

Great Comberton Parish Council

2022/4

Annual Meeting of the Parish Council - Minutes Wednesday 4th May 2022, 7pm Village Hall

Parish Councillors Present: K Collingwood (Chair), S Hamilton, S Inglis, A Lavelle, G Hodgson, H Peart, District Cllr E Kearsy, County Cllr A Hardman.

Clerk/RFO: Nicola Harding

In attendance: Three parishioners

1. Apologies Received from Cllr Barnes.

2. Declarations of Interest There were no declarations.

3. Election of Chairman

Proposed Cllr Inglis, seconded Cllr Hamilton, all in favour, to appoint Cllr Collingwood in the role of Chairman for 2022-23. Cllr Collingwood agreed to undertake the role for the year ahead and signed the declaration of acceptance of office.

4. Election of Vice-Chairman

Proposed Cllr Lavelle, seconded Cllr Collingwood, all in favour, to appoint Cllr Hamilton as role of Vice-Chairman for 2022-23. Cllr Hamilton agreed to undertake the role for the year ahead.

5. Parishioner's Comments

Parishioners in attendance confirmed that they had cut back privet hedging at their property past Kent's Farm, thereby exposing the footpath at the front and making it more accessible for pedestrians. Patch repairs were clarified with County Cllr Hardman in the vicinity, and it was confirmed that these were required between the War Memorial and Quay Lane, to the Pershore Road junction. The Chairman requested that repairs to the existing width would be preferable – the County Council have agreed to repair, as opposed to reinstate footpath surfaces, and County Cllr Hardman confirmed he would be meeting with Highways representatives in the village the next day to finalise areas for repair.

6. Minutes of meeting held on Wednesday 2nd March 2022

Proposed Cllr Inglis, seconded Cllr Lavelle, all in favour, to approve the minutes as a true record.

7. Progress reports from Parish Activities - brief updates

a. Lengthsman: The lengthsman had updated Cllrs at the annual parish meeting regarding a request for confirmation about the schedule for street cleaning in Parishes – District Cllr Kearsy agreed to clarify and confirm. An hourly rate increase had been approved to £13.00 per hour and Cllrs were reminded that Worcestershire County Council had approved a 15% increase in lengthsman budget for the new financial year. Retention of lengthsman is currently an issue and it was agreed to establish the going rate of neighbouring parishes for information. *Action: Clerk.*

In response to a query raised by Cllr Inglis, County Cllr Hardman confirmed that the County Council also send teams to complete verge cutting in the Parish during the Spring/Summer. It was noted that a good job had been done around the Parish

b. Highways: No updates had been received from BB at Worcestershire County Council Highways, therefore the Chairman agreed to make further contact to establish the information requested. *Action: Chairman.*

c. Rooftop Housing: Cllr Barnes confirmed there were no issues to report ahead of the meeting.

d. War Memorial: The Clerk reported that a method statement had been received from Worcester Stonemasons, outlining a full description of the repairs to be completed and a sequence of events. The Clerk had forwarded this to the War Memorial Trust for verification and a proposed start date for works has been confirmed for 6/6/22. The listed building consent application remains pending however, and works cannot commence until such time that consent has been approved, therefore District Cllr Kearsy agreed to check progress with the relevant planning officer. Cllr Lavelle agreed to monitor works once underway and take photographs to confirm the method statement is being adhered to. *Actions: DCllr Kearsy & Cllr Lavelle.*

e. Broadband: The recent Zoom meeting led by Airband had been a success and regular updates are being provided by the project manager and shared with Cllr Hamilton. The cabinet is in place and Airband await cabling to be put in by BT. If the build goes to plan, connection to homes should take place in June/July. Cllr Lavelle provided updates following a recent site meeting with residents regarding the potential installation of a new pole – it has not been confirmed if the existing pole can be utilised, however should a new pole be necessary, Airband had confirmed that although flexibility in repositioning is limited, a new location can be found to the mutual satisfaction of the homeowners nearby.

8. To note model Calc standing orders and approved financial regulations

Councillors reviewed and noted the existing Standing Orders & Financial Regulations adopted by the Council, and agreed that no further amendments were required at present.

9. Code of Conduct

This was appended to the agenda and noted by all members.

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10. To consider and appoint Councillor roles

The following roles were agreed:

Cllr Hamilton: To liaise with the Clerk regarding finance.

Cllr Collingwood: Lengthsman liaison and planning overview.

Cllr Lavelle: To report on Neighbourhood watch updates & War Memorial repairs.

Cllr Barnes: Hands Orchard liaison.

Cllrs Inglis & Hodgson: Cllrs agreed to continue to provide general support as required. Cllr Inglis to continue to maintain Parish Council communication with residents via the village email system.

11. District and County Councillor's reports

District Cllr Kearsley & County Cllr Hardman's report was shared at the start of the annual parish meeting. The necessary footpath repairs between the junction to Pershore Road and the war memorial were reiterated, and County Cllr Hardman agreed to inspect at his site meeting the next day.

12. Planning

W/22/00199/HP: Yew Tree House Demolition of an existing garage and erection of a domestic outbuilding in its place – *approved*.

W/21/01594/CU: Millcroft Proposed change of use of land for the siting of one shepherd hut for holiday accommodation – *appeal dismissed*.

