

MINUTES OF OMBERSLEY AND DOVERDALE PARISH COUNCIL
HELD ON TUESDAY, 19TH FEBRUARY 2019 IN THE NARTHEX, ST ANDREW'S CHURCH,
OMBERSLEY AT 7.30PM.

Present: Cllrs Mrs J Goodman (Chairman), M Best, F Cody, Mrs S Collier, C McKenzie-Rowan, P Reynolds, R Reynolds, J Ringe, Mrs B Serrell and C Welch (10).

Cllr Peter Tomlinson (County and District Councillor) also attended.

Public Question Time

No members of the public were present.

16/19 Chairman's Announcements.

The Chairman provided a general update on progress being made on a number of initiatives since the last meeting. The details of these updates are minuted under the item to which they relate. Additionally she reported on the outcomes from the recent ROADS meeting.

17/19 Apologies for Absence

Apologies for absence were received from Cllrs W T Arnold, Mrs H Barningham and D Ingram.

18/19 Declarations of Personal and Prejudicial Interest

The following interests were declared:-

Cllr M Best – Member of the Sytchampton Village Hall Management Committee.

Cllr F Cody – Parish Council representative on Sytchampton Village Hall Management Committee.

19/19 Minutes of the Meeting held on 15th January 2019

Copies of the minutes of the meeting held on 15th January 2019 had been previously circulated to Councillors. It was moved by Cllr Mrs Serrell and seconded by Cllr P Reynolds that the minutes were an accurate record of the meeting. All Councillors agreed and the Chairman signed the minutes.

20/19 Post Office Ltd – Consultation on a proposal to move the Holt Heath Post Office Branch to Holt Fleet Convenience Store.

The Clerk to the Council had previously informed Councillors of receipt of a consultation paper from Post Office Ltd on a proposal to move the Holt Heath Post Office Branch to Holt Fleet Convenience Store.

He reminded Councillors that a copy of the Consultation Paper had also been advertised on the Parish Council Website and Notice Board.

The closing date for the receipt of comments was 7th March 2019 and whilst Councillors may have already responded on a personal basis, this was the Parish Council's opportunity to submit its own formal view.

Following a wide ranging discussion, Councillors agreed that it wished to respond and would want the following points covered in its response:-

- there was always a dilemma when considering the removal of a facility from one location to another and to this extent the Parish Council were keen to avoid being seen as being partly responsible for the removal of a facility in a neighbouring parish. However, it understood that the retention of the current service at Holt Heath was not an option open for consideration.

- the Parish Council had recently conducted a Household Survey as part of the development of its Neighbourhood Plan. 982 questionnaires were delivered with 622 responses received – a 63% response rate. The results were currently being analysed but the desire for a Post Office facility in the Parish was an issue which had been raised by a number of respondents both in their response to the questionnaire and separately to this.
- The Parish Council concluded that the need for a local Post Office had been raised by a number of local residents and the provision of such a service was vital to rural communities like ours. The Parish Council therefore supports the proposed relocation of Holt Heath Post Office to the Holt Fleet Convenience Store, Holt Heath, Worcester, WR6 6NN.

The Clerk to the Council was asked to formally response to Post Office Ltd encapsulating the points raised by Councillors and set out above.

21/19 Planning Matters

(a) Planning Applications for consideration

The Clerk to the Council reported that a number of planning applications were currently being considered by Councillors prior to responses being made under the delegated authority procedure.

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

The Clerk to the Council 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 to these minutes.

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

A list of decision notices received since the last meeting had also been circulated. These were included in Appendix 1 to these minutes. Additionally the Clerk to the Council reported that he had received a further decision notice indicating that Application No 19/00001/FUL - Glebe Fields, Doverdale Lane, Dunhampton, Droitwich Spa, DY13 9SW had been refused.

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

No matters were raised.

22/19 County and District Councillor Reports.

Cllr Tomlinson presented his reports.

As part of his County Council Report he reported on the following:-

- County Council Budget 2019-20.
- The removal of dangerous trees on A449.
- A proposed capital spend on improvements at Hartlebury Railway Station.
- Proposals for an increased County Councillor Fund for Highways Schemes.
- His involvement in the Health Overview and Scrutiny Committee's ongoing work.

From a District Councillor perspective he provided an update on the latest position on the following matters:-

- planning matters ongoing at Dough Bank and The Paddocks at Comhampton.
- progress on the consultation undertaken by the Committee for Standards in Public Life.
- the provision of additional car parking at Ombersley School.
- The proposed Solar Farm Development at Doverdale. He confirmed that no planning

- application had yet been received.
- Arrangements to resolve issues at the Doctors Surgery.

