

SOUTH LENCHES PARISH COUNCIL.

<p>Minutes of the Annual Parish Council meeting held on 9th May 2016 at 7.00 pm in Church Lench Village Hall, Church Lench.</p>

Present:	Cllrs. Mr. Shore (Chairman), Mr. Fletcher, Mr. Worton and Mr. Jackson. In attendance: Mrs. Holland (Clerk), County Cllr. Mr. Holt, Dist. Cllrs. Mrs. Steel, Mr. Wilkinson, Mr. D. Burns, Lenches Sports & Recreation Club and 4 parishioners.
1/16	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.
2/16	Apologies: Cllrs. Mr. Ball and Mrs. Fletcher (reasons accepted by Council).
3/16	Election of a Vice-Chairman: deferred to July meeting.
4/16	Declaration of Interests: Nil.
5/16	Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.
6/16	<p>Annual business as per Standing Orders:</p> <ol style="list-style-type: none"> 1. Review of delegation arrangements to the Clerk agreed. 2. Review of Terms of the Finance Group and Staffing Committee and appoint 2 members (Chairman and Vice –Chair are ex-officio members). Deferred to July meeting. 3. Review and adoption of standing orders and financial regulations agreed. 4. Review of inventory of assets and risk assessment agreed. Cllr. Mr. Shore to inspect assets and to report to Council quarterly. 5. Insurance cover for 2016-17 confirmed. Resolved to approve the payment of £329.42 (2nd year of agreement). 6. Resolved to pay the annual subscription to Worcestershire CALC of £362.41 7. Review of the council's complaints procedure agreed and resolved to adopt the policy. 8. Review of appointments/representation to external bodies: <ol style="list-style-type: none"> a) Wychavon CALC representative x 1. Cllr. Mr. Shore. b) Inspect and record findings on the playground weekly. Cllr. Mr. Shore.
7/16	<p>Reports received from County, District Cllrs. and Police:</p> <p><u>County Cllr. Mr. Holt:</u> New infrastructure improvement programme underway called 'Driving Home'. £24 million allocated to improve 'C', unclassified roads and footways raised from £12 million capital expenditure, £2 million unallocated New Homes Bonus, and £10 million to borrow. Spending has been reduced over the past 5 years. The Council has disposed of 33 leases and sold 99 freehold properties. The County Council elections are due in May 2017. After 31 years in the post Mr. Holt will be retiring and his successor will be Anthony Hopkins from Inkberrow. Update on Badgers Hill road for July meeting. County Cllr. Divisional Fund has been issued to members this year to benefit their communities.</p> <p><u>District Cllr. Mrs. Steel:</u> By sharing services with Malvern Hills electors are getting more value for money, no services have been cut, officers shared between the two authorities.</p> <p><u>Dist.Cllr. Mr. Wilkinson:</u> The District Council has agreed additional funding of £20,000 to develop rural communities. Any suggestions please let him know.</p> <p><u>PCSO Vicky Elliot:</u> In the area there has been break ins to garages and outbuildings. Speed checks will be taking place in the villages.</p>

SOUTH LENCHES PARISH COUNCIL.

8/16	<p>Lenches Sports& Recreation Club: Dave Burns, Secretary of he Club gave an update on future plans and projects being undertaken. In summary:</p> <ul style="list-style-type: none"> • Footfall to the Club 11,000 annually. • Most of the rubble/soil from Low Road developments is being used to fill in the large hole for the new football pitch. Once filled drainage works will take place followed by top soil and seeding the area. It is hoped to be completed by September 2016. The main project work that is ongoing is groundwork. • Netball Club started in January 2016; Cricket Club doing well; Football is being played at Pinvin until the new pitch is ready. • s106 monies are often made available to the Club from surrounding areas who have had development of over 5 houses if there are no projects ongoing in that village. • Demand on space for storage so a planning application will shortly be submitted to the District Council. • Recently the mower and brush cutter was stolen from the secure container in the grounds. Further security measures in the form of lighting, alarms and CCTV are needed at an estimated cost of £750, £600 to fix the roller, and £250 to clear the oil contamination on the field. The mower was bought by public subscription and is considered to be a village asset held by the Club for use in the sports field and other places (footpath clear on Bishampton way and Yates Community Orchard, used by the school). The LSRC will be asking the Parish Council to consider a contribution towards the additional security arrangements required. <p>It was asked if the Club has considered an area for children to play. Ideally there could be a place to the east of the Cricket Club or in the area close to Yates Orchard.</p> <p>Questions raised on consultation to the villages on projects. Mr. Burns said that there has been no proper consultation and agreed that perhaps an online one may be useful. Newsletters are shortly to be distributed by email with hard copies available at the Club.</p> <p>It was also asked what percentages of members are local. Cricket/Tennis and Netball teams are mostly local, football teams no figures known. The benefit of the Club is that local members do not have to travel and it brings money into the village.</p>
-------------	--

Public Question time: Nil.

9/16	Minutes: resolved that the minutes of the Full Parish Council meeting held on 07.03.16 were an accurate record, duly signed by the Chairman.
-------------	---

10/16	<p>Clerk's report: <u>Village Pool/Play area</u> – maintenance contract signed for 2016-17. <u>Parish Lengthsman</u> – contract signed on behalf of the Parish Council and Worcestershire County Council. Budget for 2016-17 is £2039. <u>New Homes Bonus</u> – currently available £5530.</p>
11/16	<p>Neighbourhood Plan Update. Cllr. Mr. Fletcher reported: The Committee has recently talked to a Planning Consultant who has said that to carry out the Plan properly will take 2 years. The Committee are at the stage where a lot more assistance from residents is required to move forward. It was agreed that a notice would be placed in the Arch Messenger and on the Lenches website asking for support.</p>

12/16	South Lenches Parish matters for discussion/decision.
12.1	<p><u>Play area:</u> a) Creative Play has completed maintenance work to the multiplay zenith unit. Limebridge Rural Ltd is due to start painting fences and equipment at the end of May. b) Resolved to accept the quote for a replacement panel at the front of the multi play unit of £245</p>

SOUTH LENCHES PARISH COUNCIL.

	inc labour.
12.2	BT Box –waiting to hear from Worcestershire County Council regarding change of ownership.
12.3	Litter Pick: The Tennis Club and the Parochial Church Council have both offered to carry out a Litter Pick in June. It was agreed if the Litter Pick was successful that £150 would be offered to each Group. Chairman to co-ordinate the event. Clerk to inform the Groups on confirmation of date from the Chairman.
12.4	To consider 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. Deferred to July meeting.

13/16	Planning Matters.
13.1	Planning process/feedback following applications that have been presented to the Planning Authority duly noted: a) W/16/00260/PP – Highfields, Atch Lench. Permission granted with 7 conditions/reasons.
13.2	Correspondence received duly noted: a) Worcestershire Minerals Local Plan - Worcestershire County Council undertook a "Call for Sites" in 2014, and consulted on a suite of background documents alongside a second "Call for Sites, Resources and Infrastructure" in 2015. Sites have been put forward for land in Harvington. Council will look at proposals when consultation released later this year.
13.3	Planning Consultation documents received (all circulated to members by email): a) Community Infrastructure Levy, Draft Charging Schedule (2016) and Revised Draft Developer Contributions Supplementary Planning Document (2016) – No comment.
13.4	Planning Enforcement Training session: Wednesday 11 May at 6.00pm at Wychavon District Council, Civic Centre, Pershore. No one to attend.

14.	Financial matters.
14.1	Resolved to approve the Statement of Internal Control and Annual Review of Effectiveness of Internal Control.
14.2	Resolved to authorise payments as listed on 'Schedule of Payments'. See Appendix 1.
14.3	Extra meeting to consider approving end of year accounts to be arranged.

15.	Speeding issues: a) Update on Vehicle Activated Signage: recordings from the machine have been forwarded to the Police requesting that speed checks are carried out in the area. b) A request to parishioners from Norton & Lenchwick Parish Council in regard to speeding through the villages of Norton & Lenchwick was duly noted.
------------	--

16.	Urgent decisions taken duly noted: a) Application W/16/00820/LB – The Manor House, Atch Lench. b) Application W/16/00260/PP - Highfields, Atch Lench. No meeting called to comment on these applications.
------------	---

17.	Date of September meeting: changed to Monday 12 th September.
------------	---

18.	Cllrs. report and items for future agendas: Nil.
------------	---

Meeting closed at 8.25 pm.

