# **Sedgeberrow Parish Council**

# Minutes of an Ordinary Meeting of the Parish Council held in The Betteridge Room, Sedgeberrow Village Hall on Wednesday 9<sup>th</sup> May 2018.

Present: Councillors: C Devereaux-Little (Chairman), S Morris, M Pratt, R Hunt, E Kearsey & A

Thomas

In Attendance: County Councillor Liz Eyre & Donna Bowles, Clerk

**Also in attendance:** 3 members of the public.

1	Apologies for absence:
*	None
2	Register of Interests: Members were reminded of the need to keep their register of interests up to date
	<b>Declaration of Interests</b> : Members were asked to disclose any disclosable pecuniary interests in items on the Agenda and their nature. Councillors with a disclosable pecuniary interest are required to leave the room for the relevant agenda item.
	a) Pecuniary Interests.
	Members were asked to declare any other disclosable interests in items on the Agenda and their nature.
	Other Disclosable Interests. None.
3	Acceptance of Minutes:  The minutes of the Ordinary Parish Council meeting held on Wednesday 14 <sup>th</sup> March 2018 at The Betteridge Room, Sedgeberrow Village Hall were agreed by the Council to be a true record of the meeting and signed by the Chairman.
4	Open Forum: The Chairman moved that the meeting be adjourned for the Public Open Forum and this was agreed.  2 residents who lives on Winchcombe Rd brought to the Councillors' attention the speeding motorists and amount of HGV's through the village and the lack of consideration for parking. The Chairman stated that the Parish Council are aware of these problems and have been trying to deal with these issues for a number of years. White gates have now been installed at the 3 entrances to the village in an effort to slow the traffic and County Councillor Liz Eyre is looking to have speed signs painted on the road. She also stated that the Gloucestershire area is in the process of looking at re-signing to send vehicles via The Teddington Hands roundabout access to the A46 rather than driving through Sedgeberrow.  Mike Parker from SeSaME went through his report which had previously been emailed to members on 3 <sup>rd</sup> May 2018 (see Appendix B). He also discussed the future of LPG. He was approached by the Intelligent Green Group to join which he will be doing. He stated that the Neighbourhood Plan needs looking to be set up as soon as possible.  The Police had nothing to report County Councillor Liz Eyre provided a report (Appendix C)
	District Councillor George Mackison – not in attendance and no report sent.
5	The Chairman closed the adjournment at 20:40 hrs.
6	Clerk's Progress Report:

- a) Draining/flooding issue at Pear Tree Drive Clerk has been assured it will be inspected tomorrow (10<sup>th</sup> May).
- b) Main St sign Clerk confirmed this had been added to the street signs list for action
- c) Removal of Evesham sign at Black Barns crossroads Clerk confirmed she had emailed County Councillor Liz Eyre who had reported that it is progressing but taking time.

# Planning Matters: Applications Considered:

a) 18/00641/FUL – Proposed vehicle/equipment store building and gravel access area and timber fence/plant screen at land rear of Vinebrook, 87 Winchcombe Rd, Sedgeberrow. After discussion it was decided to respond "Sedgeberrow Parish Council have no planning reason to object but would look for restriction/condition to be applied in line with agricultural use only, and not to be used for general storage"

# **Planning Applications Noted:**

b) 18/00382/FUL – Proposed extension to packing shed and new pump house at Hill View Nurseries, Sandfield Lane, Sedgeberrow. After reference to Councillors via email a "No Objection" response was recorded.

# **Planning Decisions:**

c) 18/00235/FUL – Demolition of existing bungalow replacing with 2 dormer bungalows at Lynwood, 65 Main St, Sedgeberrow. Full Planning Permission granted with conditions. It would appear there has been no regard made for the Parish Council's comments. Cllr Devereaux-Little proposed sending a response to Mr David Hammond, Housing & Services Planning Manager as follows:

"Sedgeberrow Parish Council are disappointed by the recent Approval of the planning application and would like an explanation of the criteria used to allowed this application to be granted.

