

# DRAFT

## Great Comberton Parish Council

2022/7

### Parish Council Meeting - Minutes Wednesday 6th July 2022, 7.00pm Village Hall

**Parish Councillors Present:** K Collingwood (Chair), S Hamilton, S Inglis, A Lavelle and G Hodgson.

**Clerk/RFO:** Nicola Harding

**In attendance:** One parishioner

**1. Apologies:** Received from Cllr Peart and District Cllr Kearsy. Cllr Barnes had formerly notified the Chair and Clerk of his resignation from the Parish Council ahead of the meeting.

**2. Declarations of Interest:** There were no declarations made.

**3. Parishioner's Comments:** A request had been received by the parishioner in attendance for the Council's consideration of an additional bench at Comberton Quay, in memorial of a close family member who had resided in the Parish, as listed under agenda item 3, Memorial benches. A discussion ensued regarding potential, suitable areas within the Parish, in addition to a further request that had previously been received from other parishioners. Cllrs explained that a decision was not possible at present due to legal ownership of the Quay being unclear. As the Quay is registered as a village green, it is not legally permissible to allow the installation of any structure at the current time without the clarification of legal ownership, which is currently pending. It was also noted that an earlier request would need to be considered first, which may result in an escalation of further requests in future. As the technicality of ownership is currently under review, Cllrs confirmed that it was not possible to reach a resolution at present, however agreed the following:

*Actions: Clarify legal ownership of Comberton Quay with Land Registry and establish if such a structure is permissible on a village green. Revisit this item once all facts are established for further discussion – Clerk to make contact with parishioner once this information has been received.*

#### **4. Minutes of meeting held on Wednesday 4<sup>th</sup> May 2022**

Proposed Cllr Hamilton, seconded Cllr Inglis, all in favour to approve the minutes as a true record.

Cllr Hamilton raised a comment for consideration regarding the review of actions in the minutes, in order to check that these are carried through in between meetings. This was noted and agreed.

#### **5. Progress reports from Parish Activities: brief updates:**

a. Lengthsman: Further to previous actions agreed at the annual meeting of the Parish Council, the Clerk had established hourly rates of pay for lengthsman in neighbouring Parishes and shared this with members, which can typically be up to £15 per hour. Following an additional request for confirmation about the schedule for street cleaning in Parishes, the Clerk had liaised with Client Services at Wychavon District Council and a street cleaning vehicle had attended the village in early June. The Clerk also reported that the lengthsman visits the Parish on Wednesday mornings, combining his work schedule with that in Little Comberton.

b. Highways: It was noted that carriageway works undertaken in May have not yet been completed in line with information forwarded from Worcestershire County Council Highways. It was agreed to seek clarification regarding outstanding works, in addition to resurfacing of pavements from County Cllr Hardman/BB at WCC Highways.

*Action: Clerk.*

c. Police & Speedwatch initiatives: A Parish and Town Council survey had been received from West Mercia Police for completion – this was discussed and completed by Cllrs, with results made available online at [www.westmercia-pcc.gov.uk](http://www.westmercia-pcc.gov.uk) once data has been gathered.

*Action: Clerk to forward completed questionnaire by 8<sup>th</sup> August.*

Cllr Lavelle reported that some parishioners had requested information about vehicle activated speed signs, as used in neighbouring Little Comberton and Elmley Castle. The Clerk had established further details and confirmed that Little Comberton Parish does not loan/share mobile equipment, but had purchased their own VAS equipment with the support of County Cllr Hardman. Information had been acquired regarding potential, suitable models and their functionality and cost, which was briefly shared. A discussion also ensued regarding the use of white gates in Parishes, as a visible entrance to villages and natural traffic calming measure, however it was agreed that due to the layout of the highway, this may be difficult to be effective in the Parish. Cllr Inglis reminded members that a previous action agreed was to gauge interest amongst parishioners regarding the possibility of initiating a Community Speedwatch scheme in the village. As further information requires establishing, it was agreed to explore this in greater detail as a precursor to looking further into potential VAS signage in the Parish.

*Action: Cllr Inglis to further explore the Community Speedwatch scheme to establish timings and procedures. Cllrs to check suitable lengths of road and how the scheme may best be effective in the Parish, ahead of further updates provided to parishioners.*

d. Footpaths/PRoW: The Footpath's Officer had confirmed there were no updates to report at present. Cllr Hodgson reported that a footpath half way up Church Street had become difficult to navigate due to brambles. It was agreed that a map reference was needed for further clarity, ahead of reporting to Worcestershire County Council.

