

SOUTH LENCHES PARISH COUNCIL.

Draft minutes of the Full Parish Council meeting held on Monday 26th March 2018 at 7.00 pm in Church Lench Village Hall, Church Lench.

Present:	Cllrs. Mr. Shore (Chairman), Mrs. Fletcher, Mrs. Hailwood, Mr. Jackson and Mr. Ball. <u>In attendance:</u> Mrs. Holland (Clerk), District Cllr. Mr. Wilkinson and 3 parishioners.
89/17	Apologies: Cllr. Mr. Fletcher (reasons accepted by Council), County Cllr. Mr. Hopkins, Dist. Cllr. Mrs. Steel and Police representatives.
90/17	Declaration of Interests: Nil declared.
91/17	Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.
92/17	Councillor Vacancy: no applications received to date. Further notice placed in notice boards, website and in the Arch Messenger.
93/17	<p>District Cllr. and Police reports:</p> <p>a) District Cllr. Mr. Wilkinson reported that the New Homes Bonus team at Wychavon District Council are looking for substantial uses of the funding that will leave a legacy within communities.</p> <p>b) County Cllr. Mr. Hopkins submitted an email report:</p> <ul style="list-style-type: none"> • The County Council have been asked to carry out a speed check along Low Road. They cannot promise to do it in a particular place without looking at the site but have said they would listen to residents requests about where the equipment should go. • County Councillor divisional fund - request submitted for a sum for the Lenches Sports & Recreation Club. • Highways have been asked to improve the A422 between Inkberrow and Dormston following further recent accident. <p>c) Police email report between January and March circulated. All events related to Radford.</p>
Public Question time: meeting suspended at 7.10pm, reconvening at 7.30pm. Notes appended to these minutes.	
94/17	Minutes: resolved that the minutes of the Extra Parish Council meeting held on 12.02.18.were an accurate record, duly signed by the Chairman.
95/17	<p>Clerk's report:</p> <p><u>New Homes Bonus</u> – No funds currently are available following the successful application for the Lenches Club.</p> <p><u>Low Road speed data</u> – no further updates received.</p> <p><u>Defibrillator</u> - registered with www.heartsafe.org.uk/AED-locations.</p> <p><u>Play Area Annual Inspection</u> – to take place during March/April.</p> <p><u>Internal Auditor</u> – Letter of appointment signed.</p> <p><u>Wychavon District Council</u> - Parish/Town Council event on Thursday 5th July 2018 at 6.15pm at the Civic Centre.</p> <p><u>Invitation from Salford Priors Parish Council</u> to attend a meeting on Wednesday 25th April at 7pm to discuss one of the objectives from their Neighbourhood Development Plan to develop a cycleway network to neighbouring villages. Cllr. Mr. Shore to attend.</p>
96/17	Reports from representatives:

SOUTH LENCHES PARISH COUNCIL.

