

<p><b><u>Draft minutes of the Annual Parish Council meeting held on Wednesday 9<sup>th</sup> May 2018 at 7.45pm, Harvington Village Hall.</u></b></p>
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<b>Present:</b>	Cllrs. Mr. Colebrook, Dr. Davies, Mr. Redman, Mr. Baugh, Mrs. Allison, Ms. Smith, Mr. Dorrell and Mr Langley. <u>In attendance:</u> Mrs. Holland (Clerk), County Cllr. Mr. Hopkins, District Cllr. Mr. Homer, PC Brown, PCSO Karen Kempton and 3 parishioners.
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Cllr. Mr. Colebrook welcomed everyone to the meeting. He informed all that he has received a resignation letter from Cllr. Mr. Swift to take effect immediately.

<b>164.</b>	<p><b>Election of Chairman</b> and signing of declaration of office. It was proposed by Cllr. Mr. Colebrook, seconded by Cllr. Mr. Redman and agreed by all that Cllr. Dr. Davies be elected as Chair for the ensuing year. Declaration signed.</p> <p>A vote of thanks was given to Cllr. Mr. Colebrook for the tremendous work he has carried out as Chairman.</p>
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<b>165.</b>	<b>Apologies:</b> Nil.
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<b>166.</b>	<p><b>Election of Vice-Chairman.</b> It was proposed by Cllr. Mr. Dorrell , seconded by Cllr. Mrs. Allison and agreed by all that Cllr. Ms Smith be elected as Vice-Chair.</p>
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<b>167.</b>	<b>Register of Interests:</b> Nil.
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<b>168.</b>	<b>Dispensations:</b> Nil declared.
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<b>169.</b>	<p><b>Annual business as per Standing Orders:</b></p> <ol style="list-style-type: none"> <li>1. Standing Orders 2018 and Financial Regulations reviewed and amended to include delegation arrangements to the Clerk.</li> <li>2. Terms of the Finance &amp; General Purposes Group reviewed; Chairman and Vice –Chair are ex-officio members. Cllrs. Mr. Colebrook and Mrs. Allison appointed as members.</li> <li>3. Review of appointments/representation to external bodies and arrangements for reporting back to council:             <ol style="list-style-type: none"> <li>a) <u>Wychavon CALC representative:</u> Cllr. Mr. Colebrook. Cllr. Mr. Baugh would attend for Mr. Colebrook if unavailable.</li> <li>b) <u>Neighbourhood Plan Steering Group:</u> Cllrs. Mr. Langley and Ms. Smith.</li> <li>c) <u>Village Hall Committee:</u> Cllr. Mrs. Allison.</li> <li>d) <u>Perkins Educational Foundation:</u> Cllr. Mr. Langley.</li> <li>e) <u>Harvington Trust Fund:</u> Cllrs. Mr. Baugh and Mr. Redman.</li> <li>f) <u>Police PACT Group:</u> Cllr. Dr. Davies.</li> <li>g) <u>Flood Wardens x 2:</u> Role to be reviewed.</li> </ol> </li> <li>4. <ol style="list-style-type: none"> <li>a) Inventory of assets reviewed and agreed.</li> <li>b) Asset check bi-monthly – see minute175.1</li> </ol> </li> <li>5. Risk assessment updated frequently though the year. No changes required.</li> <li>6. Council’s complaints procedure reviewed with no changes.</li> <li>7. To agree the payment of the following annual subscriptions:             <ol style="list-style-type: none"> <li>a) Annual subscription to Worcestershire CALC of £978.38 – agreed.</li> <li>b) Harvington Trust Annual Grant of £75 – deferred to further meeting.</li> </ol> </li> <li>8. Balances &amp; Reserves Policy reviewed with no changes.</li> <li>9. Freedom of Information schedule reviewed with no changes.</li> <li>10. Filming, Photographing, audio and social media reporting policy reviewed with no changes.</li> </ol>
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11. Retention Policy reviewed with no changes. 12. Grant Policy reviewed with no changes.
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<b>170.</b>	<p><b>Reports received from:</b>  <u>County Cllr. Mr. Hopkins:</u> Quiet period at present due to the Purdah period whilst other elections have been taking place.            An Officer will meet with Mr. Hopkins to look at the verge along Village Street. Members of the Parish Council are welcome to attend.  <u>Dist. Cllr. Mr. Homer:</u> Ward Walk attended by a few parishioners, most issues raised have been resolved.            New Homes Bonus - new protocol in place.            Cllr. Mr. Homer will be stepping down from the post when elections take place in May 2019. Anyone interested in taking on the post please contact him.  <u>Police:</u> PC Brown introduced himself and PCSO Kempton to the meeting. A new PCSO is due to join the team at the end of May. They are aware of the following that is causing concern in the Village:            a) Speeding - enforcement to be carried out shortly.            b) Anti- social behaviour.            c) Vehicle theft and abandoned cars.            d) Circulated a leaflet in regard to CMS messaging service.  <u>PACT</u> - Chairman explained the importance of the PACT meetings. It was asked if meetings could be reinstated to be held possibly at 6 monthly intervals with a larger area of councils involved. Dist. Cllr. Mr. Homer offered to co-ordinate the discussion with other local Councils.</p>
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<p><b>Public Question Time:</b> Meeting suspended at 8.35 pm, reconvening at 8.40pm. Notes appended to these minutes.</p>
