

MINUTES OF A MEETING OF
OMBERSLEY AND DOVERDALE PARISH COUNCIL
HELD ON TUESDAY, 17th MAY 2016 AT 7.30 P.M.
AT SYTCHAMPTON VILLAGE HALL

Present: W T Arnold, Mrs H Barningham, M Best, F Cody, Mrs S Collier, Mrs J Goodman, D Ingram, P Reynolds, R Reynolds, Mrs B Serrell. (10)

51/16 Chairman's Announcements

None

52/16 Apologies for Absence

Apologies for absence were received from Cllrs C MacKenzie- Rowan, Mrs J Mitchell and C Welch. Apologies were also been received from County Councillor M H Broomfield and District Councillor P Tomlinson.

53/16 Election of Chairman.

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

It was moved by Cllr Mrs Serrell and seconded by Cllr Cody that Cllr D Ingram be elected Chairman for the ensuing year.

In response to a query, Cllr Ingram reported 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.

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

Cllr Ingram duly signed his Declaration of Acceptance of Office and took the chair for the meeting.

(Cllr Ingram in the Chair)

54/16 Appointment of Vice-Chairman

It was moved by Cllr Ingram and seconded by Cllr Cody that Cllr Mrs Goodman be appointed Vice-Chairman for the ensuing year. This was unanimously agreed by the Council.

55/16 Declarations of Personal and Prejudicial Interest

The following interests were declared:-

Cllr W T Arnold - Member of Ombersley Memorial Hall Management Committee
Cllr M Best - Member of Sytchampton Village Hall Management Committee.
Cllr F Cody - Member of Sytchampton Village Hall Management Committee.

The Clerk also declared a Pecuniary Interest in respect of Item 65/16 (d) and left the meeting during the consideration of this matter.

Public Question Time

There were no members of the public present at the meeting.

56/16 Confirmation of Minutes

The Minutes of the meeting held on 15th March 2016 had been previously circulated. Councillors agreed that the minutes were an accurate record of the meeting. The Chairman signed the minutes.

57/16 Appointment of Members to serve on Committees etc.

The Parish Council agreed that the following members continue to serve on the Finance Committee:- Chairman and Vice- Chairman of the Council (Ex-Officio), Cllrs W T Arnold, M Best, F Cody and Mrs B Serrell.

The Parish Council also confirmed that the current arrangements for considering planning applications should continue; namely that comments be sought by email. However should the Parish Council needed to meet to discuss any specific planning issues, an extra-ordinary meeting of the Parish Council would be convened for this purpose.

Although not a committee, some councillors felt that there would be merit in establishing an informal Projects Working Party. In essence this would be a group of councillors who could discuss specific projects and bring proposals forward for consideration by the Parish Council. The Parish Council could also commission the group to look at issues on its behalf.

Such a working party would have no delegated authority to implement proposals and would not have any authority to commit expenditure on the Parish Council's behalf.

The Parish Council agreed to establish such a working group and its membership would comprise: Chairman and Vice-Chairman of the Council (Ex-officio), Cllrs Mrs H Barningham and Mrs B Serrell. Other councillors would be free to participate depending on the issues to be considered.

58/16 Appointment of Representatives to other bodies

The following other appointments were confirmed:-

- Ombersley Memorial Hall Management Committee – Cllr C Welch
- Sytchampton Village Hall Management Committee – Cllr F Cody
- Path Warden Co-ordinator – Cllr P Reynolds. Cllr Reynolds would supply a list of the current Pathway Wardens.
- Tree Warden – Mr A J Silvester
- EnviRecover Community Liaison Group – Chairman and Clerk

Clarification was also sought on the Councils representation on the Lloyds Educational Foundation. The Clerk confirmed that the Parish Council currently appointed 5 representatives and that their term was due to expire in September 2016.

Cllr Ingram reported that he had resigned as a Council representative and had asked Cllr Mrs Collier to replace him.

