

Draft minutes of the Ordinary Parish Council meeting held on Wednesday 12th September 2018 at 7.45 pm, Harvington Village Hall.

Present: Cllrs. Dr. Davies (Chair), Mr. Redman, Mr. Richardson, Mr. Dorrell, Mr. Colebrook, Mrs. Allison, Mr. Langley and Ms. Smith.
In attendance: Mrs. Holland (Clerk), County Cllr. Mr. Hopkins, Dist. Cllr. Mr. Homer and 5 parishioners.

224. Apologies: Cllr. Mr. Baugh, (reasons accepted by Council).

225. Register of Interests: Nil.

226. Dispensations: Nil.

227. County Cllr. Mr. Hopkins reported:
 a) Change in bus services in the County but this is not likely to affect the Harvington area.
 b) Thanked Council members for attending the site with Worcestershire County Council and Wychavon District Council Officers visit to look at future work for the verges along Village Street.
 c) Has requested that Highways Officers review 30mph signage in the Village.
Dist. Cllr. Mr. Homer:
 a) Confirmed that meeting will take place W/C 17th September in Norton to discuss future PACT meetings and how to move forward.

Public Question Time: meeting suspended at 7.50 pm, convening at 7.55 pm.

228. Minutes: it was **resolved** that the minutes of the Ordinary Parish Council meeting held on 08.08.18 were an accurate record, duly signed by the Chairman.

229. Clerk's report:
New Homes Bonus funding – currently available £14,284.
Licenses -Bus Shelter still outstanding.
Autumn Parish Conference 6:30pm on Tuesday 9th October at County Hall. Cllr. Mr. Colebrook to attend.
Village Newsletter – copies increased to 755 as shortfall over last couple of months.
Signs – extra ordered for the Orchard and Playing Field area.
Phase three restoration works, Orchard – once contractor for RHA has cleared the brambles work will commence.
Rights of Way – maintenance work to be carried out on FP 529, 515C, 522 and 506.other
Parish Makeover – work to address some maintenance issues took place on Saturday 8th September 2018. Ringway Infrastructure Services are contracted by the County Council to carry out highway works. They have set up a programme to give 4 Parish Councils each year a free service to help to improve any maintenance required in the Village subject to approval. Harvington was one of the Councils selected this year.
Maintenance to Orchard and Playing Field equipment – work commenced 10th September.
Play equipment - Meeting with representative from Wicksteed to take place, 10 am, Monday 17th September.

230. Written reports received: (Appendix 1.)
 a) Safe Cycle routes.
 b) PACT and Community Speedwatch.
 c) Meeting with Officers re Village Street verges.

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| | d) Harvington Youth Group - report on activities from Parish Council grant funding. e) Meeting with Play equipment provider. |
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| 231. | Website. |
| 231.1 | <u>Update on progress of website design:</u> domain name has been purchased and configured but is not up and running at the moment. Website page headings agreed and content of page headings considered. All organisations to be contacted for permission to put contact details on the site. The website will be work in progress for the next few months; the most important item at the moment is for the site to be ready for the next stage of the Neighbourhood Plan consultation process. |
| 231.2 | Resolved to contact all organisations in the Village to ask for permission, in line with GDPR, for contact details to be placed on the website. |
| 231.3 | Resolved to approve website policy. |
| 231.4 | Resolved after considering the above items that the Website design be approved. |
| 231.5 | Agreed to set up a Google Drive account to transfer Neighbourhood Plan documentation onto the new website, details passed to the Chair of the Neighbourhood Plan Steering Group. Clerk to contact Website Contractor to arrange for Chair of Steering Group to have access to upload documents to the new site. |

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| 232. | Neighbourhood Plan: update given by the Chair of the Neighbourhood Plan Steering Group. a) Responses to the Regulation 14 consultation are being processed. b) Policy comments raised by Wychavon District Council have been reviewed with Officer. c) All proposed Regulation 16 submission documents reviewed by Planning Consultant. d) All typographic issues addressed. e) The Steering Group has signed off all Policies in the Plan. f) Essential works to be done - incorporate issues raised by Steering Group; add additional photographs; update all URL links when Parish Council Website live. Ten copies of the Draft Plan to be printed for the Council to view, the rest of the documents will be on the website. |
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| 233. | Financial Matters: |
| 233.1 | Resolved to approve the schedule of payments and expenses and summary of accounts to 31.08.18. (Appendix 2) |
| 233.2 | Resolved to appoint DKE Audit services as the Internal auditor for 2018-19. |
| 233.3 | Annual Governance Accountability Return - Section 3 External Auditor Report: there was an error on completion of the online form as the figure in Section 2, Box 6 of the prior year comparative column did not agree to the prior year final signed Annual Return. There were no other matters affecting the opinion of the External Auditor for 2018-19. |

