**HANLEY CASTLE PARISH COUNCIL**

**Minutes** of the Annual Meeting of the Parish Council held on Thursday, 19th May 2016

following the Parish Meeting at Hanley Swan Village Hall, starting at 20:45.

**Present:** Councillors: Sue Roberts (Chairman), Bob Lamb, John Taverner, Sue Adeney Sarah Darwent & Alison Bolton

**Apologies:** Cllr Wendy Roberts-Powell, Peter Goodyear (PPW), CCllr Tom Wells & DCllr M Morgan

**In Attendance:** Mrs Rebecca Abunassar (Clerk) DCllr A Morgan.

**65/16** **Election of Chairman 2016/17** – Cllr Roberts asked if there were any nominations for Chairman of the Parish Council. Cllr Taverner nominated Cllr Roberts who was seconded by Cllr Bolton and carried by all. Cllr Roberts signed the Declaration of Acceptance of Office and thanked the Council for its support.

**Welcome:** The Chairman welcomed all present to the Annual Meeting of the Parish Council. She accepted the apologies submitted to the Clerk.

**66/16 Declarations of Interest & Dispensation Requests from Councillors**

a) Register of Interests: Councillors were reminded that they should have updated their register of interests and sent them to John Williams at MHDC.

b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature: None Declared

c) To declare any Other Disclosable Interests in items on the agenda and their nature: Cllr Roberts declared an interest in the Rural Rate Relief Application as a previous applicant.

d) To consider and agree all requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011) – None Received

**67/16 Election of Vice Chairman 2016/17 -** Cllr Roberts asked if there were any volunteers or nomination for the role of Vice Chairman. She proposed Cllr Taverner, Cllr Adeney seconded the proposal and all others were in favour.

**68/16 Election of Representatives –** The roles were discussed and the election of representatives were:

 **Staffing Committee –** Cllrs Taverner, Roberts-Powell & Darwent

 **Environmental Working Group –** Cllrs Adeney, Taverner & Darwent

 **Worcestershire CALC –** Cllrs Roberts & Taverner

 **Village Hall Committee -** Tony Atkinson

 **Bus Passenger/Transport Representative -** Cllr Adeney

 **Lead Finance Member –** Cllr Taverner

 **Lead Neighbourhood Plan Member** – Cllr Lamb

 **Business Focused Member –** Cllr Taverner

 **Upton Library Representative** – Cllr Roberts

**Closure of the meeting to allow parishioners present to speak on any matters relating to the Parish.** No comments were made as discussions had taken place at the earlier meeting.

**69/16 Minutes**

The Minutes of the Meeting of the Parish Council held on 21st April 2016 had been previously circulated and the minutes were **approved** and were signed.

**70/16 Matters Arising & Progress Reports not Listed elsewhere on the Agenda:**

a) Min 69c/14: Anne Ballinger gift:Cllr Darwent had met with AJB Joinery and received their quotation. They had quoted on two different types of wood and it was agreed to proceed with the quotation for European oak (£454 + VAT). The quotation did not include installation so it was agreed to ask Mr Waggett to install the free standing one when it was ready and to ask AJB if they would attach the pondside one onto the back of the path map. Mr Waggett would then be asked to place a few additional concrete slaps by the map/noticeboard.

**ACTION: Cllr Darwent to liaise with AJB Joinery.**

b) Min 98c/15: Speed Check on Welland Road **–** The Clerk had still not had a response from Safer Roads Partnership following their January meeting so would request an update and feedback for the next meeting.

**ACTION: The Clerk to send a follow up email to find out the outcome of the meeting.**

c) Min 176b/15: Road safety improvements at Cross Hands – Cllr Lamb said that unfortunately Highways were reluctant to reduce the speed limit t0 30mph.

**71/16 Finance:**

a) Payment of Accounts:Members **approved** the payments of accounts as in the presented schedule in Appendix 1.

b) Notification of receipts received: £1473.78 WCC Lengthsman reimbursement & £9850 1st precept instalment.

c) Q4 Report/End of year Finances & External Audit Declarations - Report received at the Parish Meeting. The Governance statement was read out and completed accordingly. A meeting with the Internal Auditor had been arranged for the 24th June.

d) Min 45a/16: Café Market’s proposal to purchase of a VAS - Cllr Darwent at a previous meeting had advised that the Café Market had £1200 to put towards purchasing a new VAS. As the year end accounts had been finalised Cllr Taverner proposed that the shortfall was funded from the Parish Council’s contingency fund. The proposal was seconded by Cllr Roberts and all were in agreement. The Clerk was asked to seek quotations for a VAS that could monitor variable speeds of 40mph and 30mph and that captured data that could be downloaded.

**ACTION: The Clerk to get three quotations for a new VAS.**

e) Pathway works (under item 58/16a) Community Orchard pathway £785.00+VAT

and £700+VAT for Horse Field – An onsite meeting had taken place with Peter to discuss his proposals. Cllr Lamb raised the concern that whilst it was called a community orchard due to liability it would not be open to the public. A discussion took place and it was agreed that the Parish Council would be happy to provide the materials but would not fund a contractor. The Clerk was asked to email the Community Orchard Committee to let them know and ask if they would be able to source the man power to help with the work. It was agreed not to fund the horse field work as this was an improvement to private land.

