

Badgeworth Parish Council

Clerk: Mrs. H. Jones | 07840073143 | badgeworthpc@outlook.com

DRAFT MINUTES

Minutes of a Meeting of the Parish Council held on 17th January 2023 at Badgeworth Village Hall at 7.00pm.

Present:

Cllrs. Cottell (Chair), Marshall (vice Chair), Cooper, Haines MBE, Hitchcock, Howe & Jones

Clerk: Mrs. H Jones

Borough & County Councillor Robert Vines

15 residents

Opinions were shared relating to several planning applications on the agenda

1. Apologies – there were none

2. Declarations of Interest –

Cllr Hitchcock declared an interest in item 5 (d) 22/01263/FUL and 22/01306/FUL. He left the room during the discussion/decision

Cllr Howe declared an interest in item 5(d) 22/01301/FUL. He stayed in the room but took no part in discussion/decision

Cllr Jones declared an interest in item 5(d) 22/01242/FUL & 22/01243/LBC . She stayed in the room but took no part in the discussion/decision

3. Minutes of the meeting 1st December 2022 were agreed and signed

Matters Arising –

- A417 virtual update meeting monthly. Cllr Jones agreed to attend these.
- The GAPTC Independent Internal Auditor had been appointed and would carry out the audit in February/March

4. Report from the County and Borough Councillor – Cllr Vines stated that both GCC and TBC are currently in the process of setting their budgets.

5. Planning

a) Enforcement Issues – updates were given to the Parish Council about a site on Badgeworth Lane.

b) Delegated Comments to note:

- **22/01319/CLE** Lawful Development Certificate (Existing) to establish the use of land as residential garden (Use Class C3) associated with the dwelling known as Kendry Orchard. Kendry Orchard, Cold Pool Lane, Badgeworth. **NO OBJECTION**
- **22/01218/CLE** Certificate of lawful existing building works of outbuilding in residential garden, used for general storage purposes incidental to the enjoyment of the dwellinghouse, substantially completed more than four years before the date of this application. Laurel Cottage, Bamfurlong Lane, Staverton. **NO OBJECTION**

c) Planning Decisions (Tewkesbury Borough Council)

- **22/00127/FUL** Erection of a replacement store and enlargement of the existing parking area, external alterations of existing brick building and conversion to ancillary accommodation, and the erection of a replacement stable block. **The Kneelings , Dog Lane, Witcombe, PERMIT**
- **22/01160/FUL** Relocation of the substation (required for the installation of the electric vehicle charging points) by approximately 7m to the north-east. Primrose Vale Farm Shop, Shurdington Road, Bentham. **PERMIT**

- **22/00245/FUL** Erection of a detached dwelling with separate garage. **Peak View Cottage, Green Lane, Witcombe. PERMIT**
- **22/00283/FUL** Construction of an agricultural building. **The Glass Houses, Whitelands Lane, Little Shurdington. PERMIT**

d) Parish Council agreed the following responses to planning applications received.

- **22/01137/OUT** A cross subsidy affordable/open market residential development comprising up to 50 dwellings (of which 50% will be affordable housing and a further 10% will be self/custom build), vehicular and pedestrian access, internal streets, drainage, landscaping, and all other ancillary engineering works. All matters are reserved except for vehicular access onto Badgeworth Lane. **Land at Badgeworth Lane, Badgeworth Lane, Badgeworth. Detailed OBJECTION** (proposed MH, seconded CH)
- **22/0066/TWMAJW** Temporary use of land for the installation of plant and its associated water management infrastructure for washing aggregate. **Land at Shurdington Road, Shurdington. NO OBJECTION** but need assurance on operating hours, safety, mounds etc (proposed NM, seconded CH)
- **22/01263/FUL** Proposed Detached Garage at front of Jones House. **Jones House, Bentham Lane Bentham. (Cllr Hitchcock left the room & took no part in discussion/decision) NO OBJECTION** (proposed CH, seconded JJ)
- **22/01256/FUL** Demolition of existing stables and erection of 1no. dwelling with associated landscaping. **Shurdington Court Farm, Little Shurdington. OBJECTION** – AONB, Green Belt, design etc. (proposed CH, seconded DC)
- **22/01306/FUL** Proposed single storey detached residential annex and garden storage used ancillary to the host dwelling (Elm Gardens) following demolition of existing residential outbuilding. **Elm Gardens, Badgeworth Road, Badgeworth, GL51 6TE. OBJECTION** (proposed NM, seconded DC)
- **22/01301/FUL** Full planning application for the erection of no. 7 detached dwellings (including no.1 Self Build dwelling) and associated works. **Land to the rear of Brooklea and The Firs, Badgeworth Lane, Shurdington, GL51 4UQ. (Cllr Howe stayed in the room but took no part in discussion/decision) OBJECTION** – highway safety. Comments about height, density, overlooking etc. (proposed NM, seconded DC)
- **22/01258/FUL** Extend existing Park Home site to provide 10 additional units. **Parcel Of Land Adjacent to The Paddocks, Green Lane, Witcombe, GL3 4TZ. OBJECTION** – AONB, narrow lanes, not in established settlement (proposed DH, seconded CH)
- **22/01242/FUL & 22/01243/LBC** Replacement and refurbishment of existing windows. **Chandlers Farmhouse, Little Witcombe. (Cllr Jones stayed in the room but took no part in discussion/decision) SUPPORT** (proposed CH, seconded DC)
- **22/00328/FUL & 22/00418/LBC** Proposed conversion and external alterations to outbuilding, erection of greenhouse and alteration to existing bedroom within farmhouse to form new bathroom. **The Elms, Bentham Lane, Bentham. (Cllr Hitchcock left the room & took no part in discussion/decision) NO OBJECTION** (proposed DC seconded CH)

6. Highways & Public Rights of Way

- a) Bentham Lane** – Cllr Hitchcock reported that the traffic survey had indicated that traffic speeds were low.
- b) Bamfurlong issues** – M5 overbridge closure and public rights of way, Gloucester-Cheltenham cycleway construction and road closures. Cllr Marshall outlined the problems of road closures, traffic lights etc and the general chaos caused. An email would be drafted to record the concerns of the Parish Council.

