

**WOLVERLEY & COOKLEY PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on Tuesday 22<sup>nd</sup> May 2023, 7.00pm, Wolverley Church Hall.**

Present:

Mrs V Bordewich  
Mr B Brookes  
Mr D Cox  
Mr J Hart  
Mr M Hart  
Mr D Jones  
Mr B McFarland  
Mr C Sherrey  
Mr S Sherrey  
Mr W Southam  
Mr A Webber  
Mr J Wood

West Mercia Police: PCSO's Kate Easthope / Alice Owen-Jones  
County Councillor: Councillor Ian Hardiman  
District Councillors: Councillor Ian Hardiman and M J Hart.

1. **Election of Chairman**

On the proposal of Cllr Barry MacFarland, seconded Cllr David Jones  
RESOLVED that Councillor Dean Cox be elected Chairman of the Council for the ensuing year.

2. **Chairman's Declaration of Acceptance of Office**

Duly completed.

3. **Election of Vice Chairman**

On the proposal of Cllr Charles Sherrey, seconded Cllr Simon Sherrey  
RESOLVED that Councillor Robin Drew be appointed Vice Chairman for the ensuing year.

4. **Apologies**

Cllr C Nicholls due to holiday. Cllr R Drew due to illness.

5. **Declarations of Councillors Interests**

- a) Register of Interests: Councillors are reminded to complete and need to regularly update their register of interests.
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. None declared.
- c) To declare any Other Registerable Interests or Non-Registerable Interests in items on the agenda and their nature. None declared.

No members of Public Present.

6. **To consider the adoption of the minutes of the Parish Council meeting held on 4<sup>th</sup> April 2023 at 7.00pm**

These having previously been circulated it was resolved unanimously to receive and adopt the minutes as a true record of the meeting and these were signed by the Chairman.

**Matters for Discussion / Decision;**

7. **To receive Councillors Reports;**

**District Councillor Report;** Report previously circulated.

In the absence of Councillor Drew, Councillor M Hart highlighted items in the report.

Local Issues:

We are very pleased to report that the Lea Castle Quarry appeal was rejected and we would like to congratulate the Parish Council, Group 6 and local residents for their contribution to this outcome.

There is no update yet as to when the 800 homes planned for Lea Castle Village will be determined by WFDC following the submission of the planning application some months ago.

Enforcement; Regarding K9 Pawfection on Drakelow Lane, Wolverley, we have been informed that the inspectors visit will take place this week. Cookley Post Office, a case is being prepared with a view for prosecution.

Work has begun on the new classrooms at Wolverley CE Secondary School, all local residents were informed of the 26 wide load HGV's being police escorted through the village last week unfortunately one struck the first bridge causing some structural damage

We continue to deal with casework including reporting litter and fly-tipping in the Parish

**Wyre Forest Issues:**

There were 'all out' elections on 4th May for all 33 seats, plus elections for all Town and Parish Councils save for Kidderminster.

The makeup of the new District Council is as follows:

Conservative	20 +6
Independent	6 -7
Labour	4 +2
Liberal Democrat	2 -1
Green	1 No change

**County Councillor Report:**

Councillor I Hardiman reported:

**Local Issues:**

Blakeshall, Snake Lane Pooling:

The County Highways Engineer has explained how the County Rights Of Way Team have liaised with the landowner where the soakaway was found to be inefficient and inaccessible to the side of the road and that a Grip channel has been introduced and new fencing to complete the works so that rainwater no longer accumulates at this location.

Cookley, Bridge Road Flooding on Bridge: The Highways Team are ready and keen to install an additional gully as reported; however, delays are being experienced awaiting landowner agreement for these works.

Kingsford Lane County Boundary Signage: I am presently awaiting signage dimensions of the Staffordshire Boundary Sign which also will be mounted on the intended new Gateway.

Brown Westhead Parking, Sundays: I have again requested further consideration for my request for a Yellow Line to be installed along this road to prevent double parking issues.

Wolverley Flashing Signage for village: The principle has been agreed to install two flashing signs on the proviso that I finance this from my devolved Highways Fund; I have agreed this can be done.

Woodlands Road Sunken Roadway: The Highways Engineer confirms that we are chasing Severn Trent Water in the sternest of communications to urge them to resolve this issue.

