

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Annual Parish Council meeting held on 20th May 2015 at 7.02 pm in Church Lench Village Hall, Church Lench.

Present: Cllrs. Mr. Shore (Chairman), Mr. Shepherd, Mr. Fletcher, Mrs. Fletcher, Mr. Ball, Mr. Worton and Mr. Jackson.

In attendance: Mrs. Holland (Clerk), and 1 parishioner.

1/15	Election of Chairman: it was proposed, seconded and resolved that Cllr. Mr. Shore be elected as Chairman for the ensuing year. 'Declaration of Acceptance of Office' duly signed.
2/15	Apologies: County Cllr. Mr. Holt, Dist. Cllrs. Mrs. Steel and Mr. Wilkinson.
3/15	Election of a Vice-Chairman: it was proposed, seconded and resolved that Cllr. Mr. Shepherd be elected for the ensuing year.
4/15	Declaration of Interests: a) Register of Interests: Councillors were reminded of the need to update their register of interests. b) Disclosable Pecuniary Interests or Other Disclosable Interest – nil declared.
5/15	Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.
6/15	To agree a date by which absent members must sign the declaration of office. All members have signed the Declaration of Office.
7/15	Following procedures reviewed and adopted : a) Standing Orders 2013 (amended). b) Financial Regulations 2014. c) Agendas/and associated papers – if member wishes to receive all documents by email to sign agreement. d) Risk Assessment. e) Asset Register. f) Terms of the Finance Group (see page 15 standing Orders) and appoint 2 members. <i>Cllrs. Mr. Ball and Mr. Worton.</i> NB: Chairman and Vice –Chair are ex-officio members. g) Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman and Vice Chairman of the Council (see page 15 Standing Orders). This was agreed until May 2019.
8/15	Representatives appointed for the following: a) Inspect assets owned by the Council and to report to Council twice yearly. <i>Cllr. Mr. Shore.</i> b) Inspect and record findings on the playground weekly. <i>Cllr. Mr. Fletcher.</i> c) Wychavon CALC representative 2014/15. <i>Cllr. Mr. Shore.</i> d) South Lenches Parish Plan Steering Group. <i>Cllrs. Mrs. Fletcher, Mr. Shepherd and Mr. Fletcher.</i>
9/15	Resolved to renew the membership for Worcestershire CALC at a cost of £318.56 for 2015-16.
10/15	Insurance policy: following discussion it was agreed that the Clerk should contact the present insurance provider to ask for clarification on the Indemnity to Hirer part of the policy. Decision was

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	delegated to the Clerk with the Council approving a cheque payment to either Zurich Municipal or Came & Company.
11/15	Update from the Police: Thefts reported from hen house at Gooms Hill, Abbots Morton, from several motor vehicles in Inkberrow and a number of potential attempted break in to vehicles.
Public Question time: meeting suspended at 7.25pm reconvening at 7.29pm, notes appended to these minutes.	
12/15	Minutes: resolved that the minutes of the Full Parish Council meeting held on 02.03.15 were an accurate record, duly signed by the Chairman.
13/15	Clerk's report: <u>Parish Lengthsman</u> – Contract signed. Funding from the County Council remains the same as last year, £2038.63. <u>Strong Communities event</u> - to be held at Wychavon District Council on the 9 th June 2015 from 6pm to 8.15pm in the Council Chamber at the Civic Centre, Pershore. The event will include a presentation on community renewable energy, an update on the New Homes Bonus and information about the Rural Communities Programme. There will be an opportunity to hear from the Police and Crime Commissioner's Community Ambassador. <u>Village Pool area and Play area</u> - contract signed for 2015/16. <u>Wychavon Area CALC meeting</u> – to take place on the 3rd June 2015 at Pershore Library commencing at 7.30pm. <u>External Audit</u> to take place on the 8th June 2015. <u>11th Parish Conference</u> taking place at County Hall, Worcester on Thursday 4th June 2015. The main conference starts at 6.30pm and the theme of the conference is 'Digital Parishes'. <u>Village Pool</u> - Diocese solicitor's considering creating a licence to clarify owners responsibility as well as the Parish Council who maintain the land. There will be costs associated with this agreement. <u>Footpath Closure</u> - part of footpath CL-503 passing over footbridge grid ref: SP 402099 251782 for entire length of defective footbridge to ensure the safety of the public.
14/15	Correspondence received considered.
14.1	The speed survey carried out by the Safer Roads Partnership along the Evesham Road showed that less than 30 cars were travelling over the average speed, 3-4 cars in an hour travelling above the speed limit. Speeds have reduced since the 2011 check. Safer Roads Partnership would struggle to enforce so have advised that a Community Speed Watch team could go ahead if 6 - 8 volunteers were found. It was agreed to set up a Working Party to look at speeding in the village. Members Cllrs. Mr. Shore, Mr. Shepherd, Mr. Worton, and the Clerk.
14.2	Worcestershire County Association for Councils training programme for June 2015: The 4 'P' cover People, Place, Powers and Planning to be held on 8th June, 15th June and 22nd June. The 4 'M' cover meetings, management and money to be held on 10th June, 17th June and 24th June. Each session lasts 2 hours at a cost of £25 each. Please contact the Clerk if you wish to attend.
14.3	A financial request to support 'The Why Don't We Youth Project' was discussed. It was agreed that this project was unlikely to be of benefit to the Parish.
15/15	Planning Matters.

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15.1	Minutes: resolved that the minutes of the Planning meeting held on 31.03.15 were an accurate record, duly signed by the Chairman.
15.2	It was agreed not to comment on the following application: a) W/15/01121/PP – Woodlands, Low Road, Church Lench. Proposal: Rear single storey extension, extension to side porch, replacement of flat roof with pitched roof to front elevation. Replacement windows and Cedar shiplap cladding feature panels. b) W/15/00984/PP – Haimald, Low Road, Church Lench. Proposal: Erection of new conservatory.
15.3	Planning process/feedback following applications that have been presented to the Development Control Committee: a) W/15/00224/PP - Greenacres, Atch Lench Road, Church Lench. Permission granted with 5 conditions/reasons. b) W/14/02836/PN – Mayfield, Atch Lench Road, Church Lench. Permission refused. c) W/14/01208/PN – Hill View Farm, Low Road, Church Lench. Appeal dismissed. d)W/15/00436 – Oak Farm, Low Road, Church Lench. Permission granted with conditions/reasons. e) W/15/00707/PP - Lench Wood Lodge, Abbots Lench. Permission granted with 6 conditions.
15.4	Resolved to respond to the Highways Department in regard to comments made to application W/14/02836/PN. Cllr. Mr. Jackson to compile a draft response.

16/15	Financial matters.
16.1	Resolved to approve the accounts for financial year end 31 st March 2015.
16.2	Internal Auditor: report received stating that the accounts are in accordance with the minutes of the Council and agrees with the bank reconciliation. Full report available from the Clerk.
16.3	Annual Internal Review of Effectiveness was reviewed and adopted for 2015-16.
16.4	Resolved to approve the following documents for the External Auditor: a)Statement of Accounts and the b) Annual Governance Statement.
16.5	Resolved to transfer the under spend of £10104 from 2014-15 to: a) Transfer to reserves account - £4000 b) £5000 to Contingency budget heading. c) £1104 to be left in current AC.
16.6	Resolved to authorise payments as listed on 'Schedule of Payments' and balances to 29.04.15 approved.
16.7	New bank mandate and members to be bank signatures. It was agreed to remain with the present 3 signatories and to amend the mandate to remove Mrs. Virr as a signatory.
16.8	Resolved that South Lenches Parish Council is eligible to continue to use the General Power of Competence (Localism Act 2011 sections 1-8) as the number of members elected at the 2015 ordinary elections is equal to or greater than two thirds of the total number of seats on the Council and that the Council has a qualified Clerk, as defined in section 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (Statutory Instrument 2012 No. 965).
16.9	March Litter Pick. Resolved to grant a payment to the Lenches Tennis Club of £250 and £150 to the War Memorial refurbishment following the successful completion of the Litter Pick.

