

MINUTES OF THE MEETING OF OMBERSLEY AND DOVERDALE PARISH COUNCIL  
HELD ON TUESDAY, 16<sup>th</sup> JUNE 2015 AT 8.00 P.M.  
AT OMBERSLEY MEMORIAL HALL

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Present: Cllrs. D Ingram (Chairman), W T Arnold, M Best, Mrs J Goodman, R Murphy, Mrs B Serrell, C Welch (7)

In Attendance: County Councillor M H Broomfield. District Councillor P Tomlinson was also in attendance for part of the meeting

67/15 Apologies for Absence - Apologies for absence were received from Cllrs Mrs Barningham, C McKenzie-Rowan and R F Reynolds.

68/15 Declarations of Personal and Prejudicial Interest

Declarations of Interest

The following interests were recorded:-

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

Cllr M Best - Member of Sytchampton Village Hall Management Committee and specifically in relation to item 77/15 – Cow Lane

Cllr C Welch – Member of Ombersley Memorial Hall Management Committee.

**PUBLIC QUESTION TIME**

There were 2 members of the public present. None of those present asked to address the Parish Council.

69/15 Approval of the Minutes from the meeting on 19<sup>th</sup> May 2015

The minutes of the meeting held on 19<sup>th</sup> May 2015, having been previously circulated, were taken as read, agreed and were signed by the Chairman.

70/15 Co-option to the Parish Council.

Following the discussion at the last meeting, the Clerk had advertised the remaining vacancies on the Parish Council and had sought nominations from those interested in seeking co-option to the Council.

Before advertising the vacancies he had sought advice from Wychavon District Council who had confirmed that it was content for the Parish Council to proceed down this route.

5 nominations had been received and each candidate's resumé had been circulated to each member of the Parish Council in advance of the meeting.

The Clerk gave Parish Councillors the opportunity to raise any procedural questions and then issued ballot papers on which Councillors were asked to indicate their preferences.

Having received the completed ballot papers the Clerk totalled up the number of votes for each candidate. The Chairman verified the totals.

The Clerk then declared the result, informing the Parish Council that the following candidates had been elected to serve on the Parish Council until the next ordinary elections in 2019:-

- Mr Frank CODY
- Mrs Janet MITCHELL, and

- Mr Peter REYNOLDS

The Clerk would now inform the successful candidates and arrange for them to sign their Declaration of Acceptance of Office together with the Register of Interests and any other necessary paperwork. Additionally the clerk would write to the unsuccessful candidates thanking them for taking the time to apply to join the Parish Council.

Peter Reynolds was in attendance and, at this point, he signed his Declaration of Acceptance of Office and joined the Councillors at the table.

### 71/15 Police Report

Although no police representative was present, a fairly detailed police report had been forwarded to the Clerk. The report highlighted the following incidents:-

#### Theft

This **Theft** took place between Friday 24th April and Monday 27th April at Ombersley Cricket Club. Between these times a steel gate and gateposts erected to stop dog walkers and valued at £300 was stolen.

#### Theft

This **Theft** took place between 0830hrs - 1530hrs on Thursday 14th May at Hadley, Droitwich. Between these times a Silvery grey Claude Butler Mountain Bike was stolen.

#### Burglary

This **Burglary** took place between 1600hrs on Tuesday 26th May and 0800hrs on Wednesday 27th May at Doverdale.

Between these times an 8ft by 12ft steel container had been broken into. A Hilti Jack hammer, a Hilti Hand Held Breaker and a Stihl Saw were stolen.

#### Criminal Damage

This **Criminal Damage** took place between Tuesday 26th May and Thursday 28th May at Hadley Heath, Droitwich.

Between these times people had tried to force entry into a shed, doing damage in the process. Entry was not gained.

#### Burglary

This **Burglary** took place between Wednesday 27th May and Thursday 28th May on the Main Road, Ombersley.

Between these times people had forced entry to some sheds and stables at the property. It is not known if anything was taken.

#### Burglary

This **Burglary** took place between 2230hrs on Friday 29th May and 1300hrs on Saturday 30th May at Hadley Heath, Droitwich.

Between these times people had cut a lock to force entry to a shed and stolen a lawn mower.

#### Burglary

This **Burglary** took place between 2200hrs on Monday 1st June and 0730hrs on Tuesday 2nd June at Chatley, Droitwich.

Between these times people had entered an outbuilding and moved things around. Nothing was taken.

#### Burglary

This **Burglary** took place between 0300hrs on Monday 25th May and 1710hrs on Tuesday 2nd June at Chatley, Droitwich.

Between these times a double width metal garage door had been damaged in an attempt to gain entry. Although entry was made, it did not appear that anything was stolen.

#### Fraud

This **Fraud** was reported on Friday 5th of June at Doverdale, Droitwich.

