

# SOUTH LENCHES PARISH COUNCIL.

## Draft minutes of the Full Parish Council meeting held on Wednesday 17th January 2018 at 7.00 pm in Church Lench Village Hall, Church Lench.

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| <b>Present:</b>   | Cllrs. Mr. Shore (Chairman), Mrs. Hailwood, Mr. Jackson and Mr. Ball.<br><u>In attendance:</u> Mrs. Holland (Clerk), County Cllr. Mr. Hopkins, Dist. Cllr. Mr. Wilkinson and 1 resident.   |
| <b>66/17</b>  | <b>Apologies:</b> Cllrs. Mrs. Fletcher and Mr. Fletcher (reasons accepted by Council).   |
| <b>67/17</b>  | <b>Declaration of Interests:</b> Cllr. Mr. Jackson declared a personal interest in item 74.1b as close friends with application so did not take part in the discussion.  |
| <b>68/17</b>  | <b>Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011)</b> – nil received.  |
| <b>69/17</b>  | <b>Councillor Vacancy:</b> no applications received. Post to be re-advertised.   |
| <b>70/17</b>  | <b>Reports received from:</b><br>a) <u>County Cllr. Mr. Hopkins:</u> Still looking into the policy with Highways Officers re the slope involved in the planning application that was submitted for Low Road.<br>b) <u>District Cllr. Mr. Wilkinson:</u> nil to report as no full meetings held since Christmas period.   |
| <b>Public Question time:</b> Meeting suspended at 19.15, reconvening at 19.25. Notes appended to these minutes. |  |
| <b>71/17</b>  | <b>Minutes: resolved</b> that the minutes of the Extra Parish Council meeting held on 28.11.17 were an accurate record, duly signed by the Chairman.   |
| <b>72/17</b>  | <b>Clerk's report:</b><br><u>New Homes Bonus</u> – currently available £4330. Funding application for the Lenches Club submitted. December Localism Panel meeting cancelled application to be considered at February 2018 meeting.<br><u>Low Road speed data</u> – Data collection completed and will be discussed at the next Safer Roads Partnership Operations Forum later this month.<br><u>Lengthsman</u> - copy of current year public liability cover received.<br><u>County Council Budget Consultation</u> meeting 24 <sup>th</sup> January 6pm at County Hall.<br><u>Highways</u> - Request for the road gully, near to Brook Cottage, Ab Lench confirmed that site was inspected on 02/01/2017 and an order has been raised under CEN/40956 to clear the gullies.<br><u>Bridleway Sign, Farm Lane:</u> reported for repair to Countryside Services.<br><u>The Chairman's Diamond Jubilee Community Recognition Award 2017/18:</u> Cllr. Mr. Jackson has been invited to attend a Special Reception on Monday 5th February 2018 at 6pm to receive a Certificate of Commendation in recognition of his hard work and efforts in producing the Neighbourhood Plan. |
| <b>73/17</b>  | <b>Reports from representatives:</b><br>a) <u>Neighbourhood Plan</u> (Cllr. Mr. Jackson) See appendix 1.<br>b) <u>Play area</u> - Cllr. Mr. Shore reported that hazard tape has been applied to the Multi play unit until repairs are carried out by contractors on the 1th January 2018.<br>c) <u>Assets Inspection</u> -Cllr. Mr. Shore reported all satisfactory except the Sheriffs Lench notice board which cannot be opened due to the weather conditions.   |

