

DRAFT Minutes of an Ordinary Meeting of the Parish Council
Held at the Village Hall on 11th January 2011 at 7.30pm

Present: Councillors: - G. Clelland, (Chairman), S. Kendrick, P. Wilks, D White, S Matthews, A. Simmons, B. Lomax, , T. Probert, B. Johnson and A. Attridge.

In Attendance: Mr J. Stedman (Clerk) and 1 member of the public.

203. Apologies; were accepted from Cllr. P. Cole

204. Disclosures of Interests:

Members were reminded to ensure their register of interests is up to date

Members to declare and disclose any personal or prejudicial interests in items on the agenda.

205. Personal Interests:

a) Cllrs. B Lomax. G Clelland, A Attridge and S Matthews in any VISA matters as Parish Council nominated members.

b) Cllr. Sylvia Matthews in Village News matters as publisher.

c) Cllr. B Lomax HAGA matters as a member.

206. Prejudicial Interests: None declared

The Chairman adjourned the meeting for open forum.

Public Open Forum – Mr Doug Rushton thanked the council members for their support at the two recent VISA fund raising events. As the PPW he reported on PROW matters which are minuted under Footpaths Minute number 213

Ward Members Reports: No ward members were present.

The Chairman closed the adjournment at 7.45

207. Minutes

The minutes of the December meeting were approved by Council and signed by the Chairman as a true record.

208. Clerk's Report on Matters in Progress:

a) **Steps on the Station Road Bridge** embankment; Network Rail will pass the request to their planning team for consideration but the steps would involve a change of planning permission and funding from the Parish Council, further comments are awaited.

b) **Rooftop Housing's policy** for community care; Their response was noted and leaflets were circulated to members and placed in the Post Office.

c) **Mud deposit on Bretforton Road**, following investigation it was established W R Haines & Son were responsible when sprout harvesting.

d) **Grit bin request** from a resident of Harvard Avenue Registered on the Hub Ref 3661668.

e) **Stevenson Way Roads adoption** – Following a request for information from a resident it was found that Network Rail owns a section of the land as access to the station and a road adoption agreement with them and the County Council is pending. A meeting is agreed between the District Council, Taylor Wimpy and Severn Trent to discuss a potential way forward in adopting the balancing pond which is part of the infrastructure adoption process. Clerk to request a representative at the meeting.

f) **Network Rail's** request for local matters of interest for their newsletter – Clerk to send information regarding the proposed information notice board to be placed at the station.

DRAFT Minutes of an Ordinary Meeting of the Parish Council

209. Planning New Applications – None**210. Planning Decisions Received & Noted**

- a) W/10/02859/PP Mr Graves, Honeybourne House Station Road Move fire place and build new external chimney – Granted with 2 conditions
- b) W/10/02833/LB Mr D Reade The Gables 61 School Street Repair Sky lights- Granted with 2 conditions

211. Cemetery & Churchyard

- a) Council considered the annual review of cemetery regulations and cemetery fees; no changes were made to the regulations and the cemetery fees will increase by 5% rounded up to £5.00 with immediate effect. Clerk to inform all interested parties.
- b) Council considered a quotation for the replacement of the chain-link fencing and were informed a further quotation will follow shortly. It was agreed to delegate the Clerk to accept the lower of the two quotes after consultation with the Chairman and Vice-Chairman.
- c) The burial of cremated remains of Mrs Moira Boath in remembrance plot No 35 was noted.
- d) The Clerk reported on the placement of notices in the cemetery stating the remedial works to be carried out on specified graves after the 1st February. It was agreed the Handyman should carry out the remedial works in early February.

212. Street Lighting:

- a) **Lighting faults** reported: No 10 and 11 in Station Road not working.
- b) Two quotations to replace the Mickleton Lane junction damaged streetlight were considered and it was agreed to accept the E-on quotation of £1019.00. Clerk to arrange the works and re-invoice Network Rail as arranged

213. Public Rights of Way – (PROW).

- a) The PPW reported on his action following complaints received over the poor state of PROW 514 leading from the high street and 519 following on to the sheep sales field. The access to 514 is partly blocked by a trailer and the surface is dangerous to walk because of concrete lumps and the overgrown state of the path. The stile on 519 is badly damaged by destructive action caused by persons unknown. The poor access situation has been the case for very many months with no action taken by the County Council despite requests being made to remedy the situation. The PPW will be making a further report requesting the County Council takes remedial action in the near future and a copy of his report to be sent to the Clerk. Members expressed their dissatisfaction in the lack of action from County and requested the Clerk to write to Cllr Prodger bringing to his attention the lack of any action for over a year to resolve the access matters of 514 as it was a well-used route listed on the parish walks route map and an important tourist route to and from the centre of the village. Correspondence Cc to Cllr Tom Bean

214. Highways:

- a) Highway matters to be reported to the County Highways –
 - i) Carriageway edge ruts on the Bretforton Road near the bridge by Jasmine Nurseries
 - ii) Four bags of rubbish dumped in Gloster Ades and a white patio chair in the ditch by Jasmine Nurseries
- b) **Hedge cutting** – members requested a letter of thanks be sent to Mr Wheatley for the Bretforton Road hedge cutting.
- c) **Parking on The Green** – Members reported the incident had not re-occurred
- d) **VAS**; The Clerk reported that no further information on VAS was available and members requested Cllr. Prodger be informed of the excessive timescale taken to resolve the Parish Council's request for VAS devices
- e) **School wall**; Reported concerns over cracks in the School wall adjacent to the footway in School Street was reported to the School for their attention and noted by the Council.