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<b>171.</b>	<p><b>Minutes:</b> it was <b>resolved</b> that the minutes of the of the Ordinary Parish Council meeting held on 15.03.18 were an accurate record, duly signed by the Chairman.</p>
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<b>172.</b>	<p><b>Clerk's report:</b>  <u>New Homes Bonus funding</u> – currently available £14,284.  <u>Condition of verges Village Street</u> – reported to Rooftop Housing Association and County Cllr.  <u>Ditch Evesham Road</u> – requested annual maintenance be carried out.  <u>Jubilee Orchard</u> – RHA to carry out fencing work shortly.</p>
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<b>173.</b>	<p><b>Neighbourhood Plan.</b>            a) Neighbourhood Plan Privacy notice agreed. Alterations to wording on the comments form for public consultation events was agreed.            b) Three quotes for the purchase of 5 Banners to advertise the consultation were discussed. It was proposed by Cllr. Mr. Baugh, seconded by Cllr. Mr. Dorrell and agreed by all to accept the quote of £285 from Signs 'R' Us.</p>
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<b>174.</b>	<p><b>Representatives report:</b>            a) <u>Flood Warden</u> - nil to report.            b) PACT and Community Speed Watch: No PACT progress. Community Speed Watch have reported that the speed data taken fitted criteria for the enforcement programme, rather than the community speed watch scheme.            c) <u>Harvington Trust Fund</u> - no meeting.            d) <u>Village Hall Management Committee</u> - no meeting.</p>
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<b>175.</b>	<b>Planning:</b> correspondence received from Planning Authority duly noted. 18/00116/FUL – Last Stop, Station Road, Harvington. <b>Permission granted.</b>
<b>176.</b>	<b>Vehicle Activated Signage:</b> rota for this year agreed.
<b>177.</b>	<b>Financial Matters.</b>
177.1	<b>Resolved</b> to approve payments, expenses and bank summary to 01.04.18 (See Appendix 1)
177.2	<b>Resolved</b> to approve the Annual Effectiveness of the Internal Review document for 2017/18.
177.3	Documents for the External Audit considered: a) <b>Resolved</b> by all to agree responses to the Annual Governance Statement. b) <b>Resolved</b> by all to approve the Statement of Accounts.
174.4	<b>Resolved</b> to approve the increased Village News printing costs of £9 per month to £99.75.
<b>178.</b>	<b>Finance &amp; General Purposes Group –notes approved and the following considered:</b>
178.1	<u>Greenspace Warden:</u> to review the duties and role of the post. At present Cllr. Mr. Colebrook is carrying out the weekly inspections. The various options were discussed on the Warden Role and it was decided that in the interim period Cllrs. Ms Smith and Mrs. Allison would carry out the inspections from the beginning of June. Protective equipment to be supplied once they have notified the Clerk of items required. Other members will be asked to cover when needed. The emptying of the Litter Bin will be done on a weekly basis by Cllr. Mr. Colebrook with other members assisting as required. Finance & General Purposes Group will look at suggestions to check the assets every two months.
<b>179.</b>	<b>GDPR.</b>
179.1	Update on new regulations. Recommendation to the Bill yet to be approved that a Data Protection Officer will not be required to be appointed to Town and Parish Councils.
179.2	To consider retention of following documents: a) Data collected by the Neighbourhood Plan Steering Group. Mr. Haynes explained that he had database of volunteers which has now been deleted. Housing Needs Survey was anonymous. The 2015 residents survey he recommended should be kept until the Neighbourhood Development Plan has been approved. b) <u>Record of Tree Protection Orders (TPO)</u> - Clerk requested to keep a record of TPO number and location of tree. c) <u>Anchor Lane Bridge ROW access:</u> document file reviewed. Retention of documents in relation to the Prohibition of driving, cycling and horses Order 2015 to be retained in archive.
<b>180.</b>	<b>Litter Bin, Crest Hill: resolved</b> to purchase a Litter Bin, to be fitted to the Telegraph Pole, at a cost of £150 plus £21.37 to fit, £4.94 for twice a year cleaning, £61.36 per year to empty giving a total of £284.04 inc 20% admin not inc vat.
<b>181.</b>	<b>Correspondence received was duly noted/considered received:</b> a) Brownies have signed up for the Great Plastic Pick up which will be taking place on the 16th May. b) Polytunnels, Leys Road. Correspondence received from residents duly noted. Council requested Dist. Cllr. Mr. Homer be made aware of the situation and that the Council be informed of discussions with the Planning Officer involved.
<b>182.</b>	<b>Under The Public Bodies (Admission to Meeting(s) Act) 1960 to consider excluding the public and press from agenda item 19 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</b> a) <u>Annual pay award</u> for 2018-19 recommended by NALC and SLCC was agreed to take effect as from

the 1st April 2018.
b) <u>Handyman</u> - no contact received following letter and telephone message. Post to be readvertised.

