## **Tibberton Parish Council**

Contact details: clerk@tibbertonparishcouncil.gov.uk

Website: <u>Tibberton Parish Council – Worcestershire</u>, <u>England</u>

### NOTICE OF ORDINARY MEETING

# The next meeting of Tibberton Parish Council will be held on Monday 25<sup>th</sup> September 2023 starting at 7.30pm at Tibberton Parish Hall

Members of the public are welcome to address the Council at agenda item 5 'Public Forum', when comments and questions may be put to the Parish Council regarding this agenda or for future consideration. Individual speaking time may be restricted at the Chair's discretion. Unless invited, no further representations may be made at any other time during the meeting.

#### **Summons**

Tibberton Parish Councillors are hereby summoned to attend this meeting for the purpose of transacting the business detailed below and on the following pages.

Signed: R Hinton-Jones Date: 18th Sep 2023

Rachel Hinton-Jones,

Clerk to the Council & Responsible Finance Officer (RFO) for Tibberton Parish Council

#### **AGENDA**

- 1. Chair's welcome.
- **2. Apologies.** To receive apologies from absent members.
- 3. Declarations of Interest
  - Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to –
  - a) Keep their Register of Interests form up to date, and
  - b) Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and their nature.
- 4. To consider written requests from Councillors seeking a dispensation. Having declared an interest in any agenda item councillors may only stay in the meeting when that item is discussed if the council permits dispensation to a) stay, or b) stay and speak, or c) stay, speak, and vote. When granting a dispensation members should bear in mind the possibility of adverse public perception and likely harm that may accrue from the particular interest that has been declared. Having been granted a dispensation it is up to the individual councillor to decide whether to remain or leave the meeting. Written requests for the granting of a dispensation must be made to the Clerk before the meeting starts.

#### 5. Public Forum

- a) To receive an update on the Smart Water property marking programme (recommendation from the S & F Committee).
- b) An opportunity for parish residents to raise matters of interest or concern.
- c) To receive a report or update from any community representatives.
  - a. County Council
  - b. District Council
  - c. Police
  - d. Canal & River Trust
  - e. Neighbourhood Watch
  - f. Speed Watch

- **6. To approve the draft minutes** of the Council meeting held 20<sup>th</sup> July 2023, to then be signed as a true record by the Chair (Attached pp3 10 and online here).
- 7. To receive the minutes of the Strategy and Finance Committee held on 2<sup>nd</sup> August 2023
  To follow
- 8. To approve the recommendations from the Strategy and Finance Committee held on 2<sup>nd</sup> August requiring Council's approval

#### 9. Planning

- a) To comment on any planning application consultations notified by the Planning Authority and note any updates to the appeal and the appeal process for the proposed development of land off Evelench Lane. WDC application ref <u>W/22/01565/OUT</u>, appeal ref <u>APP/H1840/W/23/3320041</u> (Agenda item 9.1 & 9.2)
- b) To comment on new consultations, as follows:

Date notified	Application Number	Location	Proposal
12/09/2023 <b>W/23/01740/HP</b>		Moat Farm, Moor End, Tibberton, Droitwich Spa, WR9 7NS	Conversion of outbuilding to ancillary residential use; replacement windows; internal alterations including a new staircase and partition walls.
22/08/2023	W/23/01549/RM	Land Off, Pershore Lane, Tibberton	Reserved Matters Application following Outline Permission 21/01429/OU relating to the scale, layout, internal access, and external appearance and landscape for 2 no. E(g)(i)/B2/B8 buildings, a fuel island, vehicle wash and substation; earthworks, plot and structural landscape works, drainage; internal access roads, car parking, utilities, and plant infrastructure

#### 10. Updates to previous Parish Council business.

- a) Green space @ Hawthorne Rise. Meeting to be set up with Wychavon District Council to review the use of the Open Space prior to the next meeting of the Council.
- b) Lengthsman priorities of works (Attached agenda item 10B)
- c) Training arrangements for whole Council 11<sup>th</sup> Oct 23 Training 5Ps (Purpose, people, place, powers, and planning) & 8<sup>th</sup> Nov 23\_Training 3Ms, (Management, meetings, and money) Training provider Gill Lungley
- d) Audit on weak bridge signage, to agree future signage to be jointly undertaken with Worcestershire Highways Sept/Oct 223
- e) 1st Neighbourhood Plan meeting scheduled for 9th October @ 7pm.

