

# DRAFT

## Little Comberton Parish Council

### Parish Council Meeting - Minutes Tuesday 11<sup>th</sup> October 2022, 7.00pm Village Hall

**Parish Councillors Present:** L Haycock, N Jamieson, A Haycock  
District Cllr E Kearsley, County Cllr A Hardman

**Clerk/RFO:** Nicola Harding

**In attendance:** No parishioners

**1. Apologies**

Received from Cllr Dermont & Cllr Rabbette.

**2. Declarations of Interest**

There were no declarations.

**3. Parishioner's Comments**

There were no parishioners or reports received.

**4. Casual vacancy**

Following previous notification of a casual vacancy on the Parish Council, an expression of interest had been received which was formalised at the meeting. Proposed Cllr Jamieson, seconded Cllr Haycock, all in favour, to co-opt N. Smithson as Cllr. The declaration of acceptance of office as Councillor was signed and Cllr Smithson joined the meeting.

*Actions: Clerk to forward declaration of interest's form to NS, for completion and return to Wychavon District Council within 28 days of the meeting. Clerk to notify the elections team at WDC of the co-option.*

**5. Minutes of meeting held on Tuesday 13<sup>th</sup> September 2022**

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

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

**a. Lengthsman:** Following confirmation from the Footpaths officer at Worcestershire County Council that the Parish Council could be reimbursed for repairs undertaken at the broken step at Well Furlong, the lengthsman has agreed to complete the repairs using his own materials. Works continue bi-weekly to clear the buildup of leaves and monitoring of drains. Cllr Smithson informed members of a drain that had been brought to her attention along Manor Lane, which is currently hidden by foliage.

*Action: Cllr Smithson to forward a photograph of the location to Cllr Jamieson, who agreed to raise with the lengthsman*

**b. Highways:** No further updates had been received from Worcestershire County Council regarding a report of the recent damage to the village sign and gates at the entrance to the village. County Cllr Hardman confirmed that WCC would replace the sign, but as the Parish Council had originally purchased the gates, and there are no details of the vehicle which was involved in the damage, they would need to finance a replacement. County Cllr Hardman confirmed that he would be willing to support the Parish Council through making a contribution from his local member's divisional fund, which was thanked by all members. The Clerk also informed the meeting of information which may be useful to share regarding examples of replacement gate designs and current quotations to initiate the replacement process.

*Action: Clerk to establish further details, in addition to guidance from WCC and forward to Cllrs for information ahead of further discussion at the next meeting.*

**Road closures:** Cllr Jamieson reminded members of the forthcoming three-day road closure in Great Comberton, for essential Airband works.

*Action: Cllr Jamieson to post an additional notice on the village email to update parishioners.*

**c. Trees:** Cllrs discussed the following two outstanding items:

(i) Replacement Red May trees along Wick Road – Cllr Rabbette had received confirmation from Pershore College that they would replace the two trees which are no longer thriving.

*Action: Cllr Rabbette.*

(ii) Wellingtonia tree: The impact of grazing upon the tree bark had previously been noted by the Senior Greenspace Officer at Worcestershire County Council and a parishioner, with an offer extended to the landowner to connect with the WCC contact for advice. No updates had been received to date and it was noted that as a tree of Parish significance, it may have a protection order attached to it, though this needs clarification. It was agreed to revisit the item at the November meeting and the following action was agreed:

*Action: Cllr L Haycock to liaise with WCC Senior Greenspace Officer, for further advice.*

**d. Footpaths/PROW:** Cllrs discussed a response received further to the Parish Council's recent request for local landowners to maintain public rights of way, following a Parish pathway's review. It was agreed that the Council needs to be specific when reporting areas and to this end, Cllr Jamieson drew attention to the WCC public rights of way mapping facility, which allows

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highlighting of a specific area and taking a screen shot for clarification. Cllr L Haycock confirmed that she had liaised with a local landowner who had responded and it was agreed that:

*Action: Clerk to email parishioner with a link and the highlighted map provided by Cllr Jamieson, for further clarification of the areas identified. Cllrs to agree Clerk's brief ahead of future requests.*

It was also noted that in some instances, landowners themselves are not always entirely clear on PRoW locations and responsibilities.

