

Hill & Moor Parish Council

Clerk: Carole Hirst Address: 1a Church Walk, Stourport on Severn, Worcestershire. DY13 0AL
Email: hillandmoor@yahoo.co.uk
Tel/ Text/ WhatsApp: 07496 252637

Minutes of the Parish Council Meeting

held at Lower Moor Village Hall

Thursday 1st September 2022 at 7pm

Present: Cllr. P. Jeanes, (Acting Chairman), Cllrs. Mrs A. Jeanes, Mrs P. Stone, D. Nuttall and D. Saunders

Also present: Clerk, Carole Hirst; County Cllr D. Boatright; 15 members of the public.

1. Apologies: Apologies had been received from Cllr. Betteridge

Declarations of Interest: Cllr. Nuttall declared a Disclosable Non-Pecuniary Interest in Item 9C Planning Reference APP/H1840/W/22/3301077.

The meeting was adjourned for Public Question Time

Notes can be found at the end of these minutes.

2. To consider the approval of the minutes of the Parish Council meeting on the 7th of July 2022: It was agreed that the minutes of the Parish Council meeting of the 7th of July 2022 were a true and accurate record. Proposed by Cllr. Stone and Cllr. Jeanes that the Minutes be approved. All in favour.

3. District Councillors report:

Not in attendance.

4. County Councillors report

Northern Link Road:

Should be opening on 23rd September (details to follow)

Ditch update:

The ditch A44 has been cleared and all outlets exposed and cleared. The work had to be completed under 4-way temp lights which caused a few issues?? Highways keen to hear any feedback on this as there were several complaints. It's a wait and see as to how this will work so will be monitored. Any feedback from local residents would be appreciated as well.

Bog Lane. The ditch has been dug and the bund increased at the road edge. A new pipe with a flap valve has been installed to try and prevent back flow onto the road. Highways consider this all completed.

Parish Councillors reported that the ditches are still smelling.

School System update:

Still no timeline

Cost of living:

I recently asked the council for how residents can access support if they need it. I was given the following link:

https://www.worcestershire.gov.uk/info/20758/here2help/2397/here2help_advice_and_guidance/3

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Cllr. Boatright asked to be informed of any child locally that cannot get onto a school bus.

5. To confirm appointment of new Parish Clerk and Responsible Finance Officer who started on 1st August 2022. Cllr. Jeanes confirmed that the new Clerk, Carole Hirst, commenced on the 1st of August and that the outgoing Clerk, Jo Adams left on the 31st of July 2022.

6. Parish Councillors reports

Cllr Saunders reported that the corner of Blacksmiths Lane and Manor Road, there was nearly an accident when he was taking a walk. At the entrance of the traveller's site there needs to be clear road markings.

7. Progress reports

- a) **Review of actions from previous meeting:** Telephone Box has not been actioned. Cllr. Jeanes confirmed that it is to be done this weekend.
- b) **Playing Field:** Mowing has been done.
- c) **Play area:** The annual inspection was undertaken on the 26th of August 2022. Cllr P. Jeanes referred to item 13 on the agenda where the Play Area Inspection report would be discussed. The report was circulated by the Clerk prior to the meeting.
- d) **Floods / Drainage:** To monitor.
- e) **Footpaths:** Maytree Rd and A44, a section of 50 metres is not being cut. This because there is a combination on the gate. Smart Cut to be contacted by the clerk to chase this up.
- f) **Village Hall and Events Group (VHEG):** A booking has been received and confirmed for 18th June 2023 "Diana's Day" in aid of Myeloma UK.
Cllr. Stone asked whether the Parish Council want to go to annual charging for meetings or per meeting. Cllr. Jeanes proposed that the Parish Council pay annually. Seconded by Nuttall. All in favour. A report has been undertaken by Cllr. Stone for the forthcoming Newsletter.
- g) **Landfill Site:** Nothing to report.
- h) **Lengthsman:** Lengthsman paperwork has now been brought up to date to end of July.
- i) **Newsletter:** Cllr. Jeanes reported that it would be better to wait until nearer the SWDP document release before sending out the Newsletter around October. The format of the newsletter was discussed in detail.
- j) **Urgent Decisions Group:** New lock for Electrical Cupboard on the playing field. Around £30. Delegated powers to Chair and Vice Chair for this. It was also agreed to use the Delegated Powers of the Chair and Vice Chair under urgent decisions to pay the £600 Throckmorton Development contribution once requested.
- k) **SWDP:**
At the last meeting of the Parishes regarding the Throckmorton New Town Development it was decided that Pinvin, Wyre Piddle and Hill and Moor would contribute £600 towards the cost of hiring a specialist planning barrister to give advice.
Cllr. Nuttall sent through a detailed update and position for discussion at the meeting including a formal letter of instructions and scope to the Barrister's Clerk which was circulated in advance of the meeting. A formal quote is now awaited but expected to be in the region of £2,500 and he therefore advised that a total budget of £3,000 be set which would be split between Bishampton & Throckmorton, Wyre Piddle, Pinvin and Hill & Moor. BATPC will pay double due to their particular interest. Therefore, Hill & Moor would need to contribute £600+VAT.