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| 234. | Planning. |
| 234.1 | Applications dealt by delegation duly noted: a) 18/01703/HP – Boundary House, Brickyard, Alcester Road, Harvington. Proposal: Replace existing mineral felted flat roof with tiled pitched roof to match roof on remainder of property. Comments: Support. |
| 234.2 | Correspondence received from the Planning Authority duly noted: a) 18/01326/HP - 14 Orchard Place, Harvington. Permission granted with 4 conditions. b) 18/01293/HP Sunnybanks, Leys Road, Harvington. Permission granted with 6 conditions. |

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| 235. | Village Matters. |
| 235.1 | Three quotes considered to purchase two sets of swings for the Orchard area. It was agreed that members attend a site visit on the 13 th September to confirm where the equipment should be placed. |

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| 235.2 | Standing Orders suspended to discuss further ideas to prevent vehicles parking on the Village Green. Following discussion it was agreed to gather information on vehicles that park on the Green. Standing orders reinstated. |
| 235.3 | <u>Christmas Tree</u> : report to provide a Christmas Tree annually for the Village considered. Resolved to proceed with the project subject to the following highway approvals: <ul style="list-style-type: none"> • Planter to be moved to the right to be placed in between the directional sign post and the Evesham Road sign. The tree will not impinge on highway visibility or the footway. • A permanent steel socket installed in the verge set in concrete to put the tree in which will be capped off when not in use. • Service utility map required for the area. • Cable to be laid underneath the surface from the Streetlight to the tree base. • Qualified electrician to fit a new RCD isolator in the Streetlight column to enable to connect Christmas lights up as required. Revised quote to be requested from contractor as last one provided 2014. |
| 235.4 | It was agreed to ask the Harvington Youth Project to put together a youth focus group to come up with suggestions as to what the young people would like to see in the way of older play equipment in the Village. |
| 235.5 | Item deleted as not relevant to the Council. |

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| 236. | Correspondence received considered: |
| 236.1 | Request for defibrillator on Leys Road side of the Village: the Council would support the idea but an electricity supply is required and when discussed previously no response received from the Store and the Council ruled out using the Phone Kiosk. |
| 236.2 | South Worcestershire Open Space Assessment (including Community Buildings) Parish Council Survey. Cllr. Mr. Langley to complete. |
| 236.3 | Request asking if street lights need to be on all night. Following discussion it was agreed that the lighting had been recently updated for energy and safety reasons as well as to provide a reduction in light pollution. County Council Lighting Officer reported that there was not a huge saving by switching off lights and that there would be a cost of £30 per light to switch of lamps. |

Meeting closed at 9.30 pm.

Public Question Time - 5 parishioners in attendance – matters raised:

- a) New LED lighting installed over last 7 - 10 days at Engineering Plant intrusive.
- b) Crest Hill building site - can anything be done to tidy the site?

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

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| Weekly CALC updates provided via email to all members. |
| Weekly Worcestershire Roadwork Report via email to all members. |
| Worcestershire CALC - Executive Officer report re May 2019 Elections. |
| SWDP REVIEW - VILLAGE FACILITIES & RURAL TRANSPORT SURVEY – completed and returned. |
| Update from West Mercia Police & Crime Commissioner. Emailed to members: 03.09.18. |
| Draft Strategic Housing Land Availability Assessment (SHLAA) 2018 - Stratford District Council is producing a SHLAA to assist in the preparation of its Site Allocations Plan. The National Planning Policy Framework (NPPF) requires Councils to prepare and keep up-to-date a SHLAA to understand the availability of land for potential future development in their area. The SHLAA is a technical assessment to see whether land could be developed, not whether land should be developed. Reserve sites will be identified in the emerging Site Allocations Plan that, when adopted, will sit alongside the Core Strategy as the statutory Development Plan for Stratford-on-Avon District. The purpose of this consultation is to provide the opportunity to make comments of a factual nature. The deadline for submitting comments is Friday 14 September. These can be sent by email to policy.consultation@stratford-dc.gov.uk or by post to Planning & Housing Policy, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX. Emailed to |

members: 16.08.18.

South Worcestershire Development Plan Review Development Boundary Review - Proposed Methodology Consultation Monday 20th August to 5pm Monday 8th October 2018.

