

# **POWICK PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council held Wednesday 2<sup>nd</sup> May 2018  
at Powick Parish Hall commencing at 7.30pm

## **PRESENT:**

Councillors A. Lamb, J. Allsopp, D. Jones, M. Richmond, P. Harris, J. Price & J. Foy.  
Also present County Councillor Tom Wells.

There were no Public present.

## **ELECTION OF CHAIRMAN**

It was proposed by Cllr price, seconded by Cllr Richmond that Cllr Lamb be re-elected as Chairman. All agreed. Cllr Lamb duly signed the declaration of office and took the Chair.

## **APOLOGIES & REASONS FOR ABSENCE:**

Apologies had been received from Councillors C. Phillips, R. Willetts, S. Underwood, R. Humpage, J. Foy & B. Pilcher. All reasons approved.

## **RESIGNATIONS / APPLICATIONS FOR CO-OPTION**

None

## **ELECTION OF VICE-CHAIRMAN**

It was proposed by Cllr Jones, seconded by Cllr Richmond, that Cllr Phillips be re-elected as Vice Chairman. All agreed.

## **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATIONS:**

None.

Councillors were reminded of the need to update Registers of Interests as appropriate.

## **STANDING ORDERS**

The Council noted current Standing Orders together with the need to review these in line with New Model Standing Orders released by NALC. It was agreed to bring these to the June meeting for review &/or adoption.

## **CODE OF CONDUCT**

The Code of Conduct for Councillors was noted, and it was agreed that the Clerk would re-circulate to Members.

## **SCHEMES OF DELEGATION**

- Urgent Business Committee – it was proposed by Cllr Jones, seconded by Cllr Richmond that the UCB be made up of the Chair, Vice-Chair, Cllr Allsopp & the Clerk. All agreed.

## **REVIEW OF FINANCIAL REGULATIONS, RISK ASSESSMENTS & INSURANCE POLICY**

It was agreed that the Financial Working Group should review these with the Clerk.

The Clerk will circulate approved Financial Regs to Members in due course.

## COUNCILLOR APPOINTMENTS

It was proposed by Cllr Richmond, seconded by Cllr Price, that the following appointments be made –

- Financial Working Group – Cllrs Lamb, Phillips, Allsopp and the Clerk
- Planning Chairman – Cllr Phillips
- Planning Vice-Chairman – Cllr Allsopp
- Cheque signatories – Cllrs Lamb & Phillips, Clerk (transactions)
- Callow End PFA Reps – Cllrs Jones & Underwood
- Hospital Lane PF Reps – Cllrs Lamb & Phillips
- Parish Paths Warden – Cllr Underwood (to be agreed)
- Parish Emergency Support Team (PEST) Co-ordinator – vacant role
- Newsletter Working Group – Cllrs Richmond, Price, Lamb, Willetts & the Clerk

All agreed.

## WORCS CALC REPS

It was agreed by all that Cllrs Lamb & Price should continue in the role.

ITEM	MINUTE RECORDED	ACTION AGREED
1.	<b>The Minutes of the meeting held 4<sup>th</sup> April 2018 and the Report of the Planning Committee held 4<sup>th</sup> April 2018</b> were agreed & signed as a true record. Proposed Cllr Price, seconded Cllr Jones. All agreed.	
2.	<b>Matters arising</b> The Clerk has contacted Worcs CC re the Parish Warden role and information has been sent to Cllr Underwood.  SWDP options re Traveller & Travelling Show People sites - There has been no response from MHDC to comments regarding the erection of the Mountain View 'garden room' at Bastonford. The Chairman has spoken to the owner of The Paddocks re options. Members discussed ongoing concerns regarding planning processes. Cllr T. Wells outlined MHDC options for sites and criteria for such sites. The Chair confirmed that the PC has at no time to date, offered funding to the residents or support for a judicial review re Mountain View.	
3.	<b>Lengthsman Report</b> Monthly tasks completed were noted.	

