

# ROUS LENCH PARISH COUNCIL.

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## **Draft minutes of the Annual Parish Council (*online*) meeting held on Monday 18th May 2020 at 7.30 pm.**

<b>Present:</b>	Cllrs. Mr. Browne, Mrs. Wicks, Mrs Newton, Mrs Thomson and Mr. Hughes. <b>In attendance:</b> Miss H. Robinson (Clerk), District Councillors Mr Wilkinson and County Cllr Hopkins.
<b>30/20</b>	<b>Election of Chairman:</b> Proposed, seconded and agreed that Cllr. Mr. Browne be elected as Chairman for the ensuing year. Declaration of Acceptance of Office duly signed.
<b>31/20</b>	<b>Apologies:</b> Cllr Jane Davis and Mrs Checkley.
<b>32/20</b>	<b>Election of Vice-Chairman and Deputy Vice Chairman:</b> Proposed, seconded and agreed that Cllr. Mrs Newton be elected as Vice-Chairman and Cllr Hughes as Deputy Vice Chairman for the ensuing year. Declarations of Acceptance of Office duly signed.
<b>33/20</b>	<b>Declarations of Interest:</b> None. Cllrs reminded of the need to update their register of interests.
<b>34/20</b>	<b>Dispensations:</b> Nil received.
<b>35/20</b>	<b>Annual business as per Standing Orders:</b> 1. Delegation arrangements to the Clerk and terms and conditions of the Staffing and Finance Working Group <b>reviewed and adopted</b> with no changes. Cllrs. Mr. Browne, Mrs Newton and Mr Hughes appointed to the Working Group. 2. Standing Orders and Financial Regulations <b>reviewed and adopted</b> – both are up to date. 3. Inventory of assets and risk assessment <b>reviewed and adopted</b> . Continue updating Risk assessment from next meeting to include in person meetings. <b>Action:</b> Clerk. 4. Quotes received for insurance cover considered. <b>Resolved</b> to accept the quote of £335.80 from Zurich Municipal for the year. 5. <b>Resolved</b> to pay the annual subscription of £213.95 to Worcestershire CALC. 6. Review of appointments/representation to external bodies: a) Wychavon Area CALC representatives – <b>agreed</b> Cllrs. Mr. Browne and Mrs Newton. b) Village hall rep – Cllr. Mr. Browne. Cllr Thomson would like to find out more.
<b>36/20</b>	<b>County, District Cllr. and Police reports:</b> <b>District Council</b> - waste collections continuing, other services being dealt with online including Planning. Businesses should contact District Council if they are experiencing issues in the pandemic. Business support scheme available. <b>County Council (WCC)</b> – Full Council cancelled. Meetings not online as yet. Solo site visits by Officers are allowed. As regards Highways, essential work ongoing. Councillor Hopkins continues to lobby for surface dressing on Ab Lench Road. Flooding and surface water meeting took place with Parish Council, District Council and County Council representatives looking at the culvert on Alcester Road/Radford Road and drainage on Radford Road. Councillor Hopkins will ask WCC to increase frequency of drainage, he notes the drain/culverts have not been cleared. Pandemic – there are spare beds in hospital and capacity for patients currently. WCC has a ‘Here to Help’ scheme for those needing support during the lockdown. Care homes - no new admissions, infection rate has plateaued. Seven of eleven household recycling centres have reopened. <b>Police – none.</b> Clerk has signed up to West Mercia Community Messaging for updates.
<b>Public Question time: see appended notes.</b>	
<b>37/20</b>	<b>Minutes: resolved</b> to adopt the minutes of the Full Parish Council Meeting held on 20.04.20
<b>38/20</b>	<b>Clerk’s Report: Parish Lengthsman</b> – agreement between WCC and the Parish Council signed for 2020-21. Budget £2040.78. Covid-19 Risk assessment requested by the County Council - this has

