

HARVINGTON PARISH COUNCIL

**Minutes of the Annual Parish Council meeting held on Wednesday 17th May 2017 at 7.45 pm
in Harvington Village Hall.**

Present: Cllrs. Mr. Colebrook (Chairman), Mr. Swift, Mrs. Allison, Dr. Davies, Mrs. Hall, Mr. Dorrell and Mr. Langley. In attendance: Mrs. Holland (Clerk), Chris Haynes, Chair of Neighbourhood Plan Steering Group and 3 parishioners.

1. Election of Chairman: It was proposed by Cllr. Mrs. Hall, seconded by Cllr. Mrs. Allison and **resolved** that Cllr. Mr. Colebrook be elected as Chairman for the ensuing year. Declaration of Office duly signed.

2. Apologies: County Cllr. Mr. Hopkins and Dist. Cllr. Mr. Homer.

3. Election of Vice-Chairman: proposed by Cllr. Mr. Colebrook, seconded by Cllr. Mr. Langley and **resolved** that Cllr. Dr. Davies be elected for the ensuing year.

4. Register of Interests: Nil.

5. Dispensations: nil received.

6. Annual business as per Standing Orders:

1. Review of delegation arrangements to the Clerk agreed.
2. Review of Terms of the Finance & General Purposes Group agreed.
Members appointed: Cllrs. Mrs. Allison, Mr. Langley, Chairman and Vice –Chair ex-officio members.
3. Review of Terms of the Personnel Group agreed. Members appointed: Cllrs. Mrs. Allison, Mr. Langley and the Chairman and Vice –Chair ex-officio members.
4. Reviewed and adopted standing orders and financial regulations.
5. Inventory of assets agreed March meeting 2017.
6. Risk assessment reviewed.
7. Council's complaints procedure reviewed and adopted.
8. **Resolved** to pay £914.40 annual subscription to Worcestershire CALC for 2017-18.
9. Review of appointments/representation to external bodies:
 - a) Wychavon CALC representative x 2. (Cllrs. Mr. Colebrook and Ms. Hall)
 - b) Neighbourhood Plan Steering Group x 2. (Cllrs. Mr. Swift and Mrs. Hall)
 - c) Village Hall Committee x 1. (Cllr. Mrs. Allison).
 - d) Perkins Educational Foundation x 1. (Cllr. Mr. Langley).
 - e) Harvington Trust x 2. (Cllrs. Mr. Swift and Chairman as ex officio). Second representative to be appointed at June meeting.
 - f) Police PACT Group x 1. (Cllr. Dr. Davies).
 - g) Flood Warden x 1. (Cllr. Mr. Dorrell, Cllr. Mr. Colebrook to stand in when Mr. Dorrell unavailable).

7. Co-option: three applications received for two vacancies. Ballot papers were circulated and following the vote count Mr. Baugh and Mr. Redman were duly co-opted to fill the two vacancies.

8. No reports received from County, Dist. Cllrs or Police.

Public Question Time: Nil.

9. Minutes: it was **resolved** that the minutes of the of the Ordinary Parish Council meeting held on 08.03.17.were an accurate record, duly signed by the Chairman.

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10.	<p>Clerk's report: <u>Parish Lengthsman</u> – contract between Parish Council and Worcestershire County Council signed for 2016 - 17. Budget £1842. <u>New Homes Bonus funding</u> – currently available £13,762. <u>Litter Bin Village Hall</u> - Wychavon District Council contacted to arrange repair at a cost to the Parish Council of £50. <u>Training programme</u> for members circulated. <u>Brownies</u> - have replanted the troughs in the vicinity of the Village Hall. <u>Amenity mowing</u> contract signed for 2017-18. <u>St. James Grant</u> for Fete has been retracted as the event this year will be a Summer Fair in the Village Hall.</p>
11.	<p>Neighbourhood Plan. Chris Haynes, Chair of the Neighbourhood Plan Steering Group, gave a presentation on progress of the Neighbourhood Plan to date, future work to be carried out and following the 'call for sites' land allocations for the Village. Following the presentation the Council were asked to consider the following allocations to be included in the draft plan:</p> <ul style="list-style-type: none"> • Development of housing and a community building in the paddock and field opposite the Golden Cross Public House. • Reservation of land for the future expansion of the school. • Incorporation of waste ground to the rear of the Village Hall into the Village Hall enjoyment space. • The designation of the "dog-walking field" (next to the playing field) as a Local Green Space. <p>The Parish Council agreed that they were content for the work on the Neighbourhood Plan to continue on the basis of these four land allocations.</p>
12.	<p>Representatives report: a) <u>Flood Warden</u>. Cllr. Mr. Dorrell reported that although there is water in the ponds the drainage is running smoothly with the occasionally spillage of water lower down Leys Road. b) <u>PACT and Community Speed Watch</u>. Cllr. Dr. Davies reported that PC Rod Gurney has now retired. The same issues are being discussed without being resolved i.e. speeding, litter, dog fouling. The next meeting will be held in July where a decision will be taken on the future of PACT. Cllr. Mr. Dorrell left the meeting.</p>
13.	<p>Planning. Correspondence received from the Planning Authority: a) Application 17/00074/FUL The Conifers, Crest Hill, Harvington. Permission granted with 5 conditions/reasons. b) Application 17/00132/RM – Land rear of Sefton, Station Road, Harvington. Permission granted. c) Application 17/00329/HP – 1 Cross Cottages, Village Street, Harvington. Permission granted. <u>Planning applications received - delegation comments.</u> d) Application 17/00097/FUL – Land east of Bromley Close, Harvington. Further submission. Amendment to proposal: Description of proposed development amended due to an increase to the application site, to include an area to the rear of the site for green infrastructure space. Comments: The modification to the application relocates the attenuation chamber, to which we have no objection. The reinstatement of the previously demolished orchard is to be welcomed. However, the concerns expressed in the Parish Council's earlier response regarding potential subsurface-percolation discharge, and future maintenance requirements, are not addressed in this modification. We would request any updated plans, if available, to allow us to further assess any drainage implications related to these proposed changes. Also the Parish Council would expect compliance with WCC Highways advice, such that the development must incorporate adequate visibility splays to ensure safe highways access.</p>

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14.	Financial Matters.
14.1	Resolved that payments and expenses as listed on the schedule be paid. Bank summary agreed to 31.03.17. See Appendix 1.
14.2	Resolved to contribute £247.84, 50% of the Discretionary Rural Rate Relief on behalf of the Coach & Horses Public House as the business is of benefit to the community and it is reasonable for the parish to support it financially.
14.3	Wychavon Sport: the Council agreed to support the Wychavon Games financially by paying the entry fees for sport events entered by the Village.

15.	Parish Partnership Paths scheme 2017-18. It was agreed to apply for the 2017-18 scheme with the Lengthsman carrying out the work required.
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16.	Playing Field: Chairman gave a report on the meeting held on 27th April 2017 to discuss the issue of Conifer Trees encroaching on the playing field. It was agreed to defer a decision until quotes were obtained regarding the three potential solutions to the problem.
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17.	Litter: agreed that the Harvey Bears carry out a Litter Pick at the end of June and August and that on successful completion £250 would be donated to the organisation.
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18.	Parish website: it was agreed to continue with the website provided by Worcestershire County Council following the announcement that the County Council are reviewing the service and looking at how they can further improve it with the help of latest technology.
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19.	<p>Correspondence received considered:</p> <p>a) <u>Request for Footpath</u> map for each household. The Council agreed to look at the Rights of Way map at the Annual Parish meeting.</p> <p>b) <u>Crest Hill vehicle activated sign</u> - resident queried the position of the sign. Clerk explained that the sign when placed on Crest Hill will face alternate directions as when the Highways Department assessed the site there were concerns of traffic speeding coming into and leaving this area.</p>
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20.	To report urgent decisions taken: Nil.
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Meeting closed at 9.35pm.

Signed by the Chairman: **Dated:** 14th June 2017.

Urgent decisions taken following the close of the meeting:

a) Verge cut adjacent to Mandeville: Clerk had circulated a report on the history regarding the verge cut outside Mandeville Cottages. Following discussion with a Highways Officer today it has been confirmed that the 'bund' in question is within the public highway. Amenity contractors have quoted £20 per fortnight during March to end of October. It was agreed that the Clerk respond to the Highways Officer stating that following receipt of confirmation of the land is within the public highway that it will be added to the amenity contract which runs from March through to end of October for fortnightly strimming. However should it ever come to light at a later date that this land is not in the boundary of the highways authority they would contact the County Council for recompense of expenses paid.

b) Purchase of play bark: agreed to replenish the bark supply to the small multi play unit at a cost of £110 + VAT.

Chairman initials.....

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Correspondence circulated to members.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.

Appendix 1.

Payments authorised for payment 17th May 2017.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT
R16-18	WCC - Lengthsman payment.	390.00		
R16-19	WDC - Neighbourhood Plan Grant.	5000.00		
R16-20	WCC - Lengthsman payment.	208.00		
P17-1	Admin salary		666.76	N/A
P17-2	Lengthsman		234.00	N/A
P17-3	Greenspace Warden		148.00	N/A
P17-4/5	Amenity mowing (March/April)		1071.60	178.60
P17-6	Harvington Trust Annual grant		75.00	N/A
P17-7	South Lenches PC - use of A3 printer.		9.60	N/A
P17-8	Internal Auditor		95.00	N/A
P17-9	Worcestershire CALC Training		30.00	5.00
P17-10	Contractor playing field.		120.00	20.00
P17-11	Locum Clerk		255.60	N/A
P17-12	Printright (Jan/Feb/Mar)		304.65	5.40
P17-13	WDC - Annual charge dog waste bin.		80.12	15.50
P17-14	Worcestershire CALC (Subs)		914.40	137.39
P17-15	Wychavon DC RRR (Coach & Horses)		247.84	N/A
TOTAL		5598.00	4252.57	361.89

Chairman initials.....

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**Minutes of the Ordinary Parish Council meeting held on Wednesday 14th June 2017 at 7.45 pm
in Harvington Village Hall.**

Present:	Cllrs. Mr. Colebrook (Chairman), Mrs. Allison, Dr. Davies, Mrs. Hall, Mr. Dorrell and Mr. Redman. Chairman welcomed Cllr. Mr. Redman to the Council. <u>In attendance:</u> Mrs. Holland (Clerk), County Cllr Mr. Hopkins, Dist. Cllr. Mr. Homer and 2 parishioners.
21.	Apologies: Cllrs. Mr. Swift, Mr. Baugh and Mr. Langley (reasons accepted by Council)
22.	Register of Interests: Cllr. Dr. Davies declared an 'Other Disclosable Interest' in minute no: 29.8 as Chairman of the School of Governors. He left the room whilst the item was under discussion.
23.	Dispensations: nil received.
24.	<p>Reports received from County and Dist. Cllr.</p> <p><u>County Cllr. Mr. Hopkins:</u></p> <ul style="list-style-type: none"> • Mr. Hopkins has spoken with the Highways Department as he has received several complaints about how many road works are being dealt with in the area which are causing some delays and frustration. He confirmed that the department are trying to arrange works which do not cause conflict but with several works in the same area the purpose is to make better use of the equipment required. If there are any further issues in regard to highway matters please let him know. <p><u>Dist. Cllr. Mr. Homer:</u></p> <ul style="list-style-type: none"> • Commented on the amount of New Homes Bonus funding that is still being held and urged the Parish Council to think 'big and bold' for a project. If anyone has any ideas on how some of this money should be used, please contact the Clerk to the Parish Council.
Public Question Time: Nil.	
25.	Minutes: it was resolved that the minutes of the of the Annual Parish Council meeting held on 17.05.17 were an accurate record, duly signed by the Chairman.
26.	<p>Clerk's report:</p> <p><u>New Homes Bonus funding</u> – currently available £13,762.</p> <p><u>Perkins Educational Foundation Award:</u> applicants invited to apply for assistance with courses of study in further and higher education, apprenticeships and in some circumstances structured programmes of personal development e.g. overseas visits. Applicants must be resident in Harvington, Salford Priors, Bidford, Cleeve Prior or Broom for not less than 2 years immediately prior to their application. Age Group - 17-25. Email for applications forms to: info@williamperkinscharity.org or download from the website: www.williamperkinscharity.org</p> <p>Completed forms should be returned to the Clerk of the Governors no later than October 15th 2017.</p> <p><u>Request to reinstate footpath off Station Road</u> - referred to the mapping team at the County Council who have responded with information which has been circulated to all members. Cllr. Mrs. Hall to provide a report to Council at a future meeting.</p> <p><u>Parish Paths Partnership</u> agreement between the Parish Council and Worcestershire County Council duly signed.</p> <p><u>Declaration of Acceptance of Office</u> - both new members have signed.</p> <p><u>CALC training for members</u> – events planned through to February 2018.</p> <p><u>Rights of Way maintenance</u> – maintenance work to be carried out on the following footpaths:</p> <ol style="list-style-type: none"> a) Footpath 506C - which runs from Crest Hill to the outside boundary of the Playing Field. b) Footpath 516B – runs from the side of Rose Cottage to a junction with three other footpaths.

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	<p>c) Footpath 519 – runs junction at the end of 520B to Rose Cottage</p> <p>d) Footpath 520B - starts opposite The Limes, Stratford Road and goes past Bank House on up and finishes where it splits into two.</p>
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27.	<p>Representatives report:</p> <p>a) <u>Flood Warden</u> – nil to report.</p> <p>b) <u>PACT and Community Speed Watch</u>. Cllr. Dr. Davies reported that a meeting will be held on the 13th July to consider the future structure of the Committee.</p> <p>c) <u>Harvington Trust</u> - nil to report.</p> <p>d) <u>Wychavon CALC</u> - Cllr. Mr. Colebrook reported that speakers were cancelled due to Purdah and the election process. All Chairmen from Parish Councils in the Wychavon District Council area have been invited to a meeting organised by Crophorne Parish Council.</p> <p>e) <u>Tree Warden report</u> – full report circulated to members, which is available from the Clerk for any other interested person. Council very much appreciate the hard work that Mr. Williams carries out in the Village.</p> <p>f) <u>Parish Lengthsman May report</u> on work during the last six months. Full report circulated to members, which is available from the Clerk for any other interested person.</p>
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28.	Planning.
28.1	<p>Application received considered :</p> <p>a) 17/00994/HP – Pool House, Village Street, Harvington.</p> <p>Proposal: Demolition of the existing rear ground floor lean to link; and provision of a two storey rear extension, comprising kitchen and utility room; with a new bedroom over; and provision of a new of a new front porch.</p> <p>Comments: None.</p>
28.2	<p><u>Correspondence received from the Planning Authority:</u></p> <p>a) Application 17/00097/FUL – Land east of Bromley Close, Harvington. Permission granted with 17 conditions/reasons. Cllr. Mr. Homer would ask the Planning Officer when the clock starts to commence on this development as none has been done since the last application submitted.</p> <p><u>Planning applications received - delegation comments.</u></p> <p>a) 17/00442/HP - 69 Hughes Close, Harvington.</p> <p>Proposal: Convert the garage into kitchen/living area and extra bedroom above.</p> <p>Comments: None.</p>

29.	Financial Matters.
29.1	It was proposed by Cllr. Mr. Dorrell, seconded by Cllr. Dr. Davies and resolved to approve end of year accounts to 31.01.17.
29.2	<p>It was proposed by Cllr. Mrs. Hall, seconded by Cllr. Mrs. Allison and resolved to transfer funds of £23023.54 from under spend 2016 – 17 to:</p> <p>a) £3,023.54 remains in current account of which:</p> <p>£300 allocated to subscriptions budget allocation</p> <p>£300 allocated to locum clerk payment.</p> <p>£2,000 allocated to new budget heading for replacement or new litter/dog fouling bins.</p> <p>Increase subscriptions budget to £1000.</p> <p>b) £20,000 transferred to reserves account to increase allocation to assets and election costs.</p>
29.3	Internal Auditor report received and noted. No action required.
29.4	<p>It was proposed by Cllr. Dr Davies, seconded by Cllr. Mr. Dorrell and resolved to approve the following documents for the External Auditor:</p> <p>a) Annual Governance Statement.</p> <p>b) Statement of Accounts.</p>
29.5	Resolved that payments and expenses as listed on the schedule be paid. Bank summary agreed to

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	03.0517. See Appendix 1.
29.6	School Prize: date as yet to be confirmed by the School.
29.7	Grant application received from St. James Church in regard to re-gilding costs to the Clock unable to be considered due to latest advice from NALC/CALC. There is a conflict between two sets of advice as to whether parish councils have the financial power to give money to be used for the maintenance or improvement of property relating to affairs of the church including the clock. Item deferred to the July meeting whilst further advice is waited on from CALC.
29.8	It was proposed by Cllr. Mrs. Hall, seconded by Cllr. Mr. Redman and resolved to approve a donation of £200 towards the Climbing Frame costs for the 'Summer Sizzler' event.
29.9	Bank signatories: Cllr. Mr. Colebrook to be added as additional signatory.