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In the SWDP August Newsletter it was reported that work on key documents relating to development sites and the infrastructure needed to support them was yet to be completed. This additional work has now been undertaken over the summer and a six-week consultation on the SWDP Review Publication Consultation (Regulation 19) (subject to Council approval) is due to take place from the 1st of November 2022 to 13th December 2022. However, to get to this stage, the Plan and supporting documents will be considered by district and city Councillors at a series of meetings over the course of October 2022.

The SWDP Review Publication Consultation (Regulation 19) and supporting material will be in the public realm from 23rd September 2022 and published on the SWDP website (South Worcestershire Development Plan - South Worcestershire Development Plan (swdevelopmentplan.org)).

The following series of meetings will allow Councillors to consider the Plan in detail and to approve it for the public consultation stage:

Wychavon District Council – Council meeting 19th October 2022

Following the consultation, planning officers will consider the responses and potentially recommend modifications to the Plan prior to submitting the document to the Planning Inspectorate, which is expected to be in 2023. Once submitted, the timetable for the Examination is set by the appointed Planning Inspector, who will provide dates for the Examination into the Plan and indicate when their final report will be issued. A final Plan (which may include changes recommended by the Inspector) can then be adopted, replacing the current 2016 South Worcestershire Development Plan (SWDP).

Up to date information on the stages of the process will be provided on the SWDP website. In due course, details will be provided on where the SWDP Review Publication Consultation (Regulation 19) can be read, and how comments can be made over the course of the consultation period.

In terms of background evidence, the 2021 Strategic Housing Market Assessment (SHMA) report has been published and is now available to view via this link [[Strategic Housing Market Assessment - South Worcestershire Development Plan \(\[swdevelopmentplan.org\]\(http://swdevelopmentplan.org\)\)](#)]. The SHMA update reassesses the demographic profile of south Worcestershire, the current state and future projections of the housing market and calculates the projected new housing requirement.

The final draft of the South Worcestershire Traveller and Travelling Showpeople Policy and Site Allocations Development Plan Document – Publication (Regulation 19) will be considered by the South Worcestershire district and city Councillors at the same time as the SWDP Review Publication Consultation (Regulation 19). The six-week consultation on the Traveller Development Plan Document will also run in parallel with the SWDP Reg 19 consultation over the course of November to December 2022. Once submitted to the Planning Inspectorate the timetable for Examination will be set by the appointed Inspector.

8. Planning

a) New planning applications:

Application Number	Address concerned	Description of works	Hill & Moor PC response
W/22/01409/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 and the erection of a new	15/08/2022 No need to comment

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self-build live/work unit together with ancillary works. (Variation of Conditions 2 & 4 - 19/01508/FUL granted at Appeal

W/22/01384/HP	Anvil Cottage, Blacksmiths Lane, Lower Moor, Pershore, WR10 2PA	Erection of detached garage with alterations to vehicular access	19/08/2022 extension Granted to Fri 9th Sep to allow discussion at Parish Council meeting. This was discussed and it was decided that Cllr. Jeanes and Cllr. Betteridge discuss issues raised and Cllr. Betteridge submit a response on behalf of the PC to the clerk to submit to the planning portal.
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b) To receive Decision Notices:

Application Number	Address concerned	Description of works	Hill & Moor PC response	Wychavon Decision
W/22/00825/LB	Holly House, Manor Road, Lower Moor, WR10 2NZ	Replace/repair the timber frame and infill panel. Repair roof purlins	No objection	Approved

c) To note or discuss Planning Correspondence, Information, and Issues:

Application Number	Address concerned	Description of works	Hill & Moor PC response	Wychavon Decision
APP/H1840/W/22/3301077	Land Adjacent Barlwyth Cottage Hill Furze Fladbury	Erection of garage block to provide parking facilities for the former transport haulage buildings to be converted to dwellings, and realignment of shared driveway, both as submitted under planning reference 19/01058/FUL and allowed under appeal reference APP/H1840/W/19/3244074. In addition, provision of parking spaces for neighbouring property, Hill Furze Farmhouse.		

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22/000028/CM Hill and Moor Landfill Site, Continuation of the
 Piddle Brook Lane, Wyre processing of incinerator
 Piddle, Worcestershire, bottom ash (IBA),
 WR10 2LW proposed increase of
 annual throughput of IBA
 and proposed aggregate
 blending operations at Hill
 and Moor Landfill

10.Finance: To report on the financial situation of the Parish Council and to approve invoices for payment.

