

Parish Council Meeting - Minutes Tuesday 8th November 2022, 7.00pm Village Hall

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

Clerk/RFO: Nicola Harding

In attendance: No parishioners

1. **Apologies:** Received from County Cllr Hardman.
2. **Declarations of Interest:** There were no declarations.
3. **Parishioner's Comments:** There were no parishioners present and no comments had been received.

4. Minutes of meeting held on Tuesday 11th October 2022

Attention was drawn to item 7, village website, regarding funding for the annual hosting of the village website. It was clarified that the Sports & Social club had approved to pay this fee for 2022/23.

Cllr Jamieson noted an outstanding action from Item 10, correspondence, and agreed to liaise with the lengthsman regarding checking the Parish salt bins.

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

5. Progress reports from Parish Activities - brief updates:

- a. **Lengthsman:** The lengthsman has attended to brambles and leaf clearance, in addition to path repairs at the entrance to Well Furlong. Other areas of the Parish were raised where bramble growth has been noted, and it was agreed to request that the lengthsman walk these areas to attend to the brambles in his next work plan.
Action: Cllr Jamieson to liaise with BA.
- b. **Highways: A46:** Following previous representation with neighbouring Parish Councils and County Cllr Hardman, Cllr L Haycock agreed to provide a summary of the positive actions proposed to improve road safety at Hinton Cross on the A46, where there have been several road accidents and serious near misses in recent years. Following a strength of local support, including an online petition, MP Harriet Baldwin became involved with National Highways for action. Due to this collective support, there has been a successful outcome in a commitment for improvements. Initially, there will be a temporary reduction in the speed limit along that section of the A46 to either 40 or 50mph, making it safer for vehicles pulling out of the side roads. This change will be trialled for 18months with further measures also being developed, including vehicle activated signage and improved road marking and configuration.
Action: Cllr L Haycock to provide a summary for circulation.
Village gates/signs: The Clerk confirmed that the collision between a vehicle and road signage/gates at the village entrance in September, has been reported to the local police team, who had no other record of an incident. Worcestershire County Council's Senior Highways Engineer (BB) is aware of the damaged signage, which was reported by inspectors conducting checks in the vicinity. BB has offered to attend site and go through the process of reinstating new gates, bringing the Parish Council's records up to date with a new permit/indemnity. County Cllr Hardman has kindly offered to support the Parish Council towards this expenditure using his County Cllr divisional funding.
Actions: Cllr Jamieson to confirm measurements of the village gate requirements ahead of the Clerk obtaining a formal quotation for a pair of new gates. Clerk to liaise with BB to arrange a site meeting with NJ to agree and arrange new permits, and to clarify if WCC would be prepared to install once purchased. Clerk to provide updates to County Cllr Hardman.
Drainage: Orchard Drive: Work is currently underway to attend to drains on the corner of Wick Road and Orchard Drive. It has been confirmed that works to install a new drain and culvert in Orchard Drive will take place in the near future.
- c. **Trees:** Replacement Red May trees are currently unavailable at the original suppliers – when these become available, Cllr Rabbette agreed to liaise with Cllr Dermont to arrange for collection.
Action: Cllrs Rabbette/Dermont.
Wellingtonia tree: It was confirmed that the tree is not listed and a response is outstanding from the CC Senior Greenspace Officer requesting further advice. It was agreed to make another approach to the landowner requesting if the Parish Council can offer any further support, following a concern raised by the Senior Greenspace Officer at Worcestershire County Council, regarding the impact of the tree bark from grazing.
Action: Clerk.
- d. **Footpaths/PRoW:** A site meeting had taken place between local landowners and the Chairman & Vice-Chairman to discuss overgrown areas and gate repairs, as identified in a recent footpath's report of Parish public rights of way. A discussion ensued regarding the style of communication between the Parish Council and landowners in addressing areas which require attention, as part of landowner's responsibilities to ensure PRoW are maintained. It was confirmed that the Senior Public Rights of Way Officer at WCC had no previous knowledge of communications regarding gate repairs in the Parish, however the landowners intend to complete these.
Action: Cllrs to continue to monitor PRoW in the Parish & Cllr Jamieson to make contact with the Footpath's warden to request informal liaison with landowners for future discussions.

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- e. *Wild flower planting:* Cllr Jamieson had met with the footpaths warden to discuss potential areas within the village suitable for planting, and Cllr Smithson agreed to donate wild flower seeds to the trial project.
Action: Cllr Jamieson to confirm areas and join PW to initiate this process.
- f. *Queen Elizabeth II memorial:* The Chairman had liaised with a parishioner to discuss suggestions proposed by the village as raised at the last meeting – as it was felt there is no further room in the memorial garden for roses, it was agreed that new planters could be an appropriate memorial. It was agreed that these would need to be marked to identify them as such, and also to be theft proof.
*Actions: Chairman to involve a parishioner in these suggestions in terms of a proposed replacement.
Request parishioner's further support in helping the Parish Council to identify suitable planters locally/online for further discussion and how these will be funded.*
- g. *Village website:* Payment has been made, kindly funded by the Sports & Social Club.

6. **District and County Councillor's reports:** No reports had been received.