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| <b>74/17</b> | <b>Planning Matters.</b>  |
| 74.1         | <p>Following consideration the Parish Council had no comments on the following applications.</p> <p>a) <u>17/02581/FUL (Associated reference: 17/02582/LB)</u> – Church Farm, Main Street, Church Lench.<br/> <b>Proposal:</b> Conversion of redundant barns into two dwellings (1x1 bed and 1 x3 beds).<br/> <b>Comments:</b> Support the proposal as this is the type of housing that would be welcome and appreciated by the community.</p> <p>b) <u>18/00017/FUL</u> – Abbots Court Cottage, Ab Lench Lane, Ab Lench.<br/> <b>Proposal:</b> Change of use of land from agricultural to provide 4 no visitor car parking spaces and allotments. <b>Comments:</b> Support proposal.</p> |
| 74.2         | <p>Decisions received from the Planning Authority duly noted:</p> <p>a) 17/01947/HP – Sunrise, Atch Lench Road, Church Lench. <b>Permission granted with 5 conditions.</b></p> <p>b) 17/02238/HP - Ryefield, Main Street Church Lench. <b>Permission granted with 6 conditions.</b></p> <p>c) 17/02279/FUL – Lower Barn Farm House, Broad Lane to Church Lench, Ab Lench. <b>Permission granted with 9 conditions.</b></p> <p>d) 17/02285/HP - Springbank House, Low Road, Church Lench. <b>Permission granted with 6 conditions.</b></p>   |
| 74.3         | <p>Correspondence received from the Planning Authority duly noted:</p> <p>a) 17/00809/FUL – Little Acre, Evesham Road, Church Lench. <b>Planning appeal lodged.</b></p>   |

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| <b>75/17</b> | <b>South Lenches Parish matters for discussion/decision.</b>  |
| 75.1         | <p><u>Bus Shelter, Main Street, Church Lench.</u></p> <p>a) Clerk to place an application with Land Registry to register the Shelter, the land it stands on and the wall behind the shelter in the Council's name.</p> <p>b) <u>Update on repairs to bus shelter:</u> one quote received of £4,500 to replace the brick wall behind the shelter which would mean accessing neighbouring property land. Also contacted three other builders but no feedback.</p> <p>Chairman reported to Council that the neighbouring property landowner had requested that the bus shelter and wall be demolished and replaced so as to avoid contractors disrupting the owner's land. The Surveyor's report does not support this action; with this in mind the Council is highly unlikely to support this request. Chairman to contact two more builders; Clerk has put a request in the February issue of Arch Messenger.</p> |
| 75.2         | <p><u>Defibrillator:</u></p> <p>a) Chairman and Clerk met Community First Responder on site who went through the procedure check. Pads were replaced as out of date, equipment added to insurance policy and to Asset Register. Weekly checks being carried out.</p> <p>b) To register the location with the national website –<a href="http://www.heartsafe.org.uk/AED-locations">http://www.heartsafe.org.uk/AED-locations</a> once details from the box obtained.</p>  |
| 75.3         | <p><u>Play area:</u></p> <p>a) Update on work highlighted in Inspection report: once weather improves work to be addressed.</p> <p>b) <b>Resolved</b> to accept the RoSPA Annual Play Inspection rate offer for 2018 at last year's price.</p>  |

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| <b>76/17</b> | <b>Financial matters.</b>   |
| 76.1         | <b>Resolved</b> to authorise payments to be made as on 'Schedule of Payments' and bank reconciliation approved to 01.12.17. Appendix 2.                                       |
| 76.2         | <b>Resolved</b> to transfer from budget heading Contingency to Clerks Expenses £80 and from Subscriptions to Administration £50.  |
| 76.3         | <p><b>Budget:</b></p> <p>a) Budget report considered and agreed.</p> <p>b) Balances and Reserves Policy considered. For a full review once end of year accounts reviewed.</p> |

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|      | c) <b>Resolved</b> that the budget to form the precept requirement for 2018-19 would remain as £10,394 which would show an increase of 0.3% in the Parish Council section of the Householder Council Tax Bill.  |
| 76.4 | Following discussion on applying for funding through the Transparency Code for a website and considering various quotes it was agreed to accept Cllr. Mrs. Hailwood offer to set up a website. A figure of £160 set up cost using One.com programme with next year annual charge of £80.00 was put to Council. It was proposed by Cllr. Mr. Shore to accept this quote, seconded by Cllr. Mr. Ball and agreed by remaining Cllr. (Cllr. Mrs. Hailwood abstained). |
| 76.5 | <b>Resolved</b> that the Clerk attend the Society of Local Council Clerks annual conference. Cost of the day conference of £99 plus mileage to be shared with Harvington Parish Council.  |

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| <b>77/17</b> | <b>Cllrs. report and items for future agendas:</b> Nil. |
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| <b>78/17</b> | <b>Dates of meetings for 2018:</b> It was agreed to change the day of the meetings to a Monday due to difficulty of Cllrs being able to attend Wednesday meetings. |
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**Meeting closed at 20.30 pm.**

