

# DRAFT

## Little Comberton Parish Council

2023/13

### Annual Meeting of the Parish Council - Minutes Tuesday 16<sup>th</sup> May 2023, 7pm Village Hall

*In advance of the meeting, Cllrs signed their new Cllr declaration forms, following the recent Parish elections.*

**Parish Councillors Present:** L Haycock, N Jamieson, C Rabbette, A Dermont  
District Cllr B. Hardman

**Clerk/RFO:** Nicola Harding

**In attendance:** One parishioner

**1. Apologies:** Received from County Cllr Hardman.

**2. Declarations of Interest:** There were no declarations. Cllrs were reminded to complete a new register of interest's form and return to WDC within 28 days.

**3. Election of Chairman:**

Proposed Cllr Haycock, seconded Cllr Rabbette, all in favour, to appoint Cllr Jamieson in the role of Chairman for 2023-24. Cllr Jamieson signed the declaration of acceptance of office of Chairman and thanked Cllr Haycock for all her efforts as Chairman during 2022/23. Cllr Jamieson proceeded to Chair the remainder of the meeting.

**4. Election of Vice-Chairman:**

Proposed Cllr Jamieson, seconded Cllr Rabbette, all in favour, to appoint Cllr Dermont in the role of Vice-Chairman for 2023-24, to be reviewed by Cllr Dermont.

**5. Co-option to fill casual vacancy:**

Proposed Cllr Rabbette, seconded Cllr Haycock, all in favour, to co-opt N Smithson as Cllr. A Cllr declaration was signed and Cllrs offered their appreciation to Cllr Smithson, as a positive Cllr link with the Village Hall Committee. One vacant seat remains on the Parish Council, therefore recruitment for an additional member continues.

**6. Parishioner's Comments:**

No comments had been received.

**7. Minutes of meeting held on Tuesday 3<sup>rd</sup> April 2023**

Proposed Cllr Dermont, seconded Cllr Rabbette, all in favour, to approve the minutes as a true record.

**8. Progress reports from Parish Activities - brief updates:**

a. Lengthsman: The Clerk confirmed that a signed contract and copy of current public liability insurance had been received from the new lengthsman appointed, who was now ready to commence work in the Parish. The Clerk also advised of WCC's Public Rights of Way pilot scheme trialled from April – September 2023, enabling lengthsman to complete minor works on the PRoW network within their Parish. As the majority of PRoW are on private land, any such works would require the approval of the WCC PRoW team, to ensure that work is appropriate and does not clash with works that may already be planned in with the CC's contractors or volunteers. Examples of work which can be undertaken were shared with Cllrs and it was agreed that Cllr Jamieson would liaise with the lengthsman and volunteer paths warden in order to discuss common priorities and agree the lengthsman's initial work plan. *Action: Cllr Jamieson.*

The Clerk also drew attention to outstanding income that had not been received from WCC lengthsman scheme in November 2021, as identified in the internal audit report 2022. WCC had acknowledged this oversight and confirmed this would be payable from the 2023/24 budget, to which Cllrs agreed. *Action: Clerk to update WCC.*

b. Highways: Drainage, corner of Orchard Drive: There are no further updates at present regarding a proposed date for a survey of the drainage system in the area, in order to identify any defects which may need addressing. Once complete, WCC will look at programming and carrying out any necessary works, though issues County wide are currently high.

Cobbles, Elmley Castle Road: WCC Highways had confirmed that suitable replacement cobbles will be hopefully be sourced at their depots and an update awaits regarding their replacement.

c. Queen's Memorial planters: Builder's quotes need to be sourced for the specifications agreed for stone planters. Further discussions will ensue between the village hall Chairman and volunteers in order to confirm next steps.