30.	Freedom of Information Act: document reviewed with no changes. Next review due 2021.
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31.	Harvington Parish matters for discussion/decision.
31.1	Harvington Trust: Cllr. Mr. Redman appointed as second representative.
31.2	<p><u>Playing Field:</u></p> <p>a) Report on information of the problem of the encroaching trees on the playing field boundary was duly noted.</p> <p>b) Quotes received on trimming back the trees and cost of fencing was noted. Following discussion it was agreed to take the following course of action:</p> <ul style="list-style-type: none"> • Trees to be trimmed back to the inside of the Council fence boundary • Replace the existing fence boundary • Provide a higher stronger mesh secondary fencing in line with the present chain link fencing. • Write to the owner asking to contribute towards the costs of the trimming back of the trees. • Contact Enforcement Officer at Wychavon District Council for advice.
31.3	<p><u>Litter and Dog fouling:</u></p> <p>1) Quotes to supply a larger bin to be sited at the Convenience Shop, Leys Road were discussed. Resolved to purchase a Brunel 100L floor mounted bin once a site to relocate the old bin has been decided.</p> <p>2) Resolved to purchase labels stating that dog fouling can be placed in a litter bin as long as bagged.</p> <p>3) Litter Pick advertised in the Village News for organisations to come forward to carry out the exercise and receive a grant from the Parish Council. Harvey Bears have been successful and are carrying out two sessions one in June and August.</p> <p>4) To consider purchasing metal Dog Fouling signs from Wychavon District Council at a cost of £25 per sign. Members to visit areas of the Village and note where the signs are and which ones require replacing.</p>

32.	<p>Correspondence received considered:</p> <p>a) Request for <u>Footpath map</u> for each household discussed. Rights of Way footpaths in Harvington can be found on the Worcestershire County Council website: http://gis.worcestershire.gov.uk/website/Countryside If anyone would like an A4 size hard copy showing footpaths in the Village please contact the Clerk. It was also agreed to ask the Church to include a map of footpaths in the Village booklet they are to produce and to place an item in the Village News.</p> <p>b) <u>Removal of 'A' board at the crossroads.</u> A complaint was received in regard to the 'A' board erected at the crossroads. While signs advising of public events are unofficially accepted they should be removed when the events have expired or if related to new events in the village within a month. Commercial signs require planning approval.</p>
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33.	Report on urgent decisions taken:
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	<p>a) <u>Verge cut adjacent to Mandeville</u>: Clerk had circulated a report on the history regarding the verge cut outside Mandeville Cottages. Following discussion with a Highways Officer today it has been confirmed that the 'bund' in question is within the public highway. Amenity contractors have quoted £20 per fortnight during March to end of October. It was agreed that the Clerk respond to the Highways Officer stating that following receipt of confirmation of the land is within the public highway that it will be added to the amenity contract which runs from March through to end of October for fortnightly strimming. However, should it ever come to light at a later date that this land is not in the boundary of the highways authority they would contact the County Council for recompense of expenses paid. <u>Outcome</u>: Parish Lengthsman strimmed the bund; amenity contractor will continue cut on a fortnightly basis until the end of October.</p> <p>b) <u>Purchase of play bark</u>: agreed to replenish the bark supply to the small multi play unit at a cost of £110 + VAT. <u>Outcome</u>: order placed.</p>
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34.	<p>Councillors' reports and items for future agenda:</p> <p>a) Clerk requested to contact Ellenden Farm Shop to wish owners and all the staff well with the opening of the Cafe which will be a great asset to the village</p> <p>b) Criteria re TPO in the Village.</p> <p>c) Village Street re bollards removed and parking/maintenance of verge. Clerk requested to contact the Housing Officer at Rooftop Housing Association.</p>
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Meeting closed at 9.35 pm.

Signed by the Chairman: **Dated: 12th July 2017.**

Correspondence circulated to members.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Wychavon CALC Executive Officer report circulated via email 02.06.17.
WDC - Parish Matters June 17 issue circulated via email 05.06.17.
Notice of Adoption of Community Infrastructure Levy for the South Worcestershire Councils. South Worcestershire Councils of Malvern Hills, Worcester City and Wychavon District Council have adopted separate Community Infrastructure Levy Charging Schedules. Both Malvern Hills and Wychavon Councils will implement CIL charging from Monday 5th June 2017 and Worcester City will implement charging from Monday 4th September 2017. The respective Charging Schedules can be viewed on the council's websites.

Appendix 1.

Payments authorised for payment 14th June 2017.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT
P17-16	PWLB repayment of loan.		1585.84	N/A
P17- 17	Admin salary		668.65	N/A
P17-18	Lengthsman		488.25	N/A
P17-19	Greenspace Warden		76.00	N/A
P17-20	Amenity mowing contract services.		888.60	148.10
P17-21	Inscription chain of office.		17.50	N/A
P17-22/23	APM expenses.		27.46	N/A
P17-24	Donation to Sizzler event climbing frame.		200.00	N/A
TOTAL		0.00	2366.46	361.89

Chairman initials.....

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**Minutes of the Ordinary Parish Council meeting held on Wednesday 12th July 2017 at 7.50 pm
in Harvington Village Hall.**

Present: Cllrs. Mr. Colebrook (Chairman), Mrs. Allison, Dr. Davies, Mrs. Hall, Mr. Dorrell, Mr. Swift, Mr. Langley, and Mr. Baugh. Chairman welcomed Cllr. Mr. Baugh to the Council.
In attendance: Mrs. Holland (Clerk), County Cllr Mr. Hopkins, and 19 parishioners.

35. Apologies: Cllr. Mr. Redman (reasons accepted by Council) Dist. Cllr. Mr. Homer.

36. Register of Interests: Cllr. Mrs. Hall declared an 'Other Disclosable Interest' in minute no: 45.1 as she has a close connection in the item. She left the room whilst the item was under discussion.

37. Dispensations: nil received.

38. Reports received from County and Police.
County Cllr. Mr. Hopkins: No news at present. Mr. Hopkins has been asked to look into the following - complaint of weed spraying in the Village; difficulty when Council try to contact Officers by telephone for assistance; flooding Ragley Road due to blocked drain when road tarmac was applied and speeding traffic along the Evesham/Alcester Road and through the Village.
Police: remind all residents that if they see any incidents of vandalism in the Village, especially in the play area to ring 101 so an incident number can be logged. If residents notice vehicles speeding through the Village please take a registration number of the vehicle and again report to 101.

Public Question Time: meeting suspended at 8.00pm, reconvening at 8.25pm. Notes appended to these minutes.

39. Minutes: it was **resolved** that the minutes of the of the Ordinary Parish Council meeting held on 14.06.17 were an accurate record, duly signed by the Chairman.

40. Clerk's report:
New Homes Bonus funding – currently available £13,762.
Rights of Way clearance - requested for footpaths HV522 (Church Street passage), HV529 (Harvington Lock), HV515 (back of Finch Lane towards bypass).
Chairman attended a meeting with other Chairman from Wychavon Parish Councils, on behalf of the Wychavon Area CALC Group. Waiting on formal minutes.
Church grant application: following advice received from NALC the Council cannot give funding to the Church for the clock repairs.
Tree Preservation - all trees are protected in the Conservation Area, those trees outside the area would be protected by a Tree Preservation Order which can be applied for through the District Council if it fits the criteria. To apply for an order involves an excessive amount of work, the Tree Officer is aware of trees that need protecting, and would prioritise if a tree was under threat.
Village Street - Rooftop Housing Association (RHA) have requested that car owners refrain from parking on the verges. RHA are currently exploring tenants' rights to install tarmac driveways.

41. Representatives report:
a) Flood Warden – Ditch Leys Road requires maintenance – and problem with drain in Ragley Road when heavy rain occurs.
b) PACT and Community Speed Watch. Cllr. Dr. Davies reported that the Community Speed Watch team have completed the risk assessment for Harvington and have been successful in identifying suitable standing locations for volunteers. The next step in the process is the data collection which

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	<p>can take time due to the numbers on the list. The PACT Group are due to meet on the 13th July 2017.</p> <p>c) <u>Harvington Trust</u> - no meetings held.</p> <p>d) <u>Village Hall Management Committee</u> - no meetings held.</p> <p>e) <u>Harvington Neighbourhood Plan</u> - Chair of Steering Group reported that following consultation with the community in June no negative comments have been received. In regard to Greenspace areas highlighted in the Neighbourhood Plan these would be protected from any development. Have met with Wychavon District Council Officers who are happy with the process to date. At present are in the process of appointing a planning consultant. The Group envisage that the Draft Plan will be put to the Council late autumn.</p>
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42.	Planning.
42.1	<p>Application received considered :</p> <p>a) 17/01145/HP - 9 Brookdale, Harvington.</p> <p>Proposal: Proposed dropped kerb and new driveway.</p> <p>Comments: None.</p>
42.2	<p><u>Correspondence received</u> from the Planning Authority:</p> <p>a) 17/00442/HP - 69 Hughes Close, Harvington. Permission granted with 4 conditions/reasons.</p> <p>b) 17/00994/HP – Pool House, Village Street, Harvington. Permission granted with 6 conditions/reasons.</p>

43.	Financial Matters: Resolved that payments and expenses as listed on the schedule be paid. Bank summary agreed to 02.06.17. Appendix 1.
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44.	Finance & General Purposes Group: notes of the June meeting accepted and following considered.
44.1	<p><u>Playing Field:</u></p> <p>a) <u>Quotes received</u> for trimming conifer trees. It was resolved to accept Quote A, work to commence after the bird nesting season.</p> <p>b) <u>Boundary fencing:</u> once the trees are trimmed the fencing in place should be seen clearly marking the boundary although there will be gaps in the fencing that will require attention.</p> <p>c) <u>Quotes received</u> for secondary fencing. It was resolved to accept Quote C.</p> <p>The Clerk was requested to write to all households backing onto Station Road advising of work to be carried out in the autumn with a reminder that land between the properties fencing and the two chain link fences to the playing field is owned by the Parish Council and is used as a 'buffer zone' to prevent as much disturbance as possible to the properties. There is no right of claim from any of the properties regarding this buffer zone and the land should not be accessed to place rubbish or any other material in it.</p> <p>d) <u>Quotes for the purchase</u> of fire retardant litter bin for the playing area. It was resolved to accept the quote for a 'Glasdon' metal guppy fire retardant litter bin', 85 litres capacity at a cost of £317.22 plus fixings and delivery costs.</p> <p>e) Installation of the bin to be sited in the children's section by the log and exit. Contractor to be appointed. Bin to be emptied by the Warden on a weekly basis.</p>
44.2	A proposal to place a bench adjacent to the Bus Shelter opposite the Golden Cross Public House, Village Street was discussed. Cllr. Mrs. Allison and Mrs. Hall to look at obtaining quotes/information for steel type benches for a future meeting.
44.3	Resolved to advertise for contractors/local tradesmen that can be called on when required to carry out maintenance work.
44.4	<p><u>Litter and Dog fouling:</u></p> <p>a) Litter Pick carried out in June and report submitted noted. Harvey Bears would carry out a further event on the weekend of August 20th 2017.</p> <p>b) Resolved to grant £125 to the Harvington Youth Group on the successful completion on carrying out a Litter Pick in October.</p>

HARVINGTON PARISH COUNCIL

	<p>c) Report on dog fouling signage duly noted. There are 18 signs situated around the Village, some of the stickers have faded and some have incorrect 'fine' on them. There are no signs by the Shop, along the footpaths Finch Lane to the Golden Cross PH, route around the playing field and allotments. It was resolved to purchase 11 new stickers (if this is possible) and 6 new signs.</p> <p>d) Location of old litter bin situated outside the Shop. It was agreed to move the bin to the Jubilee Orchard Car Park area.</p>
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45.	Harvington Parish matters for discussion/decision.
45.1	A report from Cllr. Mrs. Hall regarding a request for the Council to look into the adoption of a track leading off from Station Road was discussed. The report was duly noted and it was agreed to take no further action at this time.
45.2	Possibilities of placing CCTV in the playing field area discussed. Feasibility study to be carried out for a future meeting.
45.3	Annual Inspection reports of the play equipment in the playing field and Jubilee Orchard duly noted. Finance & General Purposes Group to look into work required.

46.	<p>Correspondence received considered:</p> <p>a) Letters received from Architects in regard to two areas identified in the Neighbourhood Plan document which was presented to the Parish Council at the Annual Parish Council meeting in regard to a request to discuss further:</p> <p>i) Land identified as Site C.</p> <p>ii) Potential to form a 'dog walking' area.</p> <p>Resolved that the Neighbourhood Plan Steering Group contact the Architects to discuss both sites.</p> <p>b) Rabbit holes/Badger holes on footpath from Crest Hill around the playing field reported to Rights of Way Officer and Parish Paths Warden.</p> <p>c) Ideas received on use of new Homes Bonus funding to be discussed at the next Finance & General Purposes meeting.</p>
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47.	<p>Report on urgent decisions taken:</p> <p>a) <u>Neighbourhood Planning Steering Group</u> requested when meeting with developers to only discuss clarification of site and usage, location and boundary of a development.</p> <p>b) <u>Damage to footbridge on footpath 515C</u> which may have been caused by vandalism reported to the Rights of Way Officer, Police and Public Paths Warden. Repairs completed and ongoing maintenance and improvements planned.</p>
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48.	Resolved to exclude the public and press in the public interest for consideration of the following item: Parish Lengthsman contract discussed and increment rise agreed.
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Meeting closed at 9.50 pm.

Signed by the Chairman: **Dated: August 9th 2017.**

Two urgent matters considered:

a) Neighbourhood Planning Steering Group re questions raised over appointing planning consultant. It was agreed that the contract is to be placed by the Council; all 3 quotes to be forwarded to the Council for records. The Group can agree which consultant to appoint. The Council will formally notify that appointee, sign any relevant paperwork and inform any others companies of the outcome. The Chair of the Steering Group will act as the supporting officer - i.e. as the person responsible for detailing the work, monitoring results, receiving reports, etc.

Chairman initials.....

HARVINGTON PARISH COUNCIL

Members of the Council on the Group will report all activity at each meeting. Locality grant application to be completed by the Council, signed by Clerk/RFO - as agreed grant done online so when majority work completed Clerk to check and sign off.

b) Following recent accident at the crossroads Clerk to forward to Cllr. Mr. Hopkins correspondence from 2013 in regard to speeding traffic along the Evesham/Alcester Road at the crossroads.

Correspondence circulated to members.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Wychavon CALC Executive Officer report circulated via email 02.06.17.
Worcestershire County Council has prepared an ambitious Rail Investment Strategy, to make a strong case for better County-wide rail connectivity. This Strategy is now available online and is open to consultation until 5:00pm on 11 August 2017. Details of the Strategy and a link to an online survey can be found: www.worcestershire.gov.uk/LTP

Public Question Time - 19 parishioners in attendance who raised the following:

1. Field known as 'Dog Walkers Field' - requested that a Greenspace to walk dogs is needed in the Village. Concerns raised that the trees on the footpath from Crest Hill to the playing field are overhanging the right of way and that brambles and brash cleared have been left on the footpath. Council asked to look at other locations for walking dogs. Response: Area known as Dog Walkers Field is privately owned land with a right of way footpath to one side. The area was recently identified as part of the Neighbourhood Plan for identification as an area for a potential Greenspace. The Parish Council through the Neighbourhood Planning Steering Group will be holding discussions with the Architect acting on behalf of the landowners.
2. Footpaths in the Village impassable - work been raised both by the County Council and Parish Council.
3. Flooding Ragley Road - drain blocked outside numbers 12 - 15 Ragley Road. Referred to County Cllr. Mr. Hopkins for action.
4. Social Housing in the Village - question raised as to whether Social Housing has been allocated. Chair Neighbourhood Plan Steering Group has reported to the Village over the last month on the Neighbourhood Plan to date and that a landowner has shown interest in land for development part of which would be for social housing.
5. Speeding through the Village - PCSO Simon Hall asked residents to note registration number and to contact 101.
6. Resident required advice re oak tree planted within inches of her property boundary. Clerk to ask Tree Warden to contact resident.

Appendix 1.

Payments authorised for payment 12th July 2017.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT
R17- 3	HMRC VAT Refund	3579.45		
R17- 4	WCC Amenity grant	690.00		
P17-25	Cancelled cheque		0.00	N/A
P17- 26	Admin salary		664.72	N/A
P17-27	Greenspace Warden		90.00	N/A
P17-28	Amenity mowing contract services.		770.40	128.40
P17-29	Cllr. Training		30.00	5.00
P17-30	Annual play Inspections x 2		156.00	26.00
P17-31	Purchase of stickers for litter bins		31.20	5.20
TOTAL		4269.45	1742.32	164.60

Summary of Accounts to 02.06.17

Chairman initials.....

HARVINGTON PARISH COUNCIL

Harvington Parish Council 2017-18.				
	Budget 2017/18	Receipts/ Payments	Under/Over Spend	% Spent
Receipts				
Precepts		20001.00		
Lengthsman - Worcs CC	1842.00	126.50		
PP3 - Worcs CC		0.00		
WCC Amenity		690.00		
Grants - NHB		0.00		
VAT - Recoverable		3579.45		
Total		24396.95		
Payments				
Mowing - Parish Amenity	5800.00	1200.00	4600.00	21%
Street Lighting	3158.00	0.00	3158.00	0%
Warden	1000.00	224.00	776.00	22%
Lengthsman (PC Contribution)	1000.00	0.00	1000.00	0%
Maintenance assets/planters	1500.00	237.50	1262.50	16%
Village News	1100.00	299.25	800.75	27%
Parish Paths (PP3)	150.00	0.00	150.00	0%
Grants	5000.00	0.00	5000.00	0%
Donations	300.00	275.00	25.00	92%
Locum Clerk	300.00	255.60	44.40	85%
RRR	450.00	247.84	202.16	55%
Clerk expenses	400.00	65.38	334.62	16%
Salary	7500.00	1246.26	6253.74	17%
Training	200.00	25.00	175.00	13%
Village Hall - Insurance	800.00	0.00	800.00	0%
Insurance	1000.00	0.00	1000.00	0%
Subscriptions	1700.00	777.01	922.99	46%
Admin	800.00	115.49	684.51	14%
Audit Fees	500.00	95.00	405.00	19%
Chairman's Allowance	100.00	0.00	100.00	0%
Loan Repayments	3172.00	1585.84	1586.16	50%
Contingency	3600.00	27.46	3572.54	1%
Jubilee Orchard	700.00	56.00	644.00	8%
Playing Field	1500.00	240.00	1260.00	16%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	2000.00	0.00	2000.00	0%
SUBTOTAL	48730.00	6972.63		
WCC PPP3	500.00	59.25	440.75	12%
WCC PL	1842.00	624.00	1218.00	34%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (Fl.Allev.grant phase 1)	1380.00	26.00	1354.00	2%
WDC (Fl Allev grant phase 2)	1329.00	13.00	1316.00	1%

Chairman initials.....

HARVINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council meeting held on Wednesday 9th August 2017 at 7.45 pm in Harvington Village Hall.

Present:	Cllrs. Mr. Colebrook (Chairman), Mrs. Allison, Mr. Dorrell, Mr. Langley, Mr. Redman and Mr. Baugh. <u>In attendance:</u> Mrs. Holland (Clerk), County Cllr Mr. Hopkins, Dist. Cllr. Mr. Homer and 2 parishioners.
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49.	Apologies: Cllr. Mrs. Hall, Dr. Davies and Mr. Swift (reasons accepted by Council).
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50.	Register of Interests: Nil declared.
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51.	Dispensations: nil received.
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52.	<p>Reports received from County and District Cllr.</p> <p><u>County Cllr. Mr. Hopkins:</u> confirmed that the traffic along the Alcester/Evesham Road within the 30 mph limit is still on his agenda. He is in discussion with Officers at the Highways Department regarding collection of speed data prior to further consultation. There are various footways in the Village which are to be assessed for improvement. Ragley Road parking issue to be addressed in the Neighbourhood Plan.</p> <p><u>District Cllr. Mr. Homer:</u> road congestion around the Valley Park area causing concerns especially with proposal for further development. Discussions on cycle paths in the area are progressing.</p> <p><u>Crest Hill development</u> - conditions 2 and 3 of planning application still not signed off.</p>
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Public Question Time: meeting suspended at 8.05pm, reconvening at 8.15pm. Notes appended to these minutes.

53.	Minutes: it was resolved that the minutes of the of the Ordinary Parish Council meeting held on 12.07.17 were an accurate record, duly signed by the Chairman.
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54.	<p>Clerk's report:</p> <p><u>New Homes Bonus funding</u> – currently available £13,762.</p> <p><u>Rights of Way clearance</u> - paths in the process of being cleared.</p> <p><u>Litter Picks:</u> Harvey Bears weekend 19th/20th August and Harvington Youth Group weekend of 20th/21st October.</p> <p><u>Potholes Leys Road</u> - actioned for repair.</p> <p><u>Chairman's meeting held by Cropthorne Parish Council</u> - notes circulated to members.</p> <p><u>Village Street</u> - Rooftop Housing Association have confirmed that they are addressing the issues regarding parking in the area.</p> <p><u>Litter Bin</u> - new bin installed at Shop and old bin relocated to the Orchard.</p> <p><u>Maintenance to ditch Leys Road</u> reported to Land Drainage Inspector.</p> <p><u>Rooftop Housing Association</u> - arranging for weeds to be sprayed in the Blakenhurst area.</p>
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55.	<p>Representatives report:</p> <p>a) <u>Flood Warden</u> – no problems to report.</p> <p>b) <u>PACT and Community Speed Watch</u> – no report.</p> <p>c) <u>Harvington Trust</u> - meeting held on the 8th August 2017. No decision taken on Orchard management. It was noted that there are two separate bodies i.e. Harvington Trust and Harvington Trust Fund where combined meetings are held.</p> <p>d) <u>Village Hall Management Committee</u> - no meetings held. Cllr. Mrs. Allison has spoken to the Chair of the Committee in relation to the New Homes Bonus request from a resident.</p> <p>e) <u>Harvington Neighbourhood Plan</u> - Chris Haynes, Chair of the Neighbourhood Plan Steering Group reported that he has notified developers that once a Planning Consultant has been appointed the</p>
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Chairman initials.....

HARVINGTON PARISH COUNCIL

	Group will arrange a meeting. Waiting to hear from 'Locality' in regard to grant funding application. Free technical assistance has been given to look at areas around the Village along with the possibility of 4 other free packages.
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56.	Planning.
56.1	No comment on the Notification of Consultation on the Draft South Worcestershire Design Guide Supplementary Planning Documents (July 2017).
56.2	<p><u>Planning applications dealt with by delegation duly noted:</u></p> <p>a) <u>17/01141</u> – Tamarisk, 89, Village Street, Harvington. Proposal: Roof lift, loft conversion of existing storey dwelling. Comments: Object to the proposal as out of character and not in keeping with that area of the Village where there are a number of bungalows. Harvington has a shortage of this type of housing.</p> <p>b) <u>17/01300/HP</u> - 1, Rowberry Cottages, Leys Road, Harvington. Proposal: Demolition of existing shed and erection of single storey garden room to rear. Comments: None</p>

57.	Financial Matters: Resolved that payments and expenses as listed on the schedule be paid. Bank summary agreed to 28.06.17.Appendix 1.
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58.	Finance & General Purposes Group: the notes of the July meeting received and correspondence regarding a number of vehicles that continue to park on the Green despite there being double yellow lines surrounding the area considered. The Council agreed to monitor the area and offending vehicle details will be reported to the enforcement team at Wychavon District Council.
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59.	Harvington Parish matters for discussion/decision.
59.1	<u>Playing Field</u> agreed to accept revised quote received from preferred contractor to include the installation of a gate at a total cost of £2634. Waiting to hear from Wychavon District Council in regard to pre planning application prior to works commencing.
59.2	<u>Vehicle Activated Signage</u> – rota agreed for next six months.
59.3	<u>Bench for Village Street</u> – agreed to consult with residents by placing a notice in the Village News and to consult with households close to the shelter.
59.4	<u>Jubilee Orchard</u> - report on site visit held with Harvington Trust, Parish Council and contractor to look at growth management in the short term and future management of site. Clerk arranged further meeting with Rooftop Housing Association Housing Officer and contractor to clarify ownership of boundary and fencing.

60.	<p>Urgent decision taken: Tree branches, Jubilee Orchard, it was noted that they had been partially sawn. A decision to pollard the tree as soon as possible was agreed.</p> <p>Urgent decisions reported:</p> <p>a) <u>Neighbourhood Planning Steering Group</u> re questions raised over appointing planning consultant and applying for funding: Locality application successfully completed; consultant to be appointed once confirmation of grant funding received.</p> <p>b) <u>Following recent accident</u> at the crossroads Clerk to forward to Cllr. Mr. Hopkins correspondence from 2013 in regard to speeding traffic along the Evesham/Alcester Road at the crossroads. Update: In discussion with Officers at the County Council.</p>
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Meeting closed at 9.00 pm.

Signed by the Chairman: Dated:13th September 2017.

Chairman initials.....

HARVINGTON PARISH COUNCIL

Correspondence circulated to members.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Notification of Consultation on the Draft South Worcestershire Design Guide Supplementary Planning Documents (July 2017 via email to all members. Email 31.07.17.

Public Question Time - 2 parishioners in attendance who raised the following:

Parking on grass verge Leys Road. Rooftop Housing Association to be contacted.

Appendix 1.

Payments authorised for payment 9th August 2017.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT
R17- 5	WCC PPP3 payment	59.25		N/A
P17-	Admin salary + HMRC		682.50	N/A
P17-	Greenspace Warden		90.00	N/A
P17-	Amenity mowing contract services.		837.60	139.60
P17-	Purchase of School Prize.		25.05	N/A
P17-	Harvington Pre-School – Litter Pick June 17		125.00	N/A
P17-	Wychavon Sport – Parish Games		69.00	N/A
P17-	Glasdon UK Ltd – Litter Bin		540.13	90.02
P17-	Parish Lengthsman (PPP3,PL,Flood Allev)		434.40	N/A
P17-	P D Hughes – Play Bark.		132.00	22.00
TOTAL		59.25	2935 .68	251 .62

Harvington Parish Council 2017-18 - August meeting.				
	Budget 2017/18	Receipts/ Payments	Under/Over Spend	% Spent
Precepts		20001.00		
Lengthsman - Worcs CC	1842.00	126.50		
PP3 - Worcs CC		59.25		
WCC Amenity		690.00		
Grants - NHB		0.00		
VAT - Recoverable		3579.45		
Other Receipts		0.00		
Total		24456.20		
Payments				
Mowing - Parish Amenity	5800.00	1842.00	3958.00	32%
Street Lighting	3158.00	0.00	3158.00	0%
Warden	1000.00	314.00	686.00	31%
Lengthsman (PC Contribution)	1000.00	0.00	1000.00	0%
Maintenance assets/planters	1500.00	237.50	1262.50	16%
Village News	1100.00	299.25	800.75	27%
Parish Paths (PP3)	150.00	0.00	150.00	0%
Grants	5000.00	0.00	5000.00	0%
Donations	300.00	275.00	25.00	92%
Locum Clerk	300.00	255.60	44.40	85%
RRR	450.00	247.84	202.16	55%

Chairman initials.....

HARVINGTON PARISH COUNCIL

Clerk expenses	400.00	102.14	297.86	26%
Salary	7500.00	1869.39	5630.61	25%
Training	200.00	50.00	150.00	25%
Village Hall - Insurance	800.00	0.00	800.00	0%
Insurance	1000.00	0.00	1000.00	0%
Subscriptions	1700.00	777.01	922.99	46%
Admin	800.00	120.32	679.68	15%
Audit Fees	500.00	95.00	405.00	19%
Chairmans Allowance	100.00	0.00	100.00	0%
Loan Repayments	3172.00	1585.84	1586.16	50%
Contingency	3600.00	27.46	3572.54	1%
Jubilee Orchard	700.00	121.00	579.00	17%
Playing Field	1500.00	305.00	1195.00	20%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	2000.00	26.00	1974.00	
SUBTOTAL	48730.00	8550.35		
WCC PPP3	500.00	59.25	440.75	12%
WCC PL	1842.00	624.00	1218.00	34%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (Fl.Allev.grant phase 1)	1380.00	26.00	1354.00	2%
WDC (Fl Allev grant phase 2)	1329.00	13.00	1316.00	1%
WDC - Neighbourhood Plan	5000.00	0.00	5000.00	0%
VAT		674.59		
TOTAL	59789.50	9947.19		

Treasurers Account.

B/F 01.04.17	27886.19
Income received	24456.20
minus unrepresented chq 2016-17	-645.15
Minus expenditure	-9947.19
Transfer to bus. AC	-20000.00
Total	21750.05

Bank statement 03.07.17	44770.23
minus unrepresented payments	-3020.18
minus transfer to reserves	-20000.00
Total	21750.05

Less grant allocations

-1508.50	NHBS JO/PC/STW
-1380.00	Fl. Allev. Grant 1
-1329.00	Fl. Allev Grant 2
-5000.00	WDC - NP

Remaining **12532.55**

Bus. Instant Access **89312.66**

Chairman initials.....

HARVINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council meeting held on Wednesday 13th September 2017 at 7.45 pm in Harvington Village Hall.

Present:	Cllrs. Mr. Colebrook (Chairman), Dr. Davies, Mrs. Allison, Mr. Langley, Mr. Redman, Mrs. Hall and Mr. Swift. <u>In attendance:</u> Mrs. Holland (Clerk), County Cllr Mr. Hopkins, Dist. Cllr. Mr. Homer and 2 parishioners.
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61.	Apologies: Cllr. Mr. Baugh (reasons accepted by Council).
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62.	Register of Interests: Nil declared.
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63.	Dispensations: nil received.
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64.	<p>Reports received from:</p> <p><u>County Cllr. Mr. Hopkins:</u> Speed assessment along Evesham Road on waiting list. Full meetings at County Council commence tomorrow following summer recess.</p> <p><u>District Cllr. Mr. Homer:</u> Sales Board at Crest Hill are larger than they should be, Planning Enforcement team are dealing with the matter. Pleased to see the good work carried out by Harvey Bears Litter Pick. <u>New Homes Bonus</u> – again reiterated that the funds are discretionary and unique to the community.</p> <p><u>Police:</u> No report received.</p>
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Public Question Time: meeting suspended at 7.50 pm, reconvening at 8.05 pm. Notes appended to these minutes.

65.	Minutes: it was resolved that the minutes of the of the Ordinary Parish Council meeting held on 09.08.17 were an accurate record, duly signed by the Chairman.
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66.	<p>Clerk's report:</p> <p><u>New Homes Bonus funding</u> – currently available £13,762.</p> <p><u>Rights of Way clearance</u> – work carried out by Parish Council mainly completed.</p>
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67.	<p>Representatives report:</p> <p>a) <u>Flood Warden</u> – no report.</p> <p>b) <u>PACT and Community Speed Watch</u> – July meeting discussed the issue of parking at the School, on the Village Green, speeding on roads within the Village and vandalism on the playing field area. Concerns were raised that the Police could not guarantee attendance at future PACT meetings. Next meeting to take place on the 14th September 2017. Police Commissioner has said in a meeting with Cllr. Mr. Colebrook that the PACT meetings should be continued with a Police presence.</p> <p>c) <u>Harvington Trust</u> – Meeting held recently to discuss the Harvington Trust and the Harvington Trust Fund. The Harvington Trust Fund is the body that the Parish Council appoints representatives to.</p> <p>d) <u>Village Hall Management Committee</u> – Film evening's very successful event. New Parochial Church Council representative appointed on the Committee. Requested at their next meeting to look at projects for funding from the New Homes Bonus scheme.</p> <p>e) <u>Harvington Neighbourhood Plan</u> - Locality grant awarded of £7,500 to appoint planning consultant. Free technical support received.</p>
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68.	Planning.
68.1	17/01533/HP – 48 Village Street, Harvington. Proposal: Proposed rear dining extension, pitched roof over lounge, alterations to dorma and new

HARVINGTON PARISH COUNCIL

	front bedroom and porch. All building to receive rendering finish. Comments: None.
68.2	Correspondence received from the Planning Authority duly noted: a) 17/01145/HP - 9 Brookdale, Harvington. Permission granted. b) 17/01300/HP - 1, Rowberry Cottages, Leys Road, Harvington. Permission granted. c) 17/01141 – Tamarisk, 89, Village Street, Harvington. Permission granted.
68.3	<u>Planning applications dealt with by delegation duly noted:</u> a) 17/01243/HP - 8 Village Street, Harvington. Proposal: Re-roofing and structural modifications to the roof of the outbuilding; with the addition of roof windows. New first floor bay window. Comments: Would ask that the hayloft door be retained as it is felt that by converting to a bay window this will considerably affect the existing symmetry of the building.

69.	Financial Matters: Resolved that payments and expenses as listed on the schedule be paid. Bank summary agreed to 03.08.17.Appendix 1.
69.2	Resolved to vire £150 from contingency budget to donations budget.
69.3	Insurance documents for annual renewal reviewed and agreed.
69.4	External Auditor report noted. No action required.
69.5	Avon Planning Services contractual agreement as a consultant to the Neighbourhood Planning Steering Group agreed.

70.	Harvington Parish matters for discussion/decision.
70.1	<u>Playing Field</u> - planning application submitted to erect fencing to be resubmitted with additional documents.
70.2	<u>Litter and Dog fouling:</u> report received from Harvey Bears on Litter Pick carried out in August duly noted. The Group gave excellent feedback which was appreciated by the Council.
70.3	<u>Bench:</u> –following consultation received from parishioners affected by both proposals on where to site benches in the Village the following was considered: a) <u>To site bench adjacent to the bus shelter</u> opposite the Golden Cross Public House, Village Street. Proposed by Cllr. Mr. Colebrook, seconded by Cllr. Dr. Davies and resolved by a vote of 4 for with 3 abstentions to purchase a Festival straight bench, moss green in colour, for the sum of £547.09 + delivery once approval received from Highways. If site approved Limebridge Rural Services Ltd to install the bench on a concrete base for £200. b) <u>Request for bench/bus shelter</u> along Alcester Road by Brickyard Cottages. Item deferred to obtain quotes for a bus shelter with seating inside.
70.4	<u>Planters:</u> to consider purchasing additional planters for the Village. Members asked to look at locations within the Village boundary and email to the Clerk.

Meeting closed at 9.05 pm.

Signed by the Chairman:**Dated: October 11th 2017.**

Correspondence circulated to members.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Wychavon CALC Executive Officer report circulated via email 02.06.17.
Letter received from MP circulated to members via email.
Land off Bromley Close, Harvington - email circulated to members via email 15.08.17 re conditions related to highways and splays.
CALC Training programme circulated by email.
Active 10 campaign to increase physical activity levels of 40-60 year olds by changing a stroll into a brisk 10 minute walk.

Chairman initials.....

HARVINGTON PARISH COUNCIL

The Active 10 app can be downloaded onto phone. For further information:

http://po.st/Active10_Worcestershire

Inquiry over signs Crest Hill Development – referred to Planning Authority/Dist. Cllr.

