

**Minutes of the Ordinary Parish Council meeting held on Wednesday 13th June 2018 at 7.45pm,
Harvington Village Hall.**

Present: Cllrs. Dr. Davies (Chair), Mr. Redman, Mr. Dorrell, Mr. Baugh, Ms. Smith and Mr Langley.
In attendance: Mrs. Holland (Clerk), Dist. Cllr. Mr. Homer and 3 parishioners.

183. Apologies: Cllrs. Mrs. Allison and Mr. Colebrook (reasons accepted by Council) and County. Cllr. Mr. Hopkins.

184. Register of Interests:
a) Cllr. Ms. Smith in minute no: 187.1 if a vote was required.
b) Cllr. Mr. Langley re minute no: 187.1, left the Hall whilst the matter was discussed and re minute no: 191.1b Council agreed that the member could remain in the meeting for this item in case clarification was requested due to his personal knowledge of the property but would not take part in any discussion.

185. Dispensations: Nil declared.

186. Report received from Dist. Cllr. Mr. Homer:
a) Polytunnels, Leys Road – in contact with Enforcement Officer at Wychavon District Council.
b) PACT Group - will be writing to members.
Written report from County Cllr. Mr. Hopkins:
a) Following an onsite visit to Village Street with Highways Officer to look at the conditions of the verge the Parish Council will ask Dist. Cllr. Mr. Homer if he can arrange a meeting with the District Council Heritage/Conservation officer.
b) Highways Officer is investigating the overgrown verge at The Rowans.

Public Question Time: Nil.

187. Minutes: it was **resolved** that the minutes of the Annual Parish Council meeting held on 09.05.18 were an accurate record, duly signed by the Chairman.

188. Clerk's report:
New Homes Bonus funding – currently available £14,284.
Condition of verges Village Street – meeting held with Highways Officer, Cllr. Mr. Langley and County Cllr. Information to be forwarded to District Cllr. Mr. Homer in order to request an onsite meeting with the conservation Officer at Wychavon District Council to resolve the issue.
Overgrown Shrubbery, The Rowans - reported to Highways Hub. Area visited by Highways Officer who is investigating the issue.
Councillor vacancy – no bye election has been called. Post advertised for Co-option, closing date for applications 2nd July 2018.
External Audit – notice of public rights and publication of unaudited annual audit papers commenced on 4th June 2018. All papers submitted to Auditor.
Parish/Town Council event on Thursday 5 July 2018 at 6.15pm at Wychavon District Council offices.
Worcestershire CALC Summer 2018 Training programme - book places for events through the Clerk.
Parish Path Partnership Scheme – confirmation received of funding for 2018-19.
Standing Orders 2018 – section 17d has been revised to reflect the changes in recent regulations.
Overgrown trees highway verge, Church Street - following Highways Officer visit Council to obtain a quote on behalf of the County Council to remove the Oak Tree and to gain advice on the growth of the laurel bush.

189.	Written reports received from representatives duly note copies available from the Clerk: a) Perkins Educational Trust. b) PACT and Community Speed Watch. c) Village Hall Management Committee. (Meeting held – nil of significance to report). d) CALC Wychavon Area Meeting and Executive meeting 7 th June 18.
190.	Neighbourhood Plan.
190.1	The following was considered: a) Councillor Mr. Langley request for Council to consider for him to continue as a member of the Neighbourhood Plan Steering Group (NPSG) was agreed by all present. b) Clerk in the process of finishing tabulated data which will then be forwarded to the Parish Council, Members of the NPSG and the Planning Consultant. No meeting to be arranged with the Planning Consultant and Chair of Steering Group at this stage. c) Resolved to accept the Continuation terms of Neighbourhood Plan Steering Group. d) Parish website for Neighbourhood Plan documents to be discussed at June Finance & General Purposes meeting. Website will be required within the next 2 months.
190.2	<u>Identification of ownership of land</u> - Village Green and Green area adjoining Grange Lane and Village Street have been confirmed as being owned by the Parish Council as a 'Town or Village Green under the Commons Registration Act 1965'.The County Council Highways are responsible for the surface upkeep so any changes to the land or items installed have to be approved by them.
190.3	A request from the Neighbourhood Plan Steering Group to display/comment on at the Church Fete statistics of the consultation of comments received and to display a road-map of what happens next was discussed. It was agreed general statistics from download information could be used but nothing specific.
191.	Financial Matters:
191.1	Resolved to approve the schedule of payments and expenses and summary to 03.05.18.
191.2	The following grant applications were considered: a) <u>Harvington Youth Project</u> – agreed to grant £750 towards salary support for Youth Worker. Group to be informed that the Council would be happy to contribute more when they next consider their application. b) <u>Harvington Cricket Club</u> – assistance with repairs. Council has requested a breakdown on what the grant will be used for and quotes for work required.
191.3	School Prize of up to £50 for 2018 agreed. Prize ceremony to be held on Monday 16 th July at 9.30am.
192.	General Data Protection Regulations.
192.1	Report from training session attended duly noted. Recommended actions to be considered by the Council: <ul style="list-style-type: none"> • Educate staff and Councillors on GDPR. • Understand what personal data is held and where. • Establish where such data came from and how it is used/shared. • Identify lawful basis for processing and keeping personal data. • Seek consent, if required, and ensure accuracy with data subject. • Document the above in a data register. • Make fully accessible Council Privacy Notice. • Remove minutes from website – up to Council to decide for how long? CALC to advise further. • Councillors to have separate email addresses related to the Council.
192.2	a) Resolved to adopt Privacy Policy. b) Resolved to adopt Subject Access Data Request and Data Security Incident procedure documents.

