

**The Minutes of Lindridge Parish Council Meeting**  
**Wednesday 12<sup>th</sup> September 2018 at Lindridge Parish Hall, Eardiston**

**Present:** Cllr D Evans, Cllr Mrs T Lowe, Cllr N J Benbow, Cllr Mrs Hazeldine, Cllr Mrs Winwood

**In Attendance:** Members of the Public: Mr C Lee, Miss L Lancaster, Mr M Simpson (West Mercia Police)

**PC36 Receive Apologies for Absence**

Apologies received from: County Councillor K Pollock. Cllr S Workman (Chairman), Cllr H Williams

In the absence of the Chairman, Cllr D Evans (Vice-Chairman) stood in as Chairman.

**Members of the Public – Question Session**

1. The contractors who carried out the repairs to the road slip at Frith Common had left quantities of discarded road signs and barriers on the verge which had now become hidden from overgrown vegetation.  
ACTION: Clerk to contact Highways for removal.
2. Licensing Application for Oldfield's Partnership – was it the intention of the Parish Council to publish their comments provided to the Worcestershire Regulatory Service (WRS); and when will the outcome be known?  
ACTION: Clerk to confirm with WRS if it can be made available as a public document and to establish details of the decision of the application.

**PC37. Declarations Personal and Prejudicial Interest**

Cllr Benbow declared he was responsible for the Parish Hall's finances and a signature on their account.

**PC38. Minutes of the 18<sup>th</sup> July 2018 Meeting**

The Minutes were adopted and signed by the Chairman.

**PC39. Agree, check and minute accounts**

Cllr Mrs Lowe and Cllr Benbow agreed, checked and signed accounts.

- |    |   |         |
|----|---|---------|
| a) | Parish Clerk, Salary – July & August 2018 | £637.00 |
|----|---|---------|

**Accounts Unpaid**

- |    |  |          |
|----|--|----------|
| b) | Parish Clerk, Expenses for July & August 2018          | £ 49.75  |
| c) | Parish Lengthsman – July & August 2018                 | £462.00  |
| d) | Lindridge Parish Hall – Hire of Hall 03/08/2018        | £ 12.00  |
| e) | In2Out Property Services – Maintenance to Lecterns     | £ 120.00 |
| f) | In2Out Property Services – Grass Cutting July & August | £ 28.00  |
| g) | ICO – Annual Fee for Data Protection Act – DD Payment  | £ 35.00  |
| h) | HMRC – D/D Payment for July/Aug/Sept 2018              | £ 12.20  |

Members had received a copy of the Month End Financial Statement as of 10 August 2018. The figures were approved and the Chairman and RFO signed to agree.

#### **PC40. Progress Reports for Information**

**District Councillor** – Cllr Dell confirmed monies was available in his Ward Fund for a contribution towards the purchase of a grit bin. Cllr Dell offered to ask the District Council to fund the purchase of a new £500 waste bin for Devil’s Pitch. The Clerk explained the refusal of recent requests to WCC for the siting of one for Featherbed Lane. The Clerk to follow up with Cllr Pollock and Cllr Dell. Cllr Evans commented again on the requirement of a larger capacity litter bin for Devil’s Pitch layby and the high cost of the purchase.

**County Councillor** – See attached report.

**Parish Hall Representative** – The PCC had agreed to fund the installation of a shed for the Toddler Group to be located to the rear of the hall. A contribution of £600 had been received directly to the Parish Hall Committee from Cllr Pollock towards costs of the installation of the Village Hall sign. The Parish Council wished to thank Cllr Pollock.

**Public Path Warden** – No reported problems of footpaths in Lindridge for last two months. During July & August certain footpaths required the removal of overgrown vegetation.

#### **Councillors**

**Cllr Evans (on behalf of Cllr Workman)** – reported that footway improvements in Eardiston were now being held up whilst Highways decide how to rectify the road slip and retaining wall at the junction of Mill Lane and the A443.

**ACTION:** Clerk to follow up with Cllr Pollock and WCC

**Cllr Mrs Lowe** – Reported that the MOTO X at Menithwood was operational again and that a new entrance from the A443 to access the site was being used.

**Cllr Mrs Winwood** – Reported that preparatory works had been carried out in Lower Frith Common; however, no confirmation of when works would begin.

**ACTION:** Clerk to contact Highways

**Clerk** – The Clerk reported that the printer had been ordered. The Clerk gave an update on GDPR requirements. Firstly, any published documents that named individuals, would be written to and ask for their written consent to confirm they are willing for the Parish Council to hold their details whilst still relevant to the post. Secondly, the Clerk wished to clarify whether Members of the Public present at meetings should have their details publicly recorded. After discussions, votes were held for:

Not recording individuals who attends and observes only – 4 YES 1 NO –  
Majority decision.

Recording individuals who wished to address the Parish Council at the Members of the Public Open Session – it was agreed that if consent is provided, request to minute their details would be asked and for a consent form to be signed.

If a delegation of individuals made a representation to the Parish Council, it was agreed that names would be recorded and a consent form to be signed.

The Standing Orders would be revised to accommodate the above changes.

The Clerk had presented a revised version of the draft Retention and Archiving Policy. After discussion of Correspondence items, it was agreed that once any relevant matters were resolved, that under GDPR guidance these would be destroyed. Update retention period of once a year.

It was suggested in the meeting that we should check our insurance policy to ensure we were covered for any breach of GDPR, which was a risk that did not exist at the beginning of our period of insurance cover.