*Actions: Cllr Smithson to provide further updates following the next village hall committee meeting. Potential interest from builders to be invited via the village Facebook page.*

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**2023/14**

d. Airband poles: Concerns remain amongst the village regarding the siting of telegraph poles on Endon Hill, Wick Road, which have created an urbanised feel and marred the once unspoilt views. Following several communications with Airband, a response received had not addressed these concerns, therefore Cllr B Hardman agreed to look into this matter further on behalf of the Parish Council. *Action: Clerk to forward correspondence submitted from the Parish Council for information to Cllr Hardman.* Progress to date with connections to high speed fibre internet is unclear, therefore it was agreed to approach the original group of parishioners who expressed interest in the scheme as a follow up request to establish further updates. *Action: Cllr Jamieson.*

## 9. To note model Calc standing orders and approved financial regulations:

Councillors reviewed and noted the existing Standing Orders & Financial Regulations adopted by the Council, and agreed that no further amendments were required at present.

## 10. Code of Conduct 2020

The latest Code, adopted by WDC in 2022, was appended to the agenda and noted by all members.

## 11. To consider and appoint Councillor roles

*The following roles were agreed:*

Cllr Dermot: Pool Close notice board (agenda & minutes) & VAS speed sign

Cllrs Haycock & Rabbette: Crossroads noticeboard (agenda & minutes)

Cllr Jamieson: Footpaths warden & lengthsman liaison

Cllr Smithson: Village Hall liaison

Cllr Haycock: Planning – initial assessment of applications and key documents

Cllr Rabbette: Sports & Social & Street Market Committee liaison

## 12. District and County Councillor's reports:

County Cllr Hardman's report was shared at the start of the meeting. Following the recent District Council elections, there is no District Cllr report at present, however Cllr Hardman offered her support to the Parish Council in this new role and summarised the DC's key priorities involving the environment, planning, the green sustainability agenda, fly tipping and rough sleeping.

## 13. Planning

**W/22/01053: The Manor House:** Conversion of existing barns to single residential dwelling – *a decision remains pending.*

**W/23/00375/00376/LB: The Old Thatch** – Rebuild and extend kitchen, add new obscured glass window to upstairs bathroom, rebuild and extend garage/workshop, replace existing windows. *Comments submitted on 12/3/23 – a decision remains pending.*

**W/23/00358/HP: Ringsmere Orchard** – Ground floor extension to existing house for dining, gym, utility and car park: *comments submitted 10/4/23 – a decision remains pending.*

For the benefit of the new District Cllr, updates were provided regarding current applications and their history. As Cllrs Dermot and Jamieson had been unable to attend the April meeting, it was suggested that latest representations forwarded to WDC Planning regarding application W/23/00358/HP be forwarded for their information. Cllrs also agreed to draw attention to the WDC enforcement team of this recent submission, in relation to previous applications submitted.

*Action: Clerk*

## 14. Finance

a) Current Balances at 30<sup>th</sup> April 2023

Current Account: £6,104.18

Deposit Account: £4,941.88

**TOTAL £11,046.06**

b) Payments to report:

Salary (April) £362.70

Expenses (April) £12.00

Expenses: Ink share £18.40

BHIB PC insurance 1/6/23-31/5/24 £194.74

Worcs Calc: Membership fees 23/24 £234.28

Internal audit fee 22/23 accounts £120.00

Village Hall: April meeting £13.00

Grass-cutting (i): Memorial Hall £125.00

Grass-cutting (i): PCC £125.00

**TOTAL £1,205.12**

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**2023/15**

**Income to report:**

Council Tax Support grant payment (i) 23/24	£162.00
Precept payment (i) 23/24	£3,450.00
<b>TOTAL</b>	<b>£3,612.00</b>

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

Banking – Correspondence had been received by all signatories and the Clerk, in preparation for the transition to a new treasurer’s account with Lloyds bank. Once this has been received by all members and the May payments have been debited, the final move can be made to the new Lloyds internet banking system.

