

MINUTES OF OMBERSLEY AND DOVERDALE PARISH COUNCIL
HELD ON TUESDAY, 15th MAY 2018 AT 7.30PM.
IN THE NARTHEX, ST ANDREW'S CHURCH, OMBERSLEY

Present: Cllrs Mrs J Goodman (Chairman), W T Arnold, Mrs H Barningham, M Best, F Cody, Mrs S Collier, D Ingram, C McKenzie-Rowan, P Reynolds, R Reynolds, J Ringe, Mrs B J Serrell and C J Welch (13)

Public Question Time

No members of the public were present.

42/18 Chairman's Announcements

The Chairman updated Councillors on her recent attendance at a Locality meeting organised by Wychavon District Council. This provided a useful opportunity to share thoughts and experiences.

43/18 Apologies for Absence

An apology was received from Cllr P Tomlinson (County and District Councillor).

44/18 Election of Chairman.

Nominations were sought for Chairman of the Parish Council for the ensuing year.

It was moved by Cllr Arnold and seconded by Cllr Ingram that Cllr Mrs Goodman be re-elected Chairman for the ensuing year.

There being no other nominations, the Parish Council unanimously agreed to elect Cllr Mrs Goodman as its Chairman for the ensuing year.

Cllr Mrs Goodman duly signed her Declaration of Acceptance of Office and took the chair for the meeting.

(Cllr Mrs Goodman in the Chair)

45/18 Appointment of Vice-Chairman

It was moved by Cllr Ingram and seconded by Cllr Arnold that Cllr Mrs Barningham be re-appointed Vice-Chairman for the ensuing year. Cllr Mrs Barningham took the opportunity to inform the Parish Council that whilst she was happy to continue in the role of Vice-Chairman, she did not wish to be considered for the role of Chairman in the future. Therefore should any Councillor who had aspirations to chair the Parish Council in the future wished to put themselves forward she would be happy to stand aside.

No other nominations were received and the Parish Council unanimously agreed that Cllr Mrs Barningham be re-appointed Vice-Chairman for the ensuing year.

46/18 Declarations of Personal and Prejudicial Interest

The following interests were declared:-

Cllr W T Arnold – Member of Ombersley Memorial Hall Management Committee and Ombersley Memorial Hall Trustee.

Cllr M Best – Member of the Sytchampton Village Hall Management Committee.

Cllr F Cody – Parish Council representative on Sytchampton Village Hall Management Committee.

Cllr D Ingram - Parish Council representative on Ombersley Memorial Hall Management Committee

47/18 Minutes of the Meeting held on 20th March 2018

Copies of the minutes of the meeting held on 20th March 2018 had been previously circulated to Councillors. It was moved by Cllr Ingram and seconded by Cllr Best that the minutes were an accurate record of the meeting.

All Councillors agreed and the Chairman signed the minutes.

48/18 Appointments to Committees and positions

The Parish Council agreed that the following committee and other appointments be confirmed:-

- Finance Committee – Cllrs Mrs Goodman and Mrs Barningham (Ex-Officio) plus Cllrs Arnold, Best, Cody and Mrs Serrell. The Clerk to the Council confirmed that the Finance Committee would appoint its Chairman for the ensuing year at its next meeting.
- Arrangement for determining comments on Planning Applications – Cllr Cody (co-ordinator) plus Cllrs Mrs Collier, Mrs Goodman, Ringe and Mrs Serrell. Copies of all planning applications received would continue to be circulated to all Councillors and all comments received would be considered.
- Parish Council Representative – Ombersley Memorial Hall – Cllr D Ingram
- Parish Council Representative – Sytchampton Village Hall – Cllr F Cody
- Path Warden – Cllr P Reynolds
- Tree Warden – Mr John Silvester
- Neighbourhood Plan co-ordinators – Cllr Mrs S Collier and Cllr Mrs J Goodman

49/18 Financial Matters

(a) Parish Council Year End Accounts 2017/18

Cllr M Best reported that the Finance Committee had considered the Parish Council's Year End accounts for 2017/18 at its meeting on 1st May 2018.

