

# Agenda

for the Meeting of Ombersley and Doverdale Parish Council  
to be held in the Narthex, St Andrew's Church, Ombersley on Tuesday, 15<sup>th</sup> May 2018  
at 7.30 p.m.

1. **Chairman's Announcements**
2. **Apologies for Absence** – to receive apologies and approve reasons for absence.
3. **Election of Chairman**
4. **Appointment of Vice Chairman**
5. **Declarations of Personal and Prejudicial Interest**
  - a. Register of Interests: Councillors are reminded of the need to update their register of interests.
  - b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.  
**(Councillors with a Disclosable Pecuniary Interest must leave the room for the relevant items.)**
  - c. To declare any other Disclosable Interests in items on the agenda and their nature.
  - d. Dispensations: To receive reports from the Clerk of any Dispensations granted and requests from Members for grant of a dispensation.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

**PUBLIC QUESTION TIME** at 7.30 p.m. - Maximum 5 minutes per person and 15 minutes in total. Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration (at the discretion of the Chairman). Members of the public may attend but not take part in the Parish Council meeting.

6. **To approve the Minutes** from the meeting on 20th March 2018.
7. **Appointments to Committees and positions**
  - (a) To appoint members to serve on the Finance Committee – Membership currently comprises Chairman and Vice Chairman - ex officio (plus Cllrs Arnold, Best, Cody and Mrs Serrell)
  - (b) To appoint Councillors to respond to Planning Applications under the current Delegated Authority procedure – currently Cllrs F Cody, Mrs S Collier, Mrs J Goodman, Mrs B Serrell, J Ringe.
  - (c) To appoint representatives to the following positions:
    - (i) Parish Council representative on the Ombersley Memorial Hall Management Committee (currently Cllr D Ingram)
    - (ii) Parish Council representative on the Sytchampton Village Hall Management Committee (currently Cllr F Cody)
    - (iii) Path Wardens (currently Cllr P Reynolds co-ordinator plus Path Wardens)
    - (iv) Tree Wardens (currently A J Silvester)
    - (v) Any Other Appointments
8. **Financial Matters**
  - (a) Parish Council Year End Accounts 2017/18 – to consider the recommendation of the Finance Committee that the Parish Council's Accounts for the year ending 31<sup>st</sup> March 2018 be approved.
  - (b) To receive reports of income received, cheques paid since the last meeting and consider payments to be made – Appendix 1.
  - (c) To determine any other financial matters requiring urgent attention.

9. **Annual Review of Policies and Procedures** - Following the meeting of the Finance Committee held on 1<sup>st</sup> May 2018, to consider the following recommendations:-

- (a) **Standing Orders** – the Parish Council agree arrangements to review its Standing Orders
- (b) **Council Financial Regulations** – to approve the Council's Financial Regulations;
- (c) **Annual Risk Assessment** – to approve the Council's Annual Risk Assessment and any action arising following the review;
- (d) **Schedule of Assets** – to approve the Council's Schedule of Assets.

10. **Annual Governance and Accountability Return 2017/18** - to consider the recommendation of the Finance Committee that the Annual Governance and Accountability Return for 2017/18 be approved for signature by the Chairman and Clerk and submission to the Council's External Auditors.

11. **Accounting Statements 2017/18** - to consider the recommendation of the Finance Committee that the Accounting Statements for 2017/18 be approved for signature by the Chairman and Clerk and submission to the Council's External Auditors.

12. **Insurance Arrangements for 2018/19** – to approve the Parish Council's insurance arrangements for 2018/19.

13. **Neighbourhood Development Plan** – To update on the Parish Council on progress and to re-iterate Councillors' commitment to proceed with the Development of a Neighbourhood Plan prior to moving onto the next formal stage of the process.

#### 14. **Village Enhancements**

To consider arrangements to progress the following matters:-

- (a) Provision of Noticeboards in the Parish
- (b) Refurbishment of the Telephone Box in the centre of the village
- (c) Future arrangements regarding the Ceramic Poppies

#### 15. **Planning Matters**

To note the responses to planning applications and decision notices received as listed as Appendix 2.

16. **County and District Councillors Report** – To receive the County and District Councillor's report.

17. **Police Report** - To receive the Police Report and determine whether any further action is required.

18. **Highways** – To receive reports of highways matters from Councillors, Parish Path Wardens and the Clerk and to decide on appropriate action by the Council.

19. **Councillors' Reports** - To receive any issues from Parish Councillors (Any Items raised for decision will appear on the agenda for the next meeting.)

#### 20. **Correspondence**

To receive the correspondence received and to determine whether any action is required.

21. **Meeting Date:** The next meeting of the Parish Council will held on Tuesday 19<sup>th</sup> June 2018 at Sytchampton Village Hall commencing at 7.30pm.

**Appendix 1.**

**FINANCE and AUTHORISATION OF ACCOUNTS**

**a. Income Received:**

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

**b. Cheques paid since the last meeting**

Trevor Brook Grab Srvs 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 Srvs	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
		<b>£3,270.22</b>	

**c. Invoices Received for Payment (to date)**

		<b>£0.00</b>

## 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)**

