

MINUTES OF OMBERSLEY AND DOVERDALE PARISH COUNCIL
HELD ON TUESDAY, 16TH MAY 2017 AT 7.30PM.
AT SYTCHAMPTON VILLAGE HALL

Present: Cllrs D Ingram (Chairman), W T Arnold, Mrs H Barningham, M Best, Mrs J Goodman, R Reynolds, Mrs B J Serrell and Mr C J Welch (8)

Cllr P Tomlinson (County and District Councillor also attended)

Public Question Time

4 members of the public were present. Before proceeding to the formal business on the agenda, the Chairman invited them to address the Council and to ask any questions they may wish to raise.

Mrs Catherine Holden, a resident of Hartlebury asked a question of the Cllr Ingram regarding his attendance at, and commitment to Hartlebury Parish Council. She referred to the minutes of the Parish Council's meeting on 17th May 2016 when Cllr Ingram informed the Parish Council that "that he had issues that he needed to attend to but, once these had been concluded he would be resigning from Hartlebury Parish Council. This was likely to be within the next month".

Cllr Ingram was still a member of Hartlebury Parish Council and she was concerned at his commitment to the Parish (as demonstrated by his attendance record).

In response, Cllr Ingram reported that he had now stood down from Hartlebury Parish Council so the matter was no longer relevant.

Mr Peter Holden, also a resident from Hartlebury asked Cllr Ingram question regarding his current employment status. In response, Cllr Ingram confirmed that he was retired.

Susannah Perkins and Andrea Crowther asked for an update on progress regarding the Play Area following consideration of the matter by the Parish Council at its March 2017 meeting.

Cllr Best reported that the matter had been discussed at length at the recent Finance Committee who had agreed that:-

- The Finance Committee as part of its closure of the 2016-17 accounts should identify the level of reserves available and consider how much of this could be utilised to support this project, either by supporting any purchases directly or to be utilised as match funding for any grant applications.
- The possibility of raising the Parish Council precept to support this initiative should be raised with residents (initially via the Church Magazine) and comments invited on the proposal.
- As part of its consultation on initiatives to potentially be funded from any New Homes Bonus allocations, a proposal to upgrade the existing Play Area could be included in the list of potential projects.
- The availability of any future grant schemes should continue to be identified as possible sources of funding so that these could be included in the final funding strategy.
- Arrangements would be made to obtain any necessary permissions from the 'land owner'.
- Any matters arising from the 2017 Play Area Inspection which was to be undertaken imminently should also be considered.

It had been agreed that a further meeting of the Finance Committee would be convened in late May/early June to collate all the information identified above. At this point, the Committee would be able to agree a future detailed strategy for consideration by the Parish Council at its June meeting.

53/17 Chairman's Announcements

None

54/17 Apologies for Absence

Apologies for absence were received from Cllrs F Cody, Mrs S Collier, C McKenzie-Rowan, Mrs J Mitchell and P Reynolds.

55/17 Election of Chairman

The Parish Council was invited to elect its Chairman for the coming year.

In response to a question from Councillors, the Clerk reported that, despite the number of apologies, the Council was quorate and could proceed to elect its Chairman. He further advised that Standing Orders stated that the election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.

At this point, the Council asked for an adjournment so that it may consider this matter further. Those members of the Public present, Cllr Tomlinson and the Clerk left the meeting during this discussion.

Following a short adjournment, Cllr Tomlinson and the Clerk re-joined the meeting. Those members of the Public who had been present choose not to return to the meeting.

The Council concluded that it wished to proceed with the election of its Chairman and nominations were duly sought.

It was moved by Cllr Mrs Barningham and seconded by Cllr Arnold that Cllr Mrs Goodman be elected Chairman of the Parish Council. No other nominations were forthcoming.

Cllr Mrs Goodman confirmed that she would be happy to take on the role should this be the Council's wish. On being put to the vote, it was agreed that Cllr Mrs Goodman be elected Chairman of the Parish Council. There were no votes against or abstentions.

