

# The Parish Council of Leckhampton with Warden Hill

*Cheltenham, Gloucestershire*

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## **Minutes of the Meeting of the Parish Council on Thursday 6<sup>th</sup> June 2019 at 7.35 pm, Leckhampton Village Hall.**

**Parish Council** members present: Councillors Chris Nelson (Chairman), Martin Horwood (\*) Ian White, Anne Regan, Rosemary Baillie, Tony Oliver, Ian Bickerton, Penny Henty, Stephen Cooke (\*), James Parker, Emma Nelson, Elizabeth Barker, Peter Frings and Phil Bennett. Dr Adrian Mears arrived at 8:30pm

Ms Arlene Deane (Clerk).

(\* Indicates also a Borough Councillor; \*\* also a County Councillor)

**Members of the Public:** 2 members of the public were present.

### **1. Apologies for absence/Declaration of interest**

- Apologies received from Councillors Iain Dobie (\*) (\*\*), Margaret White and Vivienne Matthews.
- Declarations - Nothing declared other than those recorded in the Declaration of Interest book.

### **2. Introduction to Cotswold Voluntary Wardens and the work they do. Presented by Dorothy Baker.**

Dorothy thanked the Council for their S137 donation. The group celebrated 50 years in 2016. Dorothy gave a history of the group and the AONB. There are currently 300 wardens. The AONB stretches from Chipping Camden in the North to Bath in the South. The organisation was awarded the Queens award. They are divided into 5 groups: North, East, Central, South and Avon with a special group monitoring the Cotswold Way. They have undertaken lots of work at Leckhampton Court over the years. Their website is <https://www.cotswoldsaonb.org.uk/looking-after/volunteering/> and explains all they do in detail.

Dorothy gave members copies of the Cotswold Lion magazine and Cotswold way leaflets. Cllr Chris Nelson asked if the group could give the Parish Council technical advice on restoring footpaths on the Leckhampton Fields. The sections of the Cheltenham Circular Path beside the Moat and across Hatherley Brook, along with sections of Lotts Meadow that are waterlogged in the winter. Dorothy gave the Clerk the email address for the central work party who would be able to help and give advice as the area in question is not part of the AONB.

Cllr Horwood advised that Parish Councils and County Councils are being encouraged to use the AONB management plan. **Action: Clerk to contact the AONB at the Northleach office and ask for a copy of the plan.**

Cllr Regan thanked the Group for the work they do in Warden Hill.

Cllr Chris Nelson thanked Dorothy for presenting to the Council.

- 3. Public session. The meeting was open to the public for questions and comments.**  
Conor O'Neill raised the issue regarding the expansion of Hall road school and in particular the 'demand for places' data. The data he took from GCC website clearly shows that the demand for Leckhampton School is by choice and not necessity. **Action - Mr O'Neill to send the figures to the Clerk.** Cllr Cooke also stressed the air pollution issue. **Action – Cllr Frings to summarise the air pollution data collected and send to the Clerk. Action – Clerk to draft an email to Tim Brown, copies to GCC planning team, to include both sets of data and send to Cllr Chris Nelson for review and distribution.**
- 4. Approval of the minutes of the meeting held on 9<sup>th</sup> May 2019**  
Cllr Chris Nelson gave the Clerk his minor changes. The minutes were then approved.
- 5. Annual Governance and Accountability Return – Governance Statement. To approve and sign the Governance Statement in respect of 2018/19 Accounts (AGAR Section1)**  
The Clerk advised the members that the independent internal auditor had completed his audit and signed off the accounts.  
The Clerk read through the annual governance statement to all members attending the meeting. The Governance Statement was approved and duly signed by The Chairman and the Clerk.
- 6. Annual Governance and Accountability Return – Accounting statements. To approve and sign the Accounting Statements for 2018/19 – Section 2**  
The Clerk has produced the following for the auditors;

