

The Parish Council of Leckhampton with Warden Hill

Cheltenham, Gloucestershire

Clerk: Ms Arlene Deane, The Gate House, Cedar Court, Humphris Place, Cheltenham, GL53 7FB
Tel. 01242 465762 Email: clerk@lwwhpc.org.uk

To all members of the Council: Your presence is requested at the Meeting of the Council on **Thursday 7th March at 7.35 pm**, at Leckhampton village Hall. The Agenda is as follows:

1. **Declarations of Interest.**
2. **Apologies for absence.**
3. **Approval of the minutes of the last meeting held on 7th February 2019** (5 mins)
4. **Actions and matters arising (other than those that are separate agenda items)** (10 mins)

The Meeting will open to the public for questions and comments

5. **Brizen floor refurbishment** – Cllr Emma Nelson (5mins)
6. **Yellow lines/TRO and Traffic monitoring** – Cllrs Emma Nelson and Cooke (10mins)
7. **Planning application for Residential development of up to 25 dwellings off Kidnappers Lane** - Cllr Mears (10mins)
8. **Footpath maintenance and dog fouling** – Cllr Mears (5mins)
9. **Cheltenham Plan Examination update-** Cllr Mears (10mins)
10. **Neighbourhood planning update** - Cllr Bickerton (10 minutes)
11. **Leckhampton Primary School and the proposed new secondary school** – Cllr Mears (5 mins)
12. **S137 grant applications** – Clerk (5mins) Sue Ryder, FOLK and Cotswold Voluntary Wardens
13. **Parish Council LOGO proposal and options** – Clerk (10mins)
14. **Move to electronic banking** –Cllr Mears (5mins)
15. **Reports from Borough and County Councillors and C5 issues.** (15 mins)
16. **Any other matters including report from the Clerk.** (10 mins)
17. **Reports from Members.** (10 mins).
18. **Local planning matters.** (10 mins)

- 34 Charlton Lane - Infill side extension, skylights to existing extension roof, installation of window to side elevation, change to existing rear French doors and installation of rear gable window. **No objection**
- 1 Rectory Court Kidnappers Lane - Single storey extension **No objection**
- 5 Charnwood Road - Demolition of existing single storey side extension and replacement larger single storey side extension **No objection**
- 13 Leckhampton Road Cheltenham - single storey rear extensions to garden room and utility **No objection**
- 74 Salisbury Avenue - Removal of existing garage and erection of single storey side/rear extension.
- 39 Charlton Lane - Single storey rear/side extension **No objection**
- Unit B1 Liddington Industrial Estate Old Station Drive - Erection of 3 no. flagpoles. **No objection**
- 6 Hillier Drive -Single storey rear extension
- 8 Trowscoed Avenue - 2 storey extension to existing dwelling (revised scheme to application no. 17/01583/FUL)
- 58 Farmfield Road -Demolition of shed and erection of a single storey side extension
- 18 Hillier Drive - First and second floor side extension above existing single storey structure plus garage conversion.
- The Old Lodge Church Road - Single storey side extension and a two storey rear extension to an existing stone lodge house with existing bradstone alterations, and replacement double garage.
- 1 Halland Road - Proposed single storey side/rear extension, attached garage with office above and new enlarged rear dormer
- 27 Naunton Lane - Single storey rear extension

19. Approval of accounts for payment as shown below:

| | | | |
|--------|--|---|-----------|
| 100567 | Gradko Diffusion tubes Jan | £ | 50.28 |
| 100568 | Clerks salary March | £ | 719.05 |
| 100569 | HMRC Jan- March | £ | 1,539.20 |
| 100570 | Proludic | £ | 63,599.99 |
| 100671 | Donation to St Christopher's Church | £ | 50.00 |
| 100672 | Reimbursement to Cllr Regan for costs incurred Cllr Lynch's memorial | £ | 60.00 |
| 100673 | Reimbursement to Cllr Mears for printing for Council submissions x4 | £ | 11.80 |

20. **Date and time of the next meeting**, arranged for Thursday 4th April 2019 at URC Hall Salisbury Ave – 7:15pm

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 7th February 2019 at 7.15 pm, at Brizen Young Peoples Centre, Warden Hill.

Parish Council members present: Councillors Dr Adrian Mears (Chairman), Vivienne Matthews, Margaret White, Stephen Cooke, (*) Martin Horwood (*) Tony Oliver (*) Ian White, Ian Bickerton, James Parker, Emma Nelson, Chris Nelson and Rosemary Ballie Ms Arlene Deane (Clerk).

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

Members of the Public: 3 members of the public where present.

1. Declarations of Interest.

Nothing declared other than those recorded in the Declaration of Interest book

2. Apologies for absence.

Councillors Penny Henty, Iain Dobie (*) (**), Peter Frings and Elizabeth Barker.

3. Approval of the minutes of the last meeting held on 10th January 2019

Minutes approved, however not everyone had read them so the Clerk asked for any changes to be advised to her by 13th February.

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

See action list.

