**1/2015-16/pg.1**

NORTH CLAINES PARISH COUNCIL (NCPC)

**MINUTES OF MEETING HELD AT**

FERNHILL HEATH BAPTIST CHURCH

On Monday April 13th at 7.30 pm

**PRESENT:** Cllr J Smith (JS) Chairman

 Cllr M Sainsbury (MS)

 Cllr S Jackson (SJ)

 Cllr J Carter (JC)

 Cllr A McManus (AMM)

 Cllr S J Routledge (SJR)

 Cllr P Philips (PP)

 Cllr K Savage (KS)

 Cllr P Maybury (PM)

 County and District Cllr A Miller (AM)

1. **Apologies**

There was an apology received and accepted from Cllr S Jackson (SJ)

**2. To receive any declarations of interest.**

There were declarations of interest received by Cllr JS and Cllr KS re a payment to Ventutec in item no: 12.1 – Finance.

**3 To confirm the minutes of the meeting of The Parish Council held on Monday 2nd March 2015.**

The minutes were agreed and signed as a correct record.

**4 David Manning** – Programme manager from Wychavon spoke to the parish council about the rural communities programme.

This scheme is run across 13 rural wards of which North Claines is one.

 The aim of the scheme is to look at how local services are provided and how they are taken up. The scheme will work with NCPC to see what is available and what can be done with regard to improving services in particular for elderly and vulnerable parishioners.

 Mr Manning would like an agreement with the Council and would need to have a nominated point of contact with the council.

 NCPC agreed to this scheme in outline and looked forward to receiving further information which will be placed on the Facebook site, Parish Focus magazine and Website.

5 To consider any matter arising from the minutes

* A sign is to be installed on Morton Avenue regarding the dead-end.

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**PUBLIC QUESTION TIME**

The meeting of the Council was closed to allow members of the public to comment on any items on the agenda and bring up any matters that they wish to bring to the attention of the Council. The Council meeting was re-opened at the end of the public question time.

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**1/2015-16/pg.2**

**6** **The Brum** and other public areas maintained by the parish council.

6.1 Report on the progress of the improvements to the Brum recreation ground.

 Cllr SJR proposed the project description to the Council for the plan over the next 3 years.

 3 Phase plan

* To plan and consult on the recreation ground and to supply new goal posts. This was completed in January 2015
* To refurbish the play area to ensure that it is more inclusive for all users, in regard to age and ability, and base the new equipment upon responses to the consultation. To commence in 2015.
* To refurbish the remainder of the recreation ground to include natural features, trees etc an activity/exercise trail, seating and “nature” area for residents who wish to be quiet. To commence in 2016.

Councillor SJR suggested that the Council agree to commit to this work going ahead within the next few months, in particular due to the play area inspection safety report that states that the current overall risk of the play area is medium due to various problems with surfacing and the age of the equipment.

Cllr SJR noted that the equipment that would be kept as part of the refurbishment of the playground would be fixed and modified in some cases.

The council considered and approved this proposal.

Cllr SJR noted that two more quotes for the refurbishment of the Brum were awaited and should be received within the next month.

County Cllr A Miller suggested that Spa Housing might sponsor a piece of equipment for the Brum recreation ground if they were approached and he also thanked Cllr SJR for her hard work on this ongoing project.

6.2 Report on the progress of the improvements to Agatha Gardens.

 Agatha Gardens new flower bed is to be cut and planted this month.

6.3 Meg Farmer asks the Parish Council to reconsider their decision of 6 months ago to install planters at the entrance to Fernhill Heath.

 The parish council discussed this suggestion and agreed that white gates would be more desirable with regard to upkeep and maintenance.

 The parish council agreed to contact Jon Frasier at Highways and to ask for white gates at the entrance to the village. A plan should be put forward to highways to this purpose. This plan is to be brought to the parish council at the next meeting.

6.4 New matters raised by Councillors with regard to the Brum or any other public areas.

**1/2015-16/pg.3**

**7 Highways, Footpaths and Lighting.**

7.1 Progress reports on highways actions.

 It was noted that the grass on Station road had not yet been cut back to the curb and the holly hedge needed cutting back as well.

7.2 Progress reports on lighting actions.

 The only outstanding action is number 33 – Okeys Lane. Western Power have replaced the box and cover and Prismian are now to provide new bracket and cover.

7.3 Re the Bellway Homes site in Bevere – the Parish Council can have a coat of arms/parish council logo added to each street sign on the new development if they wish. This would incur a cost of £4 per sign.

 The Parish Council is to consider this cost and to decide if they wish to proceed.

 The Clerk understands that there are to be 22 new roads in the development, but there may be more than one sign per road.

 The Parish Council agreed to this proposal and the Clerk is to submit a suitable logo. If Highways require a particular type of format of logo that the Clerk cannot provide then it was arranged that Cllr KS would provide this for the Council.

 It was agreed that the logo should be placed on all future signs/replacement signs and would also be placed in the neighbourhood plan.