**Urgent decisions:**

a) It was agreed following a request received from Neighbourhood Plan Consultant for the Parish Council to register with Ordnance Survey to obtain a License in order that they can have access to a Public Services Mapping Agreement which gives access to digital mapping for public sector organisations in England and Wales.

b) Request from Village Hall Committee that the Parish Council take over the upkeep of the unadopted road to the Village Hall. Following discussion it was agreed that the Village Hall Committee and households/owners who have access to the site should be responsible for maintenance. The Parish Council has no legal responsibility in this matter.

**Public Question Time - 1 parishioner in attendance.**

*Speeding Low Road - traffic speed is worse than 5 years ago - Safer Roads Partnership has carried out 2 exercises in a location where speed is not an issue. County Cllr. Mr. Hopkins will ask, when contacting Officers at County Council, to do their own speed check to talk to residents as they would like the equipment placed where the problem occurs i.e. Spring Bank/Stockland properties. It was asked if the County Council would consider restrictive equipment to be put in place.*

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| <b>Correspondence circulated not requiring decision.</b>   |
| <b>Weekly CALC</b> updates provided via email to all members + training programmes.  |
| <b>Weekly Worcestershire Roadwork</b> Report via email to all members.   |
| <b>Weekly Neighbourhood Watch</b> reports.   |
| <b>Worcestershire County Council's Authority Monitoring Report for April - December 2015</b> has been published on the Council's Website. Its purpose is to assess the effectiveness of the Council's planning policies. |
| <b>Wychavon Community Grants: £50,000</b> up for grabs by voluntary and charitable groups. Closing date: 12 Noon 23rd March 2018. Includes all aspects of community life, community buildings, sports, arts etc.         |
| <b>For further information contact Tracy Grubb - T: 01386 565168. Email: <a href="mailto:tracy.grubb@wychavon.gov.uk">tracy.grubb@wychavon.gov.uk</a></b>  |

**Appendix 1.**

**South Lenches Neighbourhood Plan Report:**

Progress continues to be made and the Group is now moving along quite positively. The village walkabouts are completed for the preparation of the Character Assessment which is an essential part of the Plan.

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Maps showing where we identified important views and valued landscapes which we would like to protect have been given to our consultant, Neil Pearce, of APS Consultancy for conversion into smart, professional digitalised versions for eventual inclusion in the plan.

The next exercise is a communications one involving using the Village Hall for a walk in display and this will take place on Friday 2nd March in the evening and Saturday 3rd March in the morning. Cheese and Wine will be provided on the Friday evening and tea and biscuits on the Saturday. I have already spoken to a Village Hall committee member re serving of these, and will purchase the food and drink locally.

As required, I have obtained 3 quotations for free standing display panels - see copy examples. Quotations are being obtained for a standalone TV style screen - probably 48inch - to run a background display of the many photographs which were taken during the walk through exercises.

I am currently in the course of preparing relevant documents for printing off at size A2 to go on the display panels with similar size maps for people to relate to. My initial views are to set out a walk around display showing what a Neighbourhood Plan is and then sequential documents showing the main results of the surveys and the resultant recommendations which we are proposing in support.

Additional historical material - setting out the history of the Lenches going back to the 8th Century is available too. The maps outlining the landscapes and views with supporting photographs will be on view also.

Members of the Group will be available to answer questions arising and paper and pen will be available for written comments to be made.

I expect the total cost of the exercise to be under £2000, which is available from the existing funds.

Ian Jackson, Chairman SLNP Steering Group.