17/15	BT Box – update on maintenance. Vegetation growth to be cut back and box to be painted shortly.
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18/15	Parish Plan.
18.1	Update: Cllr. Mrs. Fletcher reported the following: A significant amount of time has been taken up with inputting information from the questionnaires and placing into bar charts, summarising comments etc. The general consensus of

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	opinion by the Group is to go ahead and take this information and develop a Neighbourhood Plan whilst local interest is high. A Neighbourhood Plan carries considerable weight and will be a legally binding document.
18.2	Neighbourhood Plan instead of a Parish Plan: after discussion it was agreed by all to progress with forming a Neighbourhood Plan instead of a Parish Plan. The Parish Plan Group would arrange a meeting for all residents to be invited to attend at the Village Hall to inform the Parish of the results of the questionnaires, progress to date and a taster of what a Neighbourhood Plan is. At the next Parish Council meeting the Council would consider setting up a Steering Group to take the Neighbourhood Plan forward.

19.	<p>Urgent decisions taken:</p> <p>a) Application No: C/15/01044/OL – Land at Low Road, Church Lench. Proposal: Overhead line alterations by Western Power Distribution. No comment.</p> <p>b) Application No: W/15/00707/PP – Lench Wood Lodge, Abbots Lench. Proposal: Proposed extensions to ground and first floor of property. No comment.</p>
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20.	Cllrs. report and items for future agendas: Photograph of members to be submitted to the Clerk to be put onto the website.
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Meeting closed at 9.15pm.

Signed by the Chairman:Dated: 6th July 2015.

Correspondence for circulation that does not require a decision.

1.	Clerks & Council Direct – March and May 2015.
2.	Insurance magazine – Council Matters.
3.	Community Exchange – Neighbourhood Plan information.

Public Question time – 1 parishioner in attendance.

Western Power Distribution has started work to remove overhead lines and upgrade supply along Evesham Road and Ab Lench Road.

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**Minutes of the Full Parish Council meeting held on 6th July 2015 at 7.02 pm in Church Lench Village Hall,
Church Lench.**

Present: Cllrs. Mr. Shore (Chairman), Mr. Shepherd, Mr. Fletcher, Mrs. Fletcher, Mr. Ball, Mr. Worton and Mr. Jackson.

In attendance: Mrs. Holland (Clerk), County Cllr. Mr. Holt, Dist. Cllrs. Mrs. Steel, Mr. Wilkinson and 2 parishioners.

21/15 Apologies: Nil.

22/15 Declaration of Interests:

- a) Register of Interests: Councillors were reminded of the need to update their register of interests.
- b) Disclosable Pecuniary Interests or Other Disclosable Interest – nil declared.

23/15 Dispensations: Written request received from Cllr. Mr. Ball for the Council to grant a dispensation, (S33 of the Localism Act 2011), to be allowed to take part in a discussion and vote in regard to the budget to form the precept until May 2019.

Resolved that the dispensation be granted until May 2019 as without this the number of Councillors prohibited from taking part in the item would impede the transaction of business.

24/15 To receive reports from County and District Cllrs.

County Cllr. Mr. Holt reported:

- Claimant count further reduced by 279, lowest level since 1983.
- For the last two years £40 million obtained from the Government, private companies and the European Union for investment in business in Worcestershire. 3rd fastest growing economy in the Country.
- 'Your Life Your Choice' website is now up and running, this site offers a full range of information and advice on health, well-being, adult social care and independent living in Worcestershire. <https://ylyc.worcestershire.gov.uk/>
- Norton Parkway railway station – work being carried out to link the Bristol to Paddington line which should be operational during 2017. Robin Walker, MP, has been told that the planned railway cuts will not affect this work.

District Cllr. Mrs. Steel reported:

- Linda Robinson is the new Leader and Lynn Duffy the Deputy. Paul Middleborough is the Chair of the Planning Committee.
- The Localism and Communities Advisory Panel has been split into 3 sections to deal with rural villages, town areas and funding i.e. New Homes bonus applications. Three quarters of a million has been received from Government for local communities.

District. Cllr. Mr. Wilkinson reported:

- Introduced himself as the new District Cllr. following the elections. Will be on the Localism Panel for rural villages.

Public Question time: meeting suspended at 7.15pm reconvening at 7.35pm, notes appended to these minutes.

25/15 Minutes: resolved that the minutes of the Annual Parish Council meeting held on 20.05.15 be approved following amendments, 8/15 d remove Cllr. Mr. Shepherd, replace with Cllr. Mr. Jackson and 14/15.1 remove Cllr. Mr. Jackson, duly signed by the Chairman.

26/15 Clerk's report:

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	<p><u>Code of Conduct training</u> – members invited to attend either on Monday 20th or Monday 28th July from 7pm at the District Council Office in Pershore. Cllrs. Mr. Shore, Mr. Worton and Mr. Jackson have confirmed attendance.</p> <p><u>Footpath Closure</u> - part of footpath CL-503 passing over footbridge grid ref: SP 402099 251782 for entire length of defective footbridge to ensure the safety of the public. Anticipated duration: 6 months from 13th May 2015.</p> <p><u>Road Closures:</u></p> <p>A) Closure of part of U43606 Evesham Road, Church Lench from its junction with C2263 Ab Lench Road to a point 100 metres south of its junction with Ab Lench Road in order to facilitate works to install new underground LV cables. Anticipated duration: 1 week. Commencing: 27 July 2015.</p> <p>B) Closure of part of C2263 Ab Lench Road, Church Lench from its junction with Evesham Road to a point 220 metres west of its junction with Evesham Road in order to facilitate electrical installation works. Anticipated duration: 3 weeks: Commencing: 3 August 2015.</p> <p><u>Invitation to attend training session locally</u> in relation to Wychavon Local Enforcement Plan and Planning Compliance Officer Role. If members interested venue to be arranged.</p> <p><u>New Homes Bonus</u> – £4204 funding available to spend on local projects. Please contact the Clerk for further information.</p> <p><u>Insurance Policy</u> – new long term 3 year agreement taken out with Zurich.</p>
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27/15	South Lenches Parish matters for discussion/decision.
27.1	Play Area weekly inspections – Cllr. Mr. Shore to take over the responsibility from Cllr. Mr. Fletcher.
27.2	Play Inspection report for 2015 was duly noted. It highlighted that remedial work was required to the fencing and general surface and replacement parts to the multi play unit will need to be addressed at some point in the future.
27.3	BT Box – no maintenance has been able to be undertaken to date.
27.4	<p>Letter from parishioners regarding highways concerns along Farm Lane requesting Parish Council for assistance with the following:</p> <p>a) Introduction of Quiet Lane – County Council is no longer spending money on this programme. Dist. Cllr. Mrs. Steel offered to show the residents the Quiet Lane in Inkberrow which she felt has not been a success.</p> <p>b) Two and a half years ago agreed by Highways Officer to have positioned along the Lane speed advisory signs and horse warning signs. Cllr. Mr. Holt to follow up why this had not been carried out.</p> <p>c) Poor state of repair of road surface carried out in 2014. Matter reported to the County Council who referred the residents back to the Parish Council and the County Council member. Following a lengthy discussion it was agreed: County Cllr. Mr. Holt would follow up items b and c with the support of the Parish Council. The Parish Council working party on speeding would look at issues raised by the residents of Farm Lane.</p>
27.5	Assets report: Cllr. Mr. Shore reported the following: Church Lench Bus Shelter satisfactory; Handgate Lane Bus Shelter preservative to be applied; Notice Board Church Lench requires preservative.
27.6	Dog waste bin: request received for a bin to be installed in the Village Hall area. Following discussion it was agreed that the Council could not justify the expense and ongoing cost. It was reported that present bins in the village are not all being utilised and that as long as the items are bagged they can be placed in the black rubbish bins.
27.7	Replacement notice board for Sheriffs Lench. The present notice board frame is broken and damaged due to water leakage. It was agreed to replace with an aluminium board of the same style as the one in Atch Lench. Cllr. Mr. Shore to check the measurements before ordering.
27.8	A request from a resident to contact Wychavon District Council and Stratford District Council

