

### Minutes of a General Meeting

Held in the Village Hall on Monday 20<sup>th</sup> March 2023, 18:00

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Councillors present: Cllrs Papadakis (Chair), Classen and Thornton plus Andrea Jordison and Danny O'Driscoll, both co-opted councillors after K. Chapman and S. Thomas had stepped down.

In attendance: 9 attendees.

**230320/1 Chairman's Opening Remarks:** Cllr Papadakis declared the meeting open. He acknowledged that the Parish Council looked a little different this month and welcomed Andrea Jordison and Danny O'Driscoll who had joined the PC, just prior to local elections.

**230320/2 Declarations of Interest:** NONE

**230320/3 Apologies for absence:** Apologies have been received from Cllr Mark Mackenzie- Charrington and PROW Warden Steve Randles.

**230320/4 Public Session:** Cllr Papadakis asked attendees if there was anything they wished to raise.  
**4.1 A resident raised concern about the disintegrating grass verge on the corner by the Mill and near Mill Cottage.** Unfortunately, despite attempts to repair the grass, the volume of visitors visiting this area results in continual damage with no easy or immediate remedy. This item has been noted.  
**4.2 Signage in Lower Slaughter.** Requests were made to replace various signs in LS. Three key signs were identified, namely *20 is Plenty*, the *TRO* sign just off the Fosseway, and a new *Cyclists Dismount* signage. The Clerk will progress this.

**230320/5 To resolve to approve the minutes of the previous meeting held on 21<sup>st</sup> November 2023:** Council approved the minutes, and it was agreed that these would be signed electronically by the meetings Chair, Cllr Papadakis.

**230320/6 To receive an update and report from County Councillor, Mark MacKenzie-Charrington.** Cllr Mackenzie-Charrington circulated his report prior to the meeting. One item of particular importance to residents is the recycling of small electrical items. The County Council is encouraging people to recycle rather than throw away, so that valuable metals can be recovered and importantly reused. Please put them out with your general recycling items or take them to your local depot at Fosse Cross. Contact the Parish Clerk to receive a full copy of this report.

**230320/7 To review and discuss the forthcoming local elections on 4<sup>th</sup> May 2023 and the impact on Lower Slaughter. To ascertain the number of vacancies generated by councillors not seeking to be re-elected.** Cllr Papadakis confirmed that local elections are taking place across the district and Lower Slaughter will also be involved if there are nominations for more than 5 councillors. As it stands currently, it is likely that LSPC will have one vacancy. There is a formal process now that all councillors and interested parties must follow and LSPC, would like to encourage anyone wishing to be a councillor to contact the Parish Clerk in the first instance. The Notice of Election is posted on the Village noticeboard, as well as the eligibility criteria.

**230320/8 Planning Applications: No new applications to report.**

***Applications rejected:***

**22/04004/FUL** | Change of use of existing dwelling and erection of extensions to create 40-bedroom hotel and associated works | Grafters Fosseway Lower Slaughter Cheltenham GL54 2EY.

**22/03397/FUL** | Variation of Condition 1 pursuant to permission 21/03830/FUL for the operation of the

temporary utilities compound until 21 Dec.2023 | Land Parcel at The Gravel Pits, Lower Slaughter.

**Applications awaiting a decision:**

**22/03418/FUL** | Erection of service station side extension and erection of fencing to create a relocated bin storage area | Fosseway Service Station, Lower Slaughter Cheltenham Gloucestershire GL54 2EY.

**22/03753/FUL** | Erection of a single storey rear extension, proposed pavilion and carport and other associated works | Mill Meadow House Mill Lane Lower Slaughter Cheltenham GL54 2HX.

**22/04503/FUL** | Change of use of land from paddock to domestic land for the erection of detached two storey garage and associated works | Grange Farm Lower Slaughter Cheltenham GL54 2HP.

**23/00463/COMPLY** | Compliance with condition 6 (external doors) of permission 20/03730/FUL Proposed single storey extension | East Allotment Cottage Copse Hill Road Lower Slaughter GL54 2HY. Residents raised concern about the illegal parking of vans at this property whilst building works were conducted. The Clerk will write to the owners.

**230320/9 Finance review. Please see appendix which had been circulated to Council for review prior to the meeting.**

**9.1 To consider and approve current financial status of PC accounts.** Considered and approved.

Note: As at the end of February 2023, the accounts of Lower Slaughter Parish Council remain in a healthy position. Within the Reserves Account, the PC is holding £49,454.47, the majority of which is earmarked for River Repairs, TRO management, Footpath improvements and Village Projects, with unallocated reserves of £3,997. Within the current account we have the sum of £1,858 giving a total available funding of £5,885. The Precept Application of £7,150 was submitted to CDC in January and the first instalment of this should be transferred into our accounts before the end of March 2023. The end of March also represents the end of our Financial Year and our former Chairman, Kevin Chapman, has very kindly agreed to continue to provide services of the Responsible Financial Officer (RFO) to ensure the year end accounts are finalised to permit the required internal and external audit.

**9.2 To note payments sanctioned since last meeting.** Noted.

**9.3 To consider and authorise payments due.** Approved.

**230320/10 Reports from the Wardens:**

**10.1 Neighbourhood Watch** Items noted:

- excess litter or fly tipping should be reported to CDC [Report fly-tipping - Cotswold District Council](#)
- drone activity has been noticed in LS during the evening. This can be reported by contacting Stow Police 01452 907 274, call 101 or report online <https://www.gloucestershire.police.uk/contact/af/contact-us/>
- please continue to be vigilant about potential thefts as we get more visitors over the summer
- The Older Drivers Forum is running a free webinar including information on updates to the Highway Code and safe driving.
- On Sunday 7<sup>th</sup> May, after the Village lunch there will be a litter pick in Lower Slaughter as part of the community engagement initiative supported by King Charles.