**Meeting closed at 9.40 pm.**

**Public Question Time - 3 parishioners in attendance – matters raised:**

- a) *Parking on Village Green.*
- b) *Dog owners not picking up dog mess.*

**Correspondence received that does not require decision unless requested as an agenda item.**

<b>Correspondence circulated to members not an agenda item unless requested by members.</b>
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.

**Appendix 1. Payments authorised for payment 9th May 2018.**

<b>V No.</b>	<b>REASON</b>	<b>INCOME</b>	<b>TOTAL AMOUNT</b>	<b>VAT RECOVERED</b>
P18-8	Advertisement cost Neighbourhood Plan (Journal)		604.80	100.80
P18-9	Printing of Neighbourhood Plan documents.		524.00	N/A
P18-10	Annual subscription Fee Council Association.		978.38	147.71
P18- 11	Admin costs, salary; HMRC		810.41	N/A
P18-12	Greenspace Warden		30.00	N/A
P18-13	Supply planters; amenity/mowing maintenance		823.20	137.20
P18-14	Advertisement cost NP (Herald)+ Mobile phone cost.		365.38	60.88
P18-15	Printing Village News		206.70	4.20
P18-16	Purchase of keys litter bin playing field.		6.07	1.01
P18-17	Planning Consultant services   Neighbourhood Plan.		234.00	39.00
P18-18	Internal Auditor services.		189.90	N/A
<b>TOTAL</b>		<b>0.00</b>	<b>4772.84</b>	<b>490.80</b>

**Summary of accounts.**

<b>Harvington Parish Council 2018-19</b>				
	<b>Budget 2018/19</b>	<b>Receipts/ Payments</b>	<b>Under/Over Spend</b>	<b>% Spent</b>
<b>Receipts</b>				
Precept	0.00	0.00		
Lengthsman - Worcs CC	1842.00	0.00		
PP3 - Worcs CC	0.00	0.00		
VAT - Recoverable	0.00	0.00		
<b>Total</b>	<b>1842.00</b>	<b>0.00</b>		
<b>Payments</b>				
Mowing - Parish Amenity	5800.00	268.00	5532.00	5%
Street Lighting	2651.00	0.00	2651.00	0%
Warden	1000.00	105.00	895.00	11%
Lengthsman (PC Contribution)	1000.00	448.00	1000.00	45%
Maintenance assets	500.00	0.00	500.00	0%
Planters	1200.00	400.00	800.00	33%
Village News	1100.00	99.75	1000.25	9%

Grants	5000.00	0.00	5000.00	0%
Donations	450.00	0.00	450.00	0%
RRR	400.00	0.00	400.00	0%
Clerk expenses	500.00	16.84	483.16	3%
Salary + HMRC + Employer NI	9000.00	754.07	8245.93	8%
Training	200.00	25.00	175.00	13%
Village Hall - Insurance	850.00	0.00	850.00	0%
Insurance	1000.00	0.00	1000.00	0%
Subscriptions	1200.00	0.00	1200.00	0%
Admin	250.00	34.96	215.04	14%
Audit Fees	500.00	0.00	500.00	0%
Chairmans Allowance	200.00	0.00	200.00	0%
Loan Repayments	3172.00	0.00	3172.00	0%
Contingency	7000.00	325.00	6675.00	5%
Jubilee Orchard	3000.00	285.00	2715.00	10%
Playing Field	1500.00	87.10	1412.90	6%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	280.00	0.00	280.00	0%
Projects for 2018	1000.00	0.00	1000.00	0%
<b>SUBTOTAL</b>	<b>53753.00</b>	<b>2848.72</b>	51352.28	
WCC PPP3	500.00	0.00	500.00	0%
WCC PL	1842.00	0.00	1842.00	0%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (Fl.Allev.grant phase 1)	1323.25	0.00	1323.25	0%
WDC (Fl Allev grant phase 2)	1178.00	49.00	1129.00	4%
WDC - Neighbourhood Plan	4814.94	524.00	4290.94	11%
VAT		277.40	0.00	
<b>TOTAL</b>	<b>64919.69</b>	<b>3699.12</b>		

Treasurers Account.

B/F 01.04.18 **16048.60**

Income received 0.00

Minus payments -3699.12

**Total 12349.48**

Bank statement 31.03.18. 27687.43

minus unrepresented payments 15337.95

**Total 12349.48**

Less grant allocations

1508.50 NHBS JO/PC/STW

1323.25 Fl. Allev. Grant 1

1129.00 Fl. Allev Grant 2

4290.94 NP

**Sub total 8251.69**

**TOTAL remaining 4097.79**

**Bus. Instant Access 89348.27**