STOULTON PARISH COUNCIL

The minutes of Stoulton Parish Council Annual meeting held at Stoulton Village Hall on Wednesday 19th June 2019 at 7.00 pm.

PRESENT: Cllrs Mr P Haywood, Mr R Marchant (Chairman), Mr M Robinson and Mr A Walker (Arrived item 5).

IN ATTENDANCE: J Shields (clerk), District Cllr Mark Ward, County Cllr Rob Adam and three parishioners.

Cllrs Mr P Haywood, Mr R Marchant and Mr A Walker signed their declarations of interest, councillors were asked to complete ‘Register of Interest Forms’ and return to Wychavon.

1. **Election of Chairman.**

Cllr Hayward proposed, Cllr Robinson seconded and it was agreed to elect Cllr Marchant as chairman.

1. **Apologies: To receive apologies and approve reasons for absence.**

Apologies where received and accepted from Mr G Tunnell.

1. **Declaration Of Interests.**

Councillors were reminded to declare any personal or prejudicial interest in items on the agenda and their nature.

1. To consider Councillors Dispensation requests.

The council agreed to all councillors participating in the setting of the precept.

1. **To Consider The Adoption Of The Minutes Of The Meeting Held On Tuesday 12th March 2019.**

The minutes having been previously circulated were agreed and signed as a true record.

Issues raised in the public session.

* Dog and litter bins.

Could there be a further bin at the Pershore end of the layby and the current bins do not seem to be emptied very often.

* Footways.

The footpath between Claverton and Hawbridge is covered in thistles.

The footpath between Stoulton and Claverton needs spraying. (Clerk has already asked the Lengthsman to spray).

* Ditches.

The ditches in Hawbridge need clearing out. This is a problem to houses being flooded in the past.

* Parking in the layby.

Lorries are parking overnight in the layby and leaving rubbish and human waste.

* Speeding.

Speeding not only in the village but are far as the Millennium wood in the Pershore direction.

1. **To Consider Co Option For The Two Vacant Seats.**

The council agreed to co-opt at the next meeting, Clerk to proceed with advertising.

1. **Election of Vice Chairman.**

Cllr Marchant proposed, Cllr Robinson seconded and it was agreed to elect Cllr Haywood as vice chairman.

1. **To Appoint Representatives To The Following.**
2. Village Hall Committee Cllrs Marchant and Tunnell.
3. Playing Fields Officer Cllr Robinson
4. Flood Warden Cllr Robinson
5. Villager Cllr Walker
6. Local Council Association (CALC) Cllr Haywood
7. Clerks finance support. Cllr Marchant
8. Envirosort Representative Cllr Robinson
9. Staffing Group. Cllrs Marchant, Tunnell and Walker.
10. **To Review The Councils:-** 
    1. Standing Orders
    2. Financial Regulation
    3. Code Of Conduct

Items a –c were reviewed in May 2018, as no changes have been made in legislation, no further review has been carried out.

* 1. Risk Assessment

Reviewed in November 2018, nothing to change.

1. **Correspondence.**
2. Clerk’s resignation.

Cllr Merchant had asked CALC to put an advert in the weekly Newsletter.

The clerk at Drakes Broughton would be approached.

1. Issues raised in the public session.
2. Bins

Clerk had contacted Wychavon and another bin had been installed, all thought not in an appropriate place.

Litter bins in the Claverton play area and on the Pershore Road are emptied on a Tuesday.

Dog bins situated in Church Lane, Manor Farm and Worcester Road are emptied on Tuesday and Fridays.

1. Footways.

Clerk has already asked the Lengthsman to spray the sides of the footways.

**Action.** Clerk to ask Lengthsman to clear and spray footpath between Claverton and Hawbridge.

1. Ditches.

Clerk had contacted Wychavon and the ditches will be inspected and appropriate action taken.

1. Parking in the layby.

Clerk had contacted Pallet Line and asked parishioners to note the companies and registration no’s of the vehicles.

1. Speeding.

This is an ongoing problem in the village however Cllr Adams will take the suggestion of sleeping policemen or a chicane in the layby to Highways.

1. No councillor was available to attend the Wychavon Parishes event on the 13 June 2019 or the CALC meeting on the 6th June.
2. A ‘Final Notice Pending Disconnection Site Visit’ letter had been sent to the clerk’s home address, informing of disconnection in seven days of the date of the letter. As she was on holiday and the letter was not addressed to a person or organisation, her partner had opened it and assumed it was for their home. Unable to contact Birch Debt Solutions, as it was opened on a Friday at 5.00 pm and dated three days earlier, Monday being a bank holiday, he contacted Which Legal Department, and was due a return call on Tuesday morning. On the clerks return on Monday evening, she became aware, by the account no that it was for Stoulton Parish Council. The situation has caused a huge problem for the clerk.

The clerk contacted N Power on the Tuesday explained the situation and received this E mail.

*As advised during our telephone conversation, the £281.72 outstanding debt relates to the unmetered supply at STREET LIGHTING (D2M) for the STOULTON PARISH COUNCIL and not the billing address of 26 Malmsey Close, TEWKESBURY, GL20 5FH.*

With a copy of the outstanding invoices.

Some date back to 2015/2016, the council had not received copies of these, as this was during a changeover period of clerk.

The following invoice had not been received.

43266644 LGU9C263 H0880001/1 Invoice 05.10.2018 19.10.2018 £84.09

The following is outstanding.

55418458 LGWBXN3R H0880001/1 Invoice 07.04.2019 21.04.2019 £68.70

The chairman was made aware of the situation and the cheque is on the agenda to be signed.

1. The council supports the installation of a mirror at the crossroads of Mill Lane and Besford, Wadborough and Stoulton Roads.