Signed by the Chairman:dated: 25th May 2016.

SOUTH LENCHES PARISH COUNCIL.

Items of correspondence circulated to members.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Notification of South Worcestershire Development Plan (SWDP) related Consultations in March / April 2016 Draft Affordable Housing Supplementary Planning Document (SPD) Traveller and Travelling Showpeople Site Allocations Development Plan Document (DPD) - Preferred Options. Email circulated to members 21.03.16. No response received for Council to comment.
http://www.worcestershire.gov.uk/info/20015/planning_policy_and_strategy/539/minerals_and_waste_development_framework_annual_monitoring_report Email circulated to members 30.03.16.
Consultation on Main Modifications to the Stratford-on-Avon District Submission Core Strategy 2014. Email circulated to members 4th April. No response received for Council to comment.
Mobile Homes Act 2013 - Consultation on Draft Fees Policy. Open for comments until Friday 3 June 2016. Email circulated to members by email 18th April 2016.
Grant funding to support the physical development of open green spaces For further information access: https://www.groundwork.org.uk/Sites/tescocommunityscheme/Pages/large-grants-tes
County Councillor Lucy Hodgson would like to invite volunteers to an event at The Hive 5pm – 7.00pm as part of National Volunteers Week, to promote and celebrate volunteering in communities. The full invitation and nomination form can be accessed on line at the Act Local website: http://www.actlocalworcestershire.org/actlocal/downloads/9/volunteering To register attendance or to return your completed nomination form please email actlocal@worcestershire.gov.uk Closing date for nominations is 5pm Friday 20th May. Closing date for registering attendance is 5pm 27th May. Email circulated to members and organisations on 25th April 2016.
Consultation of Amending Hackney Carriage and Private Hire Vehicle Licensing Policies. Wychavon District Council is currently giving consideration to amending aspects of its policies on the licensing of Hackney Carriage and Private Hire Vehicles. The consultation will be open for responses until 24 June 2016. Email circulated to members 27th April 2016.

Appendix 1 Minute No: 14.2

Payments authorised for payment to 9th May 2016.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT
P16-1	Admin salary		654.65	N/A
P16-2	Lengthsman		425.00	N/A
P16-3	Village Hall Hire		12.50	N/A
P16-4	Creative Play (refurbishment play equipment))		1746.00	291.00
P16-5	Worcestershire CALC Good Cllr Guide		6.94	N/A
P16-6	Maintenance Play and Village Pool (Nov 15 to Mar 16)		155.00	N/A
P16-7	Zurich Municipal (Insurance)		329.42	N/A
P16-8	Worcestershire CALC Annual Subscription		362.41	54.12
TOTAL			3691.92	345.12

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Extra Parish Council meeting held on 25th May 2016 at 7.00 pm in Church Lench Village Hall, Church Lench.
--

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

29/16	Apologies: Cllr. Mr. Ball (reasons accepted by Council) and Dist. Cllr. Mrs. Steel.
--------------	--

30/16	Election of a Vice-Chairman: it was proposed, seconded and agreed that Cllr. Mr. Shepherd be Vice- Chairman for the ensuing year.
--------------	--

31/16	Declaration of Interests: Cllrs. Mr. and Mrs. Fletcher declared a Disclosable Pecuniary Interest in minute no: 36.1b as both live adjacent to the planning application. Both left the meeting whilst the application was discussed.
--------------	--

32/16	Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.
--------------	---

Public Question time: Nil.

33/16	Minutes: resolved that the minutes of the Annual Parish Council meeting held on 09.05.16.were an accurate record, duly signed by the Chairman.
--------------	---

34/16	Clerk's report: <u>New Homes Bonus</u> – £5530. <u>Wychavon Area CALC meeting</u> – to take place on the 2nd June 2016 in the Committee Room at Wychavon District Council commencing at 7.30pm. <u>Litter Pick</u> – both Groups notified of proposed date of event on the weekend of the 4 th /5 th June 2016. Waiting for both Groups to confirm numbers and attendance. <u>Creative Play</u> – provisionally scheduled for replacement board for the week commencing 13th June.
--------------	---

35/16	Financial matters.
--------------	---------------------------

35.1	Resolved to approve accounts year ending 2015-16.
------	--

35.2	Resolved to transfer funds from under spend 2015 - 16 to: a) Subscriptions budget heading £20. b) £9,000 to remain in current account.
------	---

35.3	Resolved to approve the following documents for the External Auditor: a) Annual Governance Statement. b) Statement of Accounts.
------	--

35.4	The independent internal auditors report was duly noted. No action required.
------	--

35.5	Resolved to pay the internal auditor's fee of £80.
------	---

35.6	Resolved to grant 50% Discretionary Rural Rate Relief, £85.76, to The Lenches Club as the business is of benefit to the community and it is reasonable for the parish to support.
------	--

36/16	Planning Matters.
--------------	--------------------------

36.1	It was agreed by those present that no comment be made in regard to the following applications: a) W/16/01085 The Pantiles, Sheriffs Lench.
------	--

	Proposal: Demolition of existing single storey detached garage and erection of replacement 3 bay
--	---

SOUTH LENCHES PARISH COUNCIL.

	detached garage with storage above. b) W/16/01178/PP Whitsunbrook, Atch Lench Road, Church Lench. Proposal: Garage and store to front garden with link veranda to bungalow.
36.2	Correspondence received duly noted: a) W/16/00820/LB – The Manor House Cottage, Atch Lench. Permission granted.

37/16	BT Kiosk: Worcestershire County Council Highways authority could not agree to three private individuals having responsibility for the BT kiosk while it was within the publically adopted highway. The BT kiosk will need to be moved to private land or remain in the responsibility of the Parish Council. The three residents to be notified.
--------------	---

38/16	Complaints procedure: resolved to adopt the revised policy for complaints procedures. (Standing Orders were suspended for this item and reinstated).
--------------	---

39/16	Cllrs. report and items for future agendas: Neighbourhood Plan.
--------------	--

Meeting closed at 7.45 pm.

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

Appendix 1 Minute No: 35.5 and 6.

Payments authorised for payment.

<i>V No.</i>	<i>REASON</i>	<i>INCOME</i>	<i>TOTAL AMOUNT</i>	<i>VAT</i>
P16-9	Internal audit fee.		80.00	N/A
P16-10	Rural Rate Relief Lenches Club.		85.76	N/A
TOTAL			165.76	

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Planning meeting held on 14th June 2016 at 7.00 pm in Church Lench Village Hall, Church Lench.

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

40/16 Apologies: Cllr. Mr. Worton and Mr. Jackson (reasons accepted by Council), Clerk Mrs. N. Holland and Dist. Cllr. Mrs. Steel.

41/16 Declaration of Interests: Nil.

42/16 Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.

Public Question time: Nil.

43/16 Planning Matters.

43.1 It was agreed to comment on the following application:
a) W/16/01063/PN – N L Webb Haulage, Sheriffs Lench.
Proposal: Removal of existing buildings and replacement with live/work unit and detached garage. Retention of workshop unit.
Comment: The Parish Council support this application on the basis that in the South Lenches questionnaire being used in the preparation of a Neighbourhood Plan there was considerable support for this type of development.
The house and office provide an onsite location for the management of the Haulage Company, enhancement of a rural business and accommodation for a local family.

Meeting closed at 7.35 pm.

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

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Full Parish Council meeting held on 11th July 2016 at 7.05 pm in Church Lench Village Hall, Church Lench.

Present: Cllrs. Mr. Shore (Chairman), Mr. Worton, Mr. Shepherd, Mr. Jackson and Mr. Ball (48/16).
In attendance: Mrs. Holland (Clerk), County Cllr. Mr. Holt, Dist. Cllr. Mrs. Steele and 2 parishioners.

44/16 Apologies: Cllr. Mr. Fletcher (reasons accepted by Council) and Dist. Cllr. Mr. Wilkinson.

45/16 Declaration of Interests: Nil declared.

46/16 Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.

