

**MINUTES OF A MEETING OF
CHADDESLEY CORBETT PARISH COUNCIL
Held on Monday 4 January 2010
at Chaddesley Corbett Village Hall
at 7.25 p.m.**



Present: Chairman, Cllr J Swift, Cllrs Mrs P Pardoe, M Walford, R Pugh, L Stockford, D Thomas, M Bird, G Vernon, Mrs J Fox: Clerk Mrs Y Scriven. Members of the public also attended.

1. **APOLOGIES:** None
2. **DECLARATIONS OF INTEREST:** Cllrs K Bartlett, L Stockford, M Walford, and the Clerk Y Scriven declared a personal interest in respect of Items 7 and 8. Cllr L Stockford declared a Prejudicial interest in item 8.

The meeting was adjourned for Public Question Time.

The meeting re-opened.

Lucy Bennett of Wyre Forest District Council could not attend due to adverse weather conditions but had sent a report on the Equality Duty and Parish Councils. It was agreed to read this document before the next meeting, after which a decision would be taken if further information or training was required.

3. **MINUTES:**
 - a) Minutes of Meeting held on 7 December 2009 were approved and signed by the Chairman, after amending 4.1 to read..... May 2008 (not 2009). Cllr Mrs P Pardoe stressed that "nothing had been received in writing" should be added to item 14.2.
 - b) Minutes of the Planning Committee meeting held on 2 November 2009 were accepted.
4. **PROGRESS REPORTS**
 - 4.1 **Drainage Issues** – Following representations to David Hunter of Worcestershire County Council, we were advised that Highways engineers had revisited and surveyed some of the sites. Woodrow Lane had a brick in the pipe which was removed and Drayton Road has two boulders stuck in the pipe and these would be removed shortly. Tanwood Cottages has a 6" pipe under the road and a 9" pipe under the verges and unless a property is flooding no improvements would be made. Egg Lane requires traffic management and this will be reconsidered for action later in the year. Only drainage work prioritised as P1 or P2, which relate directly to flooding of properties, could be resolved under the current financial budget and no further works could be undertaken at this time. However a quotation for tree maintenance could be obtained for approval.
 - 4.2 The water meter on the allotment site has been replaced with a smaller diameter meter. This would give some saving on standing charges and reduce water pressure.
 - 4.3 **War Memorial** – Following representations to local organisations, an offer to clean the war memorial free of charge had been received from residents. The clerk had obtained advice from the War Memorial Trust and other organisations and it appeared that the Torc and Doff system was simply a method of washing the memorial and did not involve repairs. On this basis the clerk would obtain a second quotation and try to establish who owned the War Memorial in order to get their approval.
 - 4.4 **The Orchards – Portacabin** - The Enforcement Officer at Wyre Forest District Council had visited the site and reported that the portacabin would be renovated on site and moved with 4 weeks.

- 4.5 **Training** – Worcestershire CALC had organised a series of training sessions for Councillors, but all sessions were during the daytime and no-one was able to attend. The Clerk would advise CALC that some evening sessions are necessary.
- 4.6 **Flood Forum** – This would be held in Birmingham on 25 February 2009.
- 4.7 **Vehicle Activated Signs** – Worcestershire County Council Highways were willing to allow a group of Parish Councils to purchase a shared sign, providing all their criteria was met. This was deferred until a later date after discussions with adjacent Parish Councils.

5. **CONSULTATION DOCUMENTS/MEETINGS**

- 5.1 **Your Police Service 2010 and Beyond – Consultation** – Cllrs Mrs J Fox and M Bird would attend the consultation meeting on 12 January and would report back to the next Parish Council meeting.
- 5.2 **Proposed Incinerator in Hartlebury** – Cllr R Pugh would attend a Public Meeting in Hartlebury on 14 January 2010 and would report back to the next Parish Council meeting.
- 5.3 **Wyre Forest District Council – Local Development Framework Core Strategy – Pre Submission Publication** - Would be available from 7 January and Cllr J Swift would study and report back to the next Parish Council meeting.
- 5.4 **Worcestershire Waste Core Strategy** – Cllr M Bird had studied the document and considered the document was sensible and should be supported. A response would be drafted.
- 5.5 **Worcestershire County Council Planning Validation Document** – Cllr R Pugh would study the document and report back to the next Parish Council meeting.

6. **PARKING IN THE VILLAGE**

The Working Group reported that a letter to residents had been placed in the Parish Magazine with an update of actions being considered in order to reduce the impact of parked vehicles in the village. A similar letter had been sent to businesses and public houses and the FVA. The clerk had visited proprietors of the businesses, and affected residents and the initiative to use space on the allotment site for parking employees cars had been well received. We are still awaiting a report from the school Governors of their initiatives. It was noted that the Fox public house were willing to allow parking.

Worcestershire County Council Traffic Officer does not consider that parking opposite the double yellow lines constitutes an obstruction to pedestrians and proposed no further action. The Clerk would ask for a further site visit during school times as the Parish Council believe it is causing an obstruction both to the flow of traffic and pedestrians with pushchairs.

Bathams are now willing to consider re-opening their small car park to the public during the daytime as a gesture of goodwill on their part, which is conditional upon evidence of co-operation from everyone. Parking will be of short duration and the main car park will be restricted for patrons use only.