As this was a Council appointment, the Parish Council was asked to approve the replacement of Cllr Ingram, which it did. The Clerk would therefore inform the Secretary of the Foundation of this change. Re-appointment of all Parish Council representatives would be considered at the September 2016 meeting.

59/16 Planning Matters

(a) Comments on Planning Applications

There were currently no outstanding planning applications requiring comment.

(b) Responses to Planning Applications

The Clerk reported that he had responded to a number of Planning Applications on the Parish Council's behalf. These were detailed in Appendix 1 to the agenda.

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

Details of the Decision Notices received from Wychavon District Council had also been circulated to Councillors and were also included in Appendix 1 to the agenda.

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

(i) Woodland View Fisheries.

The Clerk reported that he had submitted the Freedom of Information request to the District Council. He would circulate their response once received.

CLr Mrs Barningham raised her continued concerns at the site levels as she believed that the development was in contravention of the permitted heights which had been agreed as part of the original planning permission. The Clerk undertook to raise this with the District Council.

(ii) Dough Bank (Ox Orchard)

Local residents had expressed their concerns about ongoing developments (including the laying of hardcore on the site). The impact on protected trees and their root protection area had also been raised as a concern.

CLr Tomlinson (District Councillor) had raised this matter with the Enforcement Team. They had visited the site but their view was that there were currently no planning breaches to investigate. The Tree Protection Officer had also visited the site and similarly did not feel that there was any adverse impact on the protected trees and roots protection area. Both would, however, keep the matter under review.

The Parish Council was reminded that when the planning application for the establishment of a private gypsy pitch had been brought before them for consideration, they had raised the issue of ownership of the private access track. They believed that this would be pertinent to any future planning considerations as access to the site was needed from this track. Residents should continue in their attempts to establish ownership etc of the track.

(iii) Plot 4, The Paddocks, Comhampton

The Clerk reported that the Planning Officers were still attempting to gain access to the site so that they could complete their report.

(iv) The Parsonage, Parsonage Lane

The Heritage Officer was planning to visit The Parsonage on 18th May 2016.

60/16 County Councillor's Report

The County Councillor had forwarded his apologies and no report had been submitted

61/16 District Councillor's Report

The District Councillor had also sent his apologies. A copy of his report had been circulated to Councillors.

A large number of points in Cllr Tomlinson's report had been dealt with under the consideration of planning matters earlier in the agenda.

There were no other points which Councillors wished to raise.

62/16 Police Report

A copy of the latest Police Report had been circulated.

The Parish Council was concerned that the report was not up to date. Cllr R Reynolds was aware of two further burglaries in the Hadley area which had not been referred to in the report. Also, the report was still lacking any updates on previously reported crimes.

The Clerk would raise this matter with Supt Purcell.

63/16 Clerk's Report and Progress Report

(a) Ombersley Memorial Hall – Expenditure proposals

The Clerk reported that the Memorial Hall was moving forward with proposals for the development of the Hall. The Chairman of the Hall Management Committee had asked for an opportunity to brief the Parish Council on their plans. The Parish Council agreed that representatives of the Memorial Hall Committee be invited to the June or July meetings so that they could brief Councillors.

(b) Lengthsman Agreement for 2016/17.

The Clerk reported that he had received notification from the County Council that the Lengthsman Scheme was to continue for 2016/17. The Clerk had therefore signed the contract on behalf of the Parish Council.

(c) Ombersley Village Enhancements

The Ombersley Conservation Trust appeared keen to assist with the implementation of schemes to enhance the village. To move this forward, the Council agreed that Cllr Best and the Clerk should meet with John Yelland from the Trust to take this forward.

Alongside this, the Parish Council felt that there were other issues in the village which could benefit from some attention. These included the re-furbishment of the noticeboard next to the Parish Council noticeboard and a general clear up of that area (including the removal of weeds etc). The litter bin could also benefit from some attention.