7. Community & Environment

- a) **Dog waste bin** – discussion regarding request for dog waste bin. Little Shurdington. Despite the Clerk chasing the relevant Officer at TBC several times, no response has been received.

8. Finance & Insurance

- a) **Bank reconciliation and budget update** – There is currently £25,242 in the Parish Council reserves. See appendix for expenditure update

- b) **Budget & Precept 2023/24**

Budget – it was agreed to set the budget at £16710. (Proposed MH, seconded DC.) (See appendix)

Precept – it was agreed to set the precept at £13000, which is no increase for a Band D property (£16.49 for year). (Proposed MH seconded DC.) The Parish Council has only increased the precept once in the last 9 years and it was acknowledged that there will be increases in future years.

- c) **Internal audit checking** – Cllr Hitchcock was appointed as Finance Lead until May. He would continue to check salary details, invoices at meetings and sample checking of the bank reconciliation.
- d) **Payments for the following were agreed.** Proposed DH, seconded CH

Payee	Details	Date of invoice	Amount (ex VAT) £	VAT £	TOTAL £
PATA	Payroll services Oct-Dec 22	13/12/22	23.85	0	23.85
PATA	Payroll services Jan-Dec 23	12/1/23	103.20	0	103.20
GAPTC	Clerks Networking Dec 22	8/12/22	25	0	25
Clerk	Expenses: JANUARY 23	10/1/23	38.09	1.7	39.79
Clerk	Expenses: FEBRUARY 23	17/1/23	26	0	26

- e) **Clerk’s salary** –authorised payment & BACS (including any HMRC payment) for January & February 2023. (Proposed CH, seconded DH.)

9. Parish Council Administration

- a) **Tree inspection** – the biennial tree inspection was authorised (£310 + VAT) to take place ideally before end March. (Proposed DC, seconded JJ)
- b) **Asset Register 2023** – agreed to schedule checks to be conducted before 2023 meeting
- c) **Clerk – salary, terms & conditions.** It was agreed that the Clerk’s terms and conditions would be amended to LC2 (substantive) point 28. By mutual agreement hours would be reduced from 468 to 360 per annum. (Proposed NC, seconded MH.)

10. Ward Reports.

An open stream alongside Green Lane, Little Witcombe would be reported as there is no barrier

11. Items for the next agenda and the date of the next meeting

Date of next meeting: 16th March 2023 at Witcombe & Bentham Village Hall at 7.00pm

Meeting finished at: 9.30pm

Signed..... Date.....

EXPENDITURE UPDATE: PAYMENTS

	PAID	BUDGET	% OF BUDGET SPENT 31/12/22	NOTES
SALARY/PAYE	4,670	6100	77%	
HOME OFFICE	234	312	75%	
GENERAL EXPENSES	164	500	33%	
GRASS/HEDGE CUTTING	1,728	2000	86%	
ROOM HIRE	60	200	30%	
SUBSCRIPTIONS	530	600	88%	
INSURANCE/LEGAL/ACCOUNTS	1,224	1300	94%	
DONATIONS	175	248	71%	
BADGEWORTH WARD PROJECT	1,000	1000	100%	£1656 INC ALLOCATED RESERVES
BENTHAM WARD PROJECT	130	1000	13%	
MAINTENANCE (INC TREES)	387	1000	39%	
OTHER	630	0		
CONTINGENCY	0	500	0%	
ALLOTMENTS	24	300	8%	
TRAINING	0	200	0%	
WEBSITE	165	280	59%	
BADGEWORTH VILLAGE HALL/S106 MONIES	10,187	15000	68%	DONATION RECEIVED FROM BVHMC FOR FABRIC OF BUILDING REPAIRS
VAT	2,896	N/A		
USE OF ALLOCATED RESERVES (SEE BELOW)	656			
TOTAL	24,859	£30,540	81%	

RECEIPTS

ALLOTMENT RENTS	452
PRECEPT	12960
CLERK ADJUSTMENT/REFUND HMRC PAYMENT ERROR	73
ALLOTMENT KEYS/ADMIN FEE/RENT	94
BADGEWORTH VILLAGE HALL MANAGEMENT COMMITTEE DONATION	10187
HMRC VAT RECLAIM 1/4/21 - 31/10/22	3,724
TOTAL	£27,490

NB all figures rounded.

APPROVED 2023-24 Budget

ITEM	BUDGET
	23/24
Salaries	6800
General Admin/Expenses	408
Office	312
Grass Cutting	2000
Subscriptions	600
Room Hire	140
Donations	450
Insurance/Legal/Accounts	1300
Maintenance (Inc. trees & defib)	1000
Contingency	500
Badgeworth Ward -ward specific funds to be agreed	1000
Bentham Ward - ward specific funds to be agreed	1000
Training	500
Allotments	0
Website & laptop replacement	700
vat	N/A
TOTALS	16710

ALLOCATION OF RESERVES	
ITEM	AMOUNT
Badgeworth Village Hall	5000
Election fees	3000
General contingency	5000
Badgeworth Ward project (retained from previous years)	683
Bentham Ward project (retained from previous years)	1063
Allotments	2000
TOTAL	16746