

# Minutes of the Ordinary Meeting of Tibberton Parish Council held 1<sup>st</sup> May 2018

**Democratic Period:** None to report for future action.

## 5.1 Attendance

Present: D. Nutting (Chair) (DN); R. Grimer (RG); C Hartwright (CH); E. Holding (EH); J. Penzer (JP);  
M. Rowley (MR)  
Apologies: S. Pearson (SP); West Mercia Police  
In Attendance: County Councillor A. Miller; J. Hill (Clerk)

## 5.2 Declarations of Interest

- a. Declaration of Interests: none
- b. Declaration of Disclosable Pecuniary Interests in items on the agenda: none
- c. Declaration of Other Disclosable Interests in items on the agenda: none.

5.3 There were no written requests for the Council to grant a dispensation under Section 33 of the Localism Act 2011.

## 5.4 Minutes of Previous Meetings of the Council

Minutes of the Ordinary Meeting of Tibberton Parish Council held on Tuesday 3<sup>rd</sup> April 2018 having been previously circulated were approved (RG/EH) and signed by the Chairman as a correct record.

## 5.5 Progress Reports/Updates on matters considered at the previous meeting

None reported.

## 5.6 To receive the report of the County Cllr Tony Miller - For Information

CCllr Miller updated Members in relation to scheduled alterations to J6, M5 by Highways England; WCC commitment to energy conservation and biodiversity (both initiatives would operate like-for-like grant schemes). CCllr Miller requested he be notified if light migration from the new lights at J6 proved to be a problem and he would arrange for light shields to be installed).

## 5.7 To receive the report of the District Cllr Margaret Rowley - For Information

DCllr Rowley updated Members with regard to the new waste collection contract and the improved service this enabled WDC to provide (waste collection contact number: 01386-565018) and that 3 new companies had expressed interest in securing units at W6.

## 5.8 Reports by Councillors

- a) Village Hall: no new matters
- b) Neighbourhood Watch: no new matters
- c) Community Speed Watch: the group of volunteers had held successful sessions and additional training for new volunteers had been requested
- d) Tibberton Community Land Trust: DN informed Members that at TCLT's recent meeting a core group had been formed to progress plans for a community shop and to organise fund raising events; applications for lettings at the Hawthorn Rise development were being reviewed; estate agent had been instructed in relation to the 'for sale' houses but no viewings had taken place as it was still a hard hat area
- e) County Association of Local Councils: next meeting 7<sup>th</sup> June 2018 the guest speaker would speak in relation to Public Rights of Way.

## 5.9 Report from the local Police officer – For Information

Not submitted.

## 5.10 Planning

- a) To consider planning applications referred by Worcestershire County Council and Wychavon District Council for comment: none
- b) To consider under the Scheme of Delegation any Planning Applications received between publication of this agenda and the Meeting: none
- c) Details of Decision Notices:  
Application: 18/00260/HP  
Proposal: Single storey front extension.  
Location: 2 Evelench Court, Evelench Lane, Tibberton, WR9 7NZ  
Applicant: Mr R Dowdeswell  
Members noted that WDC had approved the application on 12<sup>th</sup> April 2018

- d) To consider reports of other "Planning" related Matters received by the Council prior to the commencement of the meeting:
  - i) Members noted receipt of WDC Planning Adopted Validation Document.

#### **5.11 Highways and Byways**

- a) Lengthsman: Members noted the Lengthsman report, no additional action required by Council
- b) PRoW (Footpaths): RG to liaise with the owner of the Old Forge about the stile on behalf of WDC
- c) New Highways and Byways Issues:
  - i. CCllr Miller to progress repair of potholes Foredraught Lane; no action since yellow marker applied
  - ii. CCllr Miller to request that WCC re-assess the priority at the W6 Tibberton/Crowle roundabout which is confusing drivers.

#### **5.12 Finance**

- a) Bank Reconciliation: Members noted that the bank statement were with the Internal Auditor
- b) Receipts: Members noted that the bank statements were with the Internal Auditor
- c) Members resolved (DN/EH) to donate £50.00 to Tibberton Village Hall Committee (JP to liaise with the committee)
- d) Payments to be made in respect of outstanding invoices and requests for payment were reported totalling £958.06. All payments were approved (EH/RG)
- e) Members resolved (JP/EH) to accept the 2018/2019 WCC Lengthsman Contract (value £1,849.00) and authorised the Clerk to sign and return.

#### **5.13 General Data Protection Regulations (GDPR)**

- i. Members noted that DHCLG had confirmed that PC's did not need to appoint a Data Protection Officer
- ii. Members noted the recommendation in relation to Councillor email addresses and electronic and paper storage of Parish Council documentation
- iii. Members noted that Came & Co would forward a recommendation re privacy and GDPR statements for inclusion at the end of emails and on Facebook and Twitter.

#### **5.14 Tibberton Post Office**

Members noted correspondence from Post Office Ltd that, as a temporary measure, they were suggesting residents use Crowle Post Office and that Post Office Ltd were actively seeking alternative provision in Tibberton itself.

#### **5.15 Tibberton Village Hall (existing) in relation to Legal Matters**

No new matters

#### **5.16 Tibberton Village Hall (TCLT development)**

- i. Members requested via MR that TCLT provide an up-to-date projected business plan for the projected 1<sup>st</sup> year trading of a new village hall plus revised costing for set up of the hall (to include an audit of the existing hall's equipment)
- ii. Working Group: Members noted that a request would be made to Rooftop for justification of costs related to professional fees and service installation; the draft lease to TCLT to be revised; tender to be placed on Contract Finder (WG)
- iii. Members noted that the granting of an extended Licence re Speller Metcalfe re continued use of the new hall site at Hawthorn Rise for a compound and parking had been effected (end date June 2018). WDC had thought to remove the £1,000.00 penalty charge if developers out stayed the licence, but the Clerk had required it be included (information item).

#### **5.17 Correspondence**

- a) Members noted receipt of correspondence from Community Transport – deferred to June meeting
- b) Members noted receipt from Worcestershire Regulatory Services of a Guide for Councillors on Statutory Nuisance
- c) Members noted that nominations were being sought for the 2018 Wychavon Intelligently Green Awards
- d) Members noted that the Canal and River Trust had replied to DN's query, stating that the matter was under the jurisdiction of the South Wales and Severn Waterway and that the enquiry would be forwarded on to them.

#### **5.18 Items for inclusion on a future agenda**

Lengthsman appointment (advertise July/August); Community Transport (June); on-going review of regulatory documentation.

#### **5.19 Date of Next Meeting**

The next Ordinary Meeting of Tibberton Parish Council will be held on Tuesday 5<sup>th</sup> June 2018 at 19:30 hours at Tibberton Village Hall.

Members resolved (JP/DN) that in view of the confidential nature of the business about to be transacted, the public and press would be excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960. The reason being: Matters linked to Contractual issues for current staff.

**5.20 Staffing Matters**

- a) Members resolved (JP/DN) to authorise the Clerk working an initial 5 additional hours re GDPR compliance
- b) Members resolved (DN/JP) to increase the Clerk’s substantive hourly rate by the NALC recommended 2% cost of living rise
- c) Members noted the Clerk’s annual leave arrangements.

The meeting closed at 21:53 hours

-----  
(Chairman – 5<sup>th</sup> June 2018

Expenditure: 31/5/18	Gross
Remuneration contractors and staffing costs	£516.53
Worcestershire CALC - Inv: 7424 Subscription	£391.53
Tibberton Village Hall Mgt Cttee - donation	£50.00
	£958.06