

**Draft minutes of the Ordinary Parish Council meeting held on Wednesday 8th August 2018 at 7.50 pm,
Harvington Village Hall.**

Present: Cllrs. Dr. Davies (Chair), Mr. Redman, Mr. Richardson, Mr. Baugh, Mr. Colebrook, Mr. Langley, Ms. Smith and Mrs. Allison. In attendance: Mrs. Holland (Clerk), County Cllr. Mr. Hopkins, Dist. Cllr. Mr. Homer and 4 parishioners.

210. Apologies: Cllr. Mr. Dorrell, (reasons accepted by Council).

211. Register of Interests: Cllrs. Mr. Baugh and Mr. Richardson as have a close connection in item 219.1, 219.2 and 219.3.

212. Dispensations: Nil declared.

213. County Cllr. Mr. Hopkins reported:
Two bollards have been installed on Village Street corner to stop vehicles from cutting the corner.
Dist. Cllr. Mr. Homer: Meeting to take place on 24th August to look at the footway, Village Street.
PACT meeting: hopefully a date will be arranged for September.
Police report: Nil.

Public Question Time: meeting suspended at 7.55 pm, convening at 8.15 pm.

214. Minutes: it was **resolved** that the minutes of the Ordinary Parish Council meeting held on 11.07.18 were an accurate record, duly signed by the Chairman.

215. Clerk's report:
New Homes Bonus funding – currently available £14,284.
Overgrown Shrubbery, The Rowans – Highways Officer has reported that the clearance of the bushes is likely to take place in the autumn after the nesting and growing season.
Licenses - received for planters. Bus Shelter still outstanding.
Oak Tree and Laurel Bush, Church Street – a quote has been received from a local contractor and County Cllr. Mr. Hopkins has agreed to fund the £200 from the County Divisional Fund to remove the Oak Tree and the Laurel Bush.
Wychavon District Council - Civic Service 9th September 2018.
Parish makeover – meeting to be held with contractors to schedule in works.
Village Street -site meeting to take place on the 24th August 2018 to examine options and opportunities for improvements to footway following exchange of correspondence between Highways, District Council and the Parish Council.
Bus Shelter, Brickyard – contractor had returned to visit the site and clean the windows. Due to the 50mph speed along this road the shelter will vibrate as traffic passes.

216. Written report received: Wychavon CALC Executive Committee meeting duly noted.

217. Neighbourhood Plan.

217.1 Approved that Cllr. Mr. Colebrook is now a member of the Steering Group acting on behalf of the Parish Council. It was agreed by all that the constitution be amended to three members.

217.2 Neighbourhood Plan Steering Group gave the following update: Responses from the consultation are being collated, a number referred to the Planning Consultant for advice. An updated National Planning Policy Framework document has been issued by the government; the Plan will be updated to reflect changes. FAQ document to be submitted to Council shortly. It is hoped that the Plan will be

	<p>ready for the Council by the October 18 meeting. The Chair of the Neighbourhood Plan Steering Group has given a memory stick to the Council which has much of the background documentation which formed the drafting of the Neighbourhood Plan. The Parish Council will consider how to store this information.</p>
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218.	Financial Matters:
218.1	<p>Resolved to:</p> <ul style="list-style-type: none"> a) Approve the schedule of payments and expenses and summary of accounts. (Appendix 2) b) Data Protection registration fee to be paid by Direct debit of £35. c) Transfer from contingency budget to Litter Bin budget heading £200.
218.2	<p>Harvington Cricket Club grant application:</p> <ul style="list-style-type: none"> a) Cllrs. Ms Smith and Mr. Baugh visited the site and reported that areas had been repaired by members and evidence of voluntary work in place. However, the areas that now needed repair require skill based workers to complete. b) Grant application considered. Resolved to approve the grant request of £3500.
218.3	Alcester Road bus shelter added to Assets Register and amendment details from the insurance company in regard to the addition of the Bus Shelter noted and agreed.
218.4	<u>Website:</u> Four quotes received to build a Parish Council website. Following discussion it was proposed by Cllr. Mr. Colebrook, seconded by Cllr. Ms Smith and resolved to accept the quote from 'Parish Councils Website' by a vote of 7 for with 1 abstention.