Public Question Time - 2 parishioners in attendance who raised the following:

1. Xmas Tree in Village – What can the community do to assist? Ideas on the project would be discussed at the October Finance & General Purposes Group meeting. Parishioner to be invited to attend.
2. Monitoring the Village Green re Parking – problem continues during school drop off and collection times. The Headteacher contacts parents regularly to ask them to park considerably. Item to be placed in Village News and considered at next PACT meeting.

Appendix 1.

Payments authorised for payment 13th September 2017.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT
P17- 43/50	Admin costs, salary + HMRC		683.26	1.66
P17-44	Greenspace Warden		64.00	N/A
P17-45	Amenity contract services.		1064.40	177.40
P17-46	Information Commissioner		35.00	N/A
P17-47	Annual Insurance		888.84	N/A
P17-48	Harvington Pre-School – Litter Pick August 17		125.00	N/A
P17-49	Printing Newsletter		507.75	9.00
P17-51	External Auditor		360.00	60.00
P17-52	Parish Lengthsman (PL, Flood Allev)		238.00	N/A
P17-53	Community AED Scheme		118.80	19.80
P17-54	Cheque cancelled.		0.00	N/A
P17- 55	WDC - Planning application.		192.50	N/A
TOTAL			4277.55	267.86

Summary of Accounts to 03.08.17.

B/F 01.04.17	27886.19	
Income received	24846.20	
minus unrepresented chq 2016-	-645.15	
Minus payments	13823.11	
Transfer to bus. AC	20000.00	
Total	18264.13	
Bank statement 03.08.17	22140.05	
minus unrepresented payments	-3876.92	
Total	18263.13	
Less grant allocations		
	-1508.50	NHBS JO/PC/STW
	-1380.00	Fl. Allev. Grant 1
	-1329.00	Fl. Allev Grant 2
		WDC -
	-5000.00	NP
Remaining	9045.63	
Bus. Instant Access	89322.32	

Chairman initials.....

HARVINGTON PARISH COUNCIL

	Budget 2017/18	Receipts/ Payments	Under/Over Spend	% Spent
Precepts		20001.00		
Lengthsman - Worcs CC	1842.00	516.50		
PP3 - Worcs CC		59.25		
WCC Amenity		690.00		
Grants - NHB		0.00		
VAT - Recoverable		3579.45		
Total		24846.20		
Payments				
Mowing - Parish Amenity	5800.00	2344.00	3456.00	40%
Street Lighting	3158.00	0.00	3158.00	0%
Warden	1000.00	362.00	638.00	36%
Lengthsman (PC Contribution)	1000.00	0.00	1000.00	0%
Maintenance assets/planters	1500.00	237.50	1262.50	16%
Village News	1100.00	299.25	800.75	27%
Parish Paths (PP3)	150.00	0.00	150.00	0%
Grants	5000.00	125.00	4875.00	3%
Donations	300.00	369.05	-69.05	123%
Locum Clerk	300.00	255.60	44.40	85%
RRR	450.00	247.84	202.16	55%
Clerk expenses	400.00	157.11	242.89	39%
Salary + HMRC	7500.00	2492.52	5007.48	33%
Training	200.00	50.00	150.00	25%
Village Hall - Insurance	800.00	0.00	800.00	0%
Insurance	1000.00	0.00	1000.00	0%
Subscriptions	1700.00	777.01	922.99	46%
Admin	800.00	60.10	739.90	8%
Audit Fees	500.00	95.00	405.00	19%
Chairmans Allowance	100.00	0.00	100.00	0%
Loan Repayments	3172.00	1585.84	1586.16	50%
Contingency	3600.00	27.46	3572.54	1%
Jubilee Orchard	700.00	177.00	523.00	25%
Playing Field	1500.00	597.00	903.00	40%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	2000.00	1348.24	651.76	67%
SUBTOTAL	48730.00	11607.52		
WCC PPP3	500.00	93.90	406.10	19%
WCC PL	1842.00	988.00	854.00	54%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (Fl.Allev.grant phase 1)	1380.00	35.75	1344.25	3%
WDC (Fl Allev grant phase 2)	1329.00	39.00	1290.00	3%
WDC - Neighbourhood Plan	5000.00	0.00	5000.00	0%
VAT		1058.94	0.00	
TOTAL	60289.50	13823.11		

Chairman initials.....

HARVINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council meeting held on Wednesday 11th October 2017 at 7.50 pm in Harvington Village Hall.
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Present:	Cllrs. Mr. Colebrook (Chairman), Dr. Davies, Mr. Langley, Mr. Redman, Mr. Baugh, Mr. Dorrell, Mrs. Hall and Mr. Swift. <u>In attendance:</u> Mrs. Holland (Clerk), County Cllr Mr. Hopkins, and 1parishioner.
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71.	Apologies: Cllr. Mrs. Allison (reason accepted by Council); PC D. Stanley, PCSO Simon Hall, Dist. Cllr. Mr. Homer, and Mrs. S. Hurst.
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72.	Register of Interests: Nil declared.
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73.	Dispensations: nil received.
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74.	Reports received from: <u>County Cllr. Mr. Hopkins:</u> Works scheduled for Leys Road due to start 20th to 24th October 2017. Superfast Broadband for Leys Road now online. Speed data report still waiting on for B4088. <u>Police:</u> No report received.
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Public Question Time: Nil.

75.	Minutes: it was resolved that the minutes of the of the Ordinary Parish Council meeting held on 13.09.17 were an accurate record, duly signed by the Chairman.
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76.	Clerk's report: <u>New Homes Bonus funding</u> – currently available £13,762. <u>Leys Road repair request:</u> Highways have reported that they are aware of the potholes and that an order has been raised for all the actionable defects to be repaired. <u>Oak tree adjacent to Coach & Horses:</u> Highways have inspected the site and confirm that no safety issues were identified. The road will continue to be monitored and action will be taken as deemed necessary. <u>Dog Fouling Signs:</u> 20 replacement stickers ordered at a cost of £59.80. <u>Bench adjacent to Bus Shelter</u> opposite Golden Cross Public House - to be ordered in Moss Green colour once License received from Highways.
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77.	Representatives report: a) <u>Flood Warden</u> – Nil to report. b) <u>PACT and Community Speed Watch</u> – July meeting not attended by the Police. September meeting 3 persons attended. The Group have written to the Police Commissioner regarding the Police lack of attendance and slow response within the Villages concerned. c) <u>Harvington Trust Fund</u> – Nil to report. d) <u>Village Hall Management Committee</u> – no meeting held. Chris Haynes reported that the Green Room will be made available for persons to use when children are present in the Village Hall. e) <u>Harvington Neighbourhood Plan</u> - Chris Haynes, Chair of the Neighbourhood Plan Steering Group, reported that the Parish Council will be required to carry out public consultation for a period of six weeks on the Draft Neighbourhood Plan. It is hoped to present the Parish Council with a document for their December meeting and start the public consultation exercise in early January 2018. Planning Consultant now in place. f) <u>Wychavon Area CALC meeting</u> - Andy Ford, Planning Officer from Wychavon District Council, gave an interesting talk on the Community Infrastructure Levy and how it affects Parish Councils. g) <u>Monitoring parking on Village Green</u> – deferred.
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HARVINGTON PARISH COUNCIL

78.	Planning.
78.1	Application considered: 17/01988/HP – 61 Hughes Close, Harvington. Proposal: Single storey rear extension to replace existing conservatory. Comments: None.
78.2	Correspondence received from the Planning Authority duly noted: 17/01243/HP - 8 Village Street, Harvington. Permission granted.
79.	Financial Matters:
79.1	Resolved that payments and expenses as listed on the schedule be paid. Bank summary agreed to 02.10.17.Appendix 1.
79.2	<u>NALC Conference:</u> resolved that the Chairman attends at a cost of £50 + parking.
79.3	<u>Tender for amenity contract:</u> agreed to postpone the tender for a year until work on the Jubilee Orchard has been completed.
80.	Harvington Parish matters for discussion/decision.
80.1	<u>Playing Field</u> - planning application submitted and out for consultation.
80.2	<u>Harvington PTFA:</u> permission requested to hold Fireworks Display on the playing field on November 3rd 2017. Following documentation submitted it was agreed to approve the request subject to a satisfactory risk assessment and confirmation that statement in their insurance policy regarding fireworks has been addressed.
80.3	<u>Seating/bus shelter Brickyard Cottages:</u> following further consultation 3 positive responses received from parishioners for the provision of a bus shelter with seating. Waiting for confirmation of Licence from Highways.
80.4	<u>Armistice Service:</u> Wreath to be laid at the Armistice Service by Cllr. Mr. Dorrell.
81.	Finance & General Purposes Group: Members duly considered notes.
81.1	<u>Jubilee Orchard:</u> report on restoration of the ground, future maintenance and quotation for works considered. Resolved to: a) Accept the quotation to carry out Phase One clearance work at a cost of £375. b) Accept the quotation for the Annual Grassland Maintenance of £125. Works will be included in the next amenity tender contract. Once Phase One completed quotes to be given for phase 2 and 3 of the project. c) Fruit Tree Management - members of the Harvington Trust wish to continue with this work.
81.2	<u>New Homes Bonus funding</u> - two ideas considered: a) <u>Footbridge over the river:</u> project likely to exceed funds available. b) <u>Adult fitness</u> equipment for the playing field: Cllr. Mrs. Hall to provide the Clerk with ball park figures of costs involved prior to the November meeting.
81.3	<u>Additional planters:</u> resolved to purchase 2 large planters for the Village Green and at the corner of Alcester Road and Village Street. Clerk to obtain quotes and permission from the Highways authority.
81.4	<u>Staffing Committee policy:</u> resolved to adopt. Members appointed will be those that are elected annually on the Finance & General Purposes Group.
82.	Chairman's report: gave a brief explanation on the difference between the Harvington Trust and the "Harvington Trust Fund" to members. Council members are only represented on the Harvington Trust Fund.
83.	Correspondence received: a) <u>PACT meeting</u> – email responded to in regard to incidents in the Village and addressed in minute 77.b.

Chairman initials.....

HARVINGTON PARISH COUNCIL

	b) Request to extend the footway to Ellenden from Mandeville Cottages: it was agreed not to take this further as this would be a very expensive project to fund along with issues of layout and future maintenance.
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Meeting closed at 9.40 pm.

Signed by the Chairman:Dated: 8th November 2017.

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

Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Worcestershire CALC AGM.
Worcestershire Minerals Local Plan - 4th Calls for Sites. Email circulated to members 26.09.17.
Notification of Adoption of the South Worcestershire Planning for Health Supplementary Planning Document (September 2017) circulated to members 26.09.17.
CALC Training programme circulated by email.
WDC – Open letter re future funding NHB – circulated to members 14.09.17.
Consultation - Worcestershire County Council's Planning Validation Document Review. Worcestershire County Council, are responsible for the processing and determination of planning applications for minerals developments, waste management facilities, and the County Council's own developments, e.g. libraries, schools, roads and railway stations. This review will allow us to continue accepting and validating planning applications in a timely and efficient manner. Consultation runs until 10th November 2017. www.worcestershire.gov.uk/validdoc

Appendix 1.

Payments authorised for payment 11th October 2017.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT RECOVERED
R17-10	Groundwork UK - Neighbourhood Plan Grant	7500.00		
R17- 11	WCC – P/L scheme.	224.00		
R17-12	WDC Precept payment.	19999.00		
P17- 56	Admin costs, salary.		682.94	N/A
P17-57	Greenspace Warden		80.00	N/A
P17-58	Amenity contract services.		1106.40	184.40
P17-59	Insurance cover litter bin x 2		5.29	N/A
P17-60	Purchase of dog fouling stickers.		59.80	9.87
P17-61	Royal British Legion		50.00	N/A
P17-62	ROW maintenance.		90.00	N/A
P17-63	Village Hall Insurance		833.93	N/A
TOTAL		27723.00	2908.36	194.27

AC Summary to 02.10.17.

Harvington Parish Council 2017-18 - Oct. 17				
	Budget 2017/18	Receipts/ Payments	Under/Over Spend	% Spent
Receipts				
Precepts		40000.00		
Lengthsman - Worcs CC	1842.00	1104.50		
PP3 - Worcs CC		93.90		
WCC Amenity		690.00		

Chairman initials.....

HARVINGTON PARISH COUNCIL

Grants - NHB		0.00		
VAT - Recoverable		5312.34		
Other Receipts		7500.00		
Total		54700.74		
Payments				
Mowing - Parish Amenity	5800.00	2846.00	2954.00	49%
Street Lighting	3158.00	0.00	3158.00	0%
Warden	1000.00	426.00	574.00	43%
Lengthsman (PC Contribution)	1000.00	0.00	1000.00	0%
Maintenance assets/planters	1500.00	237.50	1262.50	16%
Village News	1100.00	798.00	302.00	73%
Parish Paths (PP3)	150.00	0.00	150.00	0%
Grants	5000.00	349.00	4651.00	7%
Donations	450.00	369.05	80.95	82%
Locum Clerk	300.00	255.60	44.40	85%
RRR	450.00	247.84	202.16	55%
Clerk expenses	400.00	185.72	214.28	46%
Salary + HMRC	7500.00	3115.65	4384.35	42%
Training	200.00	50.00	150.00	25%
Village Hall - Insurance	800.00	0.00	800.00	0%
Insurance	1000.00	888.84	1000.00	89%
Subscriptions	1700.00	812.01	887.99	48%
Admin	800.00	89.96	710.04	11%
Audit Fees	500.00	395.00	105.00	79%
Chairmans Allowance	100.00	0.00	100.00	0%
Loan Repayments	3172.00	1585.84	1586.16	50%
Contingency	3450.00	27.46	3422.54	1%
Jubilee Orchard	700.00	422.00	278.00	60%
Playing Field	1500.00	929.50	570.50	62%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	2000.00	1348.24	651.76	67%
SUBTOTAL	48730.00	15379.21		
WCC PPP3	500.00	93.90	406.10	19%
WCC PL	1842.00	1212.00	630.00	66%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (Fl.Allev.grant phase 1)	1380.00	35.75	1344.25	3%
WDC (Fl Allev grant phase 2)	1329.00	53.00	1276.00	4%
WDC - Neighbourhood Plan	5000.00	0.00	5000.00	0%
Groundwork UK (NPG)	7500.00	0.00	7500.00	0%
VAT		1326.80	0.00	
TOTAL	67789.50	18100.66		

Chairman initials.....

HARVINGTON PARISH COUNCIL

Treasurers Account.	
B/F 01.04.17	27886.19
Income received	54700.74
minus unrepresented chq 2016-17	-645.15
Minus payments	-18100.66
Transfer to bus. AC	-20000.00
Total	43841.12
Bank statement 02.10.17.	44803.07
minus unrepresented payments	-961.95
Total	43841.12
Less grant allocations	
	-1508.50 NHBS JO/PC/STW
	-1380.00 Fl. Allev. Grant 1
	-1329.00 Fl. Allev Grant 2
	-5000.00 WDC - NP
	-7500.00 Groundwork UK
Remaining	34623.62
Bus. Instant Access	89326.36

Chairman initials.....

HARVINGTON PARISH COUNCIL

**Minutes of the Ordinary Parish Council meeting held on Wednesday 8th November 2017 at 7.50pm,
Harvington Village Hall.**

Present:	Cllrs. Mr. Colebrook (Chairman), Dr. Davies, Mr. Langley, Mr. Redman, Mr. Baugh, Mr. Dorrell, Mrs. Allison and Mr. Swift. <u>In attendance:</u> Mrs. Holland (Clerk), County Cllr Mr. Hopkins, and 2 parishioners.
84.	Apologies: PC D. Stanley, PCSO Simon Hall and Dist. Cllr. Mr. Homer.
85.	Register of Interests: Nil declared.
86.	Dispensations: nil received.
87.	Casual Vacancy: has arisen in the Office of Councillor for the Parish Council. If by 13th November, 2017 a request for an election is made in writing to the Returning Officer at Wychavon District Council by ten electors then an election will be held to fill vacancy, otherwise the vacancy will be filled by co-option.
88.	Chairman's feedback on NALC Conference: full report circulated to members. Chairman emphasised that members should attend the basic training sessions to fully understand their role.
89.	<p>Reports received from: County Cllr. Mr. Hopkins: a) <u>Speed data for Evesham/Alcester Road</u> – waiting on results. b) <u>Contact the Tree Officer</u> at the County Council regarding the encroachment of the oak tree onto resident property, adjacent to Coach & Horses. c) <u>PACT Group</u>: very concerned as other Groups are running with no problems. d) <u>Divisional Cllr. Fund</u> available – welcome ideas for use. e) <u>Footways in the County</u> are being inspected; report to be provided in 2018. Police: Report received, circulated to members.</p>
Public Question Time: Meeting suspended at 8.05pm, reconvening at 8.10pm. Notes appended to these minutes.	
90.	Minutes: it was resolved that the minutes of the of the Ordinary Parish Council meeting held on 11.10.17 were an accurate record, duly signed by the Chairman.
91.	<p>Clerk's report: <u>New Homes Bonus funding</u> – currently available £13,762. <u>Oak tree adjacent to Coach & Horses:</u> referred to County Cllr. Mr. Hopkins to discuss with Tree Officer/Highways the problem of encroachment of the tree onto residents land. <u>Bench adjacent to Bus Shelter</u> opposite Golden Cross Public House – License received. Bench to be ordered and delivered to contractors. <u>BT Kiosk, Leys Road</u> front repainted. <u>Additional Councillor training sessions:</u> Dates suggested so far are November 27th, 28th, 29th and 30th. Two dates will be decided depending on response. Sessions will be held at County Hall , Worcester , 7pm to 9pm.</p>
92.	<p>Representatives appointed to the following: a) Neighbourhood Plan Steering Group – Cllr. Mr. Langley. b) Wychavon CALC representative – Cllr. Mrs. Allison.</p>

Chairman initials.....