The Accounts had been audited by the Council's Internal Auditor and the Finance Committee agreed to approve them for recommendation to the Parish Council.

It was therefore moved by Cllr Best and seconded by Cllr Arnold that the Parish Council's Year End Accounts for 2017/18 be approved. All Councillors agreed.

(b) Reports of Income Received, Cheques Paid and Payments to be made.

The Clerk to the Council reported that income totalling £16,954.67 had been received. Cheques totalling £3,852.97 had been paid since the last meeting. Invoices totalling £138.78 needed to be paid.

It was moved by Cllr Arnold and seconded by Cllr Best that the transactions listed in the schedule and included at Appendix 1 to these minutes be approved. All Councillors agreed.

(c) Any other financial matters requiring determination.

No further matters requiring attention were raised.

(a) Standing Orders

The Finance Committee had considered the Council's Standing Orders. Whilst it had no amendment to suggest at this point it considered that a review of its Standing Orders was a matter for the full Council to consider.

The Finance Committee therefore advocated that the Parish Council should put in place arrangements to fully review its Standing Orders in due course. This was agreed by all Councillors.

(b) Council Financial Regulations.

Cllr Best reported that the Finance Committee had concluded that the Council's Financial Regulations remained appropriate.

For clarity, a reference was added as part of the last review to ensure that any request for funding must meet all the Value for Money requirements set out in the Council's Financial Regulations and follow the process to be followed to demonstrate this. This included obtaining the necessary number of quotations and the completion of the necessary documentation required by the Parish Council to ensure that it met its financial responsibilities. All evidence required must accompany any funding request.

It was moved by Cllr Best and seconded by Cllr Mrs Goodman that the Council's Financial Regulations, a copy of which had been circulated to all Councillors, be approved and adopted for 2018. On being put to the meeting this proposal was unanimously agreed by all councillors.

(c) Annual Risk Assessment

The Finance Committee had considered the Parish Council's Annual Risk Assessment. This highlighted the potential risks faced by the Parish Council and measures put in place to mitigate these.

As part of its review of the Annual Risk Assessment, the Finance Committee had considered whether any specific reference needed to be made to the role of volunteers. There were a number of volunteers assisting with work on the Neighbourhood Plan and local volunteer was also undertaking some regular maintenance work on the Weighbridge Gardens, Roundabout and at other locations in the Parish.

The Clerk to the Council reported that there was a provision for covering volunteers as part of the Parish Council's Insurance arrangements. As part of the renewal of the Insurance arrangements he would clarify the position and once done he would look at whether any specific reference was needed in future Annual Risk Assessments.

Having taken the opportunity to review the document, the Committee had agreed that the Annual Risk Assessment for 2018 be recommended to the Parish Council for approval.

It was therefore moved by Cllr Best and seconded by Cllr Mrs Goodman that the Annual Risk Assessment, a copy of which had been circulated to all Councillors, be approved and signed by the Chairman. On being put to the meeting this proposal was unanimously agreed by all councillors.

A copy of the Annual Risk Assessment was duly signed by the Chairman.

(d) Schedule of Assets

The Council's Schedule Assets had also been reviewed by the Finance Committee. The Clerk to the Council confirmed that, as previously agreed by the Parish Council, the value of the Weighbridge Hut had been updated from 1st June 2017 and now had a book value of £60,000.

The Finance Committee was content that the Schedule of Assets was accurate and agreed that

this be recommended to the Parish Council for approval.

However, as a separate exercise they agreed that it would be useful to list further details about the locations of the assets. This would be particularly helpful in respect of the Wooden Bus Shelters and Benches. Arrangements would be put in place to undertake this work.

It was moved by Cllr Best and seconded by Cllr Mrs Serrell that the Schedule of Assets, a copy of which had been circulated to all Councillors, be approved. On being put to the meeting this proposal was unanimously agreed by all councillors.

51/18 Annual Governance Statement 2017/18

The Clerk had completed the Annual Governance Statement for 2017-18 for approval by the Parish Council. A copy of the statement and supporting papers had been circulated to all Councillors.

