**1/2018-19/1**

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

**Held on Monday April 30th 2018 in Hanbury Village Hall at 19.30.**

**Present**

Chairman Roger Weaving (RW)

Councillors Roy Raxter (RR)

Neil Cook (NC)

Clare Stallard (CS)

David Ford (DF)

John Evans (JE)

Cllr G Gartland (GG)

 One member of the public

#### To receive apologies for absence and to approve reasons for absence.

Apologies were accepted from Cllr M Bishop (MAB) District Cllr A Steele (AS) and County Councillor P Tomlinson (PT) and Cllr Ian Few (IF)

1. **Declarations of Interest:**

a) Register of interests; Councillors were reminded of the need to update their register of interests.

b) To declare any other Disclosable Pecuniary Interests in items on the agenda and their nature.

c) To declare any Other Disclosable Interests in items on the agenda and their nature.

d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared an interest must leave the room for the relevant items as per the code of conduct and the Hanbury Parish Council standing orders.

Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

There were no declarations of interest or dispensations received.

1. **To consider the approval of the minutes from the last Parish Council Meeting that was held on Monday March 26th 2018.**

The minutes were approved as an accurate record of the meeting.

**The meeting was then adjourned for**

**Public question time**

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for further consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

#### Progress reports from the previous minutes for information (see appendix A)

4.1 To include updates on Smartwater, the defibrillator and broadband progress as per the March meeting.

**1/2018-19/2**

“Smart water” was noted as having being ordered. The Clerk is to pay for the “smart water” and CS suggested that public meetings were arranged at the village hall for the following dates;

Saturday 30th June 9-1pm

 Wednesday 4th July 6-8pm

 Wednesday 11th July 6-8pm

 CS noted that volunteers to help at the meetings will be needed.

 Defibrillator

The final quote for the defibrillator at the Jinney ring had been received and CS anticipated that the final cost for the Parish Council would be in the region of £400, after donations from various groups had been received.

Broadband in the School Road area

The Clerk noted that the final exact costings from the BT surveyors were still awaited and that a request for part of Pumphouse Lane to be included was still being looked at although this was not anticipated to be cost effective.

**5. Correspondence received to date:**

 Aiden Goundry - West Mercia Police – writes to warn of household post box thefts in

 Hanbury.

 Hanbury Herald magazine x2

 Highways – emergency closure of road in Hanbury – Goosehill Lane

 Highways England – M5 Junction 6 improvement work.

 Lengthsman scheme renewal papers have been received. £2,922 can be reclaimed

 for the period 2018-19.

 NAlC and calc – revised salary scales for the Clerk for 2018-19

 Playsafety sent a report on the Recreation Ground as a zip file.

 Severn Trent water write to HPC to confirm that the water bills etc will now be

 administered by Water Plus.

 “Smart water” request from parishioner

 Worcestershire Calc reports for March and April 2018

 Worcestershire County Council – Members top 5 – April. News from WCC.

 Worcestershire County Council have adopted a validation document following review

 of the planning validation. The document can be viewed via the link below

 <http://www.worcestershire.gov.uk/planningvalidation>

**6. County and District Councillors Reports:**

6.1 County Cllr Tomlinson sent his apologies for the meeting and forwarded a copy of “The top 5 in April” for the Councils consideration.

6.2 District Cllr Steele sent her apologies for the meeting.

**7. Planning:**

7.1No plans to date of the agenda. Any plans that arrive prior to the meeting and that need urgent consideration may be discussed at this point.

7.2 Planning applications approved by Wychavon

 None to date of agenda.

7.3 Planning applications refused by Wychavon.

None to date of agenda.

**1/2018-19/3**

**8. To Receive Reports and discuss matters regarding;**

8.1 Recreation Ground and Village Field Committee.

* The Rospa playground safety inspection was received and submitted to Cllr RR for consideration. There were some rotting timbers that were noted as low risk and the Clerk is to ask Chris Cooke to replace them over the next 6 months.
* RR noted that the mowing on the Recreation Ground had started.

8.2 Cricket and football clubs.

* Progress of the proposal by ABCC of a new purpose-built facility on the Recreation Ground to replace the current pavilion
* Invoice for £175 for the season 2017-18 has been sent out to Feckenham Boys football club.

8.3 Maintenance and improvement of Byways and the Village Hall Committee.

* Update on plans for the new porch and roof.

RW and the porch subcommittee met on 29th March to progress the design of the front of the Village Hall.

Feedback from K Chandler the architect – with particular regard to the parking and the disabled access is awaited.

8.4 Village Hall Management Committee

* Update on the meetings of the VHMC. It was noted that RWs attendance at the Village hall committee was welcomed.
* The Parish Council have permission for the use of the Recreation Ground for the village bonfire on 3rd November 2018

8.5 CRASH

* Update on the meetings of CRASH. CS noted that the outstanding action with regard to the extension of the car park at the School was not possible due to the non-availability of the land.