**Action.** Cllr Adams has given the councils support to the appropriate bodies.

1. **Progress Reports For Information.** 
   1. Clerk. Report has been circulated.
2. Accepted the quote from EON for unmetered supply, which was registered on 15th March and account 016152880350 has been set up. The Parish Council will be billed annually every 1st April, we have received and paid the first invoice, next year will be the first full year charge.
3. The phone line to the village hall is now the sole responsibility of the village hall committee.
4. Reported possible septic leak in play area to Wychavon, which will be inspected and appropriate action taken.
   1. Taking Over Claverton Play Area – Signatories required.

Cllrs Marchant and Hayward will be the council’s signatories.

* 1. Representatives.

Village Hall Annual report appended to the minutes.

* 1. Police Report.

Previously circulated.

* 1. County Councillor.

Fly tipping of asbestos has been dealt with in White Ladies Ashton.

Poor broadband in Egdon in ‘345’ tele no’s had been reported and this should improve in July.

The footway from Stoulton to Parkway Station and Stoulton to Windmill Hill is programmed to be carried out this year.

Double Yellow lines for Froggery Lane are at the consultation stage.

Egdon Lane & Windmill Lane, Windmill Hill - Proposed 40mph Speed Limit is in Consultation.

Monies for a VAS is in progress.

Both the County and District councillor were concerned at the N Power letter sent to the clerk’s home address and will take it up at Wychavon.

The crossroad mentioned in item 9d, the County Council has asked land owners to cut their hedges in the vicinity.

* 1. District Councillor.

The SWDP will be at the consultation stage in November, owing to the opening of Parkway Station at the same time, the council ought to be vigilant.

Water repair works are to be carried out in Pershore which will cause some disruption to road users.

A Breast Screening Unit is currently situated in the Council Car Park in Pershore.

As part of the ‘Pollination Strategy’, there will be a reduction in grass cutting in some areas.

The second round of the Community Legacy Grant will be taking place in August 2019.

**Action.** Cllr Ward was asked to find out if the ‘clay tump’ in the Millennium Wood will be sprayed this year and could the gate to the wood be unlocked.

1. **To Receive The Report From The Internal Auditor 2018/2019.**

Several items were bought to the attention of the clerk which have been or will be addressed.[[1]](#endnote-1)

1. **To Approve the Annual Governance Statement 2018/2019.**

The council approved the Governance Statement, having been audited by Mr A Rhodes, the form was signed by the Chairman.

1. **To Approve the Accounting Statements 2018/2019.**

The council approved the Accounting Statements, having been audited by Mr A Rhodes, the form was signed by the Chairman.

1. **To Discuss the Continuation of the Lengthsman Scheme.**

The council agreed to continue the Lengthsman scheme and the appropriate paperwork will be actioned by the clerk. The clerk will in future send a copy of the Lengthsman timesheet to all councillors.

1. **Finance.**
2. Receive accounts to date.

The following remittances have been received.

Village Hall Invoice no 8 £195.50

HMRC VAT reclaim £629.38

Wychavon Precept ½ year £3,973.00

WCC Lengthsman £930.00

1. To approve payments.

810 Panel Warehouse Notice Boards £453.60

811 N Power Un metered supply £281.72

812 N Power Un metred supply £0.97

813 Came and Co Insurance £381.07

814 New farms Grass may £370.20

1. To ratify payments made on the 14.5.2019.

805 B Arrowsmith Lengthsman March and April £496.00

806 Rospa Play are inspection £90.60

807 New Farms Grass Cutting March and April £555.30

808 EON Unmetered supply £4.06

809 W CALC Subscriptions £310.16

1. To consider the insurance renewal.

The Village Hall Committee decided to insure the hall itself, the clerk had obtained a quote of £381.07 from Came and Co which means a reduction of approx. £125.00 for the council.

1. To ratify the extension of the grass cutting contract.

The council agreed to continue with the current contractors, there has been a slight increase.

1. Due to non-receipt of counsellor’s details, no one has yet been added as a bank signatory, current signatories are Cllrs Marchant and Hayward, the following will be added Cllrs Robinson, Tunnell and Walker and following names removed Mrs Lewis and Mr Woodcock.

**17. Planning.**

1. To consider applications since last meeting.

Going to appeal

9/00246/FUL The Old Coal Yard, Windmill Lane, Stoulton. The council has no comment to make.

1. To ratify comments made between meetings.

19/00379/HP Hillberry Wadborough Road Stoulton WR7 4RF. The council has no planning reason to object.

1. To report decisions since last meeting.

• Refused by Wychavon

19/00246/FUL - The Old Coal Yard Windmill Lane Stoulton WR7 4R

• Approved by Wychavon

19/00406/HP - Rowen Cottage Windmill Hill Stoulton Worcester WR7 4RP

18/02360/FUL - St Edmunds Church Stoulton WR7 4RE

19/00379/HP – Hillberry Wadborough Road Stoulton WR7 4RF

1. **Items For Future Agenda and Councillor Reports.**
2. **Date Of Next Meeting.**

There was lengthy discussion regarding the date of the next meeting due to councillor’s prior commitments and the day of the month of the meetings in the future. The next meeting will take place on either the 9th July or 10th September. The timings of future meetings will be discussed when a new clerk is appointed.

1. Jackie, having completed the Parish Council audit I confirm my areas of concern.

   1/ A number of cheque stubs not initialled/countersigned.

   2/ Asset register not present.

   3/ New Farms Insurance liability document not present.

   4/ There appears to be no mention of a pension on the clerks employment.

   Following our conversation I am now satisfied these items have been or will be satisfactorily amended and therefore have signed off the audit document accordingly.

   Andrew Rhodes [↑](#endnote-ref-1)