#### 11. Finance:

- a) To note the latest bank reconciliation (Attached agenda item 11A)
- b) The next Strategy & Finance meeting is on 12<sup>th</sup> October 2023
- c) To approve the payments schedule (Attached agenda Item 11C)

#### 12. Committees:

- a) To start preparation of the 2024/25 budget, and beyond
- b) To update following the Communications and PR committee meeting on 27/07/2023, regarding the appointment of a volunteer co-ordinator and issue of village newsletter.
- **13. Tibberton Village Hall (New)** To receive any update on:
  - a) Progress with the Lease.
  - b) Matters outstanding.

#### 14. Items for decision or further consideration

- a) To review litter bin provision in Tibberton village.
- b) To consider the speed limit to be reduced to 20mph. **Note:** A meeting has been set up with Cllr Marc Baylis and representatives from Worcestershire Highways to review speed limits in the village

- c) School Transport Representatives from Worcestershire County Council including Cllr Marc Baylis to be invited to the October meeting of the Council.
- 15. Members to put forward items for discussion at future meetings.
- **16.** Date and time of next meeting Thursday 19<sup>th</sup> October 2023 @7:30pm
- 17 Programme of Committee and Working Groups

#### **Tibberton Parish Council Members**

Cllr Robbie Hazlehurst, Chair. Cllr Sarah Harfield, vice-Chair.
Cllr Trevor Knight, Cllr Liz Morton, Cllr Margaret Rowley, Cllr Helen Savage, Cllr June Woodland.

All minutes are draft until agreed at the next or subsequent meeting.

#### TIBBERTON PARISH COUNCIL

# MINUTES OF MEETING HELD THURSDAY 20th JULY 2023, 7.30PM at TIBBERTON PARISH HALL, PLOUGH ROAD, TIBBERTON

Council Members present: Cllr Robbie Hazlehurst, Chair

Cllr Sarah Harfield, vice-Chair

Cllr Trevor Knight
Cllr Liz Morton

Cllr Margaret Rowley\* (arrived during agenda item 5b)

Cllr Helen Savage Cllr June Woodland

Council Members absent: None absent.

In attendance: \*Wychavon District Coun. Margaret Rowley (member of both DC & PC).

Nick Hall, We Don't Buy Crime Co-ordinator | West Mercia Police.

Twenty-five members of the public.

Gill Lungley, Acting Clerk/Support Officer & Rachel Hinton-Jones (see minute no

10a(iii)).

#### 1. Chairman's Welcome

The Chairman opened the meeting.

2. **Apologies.** To receive apologies for absence.

Cllr Margaret Rowley apologised for lateness due to attendance at day-long planning committee meeting at Wychavon District Council.

3. **Declarations of interest.** 

None.

4. Written requests for dispensation.

No requests for dispensation had been received.

- 5. **Public forum.** 
  - a. **Nick Hall, We Don't Buy Crime Co-ordinator** | West Mercia Police gave a presentation on the Towns and Villages project which aims to deter acquisitive crime and disrupt the market for stolen goods by using SmartWater to mark personal property which renders it less attractive to the 'would-be' criminal.

The Police and Crime Commissioner financially underwrites this scheme to enable Parish Councils to purchase the individual kits at a lower price. Smart\_Water deterrent street signs 'Criminal Beware!' will be provided if 80% of the village sign up for the scheme and 70% register their Smart water product. The Chairman thanked Nick for his informative presentation and expected the Council would be in touch in due course following consideration at the next Strategy and Finance committee meeting.

- b. Members of the public commented as follows:
  - 1. Concerns about the tractors with trailers driving through the village. This was thought to be a seasonal occurrence.

- 2. On the matter of the plans to develop the land off Evelench Lane, to the east of Plough Road the Council was asked if it is preparing for the planning appeal on 08/08/2023.