(At this point 8.15pm Cllr Tomlinson left the meeting).

23/19 Finance and Authorisation of accounts

(a) Funding for Phase 2 of the Play Area Project.

The Clerk to the Council reported that the Parish Council currently held a sum of £13,243.76 which had been raised to fund future improvements to the Play Area. Included in the sum was VAT to the value of £2,376.75 which had been incurred on the project to date.

Under its existing arrangements, VAT incurred on expenditure would normally need to be reclaimed before the amount could be committed. However, in this instance, it would be beneficial to allow the total sums raised to be spent on the project prior to the VAT being reclaimed.

The Scheme met the criteria set out by HMRC to allow the necessary VAT to be reclaimed. However, in the event that the VAT could not be reclaimed it had been accepted that this would need to be repaid.

It was moved by Cllr Best and seconded by Cllr Mrs Collier that all funds raised in respect of the Play Area improvement (including the VAT awaiting reclaim) be made available to fund the next Phase of the improvement works. On being put to the meeting, this was unanimously agreed by all Councillors.

Cllr P Reynold reported that as part of the refurbishment of Phase 1 of the project some swing seats which had been replaced had been sold and a sum of £50.00 realised. The Parish Council confirmed that it was content for this money to be allocated towards the Play Area refurbishment project.

(b) St Mary's Church, Doverdale – Provision of Water Supply

Cllr Best reported that the Parish Council had previously considered approving a scheme to connect a mains water supply to St Mary's Church in Doverdale.

Cllr Best had discussed this further with the Friends of St Mary's and quotations had been sought. It was proposed by Cllr Best and seconded by Cllr Mrs Serrell that a quotation submitted by P J Hirons Ltd in the sum of £6,343.07 (inc VAT) be accepted and that authority be given for the work to proceed. On being put to the meeting this was unanimously agreed by all Councillors and the Clerk to the Council was asked to place the order.

(c) Revised VAT Protocol

At the last Parish Council meeting Cllr Best had circulated a revised VAT protocol for consideration. A copy had been circulated to Councillors for comment.

Having taken the opportunity to incorporate comments received, Cllr Best had updated the draft and a copy of the final version was given to each Councillor. It was moved by Cllr Best and seconded by Cllr Cody that the Protocol be now formally adopted and included as an Appendix to the Council's Financial Regulations. On being put to the meeting this was unanimously agreed by all Councillors.

(d) Grant Funding Update

The Clerk to the Council confirmed that he had now received a grant application from Ombersley Junior Cricket Club. The application sought support for Hall Hire Charges to enable indoor sessions to be run for the Junior Cricket Club. The cost was £504.00 exc VAT. The Parish Council felt that this was a valid use of the grant funding and were happy to support the application. To ensure that the costs could be met from the funds held on behalf of the Cricket Club

the Parish Council further agreed to increase its grant for 2019-20 to £500. Also, to ensure a consistency of approach, the grant awarded to the Brownies and Guides would be similarly increased to £500.

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

The Clerk to the Council reported that income totalling £8,556.14 had been received. Cheques totalling £6,077.25 had been paid since the last meeting. No Invoices needed to be paid.

It was moved by Cllr Best and seconded by Cllr Cody that the transactions listed in the schedule and included at Appendix 2 to these minutes be approved. All Councillors agreed.

(e) Any other financial matters requiring determination.

Cllr Best reporting that he was currently compiling a list of items of expenditure incurred in respect of Sytchampton Village Hall and which would need to be reimbursement. In addition, he would also be looking to replace a number of panel heaters at the Hall. Councillors agreed that details be brought back to the next meeting.

Additionally he reported that as part of previous Bank Reconciliations, a Cheque (No 2073) payable to PPL PRS Ltd in the sum of £117.60 remained outstanding. This cheque was significantly out of date and Cllr Best asked that the Parish Council agree to issue a replacement cheque. Councillors unanimously agreed to this request.

Finally, Cllr Best reported that the work to resurface Cow Lane had been put on hold until the ongoing works at the end of the lane had been completed and the number of heavy vehicles associated with those works had reduced.

30/19 Neighbourhood Development Plan

Cllr Mrs Collier thanked all the volunteers who had helped with the coffee mornings held in February at Sytchampton Village Hall and Ombersley Memorial Hall. Details of the surveys which were outlined at these events were now available on the TOAD website.

The Volunteers Evidence Report was almost complete and the Technical Support Report was due soon.

