

MINUTES OF OMBERSLEY AND DOVERDALE PARISH COUNCIL
HELD ON TUESDAY, 16TH JANUARY 2018 AT 7.30PM.
AT SYTCHAMPTON VILLAGE HALL

Present: Cllrs Mrs J Goodman (Chairman), W T Arnold, M Best, F Cody, D Ingram, P Reynolds, R Reynolds, J Ringe, Mrs B J Serrell and C J Welch (10)

Cllr P Tomlinson (County and District Councillor) also attended until 8.25pm.

Public Question Time

No members of the public were present.

161/17 Chairman's Announcements

The Chairman welcomed Cllr John Ringe to his first meeting following his co-option onto the Parish Council. The Clerk to the Council confirmed that Cllr Ringe had signed his declaration of acceptance of office. He would also ensure that copies of all relevant documents (including copies of the Council's Standing Orders and Financial Regulations) were supplied to Cllr Ringe. He would also provide a copy of the Member Code of Conduct, highlighting the pertinent points. All Councillors welcomed Cllr Ringe.

Cllr Best also thanked Councillors for their good wishes and support during his recent absence.

162/17 Apologies for Absence

An apology for absence was received from Cllr Mrs Barningham, Cllr Mrs Collier and Cllr C McKenzie-Rowan.

163/17 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.

164/17 Minutes of the Meetings held on 21st November 2017 and 9th January 2018

Copies of the minutes of the meetings held on 21st November 2017 and 9th January 2018 had been previously circulated to Councillors. The Clerk to the Council reminded Councillors that the minutes of the meeting held on 9th January 2018 contained both open and confidential sections

- 21st November 2017 - It was moved by Cllr P Reynolds and seconded by Cllr Mrs Serrell that the minutes were an accurate record of the meeting.
- 9th January 2018 (Open and Confidential Minutes) - It was moved by Cllr Cody and seconded by Cllr Mrs Serrell that the minutes were an accurate record of the meeting.

All Councillors agreed and the Chairman signed the minutes.

165/17 Appointment of Parish Council Representative to serve on the Lloyds Educational Foundation

The Parish Council was asked to consider appointing a representative to serve on the Lloyds Educational Foundation.

Cllr Mrs Collier, one of the Council's current representatives, had asked to step down from this position. The Lloyds Foundation was a landowner in the Parish and Cllr Mrs Collier was concerned that continuing to serve on this organisation could, in the future, give rise to potential conflicts of interest given her active involvement in helping to develop the Neighbourhood Plan.

By way of background, the Parish Council appointed 5 representatives. The other 4 representatives were Cllr Mrs Heather Barningham, Mrs Elaine Bell, Mr John Silvester and Mr Tony Checketts. The term of office ran until 30th September 2019. Representatives did not need to be Parish Councillors.

The Clerk to the Council also informed Councillors that the next meeting of the Foundation was scheduled to be held on 31st January 2018.

Expressions of interest were sought from Councillors and Cllr R Reynolds expressed a desire to serve. It was therefore proposed by Cllr Ingram and seconded by Cllr Mrs Serrell that Cllr R Reynolds be appointed to serve as a Parish Council representative on the Lloyds Educational Foundation until September 2019. All Councillors agreed.

The Clerk to the Council undertook to notify the Secretary to the Foundation of the change in the Parish Council's representation.

166/17 Budget 2018/19

Proposals for the Council's 2018/19 budget had been considered in detail by the Finance Committee on 9th January 2018.

A copy of the recommended budget had been circulated to Councillors and Cllr Cody highlighted the key points as follows:-

- In terms of its future budgetary requirement, the Council had previously agreed a five year budget plan (2018-2023). This aimed to ensure that sufficient funds were available to the Council to offset any future changes in funding arrangements and to meet anticipated future demands which would fall on the Council as well as enabling it to continue to meet its statutory obligations.
- For 2018/19 this would involve an increase of £7,500. This represented a 28.33% increase in the Parish Council's budgetary requirement (£6.13 per annum on a Band D equivalent property).
- Should the Council decide to fully implement its five year budget plan, a similar level of increase would be required for 2019/20. This would, however, be reviewed in the light of the Parish Council's finances at the appropriate time.
- The budget for 2018/19 had been based on provision made for 2017/18. The current level of support by way of grant funding would continue. As with the current arrangements grant funding would only be allocated on receipt of completed applications and specific proposals for expenditure.
- As reflected in the budget, a proportion of the increase had been allocated to support the development of the Neighbourhood Plan. Provision had also been made to help develop the Parish Council's website to enable more effective communication with residents.
- Other provision would need to be made to meet:-
 - Significantly increased costs associated with changes to the way the two Church Yards in the Parish were maintained in the future.
 - Enhanced maintenance of public amenity and other spaces within the Parish (as identified by local residents)
 - Implementation of a number of locally identified improvement schemes which were emerging, including as part of the Neighbourhood Plan consultation process.
- Whilst the Parish Council continued to hold funds on behalf of a number of organisations in the Parish, the amount of unallocated reserves available for its own use is limited and would be insufficient to offset any additional investment to meet known pressures in the longer term.