HARVINGTON PARISH COUNCIL

93.	<p>Representatives report:</p> <p>a) <u>Flood Warden</u> – Nil to report.</p> <p>b) <u>PACT and Community Speed Watch</u> – Cllr. Dr. Davies has contacted the Officer concerned with Community Speed Watch for an update. He was also asked to contact Dist. Cllr. Mr. Homer in relation to the non attendance of the Police at the PACT Group.</p> <p>c) <u>Harvington Trust Fund</u>– Nil to report.</p> <p>d) <u>Village Hall Management Committee</u> – Nil to report.</p> <p>e) <u>Harvington Neighbourhood Plan</u> – Chris Haynes, Chairman of Neighbourhood Plan Steering Group reported that the Group were now meeting every Friday morning revising policies.</p> <p>f) <u>Monitoring parking on Village Green</u> – Cllr. Mr. Langley to monitor and report to the next meeting of the Finance & General Purposes Group.</p>
94.	<p>Planning.</p>
94.1	<p>Application considered: 17/00786/FUL – Gardeners Kitchen, Anchor Lane, Harvington. Proposal: Replacement of existing glasshouses and poly tunnels with new glass housing. Comments: Nil.</p>
94.2	<p>Correspondence received from the Planning Authority duly noted:</p> <p>a) 17/01988/HP – 61 Hughes Close, Harvington. Permission granted.</p> <p>b) 17/01533/HP - 48 Village Street, Harvington. Permission granted.</p> <p>c) 17/01858/FUL – Recreation of ground rear of Magnolia, Station Road, Harvington. Permission granted.</p>
95.	<p>Financial Matters:</p>
95.1	<p>Resolved that payments and expenses as listed on schedule be paid. Bank summary agreed to 30.10.17.Appendix 1.</p>
95.2	<p>Cheque signatory for bank accounts: Cllr. Mr. Baugh to be added to the bank details and Mrs. Hall to be removed.</p>
96.	<p>Harvington Parish matters for discussion/decision.</p>
96.1	<p><u>Playing Field:</u> planning application to erect fencing approved. Clerk to contact Tree Surgeon and Fencing Contractor and ask for date of commencement of work. Residents to be informed when date known.</p>
96.2	<p><u>Litter Pick:</u> report circulated from Harvington Youth Group on completing the Litter Pick. Cheque issued for £125.00.</p>
96.3	<p><u>Seating/bus shelter Brickyard Cottages:</u> waiting for confirmation of Licence from Highways.</p>
96.4	<p><u>Defibrillator:</u> to consider the report circulated by Wychavon District Council and the request that all Parish and Town Councils be asked to put the locations on their websites and to register the locations with the national website -http://www.heartsafe.org.uk/AED-locations It will be the Parish Council responsibility to keep it up-to-date. Deferred to December meeting in order for Cllr. Dr. Davies to look at the information.</p>
97.	<p>Finance & General Purposes Group: Members duly considered notes.</p>
97.1	<p>It was agreed that the F&GP Group gather information to provide adult fitness activity equipment by engaging with providers and determine costs to include ongoing maintenance towards a New Homes Bonus grant application.</p>
97.2	<p>It was agreed that the F&GP Group carry out a review of streetlights and consult with the Village on a request for additional street lighting.</p>
97.3	<p><u>Christmas Tree:</u> Cllr. Mrs. Allison reported that the Village Hall Committee had held a meeting to discuss placing a Tree in the vicinity of the Hall. This is not possible as the site proposed is unstable.</p>

Chairman initials.....

HARVINGTON PARISH COUNCIL

	<p>They did look at other sites in the Village and concluded that a tree on the corner of Evesham Road and Leys Road would be the most ideal site. Following discussion it was agreed:</p> <p>a) <u>Short term for 2017</u>: - Inform resident of the outcome of the Village Hall Committee discussion. Ask the resident and the group of volunteers if they can find a site to place the Tree, inform the Parish Council so that it can be confirmed depending on where the tree is to be sited whether they will be covered under the Parish Council insurance policy. The Parish Council would fund the materials required, cost to be agreed by delegation to Clerk, Chair and Vice Chair.</p> <p>b) <u>Long term</u>: Council to look at appropriate sites within the Village to look at various options of providing a Tree.</p>
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98.	Correspondence received: Confirmation received from Insurance Company that all members are covered on the policy when they act on outside organisations.
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99.	<p>Under The Public Bodies (Admission to Meeting(s)) Act 1960 The Council resolved to exclude the public and press from agenda item 16 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p> <p>a) Clerk submitted a report in relation to hours worked in excess of contract and present workload. Resolved that the Clerk's hours be increased to 12 per week as from the 1st December 2017, that excess hours be paid and a review of hours takes place at the March 2018 meeting.</p> <p>b) Warden attended the meeting for a six monthly review. Discussion took place on timely submission of weekly reports; Warden to submit template of report format to be more user friendly; preferably communication via text message; work outstanding up to date.</p>
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Meeting closed at 9.45 pm.

Signed by the Chairman:Dated: 13th December 2017.

Public Question Time - 2 parishioners in attendance who raised the following:

1. BT Kiosk – front painted not the back.

2. Footway near the Coach and Horses public house has been left in a bad state of repair after recent utilities works had been carried out.

3. Gully clearance- required by Village Green and Green Street.

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

Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Worcestershire CALC AGM.
Free "Smoke free" Play Area Signage: circulated to members 02.11.17.
Harvington Youth Group Litter Pick report – circulated to members 02.11.17.
CALC Training programme circulated by email.
Long Marston Airfield Garden Village – Draft Framework Master plan Supplementary Planning Document Consultation - Thursday 19 October to 5.00 pm Friday 1 December 2017. Public consultation on the draft Long Marston Airfield (LMA) Garden Village – Supplementary Planning Document (SPD).
Notification of Consultation on Revised Statements of Community Involvement (SCI). The South Worcestershire Councils are each reviewing their Statements of Community Involvement (SCIs) and are undertaking a consultation on the revised drafts from 30th October 2017 to 11th December 2017 . Copies of the three draft SCIs, and response forms are available to view online on the South Worcestershire Development Plan website: www.swdevelopmentplan.org ;

Chairman initials.....

HARVINGTON PARISH COUNCIL

Appendix 1.

Payments authorised for payment 8th November 2017.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT RECOVERED
P17- 64	Admin costs, salary.		670.58	N/A
P17- 65	Cancelled cheque.		0.00	N/A
P17- 66	Lengthsman.		469.00	N/A
P17- 67	Greenspace Warden		80.00	N/A
P17- 68	Neighbourhood Plan - Planning Consultant		702.00	117.00
P17- 69	Neighbourhood Plan - purchase of software.		115.06	N/A
P17- 70	Printing of Newsletter.		103.35	2.10
P17- 71	Harvington Trust - Orchard insurance.		201.60	N/A
P17- 72	Amenity contract.		770.40	128.40
P17-73	Litter Pick grant.		125.00	N/A
TOTAL		0.00	3236.99	247.50

Summary of Accounts to 30.10.17.

Harvington Parish Council 2017-18 - Nov. 17				
	Budget 2017/18	Receipts/ Payments	Under/Over Spend	% Spent
Receipts				
Precepts		40000.00		
Lengthsman - Worcs CC	1842.00	1104.50		
PP3 - Worcs CC		93.90		
WCC Amenity		690.00		
Grants - NHB		0.00		
VAT - Recoverable		5312.34		
Other Receipts		7500.00		
Total		54700.74		
Payments				
Mowing - Parish Amenity	5800.00	3293.00	2507.00	57%
Street Lighting	3158.00	0.00	3158.00	0%
Warden	1000.00	506.00	494.00	51%
Lengthsman (PC Contribution)	1000.00	0.00	1000.00	0%
Maintenance assets	500.00	0.00	500.00	0%
Planters	1000.00	712.50	287.50	71%
Village News	1100.00	798.00	302.00	73%
Parish Paths (PP3)	150.00	0.00	150.00	0%
Grants	5000.00	349.00	4651.00	7%
Donations	450.00	419.05	30.95	93%
Locum Clerk	300.00	255.60	44.40	85%
RRR	450.00	247.84	202.16	55%
Clerk expenses	400.00	226.53	173.47	57%
Salary + HMRC	7500.00	3738.78	3761.22	50%
Training	200.00	50.00	150.00	25%
Village Hall - Insurance	800.00	833.93	-33.93	104%

Chairman initials.....

HARVINGTON PARISH COUNCIL

Insurance	1000.00	894.13	1000.00	89%
Subscriptions	1700.00	812.01	887.99	48%
Admin	800.00	108.96	691.04	14%
Audit Fees	500.00	395.00	105.00	79%
Chairmans Allowance	100.00	0.00	100.00	0%
Loan Repayments	3172.00	1585.84	1586.16	50%
Contingency	3450.00	27.46	3422.54	1%
Jubilee Orchard	700.00	422.00	278.00	60%
Playing Field	1500.00	929.50	570.50	62%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	2000.00	1398.07	601.93	70%
SUBTOTAL	48730.00	18003.20		
WCC PPP3	500.00	183.90	316.10	37%
WCC PL	1842.00	1212.00	630.00	66%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (Fl.Allev.grant phase 1)	1380.00	35.75	1344.25	3%
WDC (Fl Allev grant phase 2)	1329.00	53.00	1276.00	4%
WDC - Neighbourhood Plan	5000.00	0.00	5000.00	0%
Groundwork UK (NPG)	7500.00	0.00	7500.00	0%
VAT		1521.17	0.00	
TOTAL	67789.50	21009.02		

Treasurers Account.

B/F 01.04.17 27886.19

Income received 54700.74

minus unrepresented chq 2016-17 -645.15

Minus payments 21009.02

Transfer to bus. AC 20000.00

Total 40932.76

Bank statement 02.10.17. 44803.07

minus unrepresented payments -3870.31

Total 40932.76

Less grant allocations

-1508.50 NHBS JO/PC/STW

-1380.00 Fl. Allev. Grant 1

-1329.00 Fl. Allev Grant 2

-5000.00 NP

-7500.00 Groundwork UK

Remaining 24215.26

Bus. Instant Access 89326.36

Chairman initials.....

HARVINGTON PARISH COUNCIL

**Minutes of the Ordinary Parish Council meeting held on Wednesday 13th December 2017 at 7.45pm,
Harvington Village Hall.**

Present:	Cllrs. Mr. Colebrook (Chair), Dr. Davies, Mr. Redman and Mr. Swift. <u>In attendance:</u> Mrs. Holland (Clerk), County Cllr Mr. Hopkins, Dist. Cllr. Mr. Homer and 2 parishioners.
100.	Apologies: Cllrs. Mrs. Allison, Mr. Baugh and Mr. Langley (reasons accepted by Council) and Mrs. Hurst (Village News Editor).
101.	Register of Interests: Cllr. Mr. Colebrook declared an interest in agenda item 10.1.
102.	Dispensations: The Council agreed to grant a dispensation to Cllr. Mr. Colebrook to be able to speak in relation to minute no: 109.1 as the application is of interest to those persons people living in the Council's area.
103.	Casual Vacancy: one application considered to fill one vacancy through resignation. Resolved by all those present that Mrs. Smith be co-opted onto the Parish Council.
104.	Reports received from: County Cllr. Mr. Hopkins: a) <u>Speed data for Evesham/Alcester Road</u> – results have been processed and data sent to the Police and Safer Roads Partnership Team for assessment. Will be discussing with Officers at the County Council. b) <u>Meeting with Tree Officer</u> delayed due to recent weather conditions. c) <u>PACT Group:</u> very concerned as other Groups are running with no problems. Operations Forum meeting to take place in January. Dist. Cllr. Mr. Homer: Will be attending meeting with Parish Council members at Wychavon District Council to discuss New Homes Bonus funding on the 25th January 2018.
Public Question Time: Nil.	
105.	Minutes: it was resolved that the minutes of the of the Ordinary Parish Council meeting held on 08.11.17 were an accurate record, duly signed by the Chairman.
106.	Clerk's report: <u>New Homes Bonus funding</u> – currently available £13,762. <u>Bench adjacent to Bus Shelter</u> opposite Golden Cross Public House – ordered, out for delivery to contractor 15.12.17. <u>Lengthsman</u> - copy of current year public liability document received. <u>Perkins Educational Trust</u> - Following renewal of leases to properties owned by the Trust it has been decided that extra finance would be more widely available to assist young people under the age of 25 The Trust invite organisations assisting young people i.e. Schools, Youth Clubs etc to submit applications before the 31st March each year. Applications would be for equipment, material items etc, not salaries or other funding needs. For further information: info@williamperkinscharity.org <u>Improvement works on HV-515, footbridge over Harvington Brook</u> , commenced 07.12.17. <u>Christmas Tree</u> – thanks to Mr. Rushworth for organising a Tree to be placed in the Coach & Horses Car Park sponsored by the Parish Council.
107.	Representatives report: a) <u>Flood Warden</u> – No report.

Chairman initials.....

HARVINGTON PARISH COUNCIL

	<p>b) <u>PACT and Community Speed Watch</u> – discussed in minute no: 104.</p> <p>c) <u>Harvington Trust Fund</u>– Nil to report.</p> <p>d) <u>Village Hall Management Committee</u> – Nil to report.</p> <p>e) <u>Harvington Neighbourhood Plan</u> – Chris Haynes, Chairman of Neighbourhood Plan Steering Group reported that all policies are now finished. The Local Green Spaces survey is due to be carried out shortly. Overall draft plan to Parish Council in January for consultation. Plans to be issued to each Cllr and the Council to have one paper copy. The main document will also be online.</p> <p>f) <u>AGM CALC</u> - Interesting talk given on the Code of Conduct, being a professional council and how important training is for members. No advice given yet as NALC still considering the impact of the General Data Protection Regulations to be implemented in May 2018.</p>
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108.	Financial Matters:
108.1	Resolved that payments and expenses as listed on schedule be paid. Bank summary agreed to 01.12.17. (Appendix 1).
108.2	Resolved that Clerk attends training session on 21st February 2018.
108.3	Grant applications received from the Harvington Youth Group considered : Resolved to grant: a) <u>Salary support</u> for Youth Worker - £750 b) <u>Youth Camp</u> July 2018 - £700 with a proviso that the Youth Group look at the Perkins Fund for additional funding c) <u>Outdoor activity</u> programme - £500.
108.4	Resolved that the Clerk becomes full power signatory in order to have online banking access for access to statements and transfer of funds.

109.	Harvington Parish Matters for discussion/decision.
109.1	Correspondence from the Neighbourhood Plan Steering Group in regard to proposed changes to development boundary discussed i.e. a) <u>Site A opposite Golden Cross</u> Public House to be included. b) <u>Crest Hill</u> - gap now filled with 3 new houses. c) <u>Boundary from Groves Close</u> to be extended to include property Lorna Doone. Cllr. Mr. Langley report read out in regard to gardens that are outside the Village boundary. Resolved that there is no issue with the changes proposed.
109.2	<u>Playing Field</u> : a) Fencing contractual work delayed due to weather conditions, likely to be carried out in the New Year. The trees have been cut back to the Parish Council boundary. Items for repair i.e. shelter roof yet to be arranged. b) Quote for partial replacement primary fencing not received as promised for the meeting. c) Quotes for chain link fencing repairs will be made available once contractors are on site.
109.3	<u>Planters</u> : following discussion it was agreed to site the planter in the corner point on the Village Green facing towards Village Street. The site for Alcester Road to be checked for visibility. Action : Chairman to confirm the size required for the Village Green and Alcester Road site.
109.4	<u>Seating/bus shelter Brickyard Cottages</u> : following discussion it was resolved to purchase a green, 2 bay Topaz bus shelter with laminate bench and bus timetable board. Action : Clerk to arrange License with Highways, contact supplier for full quote plus installation costs.
109.5	<u>Defibrillator</u> : report circulated by Wychavon District Council considered. Action : Location of the defibrillator to be placed on website. The location is registered with the national website - http://www.heartsafe.org.uk/AED-locations

110.	Finance & General Purposes Group: Members duly considered notes.
110.1	<u>Parking Village Green</u> : report received from Cllr. Mr. Langley and correspondence received from resident duly noted. No action to be taken and no further monitoring of the situation.
110.2	<u>Adult fitness equipment</u> for the playing field area. Council members have met with one provider

Chairman initials.....

HARVINGTON PARISH COUNCIL

	who will provide information on the type of equipment suitable for the area. In January the Group are meeting with another provider and with Officers from the District Council to discuss ideas for New Homes Bonus Funding.
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111.	<p>Correspondence received: Request from Harvington Trust that a member of the Trust who is also a member of the Metal Detector Council of Great Britain use his detector at the Orchard. The request was considered following information received from the Legal Department at the District Council and the Parish Council's insurers.</p> <p>Resolved that a model search agreement be completed and would be put in place until 31st March 2018. The person concerned has submitted relevant public liability insurance cover and will be requested to restore all holes made in the exercise as well as the frequency and location of the activity.</p>
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112.	<p>Dates of Council meetings for 2018 agreed every second Wednesday of the month; provisional dates for the Annual Parish Meeting Friday April 27th; Finance & General Purposes Group meetings dates January 25th, February 22nd and March 22nd subject to confirmation from the Village Hall Committee.</p>
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Meeting closed at 9.35 pm.