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	regarding the Pitchill Solar Farm, currently under construction, as the Parish Council was not notified as an adjacent Parish to consult on the application was considered plus the type of landscaping proposed in regard to the effects of the views from the Atch Lench ridge. (W/14/02463 Stratford District Council website). The Council felt that as the application had been granted there was little they could do. Clerk waiting to hear from the Planning Officer at Stratford District Council.
27.9	<p>Community Defibrillator: is now in position on the front door of the School. Cllr. Mr. Shepherd reported that it is on the Asset Register of the West Midlands Ambulance Service who would be responsible for insurance cover. Two options to consider:</p> <ol style="list-style-type: none"> 1. When someone dials 999 ambulance control will advise them that there is a defibrillator at location and give them the four digit number to open the cabinet or 2. To have a numbers plus scheme where a group of volunteers are trained on basic life support and using a defibrillator. Volunteers give their contact details to Ambulance service. When a call comes in that necessitates a response with a defibrillator then the call cascades down through the volunteers until someone can respond. Cost of £99 per year + VAT £119. <p>Resolved to agree in principle to option 2. Grant application to be submitted in regard to electrical costs.</p>

28/15	Planning Matters.
28.1	<p>It was agreed to comment on the following application: a) W/15/01288/PP – Woodlands, Low Road, Church Lench. Proposal: Demolition of existing outbuildings and erection of new timber carriage house type design outbuilding. Comments: In principle the Parish Council has no objection to the proposal. However, they would ask that due regard is given to the matters raised by the resident in the property adjacent to the proposal.</p>
28.2	<p>Cllr. Mr. Shepherd reported that at the Planning Committee meeting held on the 28th May 2015 the application for 5 houses along the Evesham Road (W/14/01587/PN) was approved. The concerns regarding the visibility splay was felt not to have been addressed so it was agreed by members that once work commenced the matter would be reported to the Planning Compliance Officer at Wychavon District Council.</p>
28.3	<p>Planning process/feedback following applications that have been presented to the Planning Authority: a) W/15/01121/PP – Woodlands, Low Road, Church Lench. Permission granted.</p>
28.4	<p>A draft letter in response to comments made by the Highways Department in regard to application W/14/02836/PN was approved, copies to be sent to Planning Officer, Jack Hegarty, Managing Director, Wychavon District Council, Dist. Cllrs. Mr. Wilkinson, Mrs. Steel, County Cllr. Mr. Holt, Cllr. John Smith, Cabinet Member with Responsibility for Highways and John Hobbs, Director of Business, Environment and Community, Worcestershire County Council.</p>

29/15	Financial matters. Resolved to authorise payments as listed on 'Schedule of Payments':				
	Name.	Purpose	Amount	VAT	Total
	Mrs. N. Holland	Salary/ Expenses	456.92	0.00	456.92
	HMRC	PAYE	105.20	0.00	105.20
	Mr. P. Skeys	Lengthsman	425.00	0.00	425.00
	Mr. S. Skeys	Maintenance Village Pool / Play area	168.00	0.00	168.00
	Village Hall	Hire of Hall May/June.	15.00	0.00	15.00
	WDC	Annual Play Inspection.	70.00	14.00	84.00
	Bank reconciliation to 29.05.15 approved.				

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30/15	Transparency Code: The Department for Communities and Local Government (DCLG) issued the Transparency Code for Smaller Authorities in December 2014. The Code is a requirement for smaller authorities to make information available for local people to increase democratic accountability. The requirement is that certain information must be published on a web site which is publicly available free of charge. Smaller councils are those where the greater of annual receipts or payments is £25,000 or less therefore this applies to South Lenches Parish Council who agreed to adopt the Transparency Code.
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31/15	Parish Plan/Neighbourhood Plan.
31.1	Update: Cllr. Mrs. Fletcher reported the following: Following response to the questionnaire and the agreement by the Parish Council to move forward with a Neighbourhood Plan work has been carried out on putting the results into a document. The Parish Plan Steering Group is happy with the resulting document and the idea is that it is printed and posted out to all known households in the Parish. Cllr. Mrs. Fletcher was thanked for all her hard work in the preparation of the document.
31.2	The format of the Parish Plan Questionnaire document was approved with addition that a closing date for comments be added to the Foreword.
31.3	Four quotes received for the printing of 310 Parish Plan Questionnaires to include costs to post the document to 296 households in the Parish. It was resolved to accept the quote of £1067.59 from Print Strategy Europe.
31.4	Resolved that the Council formally applies to Wychavon District Council for a designated Neighbourhood Plan following consultation period.
31.5	South Lenches Parish Neighbourhood Plan Steering Group Constitution. Resolved to adopt the Constitution and to appoint 3 members of the Parish Council, Cllrs. Mrs. Fletcher, Mr. Fletcher and Mr. Jackson, as representatives.
31.6	Resolved that the geographical area of the Neighbourhood Plan would be the parish boundary.

32/15	Urgent decisions taken: Application W/15/00561/AC – Site between Bramley Bank & Briarwood, Low Road, Church Lench. No meeting called to comment on this application.
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33/15	Cllrs. report and items for future agendas: Funding for Community Defibrillator. Parish Plan Questionnaire – to agree to adopt as an information source for the Parish Council.
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Meeting closed at 9.20 pm.

Signed by the Chairman:dated: 22nd July 2015.

Following the closure of the meeting the following was agreed as an urgent decision:

The Parish Council understood the board was to be donated to the School so it could be used for notices instead of being scrapped following discussions with yourself and Cllr. Mr. Shepherd. Therefore, as far as the Parish Council is concerned the responsibility and maintenance of the board now lies with the School. The Parish Council agreed to pay for the repositioning of the Board.

Correspondence for circulation that does not require a decision.

1.	Clerks & Council Direct – July 2015.
2.	Salford Priors Neighbourhood Plan consultation circulated by email.

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Public Question time – 2 parishioners in attendance.

Issues raised in regard to Farm Lane:

- *Vehicles speeding along Farm Lane especially those that access the events held at Byrd's retreat, delivery vehicles and some residents.*
- *Poor state of repair to road surface.*
- *Request for de-restricted speed road signs to be removed.*

Ask the Council for assistance in;

Introduction of Quiet Lane – *County Council is no longer spending money on this programme. Dist. Cllr. Mrs. Steel offered to show the residents the Quiet Lane in Inkberrow which she felt was not a success.*

Two and a half years ago *agreed by Highways Officer to have positioned along the Lane speed advisory signs and horse warning signs. Cllr. Mr. Holt to follow up why this had not been carried out.*

Poor state of repair *of road surface.*

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**Minutes of the Extra Parish Council meeting held on Wednesday 22nd July 2015 at 8.00 pm in Church
Lench Village Hall, Church Lench.**

Present: Cllrs. Mr. Shore (Chairman), Mr. Shepherd, Mr. Fletcher, Mr. Worton, Mr. Ball and Mr. Jackson.
In attendance: Mrs. Holland (Clerk) and 2 parishioners.

34/15 Apologies: Cllr. Mrs. Fletcher (Family commitment).

35/15 Declaration of Interests:
a) Register of Interests: Councillors were reminded of the need to update their register of interests.
b) Disclosable Pecuniary Interests or Other Disclosable Interest – nil declared.

36/15 Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.

Public Question Time: Meeting suspended at 8.01, reconvening at 8.15pm.

37/15 Minutes: resolved that the minutes of the Full Parish Council meeting held on 06.07.15 were an accurate record, duly signed by the Chairman

38/15 South Lenches Parish matters for discussion/decision.

38.1 Maintenance and responsibility of the notice board outside the School. The Headteacher has confirmed that the School does not want to take over the responsibility of the Notice Board which has been situated outside the school boundary. Following a lengthy discussion in which it was confirmed that the reason for the Atch Lench board being replaced was that it was going to require a lot of maintenance it was agreed that the Chairman would inspect the Board on the 23rd July, and that the Council would obtain three quotes for repairing it. Members to inform the Clerk of contractors locally to ask for quotes.

