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Little Comberton Parish Council

Parish Council Meeting - Minutes Tuesday 26th July 2022, 7.00pm Village Hall

Parish Councillors Present: L Haycock, N Jamieson, C Rabbette, A Dermont, County Cllr A Hardman.

Clerk/RFO: Nicola Harding

In attendance: No parishioners

1. **Apologies:** Received from Cllr A Haycock.
2. **Declarations of Interest:** There were no declarations.
3. **Parishioner's Comments:** There were none received.
4. **Minutes of meeting held on Tuesday 7th June 2022**
Proposed Cllr Jamieson, seconded Cllr Dermont, all in favour, to approve the minutes as a true record.
5. **Progress reports from Parish Activities - Review of actions from the previous meeting:**
 - a. Lengthsman: Cllr Jamieson had liaised with the lengthsman and extended thanks on behalf of the Parish Council for work undertaken ahead of the Street Market event in May. It was confirmed that the street cleaning team from Wychavon District Council had attended in the village, following a request by the Clerk in June.
 - b. Highways: Cllrs revisited the '20's plenty' campaign item, details of which had been circulated by Worcestershire Calc to Town and Parish Councils in June. Members had initially understood that this campaign was endorsed by Worcestershire County Council, however following communication with County Cllr Hardman after the meeting in which the item was discussed, it was confirmed that Worcestershire County Council had not been consulted, nor would be changing their policy regarding this initiative. Members were in agreement that the Parish Council had acted in good faith in response to this national speed campaign, and noted the value of consultation with the village in canvassing public opinion. As views were polarised and there was no clear mandate arising from the consultation, it was agreed that no further action would be taken in response to this initiative.
 - c. Footpaths/PRoW: A report was circulated to Cllrs for information ahead of the meeting, following an inspection of areas requiring attention in the Parish by Cllr Rabbette & Cllr Jamieson, as raised in the footpaths warden's latest report. County Cllr Hardman confirmed that it is a landowner's responsibility to keep their paths clear and free from obstruction, therefore it was agreed that the Clerk would make contact with local landowners whose paths/gateways had been identified as requiring attention. *Action: Clerk.*
 - d. Trees: Following the tree planting of Red May trees along Wick Road, Cllr Rabbette confirmed she had contacted Pershore College as two of the trees they had supplied are no longer thriving. The College had confirmed that replacements will be provided in the Autumn. *Action: Cllr Rabbette/Cllr Dermont.* Commemorative plaques for the trees was also discussed, as there had been initial interest from two parishioners which required further confirmation. *Action: Cllr Jamieson.*
6. **District and County Councillor's reports:**

County Cllr Hardman:
Worcestershire County Council's budget was in a satisfactory position at the end of the financial year with government funding earmarked for a Covid-19 programme. Cases of Covid are currently rising rapidly in the County with several hospitalizations, seeing a knock on effect on ward availability and ambulance queues. A meeting was pending between County Cllr Hardman and the hospital's Chief Executive to discuss the current situation.

Road maintenance has seen a reduction in the County due to rising oil costs, however it was confirmed that the resurfacing of the footpath by the village hall has been included in the programme of works scheduled for next financial year, and should be completed next Autumn. County Cllr Hardman confirmed he would discuss this item further with the County Highways Liaison Officer in August to establish any potential interim actions, as Cllrs noted that when leaves fall, the surface becomes slippery when wet with an uneven surface beneath, proving difficult for the lengthsman to clear as a result.

There is no confirmed date at present for the replacement gully in Orchard Drive, however it is anticipated that this should be completed in the near future.

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7. Councillor recruitment

Cllrs discussed ideas for the potential future recruitment of new Councillors – it was agreed that it would be positive to have representation from additional village organisations on the Parish Council as a means of strengthening village links further, in addition to looking at a broader approach in seeking new representation on the Street Market committee, Sports & Social Club and Village Hall Trust.

Actions: Email request via the village email (Cllr Jamieson) extending the opportunity to discuss informally with any Cllr regarding the role of Parish Cllr. Clerk to draft an email to Cllrs for comment and forward to village organisations for future consideration of potential nomination of new members.