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	been submitted to Worcs CALC. Lengthsman should now be able to return to essential tasks. <u>New Homes Bonus</u> – currently available £690, agreed for Smart water £516. Continuing with updates on the RLPC Facebook page. Reports that Worcs Community Foundation have grants for village halls etc. Reported overtime (14 hours) on audit, insurance quotes and lengthsman risk assessment.
<b>39/20</b>	<b>Reports from representatives.</b> The Chairman attended a Village Hall Committee online meeting last week and was tasked with sourcing a RLPC rep to sit on the committee.
<b>40/20</b>	<b>Financial matters.</b>
.1	The Independent Internal Auditor’s report was noted. No issues raised.
.2	<b>Resolved</b> to approve the accounts year ending 31.03.20.
.3	<b>Resolved</b> to adopt the Statement of Internal Control and Annual Review of Effectiveness of Internal Control.
.4	<b>It was Resolved</b> to approve documents for the external auditor: a) Annual Governance Statement (Section 1). b) Statement of Accounts (Section 2) c) Certificate of Exemption (Part 2)
5.	<b>Resolved</b> to authorise payments as listed in Appendix 1 and bank reconciliation to 07.05.20.
<b>40/20</b>	<b>Rous Lench and Radford Parish Matters for discussion or decision:</b> a) <b>Historic Post boxes</b> – Clerk has contacted a number of builders. Issue with vegetation covering both post boxes. Builders looking to quote have fed back to say that it is unclear how much work is involved underneath the vegetation. <b>Action:</b> Clerk to gain separate quotes for vegetation clearing. Chairman to pass on details of local builders mentioned. b) <b>Tree issues</b> – overgrown tree from Radford House blocking visibility on the junction. <b>Action:</b> Clerk to ask if Parish Lengthsman could help clear this. c) <b>Parish Lengthsman</b> – Risk assessment for restarting essential duties completed and submitted to Worcs CALC. RLPC agreed to sign off the agreement of contract of works between RLPC and the Lengthsman. d) <b>Vehicle Activated Sign</b> – no update. Need to revisit to find a smaller and less complex model as solar sign needs much stronger pole mounting. RLPC agreed on new battery for VAS which is jointly owned with South Lenches. The £87.50 comes out of NHB money held by South Lenches PC from some years back. <b>Action:</b> Clerk to send Chairman list of sitings for jointly owned VAS.
<b>41/20</b>	<b>Planning.</b> Correspondence received from the Planning Authority to consider: a) <b>APP/H1840/W/20/3245737 - The Caravan, Radford Road – planning appeal.</b> Cllr Thomson declared an interest and abstained. RLPC consider that the weight of argument put forward both in the Design Statement and the Appeal is insufficient to support a decision to overturn the planning decision made. b) <b>20/00832/S106 Westol Farm, Alcester Rd</b> – application to discharge a S106 obligation (in relation to planning approval W/04/00571/PN) – no comment. c) <b>20/00854/HP &amp; 20/00855/LB Radford fruit farm, Alcester Rd</b> – proposed garden room –no objection.
<b>42/20</b>	<b>Parish Cllrs. report and items</b> for future agendas: risk assessment work to extend to cover meeting in person in regards Covid-19. <b>Action:</b> Clerk.
<b>43/20</b>	<b>Next Meeting date:</b> 20 <sup>th</sup> July 2020.

**Meeting closed at 8:50pm.**

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## **Appendix 1 Minute No: 40/20.5**

### **Payments authorised for payment to 18th May 2020**

P 20 – 1	ICO membership	100715		40.00
P 20 – 2	H.Robinson – clerk salary/expenses	100716		428.64
P 20 – 3	H.Robinson – clerk overtime	100717		147.98
P 20 – 4	Iain Selkirk - Int. audit	100718		80.00
P 20 – 5	CALC annual subs	100719		213.95
P 20 – 6	Zurich Insurance cover	100720		335.80

### **Appendix 2: Public Question Time (1 member of the public)**

#### **a) APP/H1840/W/20/3245737 - Appeal on The Caravan, Radford Road**

RLPC are aware that there is a focus group in the village opposing this appeal. RLPC is a separate, independent body representing all residents.

The appeal was discussed - RLPC are aware that the appellant has submitted information of special circumstances (at this time, unseen), RLPC believed that this issue alone does not provide an argument of sufficient strength to combat the strong evidence of the site being in an inappropriate location, that the planning decision does not hang in the balance and when the District Council can evidence that it has met its pitch requirement provision. **Action:** The Clerk will ask WDC on behalf of RLPC if they are entitled to see the information on the special circumstances. **Action:** all Councillors to submit their views to The Chairman by 22nd June. RLPC will collate a report to submit to the Planning Inspectorate.

#### **b) Tree issue, Mill Lane.**

A number of large ash trees - concerns that they will come down in wind/rain and cause damage or injury to properties/persons/power or telephone lines. WCC Highways reported that the trees are not their property, Cllr Hopkins has asked them to evidence this.

**Action:** Clerk to contact Western Power and BT to see if they can help with this situation. Clerk to ask Tree Officer at WDC to check trees and carry out a safety assessment.