After the outstanding action progress was completed Cllr Mears raised the budget. The precept was agreed at £64,260 in January and has been confirmed with CBC. This was a 2% increase on band D and most of that was due to the loss of the LTC grant. Cllr Mears explained that he had produced an updated accounts spread sheet, which would enable the financial position to be looked at and understood very quickly. This will be needed if we move to electronic banking. Cllr Mears went through the budget income, which included the precept, £300 from Martin Sloan and £15K from GCC community fund. Cllr Mears then went through budgeted outgoings line by line. Cllr Cooke asked about audit costs and the Clerk explained the process, which is an independent internal audit followed by an external audit.

Larger amounts in the budget are:

£15K has been put aside for environmental improvements.

£6K is in for Neighbourhood Planning.

£1K for a new website.

£7K for S137 grant of which £3.5K is for Brizen.

£2.5K for GAPTC membership. There was a discussion as to whether the council should continue to be a member. It was agreed to do so as it is important that there is an organisation supporting smaller parish councils. Cllr Cooke made the point that the membership is 4% of the overall budget so there needs to be a benefit for keeping membership.

£2,5K for community support

Cllr Matthews asked about the possibility of putting a track along Moorend Stream of Burrows field. Cllr Mears advised that there are on going discussions with the FA and CBC to improve drainage of Burrows field, which may include the track.

Cllr Mears asked for a show of hands to approve the budget. All agreed and this will be published on the website.

The Meeting will open to the public for questions and comments

Two members of the public asked to speak.

Conor O'Neil brought up the change of speed to be implemented in Church Road and Hall Road to reduce from 30 to 20 around the approaches to the school. There was concern about moving a lamppost when there was no need and therefore a waste of public funds. It was agreed that Cllrs Mears and Cooke would look at the changes to see if the Parish needs to respond to the consultation, which finishes on Feb 15th.

Gerry Potter brought up the subject of the Brizen Lane play area and the bad state it is in. The Clerk has previously found out that CBC own and maintain the play area. There is currently nothing in the budget to do anymore than minor repairs. Cllrs Regan and Emma Nelson will have a look at the area to assess the situation. Cllr Horwood advised that once the assessment had been undertaken he would speak to CBC about funding.

5. Cheltenham Plan Examination - Cllr Mears

Hearings start on February 13th and will be attended by Cllrs Mears and Horwood. Cllr Chris Nelson will also attend the hearing, which includes the school.

6. Neighbourhood planning update - Cllr Bickerton

Cllr Bickerton said progress is being made with lots of advice from planners. The planners designated to help with the work on our behalf have now had to drop out so Cllr Bickerton is talking to other planners who have the time to do the work. The policy section needs to be re worked with three of them being more commitment based so need to be removed. Cllr Bickerton needs to update the document, as per the advice received, and then send to planners in order for a quote to be produced. The Local Green Space was discussed including the importance of the designation being made by CBC in the Cheltenham Local plan with the Parish Council supporting that designation in the Neighbourhood plan. Cllrs Mears and Chris Nelson asked for the timeline for a completed plan ready for consultation? Cllr Bickerton said about 2/3 weeks to get a new draft to be reviewed to the Neighbourhood planning forum.

7. Leckhampton Primary School and the proposed new secondary school – Cllr Mears

Cllr Cooke reminded the Council that comments on the layout of the expanded primary school could still be made until tomorrow (8th Feb). Cllr Cooke was also disappointed that access to the school via Burrows field was not shown on the plan. This option would help reduce traffic. The only reason he thought for not including it was safeguarding issues. It was agreed that Cllr Mears would send a response before end of day tomorrow.

8. Air Pollution update – Cllr Ian White

Cllrs White and Frings have met twice to look at the two issues. One issue is not knowing the tolerances of the Libelium kit. It means that many more readings need to be taken at a DEFRA site and then take them at the Parish sites in order to calibrate. The second issue is that the N02 is not working at the moment but have gone back to the manufactures forum to get some sensible answers. This is complicated as the sensor is an obsolete model. The life expectancy is about six months. Progress is being made on it but its small steps and is a set up problem.

The diffusion tube process is working well. Cllr Frings sends the monthly results to all Cllrs.

The goal is to be able to get a long-term set of readings showing air pollution results as the children are going to school.

9. Reports from Borough and County Councillors and C5 issues.

Cllr Cooke:

- Spoke about Leckhampton Rovers FC are keen to have facilities for the youngsters. They are in discussions with CBC about a potential future project to make Burrows field pitches better to play on. Cllr Baillie asked would dogs be banned from the field once upgraded. Cllr Mears said he had already asked that question and the answer was no.
- Attended two traffic and transport workshops. Money may be available to develop sites and Cllr Cooke expressed an interest that the Parish would be interested in becoming part of any pilot.
- The yellow lines survey was done for the roads he was allocated.
- Redrow had wanted to know what to put in their travel plan for new buyers. Cllr Cooke provided suggestions.

