



## Rous Lench Parish Council

**Minutes of the Parish Council meeting held on Monday 29th January 2024**

**at 7pm at Rous Lench Village Hall.**

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| <b>Present</b> | Cllrs D Browne (Chair), G Hughes, S Davis & L Newton<br><b>In attendance:</b> Kerry Williamson (Clerk) & Cllr Ben Hurdman (District)<br><b>Public:</b> 6 residents<br><b>Meeting opened at 7pm</b>   |
| 01/24          | <b>Chairman's Welcome:</b> Cllr Browne opened the meeting and welcomed the Councillors.  |
| 02/24          | <b>Apologies for Absence:</b> Cllr Harrison sent apologies.  |
| 03/24          | <b>Declarations of Interest:</b> None  |
| 04/24          | <b>Dispensations:</b> No requests received.  |
| 05/24          | <p><b>To receive reports from District, County Council, Police and Public Question Time (PQT):</b></p> <p><b>Wychavon Dist. Council (WDC):</b> Cllr Hurdman reminded the Council that the Community Legacy Grants (CLG) Round 5 and the Wychavon Rural Fund are both currently open for applications for funding towards community projects.</p> <p><b>Worcs County Council (WCC):</b> No report provided.</p> <p><b>Police:</b> Nothing to report. PCSO Elliot sent the results of the Beltane Bash survey.</p> <p><b>Action:</b> Cllr Browne to write to the SNT and Wychavon Licencing Department to discuss how these results can be utilised against any further TEN applications.</p> <p><b>PQT:</b> Members of the Mill Lane residents group attended to put forward concerns about the works on the live/work unit on Mill Lane as follows:</p> <ul style="list-style-type: none"><li>• Safety and access to Mill Lane with cars/vans parking at the junction.</li><li>• Has the occupancy been declared to Wychavon District Council?</li><li>• Concerns about the effects on the southern hedge and protected trees.</li></ul> <p>Cllr Ben Hurdman <b>agreed</b> to ask the Planning Department at Wychavon and Worcestershire County Council Highways who is the best contact for the residents to use to report any parking or access issues.</p> <p>A resident attended to express the following concerns over the amendment to application W/23/00321/FUL The Caravan at Radford Road:</p> <ul style="list-style-type: none"><li>• The site is not an official gypsy site.</li><li>• The original one caravan and one touring caravan application was approved under special circumstances.</li><li>• The amendment is a 200% increase in size of the site.</li><li>• Site moves north and will be in sight of the local houses.</li></ul> <p>Cllr Ben Hurdman <b>agreed</b> to refer this application to the Planning Committee if it is approved and will stand at the Planning Committee on behalf of the Parish Council and residents.</p> <p>Rous Lench Parish Council will put forward representations in response to the amended application.</p> |



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| 06/24 | <p><b>To approve minutes of previous meeting.</b> The minutes of the meeting of the Parish Council held on November 27th 2023, were <b>agreed</b> as a true record and approved.</p>   |
| 07/24 | <p><b>Planning Applications and Appeals:</b><br/> <b>The following applications were noted and/or discussed:</b></p> <ul style="list-style-type: none"> <li>a) <b>SWDP Review consultation</b> – response provided by RLPC. Any updates to be provided. <b>No updates.</b></li> <li>b) <b>W/23/00321/FUL</b>, The Caravan At, Radford Road, Rous Lench, Evesham, WR11 4UL - additional two static caravans, one touring caravan and two day rooms to form three gypsy pitches on approved gypsy site (W/15/01159) for members of the same family already living on the site. Comment provided by RLPC, currently pending decision. <b>Application has now been amended as follows:</b><br/> Part change of use of land (retrospective) from agricultural land to provide extension to existing gypsy site approved under reference W/15/01159 together with siting of 3 no. mobile homes, 3 no. day rooms and 3 no. touring caravans to provide three gypsy pitches for members of the same family.</li> </ul> <p><b>Action:</b> A response to be drafted for approval.</p> <ul style="list-style-type: none"> <li>c) <b>W/23/01290/HP</b>, Court Hill House, Rous Lench, Evesham, WR11 4UJ - Two storey entrance extension with Bedroom over. Replacing extension granted in 19/01149/FUL. Application approved by Wychavon District Council. <b>Noted.</b></li> <li>d) <b>W/23/01944/HP</b>, The Thatch, Alcester Road, Radford, Worcester, WR7 4LR - The provision of a replacement outbuilding with a timber built single storey lodge for occasional accommodation for guests as ancillary use of the existing house. Application approved by Wychavon District Council. <b>Noted.</b></li> <li>e) <b>W/23/02150/HP</b>, Sunstones, The Green, Rous Lench, Evesham, WR11 4UN - Installation of PV panels on roof. Application approved by Wychavon District Council. <b>Noted.</b></li> <li>f) <b>W/23/02236/FUL</b>, Land On, Little Ashdene Farm, Kington Lane, Kington - Change of use of land to residential for the erection of 3 dwellings. Comment provided by RLPC, currently pending decision. <b>Noted.</b></li> <li>g) <b>W/23/02521/HP (Clerk’s delegation)</b> To note the comments submitted between scheduled meetings: The Thatch, Alcester Road, Radford, Worcester, WR7 4LR – single storey detached garage. <b>Noted and has now been approved by Wychavon District Council.</b></li> <li>h) <b>21/00353/FUL</b>, Land adjacent to Radstone House, Mill Lane, Radford – live/work unit. Application approved by Planning Inspectorate. To discuss concerns from local resident group following clearance of the site.</li> </ul> <p><b>Action:</b> Cllr Newton to draft a letter to Wychavon District Council to reinforce Cllr Ben Hurdman.</p> |
| 08/24 | <p><b>Public Rights of Way and Highways</b> - Clerk reported:</p> <ul style="list-style-type: none"> <li>a) <b>PROW maintenance and obstruction issues</b> – no recent updates on footpath 509C.</li> <li>b) <b>Lengthsman Scheme</b> – Cllr Browne noted the Lengthsman working in Rous Lench. No items for work schedule.</li> </ul>   |