7.4 No Councillor had any additional comments with regard to highways, footpaths or lighting.

8. Correspondence

 For information and/or discussion.

 CALC

 Calc updates for February

 Information re the forthcoming election- placed on noticeboard.

 Worcestershire CC

 Parish lengthsman contract for 2015-16-signed and sent

 St John Baptist Church – Claines April 2015 magazine

 Clerks and Council magazine March 2015

 CPRE – Countryside Voice Spring magazine

 Playsafety – ROSPA – Inspection report on the play area – Overall Medium risk – attention is required to the carousel and gates.

 Severn Trent Water – Work on the pumping station in Kennels lane.

 From parishioners of NCPC

 Mr and Mrs Gwillam re the replacement of stiles on their land.

**1/2015-16/pg.4**

9. Planning

9.1 Planning actions

 None.

9.2 Planning applications for decision

W/15/00397/PN

Land at rear of Heathside Guest House

172 Droitwich Road

Fernhill Heath

Subdivision of b and b to 2 dwellings and erection of a further 2 dwellings. Closure of access and creation of new access.

The parish council objected to this proposed development.

* Overdevelopment of site with regard to the erection of 2 dwellings. The subdivision of the b and b was not objected to.
* Previous bungalow agreed to last year was deemed to be preferable

W/15/00422/PN

Camp Cottage

Bevere Green

Bevere

Worcester

WR3 7RG

Replacement dwelling

The parish council objected to this proposal.

* The conservation manager had not been consulted on this proposed application .
* Not in keeping with the Bevere Conservation area.

W/15/00420/LB

Upper Tapenhall House

Dilmore Lane

Fernhill Heath

WR3 7RX

Resin repairs and remedial work to the existing timber frame.

The parish council approved this application.

9.3 Planning decisions received from Wychavon *District Council – WDC*

 *(decision in bold) NCPC decision in italics.*

 W/15/00142/PP – Farfield, Danes Green, Claines WR3 7RU – Approved/*approved*

 W/15/00288/PP – 6 Dilmore Avenue, Fernhill Heath, Worcester, WR3 7TG.

 Approved/*approved*

9.4 Neighbourhood Plan Committee

9.4.1 The consultation part of the neighbourhood plan is due to proceed.

 A quote has been received from Cass Associates to carry this forward at the cost of £3,858.75 not including VAT and expenses.

 The Council considered this expense and agreed to approve this work and quote. It was noted that they were very pleased with Cass’s involvement on the project.

**1/2015-16/pg.5**

 The Council considered the following proposal – “The neighbourhood plan is reaching the final stages of its implementation and is expected to go to referendum in 2016. The Council is to commit to the completion of this project by this date” and the parish council agreed to commit to the completion of the project in 2016.

9.4.2 Green belt provision within the plan.

 It was agreed that the review section of the neighbourhood plan would be reworded. The parish council agreed that Cllr A McManus would provide a suitable statement on the green belt provision and review and would consult with Cass as to its inclusion. AMM will report this back to the next parish council meeting.

9.5 Fernhill Heath Post Office – proposed move to new premises.

 The post office proposed to move the post office to Mace Stores 101 Droitwich Road, Fernhill Heath.

 The parish council unanimously agreed with this proposed move and agreed that this move would

* Benefit the community by keeping the service local and in a central location.
* Provide safer access and parking due to the car park.
* Fit in with the NCPC neighbourhood plan with regard to provision of services.

10 Report from District and County Councillor.

10.1 There was no report received at the meeting.

11. Newsletter

11.1 The Spring newsletter was delivered around the parish and had been received well.

12 Finance.

12.1 Cheques for payment at the Council meeting.

 Clare Shinner – Clerks salary for March 2015 £701.23

 HMRC – Tax and NI for March 2015 £11.35

 Top Cut mowing services for March 2015 £2854.80

 Top Cut Mowing services – tree work on parish trees as agreed at the March Meeting of the parish council. £1680

 Playsafety Ltd Inspection of the play area. £110.40

 Worcestershire CALC Affiliation fee and Calc fee for 2015-16. £822.98

 Droitwich Spa and RCVS Postage and photocopying fees for March £68.84

 **Ventutec** Production and printing of the Spring newsletter 2015**£1,236.00**

 **Ventutec** Fernhill Heath in Bloom Adverts and marketing material**£189.60**

 Communicorp Clerks and Council Direct Magazine £12.00

 Droitwich Spa and RCVS Office rent for Jan- March 2015 plus lounge hire

 And postage and photocopying for February 2015 £1001.61

 NPower – Parish street lighting £639.25

 Viking - stationary office supplies £49.46

 Cass Associates – Professional services for the neighbourhood plan £4,008

 Wendy Filby – delivery of the spring newsletter £100

 The cheques were duly signed.

**1/2015-16/pg.6**

12.2 Monies received by the Parish Council

12.3 Application for rural rate relief

 An application for rural rate relief has been received by Wychavon DC for P J Kasch, Droitwich Road, Fernhill Heath.