  This is covered under this meeting's minute no.7a.
- 3. Concerns about malicious damage to vehicles by the placing of upright nails / screws fixed into strips of belting on the road; one such kit having been found in a dog-poo bag by the side of the road in Plough Lane.
- 4. Concerns about the speed of traffic along Plough Lane before reaching the newly installed white gates where the 30mph limit starts, and a request to reduce the speed limit between Tibberton and Oddingley.

**Note:** Meeting is being arranged with the Deputy Police Commissionaire and Worcs County Highways to review the situation

5. Concern about the two different weight-limit signs for the canal bridge #25 which state 18T limit and 3T limit. The impact this has on local services and deliveries was noted.

Note: An Audit of the signage is due to be carried out before the next Council meeting

#### c. **Division and ward representatives:**

- c.1 Worcestershire County Councillor for Bowbrook division, Marc Bayliss, had sent his apologies for non-attendance.
- c.2 Wychavon District Councillor for Bowbrook ward, Margaret Rowley -
  - Had spent that day from 9am in a meeting of the WDC Planning Committee, starting with site visits across the district.
  - Noted the District Council's Parish Matters had been circulated which includes details
    of another round of Community Legacy grants and the launch of the Community Rural
    Fund.
- d. To receive the report from the Police / Community Support Officer Apologies were received as no representative was available to attend this meeting.
- e. To receive a report or update from any community representative.
  - Rob Grimer, Parish Footpaths Officer was unable to attend but had provided a report that was read out by the Chairman and is attached at appendix A on page 56.
  - o **Rich Minor, Neighbourhood Watch Co-ordinator.** There is a drive to increase the number of watch members within Tibberton towards which the SmartWater scheme may help.
  - Margaret Rowley, SpeedWatch. No report available for this meeting, however the Chairman reported on a positive meeting with the SpeedWatch co-ordinator at which they sought police support to endorse the local group's activities.
- 6. **To confirm the accuracy of the minutes** of the Council meeting held 20/06/2023. **AGREED** The minutes of the meeting held 20/06/2023 were confirmed an accurate record of proceedings and they were signed by the Chair.

#### 7. **PLANNING**

a. **To comment** on any planning application consultations notified by the Planning Authority and note any updates to the appeal and the appeal process for the proposed development of land off Evelench Lane, WDC application ref <u>W/22/01565/OUT</u>, appeal ref <u>APP/H1840/W/23/3320041</u>

In her role as Chair to the Strategic Planning working party, Cllr Helen Savage reported on the arrangements for the Evelench Lane planning appeal to be held 8th August 2023 starting at 10am at WDC offices in Pershore which has capacity for up to 120 people. The Planning Inspector will decide who is to be invited to speak; comments need not repeat those already made and will not be time-restricted.

It was hoped to issue a newsletter and prepare placards so that as many residents as possible would attend; lifts would be arranged for those who need transport.

b. To comment on new consultations, as follows:

Application Number	Location	Proposal
VV/25/01165/11VI	Donal Wassacton Civ. Divaisacca Daule	Reserved Matters Application for internal road access with associated lighting and

TPC Comment, 20/07/2023:	drainage infrastructure and associated
The Parish Council has no issues with this	earthworks and all ancillary enabling works
application.	within the Worcester Six Southern
	Extension.

c. To note WDC decision to approve application ref W/23/00575/HP at The Garden House, 1A Hillside, Plough Road, WR9 7NL which sought permission for Sideward extension of existing front projection, addition of canopy porch, and erection of detached garage.
Decision noted.

#### 8. Updates to previous Parish Council business.

a. Bridge and canal-side vegetation cut back.

The Canal and River Trust attended site to cut back the overgrowth.

b. Ownership and maintenance responsibilities for the footpath between Plough Road and Hawthorn Rise.

It has been established that the footpath is not maintained by the county council; the chairman is to meet representatives of Taylor Wimpey, the owners, with a view to current and future maintenance arrangements.

c. Replacement Lengthsman and arrangements for changing VAS speed-sign battery. The Lengthsman's vacancy is being advertised within the parish via notice board, website, social media, and word of mouth.