- The Parish Council also wished to continue to support its two local village halls and various local community organisations as well as continuing with its existing programme of maintenance of local public spaces in the future. Budgetary pressures were such that it could not meet the expressed desires from local residents and continue to meet its statutory requirements without increasing its budgetary requirements in the future.
- Councillors had also discussed separately an increase to the salary payable to the Clerk to the Council. Councillors had concluded that they wish to increase the Clerk's salary by 5%, backdated to 1st April 2017. Provision for such an increase should be reflected in the approved budget.

Having discussed the Parish Council's budgetary requirement at length, it was proposed by Councillor Cody and seconded by Cllr P Reynolds that the Parish Council Budget for 2018/19, updated to reflect the adjustment to the Clerk's salary and included in Appendix 1 to these minutes be approved. This was unanimously agreed by Councillors.

167/17 Parish Council Neighbourhood Plan

The Chairman updated the Parish Council.

A further drop in consultation session had been held at Ombersley Memorial Hall on 6th January 2018. The outcomes from this session would be added to the views expressed at the previous sessions and via the website.

Time would now be taken to analyse the emerging priorities and it was intended to establish focus groups involving (and, where possible, led by) local residents to take these matters forward.

Further attention would be given to engaging younger residents (in the 18-40 year olds) in the development of the Plan.

In response to a question from Cllr P Reynolds, the Chairman reported that the priorities were still being analysed. However, at this early stage, it was clear that highways, improvements to the village aesthetics and website and communications featured prominently.

Cllr Mrs Goodman concluded by thanking those Councillors and local residents who had given up their time to assist with the development of the Plan to date.

168/17 Planning Matters

(a) Planning Applications for consideration

There were no planning applications requiring consideration.

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

The Clerk 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.

(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.

As part of his District Councillor Report, Cllr Tomlinson reported on a number of planning related matters. In particular he made reference to the ongoing consideration of the further planning application currently under consideration in respect of the land at Dough Bank.

Cllr Tomlinson anticipated that a decision would be made on this application shortly and local residents had been offered the opportunity to meet with officials from Wychavon District Council on 1st February 2018.

On the Enforcement front, Cllr Tomlinson informed the Council that Graeme Duerden had now left Wychavon District Council.

169/17 County and District Councillors Reports

A copy of the County Council's Members update had been circulated to the Parish Council. Cllr Tomlinson also updated the Parish Council on the following matters:-

- VELO Birmingham – The County Council's Cabinet would be taking a decision on this matter on 8th February 2018. Any requests to address the Cabinet would need to be forwarded to the County Council. The Clerk to the Council would assist if required. Even if the Parish Council did not wish to address the Cabinet, it may wish to consider sending a copy of its feedback on the event to those Councillors who would make the decision.
- A4133 (section between Hadley Cross and Droitwich) – following a recent accident at the Hays Lane junction and in the light of the increased volume of traffic (including a large number of HGV vehicles) Cllr Tomlinson and Cllr Tony Miller (a neighbouring County Councillor) were becoming concerned that this section of the A4133 was no longer fit for purpose. They had asked County Highways to undertake a detailed survey. At the request of Parish Councillors Cllr Tomlinson would also consider including the A4133 at the Holt Fleet Bridge in this analysis.
- Investigations for the provision of car parking at Ombersley First School were increasing. The timescale for this would depend on the ability to raise the necessary funds.
- Play Area – Cllr Tomlinson had agreed to allocate funds from his Councillor Divisional Fund. However, any such allocation could only be made once a scheme had been agreed.
- The lobbying for the Northern Relief Road as part of the next revision of the South Worcestershire Development Plan
- In response to a question from Councillors, Cllr Tomlinson reported that further enforcement action was ongoing at Knottsville Nurseries.