The victim had bought a piece of machinery online and it never arrived. The online auction site had confirmed this was fraud.

#### Theft

This **Theft** was discovered at 1700hrs on Friday 5th of June at Doverdale, Droitwich.

At this time the victim was contacted by their bank for a transaction in excess of £5,000. At this point they discovered that their wallet was gone and the last place they had had it was at Dunhampton Service Station.

#### Criminal Damage

This **Criminal Damage** was reported at 1000hrs on Monday 8th of June at Ombersley Cricket Club.

At this time it was reported that there have been ongoing issues with dog walkers taking down fences. The latest incident will cost £500 to reinstate.

#### Theft

This **Theft** took place between 1245hrs - 1430hrs on Wednesday 10th June at Uphampton, Ombersley.

Between these times, a ring and two bracelets were stolen from a bedroom whilst a bed was being delivered.

The Parish Council agreed that the increase in the number of crimes should be reported in the Church Magazine so that residents were aware. As part of the report, the Clerk would urge residents to remain vigilant and to report all crime so that an accurate local picture could be built up.

### 72/15 Clerk's Report and Progress Report

- (a) Rural Communities Programme – David Manning from Wychavon District Council had attended a previous meeting to set out the aims of the project. As a number of new councillors had now joined the Council, there would be merit in re-visiting this. It was suggested that David may also wish to speak to the Chairman of the Ombersley Memorial Hall Committee as the project may complement initiatives the Hall was currently trying to promote.

### 73/15 Statement of Accounts 2014 -2015

Following the completion of the internal audit and preparation of the final accounts which had been approved by the Finance Committee, the Clerk had completed the Annual Return for 2014-15 for consideration by the Parish Council.

The Clerk reminded the Council that as part of last years' external audit, advice had been received about the changes to the methods for valuing the Council's fixed assets. Although he had repeatedly sought clarification on this point he had been unable to obtain any definitive advice from the External Auditors.

He had therefore attempted to follow their guidance as closely as possible. For this year, the insurance valuation of fixed assets consisted of purchase price where known. If no original purchase price was available, the 2014 insurance valuation had been included.

The Parish Council confirmed that it was content with the Annual Report for 2014-15 and it was moved by Cllr Best and seconded by Cllr Arnold that the Annual Report for 2014-15 be adopted and submitted to the External Auditor. This was agreed by all Councillors and the Report was duly signed by the Chairman and Clerk.

### 74/15 Finance Committee Report and Recommendations

Cllr Best presented a report and the recommendations arising from the recent meeting of the Finance Committee as follows:-

- (a) Annual Risk Assessment – This had been reviewed by the Finance Committee and a copy had been circulated to all Councillors prior to the meeting. It was moved by Cllr Best and seconded by Cllr Arnold that the Annual Risk Assessment be adopted without change for 2015-16. All Councillors agreed.

- (b) Council's Insurance Arrangements and Asset Register – The Insurance arrangements had been confirmed by the Finance Committee and arrangements had been made for this to be renewed with AoN. As part of the arrangements a 5% Long Term Discount had been taken advantage of. Additionally, the Council would be applying for a further 5% discount by virtue of its Quality Council status.

The Asset Register had been updated and a copy supplied to all Councillors as part of the papers for this meeting.

- (c) New Homes Bonus – the continuation of this funding was still being considered by Wychavon District Council although a recent payment had been received. The Parish Council confirmed that the allocation of any New Homes Bonus funding should continue to be divided equally between the two village halls as this was where they felt the wider community would derive the most benefit.
- (d) Review and Recommendations for expenditure from the 2015-16 Budget - The Finance Committee had again reviewed the Council's budget for 2015-16. It had recommended some minor adjustments based on updated information. Based on the revised insurance quote, it had agreed to reduce the budgetary provision to reflect the actual cost. Also as no elections were necessary the contingency sum for Elections could also be removed.

As discussed at the last meeting, additional expenditure would be forthcoming in respect of a contribution from the Council towards the cost of restoring the Ombersley handbells and a contribution towards the cost of the flowers for Lady Sandy's funeral (although the latter was likely to be partly off-set by donations). It was moved by Cllr Best and seconded by Cllr Arnold that these adjustments be made to the Council's budget for 2015-16. All Councillors agreed.

Cllr Best also reported that Sytchampton Village Hall was also in the process of updating its PA system in accordance with its annual maintenance programme. He therefore sought the Parish Council's consent to place this order. All Councillors agreed.