The Parish Council, as knowledgeable custodians of the properties within the village, were asked to consult on this application and subsequently gave reasons for their objections, summarised as follows:

- Gross Overdevelopment of the site from a 100 m² single property to approx. 400 m² of accommodation over two properties.
- Poor quality of design that would fail to integrate effectively with its surroundings. Ridge
  heights would not be in keeping with the bungalows to the South of the site and would
  dramatically alter the street scene along Main Street in this location.
- Insufficient garaging and car parking facilities for the size of plots. These are 4-bedroom
  houses with two allocated parking spots each, meaning additional obstructions to bus
  services as resident's vehicles will most likely occupy already limited roadside parking.
- Removal of affordable housing stock from the village.
- Close proximity to a listed building with "NO" Assessment of Impact or Statement of Significance.

To support their application the owners have submitted plans indicating the occupation of land that isn't nor will ever be in their possession.

You have chosen to ignore all of the above without exception and made no reference, to the Parish Councils' concerns, by the inclusion of suitably worded conditions to be discharged. You have repeatedly ignored previous objections raised by the Parish Council on other Planning Applications and wonder what value you as a department of Wychavon District Council place on Parish Councils."

The Councillors unanimously approved sending this via the Clerk. Clerk to email David Hammond, Jonathan Edwards, Development Manager & District Councillor George Mackison.

# 8 Playing Field:

The annual play equipment inspection was carried out by Rob Wheway from the Children's Play Advisory Service at Main Street on 14th April 2018. The report was forwarded to Councillors via email on 22<sup>nd</sup> April. No works required. 9 GDPR: The implications of GDPR were considered with the Clerk having forwarded the toolkit to all Councillors via email on 14<sup>th</sup> March 2018. Clerk will be working on the document to establish the data held and what needs to be done with it for when it comes in to force in May 2018. Currently the Clerk has read the toolkit and made a list of any questions required in order to deal with some data and customised the privacy notices for both Councillors, staff and residents. All Councillors had been forwarded the privacy notice on 3<sup>rd</sup> May 2018, which they signed for. They also signed to agree that their personal details can be displayed on the website, and confirmed they are happy to receive the agenda pack via email. Clerk also reported that the Government are going to amend the Data Protection Bill to exempt Parish Councils to appoint a Data Protection Officer. Advised Councillors should have separate email addresses for Parish Council matters. She will be attending a training event at Worcester shortly. 10 Lengthsman: The Lengthsman Contract was discussed, Clerk confirmed that Mr Martin Woodhouse was happy to continue in the role for a further year. Councillors confirmed the hourly rate is £12.50 with no fuel costs to be paid. 11 **Parish Games:** Cllr Morris reported that a team is being entered in every event (approx. 13) – in some events there are 2 teams. There has been a very good response from the notices that have been put out, with a wide range of demographic engagement, with residents entering who have not been involved before. 12 **Progress Reports for Information** a) HGV's – Cllr Thomas handed out a survey carried out on 1<sup>st</sup> May 2018, 7am – 7pm along Winchcombe Rd from the bench in Glebe Meadow. The results were 2054 light vehicles, 77 HGVs, 14 buses and 9 agricultural vehicles. Of the HGVs 10 truck movements were by ESP and 4 truck movements by Gilders transport. The recommendations are: for County Councillor Liz Eyre to write to ESP & Gilders. 2. to put the survey results in the Post and on Next Door Sedgeberrow 3. for additional surveys to possibly be carried out via Webcam 4. Cllr Kearsey suggested paying a visit as a new Councillor to ESP stating that the residents are extremely unhappy with the HGVs coming through the village, suggesting a different route. Cllr Thomas happy to visit with her. 5. Cllr Devereaux-Little & County Councillor Liz Eyre also to approach ESP & Gilders. 6. Cllr Morris proposed writing to Russell's at Wormington stating there is a growing concern at the speed of the agricultural vehicles going through the village. Members agreed. She will draft a letter for Clerk to forward. b) Traffic & Speeding – Cllr Thomas is unable to find anyone to look after the speed actuated camera. The resident in attendance stated he was happy to take this on a trial basis. c) Gully Maintenance – there are some problem areas – Cllr Hunt will arrange for these to be d) White Gates – it was confirmed the white gates are now in place. Councillors approved the payment requested. e) Parking – covered under County Councillor Liz Eyre's report f) Footpath Surfaces – Cllrs Devereaux-Little & Hunt have walked the village and taken photos and made notes. Cllr Devereaux-Little will type these up and forward the information to

County Councillor Liz Eyre.