*Action: Cllr Hamilton to forward a map reference to the Clerk for reporting to WCC.*

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e. Rooftop Housing: No updates had been reported ahead of the meeting. KB had confirmed that he would continue to act as Rooftop liaison in order to provide updates to the Parish Council. Cllr Lavelle agreed to circulate a card of thanks to Cllr Barnes on behalf of the Parish Council, and all members formerly noted their thanks for all of Cllr Barnes' efforts as a serving Parish Cllr since 2016.

*Action: Cllr Lavelle.*

f. War Memorial: Following recent approval of the listed building application, Stonemasons of Worcester have confirmed they will commence works at the War Memorial on 19<sup>th</sup> July. The stonemasons plan to spend a day with a small access scaffold, to remove the shaft and top of the cross. They will then work on the new stone in their yard before bringing it back and re-erecting.

Conditions within the listed building consent have now been approved by Wychavon District Council, and samples of stone have been agreed as a suitable match. Although the new stone will look very bright in comparison with the weathered stone, it has been confirmed as a good match to unweathered stone. A local conservation architect will supervise the works once underway.

*Actions: Cllr Collingwood to provide an update for circulation on the village email. SO to supervise works; Cllr Lavelle to monitor works with photographs.*

g. Quay Lane: Prior to the meeting, Cllr Inglis shared completed paperwork with the Clerk of a submission prepared to HMRC in order to establish legal ownership of Comberton Quay. A thorough application had been put together and once a covering letter has been prepared, the documents will be formally submitted.

*Action: Cllr Inglis to prepare a covering letter to be formalised by the Clerk and forwarded with all documentation to HMRC.*

h. Broadband: Airband have been present in the village and although work has been progressing for a potential 'go-live' in July, the Project Manager has confirmed that some permit issues have been encountered when attempting to complete the link from Little Comberton to Great Comberton; the result of which requires a road closure to complete the works. This has been requested in September 2022, however it is hoped that this date may be brought forward.

*Action: Cllr Hamilton to make contact with the project manager in due course to check on progress with Highways. Any urgent matters for discussion to be raised via:*

[holly.jones@airband.co.uk](mailto:holly.jones@airband.co.uk)

## **6. District and County Councillor's reports:**

No reports have been received at present.

## **7. Revised Code of Conduct:**

All members agreed to adopt the latest, revised document in its entirety.

*Action: Clerk to notify Wychavon DC of the Council's adoption.*

## **8. Planning:**

**W/22/00611/FUL: Lower End Farm** Excavation of three ponds, a flood retention area and a ditch meander in two pasture fields. Removal of condition 3 on planning 21/02258/FUL – *decision pending*

**W/22/00665/LB: War Memorial** Replacement of stone shaft and discharge of planning conditions: *approved*

**W/22/00740/HP: Pool House:** Replace existing front porch with single storey extension (variation of condition 2 Ref: 21/00571/HP) *approved*

**W/22/00741/HP: Pool House:** Proposed single storey ancillary accommodation - variation of condition 2 of planning reference number 20/02800/HP – *decision pending (comments of objection forwarded 7/6/22)*

**W/22/01037/CU: Tibbets Barn:** Retrospective change of use from agricultural part track, yard and storage barn for domestic use – *decision pending (comments of objection forwarded 6/6/22.)*

**W/22/01179/HP: Valley House:** Demolition of detached garage and erection of new garage and office/studio – *decision pending (acknowledgment of support forwarded 28/6/22)*

**Boundary Commission:** Analysis & further draft recommendations for Ward boundaries had been received and circulated. Members agreed that although the revised recommendations are an improvement on those initially presented, community identity remains a key priority which should be accounted for by the Commission. Cllrs agreed the following comments in response to the latest consultation:

- Great and Little Comberton Parishes have a natural affinity with Elmley Castle, and as such should remain in the same Ward.
- The Parishes of Great Comberton, Little Comberton, Elmley Castle and Bricklehampton each share common concerns, therefore the issue of a mutual community should transcend.
- Cllrs agreed that a potential new Ward would be better identified and named as Fladbury & Combertons.

