**Tutnall & Cobley Parish Council 03/14 p960**

**THE MINUTES of an ORDINARY MEETING of TUTNALL & COBLEY PARISH COUNCIL**

**held on Tuesday 8 July 2014 at 7.20 p.m. in the Community Hall, Tardebigge**

**Present: Cllrs M Pengelly, L Denyer, S Cooper, P Whittaker, K Tolley, M Ryan**

**In Attendance: The Clerk and one member of the public**

1. **APOLOGIES:**  Cllr A Wheeler-Vine: on holiday: accepted

County Cllr K Taylor

1. **DECLARATION OF INTEREST:**

a) Register of Interests: Councillors were reminded of the need to update their register of

 interests, and

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

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

 Cllr L Denyer who is a member of the Management Committee of the Community Hall.

 Cllr P Whittaker who is a member of Bromsgrove District Council Planning Committee.

# MINUTES: The Minutes of the meeting held on 10 June 2014 were approved.

Proposed: Cllr Denyer; Seconded Cllr Cooper All in agreement.

**4 PROGRESS REPORTS FOR INFORMATION:**

**Clerk:** Noted.

**Chairman:** A resident of The Park had emailed the Chairman asking for the Parish Council to contact the owner of the open ground to request the grass is cut and the hedges encroaching on the footpath be trimmed back. There were concerns that the children couldn’t play on the grass and that property values could be reduced. The Chairman was not aware of any covenants for the owners to keep the grass cut etc. The Chairman confirmed the footpath was overgrown but passable and that he would monitor.

**District Councillor:** Nothing significant to report.

**County Councillor:** No report received.

**Footpath Warden:** Submitted a report for work done from mid-May to 6 July. Growth was particularly bad at Tack Farm, near the layby, plus a blocked path in Finstall near the joint parish boundary. He will ask Brookfield Contract Services cut back from Dusthouse to Cherry Trees – this can be re-claimed on P3.

**Tree Warden:** Nothing to report

**Conservation Officer:** Nothing to report.

**Community Hall Representative:** Report is covered in the agenda.

**Charities Representative:** Cllr Tolley had not been able to attend the last meeting as he was away. M Ashwin is moving away from the area so a replacement will be required.

**5 CORRESPONDENCE:** Noted

e) West Midlands Police & Crime Commissioner Town & Parish Council Survey: the Chairman had made a return on behalf of the Parish Council

f) SNT Bromsgrove South & Rural June Newsletter: had been emailed. Members felt the crime figures did not include the prison.

**6 PLANNING MATTERS: p961**

 **Applications for Consideration:**

14/0416 Whitegates, Tutnall Lane: Demolition of coach house to the front, demolition of the extensions to Whitegates and the construction of a new dwelling on adjacent land.

**Resolved** to comment that Members had serious reservations about the proposal.

**Approvals:**

14/0164 & 14/0122 Cattespool Mill, Stoney Lane: Proposed alterations to existing office building to change the use to residential.

14/0404 Plymouth House, Alcester Road: Proposed rear extension to existing care home; demolition of 2 outbuildings with associated works.

**Refusals**:

14/0207 Border Fencing, Stoney Lane: Provision of additional storage space for fencing and timber materials to support existing fencing and timber building construction business, additional off road parking, new access and security fencing. Reasons include green belt, failure to provide safe access and egress, detrimental effect on highway safety.

**Planning Matters:**

14/0436 Hewell Lane railway bridge: Bridge reconstruction: Prior2

14/0437 Linthurst Newtown railway bridge: Bridge reconstruction: Prior2

2014/0124/ENF 2 Great Shortwood Barn, Brockhill Lane: Building without planning consent – closure advice as there were no planning issues.

**7 RAILINGS TO THE PLYMOUTH MEMORIAL:** The Conservation Officer, Bromsgrove DC, has advised that listed building consent is not required. As the graves are located in a graveyard attached to a Church of England church the works fall under the Ecclesiastical Exemption and consent from the Faculty from the Diocese of Worcester is needed. A number of forms need to be completed and there is a £160 fee. Members agreed a letter would be sent to the Plymouth Estate advising them of what had happened and that the Parish Council would pay the fee in order not to create further delays.

