

# SOUTH LENCHES PARISH COUNCIL.

**Draft minutes of the Full Parish Council meeting held on Monday 9<sup>th</sup> July 2018 at 7.00 pm in Church Lench Village Hall, Church Lench.**

**Present:** Cllrs. Mr. Shore (Chair), Mr. Ball, Mrs. Fletcher and Mr. Fletcher. In attendance: Mrs. Holland (Clerk), County Cllr. Mr. Hopkins and Dist. Cllr. Mr. Wilkinson.

**18/18 Apologies:** Cllr. Mr. Jackson (reasons accepted by Council).

**19/18 Declaration of Interests:** Nil.

**20/18 Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.**

**21/18 Councillor vacancies:**  
a) To note receipt of Mrs. Hailwood's resignation. If by the 26th July 2018 ten or more electors have made a request to the Returning Officer at Wychavon District Council the post will be filled by an election otherwise the Council will fill the post by the co-option process.  
b) Update on vacancy previously advertised - continues to be advertised, no applications received to date.

**22/18 Reports received from:**  
**County Cllr. Mr. Hopkins reported:**  
a) Low Road remains on waiting list for speed analysis.  
b) Met with a Highways Officer to look at Ab Lench Road to Rous Lench as in such a poor condition. The road has been placed on the waiting list for patching/resurfacing in 2019. Mr. Hopkins has requested a meeting with the Cabinet Member to discuss further. Council felt that the decision was unsatisfactory and would contact Mr. Hopkins by email to write formally over this decision.  
**District Cllr. Mr. Wilkinson:** nil to report at present from the District Council.  
**Police:** nil to report.

**Public Question time:** Nil.

**23/18 Minutes: resolved** that the minutes of the Annual Parish Council meeting held 14.05.18 were an accurate record duly signed by the Chairman.

**24/18 Clerk's report:**  
New Homes Bonus – no funds available.  
Low Road – still awaiting speed survey by County Council.  
Worcestershire CALC Summer 2018 Training programme - book places for events through the Clerk.  
Grant for Neighbourhood Plan has been successful.  
Property marking event - The Lenches in the car park Friday 6<sup>th</sup> July 10am-1pm. Another event possibly to be arranged in the evening or weekend.  
External Audit notice of public rights and publication of unaudited annual audit papers commenced on 4th June 2018. Exemption Certificate submitted.

**25/18 Reports from representative:** Neighbourhood Plan see appendix 2.

**26/18 Financial matters:**

26.1 **Resolved** to approve the payments schedule and bank reconciliation to 31.05.18 .(Appendix 1)

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26.2	<u>Grant budget</u> reviewed as interest in submitting applications has been received from organisations in the Village. It was <b>resolved</b> to initially transfer from contingency budget heading £1000 into the grant budget.
26.3	<u>Balances &amp; Reserves Policy</u> reviewed and amended.
26.4	<u>Grant application from the Lenches WW1 Commemoration Group</u> was considered. It was <b>resolved</b> to grant £200 by a vote of 3 for with 1 against to provide a souvenir commemorative booklet. It was noted that both Rous Lench and Abbots Morton Parish Councils had agreed to the contribution.
26.5	<u>Request to place planters in the Village:</u> following discussion it was agreed to write to the resident informing of the constraints in placing a planter on the highway verge and to request other locations in the Village that would fit the criteria.

<b>27/18</b>	<b>South Lenches Parish matters for discussion/decision.</b>
27.1	<u>Play Area:</u> a) Work required following Annual Play Inspection report. Chair to compile report of findings. b) <u>Report/quotation from play company</u> on replacement of set of swings considered. It was agreed to submit the quotation for the replacement swings to the Insurance Company for approval. Sovereign Play to be asked if they can inspect the second set of swings.
27.2	<u>Update on request for a Bench in The Croft.</u> <b>Resolved</b> that subject to permission of a License from Worcestershire Highways that the family of Mr. Worton would install and provide a bench in The Croft adjacent to the Parish Council Grit Bin. The Parish Council will take overall responsibility of the bench on behalf of Highways.
27.3	<u>Bus shelter and retaining wall</u> behind it, Church Lench. a) Chair and Clerk, following free advice received from Solicitor, submitted documents on behalf of the Council i.e. Land Registry compliant Plan obtained from the Surveyors, Letter from the Chair and proof of identification of the Clerk and Statutory Declaration letters from two residents in the Village confirming that the bus shelter and wall has been maintained by the Council for a number of years. b) <b>Resolved</b> to instruct solicitors to act on behalf of the Parish Council, terms and conditions agreed.
27.4	<u>Speeding:</u> a) Report from Police & Crime Commissioner on speeding concerns in the County duly noted. b) To consider the request to purchase further Vehicle Activated Signs was considered. It was agreed to bring back to the next meeting following further research.

