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NORTH CLAINES PARISH COUNCIL (NCPC)

**MINUTES OF THE MEETING HELD AT**

FERNHILL HEATH BAPTIST CHURCH

On Monday May 14th 2018 at 7.30 pm

**PRESENT:** Cllr M Farmer (MF)

 Cllr J Carter (JC)

 Cllr M Drinkwater (MD)

 Cllr A McManus (AMM)

 8 Members of the public

**1. To elect a Chairman**.

Meg Farmer was proposed as Chairman by MD and seconded by JC.

**2. To elect a Vice-Chairman.**

Bob Hollis was proposed as Vice Chairman by JC and seconded by MF in his absence.

**3. To receive Declaration of acceptance form from the Chairman and the Vice Chairman.**

Meg Farmer completed her declaration of acceptance form and it was duly signed by the Clerk. Bob Hollis is to complete his at the next NCPC meeting.

**4. To receive apologies for absence and to approve reasons for absence.**

 Cllr B Hollis (BH) Cllr P Philips (PP) Tony Miller (AM) and Lynne Duffy (LD) sent their apologies to the meeting.

**5. Declarations of Interest**

a) Register of interests; Councillors were reminded of the need to update their register of interests.

b) To declare any other Disclosable Pecuniary Interests in items on the agenda and their nature.

c) To declare any Other Disclosable Interests in items on the agenda and their nature.

d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared an interest must leave the room for the relevant items as per the code of conduct and the North Claines Parish Council standing orders.

Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

There were no declarations of interest received.

**6. To appoint Officers of the Council – General Committee**

Due to the current shortage of Councillors, a single committee was agreed to be set up to incorporate the following committees;

* Planning (to incorporate the neighbourhood plan)
* Finance (to include audit)
* Staffing

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* Parish Maintenance (to include the playground)
* Publication (to include website and newsletters)

 The Chairman of NCPC noted to the general public the need for new Councillors and the possibility of co-option to anyone who wished to apply.

6.1 Appointment of Chairperson of the committee and 3 Councillors to serve on the general committee which will meet when the Council deems appropriate.

 Chairperson – Meg Farmer

 Councillors – Bob Hollis, Andy McManus, Margaret Drinkwater and Meg Farmer.

**7. To appoint Councils representatives on other committees.**

7.1 Claines United Charity – It was noted that this position had been removed as according to Cllr JC the Charity was not having meetings. Cllr JC has represented the Parish Council on this Committee for many years and the Charity is administered by Hallmark Hulme Solicitors.

8. To review adopted procedures of the Council.

8.1 Review the standing Orders - no changes were agreed by the Parish Council.

 The Council has currently adopted the 2013 standing orders as recommended by NALC.

8.2 Review the financial regulations – no changes were agreed by the Parish Council. The Council has currently adopted the 2014 financial regulations as recommended by NALC.

8.3 Review complaints procedure - no changes were agreed by the Parish Council.

8.4 Review grievance and disciplinary protocol - no changes were agreed by the Parish Council.

8.5 Review member/officer protocol - no changes were agreed by the Parish Council.

8.6 Appoint group to discuss the publication scheme for the website in order to ensure that all the relevant Council documents are publicised in a timely fashion.

 It was agreed that this would be incorporated into the General Committee.

9 Approve and sign the risk log and asset register for the year ending 31 March 2018.

 These was approved and duly signed by the Parish Council Chairman.

10 To confirm the minutes of the Ordinary meeting of 9th April 2018. These was approved and duly signed by the Parish Council Chairman.

**Meeting Adjourned for public question time**

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for further consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself unless the Chairman allows. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

**11** **Progress reports from the previous minutes and any matters arising for information** **(if not considered elsewhere on the agenda)**

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 Dispute re access over Lyndale to the Memorial Club;

 Cllr AMM has met with Peter Hamilton (formerly of Cass Associates) to investigate the issue of the disputed footpath and notes that Mr Hamilton will charge £375 to review and submit the application to WCC with regard to this.

 The Council agreed to this work to go forward in order to progress this action and obtain a definitive decision as to the nature of this access.