Signed by the Chairman:Dated: January 10th 2018.

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

Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Parish Matters Newsletter – November 17.
CALC Training programme circulated by email.

Appendix 1.

Payments authorised for payment 13th December 2017.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT RECOVERED
R17-13	WCC funding ROW	90.00		
R17-14	WPD – Wayleave payment.	39.06		
P17-74	Purchase Bench.		746.51	124.42
P17-75	Loan repayment Village Hall.		1585.84	N/A
P17-76	Admin costs, salary; HMRC		1722.76	N/A
P17-77	Lengthsman.		231.00	N/A
P17-78	Greenspace Warden		177.00	N/A
P17-79	Cancelled		0.00	N/A
P17-80	Annual Lease payment.		100.00	N/A
P17-81	Tree pollard playing field.		900.00	150.00
P17-82	Neighbourhood Plan hire of venue		70.00	N/A
P17-83	Xmas Tree costs.		191.47	6.00
P17-84	Purchase of hazard tape.		13.45	N/A
P17-85	Inscription of School Honours Board		30.00	5.00
TOTAL		129.06	5768.03	285.42

Chairman initials.....

HARVINGTON PARISH COUNCIL

**Minutes of the Ordinary Parish Council meeting held on Wednesday 10th January 2018 at 7.45pm,
Harvington Village Hall.**

Present:	Cllrs. Mr. Colebrook (Chair), Dr. Davies, Mr. Redman, Mrs. Allison, Mr. Baugh, Mr. Dorrell, Ms. Smith Mr. Langley and Mr. Swift. <u>In attendance:</u> Mrs. Holland (Clerk), County Cllr Mr. Hopkins, and 2 parishioners.
113.	Apologies: Dist. Cllr. Mr. Homer and Police representatives.
114.	Register of Interests: Nil.
115.	Dispensations: Nil declared.
116.	<p>Reports received from: County Cllr. Mr. Hopkins:</p> <p>a) <u>Speed data for Evesham/Alcester Road</u> – results have been processed and data sent to the Police and Safer Roads Partnership Team (SRP) for assessment. Officers at the County Council have been asked to contact SRP as a priority and will be discussing enforcement issues with the Police. Copies of speed data will be forwarded to the Clerk.</p> <p>b) <u>Meeting with Tree Officer</u> to look at tree in Church Street delayed due to recent weather conditions.</p> <p>c) <u>PACT Group</u>: very concerned as other Groups are running with no problems. Operations Forum meeting to take place in January.</p> <p>d) <u>Structural Engineers</u> from the County Council are looking at the road subsidence issue in Worcester Road, Evesham and are hoping to open up one lane to address the traffic flow.</p>
Public Question Time: meeting suspended at 7.52pm, reconvening at 8.00pm. Notes appended to these minutes.	
117.	Minutes: it was resolved that the minutes of the of the Ordinary Parish Council meeting held on 13.12.17 were an accurate record, duly signed by the Chairman.
118.	<p>Clerk's report:</p> <p><u>New Homes Bonus funding</u> – currently available £13,762.</p> <p><u>Village Green</u> - confirmation received that the Green is part of the publicly maintainable highway.</p> <p><u>Harvington 515</u> - surfacing works here are now complete and new footbridge installed.</p> <p><u>Worcestershire County Council</u> - invitation to attend budget consultation meeting, 24th January 2108 6pm at County Hall.</p> <p><u>Declaration of Office</u> signed by new member.</p> <p><u>Poppy Appeal</u> - letter received from the Alcester British legion thanking the Council for their donation.</p> <p><u>Highway report:</u> Station Road gullies inspected 02/01/2017 and an order has been raised under CEN/40956 to clear the gullies.</p> <p><u>Bench, Village Street</u> - delivered to contractor.</p> <p><u>Police:</u> PCSO Karen Kempton and PC Brown are the new representatives for Harvington.</p> <p><u>Wychavon Sport:</u> Invitation for members to attend the Annual General meeting on the 24th January. Apologies to be sent.</p>
119.	<p>Representatives report:</p> <p>a) <u>Flood Warden</u> – Nil to report.</p> <p>b) <u>PACT and Community Speed Watch</u> – Chair has submitted three questions to be passed onto the</p>

Chairman initials.....

HARVINGTON PARISH COUNCIL

	<p>Police Crime Commissioner to be addressed regarding PACT meetings.</p> <p>c) <u>Harvington Trust Fund</u>– Nil to report.</p> <p>d) <u>Village Hall Management Committee</u> – Nil to report.</p> <p>e) <u>Harvington Neighbourhood Plan Steering Group</u> – Cllrs. Mr. Langley and Mr. Swift reported that no meetings have taken place over the Christmas/New Year period.</p>
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120.	Financial Matters:
120.1	Resolved that payments and expenses as listed on schedule be paid. Bank summary agreed to 01.12.17. (Appendix 1).
120.2	Resolved that Clerk attends the Society of Local Council Clerks annual conference at a cost of £99 to be shared with South Lenches Parish Council plus mileage.
120.3	Resolved to transfer from budget headings the following: a) From Grant budget £1000 to Jubilee Orchard and £1000 to Playing Field. b) From Litter/Dog Bin budget £34 to Village Hall Insurance and £400 Playing Field.
120.4	<u>Budget.</u> a) Budget report considered and approved. b) Balances and Reserves Policy reviewed to be reassessed when accounts finalised end of financial year. c) Following consideration it was resolved that the budget to form the precept for 2018/19 would be £40,000. (LGA 1972 s 150). A reduction of 1.85%.

121.	Harvington Parish Matters for discussion/decision.
121.1	<u>Planters:</u> exact location of sites agreed for Village Green and at the Evesham/Alcester crossroads, sizes 5' x 2'. Action: Cllrs Mr. Colebrook/Mr. Swift to check measurements prior to a License request being submitted to Worcestershire County Council for both sites.
121.2	<u>Playing Field:</u> work to put in place new fencing planned for either W/C 22nd January or 29th subject to materials being delivered.
121.3	Resolved to suspend Standing Orders in order to look at revised quotes for purchase of bus shelter with seating, Alcester Road. Revised quote received to include installation and to provide concrete base from preferred contractor £5440 + VAT. It was agreed to obtain further costs from another contract. Standing Orders reinstated.

122.	Correspondence received: <u>Grit Bin Leysfield</u> - Resident reported that yellow grit bin requires refilling. Rooftop Housing Association contacted as their responsibility.
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123.	Annual Parish meeting format: suggestion Neighbourhood Plan presentation as part of the consultation process.
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124.	Update on meetings for 2018: all bookings confirmed for second Wednesday of the month apart from the March meeting which will take place on Thursday 15 th March 2018.
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125.	Resolved that under The Public Bodies (Admission to Meeting(s) Act) 1960 to exclude the public and press from agenda item 13 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Inquires received from a resident re the post for handyman in the Village. Resident to be invited to the Finance & General Purpose Group meeting on 25 th January 2018.
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Meeting closed at 9.05 pm.	
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Chairman initials.....

HARVINGTON PARISH COUNCIL

Signed by the Chairman:Dated: 14th February 2018.

Urgent decision: Cllr training session to take place on February 28th at County Hall. All members agree to attend along with the Clerk. Clerk to contact Worcestershire CALC and confirm booking and clarify reduced rate with more than 6 members attending.

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

Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
CALC Training programme circulated by email.

Public Question Time - 2 parishioners in attendance who raised the following:

- Village Street - it was asked if permission was granted from Worcestershire Highways in relation to recent driveway works; complaints made that the grass verge is ruined and asked if a dropped kerb should be in place from the newly installed driveways. Clerk requested to contact Rooftop Housing Association.
- Footpath 515 – resident wished to thank the Rights of Way Officers and contractors who have carried out works to the path and replaced the footbridge over Harvington Brook which has made a better and more pleasant walk.
- Village Street gullies – Clerk to check with Lengthsman that gullies have been inspected along Village Street.

Appendix 1.

Payments authorised for payment 10th January 2018.

V No.	REASON	INCOME	TOTA: AMOUNT	VAT RECOVERED
P17-86	Cancelled cheque.		0.00	0.00
P17- 87	Admin costs, salary; HMRC		810.24	N/A
P17- 88	Greenspace Warden		45.00	N/A
P17- 89	Grant to Youth Group		1950.00	N/A
P17- 90	Planter maintenance		142.50	23.75
TOTAL		0.00	2947.74	23.75

Summary of A/c to 01.12.17.

Harvington Parish Council 2017-18 - Jan. 18				
	Budget 2017/18	Receipts/ Payments	Under/Over Spend	% Spent
Receipts				
Precepts		40000.00		
Lengthsman - Worcs CC	1842.00	1104.50		
PP3 - Worcs CC		183.90		
WCC Amenity		690.00		
Grants		7500.00		
VAT - Recoverable		5312.34		
Other Receipts		373.06		
Total		55163.80		
Payments				
Mowing - Parish Amenity	5800.00	3935.00	1865.00	68%
Street Lighting	3158.00	0.00	3158.00	0%

Chairman initials.....

HARVINGTON PARISH COUNCIL

Warden	1000.00	659.00	341.00	66%
Lengthsman (PC Contribution)	1000.00	14.00	1000.00	1%
Maintenance assets	500.00	0.00	500.00	0%
Planters	1000.00	712.50	287.50	71%
Village News	1100.00	899.25	200.75	82%
Grants	5000.00	375.00	4625.00	8%
Donations	450.00	444.05	5.95	99%
Locum Clerk	300.00	255.60	44.40	85%
RRR	450.00	247.84	202.16	55%
Clerk expenses	400.00	314.00	86.00	79%
Salary + HMRC + Employer NI	7400.00	6019.06	1380.94	81%
Training	200.00	50.00	150.00	25%
Village Hall - Insurance	800.00	833.93	-33.93	104%
Insurance	1000.00	894.13	1000.00	89%
Subscriptions	1700.00	911.01	788.99	54%
Admin	400.00	134.55	265.45	34%
Audit Fees	500.00	395.00	105.00	79%
Chairman's Allowance	100.00	0.00	100.00	0%
Loan Repayments	3172.00	3171.68	0.32	100%
Contingency	3450.00	835.02	2614.98	24%
Jubilee Orchard	700.00	727.60	-27.60	104%
Playing Field	1500.00	1692.95	-192.95	113%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	2000.00	1498.07	501.93	75%
SUBTOTAL	48080.00	25019.24		
WCC PPP3	500.00	183.90	316.10	37%
WCC PL	1842.00	1842.00	0.00	100%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (Fl.Allev.grant phase 1)	1380.00	42.75	1337.25	3%
WDC (Fl Allev grant phase 2)	1329.00	102.00	1227.00	8%
WDC - Neighbourhood Plan	5000.00	185.06	4814.94	4%
Groundwork UK (NPG)	7500.00	585.00	6915.00	8%
VAT		2054.09	0.00	
TOTAL	67139.50	30014.04		

Treasurers Account.

B/F 01.04.17	27886.19
Income received	55163.80
minus unrepresented chq 2016-17	-645.15
	-
Minus payments	30014.04
	-
Transfer to bus. AC	20000.00
Total	32390.80

Chairman initials.....

HARVINGTON PARISH COUNCIL

Bank statement 01.12.17.	35826.48	
minus unrepresented payments	-3435.68	
Total	32390.80	
Less grant allocations		
	1508.50	NHBS JO/PC/STW
	1337.25	Fl. Allev. Grant 1
	1227.00	Fl. Allev Grant 2
		WDC -
	4814.94	NP
	6915.00	Groundwork UK
Sub total	15802.69	
TOTAL remaining	16588.11	
Bus. Instant Access	89333.58	

Accounts and balances agreed 10.01.18

Signed by Chair:

J. Colebrook

HARVINGTON PARISH COUNCIL

**Minutes of the Ordinary Parish Council meeting held on Wednesday 14th February 2018 at 7.45pm,
Harvington Village Hall.**

Present: Cllrs. Mr. Colebrook (Chair), Dr. Davies, Mr. Redman, Mrs. Allison, Mr. Baugh, Mr. Dorrell, Ms. Smith and Mr. Langley. In attendance: Mrs. Holland (Clerk), Dist. Cllr. Mr. Homer and 1 parishioner.

126. Apologies: Cllr. Mr. Swift (reasons accepted by Council), County Cllr Mr. Hopkins and PC Paul Brown.

127. Register of Interests: Nil.

128. Dispensations: Nil declared.

129. Reports received from:

Dist. Cllr. Mr. Homer:

a) Council Tax – a proposal to freeze Council Tax for 2018-19 will be considered by the District Council. NB: Other authorities' i.e. County Council, Police. Fire etc are likely to increase their element.

b) Wychavon District Council - 'Meet Your Council' visit in the Harvington Ward on Thursday 22nd March, from 3.00-5.00pm outside Harvington Convenience Shop in Leys Road. Residents will have the opportunity to chat face-to-face with the District Councillor, along with officers from the Council.

c) PACT Group: continues to be in communication with PACT, CALC and other bodies involved.

Public Question Time: Nil.

130. Minutes: it was **resolved** that the minutes of the of the Ordinary Parish Council meeting held on 10.01.18 were an accurate record, duly signed by the Chairman.

131. Clerk's report:

New Homes Bonus funding – currently available £13,762.

Harvington 515 - additional work to be carried out on the footbridge to include a ramp at either end of the bridge as the step up onto the deck is too great as it is at present.

Training session 28th February 2018 7pm County Hall – 10 places booked at a cost of £175.

Spring Parish Conference 6th March - Market Place from 5pm - Council Chamber, County Hall. Cllr. Mr. Colebrook attendance confirmed.

Rotator play equipment – new handles ordered at a cost of £97.53.

District Cllr. ward visit will be taking place on 22nd March from 3-5pm outside the shop, any member of the Parish Council would be welcome to join him.

Condition of verges Village Street – reported to Rooftop Housing Association and County Cllr.

Update on General Data Protection Regulations – information being received but still a lot not known on the implications to smaller Parish Councils. Data Controller will be the Clerk/RFO, uncertain who the Data Protection Officer would be. Various information has been received from CALC/NALC which has been circulated to members.

Update on Agreement for Metal Detecting on Jubilee Orchard – signed paperwork returned with altered figures. Clerk requested to send out original for signing again.

Jubilee Orchard – brambles to be cleared on Parish Council boundary 15.02.18. Rooftop Housing Association to clear brambles their side and install new fencing before the end of March 2018.

Ditch Evesham Road – requested annual maintenance be carried out.

Wychavon District Council - LGA Peer Challenge interview on Tuesday 6th March 2018 at 2 - 3pm in the Conservatory. No one to attend.

School Crossing Patrol - The school crossing patrol, based at the crossroads, Harvington will not be on site from 19th March 2018 for more than one day. Unfortunately, the County Council do not have relief patrols that can cover during the Patrol Warden absence.

HARVINGTON PARISH COUNCIL

	<u>Road Closure</u> - In order to facilitate a new water connection, works are proposed to be carried out on or near the highway and there is therefore a need to close the highway from its junction with U44007 Village St. to its junction with C2011 Station Road. It shall come into force for a maximum of 5 days commencing 12 March 2018, anticipated it will remain in force for 3 days.
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132.	Representatives report: a) <u>Flood Warden</u> – Nil to report. b) <u>PACT and Community Speed Watch</u> – Cllr. Dr. Davies circulated report re Community Speed Watch Team following the Operations Forum meeting. The Manager is to look at the B4088 to try and identify a suitable location for an enforcement vehicle to safely park and enforce the 30mph limit. A site visit of the road will be undertaken. c) <u>Harvington Trust Fund</u> – Nil to report. d) <u>Village Hall Management Committee</u> – Nil to report. e) <u>Harvington Neighbourhood Plan Steering Group</u> – No meetings have taken place. f) <u>CALC Executive Meeting</u> -Cllr. Mr. Colebrook circulated to members. Copy can be obtained from the Clerk.
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133.	Financial Matters:
133.1	Resolved that payments and expenses as listed on schedule be paid. Bank summary agreed to 02.01.18 (Appendix 1).
133.2	Report on meeting held at Wychavon District Council in regard to New Homes Bonus grant funding project duly noted.
133.3	Four quotes for the Annual Play Inspection on Jubilee Orchard and Playing Field considered. Resolved to accept the quote from The Play Inspection Company at a cost of £65 each + VAT for the Orchard and Playing Field sites.
133.4	<u>Contracts: resolved</u> to renew: a) Parish Lengthsman annual contract and b) Rolling amenity contract for 2018-19.

134.	Harvington Parish Matters for discussion/decision.
134.1	<u>Planters</u> : following three quotes received it was resolved to purchase 3 (2 new sites + one replacement) planters, 6 x 3 foot, 500mm high, lined with polythene, filled with potting compost ready for planting and securely pegged into the ground to ensure security at £200.00 per unit + VAT.
134.2	<u>Playing Field</u> : work to put in place new fencing planned for either W/C 26th February or 5 th March subject to materials being delivered.
134.3	Resolved to suspend Standing Orders in order to look at revised quotes for purchase of bus shelter with seating, installation cost and placement of concrete base, Alcester Road. Resolved to purchase a Queensbury Cantilever Shelter (£2724) with steel perch seat (£303) to include concrete base (£977) and installation subject to advice on extra costs if required for traffic management onsite. Company to be asked to carry out site visit and advise accordingly on traffic management plan to install the shelter due to the nature and speed limit of the road. Resolved that extra costs would be delegated as an urgent decision as per Standing Orders to the Proper Officer in consultation with the Chair of the Council and Vice-Chair. Standing Orders reinstated.

