

# DRAFT

## Little Comberton Parish Council

### Parish Council Meeting - Minutes Tuesday 7<sup>th</sup> June 2022, 7.00pm Village Hall

**Parish Councillors Present:** L Haycock, N Jamieson, C Rabbette, A Dermont, A Haycock

**Clerk/RFO:** Nicola Harding

**In attendance:** No parishioners

#### Parish Council Meeting

1. **Apologies:** Received from County Cllr Hardman who was on annual leave.
2. **Declarations of Interest:** There were no declarations.
3. **Parishioner's Comments:** There were no parishioners present, therefore no comments.
4. **Minutes of meeting held on Tuesday 3<sup>rd</sup> May 2022**

Proposed Cllr Dermont, seconded Cllr Jamieson, all in favour, to approve the minutes as a true record.  
Cllr Rabbette agreed to post future agendas on the crossroads notice board, and Cllr L/A Haycock to post the minutes.
5. **Progress reports from Parish Activities: brief updates:**
  - a) **Lengthsman:** Concerns remain regarding the buildup of loose grit and weeds in the gutters – this has been noted by District Cllr Kearsy to establish the District Council's current street cleaning programme. The Clerk agreed to request further updates, to be forwarded once received. The path at the side of the village hall remains difficult for the lengthsman to clear due to the condition of its surface. County Cllr Hardman had informed the Council that the path would be earmarked for future maintenance, therefore it was agreed to liaise with County Cllr Hardman further to establish a potential date for completion.  
Vegetation at the entrance sign to the village on Pershore Road has become overgrown, therefore it was agreed to include this in the lengthsman's next work plan. It was also noted that the lengthsman had completed a good job in tidying key areas ahead of the street market event.  
*Action: Clerk to Liaise with the District Council and County Cllr Hardman regarding future road sweeping and path maintenance. Cllr Jamieson to thank the lengthsman on behalf of the Parish Council for work undertaken ahead of the street market, and to draw attention to the village sign.*
  - b) **Highways:** Ahead of the meeting, County Cllr Hardman confirmed that he had liaised with the drainage engineer at Worcestershire County Council regarding the ongoing drainage issue in Orchard Drive. It was confirmed that the County Council intend to put in another gully at the corner of Orchard Drive, hopefully in late Summer.
  - c) **Footpaths/PRoW:** Cllr Rabbette drew further attention to the condition of the steps and hand rail by the field entrance at Well Furlong. This had been reported to the County Council by the Clerk on 12<sup>th</sup> May and contractors informed to schedule repairs ahead of the street market event. It was noted that repairs may remain outstanding, therefore the Clerk agreed to make further contact with the senior area public rights of way officer for clarification. *Action: Clerk.* Cllr Jamieson and Cllr Rabbette agreed to monitor additional areas which had been flagged up in the latest footpath report.
6. **District and County Councillor's reports:**

County Cllr Hardman had forwarded a Highways report, as noted under Progress reports.
7. **Parish volunteers**

Cllrs discussed the role of the Parish Council in managing general Parish volunteers in line with health and safety regulations, to ensure reasonable measures are considered and risks managed for future, potential tasks within the Parish. Additional support for the tree warden was also considered, following previous advice from the Senior Greenspace Officer at the Countryside Centre, regarding the essential management of risks. It was agreed to establish further information from the Greenspace Officer for consideration, in addition to potential training opportunities to support this process.  
*Action: Clerk to liaise with contact at WCC, update members and the tree warden, once information is received.*  
Attention was also drawn to two trees along Wick Road, which were recently planted but not appearing to thrive.  
*Action: Cllr Dermont and Cllr Rabbette agreed to inspect and photograph the trees, and if applicable, liaise with the original supplier for action.*
8. **Revised Code of Conduct**

The Clerk informed members of the revised model Code of Conduct 2021, which had been received by Wychavon District Council with a recommendation to adopt without change, following a 2019 report on the review of standards in local government. The revised document was circulated ahead of the meeting for consideration, and all Cllrs agreed to adopt the document in full. Members agreed to revisit the guidance again to ensure familiarization of new, additional protocols in best serving the community.

