

DRAFT

Little Comberton Parish Council

2023/19

Parish Council Meeting - Minutes Tuesday 4th July 2023, 7.00pm Village Hall

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

Clerk/RFO: Nicola Harding

In attendance: No parishioners

1. Apologies

Received from Cllr Dermont, District Cllr B. Hardman & County Cllr A. Hardman.

2. Declarations of Interest

There were no declarations.

3. Parishioner's Comments

Correspondence had been received expressing concern about a recent reminder circulated via the village email, regarding the lighting of bonfires during the recent spell of warmer weather. Cllrs reviewed their existing bonfire protocol under item 7, Bonfires and it was agreed to clarify the Council's intentions regarding bonfires direct with the parishioner. *Action: Cllr Jamieson.*

4. Minutes of meeting held on Tuesday 13th June 2023

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

5. Progress reports from Parish Activities: brief updates:

a. Lengthsman: The June work plan had been received and shared, focusing upon gully grate clearance, weed treatment, vegetation clearance and sign cleaning. A small amount of fly tipping had been noted and forwarded to the Clerk, which has been reported to Wychavon District Council for removal. It was agreed that the Chairman would request the following priority tasks for July: strimming around the village bench, removal of bramble strands and tidying of the PRoW near Old House Farm, once approval is gained by the footpaths warden and WCC. *Action: Cllr Jamieson/lengthsman.*

b. Trees - Memorial Garden & Wick Road:

(i) Following the last formal tree inspection report recommendations shared at the June meeting, the tree warden and lengthsman had agreed to make regular visual inspections of the lime and Scot's pine trees at the memorial garden during the seasons this year, ahead of the next formal inspection due to be completed by an arboriculturalist in August 2024. Should anything of concern be noted in the meantime, this will be reported to the Clerk for action.

(ii) Two dead trees noted by the tree warden along Wick Road had been reported online to WCC, to clarify and confirm ownership. Subsequent to the meeting, WCC confirmed the trees are on private land. As a reminder, attention was also drawn to WCC's tree warden scheme, whose insurance does not cover volunteers in the use of power tools. It was agreed to update the tree warden to this effect and consider future action regarding the trees' removal. *Action: Cllr Dermont.*

c. Queen's Memorial planters: Further discussion will take place at the next meeting of the village hall committee. A builder has been sourced, and has agreed to provide a quote for consideration at the next Parish Council meeting. *Action: Cllr Smithson.*

d. CPR training: A quote had been sourced from a potential training provider which was costly. There had been further communication with South Worcestershire Life Saving Club, who are an accredited organisation running lifesaving patrols and are happy to run a future awareness training session in the village hall by a qualified member, in return for a donation towards the club. It was agreed to explore expressions of interest from parishioners to establish numbers for a potential weekday evening session in September/October, in addition to liaising with Elmley Castle Parish Council, who had requested consideration of a joint training session. *Action: Cllr Haycock to draft wording for circulation on the village email and update the Clerk at Elmley Castle Parish Council.*

Airband: It was agreed to make further contact with the Senior Project Manager of WCC's broadband and connectivity team, in order to establish progress with the approved pole removal by Airband's contractors along Wick Road. *Action: Cllr Jamieson.*

Newsletter: The latest draft edition is ready for publishing and it was agreed to make contact with Elmley Castle's Rectory office to confirm printing costs. The Chairman had obtained a village circulation list so that once printing is complete, Cllrs are able to share the distribution of the newsletters accordingly. *Action: Cllrs.*

Rooftop: Following a recent report to the Neighbourhood officer regarding the condition of the frontage of a property, it was agreed to obtain further updates ahead of the next meeting. *Action: Clerk & agenda item for September meeting.*

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6. District and County Councillor's reports:

District Cllr Hardman circulated a report ahead of the meeting due to attendance at another meeting. In summary:

- a. An update had been received regarding planning application: W/23/00358/HP: Ringsmere Orchard from the planning officer and enforcement team, which was shared at the meeting. Following an officer visit to the site, it was agreed that the Parish Council would provide further comment to DCllr Hardman for consideration.
- b. Water park: A new water park is to be built in Pershore, intending to commence work in September, for completion in May 2024.
- c. Pershore indoor market: An application has been received from Aldi, who have bought the market – planning permission now needs to be secured and a community consultation will take place.
- d. #FoodSavvy: Residents are encouraged to be mindful of food waste in order to save money, waste and decrease the amount of food going into landfill. It was agreed that the Clerk would request any advertising for circulation via the village email to update residents.