	<p>Tasks requested or in progress – Overhanging tree at Cross house – residents have been informed but still in a dangerous condition across the highway.</p> <p>Virginia House, Powick – polite notice required re vegetation overhanging the pathway to rear of the Red Lion PH.</p> <p>Cherry Trees on the corner of the turn to Bransford from Powick Village – MHDC have been notified re pruning concerns.</p>	<p>Clerk to liaise re tasks.</p>
4.	<p><b>Financial &amp; Governance Matters</b> Internal audit – in progress as required. External audit submission date extended to 2<sup>nd</sup> July.</p> <p>Annual subscriptions were agreed for CALC, NALC, SLCC.</p> <p>Insurance policy renewed in line with the 3 year agreement with Came &amp; Co.</p> <p>GDPR – It was proposed by Cllr Richmond, seconded Cllr Jones, that the Local Council Public Advisory Service be appointed as our Data Protection Officer role with effect from 25<sup>th</sup> May 2018. Decision taken following recommendation by the Clerk. All agreed.</p> <p>Lengthsman contract – proposed Cllr Allsopp, seconded Cllr Harris that the contract be renewed with Worcs CC &amp; P. Skeys. All agreed.</p>	<p>Clerk to progress the audit.</p> <p>Clerk to confirm with Came &amp; Co re insurance renewal.</p> <p>Clerk to confirm contract for DPO with LCPAS.</p> <p>Clerk to confirm L'man contract with WCC &amp; PS.</p>
5.	<p><b>Parish Matters</b> Newsletter – Spring edition public comments received were noted. Next edition copy written and to approved by the Working Group. Distribution now 100% volunteers and Cllrs. Volunteer 'thank you' posters have been displayed on Facebook and notice boards.</p> <p>Powick Playing Field Committee – Cllr Allsopp updated the PC on the current position with the committee and planned events. Finance still a concern going forward.</p> <p>Bush Lane dog fouling concerns – the location of the agreed waste bin is proposed as opposite the stables entrance but needs confirmation and</p>	<p>Cllrs Underwood &amp; Jones to confirm Callow End volunteer delivery numbers to Cllr Richmond asap.</p> <p>Cllr Richmond to give the Clerk the operational manual for future reference.</p> <p>Cllr Jones to confirm location approval with</p>

	<p>approval from adjacent residents. The Clerk will then arrange with MHDC.</p> <p>Pixham Ferry Landing – deferred to a future meeting.</p> <p>‘There but not There’ WW1 project – the Council agreed to join the project in principal, subject to further details re costs and location.</p>	<p>residents and notify the Clerk.</p> <p>Clerk to defer to a future meeting as required.</p> <p>Chairman to progress and confirm details re costs and location.</p>
6.	<p><b>Playing Field Reports</b></p> <p>Callow End – no meeting held. The pathway around the park being used by the school.</p> <p>Hospital Lane – Football Foundation funding application awaiting decision and submission of stage 1 draft tender costs (tenders deadline 4<sup>th</sup> May). Clerk to progress as required however as both the Chairman &amp; Vice-Chairman will be away during May, it was agreed that Cllrs Allsopp &amp; Richmond would have delegated authority to act on their behalf if required.</p>	<p>Clerk to liaise with QS re tenders.</p> <p>Clerk to liaise with FF re the funding application.</p>
7.	<p><b>District &amp; County Councillor Reports</b></p> <p>Cllr Newman reports as circulated via email.</p> <p>Cllr Wells updated the Council re Worcs Highways works agreed and reported.</p> <p>There is a meeting next week with Taylor Wimpey re the ongoing resident’s concerns.</p> <p>Powick School require funding for outstanding works and may apply to the PC.</p> <p>There is an ongoing car parking issue at Old Malvern Rd which it is hoped will be resolved shortly.</p> <p>The PC was applauded for the spring daffodils around the parish and the Lengthsman works at Pixham Lane picnic site &amp; Dark Lane.</p>	
8.	<p><b>Councillor Reports &amp; Items for future agendas</b></p> <p>The Chairman has been invited to attend the induction of the new Vicar on 27<sup>th</sup> May but cannot attend. It was agreed that Cllr Allsopp would attend on his behalf.</p> <p>Cllr Allsopp reported on the Powick Parish Hall 90<sup>th</sup> birthday activities.</p> <p>Cllr Jones raised concern re ongoing planning enforcement matters at 34 Upton Rd. Clerk agreed to chase up with MHDC.</p> <p>Cllr Price thanked Cllr T. Wells for help with Taylor Wimpey matters.</p>	<p>Clerk to chase up planning enforcement matters.</p>

9.	<p><b>Report of the Clerk</b></p> <p>A reminder was given for the Annual Parish Meeting on Weds 16<sup>th</sup> May at Powick Parish Hall at 7.30pm when there will be a presentation by Malvern Hills Trust.</p> <p>Accounts proposed for payment by Cllr Jones, seconded by Cllr Price. All agreed.</p> <p>£576.28 Clerks salary  £20.19 Clerk Broadband / phone expenses  £20.00 Clerk CiLCA expenses  £420.00 Lengthsman fees  £1063.79 Worcs CALC/NALC annual subs  £151.90 Eon CEPF pavilion gas supply  £165.00 SLCC annual subs  £1804.64 Came &amp; Co insurance policy renewal  £221.65 CEPFA Caretaking fees Nov 2017 – March 2018</p> <p>Money received:  £22,247.00 MHDC precept 2018/19  £2508.00 Worcs CC Lengthsman scheme reimbursement 2017-18</p>	Clerk to pay accounts as agreed.
	<b>There being no further business the meeting closed at 9.30 pm</b>	