 Cllr AMM will keep the Parish Council informed as to progress.

**12 The Brum**

 Opportunity for Councillors to raise matters with regard to the Brum and

 report on actions from the previous minutes.

 Cllr MF noted that there had been an incident where a child ran out of the playground gate, and then through Brum and through the kissing gate onto the main A38 whilst their parent was distracted. It was agreed that AMM would look at the kissing gate to see if it was suitable for safety purposes and should be re-considered at the next NCPC meeting.

 Cllr JC noted that there were 3 trees on the Brum that might need replacing.

12.1 An exercise group is using the Brum for a public exercise class – should a fee be charged by the Parish Council?

 The Parish Council agreed that they should like to encourage people to exercise and the group are not impacting negatively on any one using the Recreation Ground. The Clerk is to seek further advice from CALC with regard to insurance liabilities.

12.2 Fernhill Heath Baptist Church – would like to do a “Songs of Praise” on the Brum on Sunday June 10th at 4pm. They will need access to the electricity.

 The Baptist Church has their own public liability insurance.

 The Parish Council agreed to this request.

12.3 Rospa has completed the playground inspection for 2018.

 All items are deemed to be low risk except the following;

* Gate to playground
* Basket ball hoop
* Goal posts

 Which are all deemed to have a medium risk.

 The Clerk has forwarded these items to Top Cut for action as they all are simple to modify to become low risk.

**13 Highways, Footpaths and Lighting.**

13.1 Update on any highways actions from or since the last meeting.

 It was noted that the traffic lights that are to be put in at the Hurst Lane/A38 have been delayed for a year due to the M6 works and possible traffic diversions as a result of this. It was agreed that a meeting with Highways with regard to the modelling of the traffic flow for these lights would be sought – due to intense public concern.

13.2 Public Path Diversion Order – Public footpath NC 502, North Claines in conjunction with planning application 17/02226/FUL – Natural channel fish pass.

 It was noted that the Fish Pass application had been passed by Wychavon.

 The Parish Council agreed to the Footpath modification order.

13.3 Email from T Tudor at Wychavon Planning Enforcement with regard to possible enforcement at the Dilmore development due to the pinch point on Dilmore Lane.

 Mr Tudor writes to inform the parish council that in his opinion enforcement is not necessary at this development as land related issues have yet to be resolved.

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13.4 Opportunity for Councillors to raise any matters with regard to highways, footpaths or lighting.

* Update on replacement of 35sox lamps. The Clerk is in communication with Prysmian over the lack of progress on this issue.
* Update on the Station Road bridge. A parishioner reported that he put his foot through the steps on this bridge. Clerk reported to Network Rail, then Highways England, then WCC Countryside Services and WCC Highways, then back to Network Rail again due to all departments not being sure who the bridge is maintained by. Network rail are responsible for the bridge.

14. Correspondence for information only.

 Wychavon

* Planning validation document
* Gambling act consultation on Draft revised statement of principles
* Funding available to help deliver affordable homes

 Nalc Revised salary scales from April 2018

 Highways England – motorway closures – Junction 2 M5

 Clerks and Council direct magazine

 Rospa Play inspection 2018 of the Brum

 St John Baptist – Claines – Church magazine May 2018

 West Mercia Police – crime report April 2018

 Community transport information for volunteers

 Worcestershire CC

* Lengthsman scheme 2018-19 information

 Lone star land ltd write to NCPC to ask to meet to discuss plans on Sling Lane. They have no plans at the moment but would like to meet the Council.

* Public notice re road traffic at School Bank, Claines.

 Parishioner correspondence

* Lights out and road safety information
* Play area on Bevere development information request.

 Worcestershire CALC

* Updates
* Data protection legislation for public authorities

15 Planning

15.1 Neighbourhood Plan Committee

15.2 Planning applications for decision

 18/00779/FUL – Temporary rural workers dwelling.

 Land adjacent to Oak Farm

 Ombersley Road

 Worcester. WR3 7RH

 Rejected by NCPC as there is not enough difference between this planning application and the last planning application for NCPC to change their objection.

 18/00674/HP – Remove conservatory and build new conservatory.

