

The Parish Council of Leckhampton with Warden Hill

Clerk: Ms Arlene Deane, The Gate House, Cedar Court, Humphris Place. Cheltenham GL537FB
Tel. 01242 465762

To all members of the Council:

Your presence is requested at the Annual General Meeting of the Council on **Thursday 6th June 2019 at 7.35 pm**, at Leckhampton Village Hall, Church Road. The Agenda is as follows:

1. Introduction/Apologies for Absence
2. Introduction to Cotswold Voluntary Wardens and the work they do – Presented by Dorothy Baker (10 mins)
3. Public Session: the Meeting will open to the public for questions and comments
4. Approval of the minutes of the last meeting held on 9th May 2019
5. Annual **Governance and Accountability Return - Governance Statement** To approve and sign the Governance Statement in respect of 2018/19 Accounts (AGAR Section 1)
6. Annual **Governance and Accountability Return - Accounting Statements** To approve and sign the Accounting Statements for 2018/19 (AGAR - Section 2)
7. Actions and matters arising from the above; other than those that are separate agenda items below (10 mins)
8. Managing Information and the Website – Cllr Parker (20 mins)
9. Update summaries from sub committees:
 - Neighbourhood Planning Forum – Cllr Bickerton (10 mins)
 - Air Pollution – Cllr Frings (10 mins)
 - Speed Monitoring – Cllrs Cooke and Emma Nelson (5 mins)
 - Logo progress – Cllrs Horwood and Frings
10. Reports from Members and the Clerk (10 mins)
11. Approval of payments made in June (see circulated list)
12. Any other business (including Local planning applications – see circulated list of applications and current comments)
13. Date and time of the next meeting, to be agreed – arranged for Thursday 11th July 2019 at United Reform Church, commencing at 7.15 pm

A Deane- Clerk to the Council

The Parish Council of Leckhampton with Warden Hill

Cheltenham, Gloucestershire

Minutes of the Meeting of the Parish Council on Thursday 9th 2019 at 7.15 pm, United Reform church Hall, Salisbury Ave, Warden Hill.

Parish Council members present: Councillors Dr Adrian Mears (Chairman), Vivienne Matthews, Martin Horwood (*) Ian White, Anne Regan, Rosemary Baillie, Chris Nelson, Tony Oliver, Ian Bickerton, Penny Henty, Stephen Cooke (*) Iain Dobie (*) (**) James Parker, Emma Nelson and Peter Frings.

Ms Arlene Deane (Clerk).

(* Indicates also a Borough Councillors; ** also a County Councillor).

Members of the Public: 2 members of the public where present.

Vice Chairman, Cllr Henty conducted the agenda items 1 to 3

1. Declarations of Interest.

Nothing declared other than those recorded in the Declaration of Interest book. Cllr Emma Nelson excused herself from the vote for chairman.

2. Apologies for absence.

Councillors Margaret White and Elizabeth Barker.

3. Election of Chairman of the Council for the year 19/20

Cllr Chris Nelson was the only nominee and after a short presentation was unanimously elected via a public vote. Cllr Chris Nelson signed his acceptance of office, which was co-signed by the Clerk

Cllr Nelson took over the proceedings from Cllr Henty and proposed a vote of thanks to Cllr Mears, seconded by Cllr Horwood, for the dedication shown in being an exemplary chairman of the Council for a great many years. Cllr Mears has made a huge difference and added a great deal of value not just in terms of work undertaken on behalf of the Parish but also in dealing with the Cheltenham plan, local green space and the Joint Core Strategy,

4. Election of the Vice-Chairman of the Council for the year 19/20

Cllr Penny Henty was re-elected unanimously. Cllr Henty signed her acceptance of office, which was co signed by the Clerk.

5. Election of the Finance Committee for the year 19/20

Cllrs Chris Nelson (Chair) Mears, Henty, Parker and Emma Nelson were unanimously elected.