*Action: Clerk, in conjunction with signatories.*

c) To approve and sign the Certificate of Exemption for the year ended 31 March 2023: Proposed Cllr Jamieson, seconded Cllr Rabbette, all in favour to sign the certificate, as a smaller authority exempt from forwarding the completed annual governance and accountability statements to PKF Littlejohn, external auditors. This was signed by the Chairman and Clerk., to be published online in accordance with Transparency Code requirements no later than 1<sup>st</sup> July 2023. *Action: Clerk.*

d) Audited accounts & Annual Return - 31<sup>st</sup> March 2023: The annual return had been completed by the Clerk and copies/explanatory notes forwarded to Cllrs ahead of the meeting. The internal auditor report had also been circulated and the minor points raised had been addressed in terms of lengthsman income and expenditure for 2021/22 and 2022/23.

(i) Proposal to approve and sign Section 1: Annual governance statement: Proposed Cllr Dermont, seconded Cllr Haycock, all in favour to approve the statements, which were signed by the Chairman & Clerk.

(ii) Proposal to approve and sign Section 2: Accounting statements – these were noted and approved.

e) To agree the period of public rights to inspect the financial records of the Council, to commence on 5/6/23 – 14/7/23.

*Action: Notices to be posted on the two notice boards on 2<sup>nd</sup> June – Cllr Dermont & Cllr Rabbette.*

f) Proposal to approve Parish insurance provision for the period 1/6/22 – 31/5/23 @ £194.74 – this was noted. The Clerk had sourced an additional quotation by an alternative Parish Council insurance provider, however it was confirmed that the existing quotation for 2023/24 was competitive and could therefore not be improved.

## 15. CPR Training

Cllr Dermont had made approaches to a qualified first aider in order to initiate future CPR training and defibrillator guidance at the village hall, still to be confirmed. It was noted that the defibrillator is under ownership of the Parish Council, who as such, are responsible for its management. As a previous Red Cross member had undertaken checks of the equipment in terms of its battery and pads, it was agreed to confirm future checks of the equipment for clarification. *Action: Cllr Dermont.*

## 16. Correspondence

WDC Request after the 4<sup>th</sup> May 2023 elections that every Councillor (new and existing) completes a Register of Interests form and returns it to WDC within 28 days. Cllrs are reminded that if anything changes during a Cllr’s term of office, a new form must be completed and returned within 28 days of the change.

Worcs Calc New training available for Cllrs in June & July 2023 – new Cllr training & refreshers for Cllrs.

Severn Trent Request for additional communications to parishioners regarding issues at local sewage treatment works – Severn Trent had confirmed a visit to the village to conduct a leaflet drop and discussion with householders in the near future. Once complete, Cllrs agreed to send an additional reminder via the village email to support this further as a helpful reminder of what products are not permitted to be flushed into the drainage system.

*Action: Review at the June meeting.*

- A concern was noted about the condition of a front garden within the Parish which has become unsightly and out of keeping with neighbouring cared for frontages, presenting a risk for those needing to reach the front door. As items at the side of the property are also a potential fire risk, it was agreed to contact Rooftop Housing Group for their attention and advice. *Action: Clerk.*
- It was noted that there has been a recent issue of parked vehicles on the pavements and grass verges along Pershore Road, causing an obstruction to footway users. It was agreed to raise this with residents in the vicinity to highlight the issue, and revisit at the June meeting.
- A concern was raised regarding a heavy goods vehicle which had recently been observed travelling through the village, resulting in damage to tree branches. As this vehicle appeared to be attempting to gain access to Hayloft Plants which was locked at the time, it was agreed to make contact with the owner and raise for their attention, in an attempt to avoid any future issues.

## 17. Date of Next Meeting: Tuesday 13<sup>th</sup> June 2023 at 7.00 pm

*It was agreed to review the meeting days at the next meeting for the forthcoming year, in line with existing Cllr/Clerk commitments.*

Signed .....Chairman

Date.....