**8 REINSTATEMENT OF COBLEY HILL WINDPUMP:**  Cllr Cooper and a parishioner had met the owner on site to measure for the steel work apart from the stubs on the gear box. Cllr Cooper now holds the original plans provided by the owner. He has spoken to Worcestershire Steel who is prepared to cut the steel, with holes. There is a possibility of having the steel galvanised at a reduced cost if publicity is permitted. The vanes still need to be ‘done’.

**9 LENGTHSMAN SCHEME:** There were no new items. The Clerk would write to the Lengthsman

for outstanding worksheets etc.

**10 HIGHWAYS MATTERS:** There were no new items.

**11 ORCHARD MAINTENANCE & FURNITURE:** It was acknowledged that the grass on the wild flower meadow was very long.

Picnic table and bench: the company providing the furniture could not provide the engraving however Members agreed a plaque could be used as a substitute. Cllr Whittaker will try and arrange collection to save the £160 delivery cost.

**12 PLYMOUTH HOUSE DISCHARGE:** The Clerk was asked to contact Worcester Regulatory Services, copy Environment Agency, about the years of smell caused by the discharge.

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**13 NEWSLETTER:** Members were asked to start thinking about their contributions. Cllr Cooper would provide the photo for the front cover of the war graves together with an accompanying article.

**14 TRAVELLER PROTOCOL:** The document, as agreed between seven local authorities within Worcestershire and West Mercia Police was noted; it applied to public bodies land.

**15 REPAIR OF BENCH ON BROAD GREEN:** The wooden slats would be replaced by a local resident.

**16 COMMUNITY HALL PIG ROAST:** The ‘Music in the Meadow’ event on 28 June had been cancelled at a week’s notice as no tickets had been sold. A cancellation fee of £200 has been incurred. Cllr Denyer agreed to speak to a member of the Community Hall Committee advising that they would have to meet the cancellation fee. Cllr Denyer will report back at the next meeting.

The cheque for £495 payable to the catering company was returned to the Clerk.

**17 STANDING ORDERS:** The adoption of NALC Standing Orders v October 2013 was agreed.

Proposed: Cllr Whittaker; Seconded: Cllr Ryan All in agreement.

**18 FINANCE:**

 **a)** **Bank Balances**: as at 30 June 2014 Current Account £ 8,290.574 October 2013 Deposit Account £ 3,804.54

 Total Balance £12,095.11

**b)** **Receipts:**  Co-op Bank: Interest 2 June 2014 £ 1.10

 Worcestershire CC: 14/002 & 14/003 Lengthsman refund £ 276.00

 Total £ 277.10

1. **Payments for Approval:**

H Davies: Clerk’s salary for June 2014 £ 284.67

H Davies: Clerk’s salary for July 2014 £ 284.67\*

 This item was not shown on the agenda; cheque is dated 12 August

Worcestershire CALC: Finance Training 19 June £75 + £15 VAT £ 90.00

 Total £ 659.34

1. **Unpresented Cheques:**  Ben’s Catering: pig roast £ 495.00

NB This cheque was returned to the Clerk at the meeting.

1. **Outstanding Invoices:** None
2. **Year to Date budget:** enclosed for information
3. **CALC Finance Training 19 June 2014:**  It was agreed the Council would carry on using cheques. The Clerk will check whether the Co-op Bank statements can be viewed electronically.

Employment Contract / Pensions: The Clerk and Chairman to meet and report to the next meeting.

VAT Newsletter adverts: advertisers would be asked to make a donation.

Internal Auditor: in view of the checks in place Members agreed professional insurance was not required at this time.

Draft Financial Regulations / HMRC issues would be considered at the next meeting.

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1. **Annual Return:** Had been returned by the External Auditors and the required notices were now displayed on the two main boards.

**i) Finance Items – Proposed:** Cllr Whittaker **and Seconded:** Cllr Ryan; All in agreement.

**19 COMMENTS FROM MEMBERS:**

A parishioner had commented that the verges in the lanes were not being looked after and were collapsing.

Brockhill Lane: There had been a theft of a vehicle and tools.

**20 DATE OF NEXT MEETING:**

**Resolved:** There will be an Ordinary Meeting at 7.20 pm on Tuesday, 9 September 2014, in the Committee Room of Tardebigge Community Hall.

The Chairman thanked everybody for attending and closed the meeting at 10.03 p.m.

Signed: ……………………………………………………………………………… Chairman 9 September 2014