

The Minutes of Lindridge Parish Council Annual Meeting
Wednesday 9th May 2018 at Lindridge Parish Hall

Present: Cllr S Workman, Cllr Mrs A Winwood, Cllr Mrs T Lowe, Cllr N J Benbow, Cllr H Williams, Cllr D Evans.

In Attendance: Cllr C Dell

PC1. Elect a Chairman

Cllr Workman was nominated by Cllr Mrs Lowe and seconded by Cllr Mrs Winwood and duly elected.

PC2. Elect a Vice-Chairman

Cllr Evans was nominated by the Chairman, seconded by Cllr Mrs Winwood duly elected. Cllr Evans informed members that the usual practice of the Vice-Chairman taking over the role of Chairman after two years, would probably not be possible for him due to his personal circumstances changing in the future. His position of Vice-Chairman would be reviewed in twelve-month time. Council members were all in favour.

PC3. Accept a Declaration of Office from Elected Chairman

Declaration was signed by Cllr Workman.

PC4. Receive Apologies for Absence

Apologies received from: County Councillor K Pollock. Cllr Mrs Hazeldine due to holiday.

PC5. Register of Interest Forms

None to be completed. Note from Cllr C Dell – If spouses have any information change, and disclose their information, then an update to the Parish Councillor's Register of Interest Form must be completed.

PC6. Declarations Personal and Prejudicial Interest

Cllr Evans declared interest in Freehold of land. Otherwise none declared.

PC7. Minutes of the 14th March 2018 Meeting

The Minutes were adopted and signed by the Chairman.

PC8. Appoint Parish Council Representatives

- **Parish Hall Committee:** Cllr Williams agreed to continue as representative.
- **Public Path Warden:** Mr R Humphreys has been in this voluntary role since joining in 2017.
- **Worcs Council Association of Local Councils:** Chairman/Vice-Chairman/representatives of the Parish Council would attend as and when available.

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PC9. Agree, check and minute accounts

Cllr Mrs Lowe and Cllr Benbow agreed, checked and signed accounts.

Accounts paid since last meeting

- Parish Clerk, Salary – March & April 2018 £613.79
- Glasdon UK Ltd – New Bin for Woodston Layby £200.89
- HMRC, Direct Debit for Jan/Feb/March 2018 £
18.20

• Accounts Unpaid

- Parish Clerk, Expenses for March & April 2018 £
59.75
 - Parish Lengthsman – March & April 2018 £387.00
 - Lindridge Parish Hall – Hire of Hall 14/03/18 £
42.00
 - Worcestershire CALC – Annual Fee £457.29
 - In2Out Property Services – Grass Cutting April £
28.00
- A recent national salary review for Clerks had been advised by NALC. The Council agreed to the revision to the Parish Clerks salary in line with SLCC 2018-2019 National Salary Award. SCP 26.

Members had received a copy of the End of Year Report. The figures were approved and the Chairman and RFO signed to agree.

PC10. Progress Reports for Information

District Councillor – See attached report.

County Councillor – See attached report.

Police Representative – None Provided.

Parish Hall Representative – Cllr Williams reported that the curtains had been sold and monies raised would go towards the purchase of new blinds. Hall in the process of being redecorated. Stone would be purchased to top up the car park in places.

Public Path Warden – Please see attached report.

Councillors

Cllr Mrs Lowe – Reported on the poor state of the road leading up into Menithwood. The Chairman confirmed this would be followed up with Worcestershire County Council.

Cllr H Williams – Cllr Williams reported on the poor condition of the Lower Frith Common road and also that of the road exiting Frith Common, mainly by Foxley. The

Clerk was asked to report these to Highways and Cllr Pollock.

Cllr Mrs Winwood – Asked how the new Superfast Fibre was in the area. Cllr Benbow replied that several residents in the Parish had taken it up. However, two communities had been completely left out from being able to access it. He reminded everyone that information for own use could be found on the Superfast Worcestershire website.

Clerk – The Clerk reported that she had received an initial quotation for a printer/scanner to be purchased for the Parish Council from funds made available from the Transparency Grant. The Council asked if the Clerk could establish how many prints could be made.

The Clerk had made contact with an IT specialist for advice on the setting up of the Website for the Parish Council.

ACTION: Clerk to follow up.

The Clerk presented the policy on archiving and storage of documents. The Council asked if the Clerk could establish with Planning Services, how accessible the documents are, and if past records are all kept electronically; and were representative comments kept on file also.

