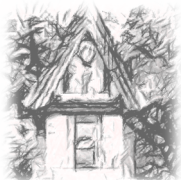


Rous Lench Parish Council

Minutes of the Parish Council meeting held on Monday 17th July 2023

at 7pm at Rous Lench Village Hall.

Present	Cllrs D Browne (Chair), G Hughes, S Davis and S Harrison. In attendance: Kerry Williamson (Clerk). Meeting opened at 7pm
45/23	Chairman's Welcome: Cllr Browne opened the meeting and welcomed the Councillors.
46/23	Apologies for Absence: Cllr Newton and District Cllr Ben Hurdman sent apologies.
47/23	Declarations of Interest: None.
48/23	Dispensations: No requests received.
49/23	To receive reports from District, County Council and Police and Public Question Time (PQT): Wychavon Dist. Council (WDC): Rural fund provided by Wychavon. Parish Council have been asked to make community aware of the fund opportunity. There is up to £25,000 available to rural businesses and community projects. More details are available at: www.wychavon.gov.uk/rural-fund . Worcs County Council (WCC): No report provided. Action: Clerk to contact other local Clerks about contact with County Cllr. Action: Cllr Browne to draft a letter to express concern about communication with County Cllr. Police: PCSO V. Elliot responded with nothing to report. PQT: No members of the public present.
50/23	To approve minutes of previous meeting. The minutes of the meeting of the Parish Council held on May 22nd 2023, were agreed as a true record and approved.
51/23	Planning Applications and Appeals: The following applications were noted and/or discussed: a) ENF/20/0370 - The Caravan, Radford Rd – update to be provided. No updates. b) W/22/02027/OUT, Land at (OS 0277 5140) Low Road, Church Lench – Outline application for the erection of up to 19 dwellings (including affordable homes) – RLPC commented. Currently pending decision. Noted c) SWDP Review Consultation – response provided by RLPC. Any updates to be provided. Cllr Davies suggested that the consultation is approx. 7 months behind schedule – not been sent to the Inspector yet. d) W/23/00141/FUL & W/23/00142/LB, St Peters Church, Rous Lench - alterations to church to include air source heat pump, stone meter pier, external terrace, maintenance outbuilding, solar PV panels and cycle racks. Comment provided by RLPC, currently pending decision. Noted