6. Election of the three members of the Council nominated to be members of the Brizen Young Peoples Centre management committee.

Cllrs Oliver, Regan and Emma Nelson were unanimously elected

7. Appointments of other committees/working groups.

The Clerk had already circulated the current list of roles and responsibilities. Various discussions took place and it was agreed that to save time members took an action to email the Clerk to confirm the roles/working groups they would like to be part of.

Cllr Oliver proposed that a new Community engagement working group should be set up, this was agreed and those wanting to join should email Cllr Oliver and cc in the Clerk. With regard to those who undertake planning application roles, the Clerk has previously requested that CBC provide a 'local planning application' training session. Clerk to chase CBC. Cllr Mears suggested that a mentoring system also be set up.

8. Report by the Clerk on the deeds and trust instruments held by the Council

The clerk reported that the council owns Salisbury Avenue play area and MUGA and plots of amenity land at Undercliff Avenue, Leckhampton and Alma Road Warden Hill for which deeds are held. There has been no change from the previous year.

9. Co-option to fill the Warden Hill Vacancy

CBC gave approval for the co-option on 3rd May. Mr Phil Bennett applied for the role and after a short presentation Mr Bennett was unanimously elected. Cllr Bennett signed his acceptance of office and this was co-signed by the /clerk. The Clerk also gave Cllr Bennett the 'Declaration of Interest' form to complete.

10. Approval of the draft 31st March 2019 Finance report ready for audit

The report had been circulated prior to the meeting.

All accounts have been reconciled monthly and audited by a member of the finance committee on a quarterly basis. Accounts are now ready to go to the independent internal auditor.

The draft report was approved.

11. Approval of the amended minutes of 7th March 2019

Cllr Mears had amended the minutes by summarising the more wordy sections. The minutes had been circulated previously and were agreed.

12. Approval of the minutes of the last meeting held on 4th April 2019

Cllr Cook pointed out a typo, which was corrected. The minutes were approved.

13. Actions and matters arising (other than those that are separate agenda items)

See action list.

The Meeting was opened to the public for questions and comments on any issues not covered as agenda items.

Mr Gerry Potter reminded everyone about home security as there has been several break-ins recently.

14. Reports from Borough and County Councillors and C5 issues

• **Cllr Oliver**

- After discussions with other Warden Hill Cllrs asked if members could think about meeting every other month and earlier. This would only work if sub committees met regularly to keep the momentum going. Cllr Chris Nelson suggested we leave the current meeting schedule as is until we see how the new 2-hour time limit works out. It was agreed the Clerk would look the feasibility of moving the 7:35pm meeting start time to earlier.
- Table tennis coaching going well and a tournament organised for 8th June
- New bins in Salisbury Ave and the play area are being fitted

- **Cllr Dobie**

- Warden Hill school expansion decision still not made
- Traffic still an issue and Cllr Dobie would like to see Warden Hill school be the first School Street area in Gloucestershire. This would mean at drop off and pick up times no cars are allowed Durham Close. This would reduce pollution and encourage children to walk or cycle to school.
- Leckhampton primary school planning application comments relating to traffic, air pollution and the need for a rear entrance have been submitted by both the Parish Council and by Cllr Dobie.

15. Neighbourhood planning update

Cllr Bickerton. Focus currently is on responding to the inspector questions on the larger local green space. Cllr Mears, with the help of Cllr Horwood and Bickerton, will draft the response which needs to be sent in late May.

16. Air pollution update

Cllr Frings. Currently doing further calibrations with various pieces of kit. Libelium sensor does not work. Next steps to be formulated and presented at a future meeting.

