

Defford and Besford Parish Council

Minutes of the Parish Council Meeting

Of Monday 18th July 2016
At Besford Community Hall

Present: Cllrs Clive Woods, (Chairman) Roger Atter, Ian Spiers, Patricia Steel Nicola Szabranski, Jane Thompson and Hazel Wakefield.

Absent: Cllrs Julian Clarke, Ron Davis and Patricia Steel

Also present: Linda Blake, Clerk; 9 members of the public.

1. Apologies for Absence

Apologies had been received and were accepted from Julian Clarke, Ron Davis and Patricia Steel.

2. Declaration of Interests

None.

Public Question Time – see notes at the end of these minutes

3. Minutes of the following meetings to be confirmed and signed:

➤ **Annual Meeting of the Parish Council held on 25th May 2016**

It was **RESOLVED** that the minutes of the Annual Meeting of the Parish Council held on 25th May 2016 be accepted and signed as a true record and the Chairman signed them, subject to the following amendment: *Minute 7 d) the final line should refer to a Parish **Council** representative.*

➤ **A Meeting of the Planning Committee held on 19th June 2016**

It was **RESOLVED** that the minutes of the Planning Committee held on 19th May 2016 be accepted and signed as a true record and the Chairman of the Planning Committee signed them.

4. Councillors reports including items for future agendas

a) County Councillor A Hardman

Cllr Hardman was not present at the meeting.

b) District Councillor R Davis

Cllr Davis was not present at the meeting but had submitted a written report which was read out by the Chairman:

- Wychavon District Council's joint working with Malvern Hills and Worcester City has had a slight setback on the waste collection joint venture, due to a lack of support from Worcester City. Whilst this may reduce the anticipated savings of £200k, it is still hope to get as close to this level of savings as possible.
- It has now been decided by the Executive Board that New Homes Bonus applications for security marking water will be considered, but to a maximum of 50 percent of the cost, the balance then needing to be met by the applicant / parish.
- Wychavon District Council now has £34.6 million in their reserves.
- Councillor Davis also offered his thanks to the Parish Clerk, for her work for the Parish over the last three years.

c) West Mercia Local Policing Team

The Clerk had not received any issues of concern from the local policing team. Councillor Roger Atter reported that the Safer Neighbourhood Team were due to be at Revels' Farm Shop on 19th July if any local residents wished to raise any concerns.

d) Parish Councillors

Councillor Nicky Szabranski reported that she had been making some enquiries relating to what sort of play equipment local residents would like to see put into The Millennium Green along with the team swing. The most popular suggestion was the combination of a slide and climbing frame in one piece of play apparatus.

Councillor Roger Atter reported that the village sign on the A4104, as you approach Defford village from Pershore, had recently disappeared and that he had reported it to Wychavon District Council. It was noted that the sign had reappeared in recent days, but had clearly been damaged.

Councillor Ian Spiers reported that he was still in the process of obtaining estimates for the tarmacking of the Village Hall Car Park.

Councillor Clive Woods reported that there is currently a development in progress on Rebecca Road. He could not recall a recent planning application in this area and would look into the matter and report back.

5. Parish Clerk's Report

The Parish Clerk updated the meeting on the following points:

- i) With regard to the on-going issues of drainage and flooding on the A4104; an email had now been received from the Highways and Transport Control Centre at Worcestershire County Council. This advised that the works order to clear the gullies along the A4104 had been raised and actioned on 25 May 2016. Since then, local councillors have been monitoring the situation and apart from one day when there was exceptionally heavy rainfall, no further problems have been reported.
- ii) The missing / damaged village sign on the A4104 has been reported to Worcestershire County Council and a response is awaited.
- iii) A contractor has been asked to undertake maintenance works to the five benches in the Millennium Green. These benches have been started to show bad signs of wear and are in urgent need of sanding down and painting. The contractor hopes to undertake these works in August.
- iv) The streetlight in Crown Lane which is once again, not working had been reported to the street lighting contractor following the last meeting. It was noted that this light is still not working and that the Clerk would continue to chase this.
- v) The Parish Council's accounts had been submitted to the External Auditor, Grant Thornton in accordance with the required deadlines.

6. Planning

(a) New Applications

W/16/01311/PP: The Cottage, Spring Bank, Defford.

Proposal: Single storey rear extension and single storey front extension.

The Parish Council had no objection to this application, but had made comments in respect of car parking and access during construction works.

W/15/03130/PN: Rifle Range, Salters Lane, Besford.

Proposal: New shot gun shelter on shooting range and rifle range with hard standing adjacent to training centre.