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	<p>e) W/23/00321/FUL, The Caravan At, Radford Road, Rous Lench, Evesham, WR11 4UL - additional two static caravans, one touring caravan and two day rooms to form three gypsy pitches on approved gypsy site (W/15/01159) for members of the same family already living on the site. Comment provided by RLPC, currently pending decision. Noted</p> <p>f) Appeal: W21/00712/FUL, The Caravan At, Radford Road, Rous Lench, Evesham, WR11 4UL - Replacement of existing dwelling and ancillary buildings with construction of new two-bedroom bungalow together with relocation of vehicular access track (part retrospective). Comment provided by RLPC, currently pending decision. Noted</p> <p>g) Appeal: W/22/00712/CU, Stables opposite Tudor Cottage, Mill Lane, Radford - Change of use of existing stables to holiday let accommodation. Currently pending decision. Noted.</p> <p>h) W/23/00997/FUL (Clerk's delegation), To note comments submitted between scheduled meetings: Rye House, Abbots Lench, Rous Lench, Evesham, WR11 4UW – Proposed agricultural building. Noted</p> <p>i) W/23/01005/FUL (Clerk's delegation), To note comments submitted between scheduled meetings: Land at (OS 0133 5302), Rous Lench to Ab Lench, Abbots Lench, Rous Lench - Replacement of the existing agricultural building with multi-purpose agricultural building. Noted</p> <p>j) W/23/01182/AGR (Clerk's delegation), To note comments submitted between scheduled meetings: DLF Seeds Ltd, Thorn Farm, Evesham Road, Inkberrow, Worcester, WR7 4LJ - Two agricultural polytunnels. Noted</p>
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52/23	<p>Progress Reports - Clerk reported:</p> <p>a) Update on Actions since Previous Meeting – completed auditing and publishing processes. Research into options to improve VAS battery life and contact with Barclays Bank about mandate change request (ongoing).</p> <p>b) To approve annual leave – Annual leave request approved.</p> <p>c) To approve CiLCA (Certificate in Local Council Administration) training budget – CiLCA training approved for Clerk. Clerk circulated details of costs for 2023/24 and 2024/25.</p> <p>d) Barclays Bank – forms signed for mandate change request.</p>
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53/23	<p>Community Orchard/garden & allotments – Cllr Newton sent an update to be shared. Looking to arrange an event on the 9th September to invite the village and other interested parties. Details will be circulated soon. This would hopefully kick off the start of some work on site, although a contractor to carry out the works is still being looked into.</p>
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54/23	<p>Rous Lench & Radford parish matters for discussion or decision:</p> <p>a) Asset maintenance checks (standing item) All assets checked, nothing to report. Discussion about a second defibrillator for Radford. Action: Cllr Browne to forward defibrillator registration information to the Clerk.</p> <p>b) Vehicle Activated Sign (VAS) – Discussion about VAS and the possibility that the foilage in Radford is disrupting the activation. Not sure if extension poles have been taken as two are not in their locations? No decision on options to improve battery life of VAS. Action: Clerk to contact Lengthsman to see if they have moved the extension poles. Action: Cllr Harrison to contact Worcestershire County Council to see if they have moved the extension poles.</p>
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	<p>c) King's Coronation events – no funding was required for the Big Picnic lunch, so the full £200 funding is available for the tree and plaque. Action: Clerk to research plaques.</p> <p>d) 20 is Plenty scheme – not to be pursued for Rous Lench and Radford, not suitable for the Parish.</p> <p>e) Beltane Bash 2023 – no reply from Simon Hallam. Police have had a couple of surveys returned from the social media post. They intend to come to the village to continue surveying residents.</p> <p>f) Policing Priorities – Q3 to be kept the same as Q2. Action: Clerk to send Q3 priorities to the Police.</p> <p>g) Town and Parish Council survey from West Mercia Police – Councillors discussed and completed the survey. Action: Clerk to send the survey responses. Action: Clerk to email Safer Neighbourhood Team (Police) to see if they can monitor speeding in the Parish.</p> <p>h) Division Boundaries for Worcestershire Consultation – no comments to be provided.</p> <p>i) Councillor vacancies – both vacancies can now be co-opted.</p> <p>j) Community funding opportunities – Wychavon Rural fund and Community Legacy Grant (CLG). Discussed that the CLG fund could be an opportunity for a second defibrillator. Action: Clerk to contact Cllr Newton to see if the allotments/community gardens could benefit from the Rural Fund.</p>
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55/23	<p>Finance</p> <p>a) End of Year Accounts & Audit – all documentation has been submitted for an external audit and documents published on website.</p> <p>b) Budget expenditure: To consider and approve. The budget expenditure was approved.</p> <p>c) Bank reconciliation: To consider and approve. The bank reconciliation was approved.</p> <p>d) Invoices: To approve the proposed payments. The proposed payments (see table below) were agreed.</p>
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56/23	<p>Correspondence:</p> <ul style="list-style-type: none"> • Worcestershire CALC: CALC Update 23-06. • Worcestershire CALC: Quarterly Meeting of the Wychavon Area of the Worcestershire CALC: Minutes from March meeting. • Worcestershire CALC: Briefing on the Local Government Boundary review. • Worcestershire CALC: Training Newsletter. • Wychavon District Council: Parish & Town Newsletter. • Worcestershire County Council: Planning Consultation database refresh (in Parish noticeboards). • Lengthsman Scheme: Parish Lengthsman training course. Lengthsman will need to update training in April 2024. • West Mercia Police: South Worcestershire Rural Beat. • West Mercia Police: Town and Parish Council Survey 2023. • West Mercia Police: Police Community Charter Priorities.
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	<ul style="list-style-type: none"> • Zurich Insurance renewal – renewed on 01/06/2023. • Information Commissioner’s Office renewal – renewed on 11/7/2023.
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57/23	Councillors Reports & Items for Future Agenda Wychavon Rural fund and CLG funding.
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58/23	Date of next meeting: 25th September at 7pm at RL village hall.
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Meeting closed at 8:45 pm

SIGNED: *D. Browne*..... Chair

Date: *25th September 2023*.....

Payments for authorisation.					
Chq. No.	Payee	Details	Net	VAT	TOTAL
online	Mrs Kerry Williamson	Salary & Expenses	555.59	0.00	555.59
online	Parish Lengthsman	May (£240) & June (£240)	480.00	0.00	480.00
online	Worcs CALC	Clerk's Toolkit Training: Meetings and Administration	30.00	6.00	36.00
online	Worcs CALC	CILCA Guidance Sessions for Clerk (5 sessions: cost shared with AMPC)	192.50	38.50	231.00
Direct Debit	Information Commissioner's Office (ICO)	Data Protection Fee renewal - Tier 1*	35.00	0.00	35.00
Online	Rous Lench Village Hall	Meeting booking July 2023	24.00	0.00	24.00
TOTAL			1317.09	44.50	1361.59

* agreed to set up direct debit during the May meeting, direct debit taken in July.

Public Question Time – None.

Kerry Williamson
Clerk and RFO