

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Full Parish Council meeting held on 6th November 2017 at 7.00 pm in Sports Pavilion, Lenches Sports & Recreation Club, Church Lench.

Present:	Cllrs. Mr. Shore (Chairman), Mrs. Fletcher, Mr. Jackson, Mrs. Hailwood and Mr. Ball (47/17). <u>In attendance:</u> Mrs. Holland (Clerk), County Cllr. Mr. Hopkins, and 8 parishioners.
43/17	Apologies: Cllrs. Mr. Fletcher, Mr. Worton (reasons accepted by Council), Dist. Cllr. Mr. Wilkinson and PCSO Vicky Elliot.
44/17	Declaration of Interests: Nil.
45/17	Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.
46/17	Reports received from County and Police: County Cllr. Mr. Hopkins: a) <u>Divisional Cllr. Fund available</u> – welcome ideas for use. b) <u>Reviewing highways</u> comments in regard to previous planning application that mentions the gradient access onto Low Road. Police email report: Abbots Morton area, report of possible lamping. A vehicle registration given but there was no trace on the vehicle.
Public Question time: meeting suspended at 7.15pm, reconvening at 7.30pm. Notes appended to these minutes.	
47/17	Minutes: resolved that the minutes of the Full Parish Council meeting held on 04.09.17 were an accurate record, duly signed by the Chairman.
48/17	Clerk's report: <u>New Homes Bonus</u> – currently available £4330. Funding application for the restoration of the BT Kiosk has been granted. <u>Parking Croft junction</u> – matter referred to the Police, waiting on update. Council decided not to pursue this matter any further. <u>Drain outside October House, Low Road</u> – reported for action by County Cllr. <u>Low Road speed data</u> – Update received from Community Speed Watch Co-Ordinator who has spoken to a colleague who seems to think that the data recorder did not pick up all the vehicles when recordings were made. Further data on Low Road to be carried out and has been placed on the waiting list. <u>AGM Worcestershire CALC</u> - Wednesday 15th November 6.30pm. Please inform Clerk to book a place. <u>Additional Councillor training sessions:</u> Dates suggested thus far are November 27 th , 28 th , 29 th and 30 th two dates will be decided depending on response. Sessions will be held at County Hall, Worcester, 7pm to 9pm. <u>RoSPA</u> - advice received re re-siting slide: From a study of your last inspection report, it might be possible to reposition the slide to the end of the unit. It will still be on the same platform. If there is a minimum 2metres from the end of the slide-chute, then this should be possible.
49/17	Reports from representatives: a) <u>Neighbourhood Plan</u> - Cllr. Mr. Jackson gave a report on the progress of the Plan (Appendix 1) and then left the meeting.

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	<p>b) <u>Play area</u> - see 51.5b.</p> <p>c) <u>Assets Inspection report</u> - Cllr. Mr. Shore reported that all assets in satisfactory condition apart from a piece of wood that has come off the end wall of the wooden bus shelter which would be attended to.</p>
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50/17	Planning Matters.
50.1	<p><u>Planning applications dealt with by delegation:</u></p> <p>a) <u>17/01484/HP</u> - Springbank House, Low Road, Church Lench. Proposal: Extension and refurbishment to existing two-storey detached house, with external alterations including replacement windows and render. Relocation of the previously approved detached garage, and associated external works. No comment. Permission granted with 6 conditions/reasons.</p> <p>b) <u>17/01834/HP</u> – 9 The Croft, Church Lench. Proposal: Single storey extension. No comment. Granted.</p>
50.2	<p><u>Decisions received from the Planning Authority duly noted:</u></p> <p>17/01095/FUL - Church Lench C of E First School, Church Lench. Permission granted.</p> <p>17/01698/CU - Badgers Hill Shooting Ground, Sheriffs Lench. Permission granted.</p> <p>17/01363/FUL – Lenchwood Christian Centre, Spitten Farm, Ab Lench. Permission granted.</p>

