

# Hill & Moor Parish Council

Clerk: Mrs Jo Adams  
Landline: 01386 554305

Address: 43A High Street, Pershore, WR10 1EU  
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## Minutes of the Parish Council Meeting

held by video-conference on

**Thursday 14th May 2020 at 7pm**

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

Also present: J. Adams, Clerk; District & County Cllr Liz Tucker

1. **Apologies:** There were none.
2. **Declarations of Interest:** There were none.

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

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3. **To confirm or amend the bank signatories:** Cllrs A. Jeanes and Betteridge were happy to continue. It was agreed that the creation and authorisation of online payments would be carried out by Cllrs A. Jeanes, Betteridge and the Clerk.
4. **To confirm members of the Urgent Decisions Group:** Confirmed as Cllr Betteridge, Cllr P. Jeanes and the clerk.
5. **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. The Risk Management policy would be approved at the next meeting. Cllr P. Jeanes would create a Risk Assessment for users of the mower.

6. **To confirm or appoint representatives of outside bodies**
  - a) PACT: Cllr P. Jeanes
  - b) Fladbury Glasshouses: No representative allocated.
  - c) Neighbourhood Watch: Cllr Stone
  - d) Landfill Site: Cllr A. Jeanes
  - e) Village Hall: Combined with VHEG

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- f) Worcestershire CALC: Cllrs Saunders
- g) VHEG: Cllrs Saunders, A. Jeanes and Stone
- h) Any other organisations not listed: Cllrs P. Jeanes and Betteridge would attend meetings concerning the Throckmorton Group on behalf of the council. In addition, Cllr Betteridge agreed to take the lead in composing planning responses.

**7. To review Parish Council WhatsApp groups:** It was agreed that two 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

The Lengthsman group was no longer needed as the new lengthsman did not have WhatsApp.

**8. Minutes:** It was agreed that the minutes of the Parish Council meeting of the 9<sup>th</sup> April 2020 were a true and accurate record.

**9. Minutes:** It was agreed that the minutes of the Extraordinary Parish Council meeting of the 23<sup>rd</sup> April 2020 were a true and accurate record.

**10. District and County Councillors reports:** Cllr Tucker reported that the Wychavon car parks would continue to be free for the time being. The council tax yield had fallen due to an increase in residents claiming council tax support.

Cllr Tucker had taken part in the recent planning meeting at Wychavon and hoped for improved arrangements at the next one. There was a possibility that the consultation into proposals at Throckmorton airfield would be delayed for a year.

At the county council costs were mounting. The Government had pledged support for the additional expenditure due to the coronavirus outbreak but there were now signs that that all might not be forthcoming. WCC continued to assist care homes with PPE provision.

**11. Parish Councillors reports:** Cllr P. Jeanes reported that he had not been able to find where to obtain 'dog waste spray' discussed at the last meeting. Cllr Tucker would ask Wychavon if they use it. Cllrs Jeanes reported that the Dog signs for the field had arrived and these would go up in the near future in the field and at Robin Hood Way.

Cllr Stone reported that she had been in contact with the Enforcement team regarding the site behind Back Way where building works appeared to be taking place. Nearby residents had not had much luck talking to the householders concerned.

## 12. Progress reports

- a) Review of actions from previous meeting: The action points were reviewed.
- b) Playing Field and mowing: Cllr Jeanes reported that the mower had been delivered. Many people had put themselves forward as volunteers. The arrangements for purchase of fuel needed to be improved otherwise there would be a multitude of reimbursements building up between meetings. It was agreed that a Monzo card would be used. This belonged to Cllr P. Jeanes. A dedicated card belonging the council would be better, but these attracted significant costs, including set up fees, annual or monthly fees and costs to add credit, so the council agreed that the card would be charged with a maximum balance of £100 at any time. Detailed records would be kept. Cllr Jeanes noted that a leaf blower would be of great benefit in keeping the mower clean and free of debris. The cost would be in

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the region of £70 - £80. The council agreed that Cllr Jeanes could purchase a leaf blower on behalf of the council.

- c) Play area: Remained closed. A small number of people continued to use the play equipment regardless.
- d) Flood / Drainage: Nothing to report.
- e) Footpaths: Some were getting slightly overgrown.
- f) Village Hall: Cllr Stone reported that the Village Hall accounts were being finalised for audit next week. When this process was complete, the AGM would be scheduled.
- g) Neighbourhood Watch: Nothing to report.
- h) Landfill Site: The site had now been re-opened.
- i) Lengthsman: WCC had confirmed that lengthsman could undertake limited duties.
- j) Newsletter: Nothing to report.
- k) Report from NHB /S106 Group: Cllr P. Jeanes reported that the pitch works were complete and the grass was growing quickly. There were some concerns as the weather was now persistently dry. Cllr Jeanes would ask the farmer who owned the next field would be able to irrigate the pitch on occasion after doing his own crops.
- l) VHEG: Nothing to report
- m) PACT: Nothing to report

## 13. Planning

### a) New planning applications:

(i)

20/00767/FUL	Land Adjacent, Barlwych Cottage, Hill Furze	Conversion of existing former transport haulage buildings into 1 No. 2 bedroom dwelling and 2 No. 3 bedroom dwellings, new garages and ancillary works
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The Council had no objection to the application.

