**2/2016-17/pg.5**

NORTH CLAINES PARISH COUNCIL (NCPC)

**MINUTES OF THE ANNUAL MEETING HELD AT**

FERNHILL HEATH BAPTIST CHURCH

On Monday 9th May 2016 at 7.30 pm

**PRESENT:** Cllr M Sainsbury (MS) **Chairman**

 Cllr A McManus (AMM) **Vice Chairman**

 Cllr J Carter (JC)

 Cllr M Drinkwater (MD)

 Cllr M Farmer (MF)

 Cllr S J Routledge (SJR)

 Cllr P Philips (PP)

 Cllr P Maybury (PM)

 County and District Cllr A Miller (AM)

 District Cllr L Duffy (LD)

**1. To elect a Chairman**.

AMM proposed MS as Chairman and SJR seconded this proposal.

 Mark Sainsbury accepted the proposal and signed the acceptance form accordingly.

**2. To elect a Vice-Chairman.**

SJR proposed AMM as Vice chairman and PM seconded this proposal.

 Andy McManus accepted the proposal and signed the acceptance form accordingly.

**3. To receive Declaration of acceptance form from the Chairman and the Vice Chairman.**

The forms were received.

**4. To receive apologies for absence and to approve reasons for absence.**

Cllr B Hollis (BH) and Cllr K Savage (KS) sent their apologies and these were approved.

**5. 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.

Margaret Drinkwater submitted a dispensation request for agenda item number 6.4, to speak on the agenda item, but not to take part in any vote on the matter.

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

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

The Council agreed with the dispensation for agenda item 6.4.

**2/2016-17/pg.6**

**6. To appoint Officers of the Council - Committees**

6.1 Appointment of SJR as Chairperson of planning committee and AMM, PM and MD to serve on the committee.

6.2 Appointment of MS as Chairperson of staffing committee and KS to serve on the committee.

6.3 Appointment of AMM as Chairperson of finance (including audit) committee and SJR and PM to serve on the committee

6.4 Appointment of MF as Chairperson of playground committee and SJR and JC to serve on the committee. MF was given the key to the noticeboard on the recreation ground.

 Also to note the inspection report and actions noted thereof. The report was duly noted and SJR is to liaise with Proludic and Top Cut to action all suggested repairs.

6.5 Appointment of PM as Chairperson of the parish maintenance committee and JC to serve on the committee.

**7. To appoint Councils representatives on other committees.**

7.1 Claines United Charity – JC and MF were duly appointed to represent the Parish Council.

7.2 To discuss the relationship with NCPC and Claines United Charity.

 JC presented the annual report from the year ending 31 December 2014 and other items as sent to him in September 2015. These are to be examined by AMM and MF to ensure that they are in order.

7.3 Neighbourhood Plan Committee.

 Appointment of AMM as Chairperson of the neighbourhood plan committee and SJR to serve on the committee. The parish council also unanimously agreed to Mr J Smith and Stephen Jackson remaining on the committee.

8. To review adopted procedures of the Council.

8.1 Review the standing Orders - no changes recommended by the Clerk.

 The Council has currently adopted the 2013 standing orders as recommended by NALC.

8.2 Review the financial regulations – no change recommended by the Clerk – The Council has currently adopted the 2014 financial regulations as recommended by NALC.

8.3 Review complaints procedure - no changes recommended by the Clerk.

8.4 Review grievance and disciplinary protocol - no changes recommended by the Clerk.

8.5 Review member/officer protocol - no changes recommended by the Clerk.

8.6 Appoint group to discuss the publication scheme for the website in order to ensure that all the relevant Council documents are publicised in a timely fashion.

 MD and KS were appointed as the publication group for the parish council and are to agree a publication scheme for the parish council. They will also ensure that the website is kept up to date.

9 Approve and sign the risk log and asset register for the year ending 31 March 2016.

 The risk log and asset register were duly signed.

10 To confirm the minutes of the Ordinary meeting of 4th April 2016.

 The minutes of the meeting held on 4th April 2016 were duly signed as a correct record.

2/2016-17/pg.7

**Meeting 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 unless the Chairman allows. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

#### 11 Progress reports from the previous minutes and any matters arising for information (if not considered elsewhere on the agenda)

11.1 Meeting of Chairman with Fernhill Heath Working Mens Club report.

 Mark Sainsbury had a meeting with the New Chairman of the Working Mens Club and MS noted that he had confidence that the Chairman had great plans for the development of the Club.

**12** **The Brum**

12.1 Do any Councillor have any matters to raise with regard to the Brum?

 It was noted that the benches on the recreation ground were looking tatty and SJR would speak to Mike Lovatt from Topcut about the possibility of getting the benches powder sprayed.

12.2 Update on the “Fun on the Brum day for 2016” MF noted that all the plans were proceeding as planned for the day this year.