A To approve invoices for payment to 1st September 2022. Cllr. P. Stone Proposed and Cllr. A. Jeanes Seconded that all payments be approved, and receipts noted. The HMRC Late filing penalty to be approved but only paid by 25th September or once the outcome of the appeal has been received from HMRC. All in favour.

Payments for approval			
Inv. Date	Payee	Detail	£ Inc VAT
30/06/2022	Myriad Business Services	Internal Audit 2021/22	150.00
25/07/2022	Community Action Suffolk	Insurance 2022/23	802.52
19/07/2022	EON	Elec - Playing field	11.55
20/07/2022	NPower	Streetlighting Elec	98.24
31/07/2022	J. Adams	Salary July '22	251.49
31/07/2022	J. Adams	Phone/computer July '22	17.50
31/07/2022	WCC Pension Scheme	Pension contributions July '22	102.43
31/07/2022	HMRC	PAYE 01/04/22 - 31/07/22	258.40
10/08/2022	Rialtas	Financial Software-year 3 of 3-year contract	154.80
31/07/2022	Smart Cut Ltd	Cuts 12th July	203.64
Various	Strange Gardens & Property Maint	Playing Field cuts 30/4/22, 7/5/22, 14/5/22, 21/5/22, 28/5/22, 4/6/22, 11.6.22, 18/6/22, 25/6/22, 2/7/22, 9/7/22, 16/7/22, 23/7/22, 30/7/22, 14 cuts @ £48.00 per cut	672.00

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Various	Strange Gardens & Property Maint	Lengthsman Duties 1/5/22, 8/5/22, 15/5/22, 22/5/22, 29/5/22, 5/6/22, 11.6.22, 18/6/22, 25/6/22, 2/7/22, 9/7/22, 16/7/22, 23/7/22, 30/7/22, (£61.40) x 14	859.60
	C Hirst	Expenses to 6th September	87.30
	C Hirst	Clerk Pay August	323.60
	HMRC	Late filing penalty (period 3 previous Clerk)	100.00
19/08/2022	Wicksteed	play area inspection	144.00
16/08/2022	EON	Elec - Playing field	10.89
17/08/2022	NPower	Streetlighting Elec	98.66
01/09/2022	Smart Cut Ltd	August grass cutting	235.46
	HMRC	Clerk Tax	80.80
	EON	Elec - Playing field	12.11
TOTAL			4,674.99

Receipts	Detail	£
HMRC	Vat	1,005.22
HMRC	Vat	732.45
Lloyds Bank	Interest	0.69
TOTAL		1,738.36

B To consider the Budget Monitoring Report to 31st July 2022. Noted.

C To note the Bank Reconciliation to 31st July 2022. Noted.

D To approve the £2000 budget towards fighting costs for Throckmorton Development SWDP. Cllr. Nuttall Proposed and Cllr. P. Jeanes Seconded that £2000 be approved towards the fighting costs for Throckmorton Development SWDP. All in favour.

E To consider Delegated Powers for regular contracted payments (i.e., Lengthsman, Clerk salary, HMRC Clerk Tax, Grounds Maintenance). Cllr. P. Jeanes Proposed and Cllr. Stone Seconded that delegated powers be given to the Clerk, Chair and Vice Chair for regular contracted/budgeted payments for the Clerk, Lengthsman All in favour.

F To consider Website quotes for new website. Parish Council Websites submitted a quote which was circulated. The package is **£569 + VAT**. A domain name would also be needed e.g.,

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hillandmoorpc.org.uk would be available and could be secured at a cost of **£10 + VAT** per year. Parish Council Websites also look to charge monthly hosting and support cost, this is £15 + VAT per month (billed annually), which also includes all email accounts for the Clerk and any Councillors. The Clerk uses this company on other Parish Councils that she manages. Two other quotes were considered. Cllr. P. Jeanes Proposed and Cllr. Nuttall Seconded that Parish Council Websites quote detailed above be approved. All in favour.

G To consider quote from D M Payroll Services for 2022/23 Internal Audit. The Clerk uses D M Payroll Services for all her Parish Council audits and is familiar with the requirements of this auditor. It also represents a financial saving on previous years. Cllr. Stone Proposed and Cllr. P. Jeanes Seconded that D M Payroll Services be approved. All in favour.

H To consider the 2022 Annual Agreement for hire of the playing field to Crowle Searchers (2021 fee £350). The previous Clerk wrote to Crowle Football Club in January indicating that the annual hire fee was likely to rise to £500. Cllr. P. Jeanes Proposed and Cllr. Stone Seconded that the 2022/23 season be charged at £500. All in favour.

I To approve extension of the Grounds Maintenance Contract with Smart Cut for this year to cover 2022 and to agree to re-tender the Grounds Maintenance Contract for the 2023 season. Cllr. P. Jeanes Proposed and Cllr. Nuttall Seconded that the Grounds Maintenance Contract with Smart Cut be extended a year to cover 2022 and that a re-tender exercise be undertaken to commence 2023 cutting season. All in favour.

