



**MINUTES (SUBJECT TO AGREEMENT AT THE NEXT COUNCIL MEETING) of
the Full Meeting of the Parish Council held on 12th May 2020 at 7.30pm.**

This meeting is allowable under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 4th April 2020 in response to the COVID-19 outbreak. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The published agenda for this meeting contained a link enabling members of the public to join the meeting.

Councillors present: Cllr Adrienne Wood (Chairman), Cllr Ken Davey, Cllr Steve Lennon, Cllr Karen Licence, Cllr John Workman.

Also Present: Clerk – Liz Dowie
9 members of the public

The meeting started at 7.35 pm

1. To receive apologies.

Apologies were received from Cllr Anna Hollaway and Borough Cllr Mike Dean.

2. To receive Declarations of Interest.

No declarations of interest were received.

3. To agree Supplement to Standing Orders covering the conduct of virtual meetings and continued use of the Scheme of Delegation where necessary.

The Council agreed to the Supplement to Standing Orders – Remote Meeting Protocol and Procedures (previously circulated). It was also agreed to keep in place the Scheme of Delegation approved on 21st March 2020, so that this might be used if insufficient councillors were available to make decisions during the COVID-19 pandemic.

4. To agree the minutes of the meeting held on 10th March 2020 and the Extraordinary General Meeting held on 21st March 2020.

The minutes of both meetings **were agreed** as a true record by unanimous vote and were signed by the Chairman.

5. To confirm the arrangements for items of business usually considered at the Annual Meeting of the Parish Council.

The 2020 regulations had dispensed with the need to hold an Annual Meeting in May 2021. Cllr Wood and Cllr Workman had agreed to continue to stand as Chairman and Vice-Chairman respectively. **Councillors therefore agreed** not to hold an annual meeting in 2020. Policies will be reviewed at the June or July meeting.

8. To receive an update from the Southam Community Support Group.

Cllr Wood brought forward item 8 to allow the public to raise questions regarding the Support Group under agenda item 6. David Jones gave his report on the activities of the Southam Community Support Group (SCSG) – see Appendix 1. Cllr Wood thanked David Jones and all the volunteers for the valuable support they were providing to the community.

6. To receive questions / comments from the public.

Mr Giles Barton, applicant for 20/00297/FUL – Land adjacent Thrift house, Ashleigh Lane, Cleeve Hill (agenda item 7.1) addressed the Parish Council regarding the proposal.

The Clerk had received an update from Cllr Mike Dean on the actions taken by Tewkesbury Borough Council to ensure continuance of key services during the COVID-19 pandemic, She also updated the meeting on responses to questions raised by residents regarding the application for the Kayte Lane travellers' site. He advised that the application for change of use of land 19/00986/FUL was not on the agenda of the TBC planning Committee meeting to be held on 19th May 2020, and that more applications were now being determined under delegated authority by the Planning Officer. He advised that it was still possible for members of the public and for the Parish Council to submit comments on the application.

The Council agreed to make further comment and the Clerk was asked to draft comments for submission.

The Clerk had received several comments and questions from residents in advance of the meeting:

- Problems with speeding vehicles along Southam Lane and coming off Cleeve Hill – it was clear that the VAS equipment warning notices were being triggered far more frequently than usual and it was acknowledged that this was a nationwide problem at present due to fewer vehicles on the road. However, it was not possible to carry out Community Speedwatch surveys and engage with the police at the present time.
- Request for a pavement near the racecourse entrance on Southam Lane – this had been raised with the Highways Manager in June 2019. He had stated that this could not be funded locally but could perhaps be proposed as a major improvement scheme. Land ownership, road width, safety aspects and cost would need to be considered, but the first stage would be to review level of footfall/demand. It was considered that a survey of footfall at the present time would not be representative of normal usage.
- Overgrown hedges – a reminder will be sent out to residents who have hedges on their boundaries to ensure that these are kept cut back to ensure the safety of pedestrians.
- Bees nest on Gravel Walk – the Clerk will contact Gloucestershire County Council about this.
- Damaged verge on Noverton Estate – a member of the Gloucestershire County Council is now dealing with this. He has asked the Highways Manager to repair the damage and to investigate the possibility of moving the kerb to allow more room for the buses to turn. Stagecoach drivers have been reminded to negotiate the roundabout on Desert Orchid Road with care.
- Re-surfacing of Southam Lane – the road will be closed from 1st – 12th June between 7.00am and 7.00pm on weekdays. The Village Hall committee has agreed to open the car park for residents for the duration of the works.

