

# DRAFT

## Little Comberton Parish Council

2022/17

### Annual Meeting of the Parish Council - Minutes Tuesday 3<sup>rd</sup> May 2022, 6.45pm Village Hall

**Parish Councillors Present:** L Haycock, N Jamieson, C Rabbette, A Dermont, A Haycock

**Clerk/RFO:** Nicola Harding

**In attendance:** No parishioners

**1. Apologies:** Received from District Cllr Kearsey & County Cllr Hardman.

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

**3. Election of Chairman:**

Proposed Cllr Jamieson, seconded Cllr Rabbette, all in favour, to appoint Cllr Haycock in the role of Chairman for 2022-23.

Although Cllr Haycock and Cllr Jamieson had successfully shared the role in 2021/22, it was agreed that for continuity, it would be preferable to have one person to assume the role in moving forward. Although time limited, Cllr Haycock agreed to undertake the role for the year ahead and signed the declaration of acceptance of office.

**4. Election of Vice-Chairman:**

Proposed Cllr Haycock, seconded Cllr Dermont, all in favour, to appoint Cllr Jamieson as role of Vice-Chairman for 2022-23.

**5. Parishioner's Comments:**

No comments had been received.

**6. Minutes of meeting held on Tuesday 5<sup>th</sup> April 2022**

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

**7. Progress reports from Parish Activities - brief updates:**

- a. Lengthsman: Cllr Jamieson had met with the lengthsman and confirmed a regular work schedule was underway, to coincide with work undertaken in Great Comberton. Concerns were raised by the lengthsman regarding excess loose grit and deterioration of the gutters, which is creating blockages in the drains and resulting in greater of weed killer, at increased costs to the Parish. As the lengthsman is prohibited to work on the highways, confirmation was requested from the District Council regarding current schedules for road sweeping in the District. It was also agreed to request that the lengthsman concentrates on cutting back brambles along Manor Lane and Well Furlong car park, in advance of the Street Market event.  
*Actions: Clerk to request street cleaning updates from District Cllr Kearsey. Clerk to update BA regarding Manor Lane and request confirmation of areas opposite the Church which also require attention from Cllr Jamieson.*
- b. Highways – drain at Orchard Drive: No further updates at present – the Clerk agreed to liaise with County Cllr Hardman for any updates.
- c. Footpaths/PRoW: Cllr Jamieson and Cllr Rabbette agreed to meet and inspect areas arising from the latest report.
- d. Trees: *Redwood Tree* – Contact had been made with the landowner regarding damaged bark created by grazing livestock. There were no further updates to report at present.  
*Split pear tree* - The Clerk agreed to make further contact with the tree surgeon, regarding the confirmed schedule for removal of the split pear tree on Orchard Drive. A suitable replacement had been confirmed, in keeping with the existing street scene.  
*Volunteer tree warden* – A parishioner had kindly agreed to accept the role of tree volunteer in the Parish, completing visual inspections and reporting back to the Council regarding trees which require attention/intervention from a professional surgeon. It was agreed that overgrowth will be removed along Wick Road and other inspections completed around the Parish. Access to training is available via the Greenspace Officer at Worcestershire County Council and it was agreed that any works required at height or more complex tasks must be referred to the Parish Council in order to gain expert advice from trained specialists. The Chairman noted that it was essential for the Parish Council to establish insurance implications regarding the use of volunteers to establish clear boundaries regarding health and safety, in addition to managing risks associated with voluntary work. It was also agreed that if issues are raised, two Cllrs would make a visual inspection and report back to the Council.  
*Actions: Clerk to enquire about public liability insurance regarding volunteers with insurance company.*  
*Cllrs to agree management of tree volunteer regarding work tasks.*  
*Clerk to forward examples of risk assessments for Cllr's consideration and approval at the next meeting of the Parish Council.*

**8. To note model Calc standing orders and approved financial regulations**

Councillors reviewed and noted the existing Standing Orders & Financial Regulations adopted by the Council, and agreed that no further amendments were required at present.

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**9. Code of Conduct**

This was appended to the agenda and noted by all members.

**10. To consider and appoint Councillor roles**

*The following roles were agreed:*

Cllr Jamieson: To continue to maintain Parish communication via the village email system, in addition to lengthsman liaison.

Cllr Dermont: To continue to maintain the VAS and battery charging, in addition to posting notices on the notice board. Cllr Jamieson agreed to deputise in the event of Cllr Dermont's absence.

All Cllrs: To rotate in posting notices on the notice board at the cross roads.

BHCG: There is no further news at present regarding the status of the group and its activities.

A discussion ensued regarding the publication of minutes on the village notice boards, which can be difficult at times due to the number of additional notices posted. The Clerk stated that this was advisory, not statutory, as the legal obligation is to ensure minutes are published online. It was agreed however, that the Clerk would use a new format for recording minutes which may take up less space, so that hard copies may still be accessible via the notice boards.

*Actions: Clerk to confirm statutory requirements with Calc and circulate new minute format for consideration.*

The Vice-Chairman drew attention to the fact that as the Parish Council has half ownership of the village hall, there is no longer representation from the village hall trust on the Parish Council, therefore it would be helpful for Cllrs to maintain communication links in the future. It was agreed to approach the Village Hall Trust to establish if they might nominate a representative to liaise with the Parish Council and attend the July meeting.