The Annual Internal Audit Report had been signed by the Internal Auditor and the Annual Governance Statement for 2017/18 had been presented to the Finance Committee who were now recommending that the Statement be approved. Once approved by the Council, the Statement would be signed and submitted to the Council's External Auditors as part of the Annual Governance and Accountability Return.

It was moved by Cllr Best and seconded by Cllr Ingram that the Annual Governance Statement for 2017-18 be approved and signed by the Chairman and Clerk to the Council. On being put to the meeting this proposal was unanimously agreed by all councillors.

The Annual Governance Statement 2017-18 was duly signed by the Chairman and Clerk to the Council.

52/18 Parish Council Accounting Statements 2017-18

The Clerk had completed the Accounting Statements for 2017-18 for approval by the Parish Council. A copy of the statements and supporting papers had been circulated to all Councillors.

The Annual Internal Audit Report had been signed by the Internal Auditor and the Accounting Statements for 2017/18 and had been presented to the Finance Committee who were now recommending that they be approved. Once approved by the Council, the Statements would be submitted to the Council's External Auditors as part of the Annual Governance and Accountability Return.

It was moved by Cllr Best and seconded by Cllr Arnold that the Accounting Statements for 2017-18 be approved and signed by the Chairman and Clerk to the Council. On being put to the meeting this proposal was unanimously agreed by all councillors.

The Annual Governance Statement 2016-17 was duly signed by the Chairman and Clerk to the Council.

53/18 Insurance Arrangements for 2018/19

The Parish Council was aware that its previous Insurers (AoN) had indicated that they would not be providing Insurance cover once the Council's current arrangements expired on 31st May 2018.

Arrangements were in place for quotations to be submitted by BHIB Affiliates and a quotation in the sum of £1,487.77 had been received.

The Finance Committee had agreed that the opportunity should also be taken to seek quotations from other providers so that a comparison could be made to ensure that the Council continued to receive value for money. Quotations were currently being sought and the Clerk to the Council was currently discussing an alternative quotation from Norris and Fisher. He had yet to conclude his negotiations but informed the Council that he hoped to be in a position to forward an alternative

quotation shortly. It was therefore moved by Cllr Ingram and seconded by Cllr Mrs Collier that the Clerk to the Council, after consultation with the Chairman of the Council and Chairman of the Finance Committee be authorised to confirm the arrangements to be put in place from 1st June 2018. This proposal was unanimously agreed by all councillors.

54/18 Neighbourhood Development Plan

The Council received an update from Cllr Mrs Collier.

Mrs Collier reported that the Council had been notified that it had been successful in its application for a Locality Grant. This was likely to be around £8,200 and would fund 5 days' support time from DJN Planning Ltd (the Council's approved partner) plus some of the associated administrative etc. costs. As the Council had decided to identify sites additional technical support would be available.

A number of focus groups had been established and they were currently undertaking work to support the formulation of the plan.

Whilst all of this was positive, Cllr Collier was also aware of an emerging conflict which she believed was compromising progress with the Plan. The Ombersley Play Area Action Group was currently raising funds for improvements to the Play Area. The Parish Council had previously discussed this and had concluded that it was entirely supportive of the enhancement of Play Area. However, it believed that type of play area provided in the future (and indeed its location) must be considered as part of the wider Neighbourhood Plan. This approach had been agreed by the Parish Council.

The Play Area Action Group was frustrated by the timescales involved with the preparation of the Neighbourhood Plan and this was part of the reason behind their decision to independently fund-raise improvements to the Area. This, in itself, was not an issue to the Parish Council. However, what was of serious concern was an emerging view, promoted in part by the Group, that the Parish Council was not supportive and its pursuit of a Neighbourhood Plan was responsible for the delays in progressing improvements to the Play Area.

Cllr Collier regretted having to raise this concern but she felt that before the Parish Council moved to the next (more formal) stage in the development of the Plan the Council should review its ongoing commitment to the Plan. Such a commitment was vital as the next phase of work would involve spending money which had been secured via the Locality Grant and Precept.