**9 Finance**

9.1 Monies received to the Parish Council this month;

Worcestershire County Council Money from the Parish Lengthsman scheme to Feb 2018 **£610.50**

Wychavon Community infrastructure Levy neighbourhood fund **£20.40**

Wychavon Precept and Grant 2018/9 **£10,805**

9.2 Payments requested and submitted to the Parish Council

 The following payments were approved.

 **Chris Cooke** Lengthsman work for April 2018 **£264**

 **Chris Cooke** Mileage for March 2018 **£69.42**

 **Improving Hanburys looks** Donation towards planters **£150**

 **Smartwater packs** 284 packs ordered as per March 2018 meeting **£3033.12**

 **L Strobel** Grass mowing at Recreation Ground 20/4/18 **£160**

 **Rospa Play safety** safety inspection 2018 **£109.20**

 **DM Payroll Services Ltd** Provision of data protection services **£450**

 **Hanbury Herald** Donation to issue #65 **£400**

 **Hanbury W.I** Purchase of a filing cabinet from their 2017-18 allocation **£150**

 **Droitwich CVS** Postage for March 2018 **£1.30**

9.3 Annual Governance Statement 2017/18

The Council considered and approved the Chairman signing this annual statement of Governance.

**1/2018-19/4**

9.4 Accounting Statement 2017/18

 The Council considered and approved the Chairman signing this annual statement.

 The Councillors also each received a copy of the payments and receipts for 2017-18 for Hanbury Parish Council.

9.5 Any other financial matters.

* The New Homes bonus fund for HPC stands at £10,998 which EXCLUDES the amount set aside for the new porch project. Any projects for this money were encouraged.
* The new salary scales from NALC were received and accepted for 2018-19.

**10 Parish Lengthsman and parish maintenance issues.**

10.1Parish Maintenance. There was nothing to report.

10.2 Any other matters. There was nothing to report.

**11 Highways and any Police matters:**

11.1To discuss any highways issues/accidents reported locally.

 It was noted that the hedge at the end of Goosehill Lane had been run into.

**12 GPDR compliance for Hanbury Parish Council**

The Clerk has met with the Data Protection Officer for Hanbury Parish Council – Ben Malley.

 The Clerk suggests a gradual implementation of the necessary changes as per the attached data protection impact assessment.

12.1 Discussion with regard to the address used for HPC and changes necessary.

 The parish council agreed to use the Droitwich office for the Parish Council

 correspondence address and to store documents in the same office for a fee of £40

 per month.

12.2 Discussion with regard to the website of HPC and decision of changes necessary.

It was agreed that the Parish Council should have its own simple website with links

to documents stored on the WCC website. The Clerk is to obtain a quote for this

work to be done.

12.3 Adoption of the document retention procedure for HPC was approved by the parish

 council and is attached to the minutes.

**13 Parish Councillors’ Reports and Items for Future Agenda**

Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

* It was noted that the consultation on the Bradley Green and Hanbury Parish Council boundary review had finished and the boundary would not be changed as the majority of the properties in question wished to stay in the Hanbury Parish area.
* Cllr CS noted that she had some drainage maps and would leave them with the Clerk
* Cllr GG noted that the conifers next to the Memorial gardens were in need of attention and would speak to Dave Griffiths on the matter.
* It was noted that there had been an indecent exposure incident in the parish.
* Cllr DF noted that 8 concrete slabs were needed for the memorial gardens if anyone had any they did not need.
* Cllr RR noted that the barbed wire had been removed from Hollowfields Road.

**14 Date of next meetings -** May 21st Annual Parish Council meeting & June 25th 2018

**Public Question Time**

A parishioner noted the following;

* Poor wifi in Pumphouse Lane and a wish that HPC could assist with this. The Clerk noted that she was awaiting information back from MAB before submitting to BT.
* Potholes in the area were done poorly. RW noted that this was an ongoing issue and that PT had noted at a previous meeting that the poor workmanship was to be addressed.
* There had been an increase in the number of HGVs in Hanbury of increasing size. CS noted that she had contacted local MPs on this matter with the hope of turning the industrial estates into residential units.

**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

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

DF – David Ford, RR - Roy Raxter, CS – Clare Stallard, RW – Roger Weaving

PT – County Councillor Peter Tomlinson and AS – District Councillor Audrey Steele.

**Appendix A**

#### Actions from April 2018

4- Ongoing actions - “smart water” CS and Defibrillator CS. Broadband Clerk

8.1 The Rospa playground safety inspection Clerk is to ask Chris Cooke

8.3 RW and the porch subcommittee -Feedback from K Chandler the architect

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to documents stored on the WCC website. Clerk

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