8. Planning

W/22/00971: Cornerways – Two storey rear extension and detached garage - (Variation of condition 5 Ref. 21/02596/HP) *application approved.*

W/22/00979: Hickley Piece – Replacement porch and replacement render and windows plus timber cladding to elevations: *application approved.*

W/22/01053: The Manor House - Conversion of existing barns to single residential dwelling: *decision pending.*

W/21/02701/HP: The Old Rectory - erection of residential annexe following demolition of outbuildings and wall: *application approved.*

Boundary Commission: Analysis & further draft recommendations for Ward boundaries had been received and circulated to Cllrs. Cllr L Haycock had produced an update to parishioners for further information via the village email. The revised proposals were discussed with County Cllr Hardman and members agreed that community identity remains a key priority, with a benefit of keeping villages within the Parish united.

Action: Comments to be forwarded to the Boundary Commission by 8th August.

Cllr's role in the planning process: Ahead of the meeting, Cllr L Haycock had produced draft guidelines for responding to planning applications, following planning training undertaken with Worcestershire Calc. Cllrs discussed and commented upon the draft guidance and agreed this was a helpful document in clarifying the Parish Council's position within the planning process. Minor additions were noted and it was agreed to share the document with District Cllr Kearsley for comment, ahead of sharing guidelines with a link to key planning documentation via the village website. *Action: Cllr L Haycock.*

9. Finance

a) Current Balances at 18th July 2022

Current Account:	£7,124.69
Deposit Account:	£4,931.48
TOTAL	£12,056.17
Payments to report:	
K Lloyd: Garden waste bin annual charge	£51.00
*BHIB: Replacement cheque: PC insurance	£150.59
Clerk's salary (June 2022)	£336.70
Clerk's expenses (June 2022)	£12.00
Lengthsman (June 2022)	£156.00
P Bogaard: Tree warden Equipment	£58.32
K Lloyd: Bi-annual mowing costs	£125.00
PCC: Bi-annual mowing costs	£125.00
TOTAL	£1,014.61

*Cllrs were informed ahead of the meeting that BHIB accounts department had not received the insurance payment issued in May. As Barclays had confirmed the cheque had not been presented, a fee had been incurred for a replacement cheque, which BHIB agreed to credit, given the lost cheque.

Income to report:

Barclays: Interest March-June 22 £0.37

The Clerk also noted further income received, following circulation of the agenda:

Worcestershire County Council: Lengthsman – June tasks £156.00
*BHIB Insurance: Credit for replacement cheque fee £12.50

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Proposed Cllr Rabbette, seconded Cllr Jamieson, all in favour to approve the payments presented.

c) Bank reconciliation (i) 30 June 2022:

The Clerk had prepared and forwarded documents to Cllr L Haycock for checks and verification ahead of the meeting and documents were also circulated to Cllrs. Cllr Haycock confirmed approval of the first quarterly bank reconciliation and budget review which was shared with members. It was noted that the annual insurance fee was slightly higher than the figure budgeted for the year (£5.59,) and subscription fees were under budget to date. Cllrs approved virement from the surplus funding available in the subscriptions budget (£91.68,) to purchase necessary equipment to facilitate the role of the tree warden in the Parish, as reported under payments.

d) To consider payment request for for the lease of the Village Hall: July 2022 – July 2023

This was agreed @ £442.00 with a potential, future review.

e) Proposal to consider expenditure towards purchase of wild flower seeds for village entrance:

A suggestion had been received from the footpath's warden in relation to the wild flower planting at the village entrance in Elmley Castle Parish. It was agreed to contact the Clerk at Elmley Castle Parish Council to establish further information for consideration at the September meeting.

Action: Clerk.

10. Correspondence

West Mercia Police	A request had been received for the completion of a Parish Policing survey – Cllrs discussed and completed the questions. <i>Action: Clerk to forward to West Mercia Police.</i>
WDC	Notice received 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 Wychavon District Council. Request for flooding issues on the public Highway to be reported to Worcestershire County Council.
WDC	Community Food provision survey – this was discussed and completed. <i>Action: Clerk to complete online and forward to Wychavon District Council.</i>
West Mercia Police	Summer Rural Beat newsletter – this was circulated to Cllrs for information.

11. Councillor's reports and items for future agenda: No further items were raised.

12. Date of Next Meeting: Tuesday 13th September 2022 at 7.00 pm

Signed

Date.....

Chairman