Cllr Oliver

- Cllr Oliver and Emma Nelson attended the final Bloom in Warden Hill AGM. Planter ownership and funds transfer was agreed. Cllr Emma Nelson is getting quotes for flowers. The Parish taking over this will keep the level of community involvement going.
- Still talking to Co-Op in Warden Hill about CCTV and signage

Cllr Horwood

- There is a water leak on Moorend Park Road that Severn Trent has said is not theirs so it must be a spring. A resident said that the leak stopped when the water pressure reduced. Cllr Horwood will revert back to Severn Trent.
- There has been an increased number of complaints about Ubico waste collections. Cllr Chris Nelson said he had had similar complaints. Ubico complaints counting process uses a whole road as one complaint even if several complaints in a particular road are made.

10. Any other matters including report from the Clerk.

- Salisbury Ave play area is now completed other than the graphics which couldn't be done because of the snow. The Clerk has asked for this to be done before the half term when it is likely that the official opening will happen. CBC will do a full annual inspection in March. The Grant application for £15k of community funding via Cllr Dobie has been completed and sent off to GCC.
- The internal auditor, Iain Selkirk, has advised the dates for our end of year audit inspection. May 13/14/15.
- The overhead cable issue in Kidnappers Lane has been made good, thanks to Cllr Dobie for organising.
- FOLK have applied for a 19/20 S137 grant. The Clerk has written to several organisations requesting applications.
- Cllrs Baillie, Emma Nelson and Parker have enrolled on a 'Becoming a better Councillor course in June.
- Catherine Simpson, from Prestbury Parish Council, has asked for details of the Salisbury Ave play area project as they are doing a similar project.

11. Reports from Members. (10 mins).

Cllr Regan

- Asked if the small piece of planting area in the Salisbury Ave play area could be removed. It is very scruffy and tired. It was agreed to review it.
- Peter Lynch's memorial service will be held on February 11th at 11 am at the URC.

Cllrs Chris Nelson and Oliver had their regular meeting with the police. The main point from Warden Hill is that there have been very few burglaries but car crime continues to be a problem. It is very preventable if cars are locked. Cllr Horwood asked how often the PCSOs would attend the Parish meetings. Cllr Chris Nelson answered that they do attend several a year. He also asked how many Cllrs wanted to go to visit the Neighbourhood policing unit in Landsdown Road. Several Cllrs said yes.

Cllr White asked about progress in improving the car parking by Co-Op Leckhampton. The car park expansion plan has been shelved. The Clerk has reported illegal parking outside the premises'. It was suggested that the Clerk write to the CEO of Co-Op about pavement parking.

Cllr Mears advised that pig manure has been spread across the footpath in the field by Moat cottage. The owners had previously tried to close the footpath. Cllr Oliver suggested that the Rights of Way dept. be contacted.

12. **Local planning matters.** (10 mins)

- 176 Leckhampton Road - Proposed boundary brick wall, fence and electric gate to front of property following removal of existing hedge. **No objection with comments.**
- St Kenelm House Shurdington Road - Proposed single-storey side extension. **No objection.**
- 17 Hawkswood Road - Single storey flat roof rear extension. **No objection.**
- 247 Old Bath Road - Single storey rear extension to provide garden. **No objection with comments.**
- Moorend Villa 7 Moorend Road - Eucalyptus - reduce by one third. Leylandii X2 – fell. **No objection.**
- 11 Undercliff Avenue - Demolition of bungalow and construction of new house with new access way. **Referred to Planning Committee.**
- Imber 7 Undercliff Avenue - Erection of 2 no. additional dwellings. **The Council has objected to this application**
- 29 Highwood Avenue - First floor side/rear extension over part of existing ground floor extension. **No objection**
- 34 Charlton Lane - Infill side extension, skylights to existing extension roof, installation of window to side elevation, change to existing rear French doors and installation of rear gable window
- 356 Old Bath Road - Single storey side/rear extension. **No objection**
- 12 Hillier Drive Up Hatherley Cheltenham - Single storey rear extension and loft conversion with rear dormer window. **The Parish Council objects to this application**
- 20 Moorend Road - Single storey rear extension, minor internal/external alterations. Conversion of integral garage to habitable accommodation. **No objection with comments.**
- 1 Halland Road - Western Red Cedar to be felled. **No objection after consultation with the Tree Officer**
- 1 Rectory Court Kidnappers Lane - Single storey extension
- 5 Charnwood Road - Demolition of existing single storey side extension and replacement larger single storey side extension
- 13 Leckhampton Road Cheltenham - single storey rear extensions to garden room and utility

13. **Approval of accounts for payment as shown below:**

| | | | |
|--------|----------------------------|---|--------|
| 100565 | Gradko Diffusion tubes Jan | £ | 50.28 |
| 100566 | Clerks salary February | £ | 719.05 |

Brizen

Transfer from BYCP contingency account (62231247) to LWWHPC Main A/C 62231239 £5,497.90
THIS ACCOUNT WILL NOW BE CLOSED

14. **Date and time of the next meeting**, arranged for Thursday 7th March 2019 at Leckhampton Village Hall – 7:35pm

The meeting closed at 21:40pm