38.2 Sheriffs Lench notice board: Standing Orders suspended for this item. The Chairman reported that he had carried out a further inspection of the board and felt that the doors could be repaired. It was agreed that members would inform the Clerk of a local contractor to carry out the work.

38.3 External Auditor report: Auditor reported that in their opinion the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. On other matters not affecting the Auditor's opinion the Auditor wished to address to the Council that in regard to allocation of staff costs that all payments in relation to postage, stationery etc be submitted in the 'other payments' column of the form.

38.4 **Resolved** to grant 50% Discretionary Rural Rate Relief, £85.10, to The Lenches Club as the business is of benefit to the community and it is reasonable for the parish to support.

38.5 Rural Communities Programme: Cllr. Mr. Shepherd reported that he had a meeting with David Manning, Rural Communities Manager at Wychavon District Council. The programme is looking at initiatives to assist residents that are isolated from friends and families in the rural community. Worcestershire is the only area undertaking this exercise. Funding for the programme is through Aid UK. Initially a door knock will take place in The Croft but if anyone is aware of a resident that fits the criteria inform either the Clerk or Cllr. Mr. Shepherd.

39/15 Planning Matters.

39.1 It was agreed to comment on the following application:
a) W/15/01724/PP – Greyholme, Evesham Road, Church Lench.
Proposal: Proposed front extension and new garage.

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	<p>Comment: The Parish Council has concerns that this site will be over developed and will give a feeling of ‘cramming’ when taking into context with the other application approved for this site, which is not shown on the layout for this application. (Original application W/08/00151 recently renewed following expiry W/14/01345). With the proposal for the new garage and the car port for the house, not yet built, it will be difficult to manoeuvre vehicles on this site.</p>
39.2	<p><u>Solar Farm, Pitchill</u> – Stratford District Council informed Wychavon District Council of the planning application but have no procedure to involve Parish Councils in a bordering County. It was agreed that the Clerk would write to both District Councils expressing disappointment as to why the Parish Council was not consulted or informed in regard to the application as it lies close to the parish boundary and affects the community. The solar farm will be quite clearly seen from the Atch Lench Ridge which will have a visual impact for those residing in the area and those using the public rights of way. It is unclear from the Stratford District Council website as to how the area will be landscaped. Question to be asked to both District Councils if there is a policy/protocol in place to notify Parish Councils of an application from a neighbouring planning authority and to ask that if future applications are received can South Lenches Parish Council be consulted.</p>
39.3	<p>Planning process/feedback following applications that have been presented to the Planning Authority: a) W/15/00561/AC – Site between Bramley Bank & Briarwood, Low Road, Church Lench. Permission granted with 6 conditions/reasons.</p>

40/15	<p>Cllrs. report and items for future agendas: a) Dog Bin. b) Handgate Bus Shelter.</p>
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Meeting closed at 9.05 pm.

Signed by the Chairman:Dated: 7th September 2015.

Public Question Time (2 parishioners in attendance).

Concerns raised over:

- a) Application W/15/01724/PP - plan does not show the approved 4 bedroom house, yet to be built, on the same site.
- b) Atch Lench notice board –concerns raised as to why it was allocated to a site in Church Lench and a new one put in place in Atch Lench.

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Planning meeting held on Monday 17th August 2015 at 7.03 pm in Church Lench Village Hall, Church Lench.

Present: Cllrs. Mr. Shore (Chairman), Mr. Fletcher, Mr. Worton, Mrs. Fletcher, Mr. Jackson and Mr. Ball.
In attendance: Mrs. Holland (Clerk), Dist. Cllr. Mr. Wilkinson.

41/15 Apologies: Dist. Cllr. Mrs. Steel.

42/15 Declaration of Interests:

- a) Register of Interests: Councillors were reminded of the need to update their register of interests.
 b) Disclosable Pecuniary Interests or Other Disclosable Interest – nil declared.

43/15 Dispensations: nil received.

Public Question Time: Nil.

44/15 Planning Matters.

- 44.1 It was agreed to comment on the following application:
 a) W/15/01971/PN – Land and access opposite Weatheroak, Low Road, Church Lench.
Proposal: Demolition of existing industrial building, erection of one detached dwelling house with associated curtilage and amenity land within Stratford District Council’s administrative boundary. Formation of new access drive to serve new dwelling house and adjacent agricultural land within Wychavon District Council’s administrative boundary. (Cross boundary application).
Comment: It is understood that this is a cross boundary application and that Wychavon District Council is only concerned with the formation of the new access. Clerk to confirm this with the Planning Officer.
 The Council will comment on the proposed dwelling house once an application is received from Stratford District Council.
 With regard to the access:
 Clarification is required regarding the access road as insufficient information received.
 The Landscape and Visual Impact Assessment and Design statement section 9.6 shows a diverted farm road which rejoins the existing road.
 The Landscape Master Plan shows the existing gate entry to be closed off and diverted along the green lane adjacent to the property known as 'Weatheroak'.
 On the right hand side of the Plan there is a new access drive which further down says 'diverted farm road rejoins existing road'.
 The Council would like to know whereabouts this access joins Low Road.
 In the meantime the Council object to this proposal until the above points have been addressed and further detailed information is presented at which point the Council would like the opportunity to comment again.
 Concerns also raised on the extent of the removal of trees, hedgerow and woodland.
- 44.2 Solar Farm, Pitchill – correspondence from Stratford District Council and Wychavon District Council in regard to notification of Parish Council of planning applications adjacent to neighbouring planning authorities received and duly noted:
Wychavon District Council Planning Department have said that as far as they are aware there is no established policy or procedure for consulting Parish Councils when the District Council receives a consultation from a neighbouring authority on a planning application lying outside the District. There is also no statutory requirement for either the determining authority, or any consulted council, to notify parish councils of planning applications unless the application site lies within a Parish boundary. Occasionally Wychavon District Council would notify a neighbouring parish

SOUTH LENCHES PARISH COUNCIL.

	<p>council of a planning application submitted to them, but this is not normal practice and generally only occurs when specifically requested to do so on a major individual scheme.</p> <p><u>Stratford District Council replied:</u> The current position is that all applications (3,000 or so each year) are on the Councils website, and are made accessible to everyone and all groups on a 'self-serve' basis.</p> <p>The Council noted the information received.</p>
44.3	<p>Correspondence received from the Planning Department duly noted:</p> <p>a) W/15/01288/PP - Woodlands, Low Road, Church Lench. Application withdrawn.</p>

45/15	Neighbourhood Plan.
45.1	Parish Plan Questionnaire: following the distribution of the Parish Plan Questionnaire results to all households in the Parish 16 households responded positively to the results and support of proceeding with a Neighbourhood Plan.
45.2	Resolved to adopt the Parish Plan Questionnaire as an information source. Clerk to write to all Groups in the Parish thanking them for providing questions for the Questionnaire and to give them a detailed list of the comments to action as they see fit. At each meeting of the Parish Council will address one of the items raised in the Questionnaire.
45.3	Update on the progress of the Neighbourhood Plan: Waiting to hear from Wychavon District Council on the ratification of the application; flyer to be sent out by post to all residents requesting volunteers to assist with the project.

46/15	Cllrs. report and items for future agendas.
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Meeting closed at 8.00pm.

Signed by the Chairman:Dated: 7th September 2015.

Following the closure of the meeting the Chairman requested that an urgent decision be taken on the notice board situated outside the School boundary. Following an inspection of the board on the 23rd July it was agreed that the board was beyond reasonable repair and a notice placed requesting that it was not to be used due to rotting parts.

It was agreed that the board would be scrapped and removed as soon as possible.