During the ensuing discussion, a number of councillors indicated their continued commitment to the development of the Plan. There was a view amongst many residents that if no Plan was prepared, then the Parish would become open to development from developers without challenge. To allow this to happen may be considered to be a dereliction of duty.

The Parish Council had previously agreed to a proposal put to it by the Play Area Action Group and it was still committed to supporting the Group in the way suggested by them.

Cllr P Reynolds reported that the Play Area Action Group's initial target was £12,000. To date it had raised around £3,000. It had also received a commitment from the Ombersley Conservation Trust that once the Group had raised £6,000, the Trust would match that amount. He therefore believed that its target of £12,000 was achievable. He confirmed the Group recognised the value of the Neighbourhood Plan and was not requesting any financial support from the Parish Council.

He was hopeful that the fund raising target would be reached during the summer and some remedial works could be put in place. He did, however, confirm that any new equipment installed would be done so flexibly so that it could be moved if this was agreed as part of the Neighbourhood Plan.

He was disappointed that such a tension had arisen and he apologised on behalf of the Group if this was the case. He did not believe that the Group had any intention to undermine the production of the Plan. Everyone in the village recognised the long term importance of the Plan. He did, however, agree that if the Group's enthusiasm was being mis-represented this should be clarified.

He therefore proposed to meet with the Group and arrange for a Statement to be issued by the Group clarifying its own position and its relationship with the Neighbourhood Plan. As part of this statement it would be made absolutely clear that the Group was supportive of, and had no desire to undermine the production of, a Neighbourhood Plan for the Parish. The Statement would be shared with the Chairman of the Parish Council before it was issued.

Having taken the opportunity to discuss this matter in great detail the Parish Council agreed unanimously that it was wholeheartedly committed to the development of a Neighbourhood Plan and the Council should proceed with its development as a priority. Further, a Statement should be drafted by the Play Area Action Group clarifying their support for the Plan and confirming that they had no issues with its ongoing development. On being put to the meeting this proposal was unanimously agreed by all Councillors.

Finally the Parish Council wished to place on records its appreciation for the significant amount of work being undertaken by Cllr Mrs Collier and Cllr Mrs Goodman and the vast number of volunteers who were currently working on the production of the Plan.

55/18 Village enhancements

Cllr Mrs Goodman updated the Parish Council on progress in relation to the following village Enhancement Initiatives:

- Provision of Noticeboards in the parish – An analysis of current provision had been undertaken by the TOAD Communication Group. Arrangements would be brought forward which sought to reduce the number of noticeboards (by location) but to improve the provision of noticeboards at those locations considered to be strategically important.
- Refurbishment of the Telephone Box - Arrangements would be made to refurbish the telephone box in the village with the aim of using it as a marketing and communication hub in the future.
- Ceramic Poppies. – a list of donors was currently being finalised. Once done, donors would be given the opportunity to receive their poppy for safe keeping (which they would make available at key times). A small number would also be loaned to the two churches and two schools in the parish.
- Litter Bins – following a recent request, the Clerk to the Council would speak to Wychavon District Council with a view to arranging for the provision of replacement Litter Bins on the Weighbridge Gardens and next to the main noticeboard in the village.

The Parish Council confirmed that it was content with the arrangements proposed to be put in place.

56/18 Planning Matters

(a) Planning Applications for consideration

The Clerk to the Council reported that a number of planning applications were currently being considered by Councillors prior to responses being made under the delegated authority procedure.

(b) Responses to Planning Applications made on behalf of the Parish Council (Delegated Authority)

The Clerk to the Council reported that he had responded to a number of applications on the Parish Council's behalf under the delegated authority procedure. These were listed at Appendix 2 to these minutes.

(c) Details of decision Notices received from Wychavon District Council

A list of decision notices received since the last meeting was also circulated. A copy was included in Appendix 2 to these minutes.

- (d) Consideration of any other 'planning' matters received by the Council prior to the commencement of the meeting.

No matters were raised.

57/18 County and District Councillor Reports.

Although unable to be present at the meeting, Cllr Tomlinson had circulated County and District Councillor Reports. These were received by the Council.