192.3	Retention period for the following agreed: a) <u>Planning Applications</u> : once decision notice received destroy unless of significance importance. b) <u>Grant applications</u> : on completion retain for 12 months. c) <u>Minutes</u> that are in Cllrs and Clerk possession either as hard copies or on laptop/computers/Cloud to be retained for 4 years as term of Office for members. Original signed copy is deposited in the Archive at the Worcestershire Hive on a regular basis by the Clerk.
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193.	Harvington matters for discussion/decision.
193.1	Programme for checking assets to be discussed at Finance & General Purposes meeting.
193.2	Update on weekly inspections and damage to Play area equipment duly noted. Clerk requested to ask the contractor to mow the paths so they are wide enough for pushchairs/wheelchairs and the areas from the gate and car parking area.
193.3	<u>Handyman post</u> - Clerk has been in contact with a person who would be interested in carrying out repairs but is not available to look at the work for 6 weeks due to other commitments. A lady that lives close to the Orchard regularly monitors the children playing in the Orchard and picks up Litter on a regular basis.
193.4	Update on work outstanding from contractor. a) <u>Bus shelter</u> – panel side colour agreed as ‘Holly Green’. b) <u>Planter, Alcester Road</u> – to be installed next week. c) <u>Bench, Village Street</u> – contractor installer is unavailable for the foreseeable future. Council asked if they were aware of anyone else that could do this.
194.5	<u>Jubilee Orchard</u> : a) Agreed that test patches to monitor wild flowers on Orchard land be allowed. b) Report from meeting held with Harvington Trust to look at Permissive Path from the Orchard across Farmers land to join with a footpath had been circulated. It was agreed that the Clerk contact the Rights of Way Officer and that there was no need for a presentation to be put to the Council.

194.	Planning.
194.1	The following applications were considered: a) 18/01010/HP – Brickyard, Boundary House, Alcester Road, Harvington. Proposal: Single storey conservatory extension to the rear of the property. Comments: Nil. b) 18/01062/HP - 39 Village Street, Harvington. Proposal: Internal remodelling -including the insertion of new doors and window- of the adjoining stable building, located within the residential curtilage; to provide additional living accommodation ancillary to the main dwelling house. Comments: Nil.
194.2	Applications dealt by delegation duly noted: a) <u>18/00505/HP</u> 1 Brookdale, Harvington. Proposal: Proposed first floor extension above existing garage. Comments: None. Permission granted. b) <u>18/00872/GPDQ</u> Upper Mallin, Leys Road, Harvington. Proposal: Change of use of existing Agricultural building into one residential unit. Comments: can be viewed on the WDC planning website. c) <u>18/00898/HP</u> Lyndhurst, Myatts Field Harvington. Proposal: Proposed single storey extension. No comment.
194.3	Correspondence received from the Planning Authority duly noted: a) 18/00176/ADV - Land East Of Bromley Close, Crest Hill, Harvington. Application approved.
194.4	Update on Polytunnels Leys Road: Dist. Cllr. Mr. Homer is in discussion with the Enforcement Officer at the District Council.

195.	Correspondence received considered:
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195.1	Litter Pick: Harvington Youth Group request to be considered to carry out a Litter Pick this year was agreed with a donation of £250 on completion.
195.2	Two requests received for traffic calming measures on blind spot as approaching Shakespeare Lane and Stratford Road junction. Highways have been contacted who have responded with the following information: a) Mirrors are only considered at accident cluster sites where visibility is severely restricted and there is no scope for improving it by hedge trimming/removal etc. b) Accident statistics checked and nothing recorded for this location for the last 3 years. c) 20 mph limits are only currently being considered in relation to accident remedial schemes where there is a history of collisions involving vulnerable road users. d) Traffic calming measures are considered at locations where we can identify a potential to reduce the casualty accident rate and schemes are prioritised according to this potential. The junction will be looked at when next in the area to see if anything else is feasible.
195.3	Request for provision of Litter Bin adjacent to Bench Golden Cross Public House was declined as private land.