47/16 To consider the following deferred from May meeting:
a) Review of Terms of the Finance Group and Staffing Committee and appoint 2 members (Chairman and Vice –Chair are ex-officio members). **Deferred to September meeting.**

48/16 To receive reports from County, District Cllrs. and Police.
Police: During May 25th and 26th in Atch Lench Road, Church Lench attempted theft of metal cable from a site, theft of vehicle with trailer attached/personal items and in Evesham Road, Church Lench a shed broken into and chainsaw and battery driven saw stolen. In July along Low Road, Church Lench shed broken into and chainsaw, hedge cutter and strimmer stolen.
County Cllr. Mr. Holt:
a) Unemployment figures continue to fall with number of claimants down by 250 since May 2015.
b) Worcestershire Parkway Station – County Council now owns all land needed for construction of the site. Four companies have been invited to bid for the contract. Work should start early 2017 with completion March 2018.
c) With a new leader in place there has been a reshuffle in cabinet positions. Full details can be seen on the County Council website.
d) Anthony Hopkins will be the Conservative candidate for next May Elections in the Inkberrow Ward.
e) ‘Driving Home’ project for improvement of roads 2016-18– work planned on Hill Furze Road to Ab Lench Road and for The Croft, off Main Street, Church Lench. No update on repairs along Badgers Hill.
Dist. Cllr. Mrs. Steele:
f) Attended County Council Highways Workshop – unfortunately the presentation did not mention problems in the rural areas.
g) Police and Rural Crime Commissioner invited to attend a meeting at Wychavon District Council to answer questions from members.
h) Meeting to be arranged between Parish Councils, Worcestershire County Association of Local Councils and District Councillors sometime in the Autumn.

Public Question time: Meeting suspended at 7.20pm, reconvening at 7.35pm. Notes appended to the minutes.

49/16 Minutes: resolved that the minutes of the Extra Parish Council meeting held on 25.05.16 and the Planning meeting held on the 14.06.16 were an accurate record, duly signed by the Chairman.

50/16 Clerk’s report:
New Homes Bonus – £5,530 available funding.
Litter Pick – cancelled as both organisations were unable to gather enough support.

SOUTH LENCHES PARISH COUNCIL.

	<u>External Audit</u> – notice of commencement of audit place in notice boards giving information on public inspection period. Accounts information for 2015-16 placed on website as per transparency code requirements.
--	--

51/16	Reports received from Cllr. Mr. Shore: a) <u>Wychavon area CALC meeting</u> - Numbers attending disappointing. Trying to relaunch the meeting to gain more interest. A presentation was given by Reiss Sadler, Officer Wychavon District Council on Neighbourhood Plans. b) <u>Play area</u> – waiting on Annual Inspection report. c) <u>Asset inspection</u> – Notice Boards all satisfactory; the board in Atch Lench probably requires replacement in the near future. Bus Shelter at Handgate Lane could do with being jet washed and preservative applied. The shelter in Church Lench is inspected fortnightly.
--------------	--

52/16	Financial matters.
52.1	Resolved to authorise payments to be made as on ‘Schedule of Payments’ and balances agreed to 24.05.16.
52.2	Resolved to grant an application to the Lenches Sports & Recreation Club towards costs of £150 to improve security for container housing the community mower.

53/16	Planning Matters.
53.1	It was agreed to comment on the following applications: a) W/16/01588/PN – Lakeside Livery, Low Road, Church Lench. Proposal: New detached 4 bedroom rural workers dwelling on existing livery business site adjacent to existing stable buildings. Comments: The Parish Council support the proposal to assist local business within the village. b) W/16/01675/CU – Little Acre, Evesham Road, Church Lench. Proposal: Change of use from holiday accommodation to dwelling. Vote of 3 in favour, 1 against and 1 abstention the following comments were agreed. Comments: In principle the Council supports the proposal but would ask that their comments in regard to W/10/01757/CU be noted. The question of sustainability in comments made in supporting statement remains a concern especially the limited bus service.
53.2	Correspondence received duly noted: a) Application No: W/16/01178/PP - Whitsunbrook, Atch Lench Road, Church Lench. Permission granted with 4 conditions/reasons. b) Application No: W/1/601085/PP – The Pantiles, Sheriffs Lench. Permission granted with 5 conditions/reasons.
53.3	<u>Neighbourhood Plan:</u> Cllr. Mr. Jackson Acting Chairman at present. Disappointing circular response on request for volunteers. Costs to carry out a Housing Need assessment £1300 to £1400; Questionnaire analysis £7,000 - £8,000. Once quotations received an application will be completed for funding. It was agreed for the Clerk to act as Secretary and to use the Village Hall for meetings to be funded through the Parish Council from Neighbourhood Plan budget heading.

54/16	South Lenches Parish matters for discussion/decision.
54.1	It was agreed by all to write a letter of support to Wychavon District Council on behalf of the Lenches Sports & Recreation Club in regard to Section 106 funding applications for project.
54.2	<u>BT Kiosk:</u> the Kiosk would remain in the ownership of the Parish Council for the time being following information received from the County Council that they could not agree to individuals having responsibility for the Kiosk whilst it is situated on a publically adopted highway. Cllr. Mr. Shepherd would act as representative with the 3 ladies in order to carry out maintenance work required.

SOUTH LENCHES PARISH COUNCIL.

54.3	Correspondence from resident regarding issues within the Villages was considered. In regard to the following: <u>Land to the north of the Village Hall/Church</u> – request made to register the land as a community asset. The Council felt that the criteria required were not met in the Assets of Community Value Policy Statement. The only recreational use is possibly the right of way. <u>Traffic issues</u> - the Parish Council will invite a Highways Officer to visit the Village and look at concerns of traffic through Atch Lench to Church Lench for pedestrians, cyclists, and horse riders.
------	--

55/16	Urgent decisions taken: <u>Planning:</u> W/16/01155/CU - Archbridge Farm, Low Road, Church Lench. No meeting called to discuss this application.
-------	--

56/16	Clrs. report and items for future agendas: Nil.
-------	--

57/16	Resolved to exclude the public and press in the public interest for consideration of the following items: a) Personnel issues relating to the NALC recommended salary award. Resolved that the salary recommendation increase from April 2016 and April 2017 be awarded.
-------	---

Meeting closed at 8.40 pm.

Signed by the Chairman:Dated: 12th September 2016.

Public Question Time – 2 parishioners in attendance.

BT Kiosk – the three ladies do not wish to go ahead with the purchase of the Kiosk following information received from the County Council that they could not agree to individuals having responsibility for the Kiosk whilst it is situated on a publically adopted highway.

The Group have looked into moving the Kiosk to various sites but not ideal; only possible site would be within the School grounds.

Kiosk requires maintenance.

Appendix 1 Minute No: 52.1.

Payments authorised for payment to 11th July 2016.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT
R16-1	Harvington Parish Council (Use of A3 printer 2015-16)	13.80		
R16-2	Wychavon District Council – First precept payment.	5095.00		
R16-3	HMRC VAT Refund	402.66		
P16-12	Admin salary		673.54	N/A
P16-13	Lengthsman		425.00	N/A
P16-14	Village Hall Hire		15.00	N/A
TOTAL		5511.46	1113.54	0.00

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Full Parish Council meeting held on 12th September 2016 at 7.00 pm in Church Lench Village Hall, Church Lench.

Present:	Cllrs. Mr. Shore (Chairman), Mr. Worton, Mr. Fletcher, Mrs. Fletcher, Mr. Jackson and Mr. Ball. In attendance: Mrs. Holland (Clerk), County Cllr. Mr. Holt, Dist. Cllr. Mrs. Steel and 4 parishioners.
-----------------	---

58/16	Apologies: Dist. Cllr. Mr. Wilkinson.
--------------	--

59/16	Declaration of Interests: Cllr. Mr. Ball declared Other Disclosable Interest in minute no: 66.2 as member of Parochial Church Council.
--------------	---

60/16	Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.
--------------	---

61/16	Terms of the Finance Group and Staffing Committee reviewed with no changes. Cllrs. Mr. Jackson and Mr. Worton to serve as members with the Chairman and Vice –Chair as ex-officio members. Date of meeting to be arranged.
--------------	---

62/16	<p>Presentation from Mike Simpson, Chair, on refurbishment plans for the Lenches Club. Full report can be obtained from the Clerk. Bullet points from presentation:</p> <ul style="list-style-type: none"> • Not-for-profit, licensed social club that is managed by an elected Committee answerable to its members. • Wish to create a community hub that attracts and engages with the wider community with plans to open a day time café for seniors, parents and children, open into early evenings for young people. • Project includes renovation/refurbishment of existing premises, employ more staff, and improve evening food provision, to expand services and activities along with quality of services and to put the Club back at the heart of community social life. It is hoped that this will increase Club membership, to increase net revenue and to develop and present an events programme. • Estimated cost £166,000 with funding from various bodies and events.
--------------	--

Public Question time: Meeting suspended at 7.20 pm, reconvening at 7.40 pm. Notes appended to the minutes.