7. Planning

- **W/22/01053:** The Manor House: Conversion of existing barns to single residential dwelling – *a decision remains pending.*
- **Parish Council draft planning guidance:** Draft guidance prepared by the Chairman has been forwarded to Cllr Kearsey for comment.
- **Boundary Commission review:** Following proposals to change electoral boundaries, there has been a positive outcome to the collective responses put forward by the Parish Council and parishioners, thereby retaining The Combertons and Elmley Castle within the Bredon Ward. Cllr Jamieson had updated parishioners with this successful outcome via the village email.
- **SWDPR:** A public consultation runs from 1st November 2022 – 13th December 2022: further detail outlined under item 9, Correspondence.

8. Finance

a) Current Balances at 1st November 2022

Current Account:	£9,166.85
Savings Account:	£4,933.00
TOTAL	£14,099.85

b) Payments to report:

Salary: October 2022	£336.70
Expenses: October 2022	£12.00
B. Arrowsmith: LM Sept 22	£156.00
B. Arrowsmith: LM Oct 22	£156.00
Village Hall hire: Meeting Sept 22	£13.00
Village Hall hire: Meeting Oct 22	£13.00
TOTAL	£686.70

Proposed Cllr Smithson, seconded Cllr Dermont, all in favour to approve the payments listed.

***Barclays updates:** Confirmation had been received of completed mandate changes. Barclays Business Team has requested contact from the bank signatories and Clerk to initiate the online banking process, as approved at the October meeting.

Action: Clerk/Cllrs Haycock & Rabbette. Completed, though Barclays

c) Proposal to purchase replacement defibrillator pads @ cost up to £70 inc VAT:

It had been confirmed that replacement pads for the defibrillator are required, given their expiry in December 2022. Options were discussed regarding their replacement and life span, and Cllrs agreed to replace both sets – this would therefore be at an increased cost. It was also agreed that another future training session at the hall would be positive to refresh parishioner's awareness. Although a link to video training is available via the village website, it was agreed that face to face training was initially preferable, followed by a further reminder online thereafter.

Action: Training: Cllrs Dermont & Jamieson. Purchase: Clerk to explore costs and confirm to Cllrs.

d) Proposal to approve donation to Royal British Legion @ £25.00:

Proposed Cllr Rabbette, seconded Cllr Smithson, all in favour to approve a donation for this year, to be reviewed in 2023/24.

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e) Proposal to approve annual gift at total cost up to £100 to village volunteers:

Proposed Cllr Rabbette, seconded Cllr Smithson, all in favour, to approve.

Action: Clerk to make purchase and forward to Cllr Rabbette/Cllr Dermont/Cllr Jamieson for circulation in December.

f) Draft budget 2023/24:

The Clerk prepared a financial and budget review which was circulated to members, outlining current balances, predicted income and expenditure for the remainder of this financial year and figures for consideration for a draft 2023/24 budget and resultant precept request. Current guidance from WDC/Worcs Calc regarding potential contested election costs and recommended legal reserves were also shared by the Clerk and discussed. Currently, it is predicted that there will be a likely reserve of approximately £11,500.00 carrying forward into the 2023/24 financial year, which positively, would maintain current earmarked reserves for unforeseen events, legal and general maintenance costs, in addition to a lengthsman contingency.

The Clerk drew attention to the Parish Council's assets - as these include buildings, it was agreed to increase the current legal reserve to £6000, further in line with predicted net expenditure, as recommended by the Practitioner's Guide governing local Council finance. It was also agreed to reduce the elections reserve to £1000, in line with the figures proposed by WDC & Calc.

Final tax base figures are yet to be released from Wychavon District Council to allow for an accurate calculation of precept requirement, but at this stage, Cllrs considered and discussed potential areas of income and expenditure in the next financial year and a draft precept requirement, for approval by the full Council in January 2023.

Action: Clerk to circulate final tax base figures as received from WDC and formula for calculating Band D Council Tax charges for 2023/24.

9. Correspondence

- *Worcestershire Children's First: Pershore Area Education Review updates:*

In summary, the paper recommends that Cabinet agrees a commitment 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. This decision is subject to a number of conditions including confirmation of a successful business case to HM Treasury by the Department of Education, which proposes funding an expansion at Pershore High School to accommodate all Year 7 Pershore pupils being included in the Schools Rebuilding Programme.

- *Worcs Calc: Details had been received of Calc's AGM on 28/11/22 – any attendees to be confirmed by 21/11/22.*

- *Wychavon DC: SWDP: Slides had been received and circulated from the recent briefing that explored the South Worcestershire Development Plan Review (SWDPR). One set of slides relates to the main SWDPR presentation, the other to the Travellers and Travelling Show people aspect of the SWDPR.*

Public consultation on the South Worcestershire Development Plan Review Publication (Regulation 19) was approved by each of the South Worcestershire Councils in October 2022 and the consultation began on 1 November 2022 until 23:59 on 13 December 2022. Further information on the consultation and how to get involved can be accessed via:

[Download the SWDP Review Publication Consultation letter and guidance.](#)

10. Councillor's reports and items for future agenda: No further reports.

11. Date of Next Meeting: Tuesday 3rd January 2023 at 7.00 pm

Signed

Date.....

Chairman