*Action: Chairman/Clerk to request inclusion on the agenda of the next Village Hall Trust meeting.*

**11. District and County Councillor's reports:**

County Cllr Hardman's report was shared at the start of the meeting. A report from District Cllr Kearsley would be circulated with the minutes.

**12. Planning**

**W/22/00105:** Ringsmere Orchard – replacement garaging. *Application approved.*

**W/21/02701:** Old Rectory - Erection of residential annexe following demolition of outbuildings and wall. *Decision pending.*

The Chairman drew attention to future responses to planning applications and proposed consideration of a co-ordinated response amongst members, in order to reduce the burden placed upon Cllrs and ensure transparency for residents. It was agreed that the Chairman would complete the recent Calc planning training modules and with the support of Cllr A Haycock, would draft guidelines on the Parish Council's policy and approach towards planning applications, to ensure clarity for all parishioners. This, in conjunction with the Village Design statement, would clarify what planning proposals the Parish Council would generally support.

*Action: Chairman and Cllr A Haycock to draft a planning approach proposal on behalf of the Council to share for discussion at the next Parish Council meeting.*

**13. Finance**

a) Current Balances at 26<sup>th</sup> April 2022

Current Account:	£4,945.84
Deposit Account:	£4,931.11

**TOTAL £9,876.95**

b) Payments to report:

Salary (April)	£330.98
Expenses (April) £12.00	
BHIB PC insurance 1/6/22-31/5/23	£150.59
S Blunsom: Tree maintenance: Memorial Garden	£60.00
B Arrowsmith: Weed killer 22/23	£70.00
Village Hall: May meeting	£13.00
*B Arrowsmith: Feb work plan	£96.00
*B Arrowsmith: March work plan	£126.00
*Presented at April meeting	

**TOTAL £858.57**

**Income to report:**

Council Tax Support grant payment (i)	£162.00
Precept payment (i)	£3,350.00

**TOTAL £3.512**

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**2022/19**

*Proposed Cllr Haycock, seconded Cllr Rabbette, all in favour, to approve the payments and income reported.*

Whilst mandate changes are pending, it was agreed that the Clerk would forward all payments to the existing signatory for authorisation. The Clerk confirmed completion of the paperwork in order to gain authorisation as official on the bank account and requested signatures from two, current authorised Cllrs to take into branch for verification.

c) To approve and sign the Certificate of Exemption for the year ended 31 March 2022:

*Proposed Cllr Jamieson, seconded Cllr Rabbette, all in favour.*

d) Audited accounts & Annual Return - 31<sup>st</sup> March 2022:

(i) Proposal to approve and sign Section 1: Annual governance statement

*Proposed Cllr Jamieson, seconded Cllr Rabbette, all in favour.*

(ii) Proposal to approve and sign Section 2: Accounting statements

*Proposed Cllr Jamieson, seconded Cllr Rabbette, all in favour.*

The Clerk confirmed that internal audit checks would be completed in the coming week and a report circulated for information, once received.

*Action: Clerk to return certificate of exemption to external auditor by 30<sup>th</sup> June 2022, and ensure online publication of relevant finance documents in line with Transparency Code requirements, no later than 1<sup>st</sup> July 2022.*

e) To agree the period of public rights to inspect the financial records of the Council, to commence on 13/6/22 – 22/7/22:

This was noted.

f) Proposal to approve Parish insurance provision for the period 1/6/22 – 31/5/23 @ £150.59: this was noted and approved.

## 14. Correspondence

- *Wychavon DC: SWDP: the updated SWDP will not be published for consultation in July as scheduled, as work on key documents relating to development sites and infrastructure to support them is yet to be completed.*
- *Local Policing Team: A request for confirmation of key community issues held on record had been received (PC contract with Local Policing Team) (i) Speeding (ii) Fly tipping (iii) Theft – it was agreed that there are no changes to report.*
- *Pershore Cabinet Review: An update had been received on the Pershore Area Review consultation findings and recommendations presented to WCC on 21 April 2022: in summary, it is recommended that Cabinet agrees a commitment in principle to support a collective change of age range to align schools in the Pershore Education Planning Area (EPA) to a single, two-tier (primary and secondary) system of education, subject to funding being fully secured.*

## 15. Councillor's reports and items for future agendas

The Chairman drew attention to the need for a recruitment focus as a priority in moving forward, given the two vacant seats on the Parish Council. The benefits of practical assistance from a potential, expanded group of village volunteers was discussed and considered, in order to reduce the workload on existing Cllrs and encourage commonality within the Parish. It was agreed therefore, to invite a member of existing village organisations after the Jubilee celebrations to the July Parish Council meeting in order to encourage links with the Parish Council. It was also agreed that providing a summary of the role of Cllr via the village newsletter, might be a useful tool in raising awareness, in addition to initiating conversations via a short village survey to establish priorities amongst residents.

*Actions: Invite village representatives to the July meeting of the Parish Council. Plan initiatives in July & August to raise awareness of the role of the Parish Councillor.*

## 16. Date of Next Meeting: Tuesday 7<sup>th</sup> June 2022 at 7.00 pm

Signed .....

Date.....

**Chairman**