

**MINUTES OF THE MEETING OF TIBBERTON PARISH COUNCIL HELD ON
TUESDAY 6TH DECEMBER 2022, 7.30PM**

PRESENT: Cllr. Rowley, Chairman; Cllr. Doolin, vice-Chairman
Cllr. Holding, Cllr. Leci and Cllr. Nutting

ALSO PRESENT: R Mullett (Acting Clerk),
Local Police Inspector for Safer Neighbourhood Scheme.
Two Community Support Officers
31 members of the public.

1. APOLOGIES

1.1 Apologies were received from Cllr. Hartwright, and Cllr. Grimer and reasons for absence were agreed by all councillors present.

2. HUMAN RESOURCES COMMITTEE

2.1 Staffing changes were duly noted. It was unanimously **RESOLVED** to form a Human Resources Committee consisting of Cllr. Rowley, Cllr. Doolin and Cllr. Nutting with Cllr. Leci to chair an Appeals Panel if required. This committee will manage the process of recruiting a new Clerk including drawing up a job description, terms and conditions of employment, hours of work and level of pay.

3. DECLARATIONS OF INTEREST

3.1 Chairman asked all members present to declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and the nature of those interests.

Cllr. Rowley – Agenda item 11 – Trustee/Director of Tibberton Community Land Trust.

4. DISPENSATIONS

Cllr. Rowley requested a dispensation on agenda item 11, and it was unanimously **RESOLVED** to grant this dispensation.

5. MINUTES OF THE PREVIOUS MEETING

5.1 It was unanimously **RESOLVED** that the minutes of the meeting held on 15th November 2022 be signed as a correct record.

6. PUBLIC FORUM

6.1 Residents raised matters of interest or concern with the Parish Council.

6.2 **Report of County Councillor** – No apologies or report received

6.3 **Report of District Councillor** – a Wychavon Meet your Councillor meeting is taking place tomorrow afternoon to allow parishioners to meet with Cllr. Rowley. The Senior Planning Officer and Policy Officer will also be in attendance. District Cllr. Rowley encouraged parishioners to attend.

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6.4 **Report from Police Officer** – The Inspector introduced himself and his colleagues and reported that as representatives of the local Safer Neighbourhood Team they would be attending Parish Council meetings when possible to take on board any issues and report back.

7. TO RECEIVE THE REPORTS OF COUNCILLORS

7.1 **Neighbourhood Watch** – Cllr. Leci advised that we still need more people to sign up to scheme and asked parishioners to encourage neighbours to join.

7.2 **Community Speed Watch** – Cllr. Rowley said that Tibberton had been the highest performing speed watch team in the area this year and that they would welcome more volunteers.

7.3 **Tibberton Community Land Trust** – The Annual General Meeting is to be held tomorrow and Cllr. Rowley encouraged parishioners to attend.

7.4 **Worcestershire County Association of Local Councils** – Cllr. Rowley attended the Area Committee meeting last week and it was advised there would be a stronger Police presence at parish council meetings to try and form a stronger involvement with the community. It is therefore pleasing to see the Police attending this evening.

7.5 **Telephone Kiosk Working Group** – there is still some maintenance work to be undertaken which is weather dependent. Cllr Leci is to work with the group to enable a map to be displayed to show the location of all the properties and their locations in the parish.

7.6 **Web Site** – Nothing to report

8. PLANNING MATTERS

8.1 It was unanimously **RESOLVED** that Cllr. Rowley would draft a response to the SWDPR Regulation 19 Consultation to be sent to councillors for approval. The deadline for comments is 13th December 2022.

8.2

Application Type:	Advertisement
Planning Reference:	W/22/02374/ADV
Proposal:	1 building mounted sign to northeast and southeast elevation, Alliance Flooring Distribution
Location:	Unit 7, Curlews End, Worcester Six Business Park, WR4 0AN
Decision:	The application is incomplete as there is no detail on whether the sign will be illuminated. The parish council have asked the Case Officer but has yet to receive a response.