	<p>a) <u>Assets Inspection report</u> - Cllr. Mr. Shore reported all satisfactory.</p> <p>b) <u>Neighbourhood Plan</u> - Cllr. Mr. Jackson report in Appendix 1.</p> <p>c) <u>Play area</u> - all satisfactory. Action: Cllr. Mr. Shore to inform Clerk if bark top-up required.</p> <p>d) <u>SLCC Conference</u> - Clerk report circulated to members by email. Sessions included the preparation of the financial year end and audit process, General Data Protection Regulations and Risk.</p> <p>e) CALC Wychavon Area Meeting. No one attended the meeting.</p>
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97/17	Planning Matters.
97.1	<p>The following applications were considered:</p> <p>a) <u>18/00508/HP - The Pantiles, Badgers Hill to Handgate Lane, Sheriffs Lench.</u> Proposal: Implementation of planning approval W/16/01085/PP for the demolition of an existing single storey detached garage and erection of replacement 3 bay detached garage with storage above without compliance with condition 5 (garage use restriction) to allow use of first floor of garage as ancillary residential accommodation. No comment.</p> <p>b) 18/00197/FUL and 18/00196/LB - Baptist Chapel, Chapel lane, Atch Lench. Proposal: Conversion of a Chapel to a single dwelling, including extension and demolition of existing meeting hall and construction of new dwelling within the curtilage of the Chapel. Comments: The Council in principle have no issue in regard to the plans for the Chapel building itself. However, the Council does object to the proposed plans to replace the former Sunday School building behind the Chapel for the following reasons:</p> <ol style="list-style-type: none"> 1. In Conservation Area. 2. Size of the proposed dwelling in the plot allocated gives no room for recreational /garden use. 3. Detrimental effect on the graveyard. 4. Very limited access to the site. 5. Concerns raised over the impact of privacy afforded to the property 'The Old Manse'.
97.2	<p>Correspondence received from the Planning Authority duly noted:</p> <p>a) 17/00809/FUL – Little Acre, Evesham Road, Church Lench. Planning appeal dismissed.</p> <p>b) 18/00017/FUL – Abbots Court Cottage, Ab Lench Lane, Ab Lench. Permission granted.</p> <p>c) 17/02581/FUL - 17/02582/LB – Church Farm, Main Street, Church Lench. Permission granted with 16 conditions/reasons.</p> <p>d) 18/00186/HP - Weatheroak, Low Road, Church Lench. Permission granted.</p> <p>e) 18/00032 - Hazeldean, Low road, Church Lench. Permission granted.</p>
97.3	<p>Applications dealt with by delegation received from the Planning Authority duly noted:</p> <p>a) 18/00031HP - Hazeldean, Low Road, Church Lench. Proposal: Conversion of existing single-storey dwelling into two-storey dwelling plus loft, and new detached garage with gym area on first floor. Comments: None. Permission granted.</p>

98/17.	South Lenches Parish matters for discussion/decision.
98.1	<p><u>Bus Shelter, Main Street, Church Lench:</u></p> <p>a) Clerk to arrange with Archive Department at The Hive to print minutes of record showing the Council own the land that the shelter is sited on and brick wall behind the shelter. Clerk to contact solicitors for quotes in relation to completing the Land Registry Forms.</p> <p>b) <u>Update on repairs to bus shelter.</u> Despite contacting various tradesmen to carry out the work required to the wall behind the shelter no further quotes received. Chairman to contact the one contractor that has supplied the quote.</p>
98.2	<p><u>Website:</u> Clerk to meet with Cllr. Mrs. Hailwood to go through the set up of documents and to look at a privacy policy/disclaimer.</p>
98.3	<p><u>General Data Protection Regulation (GDPR)</u></p> <p>a) Clerk previously circulated report to members on the impact of GDPR and how to manage and</p>

SOUTH LENCHES PARISH COUNCIL.

	implement changes to ensure compliance by 25th May 2018. It was agreed that the Finance Group meet to discuss the implementation of Data Protection Policy, Privacy notices and to look at the 12 data protection principles recommended by the Information Commissioner Office (ICO) and internal data audit . b) Resolved to register with the ICO at a cost of £35.
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99/17	Financial matters.
99.1	Resolved to authorise payments to be made as on 'Schedule of Payments' and bank reconciliation agreed to 28.02.18.
99.2	Resolved to transfer from budget heading Contingency to Clerks Expenses £80 and to Administration £100.
99.3	Resolved to adopt the Communications Policy and to supplement with guidance from Wychavon District Council.
99.4	Resolved to apply for Locality Grant funding of £5,000 for Neighbourhood Plan costs.

100/17	Correspondence received considered: a) <u>Bench for The Croft</u> - request from resident discussed. The Council agreed that they would be happy to take on the responsibility of the Bench if it was placed on highway land but would ask if the resident would consider placing the bench in another location in Church Lench which is more suitable as a community asset. b) <u>Lenches Newsletter</u> - report from Lenches Social & Recreation Club duly noted. To consider donation request at the next meeting.
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101/17	Clrs. report and items for future agendas - Nil.
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Meeting closed at 9 pm.

Urgent decisions taken following the closure of the meeting:

- a) Agreed to renew Parish Lengthsman Contract for 2018-19.
- b) Agreed to renew Pool/Play maintenance contract for 2018-19.
- c) Finance Group meeting to be arranged to review policies and to discuss GDPR. Cllr. Mr. Ball added to the Group.
- d) Clerk to look into costs for the Parish Council to purchase mobile phone.

Public Question Time - 3 parishioners in attendance.

