

Hill & Moor Parish Council

Minutes of the Parish Council Meeting held in Lower Moor Parish Rooms on Thursday, 3rd June, 2010.

Present: Mr N Butler, Mr M Hayes, Mr E Cohen, Ms A Buckley.
Clerk: Mrs C Morris.

In attendance: Cllr E Tucker, county and district councillor.

The meeting opened at 7.30pm.

ADMIN

1. To consider apologies for absence.

Apologies were received and approved from Cllr Oldfield and Cllr English, on holiday.

2. To consider: a) Declarations of Interest (Personal & Prejudicial) and b) Any changes to be notified to the Register of Interest and Gifts & Hospitality. None

3. To note and review the council's Standing Orders.

It was agreed that councillors would read the new standing orders and make notes for the next meeting.

4. To consider the council's scheme of delegation and councillor areas of responsibility.

The council approved the scheme of delegation, with a few small alterations (*attached*).

Areas of responsibility were agreed as follows:

- All councillors to have responsibility for planning.
- All councillors to be members of the staffing working group.
- Cllr Cohen was to continue his role as footpath representative (He was also congratulated upon his new appointment as Recreational Paths Warden with responsibility for the local stretch of the Wychavon Way).
- Cllr Butler is to continue as street lighting representative.
- Cllr Hayes was named as health and safety representative.
- Roles of grants rep and play area rep were deferred.

5. To review the council's financial regulations and risk assessment. Deferred.

6. To nominate councillors to represent the parish on outside bodies.

Village Hall Committee – Cllr Butler and Cohen

Tip liaison – Cllr Hayes and Cllr Buckley.

PC liaison group for wind farm – Cllr Buckley.

PACT – Cllr Hayes.

Allotment Group – Cllr Hayes.

Events Committee – clerk to contact Cllr Bracewell to see if the committee wanted a PC rep.

Action Clerk

7. Minutes: Minutes of the meeting on 20th May 2010 to be confirmed and signed.

The minutes were signed by the chairman as a true record of proceedings.

8. To consider any applications for co-option to fill the council's vacant seat. No applicants.

NEW ITEMS:

9. To consider any action regarding the Lenches Wind Farm application.

It was noted that the application had been received by Wychavon but had not yet been distributed.

10. To propose a phase one scheme, timetable and method of consultation for the street light scheme.

Cllr Butler reported his work towards costing the scheme and said he had found out about a scheme in Gloucestershire where grants had been secured to pay for environmental improvements to the street lamps. He said he was to meet with the leader of the project and take advice on the parish lighting scheme.

Action Cllr Butler

11. To consider any further issues surrounding the planning hearing:

W/09/02828/CU, Stable Paddock, Upper Moor - Use of land for the stationing of caravans – updated plan.

Cllr Hayes gave his report from the planning meeting, when the item was deferred for further reports. The council noted with disappointment that he was not allowed to speak in place of a resident who was unable to attend, also that the letter sent in from the PC was paraphrased by the officer and some points missed out. It was agreed that Cllr Hayes and Cllr Tucker would arrange a meeting in Upper Moor to talk about the issue. Cllr English to be invited to take part.

Action Cllr Hayes

REGULAR ITEMS:

12. Finance:

12.1. To approve accounts for payment and note any receipts.

The following accounts were approved for payment:

GBD	mowing	£349.97
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Interest of 65p had been earned in the savings account in May.

12.2. Bank reconciliation.

May in:

Interest		£	<u>65</u>
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May Out:

528	GBD	Mowing	£427.81
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529	NPower	Lights	£420.92
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530	Playsafety	Rospa	£ 74.03
531	N Winter	Lengthsman	£302.08
532	C Morris	Clerk	£315.45
533	Comunicorp	Subs	£ 11.00
534	Methodist Ins	Insurance	£424.79
535	Wychavon	Rates-shop	£ 51.10
536	Wychavon	Rates-pub	<u>£285.75</u>
			<u>£2,312.93</u>

The bank reconciliation for May showed that in the current account there was no income. Cheques were written totalling £3,312.93 but some had not been presented (the meeting was late in the month) - totalling £1,502.53. This meant the current account at May 31 stood at £6,858.42. The savings account accrued 65p in interest. This meant that, taking into account the unpresented cheques, the council's total cash assets at May 31 2010 stood at £20,603.01.

12.3. To approve overtime/expenses for May 2010.

The clerk's expenses of £6.48 were approved.

12.4. To consider any issues relating to the audits and end of year accounts.

The accounts were with the internal auditor. It was agreed that the chairman should complete the signing of the annual return providing there was no issue raised by the internal audit.

Action Clerk/Chairman

13. Planning:

13.1. To consider new planning applications.

County Council plan: 10/000030/CM Hill & Moor **Landfill Site**, to vary the condition of planning permission, to allow for use of the waste transfer station on bank holidays. **No Objection.**

Plan received too late for agenda, dealt with under delegated powers.:
W/10/01271/PP – **St Catherine's**, Blackmsiths Lane, Lower Moor. Rear extension to ground and first floor. **No Objection.**

13.2. To confirm comments sent to Wychavon District Council between meetings.

None.