W/21/02587/FUL: Tibbetts Farm Construction of detached three-bed as approved under planning reference 19/00491/FUL (appeal ref. APP/H1840/W/19/3231777) to amend condition 2 – *approved*.

W/22/00199/PP: Yew Tree House: Demolition of an existing garage and erection of a domestic outbuilding in its place – *approved*.

W/22/00611/FUL: Lower End Farm Excavation of three ponds, a flood retention area and a ditch meander in two pasture fields. Removal of condition 3 on planning 21/02258/FUL – *decision pending*

W/22/00665/LB: War Memorial Replacement of stone shaft – *decision pending*.

W/22/00740/HP: Pool House: Replace existing front porch with single storey extension (variation of condition 2 Ref: 21/00571/HP) - *decision pending*.

13. Finance

a) Current Balances at 26th April 2022

Current Account:	£3,011.33
Business Premium Account:	£1,770.50

TOTAL	£4,781.83
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b) Payments to report:

Salary (March)	£275.82
Salary (April)	£275.82
Expenses (April)	£12.00
BHIB PC insurance	£130.33
B Arrowsmith: Weed killer 22/23	£70.00
C Albutt: Internal audit fee 2021/22 accounts	£55.00
Worcs. Calc: annual subscription	£212.74

TOTAL	£1,031.71
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Income to report:

Council Tax Support grant (i)	£121.00
Precept (i)	£2,213.00

TOTAL	£2,334.00
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Proposed Cllr Hamilton, seconded Cllr Inglis, all in favour, to approve the payments reported. Cllr Hamilton confirmed finance checks of the 2021-22 annual accounts as provided by the Clerk and circulated ahead of the meeting.

c) To approve and sign the Certificate of Exemption for the year ended 31 March 2022:

Proposed Cllr Lavelle, seconded Cllr Hodgson, all in favour.

d) Audited accounts & Annual Return - 31st March 2022:

(i) Proposal to approve and sign Section 1: Annual governance statement

Proposed Cllr Lavelle, seconded Cllr Hodgson, all in favour.

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(ii) Proposal to approve and sign Section 2: Accounting statements

Proposed Cllr Lavelle, seconded Cllr Hodgson, all in favour.

The Clerk confirmed that internal audit checks had been completed and no significant areas for improvement or weaknesses in the annual accounts for 2021-22 had been identified in the report (attached.)

Action: Clerk to return certificate of exemption to external auditor by 30th June 2022, and ensure online publication of relevant finance documents in line with Transparency Code requirements, no later than 1st July 2022.

e) To agree the period of public rights to inspect the financial records of the Council, to commence on 13/6/22 – 22/7/22:

This was noted.

f) Proposal to approve Parish insurance provision for the period 1/6/22 – 31/5/23 @ £130.33: this was noted and approved.

g) Nalc pay award increase 2021/22: The latest Nalc pay agreement applicable from 1 April 2022 was noted and approved.

14. Consideration of Conservation Area Character appraisal

The Chairman drew attention to information received from a professional conservation officer living in the Parish, specifically in relation to recent changes to the way conservation area boundaries are being drawn up. The potential benefits of such an appraisal were discussed and as a conservation character appraisal could be completed within a quicker time frame than a Neighbourhood Plan, this would be favourable to have in place to offer the fastest protection for the Parish, given that a Neighbourhood Plan can take at least two years to formulate. Cllr Lavelle enquired about the work involved in such an appraisal and it was noted that Wychavon District Council has a dedicated officer to offer support Parishes and is a fully funded initiative. It was agreed to establish detailed information for further discussion at the next Parish Council meeting.

Action: DCllr Kearsey to speak to officers and request further information. Parish Council to investigate a Conservation Character Appraisal in greater detail as deliverable more quickly than a Neighbourhood Plan.

15. Queen's Jubilee celebrations

Ideas were shared from the Social club for the Jubilee weekend: there will be bell ringing, a street party, a variety of games with prizes and keepsakes provided for children. The Clerk agreed to apply for the £100 Jubilee fund available from Wychavon District Council and County Cllr Hardman kindly offered £250 in Cllr divisional funding to support the village event.

Action: Cllr Hamilton and Cllr Hodgson to liaise regarding the number of children and suitable prizes to organise for the event. Clerk to apply for funding and inform Cllrs when received.

16. Correspondence for information:

- *Wychavon DC: SWDP:* the updated SWDP will not be published for consultation in July as scheduled, as work on key documents relating to development sites and infrastructure to support them is yet to be completed.
- *Local Policing Team:* A request for confirmation of key community issues held on record had been received (PC contract with Local Policing Team) – it was agreed that there are no changes to report to the current priorities of speeding, and thefts from dwellings and farms.
- *Pershore Cabinet Review:* An update had been received on the Pershore Area Review consultation findings and recommendations presented to WCC on 21 April 2022: in summary, it is recommended that Cabinet agrees a commitment in principle to support a collective change of age range to align schools in the Pershore Education Planning Area (EPA) to a single, two-tier (primary and secondary) system of education, subject to funding being fully secured.

17. Councillors' reports and items for future agendas

No further reports were raised.

18. Date of Next Meeting: Wednesday 6th July 2022 at 7.00 pm

Signed

Date.....

Chairman