(ii)

20/00743/CU	Duffledown Farm, Wyre Piddle Bypass, Upper Moor WR10 2JR	Proposed conversion of an existing building to residential to provide on-site accommodation for caravan site warden
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It was resolved to object to the application. The site was a small residential site with 8 pitches and as such there did not appear to be a need for a warden. It was acknowledged that an application was in progress for additional units but as this had not yet been determined, a need for a warden had not been established.

### b) To receive Decision Notices:

Application Number	Address concerned	Description of works	Hill & Moor PC response	Wychavon Decision
19/02716/FUL	3 Cherry Orchard Road, Lower Moor, WR10 2PN	Erection of dwelling and additional vehicle access	No objection + condition	Refused

- c) **To note or discuss Planning Correspondence, Information and Issues:** The following application for a Certificate of Lawfulness was under consideration at the District Council:

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20/00706/CLPU	Wishbourne, Salters Lane, Lower Moor, WR10 2PQ	Application for a Lawful Development Certificate for Proposed Use or Development - 2 large outbuildings and a garage for incidental residential use
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**14. To discuss the clerk's appraisal:** A discussion took place. It was agreed that the clerk's appraisal would take place the following Thursday.

**15. 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 £
09/04/2020	Lloyds Bank	Bank Interest	1.07
30/04/2020	Wychavon District Council	1st half precept 2020/21	6,720.00
30/04/2020	Wychavon District Council	1st half grant 2020/21	443.00

**Payments for approval**

Date	Payee	Detail	£ inc VAT
16/04/2020	Ron Smith Ltd	Bob-cat mower and mulch kit	8,922.00
10/04/2020	Instant Print (via Cllr Jeanes)	Leaflets	33.99
21/04/2020	www.printed.com (via Cllr Jeanes)	Dog Waste signs	18.00
30/04/2020	Smartcut	Grasscutting	512.76
26/04/2020	P. Jeanes	Reimbursement for jerry can	19.99
27/04/2020	P. Jeanes	Reimbursement for mower petrol	32.25
27/04/2020	P. Jeanes	Reimbursement for mower petrol	20.72
30/04/2020	J. Adams	Salary Apr '20	285.23
30/04/2020	J. Adams	Phone/computer Apr '20	17.50
02/05/2020	P. Jeanes	Reimbursement for mower petrol	20.73
06/05/2020	P. Jeanes	Reimbursement for mower petrol	35.20
14/05/2020	Carrick Sports	Works to football pitch	9,994.80

Current account - Lloyds - A/c 01865441

**Balance as at 14/05/20** 12,296.98

Savings account - Lloyds - A/c 07578509

**Balance as at 14/05/20** 20,397.61

**Total cash assets** 32,694.59

Ringfenced

Flood alleviation	10,000.00	
Overpayment of grant funds	1,591.46	
CIL	0.00	
Grant funds	Village Hall improvements	5,531.55
Bonfire funds	1,272.60	

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<b>Total Ringfenced</b>	<b>18,395.61</b>
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<u>Earmarked Reserves</u>	
Asset Maintenance / Replacement / Disposal	2,000.00
Purchase Asset	0.00
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<b>Total Earmarked Reserves</b>	<b>2,000.00</b>

**General Reserve** **12,298.98**  
**(Total cash assets less Ringfenced funds and Earmarked Reserves)**

It was resolved to approve the cheques for payment.

## 16. Correspondence for Information

The following correspondence had been received and circulated:

- Information on how planning services at Wychavon were currently operating
- Further updates on aspects of the Covid-19 outbreak
- Contact from a resident regarding a recently repaired streetlight in Gibbs Close

**17. Clerk's report:** The grasscutting contribution from the county council had been received. The invoice for S106 funding for the pitch works had been sent to Wychavon. There had not yet been confirmation on whether the unspent grant funds could be used to part fund the mower purchase.

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

**19. Date of next meeting and items for next agenda:** Thursday 4th June 2020. For the next agenda: approval of the accounts and Annual Return; Risk Management policy.

The meeting was closed at 8.40pm.

## Public Questions

There were none.