63/16	Minutes: resolved that the minutes of the Full Parish Council meeting held on 11.07.16 were an accurate record, duly signed by the Chairman.
--------------	---

64/16	<p>Reports received from County, District Cllrs. and Police.</p> <p><u>Police:</u> Report for dates of 11/7/16 - 11/9/2016. 15/7: Brookfield's Farm, Atch Lench. Stolen Ifor William trailer. 19/7: Low Road, Church Lench. Theft of lawnmower from unlocked shed. 6/8: Atch Lench Road, Church Lench. Suspicious incident males seen to be shining torch light into caravan. No offences. 7/9: Atch Lench Road, Church Lench. Suspicious persons seen on property in area. No offences. 7/9: Atch Lench Road, Church Lench. Theft of laptop from work van whilst completing work in the area.</p> <p><u>County Cllr. Mr. Holt:</u></p> <p>a) <u>Worcestershire Parkway Station</u> – County Council now owns all land needed for construction of the site. Four companies have been invited to bid for the contract. Work should start early 2017 with completion March 2018.</p> <p>b) <u>'Driving Home'</u> project for improvement of roads 2016-18 is underway.</p>
--------------	--

SOUTH LENCHES PARISH COUNCIL.

	Dist. Cllr. Mrs. Steele: c) Inkberrow will be the Village of Culture next year, finishing in April 2018.
--	---

65/16	<p>Clerk's report: <u>New Homes Bonus</u> – £5,530 available funding. <u>Invitation to Clean, green and safe places parishes' event</u> - 15 September 2016 at Civic Centre, Wychavon District Council Offices followed by Wychavon Area CALC meeting. Cllr. Mr. Shore to attend. <u>Lenches Sports & Recreation Club</u> – letter received thanking the Parish Council for the grant towards improvement of the security of the container for housing the mower. Improvements have been made to the security of the premises and installation of an alarm and CCTV will commence shortly. <u>Atch Lench Road</u> - following site visit with Highways Officer 'SLOW' markings to be placed either side of the bend by 'Metchley Cottage'.</p>
--------------	---

66/16	Financial matters.
66.1	Resolved to authorise payments to be made as on 'Schedule of Payments' and balances agreed to 27.07.16.
66.2	Grant application x 2 on behalf of Parochial Church Council in relation to churchyard maintenance and improvement of access to the Church were considered and discussed at length. Application 1: Churchyard maintenance. It was proposed by Cllr. Mr. Jackson, seconded by Cllr. Mr. Shore that the sum of £800 be granted. An amendment to the proposal to grant £500 was proposed by Cllr. Mr. Worton but not seconded. A further amendment to grant £800 with community consultation, proposed by Cllr. Mr. Fletcher, seconded by Cllr. Mr. Worton, agreed by all members that a vote be taken on this proposal. Result: 2 in favour, 3 against, 1 abstention. Vote not carried. The substantive motion to grant the sum of £800 was then voted on. Result: 3 in favour, 2 against with 1 abstention. Resolved that the sum of £800 be granted to the Parochial Church Council for churchyard maintenance. Application2: Resolved to grant £800 towards improvement access facilities to the church proposed by Cllr. Mr. Worton, seconded by Cllr. Mr. Shore. Vote carried 4 in favour, 1 abstention and 1 against.
66.3	External Auditor report duly received. Nil to note, closure of audit has been advertised in the notice boards and on both websites.
66.4	Resolved that the Clerk attends training session arranged by CALC at a cost of £10.

67/16	Planning Matters.
67.1	Correspondence received duly noted: a) Application No: W/16/01588/PN – Lakeside Livery, Low Road, Church Lench. Application withdrawn. b) Application No: W/16/01155/CU – Archbridge Farm, Low Road, Church Lench. Permission granted with 6 conditions/reasons. c) Application No: W/16/01063/PN - Webb Haulage, Sheriffs Lench. Application withdrawn. d) Application No: W/16/01675/CU - Little Acre, Evesham Road, Church Lench. Application withdrawn
67.2	<u>Neighbourhood Plan:</u> Cllr. Mr. Jackson gave an update on progress. Report appended to these minutes. Appendix 2.

68/16	South Lenches Parish matters for discussion/decision.
68.1	<u>Play area:</u> Annual Inspection Report highlighted problem with the gate, fencing planks missing and parts of the multi play area require attention. Action: Chairman to address the issues raised.

SOUTH LENCHES PARISH COUNCIL.

68.2	<u>BT Kiosk</u> : no update received.
68.3	<u>Smart Water</u> : discussion took place re purchasing marking kits for the Parish. It was agreed by all not to take up this offer.
68.4	<u>Maintenance to Handgate Bus Shelter</u> : recent maintenance took place highlighting issue of woodworm which will require treatment in the near future. Action : Cllrs. Mr. Shore and Mr. Ball.

69/16	Urgent decisions taken: Application No: W/16/01675/CU - Little Acre, Evesham Road, Church Lench. No meeting called to discuss this application, no comment submitted to planning authority.
--------------	---

70/16	Cllrs. report and items for future agendas: Training session in regard to use of defibrillator; Planning meeting arranged for Tuesday 27 th September 2016.
--------------	---

Meeting closed at 8.45 pm.

Signed by the Chairman:Dated: November 7th 2016.

Correspondence received for information.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Clerk & Councils Direct – September 16 issue.
Wychavon District Council is proposing to adopt a Policy and Guidelines in relation to its licensing responsibilities under the Scrap Metal Dealers Act 2013. Consultation on this document with relevant parties and the general public now taking place. Any comments on the draft document please email them to wrsenquiries@worscsregservices.gov.uk – please use the subject line “Wychavon District Council Scrap Metal Consultation.” This consultation will remain open until 30 September 2016.
Wychavon District Council annual report which looks back on performance in 2014/15 and forward to 2015/16. http://www.wychavon.gov.uk/performance

Public Question Time – 4 parishioners in attendance.

Architect presented pre-planning application for 9 rural style dwellings to be positioned along Low Road.

Appendix 1 Minute No: 66.1.

Payments authorised for payment to 12th September 2016.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT
P16-16	Annual Play Inspection		87.74	14.62
P16-17	Admin salary		671.35	N/A
P16-18	Lengthsman		425.00	N/A
P16-19	Village Hall Hire		20.00	N/A
P16-20	Play/Pool maintenance		179.00	N/A
P16-21	Play Bark		120.00	20.00
P16-22	Grant x 2 PCC		1600.00	N/A
TOTAL		0.00	3103.09	34.62

SOUTH LENCHES PARISH COUNCIL.

Appendix 2 Minute No: 67.2

SLNP Progress report to Parish Council 12th September 2016.

Report by Ian Jackson, Chairman SLNP Steering Group on meeting held 31st August where two Denise Oates new members were welcomed. Members appointed: Ian Jackson, Chairman, Denise Oates as Vice-Chair, with Nicky Holland acting as clerk/secretary and treasurer through her role within the Parish Council.

Agreed:

1. To commission Neil Pearce as Consultant.
2. Instruct Simon Purfield (Warwickshire Rural Community Council) re questionnaire.
3. To commission Sarah Brooke-Taylor re Housing Needs survey.
4. SLNP Group agreed to send the questionnaire first and Housing Needs Survey after a breathing space.
5. Distribution will be by hand but with reply envelopes.
6. Funding from Locality - Expression of Interest made by Secretary.

Good overview from Neil Pearce confirmed that the process will inevitably be longwinded simply because some stages need long consultation periods which cannot be avoided and also because we are a volunteer group with restrictions on availability.

It is hoped to be near to completion by the end of 2017 or at least have made significant progress.

When completed we will have ensured serious protection for our Community until 2031, which will be a significant contribution on our part and a most worthwhile exercise.