12.3 Update on the lease on the Brum recreation area.

 See attached terms for renewal of the lease on the Brum.

 The lease was noted and the Council expressed their approval of the removal of any back rent that was owed.

12.4 Update on the condition of fences at the recreation ground. Cllr JC noted that this was an ongoing action.

**13 Highways, Footpaths and Lighting.**

13.1 Update on any highways, footpaths and lighting actions from or since the last meeting. It was noted that there was a sign on Hurst Lane and Hindlip Lane which had been erected without consent.

13.2 Councillor Meg Farmer updated the council with regard to the proposed planters for the three entrances to Fernhill Heath.

 MF is still awaiting the paper licence for the installation of the planters.

13.3 Councillor MF to present list of areas for proposed daffodil planting to the Council and these suggestions are to be discussed.

 The following areas for daffodil planting were agreed;

* From Droitwich by the village sign and Hindlip drive
* Down Rosebank
* A38 by Rosewood and along the roadside in various places.

 The Council **approved** the purchase and planting of bulbs in these locations.

13.4 WCC contacts the Parish Council for consultation with regard to a proposed prohibition of waiting at any time (yellow lines) for A38 Droitwich Road, Fernhill Heath.

**2/2016-17/pg.8**

 The Parish Council **approved** this proposal for prohibition of waiting at any time at this location.

13.5 Does any Councillor have any additional comments with regard to highways, footpaths or lighting?

 There were no further comments.

14. Correspondence for information only.

 Calc updates including information on;

 External audit, pensions, defamation

 Came and Company

 Council matters parish newsletter

 Countryside Voice

 Magazine

 Highways England

 Information on the M5 junctions 4a to 6.

 Playsafety

 Inspection report

 St Johns Baptist Church

 April newsletter

 SWDP Cil seminar – 25 April 2016 – Cllrs attending on behalf of NCPC are MS, SJR and AMM.

 Wychavon

 Regulation 16 consultation of submitted North Claines Neighbourhood Plan

 From Parishioners

 Julie Howes to Chairman re a future planning application.

15 Planning

15.1 Planning applications for decision

W/16/00727/PN

Land at Northwick Road

Bevere

Erection of two dwellings and associated works.

The Parish Council objected to this application due to the following reasons;

* Access road in a conservation area
* Not in the SWDP
* Contrary to the emerging neighbourhood plan
* Removes the delineation between the Town (Worcester) and Countryside (Bevere/Northwick)

W/16/00518/PN

Three trees

2/2016-17/pg.9

Jacob Ladder Lane

Claines

WR3 7RT

Construction of new 3 bedroomed house.

The Parish Council objected to this application due to the following reasons;

* Not in the SWDP – open countryside.
* Contrary to the emerging Neighbourhood plan
* Concerns were raised re access and septic tank drainage.

W/16/00701/PN

The Farm Shop

Ombersley Road

Bevere

WR3 7RH

Extension to farm shop.

The Parish Council approved this application.

W/16/00847/PP

22 Westfield Close

Fernhill Heath

WR3 7XF

Proposed single storey extension to rear and side. Demolition of existing garage.

The Parish Council approved this application.

W/16/00758/CU

White Lodge

Bevere Lane

Bevere

Worcester

WR3 7RQ

Change of use of land to domestic curtilage, proposed tractor shed and re positioning of tennis court.

The Parish Council objected to this application due to the property’s location in a conservation area and overdevelopment. Also it is not in line with the emerging neighbourhood plan or the current SWDP.

AB/16/01117/AB

Land off

Hurst lane

Fernhill Heath

Application for prior notification of agricultural development – proposed access track

The Parish Council had no objection to this application.

15.2 Planning decisions received

 From Wychavon District Council – approved;

* W/16/00382 Inglenook, Sling Lane, WR3 8RH. Variation of condition 2 of W/15/01767.
* W/16/002200. The Farm Shop, Bevere. Installation of foul pumping station to serve the development.

 Appeal decision from the Planning Inspectorate;

2/2016-17/pg.10

* APP/H1840/D/16/3143836 – 45 Dilmore Avenue, Fernhill Heath – appeal is allowed for a 2 storey domestic extension.

 Planning application withdrawn

* W/16/00448/CU, Dilmore Lodge Farm, Lower Town, Claines WR3 7RY.

15.3 Neighbourhood Plan Committee

 Update on progress.

 AMM reported the following;

* All documents have now been submitted to WDC and a 6 week consultation will begin on the plan. Any comments will go direct to the inspector.
* If the plan is adopted at referendum, then it will be adopted as planning policy in 2017.

16 Report from District and County Councillor.

16.1 Report from A Miller and L Duffy

* Wychavon is in good shape and has done well in a council review.
* There have been complaints to WCC with regard to school placements.