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Full Parish Council meeting held on 7th September 2015 at 7.01 pm in Church Lench Village Hall, Church Lench.
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Present:	Cllrs. Mr. Shore (Chairman), Mr. Fletcher, Mr. Ball, Mr. Worton and Mr. Jackson. In attendance: Mrs. Holland (Clerk), County Cllr. Mr. Holt, Dist. Cllr. Mrs. Steel, PC Tony Carter (West Mercia Police) and 6 parishioners.
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47/15	Apologies: Cllrs. Mrs. Fletcher (Family commitment) and Mr. Shepherd (Work commitment) – reasons accepted by Council.
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48/15	Declaration of Interests: a) Register of Interests: Councillors were reminded of the need to update their register of interests. b) Disclosable Pecuniary Interests or Other Disclosable Interest – nil declared.
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49/15	Dispensations: Written requests received from Cllrs. Mr. Fletcher, Mr. Jackson, Mrs. Fletcher, Mr. Worton and Mr. Shore for the Council to grant a dispensation, (S33 of the Localism Act 2011), to be allowed to take part in a discussion and vote in regard to the budget to form the precept until May 2019. This also applies to Cllrs. Mr. Shore, Mr. Worton and Mr. Ball as members of the Finance Group. Resolved that the dispensation be granted until May 2019 as without this the number of Councillors prohibited from taking part in the item would impede the transaction of business.
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50/15	To receive reports from County and District Cllrs. <u>County Cllr. Mr. Holt reported:</u> <ul style="list-style-type: none"> • County Council has organised with public bodies a joint venture to sell of properties no longer required i.e. police stations to save money. The County also has farm holdings but they are not included in this project. • Unemployment continues to fall in the County. <u>District Cllr. Mrs. Steel reported:</u> <ul style="list-style-type: none"> • The New Homes Bonus scheme may not be in place for the full term. • Devolution is being discussed at present. <u>PC Tony Carter reported:</u> <ul style="list-style-type: none"> • Over the past six weeks there have been reports of a car damaged in Rous Lench, valuables taken from a car in Abbots Morton, and sheds, outbuildings targeted in the local area. • PC Carter was asked by residents to address the issue of speeding along the Evesham Road in areas where there are concealed entrances and unsuitable roads. With 5 new houses to be built with no footway for pedestrian use concerns were very high. PC Carter explained that he has to cover 47 villages all with the same concern. There are certain regulations in place for carrying out speed camera tests, PC Carter would have to assess the site first to be able to stop a vehicle safely. If the site was acceptable he could arrange for a PCSO to carry out speed camera checks and to educate drivers to slow down. The Safer Roads Partnership Unit (SRP) carried out a speed check along this section of road in January 2015 and suggested perhaps setting up a Community Watch scheme. Unfortunately there is a long waiting list to join the training programme. It was also raised that the hedging along Evesham Road required cutting back but unless the owner of the land is known the Highways will not cut the hedge at present.
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51/15	Resolved to appoint Cllrs. Mr. Ball and Mr. Worton as members to the Staffing Committee (<i>NB: Chairman and Vice-Chair ex-officio members – 2 further members required</i>).
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Public Question time: meeting suspended at 7.50 pm reconvening at 8.00pm, notes appended to these
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SOUTH LENCHES PARISH COUNCIL.

minutes.

52/15	Minutes: resolved that the minutes of the Extra Parish Council meeting held on 22.07. 15 and the Planning meeting held on 17.08.15 be approved, duly signed by the Chairman.
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53/15	<p>Clerk's report:</p> <p><u>Bank mandate change</u> – details of alterations confirmed as being updated.</p> <p><u>Low Road flooding problems:</u> update received from Land Drainage Officer.</p> <p>Highways have jetted the highway system but a pipe in the road has been broken by Severn Trent and this has had to be temporarily repaired until a team can action a proper repair. Talks ongoing with the developer about the watercourse and they have agreed to action work as soon as possible. Land Drainage Officer will monitor work until confirmation received from the developer that they have put in the drainage agreed and that Highways have actioned the broken highway pipe and readdressed the headwall.</p> <p><u>Town and Parish Council Briefing:</u> Proposed Main Modifications to the SWDP (2015). Two members invited to attend a Parish and Town Council briefing event on Thursday 10th September 2015 from 5.30pm to 7:30pm, in The Council Chamber at County Hall. Cllr. Mr. Jackson to attend.</p>
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54/15	South Lenches Parish matters for discussion/decision.
54.1	Flood Alleviation Support Grant Scheme: no suitable project identified within the Parish.
54.2	<p>Farm Lane: Following concerns raised by residents the following report has been received from the Highways Department.</p> <p><u>a) Road maintenance:</u> Jet patching is required to address multiple potholes on a loose gravel surface. The road has been placed on a priority based list along with similar roads and work will be carried out once resources become available.</p> <p>The road is continuing to be monitored in regards to its condition.</p> <p><u>b) Warning signs:</u> If Cllr. Mr. Holt is happy to support the provision of the warning signs then highways will order these. These will be located in the vicinity of the existing 'no through' road sign. The existing post will be removed with a new longer post to house all 3 signs.</p> <p><u>c) Maintenance of verges:</u> programme in place.</p> <p><u>d) No report received from the Sustainable Schemes Team in regard to Quiet Lanes.</u></p>
54.3	BT Box – following a lengthy discussion it was agreed that the Clerk should look into the cost of disconnecting the electricity supply if the Council decided to sell the Kiosk.
54.4	Notice Board Sheriffs Lench – it was agreed that the Chairman would carry out maintenance work to the board as and when the weather was suitable.

55/15	Planning Matters.
55.1	<p><u>a) W/15/02057/AC</u> – Site between Bramley Bank & Briarwood, Low Road, Church Lench.</p> <p>Proposal: Variation of condition 3 of planning permission W/15/00561/AC to omit reference to gradient specification for the new vehicular drive.</p> <p>Comments: None.</p> <p><u>b) W/15/01971/PN</u> - Land and access opposite Weatheroak, Low Road, Church Lench. The Chairman/ Clerk attended a meeting with the Planning Officer to clarify questions raised on the access to the proposed development. It was noted that the developer refers to the bridleway as a Green Lane. Clerk to question this with the Countryside Officer.</p> <p><u>c) Stratford District Council Application 15/02964/FUL</u> - Depot Rough Hill, Low Road, Church Lench.</p> <p>Proposal: Demolition of existing industrial building; erection of one detached dwelling house with associated curtilage and amenity land; formation of new access drive to serve new dwelling house and adjacent agricultural land; and all other associated works. Following discussion it was agreed by all that no comment would be submitted for this application.</p> <p>Comments: None.</p>

SOUTH LENCHES PARISH COUNCIL.

55.2	Planning process/feedback following applications that have been presented to the Planning Authority: a) W/15/01724/PP – Greyholme, Evesham Road, Church Lench. Permission granted with 4 conditions/reasons.
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56/15	Financial matters.																														
56.1	Resolved to authorise payments as listed on 'Schedule of Payments':																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Name.</th> <th style="width: 40%;">Purpose</th> <th style="width: 15%;">Amount</th> <th style="width: 10%;">VAT</th> <th style="width: 15%;">Total</th> </tr> </thead> <tbody> <tr> <td>Mrs. N. Holland</td> <td>Salary/ Expenses</td> <td style="text-align: right;">470.27</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">470.27</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td style="text-align: right;">105.40</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">105.40</td> </tr> <tr> <td>Mr. P. Skeys</td> <td>Lengthsman</td> <td style="text-align: right;">425.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">425.00</td> </tr> <tr> <td>Village Hall</td> <td>Hire of Hall July/August</td> <td style="text-align: right;">30.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>Mrs. N. Holland</td> <td>Purchase of online printer cartridge.</td> <td style="text-align: right;">10.81</td> <td style="text-align: right;">2.16</td> <td style="text-align: right;">12.97</td> </tr> </tbody> </table>	Name.	Purpose	Amount	VAT	Total	Mrs. N. Holland	Salary/ Expenses	470.27	0.00	470.27	HMRC	PAYE	105.40	0.00	105.40	Mr. P. Skeys	Lengthsman	425.00	0.00	425.00	Village Hall	Hire of Hall July/August	30.00	0.00	30.00	Mrs. N. Holland	Purchase of online printer cartridge.	10.81	2.16	12.97
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56.2	Resolved to transfer from the contingency budget heading £1000 to the Parish Plan budget heading.																														