I have drafted a provisional new questionnaire built on the original PPQ and examples from a number of other Plans sent to me by Warwickshire Rural Community Council. Copies sent to members of the Parish Council but only 2 replies received so far.

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Planning meeting held on Tuesday 27th September 2016 at 7.10 pm in Church Lench Village Hall, Church Lench.

Present: Cllrs. Mr. Shore (Chairman), Mr. Fletcher and Mrs. Fletcher.
In attendance: Mrs. N. Holland (Clerk) and 2 parishioners.

71/16 Apologies: Cllr. Mr. Jackson and Mr. Worton (reasons accepted by Council), and Dist. Cllr. Mrs. Steel.

72/16 Declaration of Interests: Nil.

73/16 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 7.11pm, reconvening at 7.15pm. Notes appended to these minutes.

74/16	Planning Matters.
74.1	<p>It was agreed to comment on the following applications:</p> <p>a) GPDQ/16/02125 - Brookfields, Abbots Lench. Proposal: Prior approval of proposed change of use of agricultural building to a dwelling house (use Class 3) and for associated operational development. Comments: Support the proposal for the change of use. Parish Plan Questionnaire produced in July 2015 welcomes small development and is in favour of conversion of redundant barns and other buildings to housing.</p> <p>b) W/16/02054/CU - Brookfields, Abbots Lench. Proposal: Conversion of an agricultural building to form two dwelling houses including the demolition of buildings to create a garden and parking area. Comments: Support the proposal as complies with wishes of residents as results from Parish Plan Questionnaire (July 15) welcome small development and in favour of conversion of redundant barns and other buildings to housing.</p> <p>c) W/16/02110/LB - Manor Cottage, Atch Lench. Proposal: Replacement windows. Comments: Support.</p>
74.2	<p>Planning correspondence received duly noted:</p> <p>a) W/15/01971/PN - Land and access opposite Weatheroak, Low Road, Church Lench. Appeal received. No further comments to be submitted.</p>
74.3	<p>Street name for development of land at Evesham Road, Church Lench. It was agreed to recommend 'Orchard Close'.</p>

Meeting closed at 7.20 pm.

Signed by the Chairman:Dated: November 7th 2016.

Public Question Time – 2 parishioners in attendance.

Spoke in support of planning applications GPDQ/16/02125 and W/16/02054/CU.

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Full Parish Council meeting held on 7th November 2016 at 7.00 pm in Church Lench Village Hall, Church Lench.
--

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

75/16	Apologies: County Cllr. Mr. Holt.
--------------	--

76/16	Declaration of Interests: Nil.
--------------	---------------------------------------

77/16	Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.
--------------	---

78/16	Vacancy for Councillor following resignation of Mr. Shepherd. No bye-election has been called. Council inviting applications for co-option. Closing date: 18.12.16.
--------------	--

79/16	Representatives appointed to the following posts following resignation of a member: a) Vice-Chair - not appointed. Cllr. Mr. Fletcher appointed as member of Finance and Staffing Committee. b) Rural Communities representative - item deferred.
--------------	--

Public Question time: Nil.

80/16	Reports received from County, District Cllrs. and Police. <u>Police:</u> Report received of a tractor stolen from Sheriffs Lench. The vehicle was used in a crime and since recovered. Cllr. Mrs. Steel will be talking to the Police Crime Commissioner about the matter. <u>Dist. Cllr. Mrs. Steel:</u> a) Police Crime Commissioner will be attending Cookhill Parish Council meeting on 08.11.16 and will be available to answer questions. b) Wychavon District Council has been shortlisted for an award for its efforts as an entrepreneurial Council.
--------------	--

81/16	Minutes: resolved that the minutes of the Full Parish Council meeting held on 12.09.16 and the minutes of the Planning meeting held on 27.09.16 were an accurate record, duly signed by the Chairman.
--------------	--

82/16	Clerk's report: <u>New Homes Bonus</u> – £5,530 available funding. <u>Parochial Church Council, Church Lench</u> – letter received thanking the Parish Council for the grant towards improvement of access and maintenance to the churchyard. <u>Atch Lench Road</u> - following site visit with Highways Officer 'SLOW' markings to be placed either side of the bend by 'Metchley Cottage'. <u>Precept & Budget training session</u> - Cllr. Mr. Worton to attend.
--------------	---

83/16	Report from representatives: a) Wychavon CALC area meeting, CALC AGM and Parish Conference. Cllr. Mr. Shore reported that the Parish Conference was well attended with good presentations on a tool available on the Neighbourhood Plan and on the new accreditation scheme for Quality Parish Councils.
--------------	--

84/16	Financial matters.
--------------	---------------------------

SOUTH LENCHES PARISH COUNCIL.

84.1	Resolved to authorise payments to be made as on ‘Schedule of Payments’ and balances agreed to 30.09.16.
84.2	Resolved to appoint Cllr. Mr. Jackson as a further signatory to accounts.

85/16	Planning Matters.
85.1	Correspondence received duly noted: a) W/16/02110/LB – Manor Cottage, Atch Lench. Permission granted. b) GPDQ/16/02125/GPDQ - Brookfields, Abbots Lench. Prior approval of proposed change of use of agricultural building to a dwelling house (use class 3) and for associated operational development. Granted.
85.2	<u>Neighbourhood Plan:</u> Cllr. Mr. Jackson gave an update on progress. Report appended to these minutes. Appendix 2.

86/16	South Lenches Parish matters for discussion/decision.
86.1	<u>Play area:</u> Chairman met contractor on site who will replace/treat boarding missing from around the bottom of the fence. Contractor will also supply details of a one -way self closing gate which he would be happy to supply and fit. Details to be circulated to members.
86.2	<u>BT Kiosk:</u> Clerk has sent contract to the three ladies that wish to purchase the BT Kiosk and place it in the location of the Lenches Club.
86.3	Nomination/s for The Chairman’s Diamond Jubilee Community recognition Award 2016/17 duly noted.
86.4	Training session for use of community defibrillator has not been arranged. Cllr. Mr. Worton to contact Mr. Shepherd.

87/16	Dates of 2017 meeting dates confirmed as: January 9 th , March 6 th , May 15 th ; July 3 rd , September 4 th and November 6 th .
--------------	---

88/16	Date of Finance Working Group and Staffing Committee meeting confirmed as Monday 5th December starting at 6pm.
--------------	---

89/16	Cllrs. report and items for future agendas: Nil.
--------------	---

Meeting closed at 7.55 pm.

Signed by the Chairman:Dated: 17th January 2017.

Correspondence received for information circulated to members.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Clerk & Councils Direct November 16 issue.
Winter Service Parish newsletter – October 16.
<u>ROW</u> – letter received from parishioner in relation to footpath from Church Lench to Harvington as not kept clear by landowner. Reported to Countryside Service Officer.
<u>Clean, green and safe places event</u> for parish and town councils on Thursday, 15th September. Slides and summary of event circulated to members by email 22nd September 2016.

SOUTH LENCHES PARISH COUNCIL.

Wychmove Social Lettings Agency: Wychmove Social Lettings agency run by the Housing Department from the Civic Centre in Pershore have an extensive waiting list of people who are trying to access accommodation. They wish to increase their database of local landlords and request that if the Parish Council knows of local landlords who they could possibly contact to pass on the information. **Circulated by email 27.09.16.**

Notification of Consultation on the Wychavon District and Malvern Hills District Draft Shop Front Design Guide Supplementary Planning Documents (September 2016). Comments welcome on the following planning documents:

a) Malvern Hills District Draft Shop Front Design Guide Supplementary Planning Documents (SPD) (September 2016). The SPD has been amended to reflect the current policy position but the substantive design advice in the SPD remains.

b) Wychavon District Draft Shop Front Design Guide Supplementary Planning Documents (SPD) (September 2016). A new SPD has been produced to update the guidance to reflect aspirations for shop front design and to reflect current South Worcestershire Development Plan (SWDP) policies, and nationally, the National Planning Policy Framework as well as current planning advice, with the aim of achieving attractive shopping streets that appeal to both locals and visitors.