**ACTION: The Clerk to email the PPWs and the Community Orchard Committee to advise them of the decision.**

**70/16** **Planning:**

1. To Consider the following applications referred by MHDC for consultation:

16/00581/PDN Oaklands, Picken End, Hanley Swan, WR8 0DQ

 Notification for a Proposed Larger Home Extension

 **No Objection**

16/00586/HOU Quakers Farm, Welland Road, Hanley Swan, WR8 0DA

 Proposed single storey extension and internal alterations to existing

 Kitchen.

 **No Objection**

16/00588/LBC Quakers Farm, Welland Road, Hanley Swan, WR8 0DA

 Proposed single storey extension and internal alterations to existing kitchen.

 **No Objection**

16/00572/ADV Industrial Units At (Os 7985 4366), Blackmore Park, Hanley Swan,

 New signage on building

 **No Objection**

16/00566/FUL Home Farm, Blackmore Park, Hanley Swan, Worcestershire, WR8 0EF

 Erection of a timber framed general purpose agricultural building (retrospective)

 **No Objection**

16/00556/FUL Offices Rear Of, The Balconies, Hanley Swan, WR8 0DN

 Change of use of existing first floor office to domestic study in association with the Dwelling.

 **No Objection**

**ACTION – The Clerk to notify MHDC**

b) To consider under the Scheme of Delegation any Planning Applications received

between the publication of the agenda and the Meeting:

16/00690/HOU - Rhydd Gardens , Worcester Road, Hanley Castle – Extension to rear

16/00706/FUL - Land At (Os 8365 4239), Gilberts End Lane, - Proposed amendment to previously approved scheme (15/00808/FUL) for 4 No. new dwellings and creation of new vehicular access.

No details available – **ACTION: Councillors to look on the website and send comments to the Clerk.**

1. Details of Decision Notices Received to-date: - None Received

d) Details of Appeal Notices Received to-date: 2 Dwellings on White Cottage, Gilberts End. Comments submitted have been sent to the planning inspector.

e) Details of enforcement action: Cllr Roberts had been contacted by, and had received a copy of a letter from a neighbour of Mortimer Lodge raising concerns regarding enforcement issues that they had sent to MHDC planning department. MHDC had responded to the parishioner but it was felt that the response was not satisfactory. DCllr A Morgan asked for a copy of the correspondence and said she would speak to MHDC. Cllr Roberts said that she would locate the original planning application and the Clerk was asked to write to Duncan Rudge raising the Council’s concerns and asking for the matter to be addressed.

**ACTION – The Clerk to email Duncan Rudge**

**71/16 Highway Matters**

a) Report & Works for the Lengthsman – The Clerk and Cllr Taverner advised that there appeared to be a problem again with the VAS and that the Lengthsman was having problems charging it. He had also reported conflicting messages from the other parish as to whether it was working.

b) Update on reported issues – Coverfield section road ownership.

Ringway had advised the Clerk that they were unable to fill in the potholes as they are only able to undertake work on behalf of the County Council. Cllr Roberts said that she had spoken to Chris Almgill and that he had agreed to look into ownership as repairs being undertaken by the person who was lawfully responsible was preferable to a one off gesture by the Parish Council.

Cllr Adeney said that the work on Gilberts End was looking good and that Highways were working well with Western Power.

**ACTION: Cllr Roberts to liaise with Chris Almgill**

**72/16 District & County Councillors Reports**

1. District Cllrs Morgan & Morgan:Reports received in the Parish Meeting
2. County Cllr Tom Wells: Cllr Wells was not present.

**73/16 Report of the:**

1. Parish Paths & Tree Warden **–** (Peter Goodyear)- The Warden’s report was read out at the Parish Meeting.

b)Pond Wardens(Neil & Gigi Verlander) – Report Received in the Parish Meeting

c)Playing Field Warden(Graham Holmes) – Report Received in the Parish Meeting

d) Local Police - - Report Received in the Parish Meeting

**74/16 Environmental Matters**

1. Report of the Environmental Working Group – Report Received in the Parish Meeting

**76/16 Neighbourhood Development Plan** – Report Received in the Parish Meeting

**77/16 Correspondence**

a) Three Counties Show Tickets – The draw for the tickets took place and the winners would be contacted.

**78/16 Topics raised by Councillors, Committees, Clerk & Parishioners –**

Flooding – A property in Roberts End had been flooded thought to be due to poorly running drains. It was asked whether it would be worthwhile having a stock of sand bags available for use within the parish. It was noted that they deteriorated over time but it would be worthwhile investigating holding a supply.

**ACTION: Cllr Adeney to find out about sand bags.**

**79/16** **Councillors reports and items for future agenda:**

1. Co-Option of Councillor
2. Councillor lead on planning issues – (Cllr Darwent considering)

**80/16 Date of Next Scheduled Meeting:** 16th June 2016

The meeting closed at 10.05 pm

 Signed ……………………………… Date: 16th June 2016

 Chairman

**Appendix 1: Schedule of Payments & Receipts 19th May 2016**

**Payment of Accounts:** The under mentioned accounts were approved:

|  |  |  |  |
| --- | --- | --- | --- |
| **Chq No** | **Payee** | **Reason** | **£** |
| 1511 | New Farm Ground Maintenance | April Cuts | *693.60* |
| 1512 | The Clerk | Expenses and April Salary | 390.08 |
|  |  | **Total** | **1083.68** |

Signed ……………………………………… Date: 16th June 2016

 Chairman