Matters raised by Councillors:

13

The following matters were raised by Council Members:

a) Cllr Morris stated she is visiting the Planning Officers tomorrow re the Vestry project. The PCC are being asked to provide information that has never been asked for before. She will also call in and

- speak to Jem re funding application for the community hub.
- b) Cllr Thomas suggested going for Britain in Bloom. Cllrs approved him finding out more information and report back at next meeting.
- c) Cllr Devereaux-Little stated there is an issue with footpaths across fields. There is a sign stating there is a bull in a field however no bull is in residence. He is happy to discuss this with the farmer as it is against the law to put this sign up if no bull is in the field.
- d) Cllr Devereaux-Little proposed the Parish Council move forward with a new website. Cllr Thomas suggested setting up new email addresses at the same time. Costings are: a base cost of £725 (for which monies have been secured through the Transparency Fund) with annual costs of £225. All Members agreed to appoint Andy Black Associates (ABA)
- e) Following Cllr de Paris' resignation it was confirmed the Clerk would inform Wychavon District Council, and advertise the vacancy in the noticeboards and in the Sedgeberrow Post, once written confirmation had been received.

# 14 Consideration of Correspondence Received:

- a) Councillors noted the report regarding the recent door knocking exercise run by Localism and Communities Officer, Strategy and Communications, Wychavon District Council (emailed 22.4.18). Recommendations to PC:
  - 1. Consider running an exercise class
  - 2. Mike Parker to set up a LPG bulk buying scheme.
  - 3. Keep the bus and promote local community transport options
  - 4. Consider having a local information point to let residents know what services are available.
  - 5. Continue to consider the idea of a local shop.
- b) A request had been received to consider changing the Parish Council meeting to the first/final week of the month to allow more time to put together the report for the Sedgeberrow Post. After discussion, it was decided by all Councillors to keep the Parish Council meeting date to the 2<sup>nd</sup> Wednesday bi-monthly. Cllr Morris confirmed she is happy to precis the minutes for the Post in time.

# 15 Correspondence Noted:

- a) Funding available to help deliver affordable homes
- b) Clear plan and economic focus wins praise for Wychavon
- c) Safer Neighbourhood Team Police Officer, PC 0375 Zoey Carter has taken over from PC 2886 Paul Acaster. Cllr Pratt stated she had not received the email Clerk to check.
- d) Guide for Councillors on Statutory Nuisance (emailed 22.4.18)

#### 16 Finance:

a) The Council noted the Bank reconciliation, reconciled with the HSBC Current Account statement number 304 issued 30<sup>th</sup> April 2018, and the balances of accounts:

Current Account No 21171712	17,247.08
Business Money Manager 11174916	10,024.38
Evergreen Account 51398326	500.88
Choir Account 91376373	573.38
Cricket Club NS&I 137935070	1,255.98

- b) The Council gave consideration and approval of the payments listed in Appendix A, with Councillors Hunt & Pratt signing cheques for payments.
- c) Annual Governance Statement FY 2017/18. Although it is not necessary for Parish Councils with a turnover of less than £25,000 to complete this, it was decided for the sake of transparency to carry on with this practice.
- d) Accounting Statements were noted (emailed 3.5.18)
- e) The Certificate of Exemption from the Annual Governance & Accountability Return (AGAR) was completed and signed by Cllr Devereaux-Little and the Clerk.
- f) Council noted the Internal Auditor Report 2017/18 completed by Jim Goddard in preparation for