Despite change of battery to the speed sign it is now not working.

d. Training arrangements for whole Council.

A list of possible dates will be issued to members to collate the most likely date for the Whistle Stop presentation to take up to two hours during an evening in August.

e. Purchase of Council-owned projector.

A projector has been purchased and is in use.

f. Receipt of Parish Online mapping software.

The software is available free for the first year via BHIB insurance cover.

#### 9. FINANCE

a. To note the bank reconciliation to 30/06/2023.

TPC Bank Reconciliation to 30/06/2023					
Opening bank balances 01/04/2023	£62,903	+			
Add receipts for year to date	£85,165	+			
Less payments for year to date	£22,762	-			
Cashbook balance as at 30/06/2023	(A)	£125,306			
Bank balances as at 30/06/2023					
Unity Trust Bank	+£118,996				
Cambridge Building Society	+£6,310	£125,306			
Less unpaid allocations (none)		-£0			
Total held in bank, as at 30/06/2023 (B) £125,30					
Reconciliation balance should be nil.	A-B = £0.00 = b	oalance.			

- b. To note the budget comparison to 30/06/2023 see page 54. Noted.
- c. **To approve the revised budget proposed by the Strategy & Finance Committee**The revised budget as shown below on page 55, was approved.
- d. To approve the payments schedule

Monies received since 20th June 2023 = nil							
Invoices	Invoices for payment approval 20th July 2023						
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount £. p	VAT re- claimable		

V23	KI-166E66C0-0028	E-ON Next	New hall energy, June 23	170.11	8.10
V24	23/24-GML8	G Lungley	Admin support, June 23	626.10	0.00

## e. To approve investment of £35,000 in the CCLA Public Sector Deposit Fund and agree signatories.

**AGREED** to invest £35,000 in the CCLA Public Sector Deposit Fund, for the Chairman and vice-Chairman to be the signatories with the Clerk as administrator to the account.

#### 10. Committees

#### a) Strategy and Finance Committee meeting held 05/07/2023

Recommendations relating to the revised budget and investment of funds were dealt with at minutes 9c and 9e above. In addition:

- i. It was **AGREED** to ratify the Strategy & Finance Committee Terms of Reference.
- ii. All committees and sub-groups were asked to start preparation for the 2024/25 budget, and beyond.
- iii. It was **AGREED** to ratify the appointment of Rachel Hinton-Jones as the council's new Clerk and RFO, and Rachel was welcomed to her new role.
- b) **Communications and PR committee** is to meet on 27/07/2023; the agenda is to include appointment of a co-ordinator of volunteers and issue of village newsletter.

#### 11. **Tibberton Village Hall (New)** To receive any update on:

#### a. Progress with the Lease

Several members from the Parish Council and the Tibberton Community Land Trust (TCLT) had met to agree the wording of an amended draft lease, to be circulated for comments by the end of this month. A meeting will then be arranged with the solicitor to prepare the lease for signing by both parties.

It was noted that the new Village Hall Management committee will require start-up support; £25,000 has been pledged by the Parish Hall committee and TCLT, which has £5,000 available. The Village Hall Management Committee has been asked to identify to the Parish Council, the balance of funding needed to ensure an appropriate cash flow for its first year of operation. The frustrations of the hall not yet being used were reiterated.

- b. **Maintenance arrangements including landscaping and window/gutter cleaning**. It was noted the landscapers have attended on site to continue the improvements. Window and gutter cleaning are needed and will be arranged closer to the opening of the hall.
- 12. Items for decision or further consideration.
  - a) Review of litter bin provision in Tibberton village. Ongoing.
  - b) **To consider purchase and siting(s) of a solar-powered vehicle-activated speed indicator.** The Chair\_is in discussion with the County Councillor to install poles at two sites for use by one solar-powered VAS that can be used in two directions, thereby providing four different views in total.
  - c) To consider the purchase and siting of a fixed-speed camera.

    New technology would enable a small camera to be installed in street furniture to monitor

maintenance of this hedge which may impact on pedestrian safety.

speeding traffic; the aim being to manage traffic speeds through the village.