<b>28/18</b>	<b>Planning Matters.</b>
28.1	The following applications were considered: a) 18/01057/LB and 18/01056/HP The Manor House, Atch Lench. <b>Proposal:</b> Repair existing carport/garage with new side wall and new pitched roof; repair existing garage/utility room roof as required; remove redundant chimney stack and insert new rear entrance door. <b>Comment:</b> None. b) 18/00783/HP – The Cottage, Main Street, Church Lench. <b>Proposal:</b> Proposed rear extension and internal alterations. <b>Comment:</b> None.
28.2	Planning process/feedback following applications that have been presented to the Planning Authority: a) 17/01122/FUL - The Paddock, Off Low Road, Church Lench. <b>Planning Appeal lodged.</b> b) 18/00197/FUL and 18/00196/LB - Baptist Chapel, Chapel lane, Atch Lench. <b>Application withdrawn.</b> c) 18/00508/HP - The Pantiles, Badgers Hill to Handgate Lane, Sheriffs Lench. <b>Application granted.</b>
28.3	Planning applications dealt with by delegation duly noted:

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	a) 18/00859/HP Old Threshing Barn, Atch Lench. <b>Proposal:</b> Proposed link and conversion of pool building to extra living accommodation. <b>Comments:</b> None. <b>Permission refused.</b>
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<b>29/18</b>	<b>GDPR.</b>
29.1	Report update on GDPR following session attended at County Hall circulated to members. Main points for Council to consider are education and understanding of GDPR.
29.2	<b>Resolved</b> to approve Subject Access Data Request and Data Security Incident procedure paperwork.
29.3	The retention period for the following was agreed: a) <u>Planning Applications</u> - 1 year. b) <u>Grant applications</u> - 4 years. c) <u>Minutes</u> - signed copy retained in Archive permanently; Dropbox and computer files for a period of 4 years.

<b>30/18.</b>	<b>Cllrs. report and items for future agendas:</b> Vehicle Activated Signage.
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**Meeting closed at 8.30 pm.**

<b>Correspondence circulated not requiring decision.</b>
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Weekly Neighbourhood Watch reports.
Wychavon Parish Matters – Summer issue circulated to members.
The three South Worcestershire Local Authorities of Malvern Hills, Wychavon and Worcester have commissioned arc4 to carry out a local Housing Study to support the delivery of housing and related support services in the across the study area. It will provide up to date information on housing needs of local communities. This on-line consultation survey is designed to capture a range of views on specific housing themes. The themes cover both current and future housing trends in South Worcestershire. The questionnaire is structured into themes: the first covers a couple of general questions on priorities for all respondents while those that follow are themed around areas such as housing market demand; new development; the private rented sector; social housing; and specialist housing. Please answer as many of the questions as possible or those which you deem to be appropriate to your professional background or organisation type. If at all possible could you complete and 'SUBMIT' your responses to the survey by <b>Friday, 20th July 2018.</b> <a href="https://app.keysurvey.co.uk/f/1251506/c85e/">https://app.keysurvey.co.uk/f/1251506/c85e/</a>

**Appendix 1 Minute No: 26.1**

**Payments authorised for payment 9th July 2018.**

V: No:	Chq. No.	Reason	Income	VAT	TOTAL
R18-1	-	Lengthsman contribution (2017-18)	339.00		
R18-2	-	Precept.	5197.00		
P18-12	1057	Insurance cover.		N/A	<b>330.00</b>
P18-13	1058	Internal Auditor.		N/A	<b>159.90</b>
P18-14	1059	Purchase of play bark.		24.00	<b>144.00</b>
P18-15	1060	Hire of Display Panels Neighbourhood Plan Event.		130.00	<b>780.00</b>
P18-16	1061	Printing costs NP Event.		6.60	<b>39.60</b>
P18-17	1062	Surveyor documents re Bus Shelter.		N/A	<b>150.00</b>
P18-18/19	1063/4/5	Administration costs.		N/A	<b>854.73</b>

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P18-20	1066	Maintenance April/May		N/A	<b>425.00</b>
P18-21	1067	Purchase of mobile phone.		9.82	<b>59.00</b>
P18-22	1068	Purchase of extra play bark.		12.00	<b>72.00</b>
P18-23	1069	Neighbourhood Plan expenses.		N/A	<b>163.09</b>
<b>TOTAL</b>			<b>5536.00</b>	<b>182.42</b>	<b>3177.32</b>

## **Appendix 2: Neighbourhood Plan report.**

The village hall communications display 19th May went very well. We had 108 visitors over the course of the day, which was excellent, and demonstrated that there is considerable interest in this exercise. The NPSG and the Village Hall Committee provided excellent support setting up and dealing with the public.

This was very much intended to be a communication exercise and not a fait accompli as community opinions on our preliminary proposals are essential for us to gauge if we are on the right track.

Analysis of the 51 questionnaires confirms firm support for our interpretation of the survey results and recommendations. The whole thing was well received.

Very few people were concerned that they would like to see more low cost, smaller homes, but the local housing density and area location away from the larger towns makes this problematic.

The first draft of the main body of the plan has been sent to the planning consultants for review and advice and preliminary conversion into a template format. This is a very early first shot and I expect many queries and recommendations to arise. I am working on the additional supporting documentation including detailed descriptions of valued landscapes and important green spaces with supporting photographs. This is proving to be a lengthy process.

I am also trying to complete the draft character assessment, but my time is increasingly limited and it is not a job I can easily delegate. We were quoted £4500 by Consultants to work on the main report and we obtained this amount of funding this month as result. I need as much technical support from the Consultants as possible now as the workload is becoming a serious personal problem domestically.

Most of you will by now be aware that the government is pressing ahead with plans for more homes to be built, including incursion into the green belt. Wychavon District Council is already beginning the first steps of preparing for the next (5 yearly) South Worcestershire Development Plan and landowners are now being approached for available sites.

I will continue to progress the documentation I have started and hopefully take us to a point where we can deliver something that can be taken to completion by the Parish Council.