The Parish Council objected to the planning proposal in its original form and requested that further information should be provided, in particular with regard to noise nuisance before any decision is taken.

W/15/03130/PN: Rifle Range, Salters Lane, Besford.

Proposal: Amendments to the original proposal.

The Parish Council had no objection to the amended application.

(b) Wychavon District Council decisions

W/16/00609/PN: Land adjacent, Cannon House, Harpley Road, Defford	Approved 06/06/2016
W/16/01189/PP and W/16/01190/LB: Besford Bridge House, Besford Bridge, Besford	Approved 22/06/2016
W/16/01269/LB: Besford Bridge House, Besford Bridge, Besford	Approved 05/07/2016
W/16/01172/PP and W/16/01173/LB: Labernum Cottage, Upper Street, Defford.	Approved 10/06/2016
W/16/00383: Rectory House, Church Road, Strensham	Pending Consideration
W/16/01311/PP: The Cottage, Spring Bank, Defford	Approved 28/06/16
W/15/03130/PN: Rifle Range, Salters Lane, Besford	Original Proposal resubmitted Amended proposal approved 14/07/16

7. Finance

(a) To approve any payments due

The following invoices totalling £2,407.51 were approved for payment:

Gallagher and Co, Internal Audit for the Year Ended 31 March 2016; New Farm Grounds Maintenance, Lengthsman Scheme Works May 2016; Salary Payments for June 2016; LA Garden Services, Grass Cutting Charges for May and June 2016; New Farm Grounds Maintenance, Lengthsman Scheme Works June 2016; N Power Ltd, Street Lighting for the first quarter 2016/17; Besford Court Management Ltd, Hire of hall for Parish Clerk interviews and Planning Committee meeting on 19 June; LA Garden Services, Grass Cutting Charges for July 2016; Salary Payments for July 2016.

(b) To note the Quarterly Budget Monitor

The Clerk presented the Quarterly budget monitor and the figures were noted. An overspend of £458 against budget was being forecast for the current Financial Year, but this figure does include the final costs for safety surfacing under the Timber Team Swing at The Millennium Green, when funding (income) had been received in the previous year. Other expenditure is currently in line with budget.

8. Parish Council Aims and Objectives

The Parish Council discussed and reviewed the Aims and Objectives as set out below:

ITEM	CHAMPION	PROGRESS UPDATE 18TH JULY 2016
1) Acquisition of a Defibrillator	Jane Thompson	<p>Jane Thompson reported that she had been in touch with the Community Heartbeat Trust in connection with the provision of defibrillators for the village.</p> <p>The possibility of placing the defibrillator within a telephone box could also be investigated as the specification required is slightly less if the box is contained within a telephone box.</p> <p>The insurance aspect of purchasing a defibrillator was noted as was the fact that the insurance liability was dependent on the type of defibrillator.</p> <p>Jane agreed to ask the Community Heartbeat Trust to have a look at potential sites in the Parish.</p>
2) Resurfacing of Village Hall Car Park	Ian Spiers and Hazel Wakefield	<p>Ian Spiers had already obtained one quote for these works which was £25,000. Another quote is currently being sought.</p> <p>This work will possibly be undertaken in conjunction with works to the village hall car park and entranceway (paid for by the VHMC) as this should allow both parties to obtain a cheaper price as more work will be carried out in one go.</p>
3) Upkeep of Millennium Green / Play Area Inspection	Nicky Szabranski and Parish Clerk	<p>The Timber Team Swing is now fully installed and has proved a great success.</p> <p>Nicky Szabranski has spoken with local residents who have indicated that they would like a slide / climbing frame combination added to the Millennium Green.</p> <p>The Parish Clerk has agreed additional on-going maintenance to the Millennium Green. This will take place twice a year in March/April and August/ September in order to ensure that the hedges and trees surrounding the green do not become overgrown.</p>
4) Campaign to reduce dog fouling in the village	Nicky Szabranski and Jane Thompson	<p>It was noted that some villagers are still not aware that any bin can be used to dispose of dog waste. It was suggested that signs could be placed on all bins to say "this bin can be used for dog waste" these signs may be helpful, as would the location of bins near to dog walking areas.</p>

5) Parish Council Website	Parish Clerk	The website had now been launched as a draft site and following feedback, any changes would be made by the contractor and then the Parish Clerk would be in a position to take control of the website.
6) Address Drainage Issues on A4104	County Councillor Hardman and Parish Clerk	Worcestershire County Council has confirmed that works to clear the gullies along the A4104 were carried out on 25 May 2016. This situation would continue to be monitored.
7) Campaign for continued provision of 382 bus service	Patricia Steel	Patricia Steel was not present at the meeting and would provide an update at the next meeting. All residents should be encouraged to use the bus service as much as possible to secure its future.
8) Monitor Provision of Broadband in Defford and Besford	Julian Clarke	Julian Clarke was not present at the meeting and would provide an update at the next meeting.
9) Ensure Street lighting is adequate and well maintained	Parish Clerk	After being repaired earlier in the year, the Street Light in Crown Lane is now not working once again and the Parish Clerk would continue to chase the contractor to get this streetlight repaired.