20 sites had been put forward as possible sites for housing and David Nicholson (DJN Planning) who was supporting the development of the plan would undertake an assessment of these. The appraisal would 'whittle' down the sites to those considered suitable. A further discussion would be needed to determine how the Council consulted on those sites which were deemed to be suitable.

Finally, Cllr Mrs Collier informed the Council that Wychavon DC appeared to be willing to provide an indicative number of houses required. This would undoubtedly help in the analysis of sites.

31/19 Village Enhancements

The Chairman reported on the recent meeting with The Ombersley Conservation Trust. Consideration was being given to the Council's request for assistance.

A key scheme for the enhancement of the Village was the improvement to the Roundabout. A further meeting was being set up with County Highways to look at designs and costings. Rod Reynolds offered to be involved in any future meetings. The Council felt that this would be helpful and thanked Cllr Reynolds for his offer.

Finally, at the last meeting Councillors received an update on New Homes Bonus funding. An update had been on the amount available to draw down and the process to be followed was outlined to Councillors. The Clerk to the Council had also responded to Wychavon District Council confirming that it was still the Council's intention to draw down these funds and outlining the process the Council proposed to follow. The District Council had confirmed that this was in order.

As part of the Household Questionnaire circulated as part of the development of the Neighbourhood Plan, residents had been asked to bring forward suggestions for schemes which may be appropriate for New Homes Bonus funding. The most popular suggestion brought involved the development of the Memorial Hall Playing Field into a community open space.

Wychavon DC had previously indicated that it may consider reallocating uncommitted New Homes Bonus. Councils were therefore being asked to submit proposals by 18th March 2019 to enable them to complete the assessment and approval process before the end of the current Council. In the light of this, the Chairman felt that it was important for the Parish Council to develop a suitable scheme in order to utilise this funding.

It was therefore moved by the Chairman that she and Cllr Mrs Collier be authorised to develop a New Homes Bonus proposal which would seek transform the redundant football pitch and field (already a designated open green space) into a village green with better access (by reduction/replacement and openings in the overgrown boundary hedge facing the main road), seating, picnic tables and landscaping.

Details of any proposal would be shared with Councillors (via email if timescales required) and every effort should be made to ensure that a proposal be submitted to Wychavon District Council by their deadline of 18th March 2019.

This proposal was seconded by Cllr Cody and on being put to the meeting, the proposal was unanimously agreed by the Council.

32/19 Police Report

A copy of the latest Police Report had been received although not in time for circulation prior to the meeting.

The Clerk to the Council shared the detail with Councillors and would forward a copy of the report to all councillors following the meeting.

33/19 Highways

Cllr R Reynolds informed Councillors of a relatively new road safety initiative launched by the West Mercia Police and Crime Commissioner. The Commissioner was keen to receive bids that could include: road safety awareness campaigns; enhanced road safety initiatives; targeted road safety education; targeted road safety training; extending community speed watch areas; and the purchasing of equipment used to promote or facilitate road safety for the use of the public.

It was suggested that consideration may need to be given to traffic volumes and speed on Doverdale Lane. This lane, which was very narrow in places, was increasingly being used as a rat-run. Village Gateways in Ombersley could also be considered to reduce the speed of traffic entering the village.

34/19 Councillor's Reports

Cllr P Reynolds updated the Parish Council on progress with the enhancement of the Play Area. Fund Raising for Phase 2 was well underway. It was hoped to place an order for this final phase (which included a disability inclusive roundabout, timber trail and wooden tractor) by the end of April so that the scheme could be concluded by May 2019.

In response to a question from Cllr Welch the Clerk to the Council confirmed that he was yet to receive a response to the enquiry to Wychavon District Council concerning activities at Woodland View Fisheries.

Cllr Best reminded Councillors that the Jubilee Room extension at Ombersley Memorial Hall was now complete. The extension had been largely financed from the funds which had been allocated to the Hall by the Parish Council. He believed that it would therefore be appropriate to consider

installing a very simple plaque recognising the contribution Council Tax Payers had made in funding these improvements.

A number of Councillors were supportive of this suggestion but some also felt that it would be best to await the completion of the Memorial Hall refurbishment so that the matter could be considered in the context of any other recognition being put in place. The Parish Council therefore agreed to defer consideration of this until a future meeting and once the opportunity had been taken to discuss the suggestion with the Memorial Hall Management Committee.

Cllr Mrs Collier informed the Council of the budget reductions to the Archive and Archaeology Service being proposed by the County Council. Although the decision had been taken there was a worry that such a reduction could put the service's accreditation at risk. There was currently a petition which was asking the County Council to reverse the planned reductions. Any Councillor wishing to support this petition should contact The Friends of Worcestershire Archives.