7. **IMPROVING THE ACCESS TO ALLOTMENT SITE**

Two quotations had been obtained to re-surface part of the allotment site for use as a parking area for employees. This would include removal of the old gate and post which was dangerous and infilling some of the potholes in Fishers Lane. It was proposed that V L Baumont & Son should be appointed to carry out this work at a cost of £1,687, the second quotation being for £3,200. This was agreed with one abstention. It was also agreed that for the foreseeable future no charge would be made for this facility, which would be available only to employees of the businesses who would be issued with parking permits. Insurance liabilities would be investigated.

8. ALLOTMENT SITE

8.1 **Replacement Hedgerow** - The hedgerow adjacent to the allotment site off Fold Lane had deteriorated and needs replacement. Two quotations had been obtained and it was proposed that Land Shapes should be awarded the contract at a cost of £1,044.80. This was unanimously agreed.

8.2 **Allotment Rents** – Rent to the Parish Council has been increased by £100 per annum and it was proposed that this should be passed on to tenants by increasing rents from £20.00 to £23.00 and from £10.00 to £11.50. This proposal was unanimously agreed. The rent increase would be effective 1 January 2010. It was also agreed that tenants should be advised that shop employees would shortly share their parking facilities and they will be issued with parking permits.

9. STAFFING REVIEW PROPOSAL

9.1 The Staffing Review Committee had met and recommended that the Clerk's hourly rate should be increased in accordance with the National Salary Scale, backdated to 1 April 2009, from £12.20 to £12.32 per hour. A review of the Clerk's terms and conditions of employment was undertaken on 21 December 2009, and it was recommended that having satisfactorily conducted the Parish Council's business since the last review, the clerk's salary scale should be increased to Spinal Column 29, effective 1 April 2010. The current salary for that scale was £12.81 per hour. Annual leave would be in accordance with the NJC agreement. This proposal was unanimously approved.

9.2 It was recommended that persons appointed by the Parish Council to undertake maintenance work in the Parish should be on employed status and would be paid at the rate of £12.00 per hour effective 1 April 2010. This proposal was unanimously approved. Sub Contractors could continue to work on a self employed basis if required.

9.3 The Parish Footpaths Warden had previously been paid an Honorarium and it was suggested that this should be formalised and from 1 April 2010 the appointed Warden should be paid at the rate of £1,000 per annum. This proposal was unanimously approved.

10. BUDGET PROPOSALS

The Budget Review Committee met on 21 December 2009 to prepare a draft budget for the financial year April 2010 to March 2011. An analysis of costs up to December 2009 was undertaken and compared with an estimate of total expenditure to March 2010. It was noted that there would be a surplus during the year mainly because budgeted expenditure for emergencies, contested election and grants and donations had not been spent. Any end of year surplus would be added to reserves. Wyre Forest District Council had advised that Section 136 Grants would not be paid in 2010, and the budget had been prepared on that assumption. It was recommended that the Precept for the next financial year should remain unchanged at £21,783, and this proposal was unanimously approved.

11. NEWLETTER

A draft of the newsletter had been circulated. A quotation had been obtained for printing in full colour, enveloping, labelling and posting of £683, and this was agreed. The newsletter would be updated on the current position with regard to parking before being issued.

12. **CHAIRMAN'S REPORT:** The Chairman had attended the District Council Carol Service.

13. REPORTS FROM COUNCILLORS REPRESENTING OUTSIDE BODIES

13.1 **New School:** Cllr Mrs P Pardoe reported that after further lobbying by the Trustees, the Councillors and the Officers of the County Council had a private meeting, and on 10th December a letter was received from Colin Weeden, Head of Raising Achievement and Access to Learning, in which he accepts that the total money available for the new school was £4m. However, this still leaves a shortfall of £400,000. According to the Education Act 1980, the Council is obliged to fund totally a basic school, and although Officers would like the shortfall to

be made up by the Foundation, the Charity Commission have stated that the Foundation cannot benefit the County Council. Indeed, the Commission have made it very clear that if the Trustees did so, they would be personally surcharged for the amount involved. A further meeting, which representatives from Chaddesley will attend, has been arranged for Wednesday 13th January to discuss ways of closing the gap.

13.2 **Police** – Cllrs Mrs J Fox reported on a meeting at Kidderminster Library.

14. **ALLOTMENTS/COMMUNITY ORCHARD**

A further planting of fruit trees would take place in February.

15. **LENGTHSMAN SCHEME AND HIGHWAYS**

Cllr G Vernon reported on work carried out during December by the Lengthsman. He also reported that during a recent site inspection by Highways, the Lengthsman was asked to leave the site because he was not included on their health and safety risk assessment. This was particularly frustrating because it had been the Lengthsman who had identified the problems in the first place. The clerk would take this up with Highways because this was an example of where partnership working was not working.

16. **FINANCIAL REPORT**

16.1 The Clerk presented a schedule of payments and receipts which was approved.

Payments

		Amount £	VAT £	Total £
W Waldron	Lengthsman Scheme	220.00		220.00
CC Village Hall	Room Hire	22.00		22.00
Y L Scriven	Net Salary	1269.20		1269.20
HMRC	PAYE/NIC	337.02		337.02
PC World	External Memory Drive	52.17	7.82	59.99
Wyre Forest District Council	Electoral Roll Labels	20.00		20.00
		<u>1920.39</u>	<u>7.82</u>	<u>1928.21</u>

Receipts

Worcestershire County Council	Grass cutting contract	<u>1181.00</u>		<u>1181.00</u>
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16.2 The quarterly Cash Book and bank reconciliation to 31 December 2009 had been presented and was approved.

17. **ITEMS FOR NEXT MEETING:** As above.
Date of next meeting Monday 1 February 2010