17. Newsletter and website

17.1 Update on the newsletter –Spring 2016 issue should be out before the next NCPC meeting.

17.2 Website update. Appoint group to discuss the publication scheme for the website in order to ensure that all the relevant Council documents are publicised in a timely fashion. A group was appointed (see item 8.3 above) and will meet to discuss a publication scheme.

18 Finance.

18.1 Spellis Burial Ground donation.

 NCPC is to discuss the request from John Hughes – Spellis Green Burial Ground for an increased donation. This is due to the increased charges for the burial grounds. This is suggested to be fixed for 3 years at £336.

 The Parish Council agreed to this donation request for the next three years.

18.2 Cheques for payment

The payments were approved by the parish Council meeting and the cheques signed accordingly. See appendix A.

18.3 Money received.

 Worcestershire County Council – reimbursement under lengthsman scheme for 2015-16. £1750

 Wychavon District Council – Precept for first 6 months of 2016-17 £43,000

18.4 Application for rural rate relief

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

 Wychavon contact the Parish Council to ask the Parish Council for their opinion as to the degree of benefit that the local business provides to the community. The Parish Council needs to consider if it supports the business, as it is of benefit to the community, and if it does so, then 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.

2/2016-17/pg.11

If the Parish Council support this proposal, then a donation of £128.91 would be required.

 The Parish Council approved this payment and supported the rural relief application.

18.5 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.

 Wychavon contact the Parish Council to ask the Parish Council for their opinion as to the degree of benefit that the local business provides to the community. The Parish Council needs to consider if it supports the business, as it is of benefit to the community, and if it does so, then 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.

 If the Parish Council support this proposal, then a donation of £155.31 would be required.

 The Parish Council approved this payment and supported the rural relief application.

18.6 S106 contributions

 To discuss any further action with regard to s106 contributions for NCPC.

 The following report was given by the Councillors who attended the recent briefing at WCC.

* Cil (Community Infrastructure Levy) will replace s106 in 2017.
* Some areas of Wychavon will not receive this money.
* If a neighbourhood plan is in place then there will be a minimum of 15% available.
* LD suggested that NCPC have a major plan in place for these monies and parish projects should be placed on the agendas as they come up, so that the parish council has current applications in place.

18.7 Annual Return 2015-16 – Annual governance statement

The Parish Council is to consider for approval - the annual governance statement as approved by the finance committee.

The Parish Council **approved** the annual governance statement and the form was signed accordingly. The Parish Council noted that they were signing the forms in advance of the internal auditor (Diane Malley) and were satisfied that they had maintained an adequate and effective system of internal audit of the councils accounting records and control systems. The Finance committee meets quarterly and examines all the finance records thoroughly.

18.8 Annual Return 2015-16 – Accounting statements

The Parish Council is to consider for approval – the accounting statements for 2015/16 as approved by the finance committee.

The Parish Council **approved** the annual governance statement and the form was signed accordingly. The Parish Council noted that they were signing the forms in advance of the internal auditor (Diane Malley) and were satisfied that they had maintained an adequate and effective system of internal audit of the councils accounting records and control systems. The Finance committee meets quarterly and examines all the finance records thoroughly.

**2/2016-17/pg.12**

19 Smartwater - following the presentation from Simon Thompson re Smartwater in March 2016, the council is to discuss any further action with regard to taking the smartwater initiative further.

 It was noted that MD would speak to Hartlebury PC to ascertain how the scheme was running there.

**20 Parish Maintenance** **-** Items for consideration/notification.

20.1 Update on the proposed contract for services and other parish maintenance issues.

 The new contract was **approved** by the Council and Paul Maybury was thanked for his hard work on this contract.

 The Parish Council **agreed** that this contract would be advertised in the Parish Focus magazine and applicants would be met as and when they approached NCPC.

21 Do any Councillors have any items for consideration?

 MF suggested that a Christmas event be organized by the Parish Council for the Friday before Christmas in the early evening 23/12/16. The Parish Council approved this in principle although further details were needed.

 MF noted that some parishioners were in need of a bus to transport them to Blackpole trading estate. The Clerk is to look into this at DVCS.

22 Dates of the next Parish Council meetings.

 6 June 2016 and 4 July 2016

Abbreviations

 AM – County and District Cllr A Miller

 AMM - Cllr A McManus

 BH – Bob Hollis

 Cllr – Councillor

 JC – Cllr John Carter

 KS – Cllr Kevin Savage

 LD - County and District Cllr L Duffy

 MD - Cllr Margaret Drinkwater

 MF - Cllr Meg Farmer

 MS - Cllr M Sainsbury

NCPC – North Claines Parish Council

NPC – Neighbourhood planning committee

 PM - Cllr P Maybury

 PP - Cllr P Philips

 SJR - Cllr S J Routledge

 WCC – Worcestershire County Council

 WDC – Wychavon District Council