219.	Notes from Finance & General Purposes meeting approved and the following considered:
219.1	<u>Permissive Path, Jubilee Orchard</u> – following information received from the County Council it was agreed that due to the complicated process of implementing a Permissive Path that no further action would be taken at this time. Harvington Trust representatives will notify other members.
219.2	<p><u>Jubilee Orchard and Playing Field:</u></p> <ul style="list-style-type: none"> a) Resolved that the remaining NHB funding of £1500 be allocated towards Phase 3 of restoration work on the autumn and towards ongoing maintenance work. b) Quote received to carry out outstanding maintenance work required in both areas agreed. Rotten logs in the orchard to be removed and not replaced. c) Resolved that as future repairs are required for the Jubilee Orchard and the Playing Field that the Clerk is permitted to authorise the work if the cost is under £500 as per Financial Regulations.
219.3	<u>Swings in the Orchard:</u> it was agreed to obtain quotes to provide 2 toddler swings and 2 swings for older children to use in the Orchard. Cllr. Mrs. Allison to arrange quotes.
219.4	<p><u>New Homes Bonus Funding:</u> £14,284 available that can be used for a new proposal, once that sum of money is used the new protocol requirements would be applied.</p> <ul style="list-style-type: none"> a) Adult Gym equipment. b) New play equipment following request and support of a project. <p>It was agreed that the Finance & General Purposes Group would look at reserves to assist in funding the project.</p>
219.5	Risk assessment for the Jubilee Orchard and Playing Field approved.

220.	Planning.
220.1	<p>The following application was considered: 18/01326/HP - 14 Orchard Place, Harvington.</p> <p>Proposal: First floor side extension; ground floor side extension and new porch.</p> <p>Comments: No objections.</p>
220.2	<p>Applications dealt by delegation duly noted:</p> <ul style="list-style-type: none"> a) 18/01224/HP The Sidings, Anchor Lane, Harvington. Proposal: Single storey side extension. <p>Comments: No objection. Permission granted.</p>

	b) 18/01293/HP Sunnybanks, Leys Road, Harvington. Proposal: Demolition of existing outbuilding and proposed new garage with storage area over. Comments: No objections.
220.3	Correspondence received from the Planning Authority duly noted: a) 18/01062/HP – 39 Village Street, Harvington. Permission granted. b) 18/01167/HP - The Acorns, Oak Tree Road, Harvington. Permission granted.

221.	Village Matters.
221.1	<u>Vehicles parking on the Village Green</u> : two quotes considered to install bollards on the Village Green. It was agreed not to install bollards at this present time but to monitor and review the situation.
222.2	Notification of an application for the grant of a street trading consent considered. No comment.
222.3	<u>Bench installation</u> : second quote considered. It was agreed to accept the Limebridge quotation of £200 as due to weather conditions they would now get their own workers to complete the installation.

222.	Correspondence received considered:
222.1	Provisional request to ask the Council if they would provide funding for an information booklet for residents in Harvington. Council commented that with a new website all information would be provided.
222.2	Request for Vehicle Activated Signage similar to neighbouring Parish. Deferred to future agenda.

223.	Under The Public Bodies (Admission to Meeting(s) Act) 1960 to consider excluding the public and press from this agenda item as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. a) Warden - outstanding items have been returned to Council. b) Clerk - resolved that extra hours worked be paid.
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Meeting closed at 9.45 pm.

Public Question Time - 4 parishioners in attendance – matters raised:

- a) Why Parish Council put a notice in the Village Newsletter regarding walking of dogs on private land that has been used by locals for some time? Parish Council relayed the message in the interest of residents and landowner.
- b) Speeding Crest Hill – drivers speeding especially along Crest Hill. County Cllr. Mr. Hopkins to ask for signage at Crest Hill to be reviewed.

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.
Neighbourhood Plan minutes 18.07.18 - circulated to members by email 23.07.18
Wychavon District Council: The Government has published a technical consultation on the 2019/20 local government finance settlement . The consultation covers: The final year of the four-year settlement offer; Reflecting business rates retention pilots; The new homes bonus in 2019/20 and potential future reform; Council tax referendum principles; Dealing with 'Negative revenue support grant' in 2019/20. The deadline for responses is 18 September 2018. WDC would like to encourage you to respond to the Government's consultation and let us know your comments. Emailed to members 26.07.18.
The 'Wychavon Village of Culture 2019' competition is now open! The competition is to promote and increase the impact of culture in the district. Villages are encouraged to develop programmes which can include a mixture of visual arts, literature, music, theatre, heritage, sports and more. Programmes will need to reach a wide variety of audiences, lead to a lasting social impact and create a legacy for the area. The winning area will be awarded £5,000, with two runners up receiving £1,000 each, to deliver their programme during 2019. To apply, areas need to submit an online expression of interest form to us by 21 September 2018. To access the form and for more information please

visit www.wychavon.gov.uk/village-of-culture

Update from West Mercia Police & Crime Commissioner: circulated to members 01.08.18.