The South Worcestershire Development Plan Review (SWDPR) Issues and Options consultation, scheduled for November-December 2018, will seek views on whether a Development Boundary Review is necessary and appropriate. The consultation on the proposed methodology predates consideration of the need for a Development Boundary Review in the SWDPR Issues and Options consultation. This is to allow for work to be undertaken in time for the proposed changes to be considered as part of the SWDPR Preferred Options consultation, scheduled for November-December 2019. Should the SWDPR Issues and Options consultation conclude that a Development Boundary Review is not necessary and/or appropriate, work will not progress on this matter.

The National Planning Policy Framework (NPPF) at Paragraph 68 supports the promotion of a good mix of housing sites, including through the support of windfall housing developments, and affords "great weight to the benefits of using suitable sites within existing settlements for homes".

NPPF Paragraph 77 continues "in rural areas, planning policies and decisions should be responsive to local circumstances and support housing developments that reflect local needs". Paragraph 78 adds "to promote sustainable development in rural areas, housing should be located where it will enhance or maintain the vitality of rural communities. Planning policies should identify opportunities for villages to grow and thrive, especially where this will support local services". Paragraph 79 seeks to avoid the development of isolated homes in the open countryside. Responses should be made using the Comments Form and returned no later than 5pm on Monday 8 October 2018. **Full email circulated to members 20.08.18.**

Appendix 1.

Safe Cycle Routes – meeting at Salford Hall 28th August 2018

Member attended this meeting to gain information about what was happening in the surrounding parishes and where their proposed routes were going to be with the idea that we might be able to link into these to make bigger circular routes.

There was discussion about the cycle route proposed in the Neighbourhood Plan to cross the river by the Fish and Anchor. This route has the potential to link up with Salford Priors. The other route discussed was via Harvington into Evesham. This would enable people access to Evesham.

Much work had been done in locating land owners and looking at potential routes mainly around Alcester. The eventual aim is to publish these 'safe cycle routes' for people to use. These routes are essentially tracks without traffic to enable all types of cyclist the option of cycling in safety.

Member to meet with two local enthusiastic cyclists to look at potential routes in the Harvington area. The next stage will be to cycle/walk these routes to see if they are suitable.

Youth Project Funding Report

Due to the generous donation from the Parish Council we were able to take a group of 11 young people from the ages of 9 to 15 away on a camping trip called Spree. Spree is run by a number of organisations including Urban Saints which used to be known as Crusaders. Whilst away on this trip they were able to explore many of the important questions of life, whilst being around other young people who were doing the same. There were also many sports and fun activities which they could partake in. This was a great opportunity for our group to bond with other young people from Harvington who they wouldn't usually spend time with. Our group became much closer together and I have had a number of parents who have said that the weekend was pivotal in the growth of their child. With the other amount of funding we took another group of 11 to an outdoor water sports activity day. We went to Bonkers Activity Centre in Pershore where they custom made an afternoon of bell boating, archery and paddle boarding. The leaders were impressed with the politeness of our young people and the extent to which they worked together across a fairly wide age gap. It was an excellent afternoon and our young people did us proud. With the remaining money we are looking to take a group skiing in the Autumn/Winter term.

This next upcoming year marks the 25th Anniversary of the Youth Project. We are hoping to have a year of celebration culminating in a large community event in September 2019, for which we are looking for sponsorship.

PACT and Community Speed watch

Cllr Homer has arranged a meeting with the police to discuss the way forward for PACT. It will be on 20th September at a venue to be decided. Norton and Harvington will be represented at the meeting.

West Mercia police have been asked to let us know how successful the police checks have been along the Alcester Road.

Appendix 2.

Payments authorised for payment 12th September 2018. DO

| V No. | REASON | INCOME | TOTAL AMOUNT | VAT RECOVERED |
|--------------|--------------------------------------|---------------|---------------------|----------------------|
| R18 - | WCC Grant for oak tree removal. | 200.00 | | N/A |
| P18- 44 | Set up domain website. | | 140.70 | N/A |
| P18- 45 | Neighbourhood Plan Consultant | | 576.00 | 96.00 |
| P18- 46 | Administration expenses. | | 1718.50 | N/A |
| P18- 47 | Amenity mowing; planter maintenance. | | 702.48 | 117.08 |
| P18- 48 | Councillor training session. | | 30.00 | 5.00 |
| P18- 49 | Annual insurance fee. | | 939.92 | N/A |
| P18- 50 | External Auditor fee. | | 240.00 | 40.00 |
| P18- 51 | Lengthsman maintenance. | | 371.00 | N/A |
| P18- 52 | Signage for Jubilee Orchard. | | 106.80 | 17.80 |
| TOTAL | | 200.00 | | |