The above SPDs are being formally consulted upon for a six week period which will run October **5pm on Monday 5 December 2016.**

The draft SPD and response forms are available electronically on the SWDP website <http://www.swdevelopmentplan.org><http://www.swdevelopmentplan.org/?page_id=13009>. A link from the Wychavon planning website: www.wychavon.gov.uk<<http://www.wychavon.gov.uk/consultation-on-the-draft-wychavon-shop-front-design-guide>>

Adoption of Affordable Housing Supplementary Planning Document (SPD) and Developer Contributions Supplementary Planning Document (SPD). The three south Worcestershire Councils (Malvern Hills District, Worcester City and Wychavon District) have now adopted the above two Supplementary Planning Documents. Copies of the adopted SPDs and the Statements of Consultation that show how the draft documents have been amended, can be found on the following websites:

South Worcestershire Development Plan www.swdevelopmentplan.org

Wychavon District Council www.wychavon.gov.uk **Circulated to members by email 27.10.16.**

Appendix 1 Minute No: 84.1.

Payments authorised for payment to 7th November 2016.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT
R16-4	Worcestershire County Council P/L April - July.	850.00		
R16-5	Wychavon District Council - Precept.	5095.00		
P16-23	External Audit.		120.00	20.00
P16-24	Admin salary		751.56	N/A
P16-25	Lengthsman		425.00	N/A
P16-26	Village Hall Hire		12.50	N/A
P16-27	Play/Pool maintenance		400.00	N/A
P16-28	Training Worcestershire CALC		10.00	N/A
P16-29	Lease payment Children's Play Area LSRC		1.00	N/A
TOTAL		5945.00	1720.06	20.00

Appendix 2 Minute No: 85.2

SLNP Progress report to Parish Council 7th November 2016.

Report by Ian Jackson, Chairman SLNP Steering Group:

1. Funding confirmed from Locality at £7720.

SOUTH LENCHES PARISH COUNCIL.

2. Questionnaire revised and fine tuned and now with Simon Purfield at Stratford. He has digitalised it and loaded it into their software programme to turn it into a formal questionnaire capable of being analysed technologically. Draft now in ready for final review with deputy Mrs. Oates. I expect to be delivering them within the next 14 days.
3. They will be hand delivered in the first instance and be returned by reply envelopes. The Group are exploring the printing of a few posters to encourage people to complete them. Denise Oates has already mentioned it at the WI and I have made an announcement in the recent Arch Messenger.
4. I expect the questionnaires to be returned before Xmas - final date will be decided once we are ready to launch.
5. Housing Needs survey will then follow in January.
6. The Group should have the results of the main questionnaire early January and will then decide how best to communicate them. I am of the opinion that it would be preferable to await the completion of both surveys and then invite the public to a display in the village hall and present the results. I am conscious that our communications have to be improved upon.
7. Once the results of both surveys are known the Group will consult with Neil Pearce about the next stages of evidence gathering for the committee.
8. Return of a definitive up to date questionnaire will be a very valuable weapon in defending the parish against any future developments which do not comply with the wishes of the community as a whole.

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Full Parish Council meeting held on 17th January 2017 at 6.00 pm in Church Lench Village Hall, Church Lench.
--

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

90/16	Apologies: Cllr. Mr. Jackson (reasons accepted by Council), County Cllr. Mr. Holt and Dist. Cllr. Mrs. Steel.
--------------	--

91/16	Declaration of Interests: Nil.
--------------	---------------------------------------

92/16	Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.
--------------	---

93/16	Vacancy for Councillor following resignation. Application for co-option received. It was proposed, seconded and resolved that Mrs. Hailwood be co-opted onto the Council.
--------------	---

Public Question time: Nil.

94/16	Reports received from County, District Cllrs. and Police. <u>Police:</u> No report received. <u>Dist. Cllr. Mr. Wilkinson:</u> budget proposals considered last week.
--------------	--

95/16	Minutes: resolved that the minutes Full Parish Council meeting held 07.11.12 were an accurate record, duly signed by the Chairman. The draft minutes of the Staffing Committee meeting held on 05.12.16 were circulated for information. Clerk pension letter regarding auto-enrolment signed.
--------------	---

96/16	Clerk's report: <u>New Homes Bonus</u> – £5,530 available funding. <u>Signatory</u> – Cllr. Mr. Jackson added as a signatory to the accounts. <u>Parish Paths Warden</u> – new person in post from Sheriffs Lench who has attended the course run by Worcestershire County Council.
--------------	---

97/16	Report from representatives: a) Wychavon CALC area meeting - Cllr. Mr. Shore unable to attend.
--------------	--

98/16	Financial matters.
--------------	---------------------------

98.1	Resolved to authorise payments to be made as on 'Schedule of Payments' and balances agreed to 29.11.16. (Proposed: RB; Seconded: Jon F.).
------	--

98.2	Resolved to renew the following contracts for 2017-18: a) <u>Internal Auditor</u> – no changes to charges. b) <u>Parish Lengthsman</u> – no changes. c) <u>Maintenance contract</u> for Village Pool and Play area. It was proposed by Cllr. Mr. Shore, seconded by Cllr. Mr. Ball that hourly rate be increased by a £1 per hour.
------	--

98.3	Notes from the Finance Working Group circulated. a) Resolved to adopt the Balances and Reserves Policy. b) It was proposed by Cllr. Mr. Fletcher, seconded by Cllr. Mr. Ball and resolved that the budget to form the Precept for 2017/18 would be increased by 2% to £10394 resulting in a reduction in the band d charge on the 2017-18 council tax bill of 3.2%, compared with the band d charge for the current year. The tax base for South Lenches Parish Council has increased, which has a favourable
------	---

SOUTH LENCHES PARISH COUNCIL.

	effect on the budget requirement calculations.
--	--

99/16	Planning Matters.
99.1	Resolved to adopt planning delegation policy to deal with applications submitted in between meetings.
99.2	Correspondence received from the planning authority duly noted: a) <u>Application W/16/02054/CU</u> – Brookfields, Ab Lench. Conversion of an agricultural building to form two dwelling houses including the demolition of buildings to create a garden and parking area. Application deferred to Planning Committee for decision. b) <u>Application/W/16/3153402</u> - Depot Site, Low Road, Rough Hill, Church Lench and Application W/15/01971/PN - Land and Access opposite, Weatheroak, Low Road, Church Lench. Appeal dismissed
99.3	<u>Neighbourhood Plan update</u> - Cllr. Mr Jackson submitted a report (Appendix2). It was agreed to ask Wychavon District Council for the £5000 received when South Lenches was designated as a ??
99.4	It was agreed not to comment on the Worcestershire Minerals Local Plan: third stage consultation including third call for sites.

100/16	South Lenches Parish matters for discussion/decision.
100.1	<u>Play area</u> : It was agreed to ask the contractor for a quote regarding the replacement boarding missing from around the bottom of the fence; the treating of the boards so they are the same as the other timber, and purchase and installation of replacement Charnwood self closing gate.
100.2	<u>BT Kiosk</u> : Correspondence received from the Lenches Social & Recreation Club, from the new owners of the Kiosk and Worcestershire Highways was considered. It was agreed that as: The Parish Council are not the owners of the Kiosk, as contract now signed by the new owners, that the Parish Council has no legal responsibility/ownership for where the Kiosk is proposed to be sited. The Council recognises that it is a community asset and would consider on an annual basis grants for maintenance/insurance costs incurred with the Kiosk. With regard to highways - land must be made good by the new owners when the Kiosk is moved. Clerk has contacted BT payphones in regard to disconnecting the electricity supply – waiting on a response.
100.3	Resolved to adopt records/data retention policy.
100.4	To receive update on training session for use of community defibrillator. No further news on training session being provided.
100.5	To consider appointing a Rural Communities representative. Item deferred for the immediate future.

101/16	Cllrs. report and items for future agendas: Nil.
---------------	---

Meeting closed at 18.50 pm.

Signed by the Chairman:Dated: March 6th 2017.