The locks had also failed on the Parish Council noticeboard and would require replacement. Cllr Best would organise the work required to the noticeboards and the Clerk would ask the Lengthsman to attend to the weeds. Additionally, the Clerk would ask the Lengthsman to generally tidy up the Roundabout. All councillors agreed.

(d) Worcestershire Minerals Local Plan

The Clerk reminded Councillors that he had recently circulated details of the Minerals Local Plan 'search for sites'. A site on land adjoining the Ombersley Golf Course had been brought forward by the Diocese of Worcester for consideration.

(e) Community Litter Picks

The Parish Council wished to extend its thanks to all involved in the recent litter pick in the Haye Lane and Hadley areas.

The litter pick kits were available for any councillor who wanting to arrange a similar activity in other parts of the parish.

64/16 Statement of Accounts 2015-16

The Clerk reported that the Council's accounts for 2015-16 had been audited by the internal auditor. No issues had been highlighted and a copy of the accounts had been circulated to all Councillors. Additionally the accounts had been considered by the Finance Committee on 10th May 2016 who wished to recommend their adoption. It was therefore moved by Cllr Best and seconded by Cllr Arnold that the Parish Council's accounts for 2015-16 be approved. All councillors agreed.

The Clerk would make arrangements for the completion of the Annual Governance Statement and Statement of Accounts. These would be brought forward for approval at the next meeting.

65/16 Finance Committee Report and Recommendations

Cllr Best presented the Report and Recommendations from the recent meeting of the Finance Committee as follows:-

(a) Review of Financial Regulations and Associated Registers

The Finance Committee had considered and recommended for approval the Annual Risk Assessment, Council's Financial Regulations, Insurance arrangements for 2016-17 and associated Assets Register. Copies had been circulated to all councillors and it was moved by Cllr Best and seconded by Cllr Arnold that these be formally adopted by the Parish Council. All Councillors agreed.

(b) 2016/17 Budget Update

The Finance Committee had reviewed its budget for 2016/17 and concluded that everything was in order. Arrangements would be made to clear any carry forwards from previous years which were not being held on behalf of another organisation into a general reserve budget heading. This would enable the Parish Council to see, at a glance, the extent of its unallocated reserves. All Councillors agreed.

Cllr Best reported that a request for grant funding had been received from the Friends of Ombersley First School. As the Council had already set its budget and the deadline for grant applications had expired, the Committee could not consider this.

In terms of any such applications in future years, he reminded the Council that whilst they had given one off grants in the past, the Parish Council had previously agreed to give priority to organisations which benefitted a particular sector of the parish and whose ability to attract funding from elsewhere was limited. The two parish schools received funding on a per pupil basis to meet their educational needs and it would be difficult to prioritise future applications whether from the schools or 'Friends' at the expense of other local community group. All councillors agreed that they would wish to maintain this approach.

(c) Review of Bank Mandates

Following the last election, a number of signatories no longer served as Parish Councillors. The Finance Committee had therefore recommended that the following be added as signatories to the Parish Council's Bank Accounts – Cllr D Ingram, Cllr F Cody, Cllr Mrs J Goodman and Cllr Mrs B Serrell. All councillors agreed and the Clerk would make arrangement for these changes to be implemented.

(d) CONFIDENTIAL ITEM – Review of Clerk's Salary.

The Clerk declared a disclosable pecuniary interest in this matter and left the meeting during the consideration of this item.

The Parish Council agreed that the Clerk's salary be increased to £5,200 per annum backdated to 1st April 2016. All councillors agreed.

The Finance Committee would also wish to review with the Clerk the level and nature of duties currently being undertaken against the current number of hours per week expected of the role.

67/16 Finance and Authorisation of Accounts

(a) Payments requests

No further payment requests had been brought forward for consideration

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

The Clerk reported that:-

Income totalling £24,764.55 had been received.
Cheques totalling £8,867.28 had been paid since the last meeting.
Cheques totalling £1,632.33 needed to be paid.

