

## TIBBERTON PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING THURSDAY 12<sup>th</sup> JANUARY 2023, 7.30PM at TIBBERTON PARISH HALL

**Council Members present:** Cllr R Grimer (with apologies for lateness, min. no.5)  
Cllr C Hartwright  
Cllr E Holding  
Cllr D Nutting

**Council Members absent:** Cllr M Rowley, Chairman  
Cllr M Doolin, vice-Chairman  
Cllr M Leci.

**In attendance:** 17 members of the public  
Gill Lungley, Acting Clerk/Support Officer

**1. Chairman's welcome**

In the absence of the Chairman and vice-Chairman, the members present elected Cllr C Hartwright to chair this meeting.  
The Chairman welcomed all to this meeting.

**2. To receive and note apologies for absence**

Apologies received from Cllr M Rowley (Chairman), Cllr M Doolin (vice-Chairman) and Cllr M Leci were noted.

**3. Declarations of interest.**

No member declared any of disclosable pecuniary, or other registerable, or non-registerable interest in the agenda items.

**4. Written requests for dispensation.**

No requests for dispensation had been received.

**5. Public forum.**

[Cllr R Grimer arrived at this point in the meeting, with apologies for lateness.]

a) Members of the public were invited to put questions and comment to the council:

- i) **Question** regarding the lease arrangements for the new village hall and length of time being taken; confusion as to who, from the council, was contacting the solicitor. Clarification required from the council: the draft lease that had been prepared was not yet appropriate, assistance is being provided by Richard Timney, the Village Halls Advisor at Community First.
- ii) **Question** regarding the precept which has been increased to the maximum amount.

- Clarification required from the council; the chairman pointed out the increase was to cover the loan repayment.
- iii) **Question** asking whether all council documentation has been received from the previous clerk. Clarification required from the council.
  - iv) **Question** asking whether the Financial Regulations will be updated in light of the proposed policy on document retention and disposal; to include ensuring the references in it to the Freedom of Information Policy, the Publication Scheme and the Data Protection Policy are relevant, and to include the addition of the Employees' Handbook to the list of documents. Clarification required from the council.
  - v) **Question** asking about the council's finances and the related Freedom of Information request seeking availability of financial information; the lack of transparency with no explanation as to what the money was spent on. The related paperwork was left with the Acting Clerk for a response.
  - vi) **Question** (1) about the new village hall and the lease arrangements regarding furnishings; will the costs and use of furniture be included in the lease?  
**Question** (2) about the lack of a business plan, the sustainability of the Tibberton Community Land Trust (TCLT) the lessee and their position if unable to pay the hall running costs.  
**Question** (3) about the possible re-use of the existing chairs in the parish hall. Clarification required from the council.
  - vii) **Comment:** some minutes of council meetings are still not available on the website and the council has had secret meetings. Clarification required from the council.
  - viii) **Various comments:** residents feel frustrated because of the lack of transparency which has led to bad feelings in the village and the council was asked to reflect on its position. The issues had been highlighted by residents for some time and it was believed the council, in its role as employer, had allowed the situation to develop leading to division in the village. Not all the minutes were available on the website. The training allocation had not been spent. The council's conduct was considered shameful. Thanks were expressed to the new clerk for providing more transparency. At this point a flyer advertising the opportunity to find out more about becoming a councillor, was shared with everyone present. This is an online presentation by the Worcestershire County Association of Local Councils (WorcsCALC), to be held on 17<sup>th</sup> and 18<sup>th</sup> January (attendance on either date).
  - ix) **Comment:** frustration about lack of progress with the installation of white gates.  
**Comment:** Tibberton has missed out on 'Worcester Six' funding; would the county councillor have more information? Clarification required from the council.
  - x) **Question:** will the parish council be arranging an event for the Coronation? All were reminded that the Tibberton Action Group (TAG) was started to counter the council's inactivity relating to the late Queen's platinum jubilee. Clarification required from the council
  - xi) **Comment:** now is the time to look forward with a new clerk in place.
  - xii) **Comment:** disappointment that no councillor had been seen to be involved in dealing with the sewage leak that occurred in the village over the weekend, which had threatened to swamp many houses. Clarification required from the council.

b) **To receive the report** of the County Councillor. Not available.

- c) **To receive the report** of the District Councillor.  
Report received from Cllr Margaret Rowley, read out by Cllr C Hartwright, as follows:  
“Additional Government funding has been made available for local authorities to provide additional accommodation for families with housing needs who have arrived in this country via the Ukrainian and Afghan resettlement and relocation schemes, as well as building a stock of affordable housing for the future.”

- d) **To receive the report** from the local Police Officer. Not available.

