**Hanley Castle Parish Council**

**Minutes** of the Meeting of the Parish Council held on Thursday, 19th October 2017 at Hanley Swan Village Hall, starting at 19:00.

**Present:** Councillors: Sue Roberts (Chairman), Bob Lamb, John Taverner, Alex Walker, Sue Adeney, Sarah Darwent

**Apologies:** Councillors: Wendy Roberts-Powell, Alison Bolton. Peter Goodyear (PPW), DCllr Andrea Morgan, Marjorie Nelson (PPW)

**In Attendance:** Mrs Rebecca Abunassar (Clerk), DCllr Mike Morgan, Gigi Field (Pond Warden)

**124/17 Welcome:** The Chairman welcomed all present to the October Meeting of the Parish Council, she accepted the apologies submitted to the Clerk.

**125/17 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 the Monitoring Officer 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:

None declared

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

***Closure of the meeting to allow parishioners present to speak on any matters relating to the Parish.***

**126/17 Minutes:**  The Minutes of the Meeting held on 21st September 2017 had been previously circulated and the minutes were **approved** and signed.

**127/17 Matters Arising & Progress Reports not Listed elsewhere on the**

**Agenda:**

Min 124/16: Royal British Legion Subsidence Claim – The report from the Building Surveyor had been received and was read out. It highlighted concerns over the building’s foundations and whether the removal of the tree would stop further damage. The Councillors requested that the report was sent to the third party insurers to inform them of the report and that it was felt that removal of the tree would not prevent the problem from reoccurring and request their feedback on the report. It would also be sent to the Parish Council’s insurers at the same time.

**ACTION: The Clerk to continue to liaise with both Insurers.**

Min 151a/16: BT Phone Box Adoption –

The application to Cemex for funding had been made. The feasibility of and costs incurred in relocating the phone box would be looked into ahead of the November meeting.

**ACTION: The Clerk to look into the feasibility of relocating a phone box and cost implications.**

**128/17 Finance:**

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

b) Notification of receipts received: 2nd instalment of the Precept £10,500

**129/7** **Planning:**

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

|  |  |  |
| --- | --- | --- |
| [**17/01561/LB**](https://plan.malvernhills.gov.uk/plandisp.aspx?recno=76459) | 27 Church End Hanley Castle, Worcester WR8 0BL | Re-submission of 17/00290/LB to include new rooflight |
| No Objection |
| [**17/01497/HP**](https://plan.malvernhills.gov.uk/plandisp.aspx?recno=76395) | 1 Brinkley Drive Hanley Castle Worcester WR8 0BY | Proposed attached garaging and carport |
| No Objection |
| [**17/01297/HP**](https://plan.malvernhills.gov.uk/plandisp.aspx?recno=76195) | 25 Church End Hanley Castle Worcester WR8 0BL | Detailed Application for conversion of existing loft to provide additional bedroom and ensuite bathroom. |
| No Objection |
| [**17/00528/HP**](https://plan.malvernhills.gov.uk/plandisp.aspx?recno=75429) | 7 Longcroft Quay Lane Hanley Castle Worcester WR8 0BS | Two storey side extension and canopy to side and rear together with changes to fenestration, removal of chimney and new porch. |
| No objection but would prefer brick in place of the wooden cladding proposed to be more in keeping with surrounding properties |

**ACTION: The Clerk to respond to MHDC planning**

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

between the publication of the agenda and the Meeting:

|  |  |  |
| --- | --- | --- |
| [**17/01599/HP**](https://plan.malvernhills.gov.uk/plandisp.aspx?recno=76497) | Mayfield Picken End Hanley Swan, Worcester WR8 0DQ | Proposed new dormer windows and conversion of attic to create first floor rooms |
| Documents not available on line, Cllrs to pass comments to Clerk when available. |