It was moved by Cllr Best and seconded by Cllr Cody that the transactions listed in the agenda papers and included as an Appendix to these Minutes be approved. All Councillors agreed.

(c) Any Other Financial Matters Requiring Approval

There were no other financial matters requiring approval.

68/16 Highways Matters

(a) Reports of Highways Matters

The following matters were raised:-

- (i) The pile of vehicle etc debris next to the turning to Hadley which had been collected as part of the latest litter pick still required collection. The Clerk would pursue this.
- (ii) The footpath from the end of Parsonage Lane into the village was now becoming extremely narrow and as a consequence was a hazard for those walking dogs or with pushchairs. The Clerk would raise this with Highways
- (iii) Cllr Best raised the ongoing issues at Battleton Common (locally known as the Sunken Lane). The Clerk would liaise with Cllr Best and raise this matter.

(b) Millhampton Wood

Cllr P Reynolds updated the Council following the positive discussions he had held with the Woodland Trust regarding future management of the woodland. He would keep the Parish Council informed of developments.

69/16 Councillor's Reports

Cllr Mrs Serrell was continuing to make arrangements for the Annual Parish meal.

Cllr Mrs Barningham also referred to a series of historic photographs of Ombersley which were held by Arthur Turner.

70/16 Correspondence

A schedule of correspondence was received by the Parish Council.

71/16 Next Meeting

The next meeting of the Parish Council would be held on Tuesday 21st June 2016 at Sytchampton Village Hall commencing at 7.30pm.

There being no other business, the meeting closed at 9.05pm.

..... CHAIRMAN.

Appendix

FINANCE and AUTHORISATION OF ACCOUNTS

a. Income Received:

Ombersley Walk Group	£50.00	Contribution to SVH re: Omb Walk
Major Oliver Charity	£1,563.75	Ceramic Poppies Donation (Balance)
Worcestershire CC	£6,779.71	Cllrs Divisional Fund – Major Oliver Charity
HMRC	£3,908.09	VAT refund 2013/14 (Part) and 2014/15
Worcestershire CC	£650.00	Lengthsman (Feb/March 2016 + Admin fee)
Wychavon DC	£11,813.00	Budget Requirement (instalment 1 of 2)
	£24,764.55	

b. Cheques paid since the last meeting

Old School House Garage	Mower Account – November 2015	£14.47	01888
Communicorp	Annual subscription – Clerks and Councils Direct	£12.00	01889
Light Power Group	Solar Panels SVH – Balance	£5,181.00	01890
National Assn of Local Councils	Annual Subscription	£17.00	01891
J Jordan	Clerk's Expenses – March 2016	£35.00	01892
J Jordan	Clerk's Salary – March 2016	£366.66	SO
Midland Traffic Management Ltd	Traffic Management – Remembrance Day Parade	£510.00	01893
TAP Heating and Plumbing	Emergency Repairs SVH	£96.00	01894
David Miles	Lengthsman, Gardening, VAS	£582.75	01895
FilmBank	Video Screening Licence – SVH	£123.00	01896
Glassier Windows	SVH External Door – Balance	£738.00	01897
Playsafety	ROSPA Annual Inspection – Play Area	£88.20	01898
Old School House Garage	Mower Account – March 2016	£21.79	01899
Sytchampton Village Hall	Hall Hire Charges 2015-16	£132.00	01900
J Jordan	Clerk's Salary – April 2016	£366.66	SO
David Miles	Lengthsman, Gardening, VAS – April 2016	£582.75	01901
Total Expenditure		£8,867.28	

c. Invoices Received for Payment (to date)

Old School House Garage	Church Mower Account – April 2016	£21.79
AoN	PC Insurance Renewal	£1,580.54
Wychavon DC	Payroll Charges – 2015-16	£30.00
Total Invoices Payable		£1,632.33

Bank balances as at 11th May 2016

Current Account - £45,256.74

Reserve Account – £3,109.86