57/15	Parish Plan/Neighbourhood Plan.
57.1	Cllr. Mr. Fletcher reported that until the outcome of the application for the Neighbourhood Area is known there is very little to report.
57.2	Parish Plan Questionnaire: an issue over concerns of dog fouling in the villages was discussed at length. It was agreed that the Clerk should provide costs of purchasing signs.

58/15	Urgent decisions taken: Removal of old Atch Lench notice board from outside the School.
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59/15	Cllrs. report and items for future agendas: Nil.
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Meeting closed at 9.00 pm.

Signed by the Chairman:dated: 9th November 2015.

Correspondence for circulation that does not require a decision.

1.	Traffic Management Working Party notes circulated to all members.
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Public Question time – 6 parishioners in attendance.

Issues raised in regard to Farm Lane as to timescale of road signs in place.

SOUTH LENCHES PARISH COUNCIL.

<p>Minutes of the Full Parish Council meeting held 9th November 2015 at 7.05 pm in Church Lench Village Hall, Church Lench.</p>

Present:	<p>Cllrs. Mr. Shore (Chairman), Mr. Ball, Mr. Worton, Mr. Jackson, Mr. Shepherd, Mrs. Fletcher (66.2) and Mr. Fletcher, (66.2). <u>In attendance:</u> Mrs. Holland (Clerk), Dist. Cllrs. Mrs. Steel and Mr. Wilkinson, Police Community Support Officers x 2 and 1 parishioner.</p>
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60/15	Apologies: County Cllr. Mr. Holt.
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61/15	<p>Declaration of Interests: a) Register of Interests: Councillors were reminded of the need to update their register of interests. b) Disclosable Pecuniary Interests or Other Disclosable Interest – Cllr. Mr. Shepherd in agenda item 68.3 as the Community Responder requesting funding. Member left the room whilst matter under discussion.</p>
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62/15	Dispensations: Nil received.
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63/15	<p>Reports received from District Cllrs. and the Police: <u>District Cllr. Mrs. Steel reported:</u></p> <ul style="list-style-type: none"> • Nil decided regarding devolution plans, • Senior Management posts at the District Council looking to downsize from 10 to 7 posts. <p><u>District Cllr. Mr. Wilkinson reported:</u></p> <ul style="list-style-type: none"> • Partners’ Together workshop session recently held. All agencies in the County attended, aimed at 16-24 age group offering opportunities in rural areas. • Happy to support the New Homes Bonus application for the Community First Responder. <p><u>PCSO:</u></p> <ul style="list-style-type: none"> • Three shed break-ins in Radford. • Fly tipping is a problem that is getting worse. • Will be carrying out speed monitoring exercises in the area.
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<p>Public Question time: meeting suspended at 7.15 pm reconvening at 7.30pm, notes appended to these minutes.</p>
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64/15	Minutes: resolved that the minutes of the Full Parish Council meeting held on 07.09.15 be approved, duly signed by the Chairman.
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65/15	<p>Clerk’s report: <u>New Homes Bonus</u> – £7172 funding available to spend on local projects. <u>Smartwater</u> – registered interest in the scheme. <u>CALC Councillor training sessions:</u> November 16th Councillors 3 M’s and November 18th Councillors and Clerks Standards & Code of Conduct.</p>
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66/15	South Lenches Parish matters for discussion/decision.
66.1	Nomination for the WDC Diamond Jubilee Community Recognition Award 2015/16 was discussed. No nominations at present. Closing date for applications to be submitted is 08.01.16.
66.2	Report on the costs to refurbish the play area along with replacement parts to the multiplay unit was considered. Resolved to accept the quote from Creative Play to replace and install the replacement parts

SOUTH LENCHES PARISH COUNCIL.

	required on the multiplay unit and to carry out a refurbishment maintenance programme for the see-saw, benches, litter bin, fencing and to carry out work on the entrance to the site. It was also agreed to apply for some of the costs from New Homes Bonus funding from Wychavon District Council.
66.3	BT Kiosk –report on maintenance and project to move the box to another site was discussed at length. After consideration it was resolved that the Council would be happy to keep the Box in its present position and assist with the refurbishment required. However, following the advice received from BT they are not prepared to move the box to another site. It was agreed that the Clerk write to the 3 parishioners who are interested in moving the box informing them that if they wish to take on the ownership/responsibility with all liabilities then the Parish Council would consider selling the Box to them for a nominal fee.
66.4	Report from the Traffic Management Working Group was considered. No action to be taken at this time.

67/15	Planning Matters.
67.1	Correspondence received from the Planning Authority duly noted: a) W/15/02057/AC – Site between Bramley Bank & Briarwood, Low Road, Church Lench. Permission granted with 6 conditions.
67.2	Consultation on the Main Modifications to the Submitted South Worcestershire Development Plan (2006- 2030). Clerk requested to contact the Planning Department following information received from parishioner. If it was felt that comments should be made then the Chairman would send out a comment to all members for decision.

68/15	Financial matters.																												
68.1	<p>Resolved to authorise payments as listed on ‘Schedule of Payments’:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Purpose</th> <th style="text-align: right;">Amount</th> <th style="text-align: right;">VAT</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>Clerk Salary/ Expenses</td> <td style="text-align: right;">459.20</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">459.20</td> </tr> <tr> <td>HMRC PAYE</td> <td style="text-align: right;">105.20</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">105.20</td> </tr> <tr> <td>Lengthsman</td> <td style="text-align: right;">425.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">425.00</td> </tr> <tr> <td>Church Lench Village Hall hire.</td> <td style="text-align: right;">17.50</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">17.50</td> </tr> <tr> <td>Wychavon Sport Games entry fee.</td> <td style="text-align: right;">3.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">3.00</td> </tr> <tr> <td>Worcestershire CALC Cllr. Training.</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">5.00</td> <td style="text-align: right;">30.00</td> </tr> </tbody> </table> <p>Bank reconciliation to 30.09.15 approved.</p>	Purpose	Amount	VAT	Total	Clerk Salary/ Expenses	459.20	0.00	459.20	HMRC PAYE	105.20	0.00	105.20	Lengthsman	425.00	0.00	425.00	Church Lench Village Hall hire.	17.50	0.00	17.50	Wychavon Sport Games entry fee.	3.00	0.00	3.00	Worcestershire CALC Cllr. Training.	25.00	5.00	30.00
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68.2	Resolved to vire £440 from the contingency budget heading to Election budget.																												
68.3	New Homes Bonus Application for the Community First Responder was considered. Resolved to support the application which would be submitted after the closing date for consultation.																												

69/15	Parish Plan/Neighbourhood Plan.
69.1	Cllr. Mr. Jackson reported that following the distribution of the flyer at least 6 residents have offered to assist with the Neighbourhood Plan. Professional advisors are being contacted at present.
69.2	<p><u>Parish Plan Questionnaire</u>: the issue over concerns of dog fouling in the villages was discussed at length. Unfortunately no problem areas were identified.</p> <p>Resolved to place notices in the notice boards and on the website.</p> <p>Further discussion took place on a request to site a dog waste bin in the Village Hall area.</p>
69.3	Response from organisations in the village from feedback received in the Parish Plan Questionnaire duly noted. It was asked if the Clerk record thanks to Lyndall Bagnall for producing the information booklet to all new parishioners in the village.

SOUTH LENCHES PARISH COUNCIL.

70/15	Urgent decisions taken: a) Application No: W/15/02206/LB – Bars Cottage, Ab Lench Road, Ab Lench. No meeting called to comment on this application. Permission granted with 6 conditions/reasons.
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71/15	Cllrs. report and items for future agendas: Budget.
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72/15	It was resolved to exclude the public and press in the public interest for consideration of the following item: a. Personnel issues: resolved that the Clerk’s hours be increased by an hour per week. To be reviewed at the January meeting before the budget is set.
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Meeting closed at 9.10 pm.

Signed by the Chairman:Dated: 11th January 2016.

Correspondence for circulation that does not require a decision.