Wolverley kerb and flooding issues by Cost Cutter pavement: This matter referred by Cllr Charles Sherrey, is now being investigated by the Highways Team.

Cookley, Pedestrian Crossing Request for Castle Road: Unfortunately, the Highways Design Team have concluded that there are no usable spaces to allow the safe introduction of a Crossing here, meaning that after all the consideration we will not in fact be able to proceed with this request.

Cookley, HGVs getting stuck at Caunsall Canal Bridge: I have requested earlier warning signage to be installed in the village to prevent HGVs attempting silly short-cuts.

Outstanding Issues awaiting progress: Lea Lane Landslip / Incomplete Vegetation Removal in Wolverley Village / No Waiting sign for by Bus Stop Wolverley / Caunsall Lane Void issue / Drains by Hardwicks.

Councillor Jones expressed disappointment on the comments regarding the Pedestrian Crossing request that initially there was no funding and now suitable location, there has recently been yet another accident at the top of Castle road, it appears we have to wait for a fatality before any action will be taken A crossing is also much needed from the main road to The Crescent. Councillor Hardiman advised that he is still hoping for speed reduction and traffic improvements to be done with the Section 278 monies.

Councillor B MacFarland also expressed extreme frustration on the County response to the crossing and feels there are places it could be put. He suggested the Parish Council write to County expressing concerns, all agreed.

Councillor Webber advised there are very strict criteria regarding visibility and approach when considering a location for a crossing.

Councillor Cox thanked Councillor Hardiman for the pavement re-surfaced in Cookley village and will forward details of two other pavements.

8. **Police Report**

Written report circulated:

Wolverley

Theft - Field off Nature Reserve, Wolverley Rd, Wolverley

Ifor williams 8x4 trailer stolen with a flemming 6ft topper stored on it. VRM similar to 22\*GDP. Chains and a padlock have been cut with an angle grinder on 3 gates to gain access. The offenders have removed lots of building materials to gain access, which has been left strewn around the barn. It's unknown when this has happened but is likely to be overnight 18th April.

Cookley

Lea Castle Site - We have received several reports throughout the month of boilers being stolen from unoccupied properties where offenders are gaining access via a window. On one occasion they were seen leaving in a red estate vehicle.

We've also had numerous calls about a horse being tethered on the side of the road on Shatterford Lane, and then about it breaking its tether and being loose in the road. Is this something that the council have given the owner permission to do? If not through the council can the council assist. The callers seem to know who the owner is and state that he moves the horse all around the area to graze on the public highway

Kate reported that there are still ongoing issues at Lea Castle with theft of boilers and tool and anti-social behaviour. Also trouble with youths damaging the church and churchyard - Police are liaising with Rev Shaun Armstrong. There have also been shed thefts in Brown Westhead Road.

9. **Appointment of Statutory/Standing Committees.**

Representatives Unanimously approved;

(a)	Grants	-	Chairman, Vice Chairman, Mr C Nicholls, Mr S Sherrey
(b)	Risk Management	-	Chairman, Vice Chairman, Mr J Hart, Mr C Nicholls
(c)	Staffing	-	Mr M Hart, Mr C Nicholls
(d)	Parish Forum / Wyre Forest Area CALC Meetings	-	Chairman, Vice Chairman
(e)	Cookley Playing Fields Association	-	Mr D Jones
(f)	Wolverley Memorial Hall	-	Mr J Hart
(g)	Wolverley Charities	-	Mr S Sherrey (Wolverley), Mr C Nicholls (Cookley)
(h)	Community Emergency Committee	-	Mr C Sherrey (Wolverley), Mr D Jones (Cookley)
(i)	Liaison link with Lengthsman	-	Mr R Drew (Wolverley), Mr W Southam (Cookley)
(j)	Allotments	-	Mrs V Bordewich
(k)	Parish Council Police Liaison	-	Mr R Drew

10. **Appointment of Sebright Representatives.**

It was unanimously approved to re-appoint Councillor S Sherrey (Wolverley), Councillor C Nicholls (Cookley) for a further four year term.