13.3. To note any Decision Notices received from Wychavon District Council. None

14. Street Lighting:

14.1. To note fault reports and hear progress on faults.

14.2. To discuss action necessary to maintain/repair/update the lighting system.

No further issues to report.

15. Playing Field.

To consider progress on any repairs/improvements necessary for the play area and field.

The chairman discussed the findings of the Rospa report. It was agreed that the pedestrian part of the gate be removed, to remove any risks there, for a trial period.

Jo Bracewell had agreed to check the minor items on the report for the play area and it was also noted that an issue had been raised with the temporary five-a-side goal posts which were being left on the field. Councillors would find out locally who they belonged to and speak to

them.

Action Cllrs.

The clerk asked for confirmation on weekly play area checks. Cllr Butler confirmed he was carrying out checks on the play area and Cllr Hayes confirmed he was checking the goal posts.

16. Village Hall – To consider any village hall issues:

New initiatives, which had been reported at the annual parish meeting were noted and the committee congratulated. There were no new issues.

17. Lengthsman: To consider any lengthsman issues.

It was noted that Mr Winter had returned home after his hospital treatment and was making improvements. Members agreed they were happy to give him more time to consider his longer-term future as a lengthsman.

UPDATES:

18. To consider any updates on any of the following ongoing issues:

Allotments -No news

Website- the website had been difficult to access again but had improved

Newsletter – clerk to prepare a newsletter

Action Clerk

Flooding- the county council drain improvement scheme was continuing, reported Cllr Tucker, but was dependent on permission from a landowner who could not be contacted.

Wind Farm – as above

Housing – The housing strategies had been altered with the new Government, Cllr Tucker reported. The Regional Spatial Strategy was unlikely to continue. The local Joint Core Strategy was continuing at present but would likely be different.

PACT – No news

Glasshouse development – Cllr Tucker reported that there had been talks with Wychavon DC concerning a new main road roundabout access and an extension to the size of the building and a new application was awaited.

19. Calc/Training issues.

New training dates had been circulated.

20. Reports from councillors/ county and district councillor and Correspondence.

GRANTS REQUESTS: Requests for financial support were received from the Bobby Club and Wychavon Citizens' Advice Bureau. The council felt it did not have money for grants with the street light scheme imminent. It noted the cut in funding for the CAB and agreed to look again at the application later in the year.

ANNUAL MEETING ISSUES:

Speeding traffic through the village: future agenda.

Garage site, Wyre Piddle: Clerk contacted the clerk at Wyre about the site and related safety issues. He said it had been reported to Wychavon's Building Control team and the Health and Safety Executive. The local Police have also been advised to watch for persons trespassing the site. The site owners have gone into administration and the clerk was trying to establish who was now responsible for it.

GRANTS: Rural play initiative grants – available from Wychavon DC

BENCHES ON FIELD: The insurance company confirmed that parish council owned benches would be covered under the council's property and public liability insurance.

21. Items for next agenda and to affirm the date of the next meeting.

The date of the next meeting was confirmed as July 1st 2010.

The meeting closed at 9.50pm.

.....(chairman)

.....(date)

C. Morris - Mrs C Morris. Clerk

Hill & Moor Parish Council

Scheme of Delegation for Urgent Business (June 2010)

Delegation:

- A parish council may delegate decisions to a committee or the clerk, as the proper officer. The council may not delegate decision-making to one councillor, including the chairman.
- Working groups may meet informally, without public notice but must make recommendations to the council.

Urgent Decisions:

- Urgent decisions required between scheduled meetings of the council are

delegated to the clerk in consultation with the Chairman and Vice Chairman of the council. Should either councillor need to declare a prejudicial interest in the item, then the clerk should approach the councillor with special responsibility for the area or if this is not relevant, then the first councillor in the alphabetical (surnames) list.

- Decisions made under this delegation must be reported to and minuted at the next meeting of the council.
- Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

Planning Decisions:

The council will make all efforts to deal with planning applications at its monthly meetings, however, where an urgent decision is needed, it will pursue the following course of action:

- The council, as statutory consultee, delegates all decisions arising under Development Control consultations to the clerk in consultation with the named councillors with special responsibility. This position will be reviewed annually.
- The relevant papers to be circulated to all councillors who should return them as soon as possible together with their comments, to the clerk, via the named councillors.
- Decisions made under this delegation must be reported to and minuted at the next meeting of the parish council.
- All major planning applications must be further considered at the next parish council meeting.

Staffing Committee

- The staffing committee must consist of at least three people, including two councillors.
- The committee will be responsible for:
 - Staff recruitment
 - To confirm individual contracts of employment and all terms and conditions
 - Make arrangements for a regular review of the clerk's performance and take any necessary action thereon.
 - Appoint an appeals panel
 - Consider recommendations from the Appeals Panel and necessary actions thereon.