1. *Comments made in regard to planning application.*
2. *Lenches Social and Recreation Club - representative reported:*
 - a) *The Sports Club has decided to surface the MUGA to a more user friendly surface. Requesting grant funding, application submitted for consideration at the May meeting.*
 - b) *Producing a Lenches Directory (facilities, groups, local suppliers etc.) and asked if both South Lench and Rous Lench PC would contribute a £100 each towards the production and distribution costs.*
 - c) *Path at bottom of LSRC ground that links to the Bishampton Way is mown by the LSRC. Requested a donation of £50 towards maintenance cost.*
 - d) *Planned November event in Rous Lench for WW1.*

Correspondence circulated not requiring decision unless requested by Member.
Weekly CALC updates provided via email to all members + training programmes.
Weekly Worcestershire Roadwork Report via email to all members.
Weekly Neighbourhood Watch reports.
Wychavon Parish Games - information circulated to members and LSRC.
GDPR and NALC Toolkit – circulated to members by email.

SOUTH LENCHES PARISH COUNCIL.

<p>Power Point Presentations from the Parish Conference 6th March 2018.</p> <p>South Worcestershire Councils have now each adopted their revised Statements of Community Involvement (SCI). The revised Statements of Community Involvement can be viewed on the following websites: South Worcestershire Development Plan www.swdevelopmentplan.org Malvern Hills District Council www.malvern hills.gov.uk Worcester City Council www.worcester.gov.uk Wychavon District Council www.wychavon.gov.uk</p>
<p>Consultation on Traveller and Travelling Showpeople Sites - South Worcestershire Councils (SWC) District are preparing a Traveller and Travelling Showpeople Site Allocations Development Plan Document that has to identify sufficient land for Traveller and Travelling Showpeople sites in order to meet the requirements of the recently adopted South Worcestershire Development Plan (Policy SWDP 17). As part of this process, the SWC are consulting for a seven week period from 28th February to 18th April 2018.. Copies of the Revised Preferred Options document and response form, together with other supporting background information, are available to view and download at http://www.swdevelopmentplan.org/?</p>
<p>Stratford-on-Avon Development Requirements Supplementary Planning Document Consultation Thursday 1 March to 5.00 pm Friday 20 April 2018. The Council has prepared a draft Development Requirements Supplementary Planning Document (SPD).</p>
<p>Adoption of the South Worcestershire Design Guide Supplementary Planning Document (SPD) Following public consultation during 2017, the three South Worcestershire Councils have now adopted the South Worcestershire Design Guide SPD, with effect from 6 March 2018. Copies of the adopted SPD and the Statements of Consultation that show how the draft document has been amended can be found here. The official Adoption Statement is included here. Any queries email contact@swdevelopmentplan.org</p>

Appendix 1 Neighbourhood Plan report.

The planned public consultation exercise in the Village Hall on the 1st/2nd March had to be cancelled because of heavy snow. Unfortunately the Group have incurred the cost of the display panels which were delivered several days earlier. The preparations for the display have added significantly to the amount of material to be included in the draft plan. Awaiting a date from the Village Hall Committee to allow us to repeat the exercise in the near future.

Parish Council to consider whether to apply for additional funding from Locality to assist in costs involved to finish the Plan.

Appendix 2 Minute No: 99.1 - Payments authorised for payment to 26th March 2018.

V: No:	Chq. No.	Reason	Receipts	VAT	TOTAL
R17-10		Worcestershire County Council P/L receipt	425.00	N/A	-
P17-40	1031	Install side panel play equipment.		49.00	294.00
P17-41	1032	Clerk training.		N/A	10.00
P17-42	1033	Neighbourhood Plan Banners		12.00	72.00
P17-43	1034	Display equipment for Neighbourhood Plan.		52.00	312.00
P17-44	1035/6	Administration + Salary		N/A	1055.76
P17-45	1037	Lengthsman.		N/A	425.00
P17-46	1038	Church Lench Village Hall Hire		N/A	15.00
P17- 47	1039	Neighbourhood Planning Consultant		130.00	780.00
P17-48	1040	Contribution towards Clerk training session.		N/A	61.43
P17-49	1041	Printing Neighbourhood Plan documents.		11.00	66.00
P17-50	1042	Website set up fees.		10.97	215.81
P17-51	1043	Administration expense.		N/A	35.00
		TOTAL	5622.00	264.97	3342.00