58/18 Police Report

No report had been received at the time of the meeting. The Clerk to the Council would circulate any report received on receipt.

59/18 Highways

Cllr Best reported the erosion of the highway surface on School Bank. He also reported that water appeared to be escaping from a blocked drain. The Clerk to the Council confirmed that he would report this.

60/18 Councillor's Reports

Cllr Mrs Barningham made reference to the ROSPA Play Area Safety Report which had recently been undertaken. It was confirmed that the report had again confirmed that, whilst the equipment required some maintenance, no of the equipment was deemed to be dangerous.

Cllr Ringe had made contact with Severn Trent regarding their role in commenting on planning applications particularly on the capacity of existing services to cope with additional demand.

Cllr P Reynolds highlighted the difficulties the Ombersley Play Area Action Group were having in pursuing Grant applications. He also reported on the details of the next village walk which would be held on 9th June 2018

Cllr Best reported that a traveller family had bought a plot of land in Cow Lane. Work being undertaken on the site was being monitored.

Cllrs D Ingram and Cllr Mrs Collier referred to access and noise concerns following a recent wedding at The Parsonage.

61/18 Correspondence

A list of correspondence had been circulated and was received by the Parish Council.

62/18 Next Meeting

The next meeting of the Parish Council would be held on Tuesday 19th June 2018 at Sytchampton Village Hall commencing at 7.30pm.

The meeting ended at 9.00pm

..... CHAIRMAN.

Appendix 1.

FINANCE and AUTHORISATION OF ACCOUNTS

a. Income Received:

Worcs CC	Lengthsman – Feb + admin Fee	£ 411.75
Wychavon DC	Precept and Grant – 1 st Instalment	£16,376.00
Mrs D Sievewright	Fund Raising Proceeds – OPAG	£ 166.92
		£16,954.67

b. Cheques paid since the last meeting

Trevor Brook Grab Svcs Ltd	Removal of materials (Major Oliver Charity)	£288.00	2046
Sytchampton Village Hall	Hall Hire Charges - PC - 2017-18	£224.00	2047
J Jordan	Clerk's Exps - Salary uplift, Website/Stationery,	£308.38	2048
Top Cut Mowing Svcs	Maintenance of Churchyard – St Mary's	£ 96.00	2049
J Jordan	Clerk's Salary – March 2018	£433.33	SO
David Miles	Lengthsman, Gardening, VAS – March 18	£582.75	2050
Communicorp	Clerk's & Council Direct – Annual Membership	£ 12.00	2051
Norman Lowe -	Service/Repairs – Parish Mower	£219.14	2052
Sytchampton Village Hall	Hall Hire Charges – TOAD	£ 16.00	2053
Plusnet	Sytchampton VH – Internet Chgs 2017-18	£315.49	2054
J Jordan	Clerk's Exps Website/Stationery	£ 42.19	2055
N Power Business Solution	Electricity – Weighbridge Hut	£ 55.41	DD
J Jordan	Clerk's Salary – April 2018	£433.33	SO
CPRE	Annual Membership 2018-19	£ 36.00	2056
Playsafety Ltd	Play Area Inspection	£ 88.20	2057
Mrs S J Hicks	PC Internal Audit 2017-18	£120.00	2058
David Miles	Lengthsman, Gardening, VAS – April 18	£582.75	2059
		£3,852.97	

c. Invoices Received for Payment (to date)

JTF Wholesale (MB)	Supplies at SVH	£79.02
Universal Display	TOAD Banners	£59.76
		£138.78

Appendix 2.