1. Details of Decision Notices Received to-date: -

|  |  |  |  |
| --- | --- | --- | --- |
| [**17/01004/LB**](https://plan.malvernhills.gov.uk/plandisp.aspx?recno=75902) | Brickwalls Farm Gilberts End Hanley Castle Worcester WR8 0AS | Three conservation rooflights to rear | Approved |
| [**17/01336/OUT**](https://plan.malvernhills.gov.uk/plandisp.aspx?recno=76234) | 190 Poolbrook Road Malvern WR14 3JZ | Variation of Condition 15 of Outline Planning Permission 15/01399/OUT, relating to approved housing mix, to allow the provision of two 3 bedroom dwellings, three 4 to 5 bedroom dwellings and one 5/6 bedroomed dwelling. | Approved |

1. Details of enforcement action: None taken
2. Details of Appeal Notices Received: None received

**130/17 Highway Matters**

Road Safety Working Party – Cllrs Taverner, Darwent & Adeney had met with Hannah Davies from County Highways. She had proposed the locations for two sets of white gates and was arranging for a quotation to be sent to Cllr Tom Wells who had agreed to fund the scheme up to a designated amount.

She noted that school sign was worn and would arrange for replacement and she was going to request count down indicators approaching the school.

It was suggested that once the gates were installed it might be worthwhile adding additional signage on them, for example ‘Thank you for driving carefully’

The knee rails by the pond would be completed by the end of November.

**ACTION: The Clerk to liaise with Hannah Davies to follow up on quotations and funding for the Gates. The Clerk to look into additional signage costs post installation.**

New VAS – The Clerk asked for confirmation of where the new VAS was to be located because if it was to be solar powered it could not be moved. It was agreed that the Working Party would agree on a location and get confirmation back from Hannah Davies that the chosen location was suitable. The Clerk would raise an invoice to The Three Counties for their £1500 contribution to the VAS.

Cllr Taverner updated the Council on the footpath at Roberts End; WCC were saying that they had not caused the damage. Cllr Wells had been made aware of the situation as parishioners were extremely upset over the matter.

The Clerk had been contacted by Highways regarding Tara and had been assured that it was now a priority and work to alleviate the flooding issue would take place shortly.

**ACTION: The Working Party to finalise the location, the Clerk to raise invoice and to order the new VAS.**

Works for the Lengthsman - The VAS had been repaired and returned to the Lengthsman. A claim form for the damage had been received by the Clerk and she would complete and return it.

**ACTION: Additional ‘No Parking’ signs to be sent to Cllr Darwent for distribution.**

Parking at Hanley Castle High School: Cllr Adeney raised the question of whether grasscrete should be put down on certain locations close to the High School to protect the verges when they are parked on. A discussion regarding the feasibility ensued and it was agreed that Cllr Adeney and Lamb would look at possible sites before any further decisions were made.

**ACTION: Cllr Adeney & Lamb to look into possible sites. All to continue to raise the issues with Hannah Davies.**

**131/17 District & County Councillors Reports**

1. District Cllrs Morgan: Cllr Morgan advised the Council that car parking within Upton would be free for three weeks up to Christmas to encourage shoppers. He said that the raising of the A4104 had commenced and that there would be overnight closures during the project. He also informed the Council of their Members’ Allowance which could be applied for with a closing date of 15th December for applications. It was agreed that an application would be made to assist with the traffic calming initiatives within the Parish.
2. County Cllr Tom Wells: Member not present.

**132/17 Report of the:**

1. Parish Paths & Tree Warden **–** Report read out – the overhanging tree outside Chapmans Orchard had been dealt with.
2. Playing Field Warden(Graham Holmes) – No report
3. Local Police - Report provided indicating no crimes had been committed during September. They advised that no traffic accident information was included.
4. Pond Warden – The Pond Warden advised that they had investigated ways to aerate the pond as requested but it would be extremely expensive and it was felt that it was not required as they continually ensured that water flowed into and out if the pond. Cllr Walker said that he would update the Parishioner that had raised the matter. Gigi also said that the willow tree had been cut. They were going to move the picnic bench away from the reeds and they were planning to paint the remaining benches. Cllr Roberts asked that they provide her with the names on the benches so that the relatives could be contacted to ensure they have no objections to the work. Gigi asked if it would be possible to obtain a pass for the tip for the pond waste. The matter of whether a buoyancy aid was required to be installed by the pond was raised. It was agreed to investigate the matter further.