6. **To approve the draft minutes** of the council meetings held 06/12/2022 and 21/12/22.

**AGREED** The minutes of the meetings held 06/12/2022 and 21/12/22 were agreed a true record and were signed by the Chairman.

7. **To receive the reports of Councillors and Clerk’s update**

- a) **Neighbourhood Watch** (ML)  
No report.
- b) **Community Speed Watch** (MR)  
No report.
- c) **Tibberton Community Land Trust** (RG)  
Cllr Grimer reported he had been unable to attend the TCLT Annual General Meeting and that they are seeking legal advice to progress matters relating to the lease.
- d) **County Association of Local Councils** (MR)  
No report.
- e) **Telephone Kiosk Working Group** (DN)  
Cllr Nutting reported that:
1. although work has stopped over winter, the bench adjacent to the kiosk has become rotten and needs to be replaced. The cost of a bench made of recycled materials is in the region of £500.
  2. Money has been spent that had not been asked for in advance of the expenditure. A schedule of work was requested and it was emphasised that any work or products required must first be approved by the council.
  3. Concerns were raised about condensation.
- f) **Web Site** (RG) and update from Clerk  
Cllr R Grimer reported that TPC documents are being uploaded to the new website, but it is a time-consuming process. The Clerk added progress is being made to obtain the gov.uk website address and emails for each councillor and clerk. Members were asked to provide a short bio-profile and photo.
- g) **White Gates** (Clerk)  
The agenda for this meeting had notified councillors of the price increase since the quote had been provided in September 2022. The new total, including a 5% discount, is £2,733.68.  
**AGREED** to purchase two pairs White Gates at a cost of £2,733.68 via support from county councillor. Gates to be installed by the county council.
- h) **Public Rights of Way** (RG)  
Cllr R Grimer reported on:
1. the muddy state of local public rights of way.
  2. A new kissing gate has been installed on path past Ravenshill, however the path itself is dangerous to access.
  3. Another path that is dangerous to access is the one near to J6.

- i) **Lengthsman (Clerk)**  
The Lengthsman had submitted photographs of local flooding and blocked gullies, along with references to online reporting to WCC. He visits the village on Thursday mornings and the Acting Clerk hopes to meet up in February.
- j) **Additional general administration updates** not covered elsewhere (Clerk).  
Much of the workload recorded in the meeting held 21/12/2022 is covered in this meeting. The complaint about the pothole in Plough Road opposite the drive to Old House Farm had been reported to WCC online with a response date of 02/02/2023.

## 8. Planning

### a) **To note the council's response to the SWDPR Regulation 19 Consultation, submitted by deadline date 23/12/2022.**

Detail why you consider the SWDP Review Publication Consultation (Reg 19) Plan is not legally compliant or is unsound. Please be as precise as possible.

"The allocation of 9.54 ha employment land at Eatons Farm, Tibberton has not been justified. It is separated from the existing employment site by the main access road to the M6 junction from the south. The open agricultural fields afford an excellent view of Tibberton Church at the top of the escarpment. In allocating this site insufficient weight has been given to its landscape value. It would also leave no physical or natural boundary to prevent the further spread of Worcester city to engulf Tibberton in the same way that has happened with Warndon Parish.

Please set out the modification(s) you consider necessary to make the SWDP Review Publication Consultation (Regulation 19) Plan legally compliant and sound, in respect of any legal compliance or soundness matters you have identified at 5 above. (Please note that non-compliance with the duty to co-operate is incapable of modification at examination). Please say why each modification will make the Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible

"The fields to the west of Pershore Lane and to the south of the B4636 would have a less detrimental impact on the landscape and already have been associated with non-agricultural use (a fencing manufacturer was located there). This is equally adjacent to the current J6 site being separated from it by the B4636 rather than Pershore Lane."

### b) **To consider response to Wychavon Design Code consultation.**

Members agreed to review the consultation and communicate via email with any comments by 25<sup>th</sup> January to ensure meeting the submission deadline of 01/02/2023.

### c) **Planning Consultations:** Although the agenda reported no new planning application consultations had been received, it was noted that an application relating to Ruslin, Plough Road, which had already received planning permission in principle, had been posted to the WDC website on 9<sup>th</sup> January. Since the submission date for comments would fall before the date of the next meeting, members viewed the application and would be minded to submit 'no objection'.

Additionally, it was noted with regard to the application for Plough Meadow, that the comments by the Highway Authority (HA) are now on the WDC website. HA recommends deferral to provide sufficient time for the applicant to provide the additional information requested and includes: "The HA has significant concerns regarding the location of the site and the current sustainable and active travel connections. As such, the Highway Authority notes that it is challenging to demonstrate that this site can be made sustainable in highways and transport terms."