## **Appendix 2 Minute No: 76.1 - Payments authorised for payment to 17th January 2018.**

| V: No:  | Chq. No. | Reason                                    | Receipts       | VAT          | TOTAL          |
|---------|----------|---|----------------|--------------|----------------|
| R17-7   |          | Worcestershire County Council P/L receipt | 425.00         | N/A          | -              |
| R17-8   |          | WDC - NHB (BT Kiosk)                      | 1200.00        | N/A          |                |
| P17-35  | 1025     | VAS Battery                               |                | 12.00        | <b>72.00</b>   |
| P17-36  | 1026/27  | Administration + Salary                   |                | N/A          | <b>706.80</b>  |
| P17-37  | 1028     | Lengthsman.                               |                | N/A          | <b>425.00</b>  |
| P17-38  | 1029     | Church Lench Village Hall Hire            |                | N/A          | <b>20.00</b>   |
| P17- 39 | 1030     | Purchase of Defib equipment/Grit          |                | 7.87         | <b>82.28</b>   |
|         |          | <b>TOTAL</b>                              | <b>1625.00</b> | <b>19.87</b> | <b>1306.08</b> |

## **Summary of A/C**

| South Lenches Parish Council |                       |                   |                     |         |
|------------------------------|-----------------------|-------------------|---------------------|---------|
|                              | Receipts/<br>Payments | Budget<br>2017/18 | Under/Over<br>Spend | % Spent |
| <b>Receipts</b>              |                       |                   |                     |         |
| Precept                      | <b>10394.00</b>       | 10843.80          |                     |         |
| WCC re P/L                   | <b>1275.00</b>        | 2039.00           |                     |         |
| VAT Refund                   | <b>723.74</b>         | 0.00              |                     |         |
| NHB BT Kiosk                 | <b>1200.00</b>        | 0.00              |                     |         |
| Other receipts               | <b>39.60</b>          | 0.00              |                     |         |
| <b>Total</b>                 | <b>13632.34</b>       | <b>12882.80</b>   |                     |         |
| <b>Payments</b>              |                       |                   |                     |         |
| Salary (inc PAYE + NI)       | <b>1912.97</b>        | 4000.00           | 2087.03             | 48%     |

## SOUTH LENCHES PARISH COUNCIL.

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|----------------------|-----------------|-----------------|---------|------|
| Clerk expenses       | 142.99          | 150.00          | 7.01    | 95%  |
| Locum Clerk          | 84.00           | 0.00            | 84.00   | 100% |
| Admin                | 150.77          | 150.00          | -0.77   | 101% |
| Training             | 25.00           | 100.00          | 75.00   | 25%  |
| Insurance            | 339.89          | 400.00          | 60.11   | 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        | 179.32          | 1000.00         | 820.68  | 18%  |
| Maintenance          | 0.00            | 50.00           | 0.00    | 0%   |
| Contingency          | 400.00          | 1000.00         | 600.00  | 40%  |
| Parish Lengthsman    | 0.00            | 1000.00         | 1000.00 | 0%   |
| Transfer to reserves | 0.00            | 694.00          | 0.00    |      |
| <b>TOTAL</b>         | <b>5867.65</b>  | <b>13344.00</b> |         |      |
| WCC PL               | 1700.00         | 2039.00         | 339.00  | 83%  |
| VAT to recover       | 848.81          | 0.00            | 0.00    |      |
| NHBS (VAS)           | 60.00           | 170.00          | 110.00  | 35%  |
| NHBS (Play)          | 2050.00         | 2050.00         | 0.00    | 100% |
| NHBS (BT Kiosk)      | 0.00            | 0.00            | 1200.00 | 0%   |
| WDC (NP)             | 1165.32         | 5000.00         | 3834.68 | 23%  |
| <b>TOTAL</b>         | <b>11691.78</b> |                 |         |      |

Treasurers Account

|                             |                 |
|-----------------------------|-----------------|
| 01.04.17                    | 17907.95        |
| Income received             | 13632.34        |
| Minus payments              | -11691.78       |
| Minus unpaid chq 16-17      | -1701.70        |
| Minus transfer to Bus. A/C  | -7000.00        |
| Transfer from Bus A/C       | 1500.00         |
| <b>Total</b>                | <b>12646.81</b> |
| Bank statement to 29.12.17  | 12646.81        |
| minus unrepresented cheques | 0.00            |
| <b>Total</b>                | <b>12646.81</b> |
| Minus NHB VAS               | -110.00         |
| Minus NHB Play              | 0.00            |
| Minus NHB BT Kiosk          | -1200.00        |
| Minus WDC NP                | -3834.68        |
|                             | <b>7502.13</b>  |

Business Instant Access AC 20620.86