

MINUTES OF A MEETING OF
OMBERSLEY AND DOVERDALE PARISH COUNCIL
HELD ON TUESDAY, 19th JANUARY 2016 AT 7.30 P.M.
AT SYTCHAMPTON VILLAGE HALL

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

01/16 Apologies for Absence - Cllrs C McKenzie-Rowan and R Reynolds.

Apologies for absence were also received from County Councillor M H Broomfield and District Councillor P Tomlinson.

02/16 – Discussion with Supt Kevin Purcell

Following its previously expressed concerns about the level of crime in the Parish, the Parish Council was joined by Supt Kevin Purcell. Supt Purcell had been invited to attend the Parish Council meeting so that Councillors could discuss their concerns with him. They also wished to take the opportunity to discuss ways in which residents and the Parish Council could support the local police team in tackling rising levels of crime in the Parish.

Supt Purcell confirmed that there had been a spike in the number of rural crimes committed. However, this was over a wide geographical issue and was not just restricted to Ombersley and Doverdale Parish which still had a relatively low rate of crime. He did, however, accept that whilst the levels of crime were still relatively low in comparison to other areas, every crime had a victim attached to it. The Police were using a variety of policing methods in an attempt to tackle this. This had produced some results and the latest report did show a reduction in the number of crime.

Whilst the Police would continue to devote resources to keep tackling rural crime, there was a valid role that the Parish Council and local community could play. Statistically, the areas with the lowest levels of crime were those areas which had an active Neighbourhood Watch arrangement in place. Where these were in place, neighbours tended to actively look after each other and any suspicious activity or vehicle movements were recorded and reported. This tended to deter criminals from that particular area.

There were already a number of Neighbourhood Watch schemes operating within the Parish and Cllr Judy Goodman was currently looking to assist residents to ensure that existing Neighbourhood Watch areas were both effective and joined together, filling any existing gaps. Supt Purcell also confirmed that he and the local policing team would assist Cllr Mrs Goodman to ensure that Neighbourhood Watch schemes in the Parish were as effective as they could be.

As part of the discussion Councillors raised the matter of perceived confidence in the Police dealing with incidents. In response to this, Supt Purcell challenged the Parish Council and its residents to report issues of concern to the Police. If reported incidents were not dealt with, he would happily investigate them. He did, however, stress that at a time of limited resources the Police had to prioritise reports to them with the most urgent attention being given to incidents involving vulnerable people or where the risk to the public was greater. Response times would therefore vary depending on the level of perceived risk.

He also urged members of the local community to be vigilant and to report any activity which they believed to be suspicious. This way, the Police could investigate them. This would, in turn, help the local policing team to build up a local picture of any unauthorised or criminal activity across the Parish.

Finally as well as reporting instances of crime to the Parish Council as part of the regular police reports, it was agreed that updates on previously reported crimes should be included. This would help to give residents the confidence that matters were being dealt with.

03/16 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.
Cllr C Welch – Member of Ombersley Memorial Hall Management Committee.

04/16 Confirmation of Minutes

The minutes of the meetings held on 17th November 2015 and 15th December 2015 2015 had been previously circulated.

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

Public Question Time

3 Members of the Public were present. They attended to observe the Parish Council's discussions and did not wish to address the Council.

05/16 Planning Matters

(a) Comments on Planning Applications

The Parish Council agreed to make the following representations in respect of those planning applications before them:-

- (i) NM/16/00025/NM Hawford Bridge Fishery, Ombersley Road, Hawford
Non-material amendment to planning permission W/13/02371/PN to change the roof design and elevations

Parish Council Comments

The Clerk reported that the Parish