Correspondence: circulated to members for circulation unless requested as an agenda item.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Clerk & Councils Direct March issue.
Wychavon Sports AGM/De-Brief will take place on Tuesday 31st January 2017 at the Civic Centre, Pershore. It is really important that at least one person attends from each Parish - remember this is really the only time, you the people who take part and who really matter to us, get the chance to say what you think about the Games and to put forward any suggestions. If, for any reason, it is not possible for anyone from your Parish to attend, please let me have

SOUTH LENCHES PARISH COUNCIL.

your apologies, views, comments and/or suggestions before 28th January. Email circulated to members 09.01.17.
Worcestershire County Council next Local Transport Plan is available on line and is open to consultation until 17th MARCH, 2017. All details can be found here: www.worcestershire.gov.uk/LTP
Draft Planning for Health in South Worcestershire Supplementary Planning Document will be available to view and comment between the following dates: Start date: 30/11/16 09:00 to End date: 27/01/17 17:00 Please select the following link to view this event: http://swdp-consult.limehouse.co.uk/portal/spd/draft_health_spd
Circulated to members by email 02.12.16.
Council tax referendum principles for 2017-18: Following the increase in the average band D council tax level of 6.1% set by parishes in 2016-17, the recent technical consultation proposed an extension of referendum principles to larger, higher-spending town and parish councils. The Government has decided to defer the setting of referendum principles; however, the Government has issued a challenge to town and parish councils to demonstrate restraint when increasing precepts that are not a direct result of taking on additional responsibilities.
<u>New Homes Bonus</u>
In December, the Secretary of State for Communities and Local Government made some announcements about New Homes Bonus in his statement to parliament on the provisional local government finance settlement for 2017/18. These included confirmation that the Government will implement its preferred option of reducing the number of years for which New Homes Bonus payments are made from six years to five years in 2017/18, and from six years to four years from 2018/19.
This will affect how much Years 2 to 5 New Homes Bonus that we will receive and therefore, the amount we are able to pass on to you. This means that parishes and towns with Years 2 to 5 allocations will not get the final year of payments for Years 2 and 3 and the final two years of payments for Years 4 and 5. These changes do not affect any New Homes Bonus that you currently have available to draw down, but they will affect your balance for future years.
WDC have some work to do to recalculate what this means in monetary terms for each parish and town in Wychavon before we publish the updated the figures on our website. This will be done in the next week or so and will let you know when the updated figures are available.
You will see that New Homes Bonus scheme is set to continue with a number of changes. In the coming months we will start to look at options for spending Year 6 and Year 7 New Homes Bonus* and will develop a new New Homes Bonus Protocol, which we will let you know about in due course.
*Year 6 is for homes completed and occupied between October 2014 and October 2015. Year 7 is for homes completed and occupied between October 2015 and 2016. Circulated to members by email 09.01.17.

Appendix 1 Minute No: 98.1.

Payments authorised for payment 17th January 2017.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT
P16-30	Signs R Us		60.00	10.00
P16-31	Admin salary		669.97	N/A
P16-32	Lengthsman		425.00	N/A
P16-33	Village Hall Hire		10.00	N/A
TOTAL		0.00	1164.97	10.00

Appendix 2 Minute No: 99.3.

SLNP Progress report to Parish Council 17th January 2017.

Report by Ian Jackson, Chairman SLNP Steering Group:

The most important phase of the Neighbourhood Plan Process is in the course of completion. Early December we distributed nearly 700 questionnaires to all of the houses in the South Lenches Parish by hand.

Prior notice had been given in the previous month's "Messenger" with a request for as many people to complete them as possible. We also had two large banners printed and displayed prominently in the village asking people to remember to fill in their questionnaires. In addition comment was provided on the Lenches Website and a copy of the survey made available for download if required. Spares were made available in the Church and held by Vice Chair Denise Oates.

SOUTH LENCHES PARISH COUNCIL.

The deadline was 24th December and the consultants received 135 'household' and 226 individual questionnaires which are currently being analysed. The consultants waited until 7th January for all stragglers to be in before submitting for analysis. Assuming around 530 adults in the Parish means we had a 42.7% response, which is excellent. Such a high response means the final document will carry significant weight in itself as being representative of a significant proportion of the Community.

This week we have distributed the "Housing Needs Analysis" questionnaire by hand to the whole Parish using our own volunteers this time. Some 324 were sent out, again with reply envelopes (but not in separate envelopes). We are advised that we will be fortunate to receive as many as ten replies in a relatively wealthy Parish such as ours, but the point is that we can demonstrate that we have done the research thoroughly. The deadline is early February.

The Steering Group will be meeting to discuss the analysis of the main questionnaire in the next few weeks, although we are having considerable difficulty in arranging attendance. Planning Consultant Neil Pearce will join us at that meeting to help us understand the implications of the analysis and to point us in the right direction for the next stage of enquiry.

SOUTH LENCHES PARISH COUNCIL.

Minutes of the Full Parish Council meeting held on 6th March 2017 at 7.00 pm in Church Lench Village Hall, Church Lench.

Present: Cllrs. Mr. Shore (Chairman), Mr. Worton, Mrs Hailwood, Mrs. Fletcher, Mr. Jackson and Mr. Ball.
In attendance: Mrs. Holland (Clerk), Dist. Cllrs. Mrs. Steel, Mr. Wilkinson, County Cllr. Mr. Holt, Cllr. Mr. Hopkins and 2 parishioners.

102/16 Apologies: Cllr. Mr. Fletcher (reasons accepted by Council), and PCSO Katie Hearnden Fellows.

103/16 Declaration of Interests: Nil.

104/16 Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.

105/16 Presentation from Alice Spearing, Engagement Officer, from St. Richard’s Hospice who gave a very interesting presentation on increasing understanding and awareness of the free care and support provided for adult patients in Worcestershire. Her mandate is to make the Hospice and its work be known in local areas. Anyone interested in contacting Alice, or if organisations are interested in inviting Alice to one of their meetings, please contact her on 01905 763963 or email: aspearing@strichards.org.uk

Public Question time: meeting suspended at 7.20pm, reconvening at 7.25pm.

106/16 Reports received from County, District Cllrs. and Police.
Police: No incidents reported.
County Cllr. Mr. Holt: Budget for 2017-18 will increase by 2% with an additional 2% for adult social care. Parish Lengthsman scheme to continue along with the County Cllr. Divisional Fund. County Councillor elections will be held on the 4th May. Mr. Holt would not be standing for election. The Chairman thanked Mr. Holt for all his support over a number of years and wished him well in his retirement.
Dist. Cllr. Mrs. Steel: New Homes Bonus scheme will be changing as from April 2017 and criteria for the funding to be updated. Village of Culture events in Inkberrow start in April 2017 and will run for one year.

107/16 Minutes: resolved that the minutes Full Parish Council meeting held 17.01.17 were an accurate record, duly signed by the Chairman. The draft minutes of the Staffing Committee meeting held on the 6th February duly noted.

108/16 Clerk’s report:
New Homes Bonus – £5530 available funding.
BT Kiosk – BT have been requested to disconnect the electricity supply to the Kiosk which they will pay for; this can take 5/6 months for the local electricity company to complete. The new owners would be responsible for reinstating the ground to match the surrounding area – grass/tarmac etc. Clerk to write to owner of the house close to the BT Kiosk to inform of plans to move the box to another location.
Hedge cutter and strimmer - unfortunately items that belonged to the Parish Council were absorbed back into Countryside Services tools stores. These items will be re-issued to the parish when the new PROW undertakes training.

109/16 Report from representatives:
a) Wychavon CALC area meeting: Cllr. Mr. Shore reported that the main presentation was on

SOUTH LENCHES PARISH COUNCIL.

	plans to reform the workings of the acute hospitals in the Worcestershire area. The Chairwoman of CALC has been appointed the Chair of the National Association for Local Councils. b) <u>Assets</u> : Bus Shelters satisfactory and play area under refurbishment. Notice Boards in Church Lench and Sheriffs Lench require maintenance. Chairman to inspect.
--	---

110/16	Financial matters.
110.1	Resolved to authorise payments to be made as on 'Schedule of Payments' and balances agreed to 29.11.16.
110.2	Internal audit of effectiveness for 2017-18 reviewed and adopted.

111/16	Planning Matters.
111.1	Correspondence received from the planning authority duly noted: a) W/16/02054/CU – Brookfields, Abbots Lench. Permission granted with 13 reasons/conditions. b) GPDQ/16/02833 – Application withdrawn.
111.2	Planning delegation comments in relation to the following applications duly noted: a) W/16/02905/PP – Lower Barn Farm House, Abbots Lench. Proposal: Proposed two storey side extension to existing property. No comments were submitted (MS/MW/Jon F). Permission granted with 4 reasons/conditions. b) W/16/02977/PP Old Post House, Evesham Road, Church Lench. Proposal: The demolition of existing garage/outbuildings and the erection of a garage/annex. Comments: No objections (MS/IJ/RB).
111.3	Neighbourhood Plan update – see Appendix 2 for report.