(e) Any Other Financial Matters

- Ceramic Poppies – Cllr Best reported that donations in respect of the ceramic poppies were still coming in.
- Verification of Cheques/Bank Statements – Cllr Best reminded the Parish Council that as part of the Internal Audit arrangements, a Councillor was required to routinely verify the payments and receipts against the bank statements. A nomination would be necessary for a Councillor (preferably not a member of the Finance Committee) to undertake this role. It was proposed by Cllr Best and seconded by Cllr Arnold that Peter Reynolds be asked to consider taking on this role. All Councillors agreed.
- Bank Signatories – the Finance Committee had agreed that following the election, the details of the signatories to the Parish Council's Bank Accounts should be amended to reflect membership changes. It had been suggested by the Finance Committee that the signatories should now comprise Cllrs Arnold, Best, Ingram, Mrs Goodman and the Clerk. All Councillors agreed.

75/15 Finance and Authorisation of Accounts - Income and Expenditure

Income totalling £993.11 had been received since the last meeting.  
Cheques totalling £4,765.95 had been paid since the last meeting.  
Payments totalling £646.11 needed to be paid.

Detailed information on the individual transactions was included in the Appendix to these minutes.

All transactions were moved by Cllr Best, seconded by Cllr Arnold and agreed by the Parish Council.

### 76/15 Envirecover Update.

No further meeting of the CLG had been held and an alternative to the postponed meeting of 23<sup>rd</sup> June 2015 was still being sought.

Regular updates continued to be circulated to Councillors as well as being displayed on the website and noticeboards.

### 77/15 Roads and Related Matters

The following issues were raised:-

- Sytchampton Lane and Dark Lane – The verges were continuing to be eroded which was now creating a fairly deep gully on the edge of the carriageway.
- Cow Lane – Cllr Best informed the Parish Council that the Village Hall were contemplating approaching a solicitor to negotiate the purchase of a narrow strip of land adjacent to Cow Lane to allow the widening of Cow Lane from the junction with A449 to the Village Hall. He wished to obtain permission for discussions to be progressed in the name of the Parish Council although he confirmed that there would be no financial consequences or obligation for the Parish Council. All Councillors agreed and asked that updates be provided on progress.
- Litter in the gateway on the S Bends in Haye Lane was again raised. The Clerk would speak to Sarah Pennington/Andrew Woods at the Conservation Trust.
- Cllr Arnold asked that the Lengthsman be asked to clear the drains in Boreley Lane.

### 78/15 Correspondence

Correspondence received was listed on the agenda. The Clerk took the opportunity to draw specific attention to:-

- Smarter Communities Event
- Youth Bus Newsletter and Dates
- Wychavon DC - New Councillor Induction Session (which would be circulated to new Councillors)

### 79/15 Councillors' Report

#### (a). District:

Cllr Tomlinson's report had been circulated for Councillor's consideration. No additional matters were raised.

#### (b). County:

Cllr Broomfield updated the Parish Council on the funding which had been allocated for the maintenance of Rural Roads.

#### (c). Parish:

No further matter were raised.

### 80/15 Next Meeting

The next meeting would be held on Tuesday, 21<sup>st</sup> July 2015 at Sytchampton Village Hall - (7.30pm)

There being no other business, the meeting closed at 9.10pm.

## Appendix

### FINANCE and AUTHORISATION OF ACCOUNTS

#### a. Income Received:

Rural Rate Relief	£343.11	Ombersley Bakery, Holt Fleet Convenience Stores
Worcs CC	£650.00	Lengthsman Feb/Mar + Admin Fee
	<b>£993.11</b>	

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

Communicorp	Clerk's and Councils Annual Subscription	£12.00	1826
OSHG	Petrol Church Mower	£40.34	1827
David Miles	Lengthsman, Gardening, VAS – April 2015	£582.75	1828
J Jordan	Fasthosts Web hosting – Ombersley.net	£65.87	1829
G J Pugh	Guide Hut – External Repair and maintenance	£730.00	1830
AoN	PC Insurance Renewal	£1,613.12	1831
Susanna Taylor	Internal Audit	£100.00	1832
Wychavon District Council	Rural Rate Relief – Ombersley Bakery	£110.93	1833
J Jordan	Clerk's Salary – May 2015	£366.66	SO
Old School House Garage	Church Mower Account – May 2015	£47.27	1834
CPRE	Annual Membership	£36.00	1835
David Miles	Lengthsman, Gardening, VAS – May 2015	£582.75	1836
Wychavon District Council	Rural Rate Relief – Holt Fleet Convenience Stores	£234.18	1837
Margaret Packer	Flowers – Lady Sandys Funeral	£244.08	1838
<b>Total Expenditure</b>		<b>£4,765.95</b>	

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

New Mill Services	Repairs to Church Mower	£121.36
Tim Lewis	Decoration – Ombersley Memorial Hall	£475.00
J Jordan	Clerk's Expenses – June 2015	£49.75
<b>Total Invoices Payable</b>		<b>£646.11</b>

Bank balances as at 16th June 2015

Current Account – 35,491.73

Reserve Account – 3,108.44