51/17	South Lenches Parish matters for discussion/decision.
51.1	<p><u>Bus Shelter, Main Street, Church Lench:</u></p> <p>a) Report from Surveyor considered. It was agreed to obtain quotes from builders for the maintenance work required.</p> <p>b) Reports from Highways Extent Team show that the land that the bus shelter stands on is unregistered and advice from Worcestershire CALC duly noted. Archived minutes from the Record Office, dated 23rd January 1962, state that <i>“additional work involved would be building a supporting wall and that enough land would be acquired to cover the building of the wall”</i>. Resolved to submit application to the Land Registry to register the land that the Bus Shelter is situated on.</p>
51.2	To consider writing to Wychavon District Council to change Category Village from 3b to 4. Deferred to next meeting.
51.3	<p><u>Defibrillator:</u></p> <p>a) <u>Report on training session</u> held on the 1st November 2017: 24 residents attended in a session led by a Community First Responder who went through procedure for CPR and use of defibrillator followed by a practise session.</p> <p><u>Update on defibrillator:</u> It was agreed that as contact cannot be made with the Community First Responder that put the device in place that the Parish Council takeover the responsibility. Clerk has tried several times to contact the Community First Response Manager at West Midlands Ambulance Service.</p> <p>b) To consider the report circulated by Wychavon District Council and the request that all Parish and Town Councils be asked to put the locations on their websites and to register the locations with the national website -http://www.heartsafe.org.uk/AED-locations It will be the Parish Council responsibility to keep it up-to-date. Deferred until information received from Community First Responder Manager.</p>
51.4	<p><u>Rights of Way:</u></p> <p>a) <u>Application to amend</u> the Definitive Map and Statement for Bridleway CL-571 discussed. No objection to the proposal.</p> <p>b) It was agreed to write to the Rights of Way Officer regarding a request to replace three stiles with gates to allow better access for elderly/ disabled walkers around the village.</p>
51.5	<p><u>Play area:</u></p> <p>a) Waiting on quote to put in place guard rail on platform of multiplay unit. It was agreed that</p>

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	delegated decision be taken when received. b) <u>Update on work highlighted in Inspection report</u> : Chairman to carry out remedial works on items identified as low risk in the report.
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52/17	Financial matters.
52.1	Resolved to authorise payments as listed on 'Schedule of Payments'. (Appendix 2).
52.2	<u>Lenches Club</u> : following consideration for funding towards its refurbishment plans which will cover a new female toilet area and the introduction of disabled and baby changing facilities it was resolved to: a) Approve the Parish Council grant application of £1000 if the New Homes Bonus application successful. b) Approve the New Homes Bonus grant application to be submitted to Wychavon District Council once information of community consultation is received. Parish Council would carry out consultation as well.
52.3	Report on training session re Transparency Code; My Parish Website; External Audit and General Data Protection Requirement circulated to members for information.
52.4	<u>Data Protection</u> : to consider registering with the Information Commissioners Office. Item deferred until further information is received.
52.5	Finance Group notes duly noted. Budget to decide the precept will be considered at the January meeting.
52.6	Resolved to purchase a replacement battery charger for the Vehicle Activated Sign at an approximate cost of £40 - £65. Rous Lench Parish Council to be contacted to share the cost.

53/17	Correspondence received considered:
53.1	<u>Wychavon District Council</u> Chairman's Diamond Jubilee Community Recognition Award 2017/18 – nominations to be forwarded to the Clerk by the 30th December 2017.
53.2	<u>Village Hall Committee</u> : a) <u>Request to place a Notice Board</u> inside the Bus Shelter - decision to be taken once repairs carried out. b) <u>Ownership of access road to Village Hall</u> - referred to the Parochial Church Council.

54/17	Cllrs. report and items for future agendas: Nil.
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55/17	Dates of meetings for 2018: agreed as January 15th; March 19th; Annual Parish Meeting and Annual Parish Council Meeting May 14th; July 16th; 3rd September and 5th November subject to availability of the Village Hall.
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Meeting closed at 8.45 pm.

Urgent decision: resolved following funding received that the BT Kiosk renovation group submit all invoices to the Parish Council for payment.

Public Question Time - 8 parishioners in attendance who raised the following:

1. Speeding Low Road - letter received from parishioner distributed to members present and County Cllr. Chairman summarised details.

2. ROW 536,533 and 550 in relation to a change of stile to a gate:

Popular tourist spot for walker; Some footpaths in the Village have been replaced with gates recently that have livestock in them; Two of the above footpaths stiles have lost their fittings and are in a poor state; There are

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people with a wide range of disabilities and with an ageing population who are being encouraged to exercise they are now finding that the stiles are awkward to climb over and are unable to get their dogs over them.

Appendix 1 - Neighbourhood Plan Update - Cllr. Ian Jackson, Chair of the Steering Group.