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|       | <p><b>c) Flooding</b> – With respect to flooding in Radford and resident’s reports of full ditches, Councillors felt an exact picture of what is happening is needed to ascertain how to move forward.</p> <p><b>Action:</b> Cllr Browne to email Cllr Hughes about the flooding and ditches in Radford.</p>   |
| 09/24 | <p><b>Progress Reports</b> - Clerk reported:</p> <p><b>d) Update on Actions since Previous Meeting</b> – routine work, organising defibrillator fitting and registering, and Expression of Interest to the Wychavon Rural fund for upgrade to VAS and a new VAS unit.</p>  |
| 10/24 | <p><b>Community Orchard/garden &amp; allotments</b> – Cllr Newton reported that the fencing is due to be fitted to create the allotment plots and then tenants can move back in. There will be a community planting day on 25th February from 10am to 12pm (a flyer is to be distributed in the village promoting this) and 4th May will be the grand opening – a RHS judge will present the opening. The King’s Coronation Tree will be planted at the grand opening. Cllr Newton suggested that a member of the Parish Council could plant the tree, this will be confirmed nearer to the time.</p>  |
| 11/24 | <p><b>Rous Lench &amp; Radford parish matters for discussion or decision:</b></p> <p><b>a) Asset maintenance checks (standing item)</b><br/>All assets checked, nothing to report.<br/>Cllr Browne has checked with John Whitfield – lawnmower is fine. Cllr Browne received invoice for the petrol used in the lawnmower.<br/><b>Action:</b> Cllr Browne to forward Rous Lench defibrillator registration information to the Clerk.</p> <p><b>b) Vehicle Activated Sign (VAS)</b> – Expression of Interest to the Wychavon Rural Fund was accepted so a full application can be made. Clerk met with Barry Barnes (WCC Highways) to check the location of the VAS poles and sizes for solar panels. Barry has since provided the permits for the posts - these are required for the funding application to the Office of the Police Crime Commissioner (OPCC) (West Mercia Police). It was <b>agreed</b> to submit funding applications to the Wychavon Rural Fund for an upgrade to the current VAS and a new VAS unit with solar kit and data, and to the OPCC fund for a new VAS unit with solar kit and data.<br/><b>Action:</b> Clerk to submit full applications to the Wychavon Rural Fund by 15th February and the OPCC fund by 2nd February.</p> <p><b>c) Defibrillator</b> – defibrillator has been fitted and is up and running at The Wheelbarrow, Radford. Clerk has registered it on The Circuit.<br/>The spare defibrillator cabinet from the Rous Lench defibrillator has been sold to South Lenches Parish Council for £170. It was <b>agreed</b> to pay the £170 to Brian Herdman as he funded the current defibrillator case at the village hall when it was originally fitted.<br/><b>Action:</b> Cllr Browne to contact Brian Herdman for payment details.</p> <p><b>d) Community Infrastructure Levy (CIL) funding</b> – Cllr Newton put forward a bench or seating for the Community Garden.</p> <p><b>e) Litter Pick</b> – It was <b>agreed</b> to arrange the litter pick for the morning of Sunday 17th March.<br/><b>Action:</b> Clerk to check that the village hall is available and book.<br/><b>Action:</b> Cllr Newton to create the flyer and be printed for early March to distribute around the village.</p> <p><b>f) Biodiversity Policy Requirement</b> – it was <b>agreed</b> to adopt the NALC model biodiversity policy. Discussion around how the Parish Council can promote</p> |