- e. **Wild flower planting:** Following the successful planting at the entrance to Elmley Castle Parish, Cllrs had received a request from the footpaths warden for consideration of a similar project in Little Comberton. The footpaths warden had agreed to assist in the completion of a future project, and provided suggestions for seed mixes and potential locations. A discussion ensued and the following was agreed:

*Action: Cllr Jamieson to liaise with PW to discuss pilot areas, which could later be extended out if successful. NJ & NS agreed to donate wild flower seeds to the scheme.*

- f. **Queen Elizabeth Memorial:** Following a recent request from the Parish Council, three suggestions had been received via email from parishioners, regarding potential ideas for a lasting memorial to the late Queen Elizabeth II. These were each discussed and it was agreed to explore ideas of a rose or planters in the area surrounding the war memorial, to be costed and contributions considered.

*Action: Cllr L Haycock.*

## 7. Village website

Annual internet hosting charges are due for renewal on 24 October 2022 for the Little Comberton website, @ £93.60. Cllr Jamieson confirmed that he was happy to continue as webmaster for another year and Cllrs were in agreement that the website provides a positive service in communicating to the village and local community. Cllr Jamieson provide a summary report of the site's usage which was shared with members, with an average of 200 visits to the site each month, with a much higher proportion of visits in May when the annual street market event is held. It was agreed to put forward a proposal to the Village Hall and Street Market committees for their consideration in potentially sharing the annual charge for the new year. Thanks were also extended to Cllr Jamieson for his efforts in hosting the site.

*Action: Cllr Smithson to liaise with the Village Hall Committee, Cllr Jamieson to liaise with the Street Market Committee.*

## 8. District and County Councillor's reports:

### District Cllr Kearsley

*Planning guidance:* Following circulation of Cllr L Haycock's draft guidelines for responding to planning applications, District Cllr Kearsley apologised that this email had not yet been seen and agreed to study the document and offer comments outside of the meeting. Cllr Kearsley continues to offer any advice and support to the Parish where needed regarding planning items.

*Wychavon Resident's survey:* District Cllr Kearsley promoted the many positive projects and initiatives the District Council are involved in; which residents are not always aware of. It is important therefore for these to be communicated, and Wychavon residents are therefore encouraged to complete a survey by 23 October 2022, in order to help improve services and decide upon new projects.

*Action: Clerk to forward questionnaire link to Cllr Jamieson for circulation via the village email.*

*South Worcestershire Development Plan Review:* The publication (Regulation 19) version of the SWDPR has now been published on the Worcester City Council Committee pages and the material will be considered by all four Councils during October (Wychavon on 19<sup>th</sup> October.) Subject to Council approval, the six-week consultation on the SWDP review publication consultation is due to take place from 1<sup>st</sup> November to 12<sup>th</sup> December 2022, with Parish and Town Cllrs invited to a remote briefing on Thursday 20<sup>th</sup> October. Following the consultation, planning officers will consider their responses and potentially recommend modifications prior to submitting the plan, supporting evidence and responses received during the consultation to the planning inspectorate. Timely approval is key so that future planning can be based upon this document as the most up to date plan for the area.

*Boundary Commission Review:* Final draft recommendations received brought benefits to the Combertons, who are both included in the proposed Bredon Hill ward, comprising the Parishes of Great Comberton, Little Comberton, Elmley Castle, Netherton, Ashton Under Hill, Beckford, Conderton and Overbury. The Commission concluded however, that in order to place the Comberton villages and Elmley Castle within a Bredon Hill ward, Sedgeberrow Parish cannot remain within this ward while retaining good electoral equality and the commission has therefore decided to place Sedgeberrow in a ward with the neighbouring parishes of Hinton on the Green and Aston Somerville. Cllrs were in agreement that it was most encouraging that the contributions of the Parish Council and community had been heard and considered, and it was therefore agreed to report the positive outcome of the final recommendations as a summary to parishioners.

*Action: Cllr L Haycock to draft a paragraph to forward to Cllr Jamieson for circulation.*

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## County Cllr Hardman

*Gully – Orchard Drive:* Works to replace the gully have been scheduled with a date to be confirmed. Resurfacing works to the footpath beside the village hall have also been submitted and it is anticipated that a date for these works will be confirmed in February/March 2023.

*Pershore Education Review:* Following an overwhelming response to revert to a two tier education system locally, funding has been approved by the Department for Education to Pershore High School and the local primary network, becoming available in September 2025. A catchment review will therefore need to be undertaken.

*Adult Social Care:* Reforms to the adult social care agenda will be considerably costly with staffing an additional issue. County Cllr Hardman is in communications with the relevant minister regarding this agenda and the resulting budget implications.

*A46:* Meetings with National Highways and local MP Harriet Baldwin, have resulted in positive progress made in addressing road safety issues in this vicinity. Most of the network has been repainted and a 50mph area will be trialed from Evesham to the Sedgeberrow by-pass, thereby slowing traffic and allowing additional time for vehicles pulling out at Hinton Cross and Childswickham. It was noted that this was another successful outcome following the local petitioning of the community, which had been recognised and actioned by MP's.