	the annual return (emailed 3 <sup>rd</sup> May 2018).			
	g) Bank Account balances were noted in (a)			
	h) The new level of Section 137 expenditure 2018/19 was noted at £7.86			
	i) The National salary award received from CALC was noted (emailed 28.4.18). Cllrs Pratt & Hunt			
	signed a letter to HSBC increasing the standing order mandate for Clerk's salary.			
22	Date of Next Meeting:			
	Council confirmed the date of the next Ordinary Council meeting will take place on Wednesday 4 <sup>th</sup>			
	July in The Betteridge Room, Sedgeberrow Village Hall at 7.15pm.			
23	Closure of Meeting: The Chairman closed the meeting at 22:30 hrs			

Chairman:	Da	ite.
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# **APPENDIX A: FINANCE**

CHEQUE	PAYEE	DETAILS	TOTAL	VAT	NET
100996	Mr M Woodhouse	Lengthsman Duties	1225.00		1225.00
100997	Al-Ahmed Enterprises (UK) Ltd	Lenovo ThinkPad Refurbished	325.00	54.17	270.83
100998	Microsoft Office	Office 365	59.99	10.00	49.99
100999	Digital River Ireland Ltd	Kaspersky Anti-Virus	14.99	2.50	12.49
101000	Mrs D Bowles	Bluetooth Mouse	9.99		9.99
101001	Worcestershire CALC	NALC Fee	512.58	77.59	434.99
101002	Cancelled	Cancelled	0.00	0.00	0.00
101003	Children's Play Advisory Service	Annual Playground Inspection	98.40	16.40	82.00
101004	Mrs S Morris	J Shields Voucher	51.50		51.50
101005	The Community Heartbeat Trust	Defib pads	87.60	14.60	73.00
101006	HMRC	Clerk's Income Tax	1.20		1.20
101007	HMRC	Clerk's Income Tax (June)	1.20		1.20
101008	Mrs D Bowles	Clerk's Expenses	89.80		89.80
101009	M Woodhouse	Lengthsman Scheme	187.50		187.50
SO	Mrs D Bowles	Salary May	245.87		245.87
SO	Mrs D Bowles	Salary June	245.87		245.87
101010	M Woodhouse	Lengthsman Scheme	312.50		312.50
101011	C & V Fencing	Postfix for white gates	134.50	22.42	112.08
101012	M Woodhouse	Grasscutting Services	240.00		240.00

101013	Sedgeberrow Village Hall	Hire of Hall & Betteridge Room & Grasscutting	580.00		580.00
101014	Mr L Passey	Installation of white gates	160.00		160.00
101015	M Woodhouse	Installation of white gates	160.00		160.00
101016	Came & Co	Local Council Insurance	524.49	55.29	469.20
101017	Sedgeberrow Village Hall	Hire of Betteridge Room & Hall	30.00		30.00
			5297.98	252.97	5045.01

# Appendix B

# Parish Council Meeting 9th May 2018 SeSaME Report

### Requests

- 1. That the Parish Council please consider SeSaME's request regarding their report protocol Attached
- 2. That the Parish Council please re-examine the possibility of extending the time between their bimonthly meeting and the copy deadline for the bi-monthly Village magazine, which typically is giving their report writer 4 working days between the council meeting and the magazine's publication deadline. Copy of earlier correspondence attached.

#### Recent Activities.

- 1. "Door Knocking exercise". Mike Parker took part in Wychavon's exercise, arranging a venue for and attending the briefing session, then making visits with David Manning.

  Report attached, which you should already have a copy of.
- 2. LPG. Response to suggestion for an LPG bulk buying group is attached.
- 3. SeSaME Community Pantry. On the basis that 30-50% of food produced globally for human consumption is wasted, meaning that 7.3 million tonnes of food is wasted every year in the UK, the Evesham Adventure Playground has set up a Community Pantry, open Monday to Friday 12noon until 2pm.

They collect discarded, yet perfectly edible, food from supermarkets that would otherwise be dumped and offer it to anyone in the community who can use it. A donation is requested, though not obligatory, to cover their transport costs. Volunteers also cook and freeze food

for midday meals during holiday play schemes.