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

(Cllr Mrs Goodman in the Chair)

Before moving to the next item on the agenda, Cllr Mrs Goodman wished to pay tribute to Cllr Ingram and his contribution to the Parish Council during his two years in office. All Councillors concurred with these sentiments.

56/17 Election of Vice-Chairman.

Nominations were sought for Vice-Chairman. It was moved by Cllr R Reynolds and seconded by Cllr Mrs Serrell that Cllr Mrs H Barningham be elected Vice-Chairman. There being no other nominations, this was unanimously agreed.

57/17 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 Sytchampton Village Hall Management Committee.

Cllr C Welch – Parish Council representative on Ombersley Memorial Hall Management Committee

Cllr Ingram had announced during Public Question time that he had stood down from Hartlebury Parish Council. As a consequence, the Clerk's view was that Cllr Ingram would no longer need to routinely declare an interest as a member of that Parish Council.

The Clerk did, however, remind all councillors that interests did not just relate to membership of other bodies. The need to declare suitable interests may therefore still arise. Whilst the responsibility to declare appropriate interests lay with individual councillors the Clerk was happy to provide advice and guidance as required.

58/17 Minutes of the Meeting held on 21st March 2017

Copies of the minutes of the meeting held on 21st March 2017 had been previously circulated to Councillors.

It was moved by Cllr Best and seconded by Cllr Arnold that the minutes were an accurate record of the meeting. All Councillors agreed and the Chairman signed the minutes.

59/17 Determination of Council Priorities for 2017-18

Given likely changes to future funding arrangements and increased responsibilities being handed down to the Council, it was considered appropriate to begin to formulate a list of Council priorities for 2017-18. This would be vital in enabling the Parish Council to dedicate its limited time and resources to those issues which it believed were important for the Parish.

The emerging priorities which emerged from the discussion included:-

- the development of a Neighbourhood Plan,
- effective communication with residents (via the Noticeboard and Website).
- the continued effective management of the council's finances,
- representing the views of the parish via the planning process,
- continued involvement in measures to combat rural crime (including the development and promotion of Neighbourhood Watch),
- maintenance and management of the Public Rights of Way and paths in the parish

The creation of a Working Group to develop a Neighbourhood Plan for the Parish had already been agreed as a key priority and expressions of interest in participating in this work had been sought. To date expressions of interest had been received from Cllrs Mrs J Goodman, Mrs S Collier, and C McKenzie-Rowan. Additionally two local residents – Kate Daniels and Di Grove had also registered their interest.

The following further expressions of interest were received at the meeting: Cllrs Mrs B Serrell, D Ingram and C Welch. It was also suggested that Ian Cornock and Peter Jeynes (local residents) may also be able to bring some expertise to the Group. Cllr R Reynolds undertook to approach Ian Cornock to ascertain whether he would be interested and willing to participate.

To move this matter forward, Cllrs Mrs Goodman would look to pull the relevant information together and convene an initial meeting of the Group. The Clerk would continue to seek expressions of interest via the wider local community.

Arrangements for responding to planning applications was a further area the Parish Council felt required consideration. Given the number of applications received, this was becoming quite time-consuming. There was merit in looking at introducing revised, more streamlined arrangements.

Currently all applications were downloaded by the Clerk and circulated for comment. An arrangement where a list (and links to the application via the Wychavon website) were circulated may be a way forward. The involvement of a Councillor to take responsibility for planning matters and to help co-ordinate comments may also be beneficial.

Cllr Mrs Goodman felt that this may be an area where Cllr Cody may be willing to assist. She undertook to approach Cllr Cody. Should he be willing to take this on, detailed arrangements could be developed in conjunction with the Clerk for consideration at a future meeting.

Prior to the meeting, Cllr Mrs Mitchell had offered to take responsibility for keeping the public Noticeboard and two bus shelters in the village tidy. This offer was gratefully accepted.

