

SUCKLEY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING Held on Monday 14th MAY 2018 at 7.00 pm in Suckley Village Hall

Present: Cllr P Whatley, Cllr A W Huband, Cllr C Luton, Cllr L Devenish,
Cllr V Bradley, Cllr J Green

In Attendance: Mrs D Taylor (Clerk), Dist Cllr A Warburton, Mrs Helen Philpotts (Footpaths)

Election of Chairman Cllr P Whatley was Proposed by Cllr L Devenish
Seconded by Cllr J Green

The Chairman signed the Declaration of Acceptance of Office & Code of Conduct

Apologies for absence – Co Cllr P Tuthill, Dist Cllr S Rouse, Cllr A Lewis, Cllr P Griffiths

Election of Vice-Chairman Cllr J Green was Proposed by Cllr P Whatley
Seconded by Cllr A W Huband

Declaration of any Disclosable Pecuniary Interests (DPI) or other Disclosable Interests falling within the terms of para 12(4)(b) of the Code of Conduct. No requests had been received by the Clerk for any Dispensations relating to items on the Agenda. (Sec 33 of the Localism Act 2011)

The Chairman then adjourned the Meeting for Public Question Time/Participation

28 members of the public attended the meeting to raise their objections to a Planning Application, Ref No 18/00548. In view of this, the Chairman decided (with the consent of Parish Council members) to bring forward this Agenda item for discussion and consideration.

Dist Cllr A Warburton left the room whilst the following item was discussed.

40/18 PLANNING

- (a) App No: 18/00548
Location: Baston Hall, Crews Hill, Worcs WR6 5HF
Proposal: Change of use of existing garage to function room to create mixed use of function room and residential (with use of house for overnight accommodation).
Minor alterations to garage building and provision of car parking.

A wide range of objections were put forward regarding this planning application covering - noise pollution; the dangers of increased traffic flow along single track access routes; inadequate car parking facilities; the requirement to apply for a separate planning application to change Baston Hall into a hotel facility; and the overall incompatibility of the proposal with statutory AONB purposes and objectives.

After a lengthy hearing and discussion, the Parish Council decided to recommend REFUSAL of this planning application. The detailed response & comments are attached to these Minutes.

(b) App No 18/00561/FUL

Location: Lower House, Suckley, Worcs WR6 5HF

Proposal: Extension to existing agricultural building

The Council considered this application and recommended APPROVAL

- (c) Complaint re Tundridge Stud - the Clerk had received a complaint that lorry loads of cement had been delivered to the Stud site. She had reported this to MHDC Planning and an Enforcement Officer had visited the site. He reported that he could not see any signs of cement being laid, but the track to the site was being reinforced with crushed stone.

Report from County Councillor - No Report

Dist Cllr A Warburton returned to the Meeting.

Report from District Cllrs – Dist Cllr Anthony Warburton reported that 2018/19 was the final year of the present Council, with elections due to be held in May 2019. The amount of general waste now being taken to the Malvern Newlands recycling site had increased daily by a quarter of a ton. Not everyone could accommodate yet another bin, and in many areas of Malvern it was not possible to store bins so black plastic bags were still being used, but as the collection was now fortnightly, this was causing (in his view) a public hygiene problem.

Lengthsman - Cllr J Green reported that quite a lot of strimming was now needed around the parish. The Clerk agreed to get some clarification regarding blocked gullies. WCC Highways had sent out an e-mail stating that blocked gullies should be identified and reported via the WCC web site, as any material removed could be classified as contaminated waste. This could pose a risk to the Lengthsman.

Footpaths - Helen Philpotts reported that a chain had been put round the gate at Tundridge, mainly because it was being left open by walkers. She would be speaking to Jon White at the Countryside Dept to see if the gate could be replaced by either a stile or a kissing gate. It was noted that the footpaths gate by the Post Office was also being left open so again a stile would be more secure. Three catchpoles had now been fitted to bridleway gates, with one still outstanding. Cllr C Luton asked if it was possible to put up official signs about picking up dog mess as this was causing a problem along some areas of the footpaths. Helen Philpotts to ask Jon White about this. Helen Philpotts also put in a request for more footpath volunteers.

Local Police – Cllr Darran Findlater reported that the reported crime figures for February/March showed a quieter period this year compared to last year. Stats for February revealed 1 violent crime and 1 burglary in Damson Way; March 1 criminal damage at Whitehouse Court.

The Chairman then re-opened the Meeting

27/18 STANDING ORDERS

The Clerk reported that an updated version of Standing Orders had been issued by NALC – these to be reviewed at the July meeting.

28/18 CODE OF CONDUCT

The Council noted the Code of Conduct which had been adopted in June 2012

29/18 FINANCIAL REGULATIONS

The Council noted the Financial Regulations which had been adopted in September 2016

30/18 RISK ASSESSMENT

The Council noted the Risk Assessment Schedule prepared by the Clerk and circulated to all Councillors. Included in this schedule was Insurance cover which was not due to be renewed until October 2018.

