**3/2016-17/8**

**Minutes of the Annual meeting of Hanbury Parish Council (HPC)**

**Held on Wednesday 23rd May 2016 in Hanbury Village Hall at 19.30.**

**Present** Chairman Alan Bingham (AB) Chairman

 Councillors Mark Bishop (MB)

John Evans (JE)

 Ian Few (IF)

 D Ford (DF)

Neil Cook (NC)

Roger Weaving (RW)

Roy Raxter (RR)

**1 Appointment of and Declaration of Acceptance of Office for**

* Chairman. JE proposed AB. RW seconded this proposal. Alan Bingham was duly **elected** as Chairman and signed the declaration of acceptance of office form.
* Vice Chairman. AB proposed MB. DF seconded this proposal. Mark Bishop was duly **elected** as vice chairman and signed the declaration of office form.

#### 2. Apologies for absence

 Apologies for absence were duly received and accepted from CS, CMB and AS.

**3. Declarations of Interest**

There were no declarations of interest received.

**4. Appointment of Officers/representatives**

4.1 Parish Council Committees and Working parties - the following appointments were made;

**Playground committee;**

Alan Bingham and Mark Bishop. The recently received RoSPA report was given for actions to be taken.

**Recreation Ground Committee:**

Roy Raxter and Nick Nicklin as a representative of the VHMC.

**Staffing Committee:**

Mark Bishop, Clare Stallard and Alan Bingham

**Finance Committee** (to include Internal Audit checks)**:**

Mark Bishop and Alan Bingham

4.2 Parish Council representatives to sit on other committees - the following appointments were made:

**Representatives on Hanbury Parochial Charities:** John Evans, David Ford and Mark Bishop.

 **Representative on Village Hall Management Committee**: Neil Cook

**Custodians of Memorial Garden**: Roy Raxter and David Ford. Dave Griffiths is also a Custodian on behalf of the Parish Council.

4.3 Other appointed responsibilities

**3/2016-17/9**

**Tree Warden**: Chris Cooke on behalf of the Parish Council.

**Pollution Warden** : David Ford

**Playground Inspections, Football Club Liaison and Recreation Ground – delegated responsibility for maintenance and Parish Field –** **delegated responsibility for maintenance:** Roy Raxter

**Flood Liaison Contact**: Ian Few.

 **Parish Lengthsman supervision:** John Evans.

 **Main contact for interim Planning Applications:** Mark Bishop

**5 Review Standing Orders**

No alterations to the current standing orders were suggested.

#### 6 Review Financial Regulations

No alterations to the current standing orders were suggested.

**7. Review of other adopted procedures**

7.1 Complaints Procedure

7.2 Grievance & Disciplinary Procedures

7.3 Member/Officer Protocol

 No alterations to the above adopted procedures were suggested.

**8. Approve Risk Log and Asset register for the year ending 31 March 2016.**

The risk log and asset register for the year ending 31 March 2016 were **approved** by the parish council and signed as an accurate record.

**9. Approve and sign the minutes from the Ordinary Council Meeting that were held on Monday 16 May 2016 and Monday 27th April 2016.**

The minutes of the above meetings were approved by the parish council and **signed** as an accurate record.

**Meeting Adjourned for public question time**

#### 10. Progress reports from the previous minutes ;

* 10.3 CC had noted that the verge by Woodrow Farm was getting churned up and asked if the operator had an operator’s license. AB had spoken to the owner of the farm about the issue. JE also spoke to the owner’s son about the issue.
* 10.3 CC asked that the request to Wychavon land drainage department for a meeting between himself and the land drainage officer be repeated - as there had been no response to the original request (Request sent 4 April 2016 to Tony Jones at Wychavon – email acknowledged by Tony Jones) There are still several unresolved land drainage issues in the parish. Clerk emailed T Jones on 5 May and a reply was received that the engineers in the Land drainage

**3/2016-17/10**

department were very busy. The Clerk will email them again in June to see if any progress on the request could be made.

**11. Correspondence received to date:**

11.1 Note from Cllr CS

“Just a reminder for the PC meeting. WW1 group have organized a cricket match between Village team and Astwood Bank CC on Sunday 30July in the afternoon. A raffle will take for a local charity on the day.
A 48 hour decision will be taken on the weather. The website will say if match is off. The village hall has been hired for the afternoon in case of showers!
The Hanbury team plan to have a couple of practice sessions prior to the match on the Rec”

11.2 An email was received via CRASH with regard to the accident on the corner of the Vernon Arms junction. The Clerk responded to the concerns and also contacted highways for their view. The following response was received from D Hunter.

“We've checked our accident statistics and there are no other recorded personal injury accidents at this location during the last 3 years.

* The bend is signed on both approaches (on the B4090)
* advance direction sign showing road alignment
* 2 x bend warning signs with max speed 25mph plates
* SLOW marking
* Chevrons

  We would consider it well signed although there are a few small issues that we will pick up:

* Some of the flag direction signs at the junction (those at the top of the post) are old and could benefit from replacement.
* One of the hedgerows has grown out and partially obstructs forward visibility to the chevron sign.
* The existing chevrons might benefit from yellow backing boards, so we'll get this ordered.
* Together with the railings, there were a few signs knocked down – lorry route sign, give way sign and chevron, these will be replaced in due course.”