- d) To seek maintenance of the Plough Road hedgerow between Hawthorn Rise and school. The vice-chair is to meet representatives of Platform Housing on site to discuss effective
- e) To consider a bid for a share of the Wychavon Rural Fund

This is to be considered at the next meeting of the Strategy and Finance Committee.

- **13. Review of correspondence** including emails received not mentioned elsewhere:
  - WorcsCALC updates.
  - Introduction from WDC Communities Officer to attend the next TPC meeting, TBC.
  - Wychavon DC newsletter to town and parish councils.
  - WDC Weekly planning news.

14.	Members to	put forward i	tems for	discussion at	TBC future m	eetings.
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- o Provision of feedback relating to the appeal hearing on 08/08/2023.
- Whether to adopt the SmartWater scheme.
- Request the attendance of a representative from the Canal and River Trust to talk about the Tibberton Community Orchard.
- o Request the County Councillor to talk about school transport provision.
- o Request a weed-treatment schedule from the County Council.

It was noted that concerns about roadside weeds and overgrowth impeding visibility splays, such as at Worcester6 traffic island, should be reported to the county council via their online hub.

15.	<b>Date and time of next meeting</b> – the next scheduled meeting of the council is Monday 26 <sup>th</sup> September. It was noted the chair may call an extraordinary meeting before then if necessary.				
This	meeting ended at 9.18pm.				
 Signe	ed as a true and accurate record by the Chairman.	Date			

BUDGET COMPARISON AT 30/06/2023						
	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date	% difference		
RECEIPTS						
Precept	36,509.00	35,993.00	17,997.00	50%		
Council tax support grant	711.00	711.00	356.00	50%		
Community Infrastructure Levy (CIL)			694.97			
Lengthsman Scheme grant	2,478.75	1,850.00	90.00	5%		
Interest received	175.24	30.00				
Miscellaneous	350.00					
WCC division member's grant			3,280.42			
From reserves						
VAT126 Refund			62,746.46			
Total	40,223.99	38,584.00	85,164.85	221%		
PAYMENTS						
Chairman's allowance	_	_	_			
Public Works Loan Board repay	13,654.50	14,000.00	6,766.50	48%		
Audit	75.00	800.00	2,079.90	260%		
Bank Charges	323.08	80.00	18.00	23%		
Staffing, salary costs	9,404.44	7,800.00	-	20,0		
Admin expenses	3,025.65	700.00	5,433.66	776%		
Lengthsman	1,365.00	1,850.00	150.00	8%		
Training, staff, and councillors	-	500.00	-	<b>0</b> /0		
Elections	50.00	2,000.00	_			
Equipment	766.83	300.00	_			
Insurance	2,466.79	2,600.00	1,889.20	73%		
Subscriptions	377.84	600.00	395.18	66%		
Hire of meeting room	577.04	150.00	333.16	0070		
Village Hall energy	2,840.99	1,000.00	657.87	66%		
	697.00	500.00	89.00	18%		
Village Hall landlord obligations	097.00	300.00	89.00	1070		
Village Hall contingencies	_	1 000 00	-			
Village Hall contingencies Professional services	2,650.00	1,000.00	-			
	2,030.00	2,000.00	2 025 40	F.C.F.0/		
VAS equipment and road safety	-	500.00	2,825.18	565%		
Grants and donations	600.00	600.00	1,350.00	225%		
Contingencies	_	1,554.00	_			
s137	-	50.00	-	= 50.4		
subtotal	38,297.12	38,584.00	21,654.49	56%		
VAT	878.37		1,107.34			
Capital Expenditure from reserve	20.4== -=	00 -01 -1	00 701 00			
Total	39,175.49	38,584.00	22,761.83	. 222 40		
Earmarked Reserves	(20,000,00		s.137 allowance £5			
New village hall landscaping Total CIL received 2019/20	£20,000.00		vailable as at 30/00 +	-		
Total CIL received 2019/20	£1,536.00 Current account £2,018.44 Building Society account			£119,014.00 £6,310.00		
	£2,018.44	bulluling society	account	10,310.00		
CIL received 2023/24	£694.97					