Account summary.

| Harvington Parish Council 2018-19 | Budget 2018/19 | Receipts/ Payments | Under/Over Spend | % Spent |
|--|-----------------------|---------------------------|-------------------------|----------------|
| Receipts | | | | |
| Precepts | 0.00 | 20001.00 | | |
| Lengthsman - Worcs CC | 1842.00 | 668.00 | | |
| PP3 - Worcs CC | 0.00 | 173.70 | | |
| WCC Amenity | 0.00 | 0.00 | | |
| Grants | 0.00 | 200.00 | | |
| VAT - Recoverable | 0.00 | 2436.26 | | |
| Transfer | 0.00 | 14704.00 | | |
| Total | 1842.00 | 38182.96 | | |
| Payments | | | | |
| Mowing - Parish Amenity | 5800.00 | 2144.00 | 3656.00 | 37% |
| Street Lighting | 2651.00 | 0.00 | 2651.00 | 0% |
| Warden | 1000.00 | 135.00 | 865.00 | 14% |
| Lengthsman (PC Contribution) | 1000.00 | 448.00 | 1000.00 | 45% |
| Maintenance assets | 500.00 | 0.00 | 500.00 | 0% |
| Planters | 1200.00 | 1130.40 | 69.60 | 94% |
| Village News | 1100.00 | 633.00 | 467.00 | 58% |
| Grants | 5000.00 | 4500.00 | 500.00 | 90% |
| Donations | 450.00 | 89.99 | 360.01 | 20% |
| RRR | 400.00 | 0.00 | 400.00 | 0% |
| Clerk expenses | 500.00 | 141.52 | 358.48 | 28% |
| Salary + HMRC + Employer NI | 9000.00 | 3856.16 | 5143.84 | 43% |
| Training | 200.00 | 45.00 | 155.00 | 23% |
| Village Hall - Insurance | 850.00 | 0.00 | 850.00 | 0% |
| Insurance | 1000.00 | 0.00 | 1000.00 | 0% |
| Subscriptions | 1200.00 | 830.67 | 369.33 | 69% |

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| Admin | 250.00 | 199.36 | 50.64 | 80% |
| Audit Fees | 500.00 | 189.90 | 310.10 | 38% |
| Chairmans Allowance | 200.00 | 0.00 | 200.00 | 0% |
| Loan Repayments | 3172.00 | 1585.84 | 1586.16 | 50% |
| Contingency | 6800.00 | 325.00 | 6475.00 | 5% |
| Jubilee Orchard | 3000.00 | 424.92 | 2575.08 | 14% |
| Playing Field | 1500.00 | 772.16 | 727.84 | 51% |
| Neighbourhood Plan | 5000.00 | 0.00 | 5000.00 | 0% |
| Litter/Dog bins | 480.00 | 349.01 | 130.99 | 73% |
| Projects for 2018 | 1000.00 | 140.70 | 859.30 | 14% |
| SUBTOTAL | 53753.00 | 17940.63 | 36260.37 | |
| WCC PPP3 | 500.00 | 173.70 | 326.30 | 35% |
| WCC PL | 1842.00 | 448.00 | 1394.00 | 24% |
| NHBS - Orchard+other grants | 1508.50 | 0.00 | 1508.50 | 0% |
| WDC (Fl.Allev.grant phase 1) | 1323.25 | 14.00 | 1309.25 | 1% |
| WDC (Fl Allev grant phase 2) | 1178.00 | 77.00 | 1101.00 | 7% |
| WDC - Neighbourhood Plan | 4814.94 | 2195.82 | 2619.12 | 46% |
| SL Upgrade | 9800.00 | 9800.44 | -0.44 | 100% |
| Bus Shelter, Alcester Road | 4904.00 | 4904.00 | 0.00 | 100% |
| VAT | | 4474.18 | 0.00 | |
| TOTAL | 79623.69 | 40027.77 | | |

Treasurers Account.

B/F 01.04.18 **16048.60**
 Income received 38182.96
 Minus payments -40027.77
Total 14203.79

31.08.18 14453.79
 minus unrepresented payments -250.00
Total 14203.79

Less grant allocations

1508.50 NHBS JO/PC/STW
 1323.25 Fl. Allev. Grant 1
 1129.00 Fl. Allev Grant 2
 4290.94 WDC - NP

Sub total 8251.69
TOTAL remaining 5952.10
Bus. Instant Access 74662.67