Responses to Planning Applications on behalf of the Parish Council

- (i) 18/00415/HP – Highfield House, New Road, Doverdale, WR9 0PF – Single storey extensions and alterations to Highfield House.
- (ii) 18/00451/HP – Damson Cottage, Main Road, Ombersley, WR9 0JG – Ground floor extension, first floor extension and detached car port extension
- (iii) 18/00491/FUL – The Old Orchard, Eden Farm, Lineholt Lane, Ombersley, WR9 0JX – Proposed change of use of agricultural land for the siting and installation of two cabins for holiday use only, and associated amenity, access and car parking.
- (iv) 18/00456/FUL – Uttbridge House, Woodhall Lane, Ombersley, WR9 0EQ – Three detached houses, one detached garage and associated access drive.
- (v) 18/00308/FUL – Land adjoining Acton Farm Stables, Acton Lane, Ombersley – Conversion of existing Stable Block to a Class C3 Dwelling House.
- (vi) 18/00644/LB – Leigh house, Main Road, Ombersley, WR9 0EW – Partial reinstatement of brick wall and pier to rear of property.
- (vii) Owl Hill Farm, Comhampton Lane, Dunhampton, Ombersley, DY13 9ST – Conversion (and change of use) of Dutch barn to dwelling including extension of existing lean-to, alteration and extension of existing side wing and formation of new vehicular access – as approved under planning permission ref. no. 15/03145/CU but without compliance with condition 10 (to amend list of approved drawings).
- (viii) 18/00432/FUL – Land Off, Winnall Lane, Lincomb, Hartlebury – Erection of bespoke polytunnel with 4no. 1000 ltr water containers plus a parking area and track.
- (ix) 18/00673/CU – Owl Hill Farm, Comhampton Lane, Dunhampton, Ombersley, DY13 9ST – Erection of single storey garage building in part former paddock area, relocation of proposed new vehicular access and basement addition to barn conversion (amendments to Planning Permission ref 15/03145)
- (x) 18/00736/FUL – Chatley House, Ombersley Road, Hawford, Worcester, WR3 7SE – Excavation of two fish breeding pools and extension of landscape bund.
- (xi) 18/00259/FUL – Bristol House, Main Road, Ombersley, WR9 0DS - Demolition of existing outbuildings and construction of 2no. detached bungalows (amended scheme reduced from 3)
- (xii) 18/00633/HP and 18/ 00634/LB – The Cresswells, Main Road, Ombersley, WR90DS – Various alterations including: Replacing steps to rear extension, new staircase to first floor, replacing staircase to second floor bedroom, new en-suite in roof space, new en-suite to master bedroom, 2 new conservation roof lights, new covered patio and new side garden wall.
- (xiii) 18/00794/HP – The Meadows, 5, Acton Court, Acton Lane, Ombersley, Stourport-on-Severn DY13 9TF – Alterations to fenestration.
- (xiv) 18/00606/FUL – Ombersley Endowed First School, Droitwich Road, Ombersley – New Car Park, Vehicular access, additional tennis courts and change of use of adjacent agricultural land.

Details of decision Notices received from Wychavon District Council

- (i) 18/00072/FUL – Red Roof, Lyth Farm, Lyth Lane, Lineholt, Ombersley, WR9 0LG – Implementation of planning approval 17/01418/FUL for a replacement dwelling without compliance with condition 2 (approved plans) to allow amended design to include basement to dwelling and home office above garage **(APPROVED)**
- (ii) 18/00205/LB – Adelaide Lodge, Holt Fleet Road, Ombersley, WR9 0HJ – Proposed reroofing of house slate roof and repairs to the soffit, gutters and chimneys **(APPROVED)**
- (iii) 18/00203/LB – Raymond House, Holt Fleet Road, Ombersley, WR9 0HG – Proposed roof repairs to the house, and repairs to the chimneys, lead valley gutter and gutters **(APPROVED)**
- (iv) 18/00481/HP – Hunt Green Cottage, Hunts Green, Ombersley WR9 0AW – Implementation of planning approval W/15/02367/PP to demolish existing garage and construction of anew double garage with ancillary accommodation without compliance with conditions 3 (materials) and 5 (plans) **(APPROVED)**

- (v) 18/00407/FUL – Northwood House, Main Road, Ombersley, WR9 0DP – Proposed new dwelling **(REFUSED)**
- (vi) 18/00415/HP – Highfield House, New Road, Doverdale, WR9 0PF – Single storey extensions and alterations to Highfield House **(APPROVED)**
- (vii) 18/00451/HP – Damson Cottage, Main Road, Ombersley, WR9 0JG – Ground floor extension, first floor extension and detached car port extension **(APPROVED)**