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## 9. '20's plenty for Worcestershire' speed campaign

Worcestershire County Association of Local Councils (Calc) had provided details of proposals to support a motion normalizing 20mph in the County, as part of a '20's plenty for Worcestershire' campaign, funded by the County Council or government grants. A discussion took place and Cllrs agreed that careful consideration is required in terms of where such a proposal might apply in Parishes, as some areas may prove more difficult than others to manage. It was agreed therefore to involve the community via an online survey, with hard copies also available, to gauge parishioner's views of a potential 20mph speed limit in the core of the village.

*Action: Cllr Jamieson to produce a draft to share with Cllrs ahead of publishing.*

## 10. Planning

**W/22/00971:** Cornerways – Two storey rear extension and detached garage (Variation of condition 5 Ref. 21/02596/HP) *Cllrs had no comments to make – pending decision.*

**W/22/00979:** Hickley Piece – Replacement porch and replacement render and windows plus timber cladding to elevations *Cllrs had no comments to make – pending decision.*

**W/22/01053:** The Manor House: Conversion of existing barns to single residential dwelling – Cllrs had considered the application details at length and a discussion ensued. It was agreed to support the application, given the sensitivity of the scheme and improvement of the current structure of such historical significance. Some concerns were raised regarding the potential loss of green space at the paddock known as Cherry's Orchard, in addition to the significance of large construction vehicles accessing the site, however on balance, it was agreed to support this application.

*Action: Clerk to draft comments for approval and forward to Wychavon District Council.*

## 11. Finance

### a) Current Balances at 26<sup>th</sup> May 2022

Current Account:	£8,145.56
Savings Account:	£4,931.11
<b>TOTAL</b>	<b>£13,076.67</b>

### b) Payments to report:

Clerk's salary (May 2022)	£330.98
Clerk's expenses (May 2022)	£12.00
Clerk's expenses: postage	£9.11
Lengthsman (May 2022)	£156.00
Defibrillator battery	£210.00
Worcs Calc: Annual subs fees	£225.99
LCVHC: hall hire May 2022	£13.00
LCS&SC: Jubilee funding	£100.00
<b>TOTAL</b>	<b>£1,057.08</b>

Income to report:	
WDC: Jubilee funding	£100.00
WCC: Lengthsman April 22	£156.00

*The Clerk reported the listed payments and income to date, in addition to the following payments which had been received ahead of the meeting:*

S. Blunsom: Tree removal/planting – Orchard Drive	£150.00
Z. Kirby: Internal auditor fee – 21/22 accounts	£120.00
LCVHC: Hall hire (May)	£13.00

*Proposed Cllr L Haycock, seconded Cllr Rabbette, all in favour, to approve the payments presented.*

Thanks were extended on behalf of the Parish Council to M. Kibble, who had drawn member's attention to the requirement of a battery upgrade on the defibrillator, which he kindly replaced ahead of the street market event.

c) To consider Nalc pay award increase 2021/22 – Details of the National Salary Award 2021-22, agreed by the National Joint Council for Local Government Services were circulated ahead of the meeting – these were considered and approved, with effect from July 2022.

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- d) Internal audit report 2021-22 accounts: The Clerk shared the report findings with members and comments were noted.  
*Actions: Clerk to amend the date on the County Council website in line with the review of the standing orders and financial regulations which were reviewed and adopted at the Annual May meeting. Cllrs are reminded to ensure familiarisation of Section 1 of the Annual Return each financial year, as this does not form part of the role of the internal auditor examiner to verify its accuracy.*

The Clerk also informed members that in line with the Transparency Code for smaller authorities, all relevant documents had been published online relating to the 2021/22 accounts, including the notice of public rights to inspect the accounts for the year ended 31<sup>st</sup> March 2022, via the County Council My Parish website and crossroads notice board.

## 12. Correspondence

Worcs CC: Notification had been received that repair work would be undertaken at the steps/hand rail by the field at Well Furlong, (as reported under item 5c).

## 13. Councillor's reports and items for future agenda

A discussion ensued regarding the deeds to the old/new parts of the village hall, as these had been received from the previous Clerk. It was noted that there is now an annual fee to retain such documents with the solicitor, therefore it was agreed to research a suitable steel box for their safe keeping in the village hall.

Members agreed to revisit Cllr recruitment as an agenda item at the next meeting of the Parish Council, and Cllrs L and A Haycock agreed to explore Cllr's roles in the planning process, to share with members and update parishioners accordingly.

14. **Date of Next Meeting:** Tuesday 26<sup>th</sup> July 2022 at 7.00 pm.

Signed .....

Date.....

**Chairman**