17. Reports from Members and the Clerk

- **Clerk**

- Accounts and relevant documents will be passed to the independent internal auditor on Monday 13th May
- A further £65 has been received in donations for Bloom in Warden Hill
- Precept for 19/20 has now been credited to the main account
- Police have initiated Operation Endurance to stop the use of motorcycles in acts of anti social behaviour.
- CBC has completed the Salisbury Avenue play area annual inspection with no issues raised.
- Ordered a copy of the yellow book as per Cllr Mears

- **Cllr Matthews**

- Discussing dog-fouling issues in Burrows field with the enforcement officer to see how the issue could be resolved. Cllr Cooke advised there are also issues with dog control that should be put to the enforcement officer. Cllr Mears suggested informing local PCSOs

18. Any other business

- **Cllr Horwood** asked if the bin in Pilford Rd will be sealed. Clerk to check with Ubico
- **Cllr Parker** explained that he and the Clerk had an on line meeting with a web provider to look at options for improving the website and document management. A proposal will be put forward at the June meeting.
- **Cllr Matthews** asked what the legal height of hedges is.
- **Cllr Cooke** confirmed speed monitoring lamppost list will be circulated before the June meeting

19. Local planning matters

104 Salisbury Avenue - Single storey rear extension (revised scheme following approval for single storey extension) **No Objection**

Little Vatch Farm Lane Leckhampton - Erection of two self-build dwellings and associated works. **The Council objects to this application**

8 Giffard Way Leckhampton - Demolish rear extension and garage. Two storey rear extension. Replace entrance porch. **The Council objects to this application**

132 Farmfield Road - Proposed rear single storey extension. **No Objection**

9 Hillands Drive - Revised proposals for single/two storey side extension. **No Objection**

9 Campion Park Up Hatherley - Erection of fence on boundary and removal of wall (part retrospective). **No Objection**

3 Canterbury Walk - Replacement of existing garage and creation of ancillary accommodation. **No Objection with comments**

12 Hillier Drive Up Hatherley - Single storey rear extension and loft conversion with rear dormer windows. **The Council objects to this application**

24 Southcourt Drive - Erection of 1.8 m of fence to the side of the property (retrospective). **No Objection**

14 Church Road - Demolition of existing single flat roofed garages to the rear of number 12 and 14 Church Road and replacement with new pitched roof garages with storage above. **No Objection with comments**

39 Pilley Lane - Erection of a one bedroom dwelling and associated work. **The Council objects to this application**

Rectory Court Kidnappers Lane - Single storey extension (re-submission of 19/00233/FUL)

46 Merlin Way - Demolition of garage and erection of extension to bungalow

54 Moorend Road - A 3m wide dropped kerb for vehicular access to 54 Moorend Road at the front.

12 Moorend Street - Part two storey / part single storey rear extension

65 Leckhampton Road - Portuguese Laurel in rear garden - lift lower crown Cypress conifer in front garden - fell to ground level

82 Leckhampton Road - Ash tree in rear garden- remove

59 Charlton Lane - Loft conversion and rear dormer

23 Leckhampton Road - Single storey extension

1 Mornington Drive - Remodelling of property to include white painted render to all external elevations and installation of new dark grey windows and doors throughout

5 Station Close - Single storey side/rear extensions.

36 Hall Road - Demolition of existing garage and erection of 2-storey extension to rear and dormer

20. Approval of accounts for payment as shown below:

Main account

100581	Clerks salary April	£ 740.24
100582	GAPTC membership 19/20 year	£2,270.40
100583	Clerks salary May	£ 740.24
100584	St James Carpet flooring for Brizen	£2,394.00
100585	Open space society membership	£ 45.00
100586	Hall Hire URC 4 th April	£ 25.50
100587	Clerks expenses	£ 149.37
100588	Gradko air Pollution April DTs	£ 50.28
100589	Warden Hill Scouts S137	£ 400.00
100590	Leckhampton Scouts S137	£ 400.00

Brizen account

100069	CDMH electrical installing oven at Brizen	£ 72.00
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Note we are expecting a credit from Gilmans as they could not do the work the PC originally paid them to do.

21. **Date and time of the next meeting**, arranged for Thursday 6th June 2019 at Leckhampton Village Hall, church Road. 7:35pm

The meeting closed at 21:20