

DRAFT

Tutnall & Cobley Parish Council

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THE MINUTES of an ORDINARY MEETING of TUTNALL & COBLEY PARISH COUNCIL
held on Tuesday 9 September 2014 at 7.20 p.m. in the Community Hall, Tardebigge

Present: Cllrs M Pengelly, L Denyer, S Cooper, M Ryan and A Wheeler-Vine

In Attendance: The Clerk

- 1 **APOLOGIES:** Cllr Tolley: harvesting: accepted
Cllr P Whittaker: harvesting: accepted

2 **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.

- 3 **MINUTES:** The Minutes of the meeting held on 8 July 2014 were approved.
Proposed: Cllr Denyer; Seconded Cllr Ryan All in agreement.

4 **PROGRESS REPORTS FOR INFORMATION:**

Clerk: Noted.

Chairman: Had received a copy of Citizens Advice Bureau's annual accounts for 2012 / 2013.

District Councillor: No report received.

County Councillor: No report received.

Footpath Warden: Nothing significant to report.

Tree Warden: Needed to contact Bromsgrove DC's Tree Officer about the dying 25ft Christmas tree in a conservation area.

The Tree Warden was asked to inspect the apple tree next to the bus shelter which has died.

The Footpath Warden will have a couple of 8ft oak trees and 30-40 smaller ones available for planting in the autumn.

Conservation Officer: Wished to discuss the demolition of Little Whitegates - covered in item 6.

Community Hall Representative: Cllr Denyer advised that she was likely to take over as treasurer once the accounts had been independently audited.

Charities Representative: Covered in item 17.

- 5 **CORRESPONDENCE:** Noted

6 **PLANNING MATTERS:**

Applications for Consideration:

14/0649 Linthurst Rise, Linthurst Newtown: Single storey rear extension. Householder Prior Notification. **Resolved** to comment there were no objections to the proposal. Nb The Parish Council is not eligible to comment.

Approvals: None received.

Refusals: None received.

Planning Matters:

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13/0410, Whitegates, Tutnall Lane: Demolition of existing (Whitegates) and annex (Little Whitegates) and erection of replacement dwelling and annex with improved vehicular access and associated works. Appeal dismissed. It was agreed the planners would be contacted voicing disquiet at the speed that application 14/416 had been decided and that a more detailed reply would be sent after the next meeting.

2014/0151/ENF Old Wharf, Wharf Lane: Building by the wharf: closure advice as there were no planning issues.

2014/0171/ENF Hewell Dairy, Hewell Lane: Conversion of garage to dwelling being investigated.
14/0662 Wheeley Farm, Wheeley Road: discharge of conditions 5, 6 and 7 of planning permission 13/0170 which relates to extension of time permission on 10/0058 which relates to new vehicular access and closure of existing access to be reinstated to garden land. Article 21 discharge.

- 7 **RAILINGS TO THE PLYMOUTH MEMORIAL:** The proposal to authorise expenditure under s137 Local Government Act 1972 for the £160 fee to the Diocesan Registry for the application for permission to restore the oak railings to the Plymouth Memorial was approved. Proposer: Cllr Ryan; Seconded: Cllr Wheeler-Vine; All in agreement.
- 8 **REINSTATEMENT OF COBLEY HILL WINDPUMP:** To be discussed at the next meeting.
- 9 **LENGTHSMAN SCHEME:** The Lengthsman's worksheets for May, June, July and August were approved. Requests:
Tutnall Lane: remove the weeds in the gutter / kerb.
Alcester Road to church car park: remove brambles.
- 10 **HIGHWAYS MATTERS:** Road Closure: part of B4096 Hewell Lane with Pikes Pool Lane to its junction with U22402 Hollowtree Lane for tree works; 1 day within a 2 week period commencing 15 September 2014.
There were no additional items.
- 11 **ORCHARD MAINTENANCE & FURNITURE:** It was acknowledged that the wild flowers had not germinated this year.
Picnic table and bench: needed to check that the bench had not been ordered; if it hadn't then alternatives would be sourced and agreed at the next meeting.
- 12 **PLYMOUTH HOUSE DISCHARGE:** Seven New Wharf residents had requested record sheets from Worcester Regulatory Services to long the odour so it could be determined if there was a statutory nuisance. The effluent is pumped out once a month; the smell is intermittent.
- 13 **NEWSLETTER:** Articles are needed by the first week in November.
- 14 **REPAIR OF BENCH ON BROAD GREEN:** Cllr Whittaker to be reminded to contact the local resident who had offered to replace the wooden slats.
- 15 **COMMUNITY HALL PIG ROAST:** The cancellation fee had been paid by the Community Hall.
- 16 **STANDING ORDERS: RECORDING & FILMING MEETINGS:** The Proposal to revise Clause 3 (I) of the Standing Orders adopted on 8 July 2014 by adding to the wording 'Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent' - 'Deleted following the implementation of

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the Openness of Local Government Bodies Regulations 2014'. Proposed: Cllr Ryan; Seconded: Cllr Cooper; All in agreement.