**10.2 River** The next steps were discussed in respect of the proposed swale widening works following the report on flood risk reduction provided by Wallingfords. The Parish Council agreed the following items and for Stuart Thomas to action those agreed items on behalf of the Parish Council :-

**a)** That Wallingford's should be contacted to ask them to confirm their willingness to submit a fee proposal for consideration by the council, to comprise the following:

- i) Design to a level adequate for a fixed price tender from contractors, for construction purposes and to assist with any submission to GCC for funding.
- ii) Approval of construction works upon completion as in accordance with their design
- iii) Management of the procurement process and contract administration for the construction phase, as client's representative.

The fee should be split between the initial design stage including costs required to obtain a tender from contractors, and the project execution costs.

b) That the brief to Wallingford's would be on the basis of the guidelines provided by Laurence King at CDC shared resources, bearing in mind his previous comments on swale maintenance, that the construction of the swale would be either:

- i) 150mm of topsoil and seed at 34g/square metre on top of a bed of 200 clay or
- ii) if using a liner, a 150mm layer of coarse sand is laid before laying a root barrier with waterproof liner on top of that followed by 200mm of topsoil and seed at 34g/square metre.

c) That James Blockley at GCC should be contacted see if they will confirm in principle, if they would be able to support LSPC in respect of funding for the proposed design and construction of the swale widening on receipt of the tender figure.

d) That Brownsword hotels be contacted to confirm their formal agreement to retain excavated materials on site and the permitted contractor route to the swale across their land.

**10.3 Rights of Way Report Summary** As to be expected at this time of year after the heavy rainfall, PROWs are currently particularly muddy in places. This reinforces the need to continue to seek funding for improvements to HSL3 Mill Dam. Further work is required to extend the new tarmac along Scare Lane by about 10m along HSL9. LSPC had expected this to be included in the recent resurfacing schedule, but it wasn't implemented. Further consideration is needed on how to improve this section. At the Fossey end of HSL8 there appears to be a water leak and water is trickling along the footpath. Thames Water will be contacted.

**10.4 Trees** Stuart Thomas pointed out that in view of the location of the trees in Lower Slaughter close to parking, properties, and the general public the current legal guidance for tree inspection by an arborist was every 18 months. The last report was in May 2022 and an inspection should therefore be carried out in October/November 2023. The council should therefore allow in their budgets for a fee of approximately £1000 for this report in addition to a tree maintenance charge in this year for a similar sum. The actual works would be tendered.

**10.5 Highways** Stuart Thomas confirmed that he was responsible for highways prior to his resignation. Three requests had been submitted to GCC Highways for their action as follows: -

- a) That the drainage in Kings well Lane be cleared. Whilst some limited works appeared to have been carried out recently there are still items outstanding such as the clearing of a blocked drainage gulley and the general clearing of the highway. GCC Highways reference 11381479.
- b) That the drainage gulley in the Square adjacent to River Cottage be investigated as during a pump test the soakaway serving the gulley appeared to be inadequate. GCC Highways reference 11381478.
- c) That the council improve the drainage along Copse Hill Road from the village up to the Copse Hill House entrance. The works to comprise the repair of a road gulley adjacent the gate house and the clearing/formation of grips along the highway along with the linking of the highway to a drainage ditch along the edge of the cricket ground. GCC Highways have confirmed that they have programmed some of these works including the gulley repair and the remainder will be carried out as funds become available. GCC Highways reference 11381486.

**10.6 Flood and Snow** The grit boxes are adequately filled, and combination locks are now being used for security. Noted: Thames Water have not confirmed their strategy for the pumping station as promised 12 months ago. S. Thomas thought the pumps were to be replaced.

**230320/11** Correspondence reviewed: NONE received.

**230320/12** Date of Next Meeting: Monday 8<sup>th</sup> May 2023 at 6pm in the Village Hall. This will be the Annual Parish Meeting followed by the Annual Meeting of the Parish Council.

Meeting ended: 18.40

Signed .....

Date.....

# Lower Slaughter Parish Council

## Finance Report for Meeting of 20 March 2023

### Current Financial Position (9.1) (at 28 February 2022)

<b>Reserves Account</b>	£	49,454.47		
Reserved for Weir/River Repairs	£	20,000.00		
Reserved for TRO management	£	10,000.00		
Reserved for PROW Improvements	£	10,000.00		
Reserved for Village Projects	£	5,457.59		
Available Reserves	£	3,996.88	£	3,996.88
<b>Treasurer's Account</b>			£	1,858.41
			<b>Total</b>	<b>£ 5,855.29</b>

### Receipts since last meeting on Jan-23

Allotment Income	£	12.00
National Grid Wayleave	£	7.22
Bank Interest (Jan & Feb)	£	46.31
CPRE Tree Planting Grant	£	463.90
	£	<b>529.43</b>

### Payments made since last meeting on Jan-23

Clerk Wages and Expenses (Nov & Dec)		LGA 1972 s111
Cllr Ann Classen - steaks for Trees	£ 71.84	Open Spaces Act 1906 ss9,10

### Payments to be Noted/Approved by Council

#### Payments Sanctioned since last Meeting (Minute 9.2)

Clerk Wages and Expenses (Jan)		LGA 1972 s111
Castle Water - water rates (Jan)	£ 8.50	Open Spaces Act 1906 ss9,10

#### Payments to be Sanctioned (Minute 9.3)

Clerk Wages and Expenses (Feb)	tba	LGA 1972 s111
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#### Additional Signature for Approval of Payments:

Initials:      Date:      Signature: .....