  - Financial statement showing 2017/18 and 2018/19 figures.
  - A variance statement.
  - Confirmation of dates of period for the exercise of public rights.
  - Contact details.
  - Internal independent audit report.
- 7. Actions and matters arising (other than those that are separate agenda items)**  
  
**Action - for those undertaking local planning applications. It was agreed that if an 'Object' decision is made then the member making that decision should consult with either Cllr Horwood, for Leckhampton applications, or Cllr Dobie for Warden Hill applications (as neither sit on the Planning Committee). It will then be for those Councillors to reinforce the 'object' decision with their own request that the application is submitted to the Planning Committee (assuming they agree with the objection).**
- 8. Managing Information and the Website**  
Cllr Parker had already circulated his proposal. This was discussed and unanimously approved to proceed to adopt the next steps.
- 9. New Secondary School Community Engagement events**  
Two public events have been organised by GCC on 13<sup>th</sup> June to show the initial designs and 27<sup>th</sup> June to show the final designs. The Clerk has asked GCC for the planning timetable and GCC have confirmed that archaeological digs will happen. GCC have written to residents advising them of the events.
- 10. Update summaries for sub committees**

  - **Neighbourhood Planning**
    - Cllr Bickerton confirmed that the work is nearly complete. The document will go to consultation as soon as the issue regarding the Cheltenham Plan and

Local Green Space has been resolved. A meeting was held after this meeting to agree next steps, ready for the meeting with CBC on 12<sup>th</sup> June.

- **Air Pollution**

- Cllr Frings confirmed that the group have been working on a proposal to present at 11<sup>th</sup> July meeting.
- Hackney Council are pioneering a new scheme 'School Street', closing off streets around schools at drop off and pick up times. They have sent the details to several Councils. Cllr Dobie has also raised this as an idea for Warden Hill School.
- **Action – Cllr Frings to summarise the 'School Street' report and send to members.**
- **Action Cllr Frings to further investigate the value of a new piece of equipment costing £300.** Cllr Chris Nelson confirmed that an email decision could be made rather than waiting for approval at 11<sup>th</sup> July meeting.

- **Speed Monitoring**

Cllr Emma Nelson confirmed that the focus will be initially on Leckhampton, the team are awaiting the high visibility jackets to be able to initiate the plan.

- **Parish Council Logo**

Cllr Horwood has been in discussions with Hills design, Leckhampton. They have kindly agreed to design the Logo. They will be able to put together options for presentation at the September meeting.

## 11. Reports from Borough and County Councillors, Members, the Clerk and C5 issues.

- **The Clerk**

- A further Freedom of Information Request has been sent to GCC regarding traffic data. Reply due early July.
- Cllr Bennett has asked to join the Finance Committee (FC). Cllr Bennett spoke about his financial experience. Cllr Emma Nelson volunteered to step down from the FC. It was therefore agreed unanimously that Cllr Bennett join the FC and also the Brizen Management Team (BMT). Cllr Bennett will therefore become the link between Brizen and the Finance Committee. Cllr Emma Nelson to remain on the BMT. **Action - Clerk to update Roles & Responsibilities list.**
- Cllr Parker has been added to the Air Pollution sub committee.

- **Cllr Oliver**

- Thanked all the Warden Hill members and volunteers who worked on planting the flowers in the area.
- Bournside school residents committee meeting has been set up for July.

- **Cllr Cooke**

- There has been an Increase in daytime burglaries, police are advising people to install video enabled doorbells.
- Enforcement wardens can now fine dog walkers if they cannot prove they have the required dog bags with them.
- **Action – Clerk to get the phone numbers of the Wardens and circulate to members and post on the Council website and on Twitter.**

- **Cllr Horwood**

- 'Imber' planning application. Cllr Horwood has requested this goes to planning committee if a 'permission' decision is given. See planning application list below.