1.	Stratford-on-Avon District Gypsy and Traveller Local Plan Consultation Friday 18 September to Friday 30 October 2015. Allowing for recent planning permissions, our evidence shows a requirement for 29 new pitches to meet need up to 2019 and a need for a further 27 pitches by 2031. Email circulated to members: 29.09.15.
2.	Warwickshire County Council – Consultation on the Warwickshire Draft Minerals Plan until 4 th December 2015. http://www.warwickshire.gov.uk/mdf If you feel the Parish Council needs to comment please inform the Clerk.

Public Question time – 1 parishioner in attendance.

South Worcestershire Development Plan – parishioner urging the Council to respond to the document in respect of land along Low Road offered for development.

Parish Plan Questionnaire indicated ribbon development.

Category 1,2,3 villages are considered to be more sustainable.

SOUTH LENCHES PARISH COUNCIL.

**Minutes of the Full Parish Council meeting held 11th January 2016 at 7.00 pm in Church Lench Village Hall,
Church Lench.**

Present: Cllrs. Mr. Shore (Chairman), Mr. Ball, Mr. Worton, Mr. Jackson, Mrs. Fletcher and Mr. Fletcher.
In attendance: Mrs. Holland (Clerk), County Cllr. Mr. Holt and Dist. Cllrs. Mrs. Steel and Mr. Wilkinson.

73/15 Apologies: Cllr. Mr. Shepherd (reason accepted by Council).

74/15 Declaration of Interests:

- a) Register of Interests: Councillors were reminded of the need to update their register of interests.
- b) Disclosable Pecuniary Interests or Other Disclosable Interest – Nil declared.

75/15 Dispensations: Nil received.

76/15 Reports received from District Cllrs. and the Police:

County Cllr. Mr. Holt:

- New leader to be appointed to the County Council.
- Claimant count further reduced lowest level since 2009.
- Budget – to be approved shortly. At present spending £1 million per day on services. Spending to be reduced by 25 million, proposed increase in Council Tax of 3.94%. This increase will cover the increase in pressure on adult and children services. Also proposed to place a £12 million capital investment for maintenance of urban and rural roads.
- Norton & Lenchwick Parish Council concerned over speeding traffic passing through their village from the Lenches direction.
- It was asked if Badgers Hill road repairs would be part of the proposed rural roads programme of maintenance works. **Cllr. Mr. Holt to confirm.**

District Cllr. Mrs. Steel:

- The Chancellor made no changes to the New Homes Bonus funding in his autumn statement.
- Budget still being discussed.

District Cllr. Mr. Wilkinson:

Various consultation exercises out for comment i.e. Superfast Broadband, National Planning Policy Framework and internal consultation on rural affordable housing at Wychavon District Council. If anyone wishes to comment on the rural affordable housing please send them to Cllr. Mr. Wilkinson.

Police: Criminal damage to a letterbox in the Church Lench area.

Public Question time: Nil.

77/15 Minutes: resolved that the minutes of the Full Parish Council meeting held on 09.11.15 be approved, duly signed by the Chairman.

78/15 Clerk's report:

New Homes Bonus – £6312 funding available to spend on local projects. Please contact the Clerk for further information. The application for the funding costs of £860 towards the Evesham Area Community First Responder scheme was successful.

Budget Consultation -briefing for Voluntary and Community Sector groups & Parish & Town Councils will take place at County Hall, Worcester on Thursday, 21 January 2016 at 6.30p.m. Officers welcome the opportunity to talk about the County Council's proposals for 2016/17 and to

SOUTH LENCHES PARISH COUNCIL.

	<p>answer any questions.</p> <p><u>Safer Roads Partnership</u> - update on Community Watch scheme. Speed data carried out on Evesham Road confirms that the traffic speeds are above criteria for the Community Speed Watch scheme so this cannot be offered at this location. The traffic volumes are relatively low so the Safer Roads Partnership have asked the local policing team to attend the area periodically to carry out enforcement to try and reduce speeds in the area. The next Operations meeting is in January where the results of this activity will be fed back, the Operations Manager will update the Parish Council with further plans.</p> <p><u>2015 Community Recognition Awards</u> - Closing date for entries Wednesday 10th February 2016. If you know someone or an organisation that you feel deserves recognition for their work during 2015, then why not nominate them in one of our eight categories. An application form can be found at: http://www.wychavon.gov.uk/events-training-and-workshops</p>
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79/15	South Lenches Parish matters for discussion/decision.
79.1	Correspondence from agents acting for the Diocese regarding costs for putting a Lease in place as owners of the Village Pool area. Following discussion it was agreed not to put a lease in place due to the high costs involved. The Parish Council will continue to maintain the area for the benefit of the Village.
79.2	Update on the maintenance of the BT Kiosk. The group of ladies in the Village have written to the Parish Council offering to purchase the Kiosk for £2 and are aware of the liabilities of taking over the ownership. Resolved to sell the kiosk for £2 with the proviso that: <ul style="list-style-type: none"> a) an agreement of purchase is put in place b) BT and Worcestershire County Council are notified of change of ownership.
79.3	<p>A request to place a convex mirror at the junction of Ab Lench Road and Main Street and for a 20mph zone enforceable during term time school start and finish times was discussed. Both items are under the remit of Worcestershire County Council who have said:</p> <p><u>Convex Mirror</u>: The Department for Transport used to give special authorisation for mirrors in exceptional circumstances however they stopped doing this a while ago. They are still working on a new set of traffic signs regulations, which will include new rules regarding mirrors. Until the new regulations are released the County Council have no powers to look at the provision of mirrors.</p> <p><u>20 mph limit School area</u>: 5 years ago the County Council did a review of all schools with a view to implementing advisory 20 limits at the highest ranking schools. Around 40 schools were treated in total as part of this initiative with flashing lights and maximum speed 20 mph signs. The Highways Officer has checked the ranking list and Church Lench School was a long way down the list. There are no funds at present to look at any other Schools. For information the mean speed outside the school was 18.6 mph.</p> <p>The Local Police have been asked to monitor the area but unfortunately their powers have been taken away from them some while back to give out tickets for parking on pavements, double yellow lines etc. This responsibility is now that of Wardens employed by Wychavon District Council. If, despite the School's plea, the situation does not change the resident is to be asked to let the Clerk know as the District Cllrs will give support for the Wardens to visit Church Lench.</p>

80/15	<p>Planning Matters: to note correspondence received from the Planning Authority:</p> <ul style="list-style-type: none"> a) W/15/01971/PN – Land and access opposite Weatheroak, Low Road, Church Lench. Application refused. b) 15/02964/FUL – Depot Rough Hill, Low Road, Church Lench. Application refused.
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SOUTH LENCHES PARISH COUNCIL.

81/15	Financial matters.			
81.1	Resolved to authorise payments as listed on 'Schedule of Payments':			
	Purpose	Amount	VAT	Total
	Clerk Salary/ Expenses	569.27	0.00	569.27
	HMRC PAYE	135.61	0.00	135.61
	Lengthsman	425.00	0.00	425.00
	Church Lench Village Hall hire.	12.50	0.00	12.50
	LSRC Annual Lease payment.	1.00	0.00	1.00
	Hereford & Worcester First Responders	860.00	0.00	860.00
	Bank reconciliation to 30.11.15 approved.			
81.2	New Homes Bonus application for Play Area: a) Responses received from residents following consultation on the refurbishment programme were taken into consideration. It was noted that a facility for older children is required. b) A further quote received for refurbishment of the play area was considered. Resolved to accept the quote from Limebridge Rural Services ltd for £2250. Clerk to submit the New Homes Bonus application for £3750 to refurbish the play area and to replace parts on the Zenith play unit.			
81.3	Resolved to approve the budget to form the precept for 2016-17 at £10190 (LGA 1972 s.150). This would result in an increase of 1.60% on the Parish Council element of the Council Tax bill. It was also agreed to allocate monies in the reserves account as follows: Earmarked reserves for replacement of assets: £5,000. Unearmarked reserves: £8,000. Contingency: £2,000.			
81.4	External Audit arrangements: information noted on new arrangements for audit for smaller authorities from 2017.			