 61 Dilmore Avenue,

 Fernhill Heath,

 Worcester

 WR3 7TH

 NCPC had No objections to this planning application.

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 18/00449/FUL – Proposed timber framed extra-curricular double classroom.

 Kings Hawford School

 Hawford Lock Lane

 Claines

 Worcester

 WR3 7SD

 NCPC had No objections to this planning application.

 18/00849/FUL – Proposed construction of one unit of live-work accommodation and new footpath land west of A449, Hawford, WR3 7SQ

 Land Adjacent

 Oak Farm

 Ombersley Road

 Bevere

 NCPC objected to this planning application.

 18/00814/HP – Extension and alterations to include modernization to external fabric.

 7 PerryCroft Close

 Fernhill Heath

 Worcester

 WR3 7UF

 NCPC had No objections to this planning application.

15.3 Planning application decisions by Wychavon.

15.3.1 Approved

* 18/00052/HP – Wall to be demolished and rebuilt.

 Highland House, Bevere Green WR3 7RG

* 18/00463/FUL – Erection of bungalow and garage without compliance to condition 2 of app 17/01097/FUL.

 Upper Tapenhall House, Dilmore Lane, Fernhill Heath, WR3 7RX.

* 18/00231/CU – Change of use of land to residential curtilage

4 Spellis Green Cottage, Hindlip Lane Hindlip WR3 8SJ

* 17/02572/FUL – Camp Cottage, Bevere. Demolition of cottage and construction of new residential building and jetty
* 18/00386/RM – Reserved matters for appearance, landscape and scale of dwellings - Hazel House, WR3 8RA.

15.4 Notification of planning appeal.

 On 18/3197358 – Martinbrook Farm, Lower Town, Claines WR3 7RY

 Change of use and variation of agricultural occupancy condition.

17 Report from District and County Councillor.

17.1 Report from A Miller- An annual report was sent by A Miller which is attached to these minutes.

17.2 Report from L Duffy, there was no report from L Duffy.

18. Newsletter and website

18.1 Update on the website.

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 Parishioner Atif Ashak and the Clerk were working on the website to bring it up to a better standard.

18.2 update on the newsletter.

 Newsletter and events booklet will be sent out shortly.

 It was agreed that flowers could be sent to Mrs Thomas the retiring head of Hindlip School, as she lives in Fernhill Heath.

19 Finance.

19.1 Invoices for consideration and payment at the Council meeting.

 The invoices were accepted as per the attached list and paid accordingly.

19.2 Monies received

 Wychavon District Council Grant and precept 1 – 2018-19 £45.925.00

 Fernhill Heath Wi Donation for the Bunnies on the Brum day £15

19.3 Nalc has sent the revised Clerk salary scales to the Parish Council. They are to be introduced from April 2018.

**20 Parish Maintenance**

20.1 Are there any parish maintenance requests to consider?

**21 Co-option**

21.1The Clerk has received no applications for co-option at the date of this agenda. The applications need to be received prior to the agenda being sent out, so that the applicant’s names can be on the agenda.

22 Councillors items for consideration.

 Concern was raised re the closure of the M6 and a junction of the M5 with regard to the impact this will have on the traffic through Fernhill Heath.

23 Dates of the next Parish Council meetings.

 11th June 2018 and 2 July 2018.

Abbreviations

 AM – County and District Cllr A Miller

 AMM - Cllr A McManus

 BH – Bob Hollis

 Cllr – Councillor

 JC – Cllr John Carter

 LD - County and District Cllr L Duffy

 MD - Cllr Margaret Drinkwater

 MF - Cllr Meg Farmer

 NCPC – North Claines Parish Council

NPC – Neighbourhood planning committee

 PP - Cllr P Philips

 WCC – Worcestershire County Council

 WDC – Wychavon District Council

**Public Question Time**

* Mr Eric Foster from Lyndale noted that a year earlier there had been a dispute with regard to an alleged footpath/access through his garden.

 Cllr AMM noted that there had been an attempt for clarification on this issue through WCC. This attempt had not been successful due to the incorrect paperwork submitted. See minutes above for further information of Parish Council decision.