

# DRAFT

## Little Comberton Parish Council

### Parish Council Meeting - Minutes Tuesday 13<sup>th</sup> September 2022, 7.00pm Village Hall

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

**Clerk/RFO:** Nicola Harding

**In attendance:** One parishioner

**1. Apologies**

Received from Cllr Dermont.

**2. Declarations of Interest**

There were no declarations made.

**3. Parishioner's Comments**

There were no comments to report.

**4. Minutes of meeting held on Tuesday 26<sup>th</sup> July 2022**

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

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

a. Lengthsman: Drain clearance and cutting back of overgrowth had been completed in the Parish, in addition to a report of the damaged white gate on the left hand side at the village entrance. This was followed up by Cllr Jamieson with Worcestershire County Council Highways and it had been confirmed that an engineering team will attend and provide further updates.

*Action: Clerk to forward updates from WCC as received.*

b. Highways: Two three-day road closures are scheduled for 10<sup>th</sup> and 13<sup>th</sup> October, closing part of Pershore Road from its junction with Great Comberton to Little Comberton, in order to facilitate Airband duct clearance works.

*Action: Cllr Jamieson to notify parishioners online with details/map.*

c. Trees: Following confirmation from Pershore College that two replacement trees will be supplied in lieu of two original trees no longer thriving, Cllr Rabbette reported that she would contact the college in the next month to arrange for future collection.

*Action: Cllr Rabbette.*

d. Footpaths/PRoW: The Clerk reported that letters had been sent to local landowners in early August following a footpath review undertaken by Cllrs Jamieson and Rabbette. Landowners were requested to adhere to their responsibility in keeping their paths clear and free from obstruction.

*Actions: Cllrs Jamieson and Rabbette agreed to walk the reported areas to check progress.*

*Clerk to make further contact with the Footpaths Officer at Worcestershire County Council, as it was noted that the top step near the field entrance at Well Furlong remains broken, following its original report in May.*

e. Wild flower planting: Following a request received from the footpath warden for the Parish council's consideration in the creation of a wild flower area in the Parish, as undertaken in Elmley Castle Parish, the Clerk shared guidance received from the coordinator of the scheme for information. The following was agreed:

*Action: Clerk to request a proposal from the footpath warden for further discussion, sharing the information received as guidance.*

*Councillor recruitment:* Following a recent proposal by Councillors to contact local village organisation's for their consideration in nominating a representative to join the Parish Council, Cllrs welcomed Niki Smithson, who had agreed to act as a liaison member on behalf of the Village Hall Committee. Cllrs thanked NS for her support and it was agreed that the Clerk would forward relevant Parish Councillor guidance for information, in addition to enquiring about forthcoming new Cllr training with Worcestershire Calc.

*Action: Clerk. Co-option proposal to be included on the agenda for the October Parish Council meeting.*

**6. Community Speed Watch**

Cllr Jamieson confirmed he had circulated information received from Worcestershire Calc regarding a potential community volunteer speed watch scheme in the Parish. No feedback had been received to date, therefore it was agreed that any further discussions be deferred until such time that potential volunteers come forward.

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

There were no reports received at present.

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## 8. Planning

There were no additional updates to report in the status of the following, current applications:

**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*.

## 9. Finance

The Clerk reported the following current balances @ 7<sup>th</sup> September 2022 and payments for consideration and approval:

Current Account:	£6,872.03
Savings Account:	£4,931.48
<b>TOTAL</b>	<b>£11,803.51</b>

b) Payments to report:

*15/8/22 Salary (July 2022)	£336.70
*15/8/22 Expenses (July 2022)	£12.00
Salary (August 2022)	£336.70
Expenses (August 2022)	£12.00
Expenses (Postage)	£5.44
ICO Annual data protection fee	£40.00
B. Arrowsmith: Lengthsman (July 2022)	£156.00
B. Arrowsmith: Lengthsman (August 2022)	£156.00
<b>TOTAL</b>	<b>£1,054.84</b>

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

c) Proposal to consider and approve expenditure @ £169.95 excluding VAT towards a Silver Maintenance Contract for Parish VAS sign 2022/23.

Proposed Cllr Jamieson, seconded Cllr Rabbette, all in favour to approve purchase of an annual maintenance contract.

*Action: Clerk to notify Swarco, sign and return a copy of the annual contract and arrange for payment on receipt of an invoice.*

d) Consider approval of donation towards poppy wreath for Remembrance Sunday 2022:

Cllrs were in agreement to make an annual donation to the Royal British Legion to provide a poppy wreath for the War Memorial to mark Remembrance Sunday, as an important village/national event.

*Action: Clerk to establish cost and circulate for approval.*

In line with the Council's financial regulations, the Clerk requested a representative Cllr to check and verify the second quarterly bank reconciliation @ 30<sup>th</sup> September 2022. Cllr A. Haycock agreed to make these checks and report to members at the October meeting.

*Action: Clerk to forward documentation to Cllr Haycock for checks.*

## 10. Correspondence

- West Mercia Police: Introduction of Rebecca Love as the new Local Policing Commander for South Worcestershire.
- SWDP: August newsletter received for information – in summary, the additional work relating to development sites and the infrastructure needed to support them has now been completed, and a 6-week consultation on the SWDP review is due to take place from 1/11/22 to 13/12/22 – the plan & supporting documents will be considered by District & County Cllrs in October (Wychavon's meeting is on 19<sup>th</sup> October.) Following the consultation, planning officers will consider the responses and potentially recommend modifications to the plan prior to submitting the document to the Planning Inspectorate, expected to be in 2023.

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- Worcestershire Calc: Details of forthcoming Cllr recruitment training had been received and circulated – it was agreed to continue to promote the remaining Cllr vacancy via email and local conversation, and perhaps to also circulate via social media.

*Action: All Cllrs.*

## **11. Councillor’s reports and items for future agenda:**

Following guidance received from Wychavon District Council, Cllrs agreed that it would be most appropriate to organise a village moment of reflection to mark the passing of Her Late Majesty Queen Elizabeth II on Sunday 18<sup>th</sup> September at 8pm. A safe location for a community gathering was proposed, and Cllrs agreed to approach local parishioners who may be prepared to initiate as a convenor and provide a musical interlude before and after the short event. It was also proposed to request ideas from the Parish for suggestions for marking Her Majesty’s reign in the coming months.

*The following actions were agreed:*

Cllr Jamieson to draft an email for circulation to the village, with a request that the event also be shared by word of mouth to reach as many parishioner’s as possible.

Cllr Rabbette to contact a potential conveyer for the short ceremony.

Chairman to contact a parishioner who may be willing to provide a musical contribution.

## **12. Date of Next Meeting: Tuesday 11<sup>th</sup> October 2022 at 7.00 pm**

*Action: Clerk to notify Village Hall Committee of date.*

Cllr Jamieson agreed to publish the draft September minutes on behalf of Cllr Dermont in Pool Close & Cllr Haycock agreed to publish a copy at the crossroads.

Signed .....

Date.....

**Chairman**