ACTION: Clerk to follow up.

PC11 – Insurance Renewal – Cllr Benbow detailed the current quotation from Came & Company and a new proposed quotation from Zurich. However, CALC had advised of a further company – BHIB; waiting for quotation to be received. From the figures already received, the Council agreed not to continue with Came & Company. If the awaited quote from BHIB was acceptable, then it was agreed to go ahead with the revised insurer.

ACTION: Cllr Benbow and Clerk to follow up.

PC12 - Complete Section 1 – Annual Governance Statement of Annual Return

The Statements were read out and confirmed as correct for the Chairman's signature. The Clerk would upload relevant documents to My Parish website.

PC13. Approve the Accounting Statements of Section 2 of Annual Return

The Statements were approved and signed as correct by the Chairman and the Responsible Financial Officer.

The Chairman and Clerk signed the Certificate of Exemption Statement to confirm that the Parish Council's gross income or expenditure did not exceed £25,000 in the year of account ended 31 March 2017.

PC14 – Risk Assessments and Data Protection

Cllr Williams reported that after updates were made to the Risk Assessment Policy, this would then be distributed.

Some discussion was held on the GDPR. Cllr Mrs Lowe confirmed she would forward a flow chart that she had devised for her own company and felt this would help the Council to follow. The Clerk confirmed was attending a CALC training/information session on 23rd May for the GDPR. Feedback to follow at next

meeting.

PC15 – Speed Reduction Measures in Eardiston/A443 Action Group

Cllr Workman commented nothing to report at this time.

PC16 –Neighbourhood Planning Meeting

Cllr Mrs Winwood reported that an advisory meeting had been held with members of the Parish Council and MHDC representative David Clarke; and meeting notes had been distributed. After some discussion, it was agreed to postpone and discuss further at next meeting, to confirm the way forward with this.

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PC17 – Review planning matters, applications and decisions

PLANNING REFERENCE – 18/00131/FUL

Construction of Amenity Block and Re-Location of mobile home within site of touring caravan.

Broome Field, Newnham Bridge, Tenbury Wells, WR15 8NX

Mr M Jones

APPROVED

PLANNING REFERENCE – 17/01589/FUL

Change of use of agricultural land to outdoor accommodation with the siting of four safari tents and ancillary building.

Land at Lindridge Priory, WR15 8JQ

Mr and Mrs Dickinson

WITHDRAWN

A comment was made that for future site meetings, that Parish Councillors should wear their Hi-Viz Jackets.

PC18 – Report of Matters Arising from Last Meeting –

A letter had been sent out some months ago to a resident in Eardiston to cut back overgrown vegetation that was causing difficulties to walk the footway. Unsure if this had been carried out. Cllr Mrs Winwood to establish if it had.

The Clerk reported that she would follow up with the question to Highways regarding installation of a new barrier to the area where the road slip works were carried out at Frith Common; and also, of the on-going issues in Mill Lane.

Cllr Williams confirmed that he had now passed all past correspondence relating to the play area in Eardiston that was raised over 10 years ago to the Clerk for filing for future reference.

The Clerk was asked to follow up with Worcestershire County Council the locations of the grit bins in the Parish and to apply for additional ones for Featherbed Lane and Farm Lane.

ACTION: Clerk

PC19 – Correspondence for information –

- Thank you letters received for recent donations sent to local organisations.
 - Resignation Letters received from Mrs K Pardoe & Miss A de Laurier
 - Letters sent to Electoral Services confirming resignations.
 - Correspondence in connection to recent works carried out in Mill Lane.
 - Email to MHDC follow up on NO HGV Sign.
 - Letter to resident at 2 Pensmill Close, Overgrown Bush.
 - Email to local police to invite to discuss Smartwater initiative.
 - Letter to bank confirming revised standing order payment for Clerk.
 - Correspondence with external auditors.
 - Email from Paul Finch – Grit Bins and Winter Policy
- **PC20 – Items for Future Agenda**
 - - GDPR
 - Standing and Financial Orders
 - Road and Drainage Issues
 - Speed Restrictions in Eardiston
 - Neighbourhood Planning

PC21 – Items for Teme Span and Next Meeting Date

Items to be submitted:-

- Chairman’s Report to Annual Parish Meeting
- Parish Councillor Vacancy

The next meeting will be on Wednesday 11th July at 7.00pm at Menithwood Community Hall.

The meeting ended at 9.30 p.m.