- Work on writing up the character assessment is well under way.
- The village walk-through exercise has almost been completed including the footpaths/rights of way which were done 2 weeks ago.
- The only outstanding walkthrough now is Sheriffs Lench and local residents have formed a working party to complete this last one as of yesterday.
- I had a meeting with Neil Pearce - our Planning Consultant to discuss progress to date and he felt we were moving strongly in the right direction.
- I converted the results of the January 2017 opinion survey into a set of recommendations which were considered in detail by the committee in our meeting of the 23rd October 2017. After some revision these were converted into a draft Plan format which has been passed to the Planning Consultant for his opinion. I would bring to the Councils attention the decision of the committee not to recommend the provision of any sites for low cost housing and also not to agree to a mechanism being written into the Plan to provide for possible future needs for low cost housing arising. It has been suggested this could be extension of development boundaries along Low Road encompassing the existing isolated dwellings along that road. I will be seeking advice about the acceptability of that decision.
- The committee decided to introduce these recommendations to the community during 2 walk-in sessions in the village hall - probably mid February on a Friday evening with cheese and wine and a Saturday morning with refreshments. Feedback will be sought from visitors and then incorporated into a full discussion document to be circulated to the whole parish for further consideration before we start finalising the Plan document.
- There is still a lot of work to be done pulling the Plan together and completing some outstanding desktop research and while it may be optimistic I am working towards the Plan being able to be submitted to Wychavon before the summer of 2018 for examination.

Appendix 2 Minute No: 52.1 - Payments authorised for payment to 6th November 2017.

V: No:	Chq. No.	Reason	Receipts	VAT	TOTAL
R17-5		Worcestershire County Council P/L receipt	425.00	N/A	-
R17-6		Wychavon DC Precept	5197.00	N/A	
P17-29	1018	Surveyor report.		N/A	400.00
P17-30	1019/20	Administration + Salary		N/A	754.44
P17-31	1021	Lengthsman.		N/A	425.00
P17-32	1022	Church Lench Village Hall Hire		N/A	55.00
P17-33	1023	Lease payment		N/A	1.00
P17-34	1024	Clerk Training		N/A	25.00
		TOTAL	5622.00	0.00	2460.44

Summary of Accounts.

South Lenches Parish Council Nov.17				
	Receipts/ Payments	Budget 2017/18	Under/Over Spend	% Spent
Receipts				
Precept	10394.00	10843.80		
WCC re P/L	850.00	2039.00		

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VAT Refund	723.74	0.00		
Other receipts	9.60	0.00		
Total	11977.34	12882.80		
Payments				
Salary	1264.64	4000.00	2735.36	32%
Clerk expenses	94.33	150.00	55.67	63%
Locum Clerk	84.00	0.00	84.00	100%
Admin	115.84	150.00	34.16	77%
Training	0.00	100.00	100.00	0%
Insurance	339.89	400.00	0.00	85%
Subscriptions	347.08	400.00	52.92	87%
Audit Fees	180.00	200.00	20.00	90%
Grants	0.00	1000.00	1000.00	0%
RRR	0.00	100.00	100.00	0%
Village Pool	171.50	600.00	428.50	29%
Play area	1934.13	2500.00	565.87	77%
NP+ Cl. Sal/Exp	100.80	1000.00	899.20	10%
Maintenance	0.00	50.00	0.00	0%
Contingency	400.00	1000.00	1000.00	40%
Parish Lengthsman	0.00	1000.00	1000.00	0%
Transfer to reserves	0.00	694.00	0.00	0%
TOTAL	5032.21	13344.00		
WCC PL	1275.00	2039.00	0.00	63%
VAT to recover	836.81	0.00	0.00	
NHBS (VAS)	0.00	170.00	0.00	0%
NHBS (Play)	2050.00	2050.00	0.00	100%
WDC (NP)	1165.32	5000.00	3834.68	23%
TOTAL	10359.34			

Treasurers Account	
01.04.17	17907.95
Income received	11977.34
Minus payments	-10359.34
Minus unpaid chq 16-17	-1701.70
Minus transfer to Bus. A/C	-7000.00
Transfer from Bus A/C	1500.00
Total	12324.25
Bank statement to 28.09.17	12797.25
minus unrepresented cheques	-473.00
Total	12324.25
Minus NHB VAS	-170.00
Minus NHB Play	0.00
Minus WDC NP	-3834.68
	8319.57
Business Instant Access AC	20618.29