135.	Planning.
135.1	Report received on meeting held with Senior Planning Officer at Wychavon District Council with regard to the Parish Council six week Neighbourhood Plan consultation process duly noted.
135.2	The following planning applications received were considered: a) <u>18/00176/ADV Land East Of Bromley Close and Off Crest Hill, Harvington.</u> Proposal: Advertisement signs for sale of site. Comment: No objection to the 'For Sale' signs being in place. It is felt that the signs are overbearing

HARVINGTON PARISH COUNCIL

	<p>and should be reduced in size.</p> <p>b) <u>18/00004/FUL One Oldfields Cottages, 26 Village Street, Harvington.</u></p> <p>Proposal: Proposed 3 bedroom chalet style dwelling and associated access driveway and parking, including detached garage, the removal of an existing outbuilding and removal/relocation of a fence and greenhouse on land to the rear of No. 1 Oldfield Cottage (26 Village Street). It was proposed by Cllr. Mrs. Allison, seconded by Cllr. Mr. Langley that the Council comment in regard to over development of the site. This vote was not carried.</p> <p>Comment: None.</p>
135.3	<p>Correspondence from the Planning Authority duly noted:</p> <p>1 7/00786/FUL - Gardeners Kitchen, Anchor Lane, Harvington. Permission granted.</p>
135.4	<p>Planning applications dealt with by delegation:</p> <p>a) <u>18/00049/HP Thatcholm, Stratford Road, Harvington.</u> Proposal: Reinstatement of boundary fencing. Comments:</p> <p>b) <u>17/02571/HP 4 Brickyard, Alcester Road, Harvington.</u> Proposal: Two storey rear extension. No comment.</p> <p>c) <u>17/02600/HP 3 Brickyard, Alcester Road, Harvington.</u> Proposal: Proposed two storey rear extension and front porch. No comment.</p> <p>d) <u>18/00116/FUL Last Stop, Station Road, Harvington.</u> Proposal: Erection of a three bedroom detached dwelling as allowed under planning approval reference W/16/02253/PN but without compliance with condition 9 to amend list of approved drawings and to enable the installation of a package treatment plant.</p> <p>Comments: Object in its present form due to the clarity of the documents submitted for the following reasons: 1. Much clearer drawings are required - present details are so faint that you cannot see what drainage is present in Station Road. 2. Clarification of soakaway location regarding applicant property and adjoining properties. 3. It is noted in Form FDA1, that the applicant fails to answer whether any soakaway is within 15 metres of any property. There is concern of potential affects to neighbours if this is not complied with. 4. Concerns raised using a soakaway in this location:</p> <p>a) potential percolation problems</p> <p>b) nearness of the soakaway to residential structures,</p> <p>c) risk of nuisance to neighbouring properties.</p> <p>If pipework cannot be installed because sewage cannot flow by gravity, consider installation of a small pumping station.</p>

136.	Finance & General Purposes Group: notes received and following considered:
136.1	<u>Internal Auditor post for 2017-18:</u> four quotes were requested, two received. Following consideration it was agreed to appoint DKE Audit Services.
136.2	Report on the current condition of the Parish Council owned street lights duly considered. Resolved to carry out all the work reported by the contractor which is to replace 7 concrete columns and convert 12 existing steel column lanterns to LED's using 14 W bulbs at cost of £9,700 + VAT.

137.	<p>Resolved that under The Public Bodies (Admission to Meeting(s) Act) 1960 to exclude the public and press from agenda item 13 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p> <p><u>Appointment of Handyman</u> - resolved to appoint Mr. Rodgers on a contract for services for a probationary period of 3 months.</p>
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Meeting closed at 9.25 pm.

Signed by the Chair:Dated: March 15th 2018.

Chairman initials.....

HARVINGTON PARISH COUNCIL

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

Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
CALC Training programme circulated by email.
Site Allocations Plan for Stratford-on-Avon District Intention to Prepare a Local Plan Regulation 18 Consultation - Revised Scoping and Initial Options. Thursday 25 January to 5.00 pm Friday 9 March 2018. View documents: http://www.stratford.gov.uk/siteallocations
Canal Quarter Regeneration Zone Framework Master plan Supplementary Planning Document Consultation Consultation - Thursday 1 February to 5.00 pm Friday 16 March 2018. This document provides additional guidance on the interpretation and implementation of Core Strategy Policies AS.1 and SUA.1.The SPD provides a framework to guide the regeneration and renewal of the built and natural environment of the CQRZ. The consultation document can be viewed on the District Council's website at www.stratford.gov.uk/canalquarter-spd . It is also available to inspect at the District Council offices - Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX and at Stratford-upon-Avon Library.

Appendix 1.

Payments authorised for payment 14th February 2018.

V No.	REASON	INCOME	TOTA: AMOUNT	VAT RECOVERED
R17-15	Admiral Insurance	334.00		
R17-16	Lengthsman payment	434.00		
P17- 91	WDC – Annual charge Litter Bin.		95.46	15.91
P17- 92	Admin costs, salary; HMRC		813.97	N/A
P17- 93	Greenspace Warden		75.00	N/A
P17- 94	Getmapping PC		36.00	6.00
P17- 95	Purchase key to playing field gate.		9.00	N/A
P17-96	Printing Village Newsletter		306.45	5.70
P17-97	Lengthsman duties		536.00	N/A
P17-98	Repair costs to play equipment.		117.03	19.50
P17-99	Conference - Clerk training		118.80	19.80
P17- 100	Maintenance to walkway playing field.		72.00	12.00
TOTAL		768.00	2179.71	78.91

Summary of A/c to 02.01.18.

	Budget 2017/18	Receipts/ Payments	Under/Over Spend	% Spent
Receipts				
Precepts		40000.00		
Lengthsman - Worcs CC	1842.00	1538.50		
PP3 - Worcs CC		183.90		
WCC Amenity		690.00		
Grants		7500.00		
VAT - Recoverable		5312.34		
Other Receipts		373.06		
Total		55597.80		
Payments				
Mowing - Parish Amenity	5800.00	3935.00	1865.00	68%

Chairman initials.....

HARVINGTON PARISH COUNCIL

Street Lighting	3158.00	0.00	3158.00	0%
Warden	1000.00	704.00	296.00	70%
Lengthsman (PC Contribution)	1000.00	14.00	1000.00	1%
Maintenance assets	500.00	0.00	500.00	0%
Planters	1000.00	831.25	168.75	83%
Village News	1100.00	899.25	200.75	82%
Grants	3000.00	2325.00	675.00	78%
Donations	450.00	444.05	5.95	99%
Locum Clerk	300.00	255.60	44.40	85%
RRR	450.00	247.84	202.16	55%
Clerk expenses	400.00	354.81	45.19	89%
Salary + HMRC + Employer NI	7400.00	6776.17	623.83	92%
Training	200.00	50.00	150.00	25%
Village Hall - Insurance	834.00	833.93	0.07	100%
Insurance	1000.00	894.13	1000.00	89%
Subscriptions	1700.00	911.01	788.99	54%
Admin	400.00	146.87	253.13	37%
Audit Fees	500.00	395.00	105.00	79%
Chairmans Allowance	100.00	0.00	100.00	0%
Loan Repayments	3172.00	3171.68	0.32	100%
Contingency	3450.00	835.02	2614.98	24%
Jubilee Orchard	1700.00	727.60	972.40	43%
Playing Field	2900.00	1692.95	1207.05	58%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	1566.00	1577.62	-11.62	101%
SUBTOTAL	48080.00	28022.78		
WCC PPP3	500.00	183.90	316.10	37%
WCC PL	1842.00	1842.00	0.00	100%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (FI.Allev.grant phase 1)	1380.00	42.75	1337.25	3%
WDC (FI Allev grant phase 2)	1329.00	102.00	1227.00	8%
WDC - Neighbourhood Plan	5000.00	185.06	4814.94	4%
Groundwork UK (NPG)	7500.00	585.00	6915.00	8%
VAT		2093.75	0.00	
TOTAL	67139.50	33057.24		

Treasurers Account.

B/F 01.04.17	27886.19
Income received	55597.80
minus unrepresented chq 2016-17	-645.15
Minus payments	-33057.24
Transfer to bus. AC	-20000.00
Total	29781.60

Bank statement 02.01.18.	34508.94
minus unrepresented payments	-4727.34

Chairman initials.....

HARVINGTON PARISH COUNCIL

Total	29781.60
Less grant allocations	
	1508.50 NHBS JO/PC/STW
	1337.25 Fl. Allev. Grant 1
	1227.00 Fl. Allev Grant 2
	4814.94 WDC - NP
	6915.00 Groundwork UK
Sub total	15802.69
TOTAL remaining	13978.91
Bus. Instant Access	89337.50

Signed by the Chair: Cllr. Mr. J. Colebrook
Dated: 14th February 2018.

Chairman initials.....

HARVINGTON PARISH COUNCIL

**Minutes of the Ordinary Parish Council meeting held on Thursday 15th March 2018 at 7.45pm,
Harvington Village Hall.**

Present: Cllrs. Mr. Colebrook (Chair), Dr. Davies, Mr. Redman, Mr. Baugh, Mr. Dorrell and Ms. Smith
In attendance: Mrs. Holland (Clerk), County Cllr. Mr. Hopkins, Dist. Cllr. Mr. Homer and 4 parishioners.

138. Apologies: Cllr. Mr. Swift, Mrs. Allison, Mr. Langley (reasons accepted by Council).

139. Register of Interests: Nil.

140. Dispensations: Nil declared.

141. Reports received from:
County Cllr. Mr. Hopkins: Has looked at the verges along Village Street and has requested that Highways Officers look at plans and financial cost for footpath improvements.
Dist. Cllr. Mr. Homer: Wychavon District Council have not increased their council tax fees this year. Ward visit to take place outside the Convenience Store on 22nd March. Is in communication with Planning Officers re application 18/00116/FUL.

Public Question Time: Meeting suspended at 7.55 pm, reconvening at 8.00pm. Notes appended to these minutes.

142. Minutes: it was **resolved** that the minutes of the of the Ordinary Parish Council meeting held on 14.02.18 were an accurate record, duly signed by the Chairman.

143. Clerk's report:
New Homes Bonus funding – currently available £13,762.
District Cllr. Ward visit will be taking place on 22nd March from 3-5pm outside the shop, any member of the Parish Council would be welcome to join the session.
Condition of verges Village Street – reported to Rooftop Housing Association and County Cllr.
Update on Agreement for Metal Detecting on Jubilee Orchard - nil received from applicant.
Ditch Evesham Road – requested annual maintenance be carried out.
Playing Field: Fencing work completed. Padlock required for gate.
Planters: Waiting on License from County Council.
Internal Auditor - letter of appointment signed by Parish Council and Internal Auditor.
Handyman - met with Clerk and Chairman to discuss maintenance repairs.
Sign at crossroads pointing to Village Shop - as this is a form of advertising the County Council would not agree to this request. Owner to contact County Council direct.

144. Representatives report:
a) Flood Warden - Cllr. Mr. Dorrell reported that there were no issues in Harvington.
b) PACT and Community Speed Watch (CSW) - Cllr. Dr. Davies reported that Norton & Lenchwick Parish Council has written to Police Inspector. Waiting to hear from the Operations Manager re CSW.
c) Harvington Trust Fund. Meeting to take place on the 10th April 2018.
d) Village Hall Management Committee. No report.
e) Neighbourhood Planning Steering Committee. Mr. Haynes, Chair of the NPSG, reported that the Draft Plan and other documents are with the Planning Consultant. Village Character Appraisal document to be submitted to the Consultant by the end of the week.
f) CALC Wychavon Area Meeting - Cllr. Mr. Colebrook reported discussion on the Local Transport

HARVINGTON PARISH COUNCIL

	<p>Plan for 2018-2030 which can be viewed online. The A46 traffic problem is to be reviewed by the Highways Agency.</p> <p>g) <u>Clerk training session</u> attended plus SLCC Conference - Report circulated to members by email. Sessions included the preparation of the financial year end and audit process, General Data Protection Regulations and Risk.</p> <p>h) <u>Parish Conference</u> - Cllr. Mr. Colebrook reported that the main items discussed were the Budget, CiLCA training for Clerks, General Data Protection Regulations, Potholes and resources for children in need.</p> <p>i) <u>Feedback on Councillor Training</u> session attended by all Members. All members agreed that the session was very interesting and a lot was learnt in regard to legal responsibilities, acronyms and about the role of Councillor in general. All the Council attended the session as a united front which proved to be a good bonding exercise not only between themselves but in meeting with other Parish Councillors. It was interesting that all Councils seem to have similar problems.</p>
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145.	Financial Matters:
145.1	Resolved that payments and expenses as listed on schedule be paid. Bank summary agreed to 02.02.18 (Appendix 1).
145.2	Resolved to transfer to the following budget headings: a) £850 Salary from Contingency budget. b) £100 Village News from Maintenance budget. c) £15 Litter Bins from Maintenance budget. d) £50 Clerk Expenses from Admin budget.
145.3	Resolved to add the verge/hedge/pavement at the bottom of Crest Hill to the amenity contract and to accept a quote from the contractor to get the land into a maintained state before adding to the regular maintenance programme.

146.	Harvington Parish Matters for discussion/decision.
146.1	Update on Bus shelter with seating, Alcester Road. Clerk reported to the Council that she had been contacted by two parishioners from the Alcester Road area who said that they had not been consulted in regard to the siting of the bus shelter. Letters had been sent out to 10 households on two occasions. Following discussion it was agreed that this was the only area in the Village that was on a bus route that did not have a shelter. It was resolved to accept the revised quote from Queensbury Shelters to take into addition the cost to supply temporary traffic lights on installation and go ahead with the purchase.
146.2	Resolved to adopt the Communications Policy and to add in information received from Wychavon District Council.

147.	Planning.
147.1	Further comments submitted by delegation in relation to 18/00116/FUL Last Stop, Station Road, Harvington duly noted.
147.2	Planning applications dealt with by delegation: a) <u>18/00049/HP Thatcholm, Stratford Road, Harvington. Permission granted.</u> b) <u>17/02571/HP 4 Brickyard, Alcester Road, Harvington. Permission granted.</u>
147.3	It was agreed that no comment was required in regard to planning application: <u>18/00421/HP</u> - Oak Tree Cottage, Crest Hill, Harvington for proposed drop kerb to the front of the domestic property.

148.	Finance & General Purposes Group: notes received and the following considered : <u>Neighbourhood Plan:</u> following meeting with Planning Consultant and Chair of the Neighbourhood Plan Steering Group (NPSG) the Council agreed to: a) Accept the invitation to attend a meeting, on the 13th April 2018 at 7.30pm in the Village Hall,
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HARVINGTON PARISH COUNCIL

	<p>held by the NPSG at which the NPSG and Planning Consultant can answer questions regarding the 'Pre-Submission Draft Plan' and all can agree communications to be sent to all householders and businesses in the Village. Each Councillor will receive a draft copy of the Neighbourhood Plan by the 2nd April and be expected to read through the document and raise any concerns through the Clerk who would pass onto the Chair of the NPSG, Chris Haynes and/or Neil Pearce, Planning Consultant.</p> <p>b) Resolved to change the date of the April Parish Council meeting to the 18th.</p> <p>The NPSG Chairman explained the six week consultation process once the Draft Plan has been approved by the Council:</p> <p>a) Advert in Evesham Journal, Stratford Herald and Village News.</p> <p>b) Leaflet to all households and businesses in the Village.</p> <p>c) Letters to be written to landowners in regard to green space allocations.</p> <p>d) Consultation events to take place, documents to be left in areas e.g. Baptist Church, Public Houses.</p> <p>e) During the six week period responses to the document will be fed back to the Clerk. At the end of the six weeks these will be circulated to the Planning Consultant where amendments may need to be made to the document. Document returned to Parish Council for approval and if agreed is given to Wychavon District Council to start their 6 week consultation period.</p>
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149.	Correspondence received considered:
149.1	Council invited to attend a meeting on Wednesday 25th April at 7pm in the Memorial Hall at Salford Priors to consider development of a cycleway network to neighbouring villages part of an objective raised in their Neighbourhood Plan. Cllr. Ms Smith to attend.
149.2	Resident request to site a Litter Bin at the bottom of Crest Hill considered. Following discussion it was resolved to purchase a 50 L post mounted Litter Bin at cost of £150 plus annual charges based on previous price from the District Council, to be sited adjacent to the telegraph pole on the edge of the green triangle area. The bin will not be ordered until the agreed maintenance work at Crest Hill has been completed.

150.	Urgent decision from last meeting:
	<p>a) <u>Jubilee Orchard</u> - Onsite meeting held with contractor and Rooftop Housing Association (RHA) re ditch site which requires maintenance work as on Orchard land prior to RHA being able to install fencing and gate at a cost of £285.</p> <p>b) <u>Lloyds Bank</u> - signatories signed paperwork to instigate online banking process</p>

Meeting closed at 9.00 pm.

Signed by the Chair:Dated: 18th April 2018.

Following the closure of the meeting the following urgent decisions were considered:

Parish Partnership Scheme - letter received from Worcestershire County Council regarding grant towards strimming of public rights of way during 2018-19 requesting a response by the 9th April. Council agreed to apply for the grant to cover maintenance of 7 rights of way.