*Action: Cllr L Haycock to draft a short summary for circulation to parishioners.*

*M5 Junction 9 and A46 (Ashchurch):* Proposals to develop a new or reconfigured M5 junction near Tewkesbury and re-route the existing A46 around Ashchurch to Teddington Hands roundabout remain under discussion, with a variety of route options currently being considered and technically assessed for suitability.

## 9. Planning

W/22/01053: The Manor House: Conversion of existing barns to single residential dwelling – *decision pending and no further updates at present.*

## 10. Finance

### a) Current Balances at 1<sup>st</sup> October 2022

Current Account:	£5,923.95
Deposit Account:	£4,933.00
<b>TOTAL</b>	<b>£10,856.95</b>

### b) Payments to report:

LCVHC: Hall hire July 22	£13.00
VAS Annual Maintenance contract	203.94
*RBL: Poppy wreath donation	£25.00
Salary (September 22)	£336.70
Expenses (September 22)	£12.00
Expenses (Postage)	£5.44
Expenses (Ink)	£17.97
<b>TOTAL</b>	<b>£614.05</b>

### Receipts to report:

Wychavon DC: Precept & Council Tax support grant (ii) £3,511.00

<b>TOTAL</b>	<b>£3,511.00</b>
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### c) Proposal to approve expenditure @ £38.99 for fireproof document box for Village Hall deeds storage

*Proposed Cllr L Haycock, seconded Cllr Jamieson, all in favour to approve the payments reported and purchase of document box.*

\*Cllr L Haycock agreed to clarify the poppy wreath requirements with the village Remembrance Sunday organiser, after which the Clerk will confirm with the local Royal British Legion organiser.

*Action: LH/Clerk.*

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The Clerk drew attention to cheque # 100831, grass-cutting contribution to the PCC, as it had been noted during the Clerk's latest quarterly bank reconciliation checks that this had not yet been credited since posting on 3<sup>rd</sup> August. Following checks with Barclays bank and the recipient, the cheque remains unrepresented. It was therefore agreed to request a stop on this cheque and present a new one for signing.

d) Bank reconciliation & Budget review - 30 September 2022: Documents had been forwarded to Cllr A. Haycock ahead of the meeting which were checked, verified and approved. The Clerk had completed a budget review to the end of the second quarter of the financial year which was shared and noted by members. A discussion ensued regarding the 2023/24 budget and it was noted that as this is an election year, costs will need to be established from Wychavon and taken into consideration when preparing the new budget, to be formally approved by full Council no later than 27 January 2023. District Cllr Kearsley also recommended that a healthy training budget be considered to benefit the whole Council.

e) Proposal to consider online banking application for Parish Council accounts:

Proposed Cllr L Haycock, seconded Cllr Jamieson, all in favour to approve.

*Action: Clerk, Cllr L Haycock & Cllr Rabbette to make contact with the business team at Barclays, who would action. Clerk to forward contact details to LH/CR. Clerk to also request a link for Cllr Haycock to finalise the mandate changes.*

## 10. Correspondence

B/Commission	Final recommendations had been received and adopted for electoral ward boundaries, as discussed under item 8, District & County Cllr reports.
Wychavon DC	The September edition of the SWDP newsletter had been received and circulated – the Clerk also informed Cllrs of a forthcoming SWDP briefing for Cllrs to be held via Zoom on 20 <sup>th</sup> October.
Worcs CC	A newsletter had been received regarding local grit bins - WCC are currently out refilling the bins that require salt. Any bins which require filling are requested to be reported online, via: <a href="http://www.worcestershire.gov.uk/homepage/98/report_it">http://www.worcestershire.gov.uk/homepage/98/report_it</a> If the bad weather arrives, there may be a delay in filling grit bins as the CC focus on ensuring that the road network remains open for business. All grit bins provided and stocked with highway salt will be clearly labelled. A reminder to Councils that this salt should only be used on the public highway and to please ask the Parish Lengthsman to help to spread salt. Cllrs confirmed the location of two grit bins in the Parish – outside the village hall and in Pool Close. <i>Action: Cllr Jamieson to request the lengthsman checks these bins to see if they require replenishment.</i>

**11. Councillor's reports and items for future agenda:** No additional items were noted.

### Date of Next Meeting – to be confirmed

County Cllr Hardman offered his apologies as he would be unavailable to attend on 1<sup>st</sup> or 8<sup>th</sup> November due to existing work commitments.

Signed .....

Date.....

**Chairman**