## 9. Finance

- a. **To note the latest bank reconciliation**, as attached (p7). The bank has been notified of change of address to send statements to, but more recent statements have yet to be received, hence date of the bank rec. is recorded as 10/11/2022.
- b. **To approve the payments schedule**, as attached (p7).  
**Cllr Grimer abstained from voting** as the recipient of reimbursement for the new website he had paid for in September 2022 on the council's behalf.

**AGREED** to approve the schedule of payments. The cheques, invoices, bank stubs and payment schedule were signed by two bank signatories.

- c. **To review the budget to date, identify any earmarked reserves and agree budget for 2023/24**

The Acting Clerk had prepared a draft budget which members reviewed and made a few changes.

**AGREED** to adopt the budget as shown on page 8.

The earmarked reserves relate to (i) the remainder of the capital funding, principally for landscaping to the new village hall and (ii) Community Infrastructure Levy funds received in 2020/21.

- d. **To agree precept for 2023/24.**

Having agreed the budget, the council discussed the impact of the precept on local residents in light of the revised council tax base figure (CTBf) which this year has fallen by 1.38%. This year the CTBf is 322.72 compared to last year's 327.25. Members did not wish to increase the precept impact to residents and therefore agreed to use funds from the general reserve if necessary to ensure a balanced budget and keep the precept impact at the same level as last year, ie £111.53 pa Band D.

**AGREED** to set the precept for 2023/24 at £35,993.

- e. **To note progress made regarding:**

- i. **Opening new bank account.**

The mandate form was presented for signature by all present and would be forwarded to absentees for signing.

- ii. **Review of accounts**

As agreed at the meeting held 6/12/2022, minute no. 12.1 the accounts for the period April 2014 to March 2022 have been handed to an independent auditor for review and are expected to be returned with a report before the end of January.

## 10. Committees

- a. **To approve setting up a Finance Committee with terms of reference.**

**AGREED** to set up a Finance Committee and adopt the terms of reference.

- b. **To appoint members to the Finance Committee**

**AGREED** to appoint four members: Cllr D Nutting, Cllr R Grimer, and in their absence, Cllr M Doolin and Cllr M Leci.

- c. **To appoint the Finance Committee Chairman and arrange date of first meeting.**

**AGREED** to appoint Cllr D Nutting to chair the Finance Committee, the first meeting of which is to be arranged before the next council meeting.

d. **To note updates from the Human Resources Committee.**

Cllr D Nutting reported that background information was being reviewed in advance of the committee's first meeting.

**11. Document retention and record management policy**

To consider the adoption of a policy relating to the retention, recording and disposal of documents.

**AGREED** to adopt the draft Document Retention and Record Management policy subject to the removal from the schedule of items that were not relevant to this council.

**12. Tibberton Village Hall (New)**

To be updated on progress to date regarding:

- a) **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.  
Cllr R Grimer provided an update on the maintenance work required and that whilst the heating is now off, there is a frost stat that will operate as and when necessary. Cllr M Rowley had also sent a report stating the heating fault has been fixed.  
It was noted the most recent electricity meter reading is 38125.
- b) **Lease arrangements with Tibberton Community Land Trust.**  
Cllr R Grimer had reported on this earlier in the meeting, min.5(a)(i).
- c) **The landscaping contract.**  
It was noted that one quote had been received to date, two more are required.

**13. Correspondence and other matters** for consideration and information.

Apart from an updated Internal Audit policy from WorcsCALC no other correspondence was available, possibly due to new contact details.

**14. Items for inclusion on the next or future agenda**

Responses to questions asked during minute no. 5a; additional VAS and spare battery; the Internal Audit policy; clerk's tools including a council laptop and printer.

**15. The council will resolve to close** the meeting to the public under the Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of confidential matters relating to staff. Information provided to members as a separate attachment.

**The meeting resolved to exclude members of the public.**

Members discussed the information which had been provided to remind the council of its duties as an employer. No further action was required at this time.

**16. Date of Next Meeting**

The next ordinary meeting of Tibberton Parish Council will be held on Thursday 2<sup>nd</sup> February 2023 at 7:30pm in Tibberton Parish Hall.

This meeting ended at 9.58pm.

Minute no. 9a: most recent bank reconciliation.

