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| **DRAFT Minutes of the Parish Council meeting held on 20th April 2020 at 7:30pm, held online.** |

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| **Present** | Chairman Cllr D Browne, G Hughes, E Checkley, L Newton and J Thomson.  **In attendance**: Clerk, District Councillor Wilkinson and County Cllr Hopkins.  **Meeting opened at 7:30pm** |

**PUBLIC QUESTION TIME** – two members of the public in attendance. See brief notes appended.

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| 16/20 | **Apologies:** District Cllr Steele. Cllr Wicks and Cllr Davis. |

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| 17/20 | **Declarations of Interest**: None declared. Councillors were reminded of the need to update their register of interests. |

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| 18/20 | **Dispensations**: no requests received. |

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| 19/20 | **To approve minutes of previous meeting**. The minutes of the meeting of the Parish Council held on January 27th 2020 were agreed as a true record and approved. |

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| 20/20 | **Planning application: To note the following applications:** |
| 1. **App. 20/00624/AGR** – Gooms Hill Farm, Gooms Hill – no objections. 2. **App.** **19/02143/FUL** - Willow Barn, Alcester Road - retrospective application for retention of existing stable block - refused. Appeal lodged. 3. **Windmill Hill Field**, Alcester Road - Clerk checked on site permissions. Enforcement Officer is investigating developments (commercial or otherwise) that fall outside of this. 4. **The Caravan,** Radford Road – see Public Question Time notes – appended. 5. **App. 20/00425/FUL** – The Garage, Radford Road – RLPC submitted comments. 6. **App. 20/00187/GPDQ** - Horseman’s Barn, Radford Road – WDC approved. 7. **App. 20/00520/OUT** - the Grange Farm, the Green, Rous Lench – recommended that the proposed development be closer to the farm buildings. 8. **App. 20/00687/FUL** – Little Ashdene Farm, Kington – received recently. Cllrs to email Clerk with their thoughts by 27/4/2020.   **Webinar** – hosted by WCC – on Neighbourhood planning applications – Chairman attended and will circulate brief notes on learning points. | |

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| 21/20 | **Progress Report** - Clerk reported |
| 1. **Update on Actions since Previous Meeting**.   **Lenches Directory** - article was submitted and directory received by parishioners.  **RLPC Facebook Page** – Clerk has been posting local information on available food deliveries, changes to council services etc. **Action:** Cllrs to let Clerk have any info.  **Audit** – Clerk will continue with audit paperwork and will check with Internal auditor as to how to get the paperwork to him.   1. **The following payments were made between scheduled meetings under the**   **Clerk’s delegated authority:**   |  |  |  | | --- | --- | --- | | Lengthsman Dec 2019- March ‘20 | Cheque | £825.00 | | Clerk - Salary and expenses | Cheque | £352.62 | | Worcs CALC training – Audit training | Cheque | £40.00 | | D. Burns – Lenches Directory | Cheque | £35.00 | | |

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| 22/20 | **District, County Councillor’s and Police Report:** |
| **District Council Report:** Councillor Wilkinson flagged up that the District Council can assist business and individuals who need help applying for grants etc.  **Worcestershire County Council (WCC) report:**  **Ab-Lench to Rous Lench Road** – Cllr Hopkins raises it regularly with WCC Highways. WCC’s only carrying out essential/emergency work. Date for surface dressing programme unconfirmed yet.  Cllr Hopkins raised awareness of the ‘Here to Help’ scheme being ran by WCC. He also confirmed that there was spare capacity as regards hospital beds for Corona virus patients in Worcestershire. The Chairman asked if a written plan could be shared for the flood alleviation.  **Crime Report**: none. Cllr Hopkins reported some thefts from sheds/outbuildings. | |

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| 23/20 | **Finance:** payments in minute 21/20 (ii) noted. Budget summary and bank reconciliation approved. |

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| 24/20 | **COVID – 19** |
| a) **Volunteer telephone support scheme** for supporting vulnerable residents in the parish – prescriptions, food, chat etc. NHS and GDPR guidance have gone out to volunteers. ‘Next Door’ Rous Lench page being updated with this information.  b) **Parish Lengthsman Scheme** has been put on hold for three weeks – update coming soon. Grant confirmed for this year. RLPC has paid P/L to end of March. | |