35/19 Correspondence

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

36/19 Meeting Dates for 2019-20

The Clerk to the Council had circulated a draft programme of meetings for 2019-20. These were agreed by the Council. Prior to publicising the dates, the availability of the venues would be confirmed.

The next meeting of the Parish Council would be held on Tuesday 19th March 2019 at Sytchampton Village Hall (7.30pm)

The meeting ended at 9.10pm

..... CHAIRMAN.

Appendix 1

Responses to Planning Applications on behalf of the Parish Council

- (i) 18/000057/CM – Mercia EnviRecover, Plot H600, Oak Drive, Hartlebury Trading Estate, Hartlebury DY10 4JB – Planning Application made under Section 73 of the Town and Country Planning Act 1990 (as amended) to vary condition 3 of planning permission reference 10/000032/CM (as amended) to increase the throughput of the EnviRecover Energy from Waste Facility from 200,000 to 230,000 tonnes per annum.
- (ii) 18/02682/HP – 7, Acton Cottages, Acton Lane, Ombersley, DY13 9TE – Proposed single storey rear extension and reroofing of the existing extension
- (iii) 19/00048/HP – 14, Longheadland, Ombersley, WR9 0JB – Proposed Single and Double Storey Rear Extension.
- (iv) 18/02318/LB – Sinton Farm, Sinton Lane, Ombersley, WR9 0EU – Internal and external alterations to include repointing brickwork, new porch, French doors and skylights.

Details of decision Notices received from Wychavon District Council

- (i) 18/02265/FUL – 1, The Paddocks, Comhampton Lane, Dunhampton, Ombersley, DY13 9ST – Change of use of land to extend existing traveller site for further pitch, including construction of utility block. **(REFUSED)**
- (ii) 18/02496/HP and 18/02497/LB – Corner Cottage, Lineholt Lane, Uphampton, Ombersley, WR9 0JP – Proposed single storey extension to rear of existing dwelling linking existing outbuilding along with internal alterations. Also replacement of existing asbestos roof tiles to main house. **(APPROVED)**
- (iii) 18/02552/FUL – Eden Farm House, Lineholt Lane, Ombersley, WR9 0JX – Agricultural storage building. **(WITHDRAWN BY APPLICANT).**
- (iv) 18/02485/FUL and 18/02486/LB – Bristol House, Main Road, Ombersley, WR9 0DS – Alterations to Grade II listed commercial and residential building to form a single residence and construction of car port. **(APPROVED)**
- (v) 18/02440/HP and 18/02441/LB – The Cresswells, Main Road, Ombersley, WR9 0DS - Various alterations to the existing Grade 2 property, including: (A). Replacing modern timber stair from first to second floor, (B). Modernising an existing En-suite bathroom, (C). Providing a new small shower room at second floor, (D). Providing two new conservation roof lights on the rear elevation and (E) Wood burning fire to front room **(APPROVED)**
- (vi) 18/02553/HP – Brooms Farm, Hadley Lane, Hadley, Droitwich Spa, WR9 0AU – Proposed new access drive and parking area. **(APPROVED)**
- (vii) 18/02588/FUL – Ombersley and Doverdale Tennis Club, Droitwich Road, Ombersley, WR9 0DR – Proposed rebuilding of fire damaged tennis pavilion with new structure. **(APPROVED).**
- (viii) 18/02396/HP and 18/02397/LB – Comhampton Farm, Comhampton Lane, Dunhampton, Ombersley, DY13 9ST – Proposed single storey extension. Variation to previously approved extension under W/11/00585/PP and W/11/00586/LB. **(APPROVED)**

Appendix 2

FINANCE and AUTHORISATION OF ACCOUNTS

a. Income Received:

OPAG donation	Ombersley Memorial Hall (BDO)	£500.00
OMH Donation	Richardson Brothers Foundation	£5,000.00
HMRC	Vat Reclaim – 2017/18	£3,056.14
		£8,556.14

b. Cheques paid since the last meeting

J Jordan	Clerk's Salary – January 2019	£455.00	SO
Workhouse Graphic Design	TOAD and website designs	£480.00	2128
David Miles	Lengthsman, Gardening, VAS – January 2019	£582.75	2129
Old School House Garage	Mower Fuel – Oct 18 – Jan 19	£44.50	2130
Ombersley Memorial Hall	Jubilee Room Hire	£15.00	2131
Kingsway English Centre	All About Ombersley Website Development	£4,500.00	2132
		£6,077.25	

c. Invoices Received for Payment (to date)

		£0.00