With their help SeSaME is offering a similar service on Main St, at the Hovis House, during school term time, between 3pm and 4pm on Thursdays.

There is the opportunity for a village community cook-in, using food from the pantry, preserving it for use in the village later, or sharing it out immediately.

Mike Parker

Chairman

Sedgeberrow Sustainable and Manageable Energy

# **Appendix C**

# Cllr LIZ EYRE Sedgeberrow COUNTY COUNCIL REPORT, May 2018

Police - Thousands of people across Worcestershire will help shape local policing services in the coming years as part of a new project. The joint scheme from the Police and Crime Commissioner and West Mercia Police will see members of communities asked their thoughts on police visibility, accessibility and integrity. Quarterly results will be published for each local policing area. Those results will give the police a reliable evidence base to understand where communities feel well connected to the force and have high levels of confidence, and where improvements are needed. A new way for local people to keep an eye on crimes locally is being rolled out – more next report.

# **Highways**

- 1. Drainage a new drain management system is being put in place. It's a different system so wait 6 months to see change. Members are pushing for trial/pilot re GIS: members and clerks. Issues frequency, condition, flood areas hot spots known to Ringway.
- 2. Report it: there is an App My Street/My Council. GPS knows which Council to the report to. Ringway are developing a similar system fro another council. I feel that negates open and transparent contracting. Important any new system gives feedback to the complainant.
- 3. Street works co-ordinates works on highway. The permit system was under resourced now additional co-ordinators are coming on board. The Inspection team also needs increasing.

# Footway works completed during 2017/18 which are highlighted in red.

I still have some small funds available as part of the additional £6m footways programme for the Whole County. I will discuss with my county highways liaison engineer to discuss any other footway works required in the next few weeks.

Name of road for footway	Programmed for / Completed	Now due for	Source
Sands Estate, Broadway	Additional £6m Project	Apr/May 2018	Additional £6m Project
Lifford Gardens, Broadway	Additional £6m Project	Apr/May 2018	Additional £6m Project
Main St, Sedgeberrow (by bus stop)	Additional £6m Project	May/Jun 2018	Additional £6m Project
Main Street, Cropthorne	Core budget 18/19	Jul/Aug 2018	Asset based / core budget
Manor Road, Wickhamford	Programmed Feb	Complete	Asset based original list
Coombefield Road Wickhamford	PRT complete	Complete	
Bricklehampton Lane Pershore	PRT complete	Complete	
49 Pitchers hill Wickhamford	PRT complete	Complete	
Leamington Road, Broadway	Programmed Feb 18	Complete	Additional £6m Project

**Parking and narrow roads/streets** – thanks to Charlton another of my villages the fire authority has produced a leaflet . It led to a campaign, that HWFRS led on with support from West Mercia Police ,to warn the public of the impact of careless parking on emergency vehicles. More information was in the News section of the HWFRS website, so that parishes could raise awareness with your communities and fellow councillors: <a href="http://www.hwfire.org.uk/news/30-01-2018-no-way-thru-can-mean-no-help-for-you">http://www.hwfire.org.uk/news/30-01-2018-no-way-thru-can-mean-no-help-for-you</a> Do you need to distribute leaflets anywhere?

NO WAY THRU – can mean no help for you! 30 January 2018 in News



Hereford & Worcester Fire and Rescue Service (HWFRS) supported by West Mercia Police are reminding drivers to be mindful of where they park on narrow roads as it could prevent fire engines and other emergency vehicles from accessing an emergency. HWFRS also distributed leaflets, candidly branded 'No Way Thru' to warn members of the public about the stark realities of inconsiderate parking, and provide some parking tips to enable emergency service vehicles access. When parking please:

- Park close to the kerb
- Fold in wing mirrors
- In narrow streets only park on one side of the road (where possible)
- Obey the Highway Code and road markings such as yellow lines and box junctions
- Do NOT park too close to corners or traffic calming measures

