

# DRAFT

**2025/13**

## **Great Comberton Parish Council**

### **Parish Council Meeting - Minutes Monday 27<sup>th</sup> October 2025, 7.00pm Village Hall**

**Parish Councillors Present:** K Collingwood (Chair), S Hamilton, (Vice-Chair) G Hodgson, A Lavelle & M Lolley

**Clerk/RFO:** Nicola Harding

**In attendance:** No parishioners

**1. Apologies:** Received from Cllr Hickey, County Cllr A Hardman & District Cllr B Hardman.

**2. Declarations of Interest:** There were no declarations.

**3. Parishioner's Comments:** No comments had been received.

**4. Minutes of meeting held on Monday 1<sup>st</sup> September 2025**

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

**5. Casual Vacancy:** Following the recent casual vacancy created on the parish council as confirmed by Wychavon's electoral services, no applications had been received to co-opt another Cllr at this time and one vacancy remains.

**6. Progress reports from Parish Activities: brief updates:**

a. Lengthsman: Attention was drawn to recent conservation work undertaken on railings in another parish in the district. The council is requested to consider similar works to enhance the posts at the parish boundary at Marybrook bridge and it was agreed to explore who commissioned these works for further consideration to enhance the posts and act as a safety feature.

*Action: Lengthsman/Clerk to provide further updates.*

The lengthsman had requested the council's consideration of an hourly rate increase at the last meeting, given the distance travelled from his home to the parish. The clerk confirmed that following checks of the remaining WCC budget available, a suggested increase in the hourly rate working at the existing eight hours per month would still leave a surplus in the budget at the end of the financial year, therefore Cllrs agreed to approve this increase with effect from November 2025.

*Action: Clerk to notify lengthsman and update WCC Lengthsman Scheme.*

b. Highways: A member of the council had forwarded a concern to County Cllr Hardman regarding the appearance of several signage boards on private verges. It had been confirmed that the signs would be in place until 22 November, after which they would be removed by highways.

*Action: Report to WCC on 22 November 2025.*

c. Footpaths: following the recent footway resurfacing works in the parish, concerns had been raised previously regarding the appearance of weeds and some cracking on the surface. This had been raised with County Cllr Hardman who confirmed that cracks are not uncommon due to drought, heave or settlement and having disturbed the soil, weeds often appear. Should these become problematic, the lengthsman could spray them or request WCC Highways to inspect for their consideration.

*Action: no further action at present.*

PROW GC-509: following reports of a broken stile along this right of way, the Clerk had forwarded photographs of damage circulated by Cllr Hodgson and reported online to WCC. The area has been inspected and is awaiting investigation, however is currently considered a low priority.

*Action: Monitor.*

d. Quay Lane bench: Cllr Lolley confirmed he had inspected the bench which was last repaired some twenty years ago. The condition of the slats are acceptable, however the wood underneath is now rotten. It was agreed that this would be stripped down/replaced over the Winter.

*Action: Cllr Lolley.*

e. Data & Digital compliance: The Clerk provided further updates from neighbouring councils & Worcestershire Calc regarding the new assertion in the latest Practitioner's Guide coming into force in April 2026, that every authority must have a generic email account hosted on an authority owned domain. Cllr Hamilton agreed to explore potential options with approved registrars on behalf of the council & Cllr Lavelle highlighted an additional contact that would be shared with the council to explore further. Cllrs were also reminded that the current WCC My Parish website will be withdrawn in September 2026, the platform on which the council currently publishes its legal and financial documentation as part of the Transparency Code requirements. Expenditure of a new compliant website will also need to be considered therefore when approving the 2026/27 budget requirement in January 2026.

*Action: Cllr Hamilton/Cllr Lavelle/Clerk.*

**7. Sewage smells**

Cllr Collingwood updated the meeting with reports made to Severn Trent to date, in addition to a site visit with an engineer to emphasise the extent of the problem with ongoing sewage smells in the vicinity of Quay Lane. It was advised that there is no alternative layout that will stop the odours and Severn Trent confirmed that Allens caravans cannot connect directly into the pumping station on Pershore Road as their private pumped sewer must run into a gravity sewer in order to slow the flow and prevent the pumping station from becoming overwhelmed.

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Further reports to Environmental Health & WCC Regulatory Services as advised, have now referred the council back to Severn Trent, however as the issue relates to Allens' private sewer. it is unclear at this stage what further action can be taken. In the meantime, it was agreed to: continue to encourage reporting to Severn Trent and keep the ongoing record log maintained by the Clerk, to update the village bi-monthly with the actions the parish council continue to take on their behalf & to make contact with Severn Trent's CEO for further advice. It was also agreed to request the support of District Cllr Hardman, so that should WDC be minded to approve the current application pending for additional caravans at Bredon View Holiday Park, that a condition be applied to re-route the existing gravity sewer or have an independent one, as the existing system would be inadequate to accept any further demands placed upon it.