Amenity contractor price increase for 2018-19 agreed.

Public Question Time - 4 parishioners in attendance:

a) *Concern raised over the large and obstructing advertisement signage for the 'Harvington View' development.*

Chairman initials.....

HARVINGTON PARISH COUNCIL

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

Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
CALC Training programme circulated by email.
South Worcestershire Councils have now each adopted their revised Statements of Community Involvement (SCI). The revised Statements of Community Involvement can be viewed on the following websites: South Worcestershire Development Plan www.swdevelopmentplan.org Malvern Hills District Council www.malvernhills.gov.uk Worcester City Council www.worcester.gov.uk Wychavon District Council www.wychavon.gov.uk
Consultation on Traveller and Travelling Show people Sites The South Worcestershire Councils (SWC) District are preparing a Traveller and Travelling Show people Site Allocations Development Plan Document that has to identify sufficient land for Traveller and Travelling Show people sites in order to meet the requirements of the recently adopted South Worcestershire Development Plan (Policy SWDP 17). As part of this process, the SWC are consulting on Revised Preferred Options for a seven week period from 28 th February to 18 th April 2018. This document sets out the SWC preferred sites and gives people an opportunity to comment on these. Copies of the Revised Preferred Options document and response form, together with other supporting background information, are available to view and download at http://www.swdevelopmentplan.org/?
Stratford-on-Avon Development Requirements Supplementary Planning Document Consultation Thursday 1 March to 5.00 pm Friday 20 April 2018. The Council has prepared a draft Development Requirements Supplementary Planning Document (SPD). It is one of a number of SPDs that accompanies the Core Strategy, and it provides detailed advice and guidance to applicants when submitting planning applications.

Appendix 1.

Payments authorised for payment 15th March 2018.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT RECOVERED
P17- 101	Admin costs, salary; HMRC		835.38	N/A
P17- 102	Greenspace Warden		75.00	N/A
P17- 103	NP Consultant services.		216.00	36.00
P17- 104	Chairman allowance.		100.00	N/A
P17- 105	Boundary clearance Orchard, repairs to footbridge		510.00	85.00
TOTAL		0.00	1736.38	121.00

Summary of A/C to 02.02.18.

Harvington Parish Council 2017-18 - Mar. 18				
	Budget 2017/18	Receipts/ Payments	Under/Over Spend	% Spent
Receipts				
Precepts		40000.00		
Lengthsman - Worcs CC	1842.00	1538.50		
PP3 - Worcs CC		183.90		
WCC Amenity		690.00		
Grants		7500.00		
VAT - Recoverable		5312.34		
Other Receipts		373.06		
Total		55597.80		

Chairman initials.....

HARVINGTON PARISH COUNCIL

Payments				
Mowing - Parish Amenity	5800.00	3935.00	1865.00	68%
Street Lighting	3158.00	0.00	3158.00	0%
Warden	1000.00	779.00	221.00	78%
Lengthsman (PC Contribution)	1000.00	462.00	1000.00	46%
Maintenance assets	500.00	25.00	500.00	5%
Planters	1000.00	831.25	168.75	83%
Village News	1100.00	1200.00	-100.00	109%
Grants	3000.00	2325.00	675.00	78%
Donations	450.00	444.05	5.95	99%
Locum Clerk	300.00	255.60	44.40	85%
RRR	450.00	247.84	202.16	55%
Clerk expenses	400.00	401.47	-1.47	100%
Salary + HMRC + Employer NI	7400.00	7533.28	-133.28	102%
Training	200.00	149.00	51.00	75%
Village Hall - Insurance	834.00	833.93	0.07	100%
Insurance	1000.00	894.13	1000.00	89%
Subscriptions	1700.00	941.01	758.99	55%
Admin	400.00	157.07	242.93	39%
Audit Fees	500.00	395.00	105.00	79%
Chairman's Allowance	100.00	0.00	100.00	0%
Loan Repayments	3172.00	3171.68	0.32	100%
Contingency	3450.00	835.02	2614.98	24%
Jubilee Orchard	1700.00	727.60	972.40	43%
Playing Field	2900.00	1859.48	1040.52	64%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	1566.00	1577.62	-11.62	101%
SUBTOTAL	48080.00	29981.03		
WCC PPP3	500.00	183.90	316.10	37%
WCC PL	1842.00	1842.00	0.00	100%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (Fl.Allev.grant phase 1)	1380.00	56.75	1323.25	4%
WDC (Fl Allev grant phase 2)	1329.00	151.00	1178.00	11%
WDC - Neighbourhood Plan	5000.00	185.06	4814.94	4%
Groundwork UK (NPG)	7500.00	585.00	6915.00	8%
VAT		2156.75	0.00	
TOTAL	67139.50	35141.49		

Treasurers Account.

B/F 01.04.17	27886.19
Income received	55597.80
minus unrepresented chq 2016-17	-645.15
Minus payments	-

Chairman initials.....

HARVINGTON PARISH COUNCIL

	35141.49	
	-	
Transfer to bus. AC	20000.00	
Total	27697.35	
Bank statement 02.02.18.	30526.29	
minus unrepresented payments	-2829.94	
Total	27696.35	
Less grant allocations		
	1508.50	NHBS JO/PC/STW
	1323.25	Fl. Allev. Grant 1
	1178.00	Fl. Allev Grant 2
		WDC -
	4814.94	NP
	6915.00	Groundwork UK
Sub total	15739.69	
TOTAL remaining	11956.66	
Bus. Instant Access	89344.84	

Chairman initials.....

HARVINGTON PARISH COUNCIL

**Minutes of the Ordinary Parish Council meeting held on Wednesday 18th April 2018 at 7.45pm,
Harvington Village Hall.**

Present: Cllrs. Mr. Colebrook (Chair), Dr. Davies, Mr. Redman, Mr. Swift, Mr. Baugh, Mrs. Allison, Ms. Smith and Mr. Langley (from minute 161). In attendance: Mrs. Holland (Clerk), County Cllr. Mr. Hopkins and 4 parishioners.

151. Apologies: Richard Dorrell (reason accepted by Council) and Dist. Cllr. Mr. Homer.

152. Register of Interests: Nil.

153. Dispensations: Nil declared.

154. Reports received from County Cllr. Mr. Hopkins:

- The oak tree in Church Street has been inspected by the Tree Officer and was deemed to be doing no damage; therefore no work is to be carried out.
- The verge along Village Street has been inspected by Wychavon District Council Conservation Officer who does not agree that installing a kerb is in character for this area.
- Cllr Mr. Hopkins has awarded the Harvington Youth Project a donation of £1000 out of the County Councillor Divisional funds.

Public Question Time: Meeting suspended at 7.50 pm, reconvening at 8.00pm. Notes appended to these minutes.

155. Minutes: it was **resolved** 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.

156. Clerk's report:

New Homes Bonus funding – currently available £14,284.

Condition of verges Village Street – reported to Rooftop Housing Association and County Cllr.

Update on Agreement for Metal Detecting on Jubilee Orchard – no further correspondence received.

Ditch Evesham Road – requested annual maintenance be carried out.

Jubilee Orchard – Rooftop Housing Association to carry out fencing work shortly.

Update on Litter Bin, Crest Hill. Wychavon District Council sent site details.

Parish Lengthsman service of agreement – signed between County Council and Parish Council.

157. Representatives report:

- a) Flood Warden - Cllr. Mr. Colebrook reported that there were no issues in Harvington.
- b) PACT and Community Speed Watch (CSW) - Cllr. Dr. Davies reported no news in regard to PACT. CSW team have been onsite to look at the B4088.
- c) Harvington Trust Fund: Annual Report and Financial Statement to 31.12.2017 circulated to members.
- d) South Worcestershire Development Plan Review – notes of meeting circulated to members by email.
- d) Village Hall Management Committee – Annual General Meeting to be held on Thursday 19th April.
- e) Neighbourhood Planning Steering Committee – no report.
- f) CALC Executive Meeting – notes circulated by Cllr. Mr. Colebrook.
- g) Worcestershire Pollinators Conference - Cllr. Ms Smith circulated a report and commented that the event was worth attending. It is being encouraged to keep wild grass areas in Villages to encourage corridors for insects to move along and to seed areas with wild flowers.

HARVINGTON PARISH COUNCIL

157.1	<u>Representatives' reports</u> : Chair asked if representatives could submit reports 10 days prior to the meeting so that they can be circulated to members with the agenda for meetings.
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158.	Financial Matters:
158.1	Resolved that payments and expenses as listed on schedule be paid. Bank summary agreed to 31.03.18 (Appendix 1).
158.2	Internal Auditor's report duly noted. Finance & General Purposes Group to look at items recommended for review.
158.3	Resolved to approve end of year accounts and Bank Reconciliation Statement to March 31st 2018 duly signed.
158.4	Resolved to transfer remaining funds from 2017-18 to the following budget headings: a) Litter Bin £200 and b) Contingency £7000.

159.	Finance & General Purposes Group: notes read and the following considered :
159.1	Resolved by all present to adopt the Risk Management Policy.
159.2	Following discussion it was resolved by all to adopt the Training Policy.
159.3	General Data Protection Regulations: resolved to adopt Data Protection Policy and Privacy Policy. Items are being looked at in line with Retention Policy. Data Audit Schedule is being compiled.
159.4	Mobile phone for the Council: it was agreed that the Clerk purchase a phone at a cost of £49 plus package to include services.

160.	Neighbourhood Plan.
160.1	Discussion took place on The Draft Harvington Neighbourhood Development Plan. It was proposed by Cllr. Mr. Swift, seconded by Cllr. Dr. Davies and resolved by all that the Plan be approved for formal consultation, known as Regulation 14 Pre Submission Consultation document.
160.2	Consultation to the Village and wider communities: a) Leaflet to be delivered to all properties in the Village by members once alterations had been completed by the Neighbourhood Plan Steering Group (NPSG). b) Banners to be placed at the Village entrances. c) Notices to be placed on the four notice boards, the Parish Council website and in the Village News. d) Notice in the Evesham Journal at a cost of £604.80 and the Stratford Herald at a cost of £306.38. e) Events would take place in the Village Hall, Coach & Horses and the Golden Cross.
160.3	Consultation period would run from Friday 27 th April 2018 to 5pm on the 9 th June 2018.

161.	Planning.
161.1	Applications dealt by delegation duly noted: a) 18/00505/HP 1 Brookdale, Harvington. Proposal: Proposed first floor extension above existing garage. Comments: None. Permission granted.
161.2	Correspondence received from the Planning Authority duly noted: a) 18/0004/FUL – One Oldfields Cottage, 26 Village Street, Harvington. Permission refused. b) 18/00421/HP – Oak Tree Cottage, Crest Hill, Harvington. Permission refused.

162.	Correspondence received considered:
162.1	<u>Litter Pick</u> : Harvey Bears Nursery and Pre-School request to be considered to carry out a Litter Pick this year was agreed with a donation of £250 on completion.
12.2	<u>Town and Parish Council</u> survey from Police Crime Commissioner. Members to circulate their comments to Cllr. Dr. Davies.

163.	Under The Public Bodies (Admission to Meeting(s)) Act 1960 The Council resolved to exclude the
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HARVINGTON PARISH COUNCIL

	<p>public and press from agenda item 16 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p> <p>a) <u>Renewal of Warden contract</u> - agreed not to renew at this time.</p> <p>b) <u>Auto enrolment pension for Employee</u> – considered.</p>
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Meeting closed at 10 pm.

Signed by the Chair:Dated: 9th May 2018.

Public Question Time - 4 parishioners in attendance – matters raised:

- a) *Verge outside Blakenhurst, Leys Road – parking on grass verge.*
- b) *Road sign Groves Close on ground.*
- c) *Resident raised concerns –resident raised personal concerns which were outside of the remit of the Parish Council.*

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

<p>Weekly CALC updates provided via email to all members.</p>
<p>Weekly Worcestershire Roadwork Report via email to all members.</p>
<p>CALC Training programme circulated by email.</p>
<p>The three South Worcestershire Councils (Malvern Hills District, Worcester City and Wychavon District) have now adopted the South Worcestershire Design Guide SPD, with effect from 6 March 2018. Copies of the adopted SPD and the Statements of Consultation that show how the draft document has been amended can be found here.</p>
<p>New Homes Bonus - The final tranche of automatic New Homes Bonus allocations for parish and town councils under our current scheme are now available. You can view the amounts available by selecting the relevant parish or town council here.</p>
<p>Intelligently Green Awards 2018 - Nominations for the Wychavon Intelligently Green Awards are now open. There are four award categories this year – individual and household, business and public sector, community group, and school/college and youth group. You can make nominations yourself by completing the form on our website here. The deadline for nominations is 2 May 2018.</p>
<p>Worcestershire recently awarded funding to become a Time to Change Hub; as a result we are holding a number of information sessions for people interested in becoming Time to Change Champions. Time to Change Champions are a movement of people across the country who use their own experience of mental health problems (or through family or friends’ experiences) to change the way we all think, act and talk about mental health. There are 6 free training sessions across the County including one in the Wychavon Civic Centre, Pershore on Wed 25 April, 1 – 3.30pm, places can be booked by emailing Emma Marks e.marks@time-to-change.org.uk or 07796938670</p>
<p>Worcestershire County Council has now adopted their Validation Document following the review process. http://www.worcestershire.gov.uk/planningvalidation</p>
<p>Workshops for town / parish councils and community groups. These will bring together successful examples and best practice on a range of topics to enable others to implement their own solutions to local needs. To help us design a programme that meets <u>your</u> needs we would like to know what your organisation, or those you represent, would find most useful. Please take a few minutes to complete a short survey by clicking HERE. The deadline for responses is Thursday 26 April 2018.</p>

Chairman initials.....

HARVINGTON PARISH COUNCIL

Appendix 1.

Payments authorised for payment 18th April 2018.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT RECOVERED
P18- 1	Admin costs, salary; HMRC		805.87	N/A
P18-2	Lengthsman work.		497.00	N/A
P18-3	Greenspace Warden		105.00	N/A
P18-4	Supply planters; amenity/mowing maintenance		1623.60	270.60
P18-5	Clerk Training		30.00	5.00
P18-6	Printing Village News		101.55	1.80
P18-7	Purchase of padlock new gate playing field.		12.10	N/A
TOTAL		0.00	3175.12	277.40

Summary of A/C to 31.03.18.

	Budget 2017/18	Receipts/ Payments	Under/Over Spend	% Spent
Receipts				
Precepts	360.00	40000.00		
Lengthsman - Worcs CC	1842.00	1748.50		
PP3 - Worcs CC		183.90		
WCC Amenity		690.00		
Grants		1555.00		
VAT - Recoverable		5312.34		
Other Receipts		434.49		
Total		49924.23		
Payments				
Mowing - Parish Amenity	5800.00	3935.00	1865.00	68%
Street Lighting	3158.00	0.00	3158.00	0%
Warden	1000.00	854.00	146.00	85%
Lengthsman (PC Contribution)	1000.00	462.00	1000.00	46%
Maintenance assets	385.00	25.00	360.00	6%
Planters	1000.00	831.25	168.75	83%
Village News	1200.00	1200.00	0.00	100%
Grants	3000.00	2325.00	675.00	78%
Donations	450.00	444.05	5.95	99%
Locum Clerk	300.00	255.60	44.40	85%
RRR	450.00	247.84	202.16	55%
Clerk expenses	450.00	460.05	-10.05	102%
Salary + HMRC + Employer NI	8250.00	8290.39	-40.39	100%
Training	200.00	309.00	-109.00	155%
Village Hall - Insurance	834.00	833.93	0.07	100%
Insurance	1000.00	894.13	1000.00	89%
Subscriptions	1700.00	941.01	758.99	55%
Admin	350.00	176.76	173.24	51%
Audit Fees	500.00	395.00	105.00	79%
Chairman's Allowance	100.00	100.00	0.00	100%

Chairman initials.....

HARVINGTON PARISH COUNCIL

Loan Repayments	3172.00	3171.68	0.32	100%
Contingency	2600.00	835.02	1764.98	32%
Jubilee Orchard	1700.00	1152.60	547.40	68%
Playing Field	2900.00	4493.48	-1593.48	155%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	1571.00	1577.62	-6.62	100%
SUBTOTAL	48070.00	34210.41		
WCC PPP3	500.00	183.90	316.10	37%
WCC PL	1842.00	1842.00	0.00	100%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (Fl.Allev.grant phase 1)	1380.00	56.75	1323.25	4%
WDC (Fl Allev grant phase 2)	1329.00	151.00	1178.00	11%
WDC - Neighbourhood Plan	5000.00	185.06	4814.94	4%
Groundwork UK (NPG)	1555.00	1555.00	0.00	100%
VAT		2932.55	0.00	
TOTAL	61184.50	41116.67		

Treasurers Account.

B/F 01.04.17	27241.04
Income received	49924.23
Minus payments	-41116.67
Transfer to bus. AC	-20000.00
Total	16048.60

Bank statement 31.03.18.	27687.43
minus unrepresented payments	-5693.83
minus contra entry	-5945.00
Total	16048.60

Less grant allocations

1508.50	NHBS JO/PC/STW
1323.25	Fl. Allev. Grant 1
1178.00	Fl. Allev Grant 2
4814.94	WDC - NP
0.00	Groundwork UK

Sub total	8824.69
TOTAL remaining	7223.91

Bus. Instant Access	89348.27
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Total in accounts 31.03.18	89348.27
	16048.60
	105396.87

Chairman initials.....