**ACTION:** Clerk to update Retention Policy and write to all key holders of the Emergency Plan. Follow up with Insurers.

#### **PC41 – Speed Reduction Measures in Eardiston**

The VAS unit was now back to full working order.

#### A443 Action Group

An update was requested from Highways on the investigation into engineering works at the 30mph limits. The TICT are still dealing with this. A thorough investigation will take time as it involves all 5 villages. Highways had recently recorded traffic data with the cables across the road in Eardiston.

#### **PC42 – Road and Drainage Issues**

Cllr Mrs Hazeldine reported on a blocked drain near to Highfield House. It was filled with tar following Highways maintenance works.

The Clerk had reported to Highways that one set of the school warning lights were not working.

The following items are currently outstanding:-

1. Barriers and Railings at Frith Common – Clerk to follow up.
2. Lower Frith entrance fence programmed for October.
3. New “Unsuitable for HGVs” sign for lower part of Mill Lane. Under investigation by Traffic Management Team
4. Pollution from granite works. Clerk has written to Environmental Services. Awaiting update.
5. A456 to Frith Common road C2089, repairs to road surface. Waiting for Design & Build team to confirm future works. Clerk to follow up with Highways.
6. Eardiston sign post extensions
7. Parish make-over scheduled for 15<sup>th</sup> September

8. Road surface Menithwood junction with A443. Request is with the relevant team. Clerk to follow up with Highways.

9. Menithwood traffic speed data collection. Data was recorded. The recordings demonstrated that traffic was travelling at speed on country roads, not only in Menithwood. It was agreed that the VAS unit should be deployed to Menithwood for further recorded evidence.

ACTION. Cllr Workman

10. Footway Improvements in Eardiston. This works was currently held up whilst Highways decide how to rectify the road slip and retaining wall at the junction of Mill Lane and the A443. Clerk to follow up with Cllr K Pollock and Highways.

11. Amendment to HGV Sign for Oldfield's Farm, Frith Common. Discussions in progress regarding this.

### **PC43 – Review Standing and Financial Orders**

Cllr Benbow reported that himself and Cllr Williams had been going through the current version of Standing Orders provided by NALC. Some changes had been applied. Before the adoption of the Standing Orders, the Council would be required to have the following policies in order: Grievance/Privacy/Press & Media/Archiving. Also, a discussion was held on the length of time of Parish Council Meetings. Currently it states 4 hours. A vote was held to change the time to 3 hours – result – 1 Against and 3 Majority. Proviso: If the meeting of the Parish Council was nearing the end and was reaching the 3 hour cut off, a proposed extension would be held at the time.

No changes to the current Financial Orders.

### **PC44 – Neighbourhood Planning Meeting**

Cllr Evans reported that the Parish Council had responded to recent consultation opportunities. The SWDP would be revised. Any further discussions on this would remain pending until further notice.

An Open Space Consultation Document had been received from Malvern Hills District Council. ACTION: Clerk and Councillors to complete.

### **PC45 – Smartwater**

The Parish Council had invited Mr Simpson from West Mercia Police to demonstrate the benefits of the potential introduction of Smartwater (Forensic Marking Solution) to home owners within the Parish. This initiative has been working alongside at least 42 other Councils in and around the area. The police have seen a reduction of up to 80% less burglaries where Smartwater was advertised to be in a locality.

After discussions, it was decided that Cllr Mrs Winwood would contact the local Neighbourhood Watch Network to establish if the initiative would be welcomed. The Clerk would contact local Parish Councils for their view on this; and to contact Cllr K Pollock if any funding was available.

Further discussion would be held at the next Parish Council meeting to decide whether to go forward with this.

#### **PC46 – Review planning matters, applications and decisions**

PLANNING REFERENCE – 18/00160/FUL

Change of use of agricultural land to outdoor accommodation with the siting of four safari tents and ancillary building.

Land at Lindridge Priory, WR15 8JQ

AT PLANNING COMMITTEE

LICENCE APPLICATION – 18/04160/PREMLI

Oldfield's Farm Partnership, Oldfield's Farm, Frith Common, Eardiston, Tenbury Wells, Worcestershire, WR15 8JX

COMMENTS SENT TO WORCESTERSHIRE REGULATORY SERVICES

PLANNING REFERENCE – 18/00820/FUL

Agricultural building for tractor and implements

APPROVAL

#### **PC47 – Report of Matters Arising from Last Meeting –**

It was decided that whilst GDPR was being finalised work to the Parish Website would be deferred for a short while.

#### **PC48 – Correspondence for information –**

- a) Report from WCC that overgrown shrubbery has been cut back.
- b) Reports to WCC of blocked gully's
- c) Email from Planning Enforcement on current issues.
- d) Completion of village Surveys applications
- e) Update from WCC on the Parishes outstanding Highways issues.
- f) Email sent to WCC asking of update of works to Lower Frith Common and Replacement of damaged fencing.

#### **PC49 – Items for Future Agenda**

- GDPR
- Standing Orders
- Highways Issues
- Precept 2018/2019
- Smartwater

#### **PC35 – Items for Teme Span and Next Meeting Date**

Cllr Mrs Lowe sent her apologies for next meeting. Items to be submitted:-

- Parish Councillor Vacancy

The next meeting will be on Wednesday 14<sup>th</sup> November at 7.00pm at Lindridge Parish Hall, Eardiston. The meeting ended at 9.57 p.m.