112/16	South Lenches Parish matters for discussion/decision.
112.1	<u>Play area:</u> a) Quotes to finish refurbishment programme and for replacement gate considered. Extra work required as the gate damaged and planks surrounding the area require replacement. It was resolved by all to accept the quote which amounted to £832 + VAT. b) Three quotes received for the Annual Play area Inspection. Resolved to accept the quote from RoSPA of £66.50 + VAT. c) Resolved to purchase a 100L Brunel Litter bin through Wychavon District Council as the present bin is in need of replacement at a cost of £650 plus fitting exclusive of VAT.
112.2	A request from the Village Hall Committee for use of the Croft notice board or to have a new notice board was considered. It was agreed that the Croft Notice Board be kept for Parish Council use as there is a problem with notices being covered over by having open access. It was agreed to ask the Village Hall Committee to confirm the type of board required, where to be sited and to assess whether permission required prior to applying to the Council for a grant.
112.3	Training session for use of community defibrillator: Cllr. Mr. Worton reported that a date is to be confirmed shortly. Once this is known the arrangements will be placed in the Arch Messenger.
112.4	Annual Parish Meeting: organisations from the village to be invited with a presentation of the progress of the Neighbourhood Plan.
112.5	A proposal from the Arch Benefice for a booklet to include useful information for each resident in the Arch Benefice e.g. details of local doctors and dentists, was discussed. It was agreed that it was a good idea but would need updating on a regular basis.

113/16	Correspondence received considered: Email from the Chair of Crophorne Parish Council to establish interest in forming a Chairman's Group from Parish Councils in the Wychavon District. Cllr. Mr. Shore reported that Richard Levett, CALC Executive Officer, will be responding to this request on behalf of the Wychavon Councils.
---------------	--

SOUTH LENCHES PARISH COUNCIL.

114/16	Cllrs. report and items for future agendas: Dog waste bins; Communication policy; Parking at junction of The Croft; Speeding Low Road.
---------------	---

115/16	Resolved to exclude the public and press in the public interest for consideration of the following item: Temporary Clerk contract agreed.
---------------	--

Meeting closed at 9.15 pm.

Signed by the Chairman:Dated: May 15th 2017.

Correspondence for information unless requested by member for an agenda item.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
NHB -Click here: < https://swict.malvern hills.gov.uk/sw2nhbparishdatawdc/wdc_parishlookup.jsp > to view the figures for your parish. Remaining balance for future years has reduced as follows: Years 2 and 3 - reduction in annual payments from six to five years; Years 4 and 5 - reductions in annual payments from six to four years. The next tranche of any Years 3 to 5 New Homes Bonus due will be available to draw down after 1 April 2017. Emailed to members: 13.02.17.
Worcestershire County Council next Local Transport Plan is available on line and is open to consultation until 17th MARCH, 2017. All details can be found here: www.worcestershire.gov.uk/LTP
SWDP: Three new six-week consultations on planning documents supporting the South Worcestershire Development Plan (SWDP) will open on 13 February 2017, these are: South Worcestershire Residential Design Guide SPD South Worcestershire Water Management and Flooding SPD Renewable and Low Carbon Energy SPD Further information on the three SPD consultations, including background papers and Response Forms, are available on the SWDP website at www.swdevelopmentplan.org . The consultations conclude at 5.00pm on Monday 27 March 2017. Emailed to members: 14.02.17
Community Infrastructure Levy Charging Schedule – Consultation on Revisions to the Regulation 123 List post Examination: On the 27 January 2017 the South Worcestershire Councils (SWC) received the final report into the Community Infrastructure Levy (CIL) Charging Schedule from examiner of The Planning Inspectorate. In reaching that conclusion the examiner has made a number of recommendations. The modifications are set out in Appendix A of the examiner’s CIL Report, which is available to view online at the following address: http://www.swdevelopmentplan.org/?page_id=12967 Comments on the revised Regulation 123 List commences on 13 February 2017 and concludes at 5:00pm on 27 March 2017. Emailed to members: 14.02.17.

Last accou

Appendix 1 Minute No: 110.1

Payments authorised for payment 6th March 2017.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT
P16- 34	Admin salary		675.92	N/A
P16- 35	Lengthsman		425.00	N/A
P16- 36	Village Hall Hire		30.00	N/A
P16-37	Neighbourhood Plan Planning Consultant.		300.00	N/A
P16-38	Admin expenses Neighbourhood Plan.		63.00	N/A
P16-39	Councillor training.		30.00	5.00
P16-40	Neighbourhood Plan Survey		1560.00	260.00
TOTAL		0.00	3083.92	265.00

Appendix 2 – Minute No: 111.3 South Lenches Neighbourhood Plan Update.

Chairman confirmed that the results of the two surveys carried out in December and January were now available. This is a major milestone in the progress of the neighbourhood plan as they provide the foundation stones for the whole exercise. The community was notified of the forthcoming surveys by a notice in the November Church Parish ‘Messenger’ magazine. 324 envelopes were posted into every

SOUTH LENCHES PARISH COUNCIL.

household in the parish in the first week of December 2016 and 136 household forms were returned (42%) and 227 opinion forms (35%). This was an excellent result. Copies of the survey forms and the newsletter were uploaded onto the Lenches website. Notices of the availability of the results on the website were placed in the Club, Village Hall and Parish Notice Boards, but a newsletter unfortunately missed the February messenger and has only just gone out with March's. Emails were sent to registered website users. You have been circulated with the final main survey report and the draft HNS report.

Main Survey Results.

The bottom line responses from the community were:

Q5. This was Blue hatched plots only. 57% totally against any building but 27% would accept up to 5. The Mayfield site has already had a refusal. Brock Farm has not been included in the new SWDP. Note, however, that in Q8 69% want infill only and only 16% would accept backfill.

Q6. Size of future development:

1- 5 houses. Only 36% **strongly** against, 13% against but less so = 49% against, 18% **fully** support, 10 support but not as strongly = 28% support. 22% don't know.

Note the difference with 6 - 10 houses where we have 81% against - a clear majority.

Q8. Kind of new development.

Infill only 69%, but only 16% in favour of backfill.

Affordable 49% (regulated by Planning Law to be mandatory only if 11 or more houses involved).

Single homes 43%

The overall views reflected very closely the results of the parish plan questionnaire concluded in 2013.

It is noted that the demographics for the responders suggest a significantly ageing population with 73% over age 45 and 41% over age 65 with 41% responders retired and only 16% in education.

Housing Need survey.

This survey had only 8 returns - 2.3% - but this is about the norm for a village of our size and location. The main reason for requiring housing was "own Home" at 50% and 25% "downsize". The five respondents living with their parents range in age from 19 years to 36 years whilst the respondent living in a home owned by someone else is 75+ years. The owner occupier respondent is in the 55-65 years age range and the respondent currently occupying a rented housing association property is in the age range 65-75years

Next steps

Employment - Consultant confirmed that we need to identify members of the business community in the parish and ask them for their views as stakeholders.

Development Boundaries - It was noted and that there was little enthusiasm in the parish for extending the development boundaries particularly behind the existing properties. Any potential extension of the development boundaries was likely to be acceptable only in terms of extending the linear development beyond the ends of the main roads. There are none around Sheriff's Lench or Ab Lench and latest advice is to leave it the way. Maps are being obtained to look at correcting the Low Road anomaly and for our use in looking at potential development sites to meet Housing Needs.

Environment - For a landscape assessment we will need small groups walking the Parish to identify the main views and landscape features we want to protect.

Housing - A walk-through will be needed to assess the character (e.g.; mix, design, dormers and bungalows, replacements, alterations/extensions, affordable, social and market) of the villages and to identify potential sites for future development, most of which will be infill.

Green Space Protection - The neighbourhood plan process allows us to identify and specify local green land that we wish to preserve for the benefit of the village.

Time Scale - To do this properly with the limited manpower we have is likely to take another 18 months.

Ian Jackson, Chairman, SLNP Steering Group.