are lower as it is exam time. The youth workers are working on attracting new members. There is a Peace Camp being held on the 26th July where young people come from other countries and an event is being held at Brizen. Financial assistance has been requested from BYPC Trustees by GMAS. John Izamis will help with a fish and chip fund raising evening. The water heater burst open resulting in a mini flood; the unit has now been replaced. The alarm system is continuing to be a problem. There is a disagreement between CBC and the Trustees and the Council over the proposed rental figure for the Pavilion, but this will be revisited with CBC. A builder is due to attend to give a rough estimate for the work that may be carried out should the Pavilion be taken on for a longer period. There is to be an Afternoon Tea Party held on Sunday 17th July between 3-5pm and it would be helpful if posters could be displayed on the Council's notice boards. **Ongoing action Clerk and trustees of BYPC.**

19. **Update on Stagecoach and the changes to the bus route.** Councillor Mrs. Regan had spoken to Rupert Cox, MD of Stagecoach, who has said that he will review all of the public comments and petitions. It was noted that, following the changes, the D bus had failed to stop at the bus stop outside St Christopher's Church despite several people waiting for it. This was due to the bus stop being obstructed by vehicles parked in front. Councillor Mrs. Regan reported the problem and the Highway Authority moved the bus stop the next day. Councillor Mrs. Regan said that a shelter is needed at this location.
20. **CBC Proposals on neighbourhood co-ordination.** There were none.
21. **Any other C5 and Borough and County Council issues.** There were none.
22. **Secretary of State's decision on the Leckhampton Planning appeal.** Members had all received a copy of the decision letters in respect of this appeal. The Inspector recommended to the Secretary of State that the appeal be dismissed and the Secretary of State agreed with the Inspector's recommendation. The Chairman said that the evidence given by the Parish Council had proved very important. In the case of the finding on valued landscape, it was the Parish Council's evidence more than that of CBC that the Inspector referred to in his conclusion. On the issue of the severity of the cumulative traffic problems, both the evidence from CBC's expert witness and the Parish Council's evidence based on its traffic surveys and modeling had been very important. The issue of prematurity to the decision on the Local Green Space had depended entirely on the Parish Council's evidence as CBC chose not to fight on the LGS issue. Also very important was the decision by Inspector Clark, endorsed by Secretary of State, that the issues of valued landscape, severity of the cumulative traffic congestion, and LGS outweighed the fact that Cheltenham lacks a 5 year land supply. This was the major issue on which Leglag gave evidence and the Inspector had accepted the argument that one should look at Cheltenham's long term performance in delivering housing rather than focusing on the recent poorer performance affected by the economic recession. The Chairman said that the decision on valued landscape is powerful and the Inspector had recommended that the land should be protected in preference to some of the Green Belt that is less landscape sensitive. In respect of the traffic the Inspector said that Bovis/Miller and also the officers had been wrong in looking just at the extra traffic due to the proposed development in isolation. The NPPF required looking at the cumulative traffic congestion, as the Borough councilors had concluded in rejecting the application. The Inspector dismissed the mitigation put forward by the appellants and concluded that the resultant traffic would be severe. Councillor Mrs. Regan asked what is likely to happen to the land now and the Chairman said that the Parish Council would need to discuss the way ahead with CBC planners in the context of the neighbourhood plan and depending on what Inspector Ord says in her interim findings on the JCS. In respect of the SD2 site in Tewkesbury Borough, Councillor Bickerton said that Leglag is challenging the TBC decision to permit the Redrow application. He said that a letter of claim had been sent to Tewkesbury Borough Council, that Leglag believes it has a very good case and that there is an expert legal team in place to fight the case at Judicial Review.
23. **Advice from Entran.** Councillor Bickerton reported that he had spoken to Rob Williams at Entran who had now looked at the report from Michael Glaze, GCC Highways, on TBC's website. He had found some points that could be questioned. Inspector Clerk had also noticed some points too. Consideration should be given to sending a letter from the Council regarding the traffic asking the questions raised by Rob Williams to GCC Highways. **Action: Chairman and Councillor Bickerton.**

