

Highnam Parish Council
Highnam ~ Linton ~ Over ~ Lassington



Dear Councillor / Resident

I hereby give notice of the Annual Parish Council meeting that will be held in **Gambier Parry Hall, on 15th September 2026**

Public Questions a period of no more than 15 minutes will be set aside for public question between 7.30 pm and 7.45 pm.

WM Barnard
Wendy Barnard
Parish Council Clerk & RFO
8th September 2026

Public Forum: A maximum of 15 minutes, 3 minutes per resident will be allowed for questions and comments from members of the public.

- 1. To receive apologies for absence.**
- 2. Members of the council are invited to declare any interest they may have in the business set out below.**
- 3. To allow dispensations.**
- 4. To approve minutes of meeting held on 21st July 2026**
- 5. Councillor Co-option**

To receive a written application from one candidate (due to unforeseen circumstances the candidate cannot be present) and one presentation for the office of Parish Councillor and to consider and vote on the co-option of a candidate to fill the existing vacancy.

- 6. To receive Reports**
 - i. County Councillor**
 - ii. Borough Councillor**
 - iii. Parish Chair**

7. To Consider Planning Applications received.

Decisions		
26/00481/FUL	4 Wetherleigh Drive Highnam	Permit



8. Finances

- i. **To approve invoices for payment as per the Payment Schedule. (Circulated beforehand)**
- ii. To note the conclusion of the Annual Audit for the year ended 31 March 2026, and note any comments.
- iii. To receive Internal Financial Control Report (RB)
- iv. To note the pay increase back dated to Apr 26 of 3.3%
- v. **Request for Funding – Highnam Community Centre Trust Tree Works**

To discuss and agree on a funding request from the Highnam Community Centre Trust to assist with the cost of urgent tree surgery.

- **Background:** The Trust recently commissioned a professional tree survey due to concerns that several trees located on the roadside of the boundary fence were dying. The survey has recommended the complete removal of these trees.
- **Current Status:** The Trust has authorised a tree surgeon to secure the necessary statutory permissions to proceed with the removal.
- **Financial Implications:** The total cost for the required surgery is £xxxx. The Trust is requesting a financial contribution from the Parish Council to help fund these works.
- **Decision Required:** Council to resolve whether to approve funding to assist the Trust, and if so, to determine the exact amount and the budget line from which it will be drawn.

9. Environment & Recreational

- i. **A proposal has been put forward to explore a tree planting initiative within the Oakridge area.**

The aim of this initial agenda item is to gauge council support, discuss potential environmental and community benefits, and identify the next steps required to move from concept to a formal project plan.

- **Scope and Scale:** What type of planting is envisioned (e.g., individual landmark trees, a small community orchard, or hedgerow enhancement)?
- **Potential Locations:** Identifying suitable pockets of land around Oakridge that are viable for planting and add value to the landscape.
- **Land Ownership & Approvals:** Determining who owns the targeted land (e.g., Parish Council, Borough Council, or private ownership) and what permissions will be required.
- **Funding & Partnership Opportunities:** Exploring external grants (such as the Woodland Trust, local environmental funds, or community schemes) to minimise costs to the council.
- **Future Maintenance:** Considering the long-term watering, protection, and maintenance requirements for young trees.

- ii. **To approve funding of £450 for the purchase and installation of a dual waste (litter and recycling/dog waste) bin at Lassington Reach.**

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There is currently no waste bin provision within the Lassington Reach development. Following a review of the area and resident needs, a suitable location has been identified at the bottom of Mimosa, on the bend.

Permission for this installation has already been sought and successfully obtained from the Lassington Reach Management Company.

- Allocated Budget: A maximum of £450 is requested to cover the purchase of the dual waste bin.
- Installation: The Clerk will make all necessary arrangements for the physical installation once funding is approved.

iii. To consider a formal request from a resident to purchase an additional disability-accessible bench at the Oakridge Recreation Area.

A resident has requested the installation of a new disability-friendly bench at Oakridge Recreation Area, after the successful installation of one at Mary Grove.

While Tewkesbury Borough Council (TBC) currently provides two accessible benches near the children's play area, the resident has highlighted a need for seating at the top end of the recreation area. This additional bench would provide a much-needed resting point for residents with limited mobility utilising the upper section of the park.

10. Illegal Tip at Over

To review and approve a change in strategy regarding the lack of meaningful action from the Environment Agency (EA), and to agree on a plan with Tewkesbury Borough Council (TBC). (circulated beforehand)

- Approve the text of the draft letter to the TBC Leader.
- Authorise the immediate dispatch of the letter.
- Agree on a follow-up timeline to ensure this matter moves forward without further delay.

11. Clerk Correspondence

Date of next meeting 20th October 2026
Gambier Parry Hall @7.30pm