

Hill & Moor Parish Council

Clerk: Mrs Jo Adams
Landline: 01386 554305

Address: 43A High Street, Pershore, WR10 1EU
Tel/ Text/ WhatsApp: 07795 608892

Email: hillandmoor@yahoo.co.uk

Minutes of the Parish Council Meeting

held in Lower Moor Village Hall on

Thursday 16th May 2019 at 7pm

Present: Cllrs T. Betteridge, P. Jeanes, Mrs A. Jeanes, D. Saunders, Mrs P. Stone and S. Vaughan

Also present: J. Adams, Clerk

- 1. Election of the Chairman:** Cllr A. Jeanes nominated Cllr Betteridge as Chairman. The nomination was seconded by Cllr P. Jeanes. There were no other nominations and Cllr Betteridge was duly elected Chairman and signed the Declaration of Acceptance of Office.
- 2. Apologies:** There were none.
- 3. Declarations of Interest:** There were none.
- 4. Election of the Vice-Chairman:** Cllr Betteridge nominated Cllr P. Jeanes as Vice-Chairman. The nomination was seconded by Cllr Stone. There were no other nominations and Cllr P. Jeanes was duly elected Vice-Chairman.

*The meeting was adjourned for Public Question Time
Notes can be found at the end of these minutes.*

- 5. To confirm or amend the bank signatories:** Cllrs A. Jeanes and Betteridge were happy to continue. The council would move towards online banking with Barclays and it was agreed that the signatories would be the two councillors and the clerk.
- 6. To confirm members of the Urgent Decisions Group:** Confirmed as Cllr Betteridge, Cllr P. Jeanes and the clerk.
- 7. To review or confirm the following documents and policies:**
 - a) The Standing Orders
 - b) The Financial Regulations
 - c) Risk assessments
 - i. Playing Field
 - ii. Risk Management Assessment
 - d) Publication scheme
 - e) Policies
 - i. Disciplinary policy
 - ii. Grievance Policy
 - iii. Complaints Policy
 - iv. Privacy Policy
 - v. Training Policy

All policies were agreed as correct and needing no amendment.

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8. To confirm or appoint representatives of outside bodies

- a) PACT: Cllr P. Jeanes.
- b) Fladbury Glasshouses: No representative allocated. Contact would be made with the group.
- c) Neighbourhood Watch: Cllr Stone
- d) Landfill Site: Cllr Vaughan
- e) Village Hall: Cllr A. Jeanes and Cllr Vaughan
- f) Worcestershire CALC: Cllrs P. and A. Jeanes.
- g) Any other organisations not listed: The Village Events Group (VEG) had been created. Cllrs Vaughan, Saunders and Stone would be the council representatives on this group.
- h) Planning: Cllr Betteridge to take the lead in composing planning responses

9. To review Parish Council WhatsApp groups: It was agreed that three council WhatsApp groups would be maintained, as follows:

- Urgent Decisions Group, with members being the Chairman, Vice-Chair and the clerk
- Council members, with members being all councillors and the clerk
- Lengthsman, with members being the Chairman, Vice-Chair, the clerk and the lengthsman

10. Minutes: It was agreed that the minutes of the Parish Council meeting of the 4th April 2019 were a true and accurate record.

11. District and County Councillors reports: Cllr Tucker was not present.

12. Parish Councillors reports: Cllr Saunders reported the creation of the Village Events Group (VEG). The group was comprised of groups from the community including the Village Hall committee, Church, pub, Parish Council and villagers. It had been proposed by the group that each would be responsible for overseeing their part of Field Day i.e. Village Hall for things happening in the hall, the PC for events on the field etc. The event would raise funds with profits going to charity.

13. Progress reports

- a) Playing Field and mowing: Sandfields had agreed to cut the playing field once a week on Tuesdays. Cllr Jeanes suggested that Smartcut be employed to carry out a rotary cut at the end of the week, to get the grass down properly, and then the weekly cuts by the farm should then keep it under control from then onwards.
- b) Play area: The installation of the new play equipment was almost complete. One of the signs on the gate had been damaged and Cllr Jeanes would look into prices of new ones.
- c) Flood / Drainage: A resident had reported a problem with surface water in heavy rain. The kerb outside his house was the same level as the road so, in certain circumstances, rainwater would run down his driveway rather than be carried away along the road to the highway drainage system. Cllr Jeanes would ask County Cllr Liz Tucker to take this up with highways.
- d) Footpaths: The new Parish Paths warden would be attending training at the county council. Cllr Jeanes had made an online report on the problem at Boggs Lane.
- e) Village Hall: The next meeting would take place in June.
- f) Neighbourhood Watch: The Neighbourhood Watch event would take place on the 28th June from 3 – 8pm at the Village Hall. Cllr Stone would get prices of banners and the event would be advertised in the next newsletter. If it wasn't possible to get the newsletter out in time, leaflets would be made up for delivery instead.
- g) Landfill Site: The next meeting was on the 17th June. Cllr Betteridge would forward details onto Cllr Vaughan.
- h) Lengthsman: Had attended in the week.