DRAFT Minutes of an Ordinary Meeting of the Parish Council

- 215. Lengthsman & Village Handyman**
- a) New matters to be reported for action – Remove a hanging branch on Bretforton Rd.
 - b) The requested hedge clearance on the railway bridge was delayed by temporary traffic lights.
- 216. The Leys Playing Field**
- a) **Monthly visual inspection** – Cllr. Johnson reported that the field was in good order.
- 217. VISA**
- a) **Members** considered the £2,500 grant cheque made out to VISA which is held in abeyance by the Chairman. The matter to be considered at the next meeting when further information on the VISA incorporation will be available.
- 218. Recreational Field.**
- a) The Clerk reported the completion of the hedge and tree planting. Noted
 - b) The Clerk reported the installation of the access road and new gate was almost complete.
 - c) The Clerk reported on the installation of the surface water and ditch drainage at a cost of £791.00. This was agreed in consultation with the Chairman and Vice Chairman as a matter of urgent works to ensure surface water ponding did not occur in the access to the field and taking advantage of the construction engineers been on site.
 - d) **Redundant gate:** Having changed the 12 foot access gate to conform with the approved access plans the temporary gate was made redundant. An offer of £50 through the Clerk to purchase the gate was accepted by Council. Clerk to make the sale arrangements.
 - e) Report on arrangements for the formal opening of the field – to be discussed with VISA
- 220. Allotments:**
- a) **Tree screening:** Correspondence from Mr. David Bliss confirmed he would carry out the planting as requested and use Carpinus Betula as requested. The current weather conditions are delaying the tree planting.
 - b) The Clerk reported the annual allotment field rent payment to Mr Felix Dennis due in January is scheduled for payment
- 221. Elections:**
- a) Members agreed to publish their profiles in the parish Newsletter before the May elections. All members who intend to stand for re-election to submit a very brief profile to the Clerk for a draft publication, which can also be placed on the Council's website. Further consideration of the draft will be made at the next meeting.
- 222. Station Notice Board:**
- a) A map of local places of interest, location of bus stops and village services will be considered at the next meeting. Clerk to draft the map
- 223. Social Housing:**
- a) Council agreed to a visit from a Festival Housing officer and Mr Nigel Potter, the WDC housing enabling officer prior to the February Parish Council meeting to inform the Council on matters regarding the occupancy issues at Meadow Walk.
- 224. Finance:**
- a) **Payments:** Cllr. Johnson proposed and Cllr Wilkes seconded the payments and receipts as listed in appendix A be approved; the proposal was carried and cheques signed accordingly.
 - b) Council agreed the third quarterly bank reconciliation, account balances and budget review.
 - c) The Clerk reported he is now exempt from paying personal NIC

DRAFT Minutes of an Ordinary Meeting of the Parish Council

- 225. Matters raised by members** and items for future agendas;
- a) **Cllr. P Cole** – Consider the lack of play equipment on The Leys playing field. – Referred to next meeting as Cllr Cole gave apologies.
- b) **Cllr. Probert** – To gain a reaction to the new Parish Council newsletter and consider a March or April edition – The reaction from parishioners was that the Honeybourne Express newsletter had not changed from the Church magazine despite the new cover and name. Further comments were made regarding the trade advertisements in a Council publication. After considerable debate it was agreed to trial a new A4 two column format printed by the District Council and delivered by Parish Council agents as an independent newsletter. The Clerk to produce a draft copy for the next meeting.
- 226. Correspondence for Consideration:**
- a) Wychavon CAB letter reference Parish Council donations – Members agreed the council would make a donation in May as requested and the Clerk to inform CAB of the decision.
- 227. Correspondence Noted –**
- a) Cotswold Line News winter 2010-11
b) Timberplay
c) Playgrounds
d) Worcestershire Rural Outreach Project
e) Clerks and Councils Direct
f) WDC Vacancy on the District remuneration panel – circulated via Email
- 228. Meeting Dates:**
- a) It was confirmed the next Ordinary Meeting of the Council scheduled for the 8th February at the Village Hall at 7.30 pm. Mr Nigel Potter will be invited to attend at 7.00 pm.

Confidential Matters

Exclusion of the Public from the Meeting. Council agreed the following resolution: -
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

- 229.** The Clerk's annual salary and expenses was reviewed and Council agreed that an increase of one spinal column point in salary scale be awarded and a £1.50 per month for office expenses to offset energy costs.

There being no further business the Chairman closed the meeting at 9.50 pm

Chairman _____

Date _____

DRAFT Minutes of an Ordinary Meeting of the Parish Council

APPENDIX A: FINANCE

PAYMENTS FOR COUNCIL AUTHORISATION

Jan-11

Cheque No.	Payee	Details	Total Payment	VAT Element	Net Payment
862	SLCC	Membership Renewal	73.00		73.00
863	PD Long	Streetlight Maintenance	62.28	9.28	53.00
864	FG Haines	Lengthsman	347.96		347.96
865	Felix Dennis	Allotment land rent	300.00		300.00
866	Royal British Legion	Remembrance Wreath	25.00		25.00
867	J Stedman	Clerks salary & expenses	301.92		301.92
868	HMRC	PAYE & NIC	392.44		392.44
869	A G Redman	Rec Field access construction	5,193.36	865.56	4,327.80
870	Limebridge RS	Rec Field hedge planting	4,106.63	611.63	3,495.00
			10,802.59	1,486.47	9,316.12

£
Account Transfer 22,000.00 04-Jan

For Information		PAYMENTS RECEIVED AND BANKED	
Received From	Details	Amount	Banked
Philip Tomlins		80.00	13-Dec

80.00

All paid up Account Balances

CURRENT ACCOUNT	£8,464.54
DEPOSIT ACCOUNT	£50,394.77
TOTAL FUND BALANCE	£58,859.31

Payments Agreed

Chairman

Jan-11 Date