31/18 NOMINATION OF COUNCILLORS

Councillors were nominated to various posts as follows:-

Election of Councillor responsible for Planning

Cllr Mrs P Griffiths

Proposed by Cllr C Luton
Seconded by Cllr J Green

Election of Council Representatives on Charities:-

John Palmer Educational Trust –

Cllr L Devenish
&
Cllr A Lewis

Proposed by Cllr C Luton
Seconded by Cllr A W Huband
Proposed by Cllr J Green
Seconded by Cllr P Whatley

Suckley Charities - Cllr A W Huband
&
Cllr P Whatley

Proposed by Cllr V Bradley
Seconded by Cllr P Whatley
Proposed by Cllr L Devenish
Seconded by Cllr J Green

Alfrick Educational Charity –

Cllr L Devenish

Proposed by Cllr J Green
Seconded by Cllr V Bradley

The Hill Trust – (vacancy not filled)

**Election of Council Representatives on the
Playing Fields Committee**

Cllr P Griffiths

Proposed by Cllr P Whatley
Seconded by Cllr V Bradley
Proposed by Cllr L Devenish
Seconded by Cllr A W Huband
Proposed by Cllr L Devenish
Seconded by Cllr D Findlater

Cllr J Green

Cllr C Luton

**Election of Council Representative on Worcs CALC
Area Committee**

(vacancy not filled)

Election of Councillors with special responsibilities:-

Police -	Cllr D Findlater	Proposed by Cllr P Whatley Seconded by Cllr C Luton
NHS -	Cllr A Lewis	Proposed by Cllr V Bradley Seconded by Cllr A W Huband

Suckley School Board of Governors

Cllr L Devenish reported that she had resigned from the School Board of Governors due to family commitments (she had served on the Board for 12 years). Mrs Sheila Marshall – the head teacher - had e-mailed the Clerk with a detailed profile of the skills and knowledge the School was looking for in any applicant for the vacancy. There would not be an automatic place for a Parish Council member on the Board of Governors, but anyone was welcome to apply.

32/18 CHARITY ACCOUNTS

The Charities had submitted their Accounts and these were perused by the Council. Copy Accounts had not yet been received from the Hill Trust, or the John Palmer Trust. However Cllr L Devenish reported that she and Cllr A Lewis had managed to get the c£1K per year for Suckley School from the John Palmer Trust, but it was proving difficult to retain control. They would continue to keep a close eye on the funding allocations. Cllr D Findlater drew the attention of the Council to GDPR regulations re personal/sensitive information contained in the Alfrick Educational Charity Report – this information had been redacted by the Clerk to comply with the new Regulations coming into force.

The Minutes of the Parish Council Meeting held on 12th March 2018 were approved and signed Proposed by Cllr J Green and seconded by Cllr A W Huband. The Minutes of the Council Planning Meeting held on 9th April 2018 were approved and signed. Proposed by Cllr J Green and seconded by Cllr P Whatley.

33/18 HIGHWAYS & BYWAYS

- (a) Drainage problems at the Steps, Blackhouse Lane - work had been scheduled for September.
- (b) Church Lane – resurfacing and drainage problems. A WCC Highways visit had taken place. It was believed that the problem was being caused by a broken pipe. WCC Highways have agreed to resurface the lane, but the drainage problems have to be resolved before this can happen.
- (c) White House Cross Roads – junction safety. Numerous complaints about sightlines had been received by the Chairman, the Clerk and other Parish Councillors. It was agreed that this matter be taken up yet again with Co Cllr Paul Tuthill at the next meeting.
- (d) Winter ice on the Cradley arm of Stocks Cross – this was still ongoing with WCC Highways.
- (e) Salt/Grit Bin – Church Lane. Cllr J Green reported that the new salt/grit bin would not be put in place until work going on in the church had been completed. The workmen were using the area for parking.

34/18 VAS CAMERA (in Alfrick Parish)

35/18 CHARITY REPORTS - No further reports received.

36/18 COMMUNITY

- (a) SuperFast Broadband – Nothing further to report at the moment.
- (c) Memorial Service 2018 – Cllr P Whatley reported that he had seen a very good “Tommy” memorial in the Hopyard Square in Bromyard and urged Councillors to have a look at it. The “There but not There” project being rolled out was also discussed, with the majority of Councillors feeling that the outline figure in black cast aluminium would be more suited to the Old Quarry location. The Clerk was asked to find out costings and where there might be a full size outline in place for Councillors to view.
- (d) Womble Litter Pick - Cllr P Whatley reported that a very successful Litter Pick had again been organised by Catherine Armstrong on 17th March. He was hopeful that this would become a regular event.