Assistant Chief Fire Officer John Hodges said: "We are urging people to think before they park, emergency vehicles need more space than an average car. Inconsiderate parking can obstruct emergency vehicles and cause delays." "If you would struggle to fit a car or van through parked cars it is very unlikely a fire engine and other emergency access vehicles will get through. Please think about how and where you park. Every second counts when someone needs our help!" Assistant Chief Constable Martin Evans from West Mercia Police said: "When our officers are responding to an emergency, every second counts. Anything that slows us down can have a real impact. "I would urge everyone to be aware of the need for emergency vehicles to get past when they park and to make sure they leave enough room for us to get through safely."

#### **Local issues**

#### A46 Expressway and safety changes

The model for the **Evesham Traffic Study** is finished and work begins to look at scenarios. Dropped kerb issue help - house owners advised to contact Ringway who do all dropped kerbs for WCC (see link below for contact details).

http://www.worcestershire.gov.uk/info/20007/travel\_and\_roads/466/installing\_a\_dropped\_kerb

# Speeding in Winchcombe Road and the placing of a 7.5 weight limit.

Investigated again with senior officer on 21st December

- 7.5 issues with existing businesses on the Winchcombe road 7.5 weight restriction may not help
- Signage pressing to change Evesham sign on the road from Toddington to A46.

Community Transport - A report for WCC Scrutiny May 9th 2018 and WDC's Rural Panel on Worcestershire's non- commercial rural transport arrangements – Wychavon January 13th 2018 Author Cllr Liz Eyre

#### Recommendations

- 1. Acknowledge that un met need is more than medial and shopping leisure/culture/physical activity/mental health family connections.
- 2. Acknowledge that commercial providers are not the answer especially in communities where a high number of older people live and where concessionary fares are an element.

# 3. In terms of need

- Health WCC should work with Healthwatch to pull together the medical offer: Age UK, West Midlands Ambulance service. Healthwatch can support and have some clout.
- Access to shopping WCC should work together with Age UK and Supermarket arrangements to communicate a Worcestershire offer.
- Access to Leisure and Culture the way forward seems to be community transport schemes.
   WCC should provide case studies best practice for communities to assist fund and achieve such schemes.
- Jobs and education a brief summary of what is available from WCC, employers, Colleges might be helpful.
- Commercial route information.

The information offer for the various audiences should be locally appropriate, accurate and current especially phone numbers.

# 4. A front end to a community transport website would make engagement easier

# **Community Transport**

- 1. Health
- 2. Shopping
- 3. Leisure & Culture
- 4. Jobs & College
- 5. Commercial Routes

Beneath each entry portal should be a pathway to the next level down

- Health might be medical dentist chiropody or SEN
- Shopping might be Age Uk transport scheme, internet or supermarket scheme
- Leisure/Culture/Wellbeing might be to physical activity or older peoples social isolation schemes then link to community transport

#### 5. Fairness The last review of the subsidised network was 2014.

The routes currently in place are as result of the 2014 consultation exercise which was based on the scoring of existing bus routes and public consultation.

**Worcestershire Subsidised Local Bus Service Performance Indicator** weighting seems to have been devised as follows:

- Cost Per Passenger Score,
- Pax per Journey Score,
- Deprivation Index Score,
- Car Ownership Index,
- Primary Journey Purpose Index
- d Access to Other Services Index these were then applied to the existing routes to decide which were to continue to receive subsidy.

WCC are currently looking at re-tendering services.

Each service is currently scored based on the criteria previously sent, minor adjustments are made based on patronage figures, public and member request and any additional S106 requirements and funding.

This could be an opportunity to adjust the criteria for public good.

- Access to tourism and leisure do not seem was considered in the last round of tendering.
- A higher priority was given to Health Care, Employment, Education.
- It should be noted services to leisure centres operated commercial have been poorly used
- Rurality in the context of leisure, health and tourism should be more highly rated.

Finally WCC should join with the LGA in lobbying for free bus scheme changes

• A fully funded scheme