24. Mobile Pollution Testing. Councillor Bickerton had received quotes from an Italian company for a fully calibrated hand held unit which tests for nitrogen dioxide and particulates. It costs €1000. Councillor Bickerton considers it important that these elements are tested along Church Road and Shurdington Road. The Chairman had attended a public meeting on the pollution problems in Cheltenham where CBC officers had said that the pollution levels in Cheltenham had declined thanks to various measures that have been taken. There are now just eight locations on the ring road where the levels are above the EU limit. Members discussed whether it would be useful to make measurements of the pollution levels in the Parish given that CBC officers are saying that no locations in the parish are close to the EU limit and the levels in Church Road have fallen significantly. Councillor Mrs. Regan asked if the Parish Council measures the pollution levels, what will it do with the findings. Councillor Bickerton responded that the data gathered from the tests would assist CBC officers and reassure local people. CBC is currently just measuring average levels of nitrogen dioxide at some fixed locations. It is not measuring the temporal or spatial profile – for example, how much pollution is actually experienced by children travelling to school in the peak period, particularly in Church Road. CBC is also not measuring particulates, but is aware of the recommendation by the World Health Authority has recommended a factor 2.5 reduction in the safety level for PM2.5 particulates (the fine particulates that can be trapped deep in the lungs and that are small enough to pass between cells and into blood vessels). Councillor Mrs. Matthews added that there is now a proven link between pollution and Alzheimer's and dementia, as well as the link to cancer and cardiovascular disease. Councillor Bickerton said that in his election manifesto he proposed that he would not take his financial allowance as a Borough Councillor but would pass this to the Parish Council and part of this allowance could pay for the pollution monitor. He also said that he would undertake the measurements which need to be carried out by someone with an appropriate engineering background. The Clerk said that she would check with the Borough Monitoring Officer whether it is permissible for Councillor Bickerton to pass his allowance to the Parish Council and for it to be used for this purpose. **Action: Clerk. Bring back to June meeting.**

25. Direct Debit for refuse collection at BYPC. The Council does not normally use Direct Debits but CBC does not allow any other payment method for refuse collection; so authority needs to be obtained for this Direct Debit to continue. The amount is £16.68 per month for the bi-weekly collection of one refuse bin from BYPC. Councillor Mrs. Swales proposed that this be agreed which was seconded by Councillor Mrs. Jowett and unanimously agreed.

26. Update on the JCS Examination in Public. The Chairman reported that the report from Inspector Ord is expected around the 25th May.

27. Update on Neighbourhood Planning. This had already been covered earlier in the meeting.

28. Any Other Matters.

There were none.

29. Reports from Members were as follows:

28.1 Councilor Lynch reported that the safety cap below the toddlers motorbike spring toy had now been removed following the removal of the toy itself. The Clerk confirmed that the matter is in hand through CBC.

28.2 Councillor Knight reported that the **cycle path** needs to receive some attention and a report needs to be sent to Gloucestershire Highways.

28.3 Councillor Mrs. Jowett reported that the **grass mowing contractors** are not cleaning up the cuttings from the pavement after the grass has been cut along Leckhampton Road and Church Road. This is specified on CBC's website as being part of the contract. The Clerk was asked to look at the contract specification and contact CBC about the matter. **Action: Clerk.**

28.4 Councillor Mrs. Regan reported that the footfall to the shops in Salisbury Avenue has fallen since the Co-Op moved to the former Double Barrel. The Clerk was asked to write to the Co-Op to enquire what the plans were for the empty unit as the traders are very concerned about the situation. **Action: Clerk**

30. Planning Matters.

The Clerk reported that there was only one application lodged during the last month which Councillor Mrs. Swales had only just received. The application is in respect of 30 Salisbury Avenue, Cheltenham Gloucestershire for the erection of a single storey side extension.

31. Accounts for payment were approved as shown in the list below.

Cheque numbers:

100381	A.J.Winstone, net salary May	£ 907.39
100382	A.J.Winstone, expenses April	£ 115.44
100383	Gloucestershire LGS	£ 336.76
100384	Zurich Insurance	£ 760.38
100385	Leckhampton Village Hall	£ 35.00
100386	The Church in Warden Hill	£ 15.00

32. Under **Clerk's report and correspondence** received the Clerk informed Members that most other matters had been dealt with during the meeting or through e-mails during the month, but that the Council's website had been updated with the new Borough Councillors and the resignation of Councillor Chard.

33. The date and time of the next meeting will be Thursday 14th July 2016 at 7.30 p.m., at Leckhampton Village Hall, Church Road, Leckhampton.

There being no other business the Chairman closed the meeting at 9.50pm.