The need to ensure effective communication with residents was seen as a priority. Arrangements were currently made to keep the main noticeboard in the village up to date. However it was recognised that a greater emphasis should be placed on the Council's website. This was updated frequently and should be seen as the medium through which key information and notices were published in the future. The Clerk would prepare notices drawing resident's attention to the existence of the website (whilst still posting appropriate information via the Noticeboard).

A greater use should also be made of the Ombersley.Net website facility which existed to promote local events and businesses. Cllr C Welch undertook to consider how this facility could be utilised in the future.

Finally, it was accepted that whilst the Parish Council may have a view as to its future priorities, these should be informed by the views of members of the local community. As part of future messages, the Clerk would continue to seek expressions of interest.

The Council concluded that its emerging priorities were those listed earlier in these minutes. Further consideration to the development of Council Priorities would continue to be given at future meetings.

60/17 Appointment of Councillors to serve on Committee

It was agreed that membership of the Finance Committee for the coming year would be: Cllrs Arnold, Best, Cody and Mrs Serrell. The Chairman and Vice-Chairman of the Parish Council would also serve on the Committee as ex-officio members.

61/17 Appointment of Council Representatives on other bodies

The following appointments were agreed:-

- Ombersley Memorial Hall – Cllr C Welch
- Sytchampton Village Hall – Cllr F Cody
- Path Warden – Cllr P Reynolds
- Tree Warden – Mr John Silvester (subject to confirmation that he was willing to continue)
- EnviRecover CLG (as necessary) – The Chairman and Clerk.

62/17 Planning Matters

(a) Planning Applications referred by Wychavon District Council for comment

- (i) 17/00182/FUL – Land off Mount Pleasant, Crossway Green
Erection of a general purpose agricultural building (to include the housing of livestock)

The Clerk reported he had been informed that this application was due to be considered by Wychavon District Council's Planning Committee on 1st June 2017. Some additional information had been circulated by the applicant, a copy of which had been forwarded to Councillors. The Planning Officers recommendation was likely to be for approval.

The Parish Council had previously objected to this application and did not believe that the additional information gave any reason to change this view.

The Clerk was therefore asked to respond to the District Council drawing their attention to the Council's continuing reservations and confirming that it wished to maintain its objection.

Cllr P Tomlinson also informed the Parish Council that he intended to oppose this application at the forthcoming planning committee meeting.

(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 1.

(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 1 to these minutes.

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

There were no other matters brought forward for consideration.

63/17 County Councillor and District Councillor Reports.

Due to involvement in the recent County Council elections, Cllr Tomlinson had not prepared written reports for this meeting. He did, however, provide the following verbal reports:-

County Councillor Report

As Councillors were aware Cllr Tomlinson had recently been re-elected County Councillor for the Ombersley Division. The Parish Council offered its congratulations to Cllr Tomlinson and looked forward to his continuing support.

Cllr Tomlinson also took the opportunity to update the Council on discussions between County Council officers and the organisers of Velo Birmingham. These discussions were continuing and a series of assurances had been sought. He would continue to keep the Parish Council updated on developments.

District Councillor Report

Cllr Tomlinson updated the council on Wychavon District Council's recent consideration of the Woodland View Fishery's Planning application. He still had concerns over the views of Highways on this application and indeed the wider question of the basis on which they prepared their comments on planning applications more generally.

He had therefore sought a meeting with Highways Officers to explore this further. Cllr R Reynolds offered to attend that meeting as a Parish Council representative should this be helpful. All Councillors agreed that this would be beneficial.

Finally, following the rejection of the latest planning application at Plot 4, Comhampton Lane, Cllr Tomlinson was pursuing the issue of enforcement action with the District Council. Again he would keep the Parish Council updated.

The Chairman thanked Cllr Tomlinson for his reports. At this point (9.05pm) Cllr Tomlinson left the meeting.

64/17 Police Report

A copy of the latest Police Report had been circulated to Councillors.