Meeting closed at 9.20 pm.

Correspondence received that does not require decision unless requested as an agenda item.

Weekly CALC updates provided via email to all members.

Weekly Worcestershire Roadwork Report via email to all members.

Gambling Act 2005 - Consultation on Draft Revised Statement of Principles - Wychavon District Council until July 18.

Call for sites - As part of the review of the South Worcestershire Development Plan - Malvern, Hills, Worcester City Council and Wychavon District Council have launched a call for sites consultation to get an idea of any new land that might be available for development. If you think you might know of or own land that might be suitable for development please [click here](#) to find further information and to download a form. The deadline for responses is 2 July 2018.

Review of South Worcestershire Development Plan (SWDP) Background evidence updates- Village Facilities and Rural Transport Survey (VFRTS). The survey methodology and analysis has been updated slightly, to reflect, amongst other things, changes in national planning policy. Comments on the updated methodology consultation required by **Monday 2nd July 2018**.

Appendix 1.

Payments authorised for payment 13th June 2018.

V No.	REASON	INCOME	TOTAL AMOUNT	VAT RECOVERED
R18-1	WCC - Lengthsman work.	220.00		
R18-2	WDC - Precept.	20001.00		
P18-19	Payment for NP Banners		285.00	47.50
P18- 20	Admin costs, salary; HMRC		865.57	N/A
P18-21	Engraving cost		15.00	N/A
P18-22	Bark top up play area.		198.00	33.00
P18-23	Printing Village News		112.35	2.10
P18-24	Purchase & installation Litter Bin.		329.72	54.96
P18-25	Amenity mowing; installation planter; maintenance		1119.60	186.80
P18-26	Repayment loan for Village Hall.		1585.84	N/A
TOTAL		20221.00	4511.08	324.36

Summary of A/C to 03.05.18.

Harvington Parish Council 2018-19			
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June 2018.	Budget 2018/19	Receipts/ Payments	Under/Over Spend	% Spent
Receipts				
Precepts	0.00	20001.00		
Lengthsman - Worcs CC	1842.00	220.00		
PP3 - Worcs CC	0.00	0.00		
WCC Amenity	0.00	0.00		
Grants	0.00	0.00		
VAT - Recoverable	0.00	0.00		
Other Receipts	0.00	0.00		
Total	1842.00	20221.00		
Payments				
Mowing - Parish Amenity	5800.00	804.00	4996.00	14%
Street Lighting	2651.00	0.00	2651.00	0%
Warden	1000.00	135.00	865.00	14%
Lengthsman (PC Contribution)	1000.00	448.00	1000.00	45%
Maintenance assets	500.00	0.00	500.00	0%
Planters	1200.00	400.00	800.00	33%
Village News	1100.00	302.25	797.75	27%
Grants	5000.00	0.00	5000.00	0%
Donations	450.00	0.00	450.00	0%
RRR	400.00	0.00	400.00	0%
Clerk expenses	500.00	46.09	453.91	9%
Salary + HMRC + Employer NI	9000.00	1508.14	7491.86	17%
Training	200.00	25.00	175.00	13%
Village Hall - Insurance	850.00	0.00	850.00	0%
Insurance	1000.00	0.00	1000.00	0%
Subscriptions	1200.00	830.67	369.33	69%
Admin	250.00	111.23	138.77	44%
Audit Fees	500.00	189.90	310.10	38%
Chairmans Allowance	200.00	0.00	200.00	0%
Loan Repayments	3172.00	0.00	3172.00	0%
Contingency	7000.00	325.00	6675.00	5%
Jubilee Orchard	3000.00	285.00	2715.00	10%
Playing Field	1500.00	242.16	1257.84	16%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	280.00	0.00	280.00	0%
Projects for 2018	1000.00	0.00	1000.00	0%
SUBTOTAL	53753.00	5652.44	48548.56	
WCC PPP3	500.00	0.00	500.00	0%
WCC PL	1842.00	0.00	1842.00	0%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (FI.Allev.grant phase 1)	1323.25	0.00	1323.25	0%
WDC (FI Allev grant phase 2)	1178.00	49.00	1129.00	4%

WDC - Neighbourhood Plan	4814.94	1715.82	3099.12	36%
VAT		815.70	0.00	
TOTAL	64919.69	8232.96		

Treasurers Account.

B/F 01.04.18	16048.60
Income received	20221.00
Minus payments	-8232.96
Total	28036.64

Bank statement 03.05.18.	39261.13
Unpresented chq 2017-18	-5945.00
minus unpresented payments	-5279.49
Total	28036.64

Less grant allocations

1508.50 NHBS JO/PC/STW
1323.25 Fl. Allev. Grant 1
1129.00 Fl. Allev Grant 2
4290.94 WDC - NP

Sub total	8251.69
TOTAL remaining	19784.95

Bus. Instant Access	89352.06
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