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|       | <p>biodiversity. Already hold litter picks. Cllr Newton suggested a section of village green is left to go wild. To be considered again in the summer months.</p> <p><b>g) Design Code Consultation</b> – Councillors felt the document was too detailed and technical. No comments to be submitted.</p> <p><b>h) Local Government Boundary Commission Draft Report</b> – no comments to be submitted.</p>   |
| 12/24 | <p><b>Finance</b></p> <p><b>a) Budget and Precept 2024/25: Update to be provided.</b><br/>Precept request has been sent in and receipt acknowledged.</p> <p><b>b) Internal Auditor: To consider the appointment of an internal auditor to review the 23/24 accounts.</b><br/>It was <b>agreed</b> to appoint Iain Selkirk as the internal auditor. There is a £5 increase in his fee this year.</p> <p><b>c) Budget expenditure: To consider and approve.</b><br/>The budget expenditure was <b>approved</b>.</p> <p><b>d) Bank reconciliation: To consider and approve.</b><br/>The bank reconciliation was <b>approved</b>.</p> <p><b>e) Invoices: To approve the proposed payments.</b><br/>The proposed payments (see table at the end of Minutes) were <b>agreed</b>.</p> <p><b>f) Clerk’s Delegation: To note the payments made between meetings.</b><br/>The payments made between meetings (see table at the end of Minutes) were <b>noted</b>.</p>  |
| 13/24 | <p><b>Correspondence:</b> All correspondence has been circulated to Councillors.</p> <p>Worcestershire CALC: Agenda for Quarterly Meeting of the Wychavon Area of CALC.</p> <p>Worcestershire CALC: County Council.</p> <p>Worcestershire CALC: CALC Update 23-12.</p> <p>Worcestershire CALC: Natural Networks Funding for your Project,</p> <p>Wychavon District Council: Community Infrastructure Levy</p> <p>Wychavon District Council: Parish and Town Council News: December 2023.</p> <p>Wychavon District Council: Project Funding – Wychavon Rural Fund Now Open.</p> <p>Wychavon District Council: Merry Christmas from the Chairman.</p> <p>Wychavon District Council: Save the Date: Wychavon District Council Civic Service.</p> <p>Wychavon District Council: 2024/25 Tax Base</p> <p>Wychavon District Council: Latest News</p> <p>Wychavon District Council: Design Code Consultation.</p> <p>Wychavon District Council: 2024 Wychavon Community Legacy Grants – Expression of Interests Open.</p> <p>Worcestershire County Council: Drainage Report - Reference #35168.</p> |

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|  | <p>Worcestershire County Council: Parish Council Concerns.</p> <p>Worcestershire County Council: Budget Consultation with Parish and Town Councils 2024</p> <p>West Mercia PCC: Safer Roads Grant Round 2 Launch</p> <p>West Mercia Police: Policing Priorities Q1 2024.</p> <p>Local Government Boundary Commission: Worcestershire – DR – Stakeholders.</p> <p>Julia Tyrrell – South Lenches PC: Defibrillator cabinet.</p> <p>Resident’s Support Group on Mill Lane</p> |
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| 14/24 | <p><b>Co-option: To consider an application for councillor vacancy</b></p> <p>It was <b>agreed</b> to co-opt Kirsty Hicken to Rous Lench Parish Council. Kirsty’s application had been circulated prior to the meeting. Kirsty was present at the meeting (not present for the vote) so the Declaration of Acceptance was duly signed by Kirsty and the Register of Interest form to be completed and sent to the Clerk.</p> |
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| 15/24 | <p><b>Councillors Reports &amp; Items for Future Agenda</b></p> <p>CIL funding.</p> <p>Policing Priorities for Q1: Speeding, Thefts (outbuildings), wildlife crime.</p> |
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| 16/24 | <p><b>Date of next meeting:</b> 18th March at 7pm at RL village hall.</p> |
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**Meeting closed at 8.40pm**

SIGNED: *D. Browne*

Chair

Date: 18th March 2024

| <b>Payments for authorisation.</b> |   |  |                  |                |                  |
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| <b>Chq. No.</b>                    | <b>Payee</b>                              | <b>Details</b>   | <b>Net</b>       | <b>VAT</b>     | <b>TOTAL</b>     |
| online                             | Mrs Kerry Williamson                      | Salary & Expenses  | £642.58          | £0.00          | £642.58          |
| online                             | HMRC                                      | Employers PAYE income tax                                      | £13.60           | £0.00          | £13.60           |
| online                             | Parish Lengthsman                         | November (£240) & December (£240)                              | £480.00          | £0.00          | £480.00          |
| online                             | Rous Lench Village Hall                   | Meeting booking January 2024 + Newsletter Printing costs (£70) | £94.00           | £0.00          | £94.00           |
| online                             | Kris Walker                               | Electrician - Defibrillator Radford                            | £225.00          | £45.00         | £270.00          |
| online                             | MB Treecare and Grounds Maintenance*      | Allotment/Community gardens work (CLG funded)                  | £1,100.00        | £220.00        | £1,320.00        |
| online                             | Opulent Landscapes and Driveways Limited* | Allotment/Community gardens work (CLG funded)                  | £1,200.00        | £240.00        | £1,440.00        |
| online                             | SLCC (Society of Local Council Clerks)    | Clerks Annual Membership                                       | £72.00           | £0.00          | £72.00           |
| <b>TOTAL</b>                       |   |  | <b>£3,827.18</b> | <b>£505.00</b> | <b>£4,332.18</b> |

\* - payment made between meetings

*Kerry Williamson*  
Clerk and RFO