The Parish Council was naturally concerned at the arson incident at the Tennis Club. Discussions were ongoing at the Tennis Club regarding future plans. The Parish Council agreed that if appropriate, it was happy to assist with the submission of any future planning application for reconstruction of the club house.

Cllr Mrs Goodman also reported the ongoing developments regarding the development of a Smartwater initiative for the parish. Uphampton, in particular, was looking to implement such a scheme.

65/17 Finance and Authorisation of Accounts

(a) Report and Recommendations from the Finance Committee

Cllr Best took the opportunity to highlight the key points arising from the last meeting of the Finance Committee which had been held on 4th April 2017.

The Committee had discussed arrangements for moving forward with the Play Area upgrade. An update had been provided as part of the public question time earlier in the meeting.

Other matters discussed included:-

- A review of Income and Expenditure for 2016-17,
- Audit Arrangements,
- Review of Financial Regulations and Standing Orders,
- Review of VAT Regulations,
- Updates on the work at St Andrew's Church, Ombersley and St Mary's Church, Doverdale,
- Update on Grant Applications for 2017-18, and
- Details of Rate Relief Applications

Cllr Best also informed the Council that it had been agreed to enter into a 7 year agreement for the servicing of the Parish Clock. This would provide long term value for money and to protect the Parish Council's position, Cllr Best had arranged a suitable indemnity.

A further meeting of the Finance Committee would be arranged in June (prior to the Parish Council's June meeting) to finalise those matters and to bring forward recommendations to the Parish Council.

(b) Arrangements for approving the Council's Final Accounts for 2016-17 together with Statutory Annual Report and Statement of Accounts

The Clerk reported that the Internal Audit of the Council's Final Accounts for 2016-17 had been successfully completed. The Finance Committee and Parish Council would be asked to approve the final versions of the Annual Report and Statement of Accounts at their meetings in June. Thereafter these would be submitted to the External Auditor.

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

Income totalling £35,335.02 had been received.

Cheques totalling £30,684.47 had been paid since the last meeting.

The Clerk reported that since the publication of the agenda papers he had received invoices totalling £3,567.03 which needed to be paid. These were detailed in Appendix 2 to these minutes.

One of the invoices related to the payment of the Council's Insurance premium for 2017-18 and a question was raised about the insured value for the Weighbridge Hut. Whilst this was not owned by the Parish Council it still had a responsibility for it. The Clerk was therefore asked to approach AoN to ascertain the cost of increasing the insured value for the Weighbridge Hut. Having done so the Clerk would email members of the Finance Committee so that it could determine how it wished to proceed.

It was moved by Cllr Best and seconded by Cllr Ingram that the transactions listed in the schedule and included at Appendix 2 to these Minutes together with the arrangements for settling the Council's Insurance Premium for 2017-18 be approved. All Councillors agreed.

(d) Any other Financial Matters requiring urgent attention

There were no other financial matters requiring attention at this point.

66/17 Highways Matters

No matters were raised

67/17 Councillors' Reports

Questions were raised about proposals for the Telephone Kiosk in the village and the Ceramic Poppy display. In response Cllr Best reported that these matters were under discussion with the Ombersley Conservation Trust.

Cllr Mrs Serrell also referred to the sheds and outbuildings which had now been sited at Knottsfeld Nursery and whether planning or any other permission was required.

It was confirmed that these were demonstration buildings (being offered for sale) as opposed to buildings to be used by the Nursery itself. The Clerk would however look into this

Cllr Welch also reminded Councillors that the Ombersley DAA Family Fun Day would be held on Saturday 20th May 2017 at Ombersley Memorial Hall.

68/17 Correspondence

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

69/17 Meeting Dates

The next meeting of the Parish Council would be held on Tuesday 20th June 2017 at Sytchampton Village Hall commencing at 7.30pm.

The meeting ended at 9.25pm

..... CHAIRMAN.