The Council noted that they were satisfied with the response from Highways and that the VAS would also have illuminated as the driver passed into Hanbury on the B4090. The Clerk will contact the person who made the original request.

**12. County and District Councillors Reports**

There were no reports as there were no County or District Councillors present.

**13. Planning**

13.1Applications received.

 **W/16/00830/PP**

 The Bungalow

 Hanbury Road

 Hanbury

 Bromsgrove

 B60 4DA

Installation of external wall insulation to all elevations of the property in a neutral colour.

The Parish Council **approved** this application

**3/2016-17/11**

 **W/16/00685/PN**

 Bishops Hall Farm

 Broughton Green

 Hanbury

 WR9 7EQ

 Conversion of barn and coachhouse to residential accommodation.

The Parish Council **approved** this application

**14 To Receive Reports from;**

14.1 Playground Committee

 There was nothing to report.

14.2 Cricket and football clubs

Football;

Ken Ensell has approached the parish council to use the football pitch on behalf of a youth team on Thursday and Saturdays. The team are the Feckenham Boys and are an under 11 team.

The Parish Council **agreed** to this proposal with the proviso that there would be liaison with the Cricket Club to avoid clashes on matches on Saturdays. The charge would be £250 per year. It was noted that the nets are in the garage.

Cricket;

Progress on the new tea and changing rooms on the recreation ground by ABCC

AB and John Alexander from ABCC are to meet to discuss the progress on the new changing rooms.

14.3 Hanbury Village Hall Management Committee

 There was nothing to report.

14.4 Hanbury Village Hall new front porch

RW and Mr. R Wright have looked at the plans and a building specification has been set up. It was **agreed** that this will be looked at by the VHMC and then local builders will be sought for quotes. The work will need to be done in the school holidays to avoid inconvenience to majority of hall users.

**15 Finance**

15.1 Monies received to the Parish Council this month

 Wychavon District Council Grant and precept first installment 2016-17 £10,085

15.2 Payments requested and submitted to the Parish Council

The payments were **approved**, but as the cheque book was still at the internal auditor, it was **agreed** they would be signed at a later date.

**Chris Cooke** – Parish Lengthsman for May 2016 **£264**

**Chris Cooke –** Mileage for April 2016 **£69.42**

**Chris Cooke** – payment for bolts to repair bench **£8.47**

 **Droitwich Spa and RCVS -** Postage costs April 2016 **£7.80**

 **Broker Network ltd –** insurance for the parish council **£1,555.93**

**16 Parish Lengthsman**

16.1Any parish maintenance issues to be discussed. It was noted that CC was cutting the daffodils too early. JE is to discuss this with CC.

16.2 To consider the mowing contract for HPC for the next 3 years. It was **agreed** that the contract for the mowing of the recreation ground and the village hall field should be put out to tender at the end of the current mowing season.

**3/2016-17/12**

**17 Highways**

17.1To discuss any highways issues/accidents reported locally.

 Accident at the Vernon Arms – see correspondence.

**18 Noticeboard**

 The current noticeboard is looking very untidy.

 Cllr CS suggests that the new village noticeboard (Currently in storage) be instated in its place on the provisio that should a space within the village become available for an additional sign, that the parish council provide one.

 The Parish Council noted that they would be delighted to use the noticeboard if it was to be a permanent gift and if it was suitable.

**19. Parish Councillors’ Reports and Items for Future Agenda**

**JE** asked that a legal document be drawn up between VHMC, HPC and Pippins regarding the use of the field at the hall, to ensure that the PC could end Pippins’ usage and sell the field at any time. NC to see what agreement there is currently between the bodies.

**DF** noted that the culvert at Mrs Banks – Goosehill Lane was still not clear. It was noted that she had been written to in March 2016.

It was noted that large hedges had been removed in Hanbury Parish by local landowners. AB is to check the legality of this action.

It was noted that **AB** and **JE** had looked at the garage on the recreation ground and declared that it was safe.

**13. Date of next meeting**

The next meetingof HPC will be 27 June 2016 and 25 July 2016

**Abbreviations**

ABCC – Astwood Bank Cricket Club

CC – Chris Cooke – Parish lengthsman

Cllr – Councillor

Cty Cllr – County Councillor

Dst Cllr - District Councillor

HPC – Hanbury parish Council

RG – Recreation ground

VHMC – Village Hall Management Committee

HPC Councillors

AB – Alan Bingham, MAB – Mark Bishop, NC – Neil Cook, JE – John Evans, IF – Ian Few,

DF – David Ford, RR - Roy Raxter, CS – Clare Stallard, RW – Roger Weaving. AS – District councillor Audrey Steele. CMB – County Councillor Maurice Broomfield.