The Council thanked Cllr Tomlinson for his reports.

At this point (8.25pm) Cllr Tomlinson left the meeting.

170/17 Police Report

A copy of the latest police report had been circulated and was noted.

171/17 Finance and Authorisation of Accounts

(a) Report and Recommendations from the Finance Committee

Cllr Cody provided an update on matters considered at the recent meeting of the Finance Committee as follows:-

- Detailed consideration had been given to the budget requirement and budget for 2018/19. The Parish Council had considered this at Min No 166/17 above.
- The Committee had approved the quarterly accounts for the period to 31st December 2018. Copies would be circulated to all Councillors.
- A review of the 2017/18 budget to date had been conducted
- Grant applications had been considered from those local organisations seeking support. As part of the budget for 2018/19 the following allocations had been proposed:-
 - Ombersley Memorial Hall - £4,000
 - Sytchampton Village Hall - £4,000
 - Ombersley Guides and Brownies - £400 (although this amount had already been allocated to fund the replacement windows which were installed last year)

- Ombersley Junior Cricket Club - £400 (subject to receipt of a completed Grant Application)
- St Andrew's Church, Ombersley - £900
- St Mary's Church, Doverdale - £650.

In respect of the two churchyards the Committee was mindful of the need to consider the increased costs of future maintenance.

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

The Clerk to the Council informed the Parish Council of a further addition to the schedule. This related to the donation to Ombersley and Doverdale Royal British Legion for the provision of wreathes for Remembrance Day. This donation was included in the Parish Council's budget.

He also reported receipt of an invoice for £250 (+VAT) from Top Cut Mowing Services in respect of cutting the hedges around the Memorial Hall field. This had been the source of some confusion but the Clerk to the Council had now discussed this further with the Chairman of the Ombersley Memorial Hall.

It was now proposed, and agreed by Councillors that the Parish Council settle this invoice and that it be allocated as follows:-

- £180.00 paid from the funds held on behalf of the Ombersley Memorial Hall
- £70.00 to be paid by the Parish Council
- The VAT element (£50.00) would be reclaimed by the Parish Council.
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Finally, the Clerk to the Council was pleased to report that the application to the DCMS to reclaim the VAT element of the St Mary's Doverdale re-wiring scheme had been successful.

Income totalling £5,000.70 had been received. Cheques totalling £3,411.69 had been paid since the last meeting. Invoices totalling £373.98 needed to be paid.

It was moved by Cllr Ingram and seconded by Cllr Best that the transactions listed in the schedule and included at Appendix 3 to these minutes be approved. All Councillors agreed.

(c) Any other financial matters requiring determination.

No other matters were raised.

172/17 Highways Reports

Cllr R Reynolds reported that no further action had yet been taken to resolve the flooding on Haye Lane. The Clerk to the Council would again pursue this with highways.

173/17 Councillor's Reports

Cllrs P Reynolds, R Reynolds and C welch would arrange litter picks in the Hadley and Haye Lane areas of the Parish. The Clerk to the Council could arrange for the bags of litter to be collected at the appropriate time.

Cllr R Reynolds referred to the fact that a number of members of the community had sadly died over the Christmas/New Year period. He felt that the Council should recognise this. The Clerk to the Council would make a suitable reference in the next report to be included in the Church Magazine. All Councillors agreed.

Cllr Arnold asked that highways be asked to look at the condition of Holt Fleet Lane

Cllr Mrs Serrell raised the possible provision of a grit bin on the Ombersley Memorial Hall car park. This was a matter for consideration by the Hall Committee.

Cllr Mrs Goodman felt that it would be appropriate to agree a scheme to make effective use of the ceramic poppies. She thought that it would be useful to seek parishioners' views. Cllr Best undertook to draft a suitable article for inclusion in the Church Magazine. Any suggestions received could be considered by the Chairman, Cllr Best and the Clerk to the Council prior to proposals being brought forward for consideration.

174/17 Correspondence

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

175/17 Next Meeting

The next meeting of the Parish Council would be held on Tuesday 20th February 2018 in The Narthex at St Andrew's Church, Ombersley commencing at 7.30pm.

The meeting ended at 8.50pm

..... CHAIRMAN.