Appendix 1

Responses to Planning Applications on behalf of the Parish Council

- (i) 17/00812/FUL – Land off, Mount Pleasant, Crossway Green – Erection of a General Purpose Agricultural Building (to include the housing of livestock)
- (ii) 17/00357/HP – Brook Granary, Holly Bush Walk, Ombersley WR9 0HT – Detached annex for elderly relative
- (iii) 17/00573/DEM – Hadley Riding Stables, Brick House Farm, Hadley Heath Wr9 0AS – Demolition of a group of 3 no barns and stables
- (iv) 17/00481/HP – Glebe Orchard, Droitwich Road, Ombersley, WR9 0DR – Proposed ancillary accommodation to the side of an existing dwelling
- (v) 17/00305/HP - Moat Farm, Sinton Lane, Ombersley, WR9 0EU – Proposed extension to an existing house
- (vi) 17/00333/FUL – Joel Enterprises, Holt Fleet, WR6 6NW – New 5 bed detached dwelling and separate double garage, with new vehicular access
- (vii) 17/00495/HP – The Barrons, Chatley Lane, Ombersley, WR9 0AP – Renovation and extension
- (viii) 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 elevations of the barn and internal reconfiguration of the ground floor.
- (ix) 17/00313/LB – 4, Holbeck Cottage, Main Road, Ombersley WR9 0EP – Repairs to the main timber frame to the jettied central gable
- (x) 17/00150/HP – The Granary, Clacks Farm Lane, Boreley, Ombersley, WR9 0HX – Proposed conversion and extension of existing detached garage/office building to provide residential accommodation for elderly dependent relatives.
- (xi) 17/00674/OUT – Cross Cottage, Holt Fleet Lane, Holt Fleet – Outline planning application with all matters reserved except access for the construction of 2 no. live/work units
- (xii) 17/00690/HP – Daneswood Farm, Boreley Lane, Ombersley WR9 0HU – Alteration and extension of existing dwelling and new swimming pool enclosure
- (xiii) 17/0468/FUL – The Grange, Chatley Lane, Ombersley, WR3 7SG – Retrospective planning permission to use a garage conversion as a holiday let **(comments not submitted as application withdrawn by applicant prior to end of consultation period)**
- (xiv) 17/00713/LB – Leigh House, Main Road, Ombersley, WR9 0EW – Replacement of existing 1960s built front wall and railings with new low wall and railings along with replacement of associated steps and paving
- (xv) 17/00824/FUL – Oldfields of Ombersley, Main Road, Ombersley, WR9 0JG – Construction of a timber building as an extension to the existing business to form a farm shop and café.
- (xvi) 17/00856/FUL – The Rest, Hawford Wood, Ombersley, WR9 0EZ – Replacement of existing detached dwelling with new detached dwelling

Details of decision Notices received from Wychavon District Council

- (i) 17/00154/HP – Rushwinds, Boreley Lane, Ombersley – Proposed 2 storey side and single storey rear extension to Annex to provide additional office space **(APPROVED)**
- (ii) W/14/02271/PN - Winnall Caravan Park, Winnall Lane, Lincomb – Vary condition 2 of the original permission to use the land for the stationing of caravans granted under application reference 97/777, condition 2 of planning approval W/96/00158 and conditions 2,3 and 4 of planning approval W/06/02033/PN to allow for one designated unit to be occupied throughout the year by the site manager. **(APPROVED)**
- (iii) 17/00435/AGR – Park Farm, A449 Main Road Ombersley, WR9 0EX – Steel portal frame building with concrete panel/box profile walls to be used for machinery storage together with concrete pad **(PERMITTED DEVELOPMENT)**
- (iv) 17/00127/HP – Glenfields, Doverdale, WR9 0QA – Conversion of garage and office above to bedroom with ensuite at first floor, dining room at ground floor and construction of new double garage **(APPROVED)**
- (v) W/16/02211/CU – Land South of, Winnall Caravan Park, Winnall Lane, Lincomb – Change of use of land to site 21 static holiday caravan extension **(APPROVED)**