County Cllr Hardman provided a report to the Clerk due to attendance at another meeting. This was circulated and shared – in summary:

- a. There has been an overspend in the County Council budget, seen mainly in children's and learning disabilities.
- b. The County Council has been instructed to take the Coroner's service from the Police, which will result in additional costs incurred.
- c. Highways continue to forward road closure notices – these have been received by the Clerk and circulated via the village email.

7. Bonfires

Following reports received of some bonfires during the recent warmer weather, Cllrs noted and considered the approved Parish Council bonfire protocol, which confirms that the Parish Council has no specific responsibilities regarding bonfires, but encourages residents through regular reminders to consider appropriate times and weather conditions when burning material, in the interests of neighbouring villagers.

8. Planning

W/22/01053: The Manor House: Conversion of existing barns to single residential dwelling – a decision remains pending.

W/23/00375/00376/LB: The Old Thatch – Rebuild and extend kitchen, add new obscured glass window to upstairs bathroom, rebuild and extend garage/workshop, replace existing windows – a decision remains pending.

Following communication received by the District Cllr regarding access created at a property in the Parish, it was confirmed that the property had been inspected and following discussions with the District Council, there is no further action to report.

9. Finance

a) Current Balances at 27th June 2023

Current Account:	£8,236.36
Deposit Account:	£4,952.18
TOTAL	£13,188.54

b) Payments to report:

Salary (June 2023)	£362.70
Expenses (June 2023)	£12.00
Expenses: Postage	£3.40
VHC: Hall hire May/July 2023	£26,00
Lengthsman (June 2023)	£165.00
TOTAL	£569.10

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

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c) Bank reconciliation (i) and budget review 30 June 2023:

The Clerk had prepared the first quarterly bank reconciliation and circulated to Cllrs ahead of the meeting, which was verified as accurate and signed. A review of income and expenditure to date against the approved budget, was also shared and noted.

Barclays closure and Lloyds bank updates: The Clerk continues to liaise with Lloyds bank to initiate an account switch. Following receipt of an approval form to be completed by existing signatories, the switch should be completed within seven working days.

Action: Clerk/signatories.

10. Correspondence

Worcs Calc	New Cllr training dates are available via Zoom on: Tuesday 11 th July/Tuesday 19 th September/Tuesday 3 rd October & new Chairman training on Tuesday 21 st November 2023.
Boundary Commission	Details had been received and circulated of a review of Worcestershire County Council's current electoral arrangements: comments, if any, to be received by 19 th September 2023.
SW Police	The latest edition of the Summer newsletter from the Rural & Business Crime Team had been received and circulated.
John Campion, West Mercia Police & Crime Commissioner	A Town & Parish Council 2023 survey had been received for Town and Parish Councils to comment on police visibility, accessibility, and crime and disorder in their area by 14 th August. It was agreed that a Cllr would complete the survey on behalf of the Parish Council. <i>Action: Cllr Haycock.</i>

The latest quarterly community charter had also been received from West Mercia Police and it was agreed that the previous Parish priorities remain the same: speeding, thefts from farms and other thefts.

Action: Clerk to complete and forward to the local police team.

11. Councillor's reports and items for future agenda:

There were no further items raised.

12. Date of Next Meeting Tuesday 19th September 2023 at 7.00 pm

Action: Clerk to update change of meeting date to the VHC and District/County Cllrs.

Signed

Date.....

Chairman