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| 25/20 | **Rous Lench and Radford parish matters for discussion or decision:** |
| 1. **Smart Water (SW) –** application for New Homes Bonus money was successful, agreed at £516. Wychavon DC asked that this is mentioned to residents. Next step is to submit SW application (completed) to Police once lockdown has passed. 2. **Reported tree and wall issues** – Wall has been mended. Clerk has written to owner of tree growing over into the ditch which is blocking visibility from the Flyford direction. **Action:** Clerk will copy Cllr Checkley into letter sent and she will speak with the owner. 3. **Flooding and surface water issues:** site visit took place to investigate the culvert on Alcester Rd/Radford Road and drainage/flooding issues on Radford Rd. Increasing drainage frequency could alleviate the issue etc. Highways were to draw up a plan with costings – can this be shared? Cllr Hopkins to continue raising this issue. 4. **Historic letterboxes in Rous Lench and Radford** – on hold. Clerk has contacted about 12 builders so far. Two responses so far, of which one builder has quoted for removing vegetation but believes once this is done that the further work would be substantial enough to trigger needing further consent from WDC. He wishes to quote after the vegetation has been removed.   **Action:** Chairman to pass on the details of Barry Cottrill, Kerry Clarke and Jeremy Handy to Clerk.  **Action:** Clerk to ask for quotes with cost breakdown including vegetation removal as it may be builders cannot accurately quote for further works until vegetation is removed.  **As regards ownership** – WDC Heritage Team said they were not aware of any formal adoption process RLPC would need to go through to take on the post box. Besides checking with all the relevant agents, which we have done. He signposted us to WCC to check that it does not fall to them as it is by the highway (although the land on land registry has no registered owner). If we cannot find an owner, he recommends that we take care of it.   1. **New Vehicle Activated Road Sign (VARS) –** on hold. **Shared VARS with South Lenches PC** –Not working due to battery. Need to purchase new battery – on hold. 2. **Defibrillator –** on hold. 3. **Bridleway access on Wychavon Way/gate by Blacksmiths Orchard –** WCCPublic Rights of Way Team has written to the owner advising of modifications which WCC would pay for. No response. **Action:** Clerk to ask for update. 4. **Beltane Bash** – on hold. Unlikely to take place. 5. **Issue of Parking on Radford Rd** – layby parking in front of houses. Pavement parking etc. **Action:** Chairman to keep an eye on this situation. | |

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| 26/20 | **RLPC Facebook (FB) page**: Clerk updating page.Standing item on agenda for councillors to contribute news/ideas for FB posts. **Action:** Clerk to connect with Lenches & Flyford Flavell Neighbourhood Watch Scheme. |

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| 27/20 | **Correspondence:** |
| 1. WCC Parish Conference postponed. 2. CALC bulletins/updates 3. Update from WDC planning service on how they are operating under Corona 4. WDC Co-vid19 Advice on public meetings (now to be online) 5. SWDP presentation – recording and slides. 6. WCC Worcs Minerals Plan – postponement of examination hearing sessions 7. WDC updates on services/committees- such as waste services during the virus 8. PFK Littlejohn – external auditors for parish councils – updates | |

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| 28/20 | **Councillors Reports & Items for Future Agenda –** none. |

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| 29/20 | **Date of next meeting**: Annual Parish Council Meeting 18th May 7:30pm, to be held online.  Due to the pandemic, the Chairman/Vice Chairman/Deputy Vice Chairman continue in post until May 2021 if happy to do so although volunteers to step up are welcome.  It was **agreed** to delay the Annual Parish Meeting to September 2020, date TBC. This is permitted due to the pandemic. |

**Meeting closed at 8:50pm**

SIGNED………………………………………. Chairman Date ………………………………

**Public Question Time:**

**Tree issue** – large Ash trees (at least 6 of them approximately) on the verge/bank need cutting back. These overhang Liz-Anne Cottage on Mill Lane. ‘Phone and power lines go through the trees. Cottage owner concerned.

**Action:** Clerk to contact WDC Tree Officer and WCC Highways. Cllr Hopkinson to raise with Highways.

**The Orchard, Radford Road** - question about the appeal. Has this ended or is this on hold?

**Action**: Cllr Wilkinson - will find out how the appeal will proceed or if it is on hold. What is the Interim process?

**The Caravan, Radford Road** - temporary permission given for period of the lockdown for an additional caravan – one van arrived and stayed for ten days and then left. Enforcement Officer said this permission had been given in these exceptional circumstances. Is this permission for that specific family/van or is it transferrable? **Action:** Cllr Wilkinson to investigate the matter with the Enforcement Officer.