9. Website

The Clerk reported that the draft website was now online and that following any comments from this meeting, changes would be made to finalise the site. Once this has been completed, the Parish Clerk would be able to obtain and install the software required to be able to take full control of the website.

The following issues were raised;

The website was attractive, clear and not too cluttered with documents

The Chairman's email was not correct and required changing

There are still some links to be added

A map of the Parish may be useful

Some pages seemed to contain an incorrect copyright at the bottom

It was **AGREED** that the Parish Clerk would report these matters to the IT contractor and that then steps would be taken for the Parish Clerk to take full control of the website.

10. Review of the Council's Complaints Procedure

It was **RESOLVED** to keep the Council's complaints procedure in its current format and that this would be attached as an Appendix to these minutes.

11. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

It was **RESOLVED** to accept the Council's publication scheme as attached as an Appendix to these minutes.

12. Community Defibrillator

It was **AGREED** to invite a representative from The Community Heartbeat Trust to the next Parish Council meeting.

13. Dog Fouling within the Parish

It was **NOTED** that this item had been covered within the discussion on aims and objectives

14. RAF Defford War Memorial

The Parish Council **RESOLVED** to give Graham Evans permission to replace the top stone of the RAF Defford War Memorial which has become badly split. The only issue to clarify was with regard to insurance and it was **NOTED** that the Parish Council would ask for confirmation from Mr Evans that he would undertake the work at his own risk.

15. Correspondence for Information

The Parish Clerk had only one piece of correspondence for noting and that was an information flyer about Wychavon's Youth Bus. This bus had already been to meetings of the local Youth Group and had been very well received.

16. To confirm date of the next meeting

The date of the next Parish Council Meeting is Tuesday 13th September at Defford Village Hall.

The meeting was closed at 8:50pm.

Public Questions / Comments

One Parishioner had a number of comments which he addressed to the meeting as follows:

- i. Thanks were due for the completion of the bench in the Churchyard.
- ii. It was good to see that updates on aims and objectives had been placed on the current agenda and it was hoped that this will be a permanent item at all future meetings.
- iii. There was a concern raised about the recently published minutes and specifically about the section referring to public questions and concerns. The concerns raised in respect of items under point 4 was that some of these items are still outstanding and this was unacceptable in his opinion.
- iv. The Annual Parish Meeting was the second meeting held on the evening of 25 May 2016 at which there were a number of concerns and suggestions from Parishioners and these should be carried into Parish Council meetings throughout the year. Could a Parish Meeting be held once a quarter, rather than just once a year, to foster closer relations with the community provide greater transparency for the Parishioners and provide valuable input to all Councillors?
- v. Some specific points relating to delays in the notice board and the launch of the website were made.
- vi. A request was made for the provision of more swings for younger children to be taken as a matter of some urgency.

- vii. A question was asked regarding the payment of street lighting at the village hall and why the Parish Council paid for these charges. The village hall benefitted from income from a number of groups, but still charged the Parish Council for the hire of the hall.
- viii. A request was made for the information available under the Publication Scheme to be made available to the Parish through the Parish News and/or the website.
- ix. A question was raised about Wychavon CALC (County Association of Councils) and whether the Parish Council are a member of CALC and Parish Council representatives attendance.
- x. The maintenance of the Spring Bank Footpath was raised and it was stated that at the Harpley Road end, the stone chippings from the path are moving into the road making it slippery and dangerous.
- xi. A question was raised as to whether the Lengthsman' responsibilities could be extended to include bush trimming in the Churchyard?
- xii. Suggestions for the use of New Houses money we made:
 - Remove the telephone box from its current site, position it at an appropriate site on entry to the village (along the main road), after renovation and make it into an information booth about the village
 - Support the Church in getting a new flag for the flagpole.
- xiii. Finally the Clerk was thanked for her support in providing answers to questions from parishioners and wished the very best for the future.
- xiv. Another Parishioner asked whether the Parish Council would consider installing a sign to direct people to the village hall from the main road through Defford.