- 17 TARDEBIGGE CHARITIES REPRESENTATIVE:** Cllr Pengelly offered to attend the meetings on behalf of the Parish Council; Cllr Denyer offered to deputise if Cllr Pengelly was unavailable. Both were thanked for volunteering.

18 FINANCE:

a)	Bank Balances:	as at 31 July 2014	Current Account	£ 8,006.74
		30 August 2014	Current Account	£ 7,632.96
		4 October 2013	Deposit Account	<u>£ 3,804.54</u>
			Total Balance	£11,437.50
b)	Receipts:	Co-op Bank: Interest July 2014		£ 1.10
		Co-op Bank: Interest August 2014		<u>£ 0.89</u>
			Total	£ 1.99
c)	Payments for Approval:			
	H Davies: Clerk's salary for August 2014	£ 284.67		
	H Davies: Office costs 1 June - 31 August			
	£197.86 + £2.13 VAT	£ 199.99	£ 484.66	
	Diocesan Registry: application fee for grave railings		£ 160.00	
	Grant Thornton: Annual Return audit fee £100 + £20 VAT		£ 120.00	
	S Cooper: P3 expenses to 8 July 2014		£ 30.00	
	S Skeys:			
	Broad Green Grass Cuts:			
	9 cuts from April to 31 August 2014	£384.75		
	Lengthsman Scheme: T&C @ £11 per hour:			
	May: 16 hours			
	June: 18 hours			
	July: 14 hours			
	August including 1 September: 18 hours			
	Total hours: 66 hours @ £11 per hour	£726.00		
	Lengthsman Scheme: Burcot @ £11 per hour			
	May: 10 hours			
	June: 10 hours			
	July: 8 hours			
	Total hours: 28 @ £11 per hour	£308.00		
		Total for S Skeys:	<u>£1,418.75</u>	
		Total	£2,213.41	
d)	Unpresented Cheques:	None		
e)	Outstanding Invoices:	None		

- f) **NALC Draft Financial Regulations:** Members agreed:
- 1.14 grant or single commitment over £500 to be approved by the Council.
 - 3.1 Budgets - one year basis.
 - 4.1 Revenue expenditure items authority £500.
 - 4.4 Clerk's annual salary review - April
 - 4.5 Clerk's revenue expenditure to be limited to £100
 - 4.8 Quarterly Budgets - explanation of material variances not required.
 - 5.1 Credit References for councillors - will not be obtained.
 - 5.5 Transfer of funds by the clerk will not be permitted without the Council's approval.
 - 6.22 Petty cash - clause to be deleted
 - 11.1.b Formal Tenders over £60,000 - agreed.
 - 11.1.h Estimates - three required when the value is below £3,000 and above £100.
 - 14.2 Assets - no assets can be bought or sold without the authority of the Council.
- The document will be revised and submitted for approval at the next meeting.

g) **HMRC P9D for 2012/13:** was finally submitted on 26 August by post.

h) **Quarterly Audit:** Had been carried out, no problems identified.

i) **Finance Items: Proposed:** Cllr Denyer **and Seconded:** Cllr Wheeler-Vine; All in agreement.

19 COMMENTS FROM MEMBERS:

Alcester Road near Plymcot: at the weekend in the summer cars were parking on the verge and across the footpath. Walkers have to go onto the road to go past the cars. To be reported to the Hub.

Alcester Road two patches of Japanese knotweed: a patch opposite Tutnall Lane junction with another patch to the Redditch side of the bus stop; to be reported to the Hub

20 DATE OF NEXT MEETING:

Resolved: There will be an Ordinary Meeting at 7.20 pm on Tuesday, 14 October 2014, in the Committee Room of Tardebigge Community Hall.

The Chairman thanked everybody for attending and closed the meeting at 9.25 p.m.

Signed: Chairman

14 October 2014