Every two years Wychavon District Council runs the Building Design Awards to recognise building projects that show real design quality, craftsmanship and sustainable building practices. The nominations for the 2018 Building Design Awards are now open! The Awards are broken down into five categories:

- **Heritage Award** for the conversion of a historic building or new work within a historic context
- **Home Award (new build)**
- **Home Award (extensions and conversions)**
- **Sustainability Award** for projects demonstrating high standards of energy conservation or sustainable construction
- **Community Architecture Award** for projects that serve the local community e.g. village halls and schools

To be eligible, projects need to have been completed between July 2016 and July 2018 and be within Wychavon District.
<https://www.wychavon.gov.uk/building-design-awards>

The closing date for nominations is **Friday 7 September 2018. Emailed to members 19.07.18**

Appendix 2.

Payments authorised for payment 8th August 2018.

<i>V No.</i>	<i>REASON</i>	<i>INCOME</i>	<i>TOTAL AMOUNT</i>	<i>VAT RECOVERED</i>
P18-34	Maintenance work to streetlights.		11760.53	1960.09
P18-35	Annual Charge Leys Road Litter Bin.		89.10	14.85
P18-36	Bus Shelter cost and installation.		5884.80	980.80
P18-37	Purchase of Litter Picker.		12.92	2.15
P18-38	Administration expenses.		828.66	N/A
P18-39	Amenity mowing; planter maintenance.		755.28	125.88
P18-40	Donation school prize.		20.99	N/A
P18-41	Printing Newsletter.		224.70	4.20
P18-42	Parish games entry.		69.00	N/A
P18-43	Grant Cricket Club.		3500.00	N/A
TOTAL		0.00	23145.98	3087.97

Account summary.

Harvington Parish Council 2018-19				
	Budget 2018/19	Receipts/ Payments	Under/Over Spend	% Spent
Receipts				
Precepts	0.00	20001.00		
Lengthsman - Worcs CC	1842.00	668.00		
PP3 - Worcs CC	0.00	173.70		
WCC Amenity	0.00	0.00		
Grants	0.00	0.00		
VAT - Recoverable	0.00	2436.26		
Other Receipts	0.00	0.00		
Total	1842.00	23278.96		
Payments				
Mowing - Parish Amenity	5800.00	1876.00	3924.00	32%
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	844.00	356.00	70%
Village News	1100.00	412.50	687.50	38%
Grants	5000.00	1000.00	4000.00	20%
Donations	450.00	0.00	450.00	0%
RRR	400.00	0.00	400.00	0%
Clerk expenses	500.00	107.08	392.92	21%
Salary + HMRC + Employer NI	9000.00	3084.93	5915.07	34%
Training	200.00	45.00	155.00	23%
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	176.37	73.63	71%
Audit Fees	500.00	189.90	310.10	38%
Chairman's Allowance	200.00	0.00	200.00	0%
Loan Repayments	3172.00	1585.84	1586.16	50%
Contingency	7000.00	325.00	6675.00	5%
Jubilee Orchard	3000.00	424.92	2575.08	14%
Playing Field	1500.00	697.16	802.84	46%
Neighbourhood Plan	5000.00	0.00	5000.00	0%
Litter/Dog bins	280.00	349.01	-69.01	125%
Projects for 2018	1000.00	0.00	1000.00	0%
SUBTOTAL	53753.00	12531.38	41669.62	
WCC PPP3	500.00	173.70	326.30	35%
WCC PL	1842.00	448.00	1394.00	24%
NHBS - Orchard+other grants	1508.50	0.00	1508.50	0%
WDC (Fl.Allev.grant phase 1)	1323.25	14.00	1309.25	1%
WDC (Fl Allev grant phase 2)	1178.00	77.00	1101.00	7%
WDC - Neighbourhood Plan	4814.94	1715.82	3099.12	36%
SL Upgrade	9800.00	9800.44	-0.44	100%
Bus Shelter, Alcester Road	4904.00	4904.00	0.00	100%
VAT		4248.10	0.00	
TOTAL	79623.69	33912.44		

Treasurers Account.

B/F 01.04.18	16048.60
Income received	23278.96
Transfer from Bus/Acc	14704.00
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Minus payments	33912.44
Total	20119.12

Bank statement	20369.12
minus unrepresented payments	-250.00
Total	20119.12

Less grant allocations		
	1508.50	NHBS JO/PC/STW
	1323.25	Fl. Allev. Grant 1
	1129.00	Fl. Allev Grant 2
		WDC -
	4290.94	NP
Sub total	8251.69	
TOTAL remaining	11867.43	
Bus. Instant Access	74659.20	

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