<b>TPC Bank Reconciliation to 10/11/2022</b>			
<b>Cash in hand at 31/03/2022</b>			
All accounts	67,148.39		
<b>Opening bank balances</b>		<b>£67,148.39</b>	<b>+</b>
<b>Add receipts for year 04/21 - 11/22</b>			
All accounts	38,754.40		
<b>Total receipts for year to date</b>		<b>£38,754.40</b>	<b>+</b>
<b>Less payments for year to date via bank statements</b>			
All accounts	18,038.88		
<b>Total payments for year</b>		<b>£18,038.88</b>	<b>-</b>
<b>Cashbook balance as at 10/11/2022 (A)</b>			<b>£87,863.91</b>
<b>Bank balances as at 10/11/2022</b>			
Community account (1)	13,793.38		
Business Money Manager	21,445.68		
Community account (2)	46,357.49		
Cambridge Building Society	6,267.36		
<b>Bank balance, via statements, as at 10/11/2022 (B)</b>		<b>£87,863.91</b>	<b>£87,863.91</b>

Minute no. 9b: payment schedule

<b>Invoice ref</b>	<b>Cheque no.</b>	<b>Payee</b>	<b>Reason for payment</b>	<b>Gross amount</b>	<b>VAT re-claimable</b>
#2595	200450	Mr R Grimer	Website production via NetWiseUK	£1,060.80	£176.80
7/12/22	200451	E-on	TVH electric, 2wks Nov	£77.54	£3.89
Nov22	200452	C Brassington	Lengthsman, November	£120.00	0.00
ICO	200453	Information Commissioners Office	Annual Data Protection registration fee	£40.00	0.00
Dec22	200454	Mrs R Mullett	Acting Clerk fee, Dec22	£348.50	0.00
Dec22	200452	C Brassington	Lengthsman, December	£120.00	0.00
			<b>Total from account</b>	<b>£1,766.84</b>	<b>£180.69</b>

**Minute no. 9c and 9d:  
Budget for 2023/24  
and precept.**

	Actual 2021/22 R&P	Budget 2022/23	Actual 2022/23 to 10/11/2022	Likely position at year end	Budget 2023/24
<b>RECEIPTS</b>					
Precept	36,069.00	36,509.00	36,509.00	36,509.00	35,993
Council tax support grant	711.00	711.00	711.00	711.00	711
Community Infrastructure Levy (C	2,018.44				
Lengthsman Scheme grant	660.00	1,849.20	1,361.25	1,361.25	1,850
Interest received	17.97		23.15	35.00	30
Miscellaneous			150.00	150.00	
WCC divison member's grant				2,735.00	-
From reserves				5,000.00	
<b>Total</b>	<b>39,476.41</b>	<b>39,069.20</b>	<b>38,754.40</b>	<b>46,501.25</b>	<b>38,584</b>
<b>PAYMENTS</b>					
Chairman's allowance	-	60.00	-	-	-
Public Works Loan Board repay	13,816.50	14,500.00	6,847.50	13,847.00	14,000
Audit	1,090.00	1,000.00	75.00	1,000.00	800
Bank Charges	82.00		142.00	180.00	80
Staffing, salary costs	4,792.97	7,200.00	3,572.09	9,500.00	7,800
Admin expenses	548.48	700.00	380.89	1,500.00	700
Lengthsman	1,672.50	1,849.20	945.00	1,600.00	1,850
Training, staff and councillors	-	250.00	-	250.00	500
Elections	-	2,000.00	-	50.00	2,000
Equipment	-	210.00	101.14	210.00	300
Insurance	2,329.00	3,500.00	1,409.60	2,584.25	2,600
Subscriptions	411.36	1,200.00	377.84	600.00	600
Hire of meeting room		-	-	-	150
Village Hall energy	4,116.69	-	2,369.93	3,000.00	1,000
Village Hall landlord obligations	150.00	3,100.00	-	3,100.00	500
Village Hall equipment	768.00	-	-	-	-
Village Hall contingencies		-	-	-	1,000
Professional services	-	1,000.00	950.00	5,000.00	2,000
VAS equipment and road safety	-	2,000.00	-	2,735.00	500
Grants and donations	-	350.00	600.00	600.00	600
Contingencies	-	100.00	-	-	1,554
s137	-	50.00	-	50.00	50
<b>subtotal</b>	<b>29,777.50</b>	<b>39,069.20</b>	<b>17,770.99</b>	<b>45,806.25</b>	<b>38,584</b>
VAT	1,078.46		267.89		
Capital Expenditure from reserve				10,000.00	10,000
<b>Total</b>	<b>30,855.96</b>	<b>39,069.20</b>	<b>18,038.88</b>	<b>55,806.25</b>	<b>48,584</b>

The council tax base figure for 2023/24 is 322.72, which means the Tibberton parish council taxpayer in a Band D property will pay £111.53 for the year towards the £35,993 precept.

**Earmarked reserves** include:

- New village hall landscaping £20,000
- Community Infrastructure Levy £2,018.44

**General reserve** at year end is likely to be IRO £38,000