DRAFT

Appendix 1

Ombersley and Doverdale Parish Council

Budget 2018-19 (approved by PC 16.01.18)

Detail	2017-18	2018-19	Notes
	Approved	Approved	
Clerk's Salary	£ 5,200.00	£ 5,460.00	
Admin and Exps	£ 300.00	£ 300.00	
Chairman's Allowance	£ 25.00	£ 25.00	
Audit	£ 400.00	£ 400.00	New arrangements for 2018-19
Insurance	£ 1,600.00	£ 1,600.00	arrangements to be reviewed for 2018-18
Hall Hire	£ 400.00	£ 400.00	
Training	£ 50.00	£ 50.00	
Subscriptions	£ 150.00	£ 150.00	
Website	£ 200.00	£ 1,000.00	increase for new PC website
Repairs and Renewals	£ 250.00	£ 250.00	
Maintenance and Gardening	£ 4,000.00	£ 4,000.00	
Ombersley Memorial Hall - Grant	£ 4,000.00	£ 4,000.00	
Sytchampton Village Hall - Grant	£ 4,000.00	£ 4,000.00	
Grass cutting for Ombersley Memorial Hall	£ 330.00	£ 330.00	
St Mary's Church	£ 650.00	£ 650.00	
St Andrew's Church	£ 900.00	£ 900.00	
Ombersley Guides and Brownies - Grant	£ 400.00	£ 400.00	already committed - purchase of windows
Parish Clock - Maintenance	£ 200.00	£ 200.00	overspend in 2017-18 due to funding 7 year agreement
Ombersley and Doverdale Royal British Legion	£ 50.00	£ 50.00	
Remembrance Day - Arrangements	£ 450.00	£ 450.00	
Rural Rate Relief	£ 10.00	£ 10.00	
Junior Cricket Club	£ 400.00	£ 400.00	
Contingency (inc Possible Election Costs)	£ 1,660.00		
Neighbourhood Plan		£ 6,000.00	
General Contingency		£ 1,725.00	
Requirement for 2016-17	£ 25,625.00	£ 32,750.00	
Budget Requirement submitted to WDC	£ 25,625.00	£ 32,750.00	
Surplus to funds	£ -	£ -	

Appendix 2

Responses to Planning Applications on behalf of the Parish Council

- (i) 17/01596/FUL – Joel Enterprises, Holt Fleet Road, Holt Fleet, Worcester, WR6 6NW – Erection of one dwelling
- (ii) 17/02225/OU – Land off Main Road, Ombersley – Implementation of planning approval W/15/00766/OU for the construction of 30 dwellings together with associated access, car parking and landscaping without compliance with condition 14 (drawing numbers) to amend access, layout and scale
- (iii) 17/02190/CU – Radnor House, Main Road, Ombersley, WR9 0DP – Proposed conversion of disused shop and store to form a garage for Radnor House. Demolition of existing garage and extension to former bakery to create new dwelling
- (iv) 17/02266/FUL – Land Rear of Ivy Cottage, Racks Lane, Ombersley – proposed two 4 bed detached dwellings to rear of Ivy Cottage and minor modifications to existing dwellings Northside and The Cottage plus increased rear gardens
- (v) 17/02183/HP – The Granary, Clacks Farm Lane, Boreley, Ombersley, Droitwich Spa, WR9 0HX – Proposed conversion and extension of existing single storey garage/office building to provide additional residential accommodation for elderly dependant relatives
- (vi) 17/02202/FUL – 6, Coneygree Villa, Droitwich Road, Ombersley, Droitwich Spa, WR9 0DR – Erection of new dwelling (amendment to planning approval W/15/00775/PN)
- (vii) 17/02190/CU – Radnor House, Main Road, Ombersley, WR9 0DP – Proposed conversion of disused shop and store to form a garage for Radnor House. Demolition of existing garage and extension to former bakery to create new dwelling – Consultation on Amendment
- (viii) 17/01799/FUL – Stepping Stones, Hadley Lane, Hadley, Droitwich Spa, WR9 0AX – Replacement Dwelling – Consultation on amendment
- (ix) 17/02224/HP – Birds Farm, Wards Lane, Uphampton, Ombersley, WR9 0JS – Rear extension, new front porch, alterations to external fabric, alterations to boundary wall and replacement gates