Signed by the Chairman

DEFFORD AND BESFORD PARISH COUNCIL

Complaints Procedure

1. The following procedure will be adopted for dealing with complaints about the council's administration or its procedures. Complaints about a policy decision made by the council will be referred back to the council, or relevant committee, as appropriate, for consideration.
2. This procedure does not cover complaints about the conduct of a member of the parish/town council.
3. If a complaint about procedures, administration or the actions of any of the council's employees is notified orally to a councillor, or to the clerk to the council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing to the clerk to the council. The clerk will acknowledge receipt (within 10 days of receiving the complaint) and will specify the date by which it will be dealt with. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
5. If the complainant prefers not to put the complaint to the clerk to the council (because the matter relates to the clerk, for example,) he or she should be advised to write to the chairman.
6. (a) On receipt of a written complaint, the clerk (except where the complaint is about his or her own actions) or chairman (if the complaint relates to the clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her opportunity to comment. Efforts should be made to resolve the complaint at this stage.

(b) Where the clerk to the council or a councillor receives a written complaint about the clerk's actions, he or she shall refer the complaint to the chairman of the council. The clerk to the council will be formally advised of the matter and given an opportunity to comment.
7. The clerk or chairman will report any complaint disposed of by direct action with the complainant to the next meeting of the council.
8. The clerk or chairman will report any complaint that has not been resolved to the next meeting of the council. The clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the council in person.

9. Matters relating to grievance or disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the council's grievance and disciplinary procedures.

10. The council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the council meeting in public. The council must bear in mind the necessity to maintain confidentiality if it has been requested, and to comply with the requirements of Data Protection legislation with regard to personal information.

11. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.

12. The council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.

End.

July 2016

Information Available from Defford and Besford Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
(Organisational information, structures, locations and contacts)		
Who's Who - The Parish Council and its Committees	Website Parish Notice Boards Hard Copy from the Clerk	Free Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Parish Notice Boards Hard Copy from the Clerk	Free Free 10p per sheet
Location of Council meeting venues and accessibility details	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Class 2 - What we spend and how we spend it		
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual Return Form and Report by auditor	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Finalised budget	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Precept Request Letter	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Borrowing Approval letter	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Standing Orders and Financial Regulations	Website Parish Notice Boards Hard Copy from the Clerk	Free Free 10p per sheet
Details of any Grants awarded or received	Website Parish Notice Boards Hard Copy from the Clerk	Free Free 10p per sheet
List of current contracts awarded and annual value of contract	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Members allowances and expenses	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free

Class 3 - What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Status of Quality Parish / General Power of Competence	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Local charters drawn up in accordance with DCLG guidelines	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free

Class 4 - How we make decisions

(Decision making processes and records of decision)

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and Parish Meetings)	Website Parish Notice Boards Hard Copy from the Clerk	Free Free 10p per sheet
Agendas of meetings (as above)	Website Parish Notice Boards Hard Copy from the Clerk Email as part of regular distribution list	Free Free 10p per sheet Free
Minutes of meetings (as above) - This will exclude information that is properly regarded as being excluded from the Press and Public	Website Parish Notice Boards Hard Copy from the Clerk Email as part of regular distribution list	Free Free 10p per sheet Free
Reports presented to Council meetings - this will exclude information that is properly regarded as being excluded from the Press and Public and will be available after each meeting	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Responses to consultation papers	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Responses to planning applications	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Bye-laws	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free

Class 5 - Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current Information only

Policies and procedures for the conduct of council business:

Committee and Sub-committee terms of reference	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Code of Conduct	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free

Policy Statements	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Policies and procedures for the provision of services and Equality and diversity policy	about the employment of staff: Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Health and Safety policy	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Policies and procedures for handling requests for information	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Complaints Procedure	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Records management policies (records retention, destruction and archive)	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Risk Assessments	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Schedule of charges (for the publication of information)	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free

Class 6 - Lists and Registers

Currently maintained lists and registers only

Assets Register	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Disclosure log (indicating the information that has been provided in response to requests;	Upon Inspection by appointment	None
Members Declaration of acceptance of Office	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Register of members interests	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free

Class 7 - The services we offer

(information about the services we offer, including leaflets, guidance and newsletters produced for the public and the businesses)

Current information only		
Closed churchyards	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Parks, playing fields and recreational facilities	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free

Street Lighting and Street Furniture	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Grass Cutting	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
Lengthsman Scheme Agreement	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
New Homes Bonus Scheme Applications	Hard Copy from the Clerk PDF document emailed from the Clerk	10p per sheet Free
sheet (black & white)		
Photocopying @ 20p per sheet (colour)		
Postage -		
53 pence up to 100g		
73 pence large letter up to 100g		
*the actual cost incurred by the public authority		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per	Actual cost*
		Current Royal Mail Postage Costs