No questions or comments were raised by residents at the meeting.

7. Planning Applications.

7.1 The Council ratified the responses submitted in respect of applications considered since the April meeting under the Scheme of Delegation:

20/00206/FUL – Ladythorn, Cleeve Hill – Erection of a front and side extension and erection of an additional second storey extension. **Objection – The scale of the proposed development appears excessive in relation to the size of the existing house and this is considered inappropriate due to the property's location within the AONB. It is difficult to assess the full impact of the proposal on the AONB since the application does not specify the colour of the building materials proposed. The addition of a second storey will impact on neighbouring properties and the proposal is not in keeping with other properties in the locality, some of which have been sympathetically extended to provide additional living space.**

20/00219/FUL – Stone House Farm, Southam Lane – Erection of a Cotswold stone agricultural building to store agricultural machinery and provide a farm workshop.

Objection- Whilst the need for secure storage and a workshop facility is acknowledged, the scale of the proposed building appears excessive, given that there are already extensive agricultural storage facilities on site which could accommodate the additional open storage element planned in the new building. Whilst shielded in some part from Southam Lane by a hedge, the new building would be readily seen from the A435 Evesham Road and will impact on the view to Cleeve Hill and beyond. This appears to be in conflict with the Tewkesbury Local Plan 2011-2031 which refers to existing and proposed policies which encourage new agricultural buildings that are not harmful to the wider countryside views. The proposal to use a plain painted render on the long rear wall of the proposed building will make it very evident and is not in keeping with either the Cotswold stone of the adjoining house or the framing of the agricultural building. In addition, the roof materials do not match those on the house or the agricultural buildings. A smaller development comprising a secure store and workshop, integrated closer to the agricultural buildings and reflecting their design would be preferable.

20/00170/FUL – De la Bere Stables, Southam Road – Erection of a detached stable building. **No objection.**

7.2 The Council considered new applications:

20/00310/FUL – Racecourse Cars, Evesham Road, Bishops Cleeve – Construction of 7no. dwellings and associated parking and landscaping. (Neighbouring parish). **No comments submitted.**

20/00136/FUL – The Fold, New Road, Southam – Replacement of existing conservatory with two storey extension. Installation of front dormer windows, garage and replacement of existing front gates. (Revised plans). **No objection.**

20/00297/FUL – Land adjacent Thrift House, Ashleigh Lane, Cleeve Hill – Erection of 2no. dwellings, access improvements and associated works. **No objection in principle but would comment that the proposal creates a greater impact on the surrounding area that might have been achieved with a lesser intensity of development.**

7.3 This item was covered under agenda item 6.

8.10pm Giles Barton left the meeting.

9. Finance.

9.1 The annual accounts to 31st March 2020 and year end bank reconciliation (previously circulated) **were approved** by the Council.

9.2 The accounts and bank reconciliation as at 30th April 2020 (previously circulated) **were approved** by the Council. It was noted that no budget allocation had been made for maintenance of the VAS equipment in 2020/21. Since there was a surplus of £576 for the year ended 31st March 2021, **councillors agreed** to allocate £600 to the VAS equipment budget, increasing the overall budget for 2020/21 from £12,200 to £13,000.

9.3 Payments for April and May which were agreed at the Extraordinary General Meeting on 21st March 2020 **were ratified** by the Council:

April – Finance software £154.80, GAPTC subscription £247.88, annual insurance

premium £458.84, newsletter printing £188.80, Clerk's salary £240.00, admin £158.22, PAYE £61.80, grant to Support Group £200.00.

May – Grass cutting £408.00, Clerk's salary £240.00, PAYE £63.20.

9.4 The Council certified that, during the financial year 2019/20, the higher of the Council's gross income for the year or gross expenditure for the year did not exceed £25,000 and it therefore meets the qualifying criteria to certify itself exempt from a limited assurance review. The Clerk (as Responsible Financial Officer) signed the Certificate of Exemption. This will be counter-signed by the Chairman before submission to the external auditor before 31st July 2020.

9.5 The internal audit will be carried out at the end of May and the report will be available in time for the June meeting.

9.6 The Council agreed to increase the Clerk's salary by one scale point with effect from 1st May 2020 in accordance with the contract of employment and the previously circulated schedule.

10. Date of Next Meeting

The next meeting will be held on Tuesday 9th June 2020 at 7.30pm (virtual meeting).

The meeting closed at 8.20pm