**ACTION: The Clerk to ask the District Councillors if a Pass could be provided.**

**Cllr Taverner to look at the pond where the willow has been removed to ensure that there is no slip hazard. The Clerk to look into the criteria for a safety aid to be required.**

**133/17 Environmental Matters**

Cllr Adeney told the Council there had been notification of a change in the dial a ride bus scheduling. It was to be reduced to Tuesdays-Fridays and would leave Upton at 10:30am. The proposed scheduled meant the return time gave parishioners very little time in Malvern.

Defibrillators – Cllr Adeney had been informed that members of the public would not be able to rely on access to the defibrillator at the school and therefore suggested the use of the phonebox to house a defibrillator for public use be investigated. Cllr Darwent said that she would look into the boxes required for housing them. It was also suggested the Clerk contact Graham Holmes to ask if it is the intention for the Village Hall to have one located on site.

**ACTION: The Clerk to contact Graham Holmes & Cllr Darwent to find out about security boxes. Cllr Adeney to work on a list of locations of defibrillators.**

**134/17 Neighbourhood Development Plan** – Cllr Bob Lamb said that they were working on getting together the submission version to go to the external inspector. He had arranged a meeting with MHDC to assist with maps for the plan.

**135/17 Correspondence**

* 1. Smart Water Initiative – It was agreed to invite them to the Annual Meeting as they were unable to attend the January meeting.
	2. Worcestershire Minerals Local Plan – The Clerk advised that the County Council were making a call for possible sites within the County. There were thought to be no appropriate sites within the parish boundary.
	3. b) Nominations Open: Our Malvern Hills Community Awards 2017 – It was suggested to nominate the Café Market & Ann Taintam.

ACTION: The Clerk to make the proposed nominations.

**136/17 Topics raised by Councillors, Committees, Clerk & Parishioners –**

1. Assets of Community of Community Value – The Clerk had spoken to MHDC and they had advised that assets should only be on the list if the Council had the intention of raising the money to purchase the asset and run it. Being on the register did not mean that the owner had to sell to the parish council it just stalled the process of selling to enable the funds to be raised. The Clerk was asked to speak to MHDC and clarify when the 6 months would start as ideally they would like it to be sold to a third party that had the intention of continuing to run it as a shop.

St Gabriels’ Wood would not be able to be put forward as it was not used by the Community in its present format.

**ACTION: The Clerk to speak to Jo Cross and seek clarification.**

1. Welcome Pack – Progression was being made.

 **137/17**  **Councillors reports and items for future agenda:**

a) Alice Spearing from St Richard’s Hospice invited to attend November meeting to consult the Parish Council on the best means of improving information distribution about their services within the Parish.

**138/17 Date of Next Scheduled Meeting:** 16thNovember 2017

 Signed ……………………………… Date: 16th November 2017

 Chairman

**Appendix 1: Schedule of Payments & Receipts 19th October 2017**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Payee** | **Reason** | **£** |
| 1585 | Mrs Abunassar | October pay | 410.00 |
| 1586 | New Farm Ground Maintenance | Sept Cuts | 693.60 |
| 1587 | Bryer Consulting Ltd | Appraisal Report | 480.00 |
| 1588 | SWARCO | VAS Repair | 549.43 |
| 1589 | HMRC | Q2 PAYEE | 14.40 |
| 1590  | M Waggett | Fence repair | 85.00 |
|   |   | **Total** | **2232.43** |

Signed ……………………………………… Date: 16th November 2017

 Chairman