- **Cllr Regan**

- o 5<sup>th</sup> July meeting organised with CBC to discuss the Weavers Field plan.
- o Confirmed herself as the responsible person for Transport in both Warden Hill and Leckhampton. **Action – Clerk to update Roles & Responsibilities list.**

## 12. Approval of accounts for payment as shown below

### Main account

100591	Clerks salary June	£ 740.24
100592	Iain Selkirk Internal Audit fee	£ 120.00
100593	URC Hall hire 9 <sup>th</sup> May	£ 21.00
100594	Gradko Diffusion tubes May	£ 50.28
100595	Clerks pension payment for 18/19 year	£2,034.94
100596	Gemma McKay table tennis coaching S137	£ 200.00
100597	Clerks reimbursement for Cllr Mears thank you gift	£ 102.01
100598	Dundry Nurseries – Warden Hill plants	£ 350.59
100599	Zurich Insurance renewal premium	£ 834.00

### Brizen account

100070	Stokes and Sons Security (call out)	£ 57.60
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## 13. Any other business (including local planning applications)

Cllr Chris Nelson presented Cllr Mears with a gift for his service as Chairman and the contribution he has made to the Parish and in particular the Local Green Space submission and the JCS and Cheltenham Plans. His dedication and expertise has been and will continue to be greatly appreciated.

### Planning Applications

Property	Parish Council Comments
Rectory Court Kidnappers Lane - Single storey extension (re-submission of 19/00233/FUL).	<b>This should be dealt with as a delegated matter and the applicant needs to give assurances about materials to be used and quality etc.</b>
46 Merlin Way - Demolition of garage and erection of extension to bungalow.	<b>No objections</b>
54 Moorend Road - A 3m wide dropped kerb for vehicular access at the front.	<b>No objections but with comments</b>
12 Moorend Street - Part two storey / part single storey rear extension.	<b>No objections</b>
65 Leckhampton Road - Portuguese Laurel in rear garden - lift lower crown Cypress conifer in front garden - fell to ground level.	<b>No objections but with comments for the tree officer</b>
82 Leckhampton Road - Ash tree in rear garden - remove.	<b>No objections but with comments for the tree officer</b>
59 Charlton Lane - Loft conversion and rear dormer	<b>No objections</b>
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	<b>No objections</b>
5 Station Close - Single storey side/rear extensions.	<b>No objection but request that the plans are subject to satisfactorily passing the statutory light tests.</b>
36 Hall Road - Demolition of existing garage and erection of 2 storey extension to rear and dormer.	<b>Request for the planning officer to consider carefully whether the scale is appropriate and whether it will impact negatively on the amenity of neighbours.</b>
20 Westbury Road - Extension of existing dropped kerb to pavement adjoining a residential driveway	<b>No objections</b>

14 Gordon Road - Ground floor front porch extension with alteration to windows, render to first floor and timber cladding and part two storey part single storey rear extension	<b>Objecting to this application</b>
160 Leckhampton Road - Removal of existing conservatory. Erection of new single storey garden room.	<b>No objections</b>
76 Canterbury Walk - Proposed Rear Orangery (existing conservatory and outbuilding to be removed)	<b>No objection but asks that the planners take into account the comment from neighbour regarding water seepage on applicant's property. Some years ago this was investigated by Seven Trent and no problem stemmed from no 78</b>
Imber 7 Undercliff Avenue - Erection of 2 no. additional dwellings Revised plans	<b>Objecting to this application and Cllr Horwood has asked that it go to committee</b>
28 Collum End Rise - Demolition of garage and erection of rear and side ground floor extension.	<b>Objecting to this application: 1) The proposed balcony on the first floor bedroom extension. It should be replaced by a window with no balcony. 2) The plans are in error.</b>
27A Leckhampton Road - Single storey rear extension and porch	
3 Chatsworth Drive - Single storey rear extension	
The Rowans 66 Shurdington Road - Alteration and extension to existing ancillary outbuildings	

14. **Date and time of the next meeting**, arranged for Thursday 11<sup>th</sup> July 2019 at The United Reform Church, Salisbury Ave, Warden Hill at 7:15pm.

The meeting closed at 21:45pm.