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## 9. Finance

### a) Current Balances as at 28<sup>th</sup> June 2022:

Business account:	£4,633.62
Savings account:	£1,770.63
<b>TOTAL:</b>	<b>£6,404.25</b>

### b) Payments to report:

Great Comberton Social Club: Jubilee fund	£350.00
Salary (May & June)	£556.40
Expenses (May & June)	£24.00
Expenses: Postage	£6.39
B. Arrowsmith: May LM tasks	£156.00
B. Arrowsmith: June LM tasks	£156.00
HMRC: Fees	£30.00
<b>TOTAL:</b>	<b>£1,278.79</b>

### Income to report:

WCC: Lengthsman (April 22)	£156.00
WCC: County Cllr Divisional fund (Jubilee)	*£250.00
WDC: Jubilee funding	£100.00
WCC: Lengthsman (May 22)	£156.00
<b>TOTAL:</b>	<b>£662.00</b>

Proposed Cllr Hamilton, seconded Cllr Hodgson, all in favour, to approve the payments and income as an accurate record.

\*Cllr Hodgson noted that the County Cllr County Divisional funding received as a contribution towards the Jubilee celebrations was listed as £250 in 'income to report,' however £300 was actually received and reported in the Clerk's first quarterly bank reconciliation. The Clerk reported that £250 had originally been agreed and minuted at the Annual Parish Meeting, however the BACS payment received had been @ £300 with an option of claiming back VAT (therefore 20% of the total = £250.00) The Clerk had sought clarification in this regard from the finance team at WCC which was outstanding, therefore would seek further clarification ahead of the next meeting.

Action: Clerk.

*On behalf of the Parish Council, Cllr Hamilton extended thanks to County Cllr Hardman for his Cllr divisional funding contribution, which had provided 24 mugs to under 18's in the Parish, as a celebratory Jubilee keepsake.*

### c) Bank reconciliation (i) 30 June 2022:

Prior to the meeting, the Clerk had prepared the first quarterly bank reconciliation which had been forwarded to Cllr Hamilton for checks and verification. Following clarification of the query regarding the amount of Divisional funding received, Cllr Hamilton confirmed all documentation was in order and signed these for the Clerk's retention and internal auditor checks for the financial year.

**10. Memorial benches:** This item was considered and discussed under item 3, parishioner's comments.

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**11. Correspondence:** The following items had been received and were noted:

Wychavon DC	Details of 'Ticket to Ride' funding available for community transport schemes in Wychavon. Free online workshops are scheduled for <a href="#">6pm on 6 July</a> and <a href="#">12pm on 14 July</a> . Cllr Lavelle confirmed he had attended this event which showcased examples of successful community transport schemes, with applications encouraged for the next round of the District Council's 'Ticket to ride' fund which opened in June. Cllrs discussed how such an initiative might be possible in a village of the size of Great Comberton, however Cllrs were in agreement that the current Parish service is limited, with concerns over the accuracy of timetables and links to other transport hubs in the area. <i>Action: It was agreed that Cllr Lavelle would gather further information from colleagues with a view to discussing next year, once a local need has been established.</i>
West Mercia Police	Town & Parish Council Survey 2022 – as reported under item 5c.
Wychavon DC	Community Food provision survey – this was discussed and completed. <i>Action: Clerk to forward to WDC.</i>
Wychavon DC	Notice that Wychavon District Council is the host authority for the South Worcestershire Land Drainage Partnership, exercising powers delegated to it by Worcestershire County Council (Lead Local Flood Authority.) Request to report issues arising with land drainage to Liam Gormley, Land drainage enforcement officer at WDC. Request for flooding issues on the public Highway to be reported to Worcestershire County Council. <i>This was noted.</i>
Wychavon DC	A notice of casual vacancy had been received for publication, following Cllr Barnes' resignation. Confirmation will be received from WDC after 25 <sup>th</sup> July, whether there will be an election, or if the Parish Council may co-opt to fill the vacancy. <i>Action: Notice to be published online and via the noticeboard/village email - Clerk/Cllr Hamilton/Cllr Inglis.</i>

**12. Councillor's reports and items for future agenda:**

Cllr Hamilton reported thanks extended to the Parish Council on behalf of the Dents family, for parking provision at Brailles Orchard at their recent wedding celebrations.

Cllrs agreed to formally consider the use of Brailles Orchard as an agenda item at the next Parish Council meeting, in order to define the Council's future vision for this land, it's use as a village amenity and how this will be managed. Cllrs agreed to consider potential options in preparation for further discussion at the September meeting.

*Action: Cllr Collingwood to liaise with parishioner to provide this update.*

**13. Date of Next Meeting:** Wednesday 7<sup>th</sup> September 2022 at 7.00 pm.

Signed .....

Date.....

**Chairman**