11. To discuss adoption of the new Code of Conduct: Cllr. P. Jeanes Proposed and Cllr. Nuttall Seconded that the Code of Conduct be adopted. All in favour.

12. Play Area Inspection Report.

The Lengthsman is currently tackling all items raised on the inspection report that requires rectifying.

13. Community Transport Project.

The likelihood of regular bus services returning to our villages is virtually non-existent. However, the need for elderly or other non-mobile residents of our villages to make trips to Evesham, Pershore, and possibly Worcester for shopping, doctors and hospital appointments etc. has not gone away.

Following several recent meetings with Branwen Bingle, Communities Officer at Wychavon DC, Charlton Parish Council is exploring the possibility of setting up a community transport project to serve these and other residents who are unable or unwilling to drive themselves into town.

Charlton PC have written to gauge the Parish Council's interest in joining with them in their investigations.

The Parish Council have been asked to consider whether they are interested in joining with Charlton PC to explore the options for a community transport project to serve local villages? If the Parish Council is interested, then a Councillor will need to volunteer to be the Parish Council's representative on the local working group. It was decided that it was worth exploring and Cllr. P. Jeanes agreed to explore this with Charlton PC and report back to the Parish Council.

14 Correspondence for Information

The following correspondence had been received and circulated:

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- Email from the Clerk at Throckmorton & Bishampton PC - Bishampton Solar Farm – Traffic Management and Landscaping Plans for information
- WCC - (C2012 Throckmorton Road, Hill and Moor) (Temporary Closure) Order 2022. Order made: to close that part of C2012 Throckmorton Road from its junction with A44 Evesham Road to its junction with C2012 The Lea. Reason: Carriageway Patching by WCC
- Weekly Fraud update from West Mercia Police - Economic Crime Unit - 09/08/2022

15 Clerk's report:

- The Clerk has discussed the £2000 grant towards a VAS sign with Cllr. Boatright (WCC) and Cllr. Boatright has agreed to chase this up.
- The Clerk has written to HMRC to appeal against a £100 penalty for late payment of Clerk Tax for Quarter 1. An outcome is awaited. The Clerk was advised to wait for the response before paying but is aware that it must be settled by 25th September.
- The Clerk has contacted EON and now has the online Dashboard where the account can be accessed directly along with any invoices.
- The Clerk has applied for online services with Npower and has requested online dashboard and is waiting for this to be approved.
- The Clerk has summarised all the Lengthsman and Handman invoices and worksheets up to the end of July and submitted all Lengthsman Worksheets to WCC for payment. WCC Finance department have received official notification of change of Clerk.

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

17 Date of next meeting and items for next agenda: Thursday 6th October 2022. Cllr. Betteridge and Cllr. Stone submitted apologies for the next meeting.

The meeting was closed at 9.17pm.

Public Questions

A resident raised concerns regarding anti-social behaviour. Loose dogs. Dog warden service at Wychavon DC. Cllr. Jeanes recommended that anyone who sees or experiences anti-social behaviour to report it through this service and/or call 101 to report to the Police anti-social behaviour etc. The next Newsletter will give useful numbers for such matters. Cllr. Boatright suggested that everyone make contact individually to the Worcestershire Police and Crime Commissioner (John Campion) to try and get some action. Email contact for his office is opcc@westmercia.police.uk. Cllr. Nuttall described the Community Trigger, an action that can be taken against the District Council if the Parish is unhappy with the response and actions of the District Council. Cllr. Nuttall agreed to take the lead on putting together a plan to put this in motion. Cllr. Jeanes encouraged everyone to write to the Clerk to request that they are added to the PC mailing list.

Concerns were raised that there does not seem to be regular safer neighbourhood contact.

Residents raised concerns regarding rumours of proposed planning on land at the rear of Gibbs Close. Cllr. Jeanes reported that currently the PC have no information on what is being proposed as a planning application has not yet been submitted to Wychavon District Council by the Landowner and that the PC also have no indication of any timescales involved in this. However, as soon as we do have any information, we will email residents on our mailing list to advise. When and if a planning application is submitted, and it is up for discussion at a Parish Council meeting, that will be the time for residents to

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make their views known to us so we can then take them into account when we submit the Parish Council's response to the application.

A resident mentioned that residents may be interested in coming together to fund a planning consultant to fight this application.

Concerns that social housing could mean an increase of anti-social behaviour.

Cllr. Jeanes also re-iterated that when a planning application is in its consultation period the Parish Council's comments will only count as one response. It is therefore important that any residents who wish to make a comment on an application, either for or against, also submit their own individual response directly onto Wychavon District Council Planning Portal.