- (vi) 17/00078/HP – Tom’s Cottage, Sytchampton Lane, Sytchampton, DY13 9TA – Proposed garage (Retrospective) **(APPROVED)**
- (vii) 17/00573/DEM – Hadley Riding Stables, Brick House Farm, Hadley Heath Wr9 0AS – Demolition of a group of 3 no barns and stables **PRIOR APPROVAL NOT REQUIRED)**
- (viii) 17/00245/HP – The Coach House, Uphampton, Ombersley, WR9 0JR – Erect front porch **(APPROVED)**
- (ix) 17/00357/HP – Brook Granary, Holly Bush Walk, Ombersley WR9 0HT – Detached annex for elderly relative **(APPROVED)**
- (x) 17/00333/FUL – Joel Enterprises, Holt Fleet, WR6 6NW – New 5 bed detached dwelling and separate double garage, with new vehicular access **(APPLICATION WITHDRAWN BY APPLICANT)**
- (xi) 17/00481/HP – Glebe Orchard, Droitwich Road, Ombersley, WR9 0DR – Proposed ancillary accommodation to the side of an existing dwelling **(APPROVED)**
- (xii) 17/00313/LB – 4, Holbeck Cottage, Main Road, Ombersley WR9 0EP – Repairs to the main timber frame to the jettied central gable. **(APPROVED)**
- (xiii) 17/0468/FUL – The Grange, Chatley Lane, Ombersley, WR3 7SG – Retrospective planning permission to use a garage conversion as a holiday let **(APPLICATION WITHDRAWN BY APPLICANT)**

Appendix 2

FINANCE and AUTHORISATION OF ACCOUNTS

a. Income Received:

Friends of St Mary's Church	Contribution for Electrical works at St Mary's Church	£19,669.02
Worcs CC	Lengthsman (Feb 17 and March 17 + Admin Charge)	£635.00
Wychavon DC	New Homes Bonus – Remaining Allocation	£2,218.00
Wychavon DC	Precept and Grant – 1 st Instalment	£12,813.00
		£35,335.02

b. Cheques paid since the last meeting

New Mill Services	Parish Mower – Service	£153.46	1964
J Jordan	Clerk's Exps – to March 17	£74.31	1965
Hightreck Technical Srvs	St Andrew's Audio upgrade – Deposit	£897.12	1966
J Jordan	Clerk's Salary – March 2017	£433.33	SO
David Miles	Lengthsman, Gardening, VAS – March 2017	£582.75	0167
Buzz Electrical Ltd	St Mary's Church Doverdale	£23,602.82	1968*
HF Contract Furniture	Replacement Tables – OMH	£3,325.50	1969*
Communicorp	Clerks and Councils Direct – Annual Subs	£12.00	1970
Ombersley Memorial Hall	Room Hire Charge – Neighbourhood Watch	£15.00	1971
Playsafety Ltd	Play Area Annual Inspection	£88.20	1972
Old School House Garage	Church Mower Account (Dec 16 and Mar 17)	£47.39	1973
Fasthosts	Ombersley.Net – Domain Renewal	£14.39	1974
CPRE	Annual Subscription 2017-18	£36.00	1975
Western Power	Earthing Works – St Mary's Church Doverdale	£139.12	1976
Filmbank Distributors Ltd	PVL Licence – Sytchampton VH	£127.00	1977
J Jordan	Clerk's Salary – April 2017	£433.33	SO
Sue Hicks	PC Internal Audit	£120.00	1978
David Miles	Lengthsman, Gardening, VAS – April 2017	£582.75	1979
		£30,684.47	

c. Invoices Received for Payment (to date)

Hightreck	St Andrew's Audio upgrade – Balance	£1,826.40
AoN	PC Insurance Premium 2017-18	£1,616.63
Sytchampton Village Hall	Hall Hire Charges 2016-17	£124.00
		£3,567.03