 The Council agreed the following proposal;

 The business is of benefit to the community, and it is reasonable to grant the relief in view of the fact that this will be funded in part by the tax payers in the parish. In this case, the parish council has agreed to make a contribution of £127.87 so that the full 50% discretionary contribution may be awarded.

 The cheque was duly written and signed.

12.4 Application for rural rate relief

 An application for rural rate relief has been received by Wychavon DC for K Singh, for 14 Dilmore Avenue, Fernhill Heath.

 The Council agreed the following proposal;

 The business is of benefit to the community, and it is reasonable to grant the relief in view of the fact that this will be funded in part by the tax payers in the parish. In this case, the parish council has agreed to make a contribution of £154.06 so that the full 50% discretionary contribution may be awarded.

 The cheque was duly written and signed.

12.5 Application for rural rate relief

 An application for rural rate relief has been received by Wychavon DC for Mr. and Mrs. Jeffrey at Central Stores, Droitwich Road, Fernhill Heath.

 The Council agreed the following proposal;

 The business is of benefit to the community, and it is reasonable to grant the relief in view of the fact that this will be funded in part by the tax payers in the parish. In this case, the parish council has agreed to make a contribution of £86.28 so that the full 50% discretionary contribution may be awarded.

 The cheque was duly written and signed.

12.6 An application for rural rate relief has been received by Wychavon DC for Mr. Gwillam at Farm Shop, Ombersley Road, Bevere, Worcester.

 The Council agreed the following proposal;

B The business is of benefit to the community, but it is not reasonable to grant the relief in view of the fact that this will be funded in part by the tax payers in the parish. In this case, the parish council did not need to make a contribution, but 25% discretionary contribution may still be awarded.

**1/2015-16/pg.7**

12.7 Annual audit of the accounts. Grant Thornton have written to the Council and requested that the accounts are submitted by 15 June 2015.

 Diane Malley MAAT writes to the Council and asks if they wish her to provide the services to internally audit the parish council accounts prior to the external audit.

 The parish council agreed that Mrs Malley should provide the internal audit for the council.

**13** Mr Pete Stenson writes to the Council with details of 5 other residents, to ask that the parish council provide allotments for the parish.

 The parish council agreed to assess whether there is a need for allotments and will place a questionnaire in the parish focus in the summer edition.

14 Do any Councillors have any items for consideration?

 There were no items for consideration.

15 Dates of the next Parish Council meetings.

 Due to the bank holiday on Monday the 4th of May, the next scheduled meeting of the parish council was agreed to be held on Tuesday 18th May.

 1 June 2015.

Public Question Time

Post Office proposed move

* Over 30 parishioners attended the meeting to support the proposed move of the post office to Mace stores.
* The parishioners in question offered their support to Mr A Kasch of Mace stores as a valued member of the community.
* No one spoke against the proposed move.
* The issue of the vans parked on the A38 which block the visibility of the access and egress from Mace Shop was mentioned and the parish council noted that they had brought it up with highways in the past and would bring the matter up again at the next parish council meeting.
* A representative of the Baptist Church noted that they had made no comment on this matter of the proposed move, and that they had been misrepresented on this account.

Appendix A -Actions from April;

Cllr SJR noted that two more quotes for the refurbishment of the Brum were awaited and should be received within the next month. SJR

County Cllr A Miller suggested that Spa Housing might sponsor a piece of equipment for the Brum recreation ground if they were approached and he also thanked Cllr SJR for her hard work on this ongoing project. Clerk

6.3 white gates at the entrance to the village. A plan should be put forward to highways to this purpose. This plan is to be brought to the parish council at the next meeting. Clerk to ask Meg to action this proposal

7.2 Progress reports on lighting actions.

 The only outstanding action is number 33 – Okeys Lane. Western Power have replaced the box and cover and Prismian are now to provide new bracket and cover. Clerk

7.3 The Parish Council agreed to this proposal and the Clerk is to submit a suitable logo. If Highways require a particular type of format of logo that the Clerk cannot provide then it was arranged that Cllr KS would provide this for the Council. Clerk

 It was agreed that the logo should be placed on all future signs/replacement signs and would also be placed in the neighbourhood plan. AMM

9.4.1 The consultation part of the neighbourhood plan is due to proceed.

 The Council considered this expense and agreed to approve this work and quote. It was noted that they were very pleased with Cass’s involvement on the project. AMM

9.4.2 Green belt provision within the plan.

 It was agreed that the review section of the neighbourhood plan would be reworded. The parish council agreed that Cllr A McManus would provide a suitable statement on the green belt provision and review and would consult with Cass as to its inclusion. AMM will report this back to the next parish council meeting. AMM

**13** The parish council agreed to assess whether there is a need for allotments and will place a questionnaire in the parish focus in the summer edition. Clerk

Items for the next agenda

The issue of the vans parked on the A38 which block the visibility of the access and egress from Mace Shop.