NB Spending of CIL Receipts is subject to rules on what it can be spent on; must be spent within 5 years

BUDGET REVIEW JULY 2023 by Strategy & Finance Committee						
	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date	% difference	REVISION TO Y/R END LIKELY OUTCOME	Notes
RECEIPTS						
Precept	36,509.00	35,993.00	17,997.00	50%	35,993.00	1
Council tax support grant	711.00	711.00	356.00	50%	711.00	2
Community Infrastructure Levy (CIL)			694.97		694.97	3
Lengthsman Scheme grant	2,478.75	1,850.00	90.00	5%	2,232.91	4
Interest received	175.24	30.00		0%	180.00	5
Miscellaneous	350.00					6
WCC divison member's grant			3,280.42		3,280.42	7
From reserves						8
VAT126 Refund			62,746.46		62,746.46	9
VAT to be reclaimed			-		1,107.34	10
Total	40,223.99	38,584.00	85,164.85	221%	106,946.10	
PAYMENTS						
Chairman's allowance	-	_	-			11
Public Works Loan Board repay	13,654.50	14,000.00	6,766.50	48%	13,533.00	12
Audit	75.00	800.00	2,079.90	260%	2,290.00	13
Bank Charges	323.08	80.00	18.00	23%	80.00	14
Staffing, salary costs	9,404.44	7,800.00	-	0%	5,000.00	15
Admin expenses	3,025.65	700.00	5,433.66	776%	7,000.00	16
Lengthsman	1,365.00	1,850.00	150.00	8%	2,233.00	17
Training, staff, and councillors	-	500.00	-	0%	1,500.00	18
Elections	50.00	2,000.00	-	0%	2,000.00	19
Equipment	766.83	300.00	_	0%	1,000.00	20
Insurance	2,466.79	2,600.00	1,889.20	73%	1,889.20	21
Subscriptions	377.84	600.00	395.18	66%	550.00	22
Hire of meeting room	_	150.00	-	0%	150.00	23
Village Hall energy	2,840.99	1,000.00	657.87	66%	1,000.00	24
Village Hall landlord obligations	697.00	500.00	89.00	18%	500.00	25
Comms & PR C'ttee NEW budget line	_	_	-	0%	2,000.00	26
Village Hall contingencies	_	1,000.00	-	0%	1,000.00	27
Professional services	2,650.00	2,000.00	_	0%	2,000.00	28
VAS equipment and road safety		500.00	2,825.18	565%	500.00	29
Grants and donations	600.00	600.00	1,350.00	225%	2,904.00	30
Contingencies	-	1,554.00	-	0%		31
s137	_	50.00	-	0%	50.00	32
subtotal	38,297.12	38,584.00	21,654.49	56%	47,179.20	
VAT	878.37		1,107.34		1,107.34	33
Capital Expenditure from reserve	· • · • ·		,		3,280.42	34
Total	39,175.49	38,584.00	22,761.83		51,566.96	
Earmarked Reserves	,	_	3/24 s.137 al	lowance £5.		
New village hall landscaping	£20,000.00				at 30/06/2023	
Total CIL received 2019/20	£1,536.00			nt account	£118,996.00	
Total CIL received 2021/22	£2,018.44	E	Building Socie	ety account	£6,310.00	
CIL received 2023/24	£694.97					

#### Footpath Officer report – July 2023

The warm and wet weather has encouraged a plethora of nettles and brambles to grow along many of the lesser used footpaths in the Parish. If you are walking these, wear long trousers or get stung! Taking a pair of secateurs to trim back the offending brambles is quite in order, although it is in fact the landowner's responsibility to maintain access along footpaths.

Two of our footpaths have exits onto very dangerous roads – the footpath through Coneybury wood that comes out onto the A4538 just South of J6 and the footpath from Bredicot that comes out on the corner of the road out of Tibberton by Ravenshill Farm. I am investigating getting signs to warn walkers of the hazardous roads at both locations.

#### **Rob Grimer**