37/18 FINANCE

- (a) The following cheques were authorised for payment :- Proposed by Cllr L Devenish and seconded by Cllr A W Huband
General Fund – Clerk’s expenses March/April 2018 - £64.35; HMRC PAYE April/May/June 2018 - £296.40 (new rate); D W Taylor (clerk’s salary adjustment for April 2018 - £31.33 (net). Worcs Calc subscriptions & Nalc affiliation fees 2018/19 - £365.39; VAT refund payment from PC to Playing Fields Account - £393.28; LCCA (Linda Cotterill) Audit Fee £84.00.
Playing Fields - John Hicks & Associates – Playing Field Inspection - £68.40; Npower (Pavilion) £101.57; Ludus Leisure Ltd £153.60 (new post) – paid but to be approved.
- (b) Agreement to the payment of annual allowance to John Green of £288.00 in respect of supervision of the Parish Lengthsman’s activities and weekly inspections of “at risk” items (Local Authorities Members’ Allowances (England) Regulations 2003). Proposed by Cllr P Whatley and seconded by Cllr C Luton
- (c) **Grants/Donations**
 - (i) Suckley PCC – maintenance of graveyards (2018/19) - £200.00 Proposed by Cllr C Luton and seconded by Cllr J Green
 - (ii) Suckley Playing Fields Grant 2017/18 - £1000,00 Proposed by Cllr P Whatley and seconded by Cllr L Devenish
- (d) **Accounts to 31st March 2018** were approved. Proposed by Cllr C Luton and seconded by Cllr J Green. These were signed by the Chairman and the Clerk.

38/18 APPROVAL OF ANNUAL AUDIT for Accounts to 31st March 2018 (as an Exempt Authority)

The Clerk confirmed that as the income or expenditure of the Council was less than £25K p/a the Council was considered an “Exempt Authority” and did not have to forward a return to the External Auditors. However, the Annual Return did have to be completed and signed, and posted onto the Parish Council website. The statement of exemption was signed by the Chairman and the Clerk to be forwarded to the External Auditors.

- (a) **Section 1 – Annual Governance Statement (signed by Chairman & Clerk)**
Proposed by Cllr C Luton and seconded by Cllr D Findlater
- (b) **Section 2 – Accounting Statement.** (Signed by the Chairman and the Clerk)
Proposed by Cllr C Luton and seconded by Cllr D Findlater

39/17 GDPR REGULATIONS - 2018

Cllr D Findlater reported on the work he and the Clerk had been doing to ensure compliance with the above Regulations. The Government had now agreed to pass an amendment to the Regulations stating that Parish and Town Councils did not have to appoint a DPO (Data Protection Officer) although one could be appointed as best practice if desired. He was prepared

to be the Data Compliance Officer for the Council and assist the Clerk. The Regulations were due to come into force on 25th May, but as long as Councils had a plan in place to reach compliance, it was not necessary to have everything ready by this date. He and the Clerk were looking at the HALC/NALC templates for policies. He stressed the importance of all Councillors being aware of how they handled personal/sensitive information, with the Alfrick Educational Charity Report being a good example. The Clerk would shortly be e-mailing out to Cllrs a Personal Data Management & Audit Policy as the first stage of the GDPR plan.

40/18 PLANNING

(a) Baston Hall Suckley and (b) Lower House, Suckley - these had been considered earlier in the meeting.

41/18 PLAYING FIELD COMMITTEE

Cllr C Luton thanked the Parish Council for its generous increase in grant for the maintenance of the Playing Fields. She had spoken to Duncan Reynolds about ways and means of reducing the amount of mowing needed, but it was essential the Playing Fields were kept up to standard. She had negotiated a new 4 year contract with Npower which would keep the total electricity bill (based on current usage) down to £164 per year. The new football group using the Playing Fields would be holding a Football Tournament later on in the year and would be giving a donation to the Playing Fields. Unfortunately fly tipping and general rubbish was still being dumped onto the Playing Fields. Cllr V Bradley asked about putting up some form of shade for the children. She had seen a very good wooden pergola structure with metal fins at Gheluvelt Park in Worcester. The Clerk was asked to find out about the cost of this.

42/18 RISK ASSESSMENT

All risk assessment forms had been completed – no problems.

43/18 SUCKLEY CHURCH

Cllrs Liz Devenish reported that enough money had been raised to put the new floor down with underfloor heating, and they been given a boiler. Whilst the installation work was going on the Church had to be closed. It should be open again in August and be ready for the BFG event in September.

44/17 SUCKLEY SCHOOL

Cllr L Devenish reported that everything was going very well with the School with the current number of pupils standing at 87. This was likely to increase to 90 in September, as local children were given priority. Unfortunately the school hadn't received a grant they had applied for to increase the size of the smaller classroom. The litter poster project was going ahead.

45/17 ANNUAL PARISH MEETING

The Clerk reminded the Council that the Annual Parish Meeting would be held on Monday 21st May at 7.30 pm in the Village Hall.

46/17 MATTERS FOR FUTURE AGENDA

None raised

DATE OF NEXT MEETING – Monday 23rd July 2018 at 7.00 pm