*Action: Cllr Collingwood to make contact with Severn Trent's CEO & update villagers with actions to date; Clerk to update District Cllr Hardman & maintain the village report log.*

**8. District and County Councillor's reports:** As both Cllrs were in attendance at alternative meetings, a report was shared in advance of the meeting and circulated to Cllrs for their information.

**SWDP review:** It was agreed that a press release confirming that the three Worcestershire Councils will have enough land to resist inappropriate housing development in the future once the revised SWDP has been adopted, was a positive outcome in potentially offering greater protection to communities when considering future applications.

**Water testing:** It was agreed that the Clerk would seek clarification regarding testing updates requested.

*Action: Clerk.*

## 9. Planning

**W/25/00444/FUL: Bredon View Holiday Park Estate at, Great Comberton Golf Club** A decision remains pending, whilst awaiting further responses from consultees.

**W/24/02361/FUL: The Rickyard, Russell Street:** notification has been received that the appeal has been allowed, with planning permission granted for conversion of the existing garage to a new dwelling.

**W/25/01918/HP: Church House:** demolition of detached garage and erection of single storey accommodation ancillary to main house.

Comments of objection were forwarded by the parish council on 10<sup>th</sup> October & changes to the original application have been requested by the planning officer.

**W/25/02061/HP 2 Bredon View, Russell Street:** single storey rear extension and 2 storey side extension: there were no objections to raise.

## 10. Finance

a) Current Balances at 15<sup>th</sup> October 2025

Business Account:	£10,152.42
<b>TOTAL</b>	<b>£10,152.42</b>

b) Payments to report:

Salary: September 2025	£337.57
Clerk's expenses: Sept-Nov 25	£36.00
Lengthsman: August 2025	£160.00
Lengthsman: September 2025	£160.00
Back-pay: Nalc salary award Apr-Sept	£64.98
Clerk's expenses: Ink	£18.89
Salary: October 2025	£366.17
Brailles hedge cut	£60.00
ICO: Annual Data Protection fee	£47.00
Lengthsman: October 2025	£160.00
Brailles gate & lock expenses	£49.00
Hall hire: May/Sept/Oct meetings 25: To be confirmed	

**TOTAL** **£1,459.61**

Income to report:

WCC: Lengthsman: August 25 work-plan	£160.00
WCC: Lengthsman: September 2025 work-plan	£160.00
WDC: Precept (ii)	£2,950.00
DC: Council Tax Support Grant (ii)	£121.00
Barclays: Interest	£25.57

**TOTAL** **£3,416.57**

*Proposed Cllr Lolley, seconded Cllr Hodgson, all in favour to approve the payments presented.*

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c) Bank reconciliation (ii) 29 September 2025: Documents for the second quarterly reconciliation had been forwarded to Cllr Lavelle for checks & verification and were signed as accurate. The third quarterly reconciliation and review of the budget against current expenditure would be completed and circulated to Cllrs in December.

*Action: Clerk.*

d) Proposal to approve expenditure for replacement defibrillator pads @ £134.40 inc VAT – the Clerk confirmed that replacement pads are due in November 2025 & a cheaper supplier had now been sourced.

*Action: Clerk/Cllr Collingwood.*

## **11. Correspondence**

WDC: Parishioners are requested to complete annual feedback to help Wychavon improve their council  
Resident's services and make Wychavon a better place to live. This year's Survey is now open, closing on 9  
survey 2025 November 2025 via the following link:  
<https://www.smartsurvey.co.uk/s/PTCPart/>

## **12. Councillor's reports and items for future agenda:**

*Remembrance wreath:* It was agreed to inform the village that the chairman would lay a wreath at the village war memorial on Tuesday 11 November at 11am, to avoid clashing with the annual church service held in Elmley Castle.

*Action: Cllr Collingwood.*

*Defibrillator:* The Clerk confirmed that contact had been made with the Pershore Community First responder who conducts regular checks of the defibrillator at the hall and replacement pads are due in November. It was agreed that the Clerk would order these for delivery and installation by Cllr Collingwood, as reported under finance item 10d. It was also agreed to propose a date for refresher First Aid/AED training in the new year at the January meeting. Cllrs also considered the possibility of locating an additional defibrillator that is available at the opposite end of the village, however expenditure of battery and pad items would need to be considered, as it would be costly for the parish council to pay this for two devices.

*Action: Clerk/Cllr Collingwood.*

## **13. Date of Next Meeting: Monday 12<sup>th</sup> January 2026 at 7.00 pm**

Signed .....

Date.....

**Chairman**