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- i) Newsletter: In addition to the items already mentioned (volunteers for the bonfire; broadband; thanks to Severn Waste for funding the path; the next phase re applications for Section 106 funds; asking people to keep their shrubs cut back from pavements), the next newsletter would contain details of the new playground, an appeal for candidates for co-option, the Field Day and the NW event if possible, meaning the publication date being brought forward.
- j) Report from NHB /S106 Group: The new trees had been planted and would need to be kept watered in dry weather. Football pitch proposal: The football club had mixed feelings on the idea of goalposts in sockets so Cllr Jeanes would meet up with them to discuss a workable proposal.

14. Planning

- a) New planning applications:

19/000018/CM	Land at Springhill Nursery, off A44 near Vale Green Energy, Springhill Nursery, Fladbury	Planning Application made under Section 73 of the Town and Country Planning Act 1990 (as amended) to remove Condition 13 of planning permission reference 18/000018/CM, so as to remove the requirement to cover the Anaerobic Digestion storage tank in netting or similar.
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The Council had no comment to make on the application

19/00869/FUL	Land Off, Bridge Street, Lower Moor	Erection of 2 no. 4 bedroom houses and garages together with new access arrangements and ancillary works - variation of condition 9 of planning approval 17/01306/FUL to amend design
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The Council had no objection to the application.

- b) To receive Decision Notices:

19/00604/HP Brock House, Hill Furze, Fladbury, WR10 2NB
Proposed single storey extension to existing dwelling
Decision: Approved

- c) To note or discuss Planning Correspondence, Information and Issues: There were none.

15. To discuss the planting of a donated oak tree: The suggestion by the resident was to plant the oak tree, currently potted, between the two memorial benches. It would provide shade for the benches but there were concerned that, once it had grown, it may block access to the field. It was resolved that everyone should go and look before the next meeting and discuss further.

16. To discuss Parish Council decision making procedures: Cllr Betteridge explained that council decisions should come out of proposals, properly proposed, seconded and voted upon. This was accepted.

17. To discuss a field booking: The booking form and risk assessment had been circulated – more details would be requested for the risk assessment which was very basic. The council resolved that there would be no charge made for the booking. Cllr Jeanes would talk to the contractor about getting the grass around the square cut back and swept.

18. To discuss maintenance works to the container on the field: Which was rusting in places. It was resolved that Cllr Jeanes would obtain a quote for the work.

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19. To receive the outcome of the clerk's appraisal and to consider an increase in contracted hours from 27 hours to 30 hours per month for January to April annually: Cllr Jeanes reported from the clerk's appraisal. The proposal for the increase in hours from January to April annually was agreed. In addition, the clerk was asked to monitor the number of hours worked.

20. To discuss additional grass cutting on the field: It was agreed that Smartcut should carry out an additional cut as detailed at item 13a.

21. To report on the financial situation of the Parish Council and to approve cheques for payment

Income since last report

Date	Received from	Details	Total £
09/04/2019	Lloyds Bank	Interest April '19	0.40
10/04/2019	WCC	Grass cutting reimbursement	746.92
29/04/2019	Wychavon	1st half precept 2019/20	5,808.00
29/04/2019	Wychavon	1st half grant 2019/20	443.00
09/05/2019	Npower	Refund for streetlighting overpayment	16.07

Cheques for approval

Date	Payee	Detail	£ inc VAT
04/04/2019	J. Adams	Backdated payment 2018/19 (8%)	283.32
25/04/2019	S. Strange	25hrs labour - prepare bund, sow seed	300.00
25/04/2019	P. Jeanes	Grass seed for bund	72.00
25/04/2019	Wyevale Nurseries	4x trees for bund + delivery	552.00
08/05/2019	Wychavon District Council	Empty and clean 3x dog waste bins	267.30
08/05/2019	Worcs CALC	GDPR training	10.00
08/05/2019	Smart Cut	Grasscutting 16/4/19	267.29
08/05/2019	Worcs CALC	Subscription 2019/20	384.99
30/04/2019	J. Adams	Salary Apr '19	199.99
30/04/2019	J. Adams	Allowances: Phone/Computer Apr '19	17.50
09/05/2019	EON	Streetlighting elec. 1/1/19 - 31/3/19	231.77
09/05/2019	T. Hodges	Tree planting (field path project)	94.93
09/05/2019	T. Hodges	Materials for plaque/ signs install - field	70.51
16/05/2019	T. Hodges	Labour for 2x memorial bench install	48.00
16/05/2019	S. Strange	Tree planting; mowing and strimming	100.00

Current account

A/c 01865441

Balance as at 09/05/19

31,070.22

Savings account

A/c 07578509

Balance as at 09/05/19

10,030.47

(£10,000 Flood Alleviation)

Total cash assets

41,100.69

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It was resolved to approve the cheques for payment.

22. Correspondence for Information: Notification of the launch of the Community Solution Fund by the County Council; Roadshow dates from the Police and Crime Commissioner

23. Clerk's report: Councillors were reminded to send of their completed Register of Interests and election expenses forms to the District Council by the end of the month.

24. Summary of Councillors' agreed actions: Cllr A. Jeanes would circulate the list round in due course.

25. Date of next meeting and items for next agenda: Thursday 6th June 2019. For the next agenda: Costs of a banner and leaflets for the Field Day, plans for the phone box, Neighbourhood Watch, approval of the accounts and Annual Return, insurance renewal and the addition of the Village Events Group and PACT on the progress reports.

Public Questions

There were none.