9. HIGHWAYS AND BYWAYS

- 9.1 Concern relating to the safety of pedestrians crossing Plough Road between the east and west footways south of the northern end of Church Lane had been received. As there was no County Councillor present the Chairman agreed to email him with the concern.
- 9.2 **Lengthsman** – nothing to report
- 9.3 **Public Rights of Way** – Nothing to report

10. WHITE GATES

Cllr Leci reported that the County Councillor has agreed to fund the white gates from his Divisional Fund. The parish council to purchase them direct and send the invoice for **full reimbursement**.

11. TIBBERTON VILLAGE HALL (NEW)

- 11.1 It was unanimously **RESOLVED** to make arrangements for maintenance work which is required before leasing the hall including heating system adjustments, routine servicing of fire and burglar alarm systems and fire extinguishers, clearing gutters and cleaning windows.
- 11.2 The Chairman had circulated a list of issues from Tibberton Community Land Trust appertaining to the lease. It was unanimously **RESOLVED** to appoint Cllr. Leci, Cllr. Doolin and Cllr. Grimer in his absence to meet with the Community Land Trust and bring back to Full Council.
- 11.3 **Tenders for Landscaping Contract** – Acting Clerk informed the Council that as per their adopted Financial Regulations “11 (h) *When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply)*. As 3 quotations had not been received this item would not be discussed at agenda item 16.

12. FINANCE

- 12.1 It was unanimously **RESOLVED** to appoint an independent auditor to conduct a re-examination of the Parish Council Accounts for 2019/2020, 2020/2021 and 2021/22 at a cost of £750.00. The Acting Clerk confirmed that they would be revising procedures to date to ensure compliance with proper practices and will report back to full council on all findings.
- 12.2 It was unanimously **RESOLVED** to work with CALC and Acting Clerk to produce a report on implementing adequate end of year procedures to ensure compliance with the Local Audit and Accountability Act 2014 and the Local Audit (Smaller Authorities) Regulations 2015.
- 12.3 It was unanimously **RESOLVED** to approve the following payments:
Subject to receipt of invoice to pay Cllr. Grimer £1,060.80 for the new website set-up.

12.3 It was unanimously **RESOLVED** to open an account with Unity Trust Bank and produced to the meeting a copy of the Bank’s terms and conditions for operating an account. The Bank’s Terms and Conditions are approved, and we appoint the bank as our bankers. The Bank’s Terms and Conditions may vary from time to time, and we agree to be bound by them. The mandate for the operation of the bank account, payment instructions and banking service to be approved and provided to the bank by the personals authorised to do so in accordance with the Bank’s procedures. The Bank is entitled to rely upon this mandate until it receives a later mandate amending it.

13. CORRESPONDENCE AND OTHER MATTERS FOR CONSIDERATION AND INFORMATION

13.1 It was unanimously **RESOLVED** not to make a grant to South Worcestershire Citizens Advice Bureau. To confirm notification from Wychavon District Council confirming Council Tax Support Grant of £711 for the financial year 2023/24 and requesting the Parish Council’s budget for 2023/2024 by Friday 27th January 2023.

14. ITEMS FOR INCLUSION ON A FUTURE AGENDA

- 14.1 Governance framework for managing data to include but not limited to Freedom of Information policies and procedures.
- 14.2 Skills Matrix

15. DATE OF NEXT MEETING

15.1 The net ordinary meeting of Tibberton Parish Council will be held on Thursday 12th January 2023 at 7.30pm in Tibberton Parish Hall.

16. RESOLUTION FOR COUNCIL TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS

16. It was unanimously **RESOLVED** to agree that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from the meeting for the duration of the following item on the basis that the information disclosed will be prejudicial to the public interest by reason of the confidential nature of the business to be transacted :-

Tenders for a landscaping contract at the new village hall – this item was deferred awaiting receipt of 3 quotations.

The meeting closed at 9.25pm