Details of decision Notices received from Wychavon District Council

- (i) 17/01927/HP – The Barrons, Chatley Lane, Ombersley, WR9 0AP – Implementation of planning approval W/17/00495/HP for renovation and extensions without compliance with Condition 1 (drawing numbers) to allow amendments to design – **APPROVED**
- (ii) 17/01963/HP – 1, Police Houses, Droitwich Road, Ombersley, WR9 0DR – First Floor Rear Extension – **APPROVED**
- (iii) 17/02023/RM – Cross Cottage, Holt Fleet Lane, Holt Fleet – Reserved Matters Application following Outline Permission 17/00674/OUT for matters relating to the scale, layout, external appearance and landscaping for two live/work units – **APPROVED**
- (iv) 17/01939/FUL – Park Farm, A449 Main Road, Ombersley, WR9 0EX – Retrospective application for (i) change of use of area to form clay target shooting area with timber frame shelter (ii) concrete apron used in connection with clay target shooting – **APPROVED**
- (v) 17/02081/FUL – The Firs, Holt Fleet Lane, Holt Fleet, Worcester, WR6 6NW – Proposed construction of replacement dwelling – **APPROVED**
- (vi) 17/02075/FUL – Northwood house, Main Road, Ombersley, WR9 0DP – Proposed new dwelling - **REFUSED**
- (vii) 17/02190/CU – Radnor House, Main Road, Ombersley, WR9 0DP – Proposed conversion of disused shop and store to form a garage for Radnor House. Demolition of existing garage and extension to former bakery to create new dwelling - **APPROVED**
- (viii) 17/01841/LB – Leigh house, Main Road, Ombersley, WR9 0EW – Creation of open yard and drive – **APPLICATION WITHDRAWN BY APPLICANT**
- (ix) 17/01596/FUL – Joel Enterprises, Holt Fleet Road, Holt Fleet, Worcester, WR6 6NW – Erection of one dwelling - **APPLICATION WITHDRAWN BY APPLICANT**

Notification of Appeals against decisions by Wychavon District Council

- (i) 17/00479/FUL – Springfield Barn, Uphampton Lane, Uphampton, WR9 0JP – Change of use of the ground floor element of an established live work unit from B1 to residential and retrospective permission for the erection of a single bay car port and store, aesthetic amendments to the front, side and rear of the barn and internal reconfiguration of the ground floor

Appendix 3

FINANCE and AUTHORISATION OF ACCOUNTS

a. Income Received:

DCMS	Re-imbusement of VAT reclaim – St Mary's Church Re-wiring	£3,884.05
Sytchampton First School	Donation to SVH – Use of Car Park	£750.00
Worcs CC	Lengthsman Re-imbusement (Oct17)	£250.00
Donation	Ombersley Play Area Action Group	£116.65
		£5,000.70

b. Cheques paid since the last meeting

Universal Banners	(SC) Banner for TOAD drop in Event 25.11.17	£65.76	2026
Start Traffic	Road Cones (Major Oliver Charity)	£154.80	2027
Fasthosts	(JJ) Additional support charges (as per schedule)	£19.02	2028 part
J Jordan	Clerk's Expenses	£23.00	2028part
J Jordan	Clerk's Salary – November 17	£433.33	SO
Acton Trees and Turf	Christmas Tree for Weighbridge	£50.00	2029
Top Cut Mowing Srvs	Mowing and Strimming – St Mary's Churchyard	£192.00	2030
Fasthosts	(RM)ODPC website Domain renewal	£11.99	2031
OSHG	St Andrew's Church Mower a/c (Aug –Nov 17)	£127.50	2032
Midland Traffic M'ment	Remembrance Day Road Closure Arrangements	£528.00	2033
David Miles	Lengthsman, Gardening, VAS – November 17	£582.75	2034
Joseph Wood	Repairs to toilet – SVH	£75.28	2035
Npower	Electricity Standing Charge – Weighbridge Hut	£27.42	DD
J Jordan	Clerk's Salary – December 2017	£433.33	SO
David Miles	Lengthsman, Gardening and VAS – December 2017	£582.75	2036
Crayon Juice	(SC) Neighbourhood Plan Printing	£39.00	2037part
Universal Banners	(SC) Banner for TOAD drop in Event - 06.01.18	£65.76	2037part
		£3,411.69	

c. Invoices Received for Payment (to date)

Top Cut Mowing Srvs	Cutting Hedges – Memorial Hall Field (Part)	£300.00
Wigley DIY/B&M	(CW)Re-imbusement for batteries and lights for Christmas Tree	£23.98
O&D RBL	Donations for Remembrance Day Wreathes	£50.00
		£373.98