82/15	Parish Plan/Neighbourhood Plan.			
82.1	Update on the progress of the Neighbourhood Plan. Steering group have held their first meeting and appointed Officers. In the process of contacting a consultant for advice.			
82.2	Parish Plan Questionnaire: concerns over issues of litter within the Parish were discussed. It was agreed that an annual litter pick should take place. Members to bring ideas to the next meeting.			

83/15	Cllrs. report and items for future agendas: Vehicle Activated Sign; Dog Waste Bin; Litter Pick.
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84/15	Dates of 2016 meetings: March 7 th , May 9 th , July 4 th , September 5 th and November 7 th .
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Meeting closed at 9.00 pm.

Signed by the Chairman:dated March 7th 2016.

Correspondence for circulation that does not require a decision.

1.	<p>Worcestershire County Council seeks your views on managing flood risk in the county.</p> <p>Worcestershire County Council has launched a final consultation on its draft Local Flood Risk Management Strategy to ensure every resident and business has the opportunity to express their views.</p> <p>The consultation is open until Monday 29 February 2016, and the Local Flood Risk Strategy will be formally adopted in July 2016. The Council, as a Lead Local Flood Authority, has a duty to manage</p>
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SOUTH LENCHES PARISH COUNCIL.

flood risk from surface water, groundwater and ordinary watercourses across the county. The Environment Agency is responsible for managing flood risks from main rivers, such as the River Severn and the River Teme, and Severn Trent Water is responsible for handling flooding from sewers.

We are now asking residents, businesses and local groups to have their say before the strategy is adopted.

The strategy, and supporting documents can be viewed on our Flood Risk Management pages at www.worcestershire.gov.uk/flooding

Email sent to Cllrs. 04.01.16. If you feel the Council should respond please send your comments to the Clerk.

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Full Parish Council meeting held 7th March 2016 at 8.10 pm in Church Lench Village Hall, Church Lench.
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Present:	Cllrs. Mr. Shore (Chairman), Mr. Ball, Mr. Worton, Mr. Jackson, Mrs. Fletcher and Mr. Fletcher. <u>In attendance:</u> Mrs. Holland (Clerk), and Dist. Cllr. Mrs. Steel.
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85/15	Apologies: Cllr. Mr. Shepherd (reason accepted by Council).
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86/15	Declaration of Interests: a) Register of Interests: Councillors were reminded of the need to update their register of interests. b) Disclosable Pecuniary Interests or Other Disclosable Interest – Nil declared.
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87/15	Dispensations: Nil received.
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88/15	Reports received from District Cllr: <u>District Cllr. Mrs. Steel:</u> <ul style="list-style-type: none"> • Neighbourhood Plan – may wish to take into consideration that in future further Gypsy/Traveller sites may be required in the Wychavon District area. The agricultural area in the region relies heavily on migrant workers.
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Public Question time: Nil.

89/15	Minutes: resolved that the minutes of the Full Parish Council meeting held on 11.01.16 be approved, duly signed by the Chairman.
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90/15	Clerk's report: <u>New Homes Bonus</u> – £2562 funding available to spend on local projects. Please contact the Clerk for further information. The application to refurbish the play area has been approved. <u>Rural Communities Programme</u> – will be carrying out a door knock exercise on areas within the village of Church Lench sometime this year. <u>Vehicle Activated Signage</u> – new batteries purchased, signage now back in service. <u>Parish Lengthsman</u> – Certificate of Public Liability Insurance received, valid until November 2016. <u>Safer Neighbourhood Team</u> – reported: enforcement carried out within the area and found numbers of speeding vehicles to be quite low. Parked construction vehicles from the new small development being built were acting as a traffic calming measure so the area will continue to be monitored over the next few months. <u>South Worcestershire Development Plan</u> –on 24 th February 2016 Wychavon District Council resolved to adopt the South Worcestershire Development Plan. For the purposes of the six week High Court challenge period the Adoption date is 25th February 2016.
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91/15	Reports received from representatives: a) <u>Wychavon area CALC meeting</u> - Cllr. Mr. Shore reported that Dave Perridge from the Safer Roads Partnership gave an interesting talk on speeding issues within Villages. b) <u>Play area</u> - Cllr. Mr. Shore reported that there are no problems with the site. c) <u>Asset inspection</u> - Cllr. Mr. Shore reported that the Handgate Bus Shelter requires re-spraying; Bus Shelter in Church Lench Village requires half a brick to be cemented in and the notice boards in Sheriffs Lench and Church Lench require maintenance work when the weather improves.
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92/15	South Lenches Parish matters for discussion/decision.
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92.1	Annual inspection of the Play area: resolved to accept the quote from the Children's Play Advisory
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SOUTH LENCHES PARISH COUNCIL.

	Service organised by Wychavon District Council at a cost of £ 87.75.
92.2	Resolved to renew the following contracts with no changes: Internal Auditor. Parish Lengthsman. Maintenance of Village Pool/Play area.
92.3	Smart Water: a discussion took place as to whether to participate in a "Smart Water" property marking scheme for properties in the South Lenches area. It was agreed that as statistics show very few household burglaries in the area that the Council would not participate in the scheme.
92.4	Council considered a request from the Lenches Sports & Recreation Club (LSRC) in regard to writing a letter of support to Wychavon District Council re Section 106 funding applications for project ongoing at the Club. It was agreed to invite the Chair of the LSRC to the next Council meeting on May 9th to answer questions raised regarding the work being carried out, future plans and extent to which consultation with the village has been carried out in order to understand the project being undertaken.
92.5	BT Kiosk: Sale agreement between the Council and the 3 residents wishing to purchase the Kiosk approved. Waiting to hear from Worcestershire County Council, as owners of the land that the Kiosk stands on, prior to the agreement being sent to the residents.

93/15	Financial matters.
93.1	Resolved to authorise payments as listed on 'Schedule of Payments' to 18.01.16. (Appendix 1).
93.2	New external audit arrangements for Parish Councils: Following the changes to external audit requirements, Parish Councils need to opt out of the Sector Led Body audit procurement if they wish to appoint their own external auditor from 2017/18. The information provided states there will be a small fee charged to cover the whole five year period and the next opportunity to opt out of the arrangement will be in five years time. Resolved not to opt out.
93.3	Resolved to adopt amended Financial Regulations.
93.4	Charges to neighbouring Parish Councils on use of A3 printer. Resolved to only invoice the Councils annually when costs amount to £10 and above.

94/15	Parish Plan/Neighbourhood Plan.
94.1	Update on the progress of the Neighbourhood Plan: Project Plan recently circulated to members is to be restructured following advice from planning consultant.
94.2	Parish Plan Questionnaire: Litter Pick within the Parish and other ideas involving the 'Clean for the Queen' campaign. It was agreed to place notices in the boards, on the website inviting organisations to take part in a Litter Pick campaign during June.

95/15	Urgent decision taken: a) Planning application W/16/00260/PP - Highfields, Atch Lench. Proposal: Demolition of existing conservatory; single storey extension to rear; re-roofing works including re-profiling of roof and the insertion of new dormers to the front & rear of the property. No meeting called to comment on this application
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96/15	Cllrs. report and items for future agendas: Nil.
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Meeting closed at 9.15pm.

Signed by Chairman:dated May 9th 2016.

SOUTH LENCHES PARISH COUNCIL.

Correspondence.
CALC Spring Training Bulletin circulated via email to all members.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
South Worcestershire Development Plan – Publication of the Inspector’s Report circulated to members via email 05.02.16.
Wychavon Sports: Minutes of the AGM, along with the Secretary's report and the Accounts emailed to all members and LSRC 15.02.16.

Appendix 1

Payments authorised for payment.

<u>Payment</u>	<u>Amount</u>	<u>Irrecoverable VAT.</u>
Clerk salary + expenses	683.26	N/A
Parish Lengthsman	425.00	N/A
Church Lench Village Hall	10.00	N/A
Worcestershire CALC (Training)	30.00	N/A
Rous Lench Parish Council – part purchase of VAS batteries.	80.00	N/A
Maintenance of Village Pool/Play area June to October	389.00	N/A