11. **Financial Matters;**

- a) Internal Auditor Report.
- b) To discuss Parish Council Accounts 2022/2023.  
Councillor C Sherrey requested to defer a) and b) to meeting 6<sup>th</sup> June. The Internal Auditor now has the accounts and is meeting Councillor C Sherrey on Wednesday 24<sup>th</sup> May.
- c) To discuss progress with on-line banking. Clerk advised new account now set up, Clerk and Councillor C Sherrey have registered successfully. Remaining three signatories have now been given information to enable them to register online.
- d) To agree further transfer to Lloyds Bank Account. Once all signatories have successfully registered Councillor C Sherrey proposed £10,000 is transferred from HSBC to ensure sufficient funds to pay the June accounts for payments. All agreed.
- e) To agree Clerks expenses relating to Ink / Paper. £10.00 per month unanimously agreed.

12. **To review Model Standing Orders.**

Clerk advised Model Standing Orders 2018 (ENGLAND) had been updated April 2022 but need tailoring specifically for Wolverley & Cookley Parish Council. Councillor S Sherrey and Clerk will undertake and then they will be put on agenda for adoption.

13. **To review Model Financial Regulations.** Noted.

14. **To note agreed Code of Conduct.** Noted, new LGA code has been adopted.

15. **To review GDPR documentation.** Noted.

16. **To review Scheme of Delegation - Planning / Finance / Urgent Business.**

The following was unanimously agreed;

Finance - Cllrs J Hart, S Sherrey, D Jones, W Southam  
Urgent Business - Chair, Vice Chair, Cllrs M Hart, J Wood  
Planning - Subcommittee consisting of;  
Cllr A Webber, S Sherrey, J Hart (Wolverley)  
Cllr D Jones, J Wood, W Southam (Cookley)

17. **To discuss and agree any Training requirements.**  
 Clerk advised that many training courses are offered by CALC which may be useful to Councillors.  
 Councillor A Webber will attend the introductory "off to a flying start" session - Clerk to advise dates.  
 Several Councillors expressed an interest in attending Planning Training. Clerk will check if any sessions are available.
18. **To note arrangements in place for Risk Management and Chairman to sign Risk Review Log for the year ended 31st March 2023.** (Risk Log circulated prior to meeting).  
 Noted - Chairman signed Risk Review Log.
19. **To discuss and agree approval of Annual Subscriptions.**  
 Unanimously RESOLVED to approve Annual Subscriptions below:
- a) Worcestershire CALC - £1351.90
  - b) Insurance - £2134.87
  - c) ICO (to be paid by Direct Debit) - £35.00
20. **To discuss Contracts.**  
**a) Lengthsman**  
 Councillor C Sherrey advised that Lorraine Neal, Parish Lengthsman has given her resignation to the Clerk who advised the committee that deal with matters relating to the Lengthsman. (Cllr C Sherrey, S Sherrey, D Jones)  
 A replacement needs to be sought as a matter of urgency. The committee met to discuss options.
- Councillor C Sherrey explained the financial regulations relating to contracts.
- Financial Regulations 11.1 h) states when it is to enter into a contract if less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply) where the value is below £3,000 and above £100 the clerk shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- 11.1 d) states when applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- 10.3 states All members are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimus provisions in regulation 11.1.
- It was proposed Councillor Bordewich, seconded Councillor S Sherrey and agreed that the committee contact any potential interested candidates as a matter of urgency and arrange for interviews. Committee to report back at next meeting.
- b) Bin Emptying/Litter Picking  
 All in hand. Clerk liaising with contractor regarding meeting to discuss new concrete base for 1100 litre bins.
  - c) Grass Cutting  
 All in hand. Clerk has now received confirmation of funding of £4313.12 from WCC as contribution to Grass Cutting 23/24.
21. **Accounts for Payment - to agree the schedule of cheques to be signed.**  
 Already approved under Scheme of Delegation
- |                       |  |           |
|-----------------------|--|-----------|
| 1                     | Keith Basketfield - 1st Grass Cut April 23 | £756.80   |
| 2                     | Worcestershire CALC - Annual Subs          | £1351.90  |
| 3                     | B J Drew - Salary April 23                 | £1,190.60 |
| 4                     | Lorraine Neal - Lengthsman April 23        | £275.40   |
| 5                     | Transfer to Lloyds Bank                    | £50.00    |
| Unanimously Approved; |  |           |
| 6                     | Zurich Municipal Insurance                 | £2134.87  |
22. **To agree ongoing conversions to Street Lighting Columns.**  
 Councillor C Sherrey advised that last year the Parish Council replaced the 7 category 4 columns identified in the KIWA report together with 30 columns in Cookley. It was agreed 30 columns should be converted in Wolverley this year. Clerk to contact WCC for advice on prioritisation of columns to be ordered as soon as possible.
23. **Consultation on division boundaries for Worcestershire County Council.**  
 Noted. Councillor M Hart advised that there is no need for a response to the consultation at this stage. In July, proposals will be made and the Parish Council can comment at this time if appropriate.
24. **20mph Speed Limit - Worcestershire.**  
 Councillor Jones believes that targeted speed limits would be good and the 20mph speed limit should be pursued.  
 There was much discussion on this and it was agreed that potential roads for this be identified by Councillors to bring to the next meeting for further discussion.

25. **Planning Applications for Consideration:-**

Approved under Scheme of Delegation;

PC No WFDC No/Details

- 3669 23/0240/HOU - 2 Sunnyside Cottages, New Road, Caunsall - Recommend Approval  
3670 23/0238/TPO - Reservoir at Gipsy Lane, Wolverley - Recommend Approval  
3671 23/0241/FUL - Highfield House, Solcum Lane, Wolverley - Recommend Approval  
3672 23/0256/HOU - 8 Fairfield Lane, Wolverley - Recommend Approval  
3673 23/0248/S73 - Land at Os 381904 279513, Wardle Way, Wolverley - Recommend Approval

To be discussed;

- 3674 23/0247/FUL Erection of a self-build dwelling and formation of a vehicular access and drainage at Wyre Mill House, Wyre Mill Lane, Wolverley,

Recommend Refusal - Inappropriate development in green belt and in a flood plain.

- 3675 23/0327/FUL Demolition of existing agricultural building and erection of a dwelling at barn at Castle Hill, Wolverley,

Councillor S Sherrey advised that there has been a prior approval for this but the website is locking in detail of plans therefore recommended deferral.

Councillor M Hart gave his predisposed view therefore not predetermining the application that he is opposed to applications of this kind as they are not applying for a conversion but a new build which is a detrimental harm to the greenbelt, he therefore recommended refusal. This was seconded by Councillor Bordewich and unanimously agreed.

- 3676 23/0103/FUL Proposed conversion and extension works to existing building to create 2 4 bed dwelling houses and the erection of 2 dwelling houses with private parking and amenity space to the rear at former Red Lion, 70 Castle Road, Cookley.

Recommend Approval

Planning Decisions:

- |                           |  |
|---------------------------|--|
| 23/0256 - Permit          | 8 Fairfield Lane, Wolverley                |
| 23/0240 - Permit          | 2 Sunnyside Cottages, New Road, Caunsall   |
| 23/0207 - Permit          | The Cottage, 133 Lea Lane, Cookley         |
| 23/0165 - Permit          | Wyre Mill House, Wyre Mill Lane, Wolverley |
| 23/0189 - Prior App Given | 35 Westhead Road North, Cookley            |
| 23/0127 - Refusal         | 63 Caunsall Road, Caunsall                 |
| 22/0912/S73 - Refusal     | Land at Wardle Way, Wolverley              |

Parish Matters for Update Only - no decisions required.

26. Clerks Report (Clerk) Full fibre community engagement, Community Ownership Fund, WE CAN funding newsletter, PCC Newsletter, Road Closure Notices, Road Traffic Order. Cookley Allotments, Dog Bin Transfer, Quarry Appeal Report.  
27. Annual Parish Meeting Report. (Clerk) Noted.  
28. Update on Lengthsman Scheme. (RD/WS) Awaiting appointment of new Lengthsman.  
29. New Issues / Items for Next Meeting. (All) To be advised to Clerk.  
30. Date of Next Meeting - to confirm the date of the next meeting which is scheduled for Tuesday 6th June, 2023.

There being no further business the meeting closed at 8.00pm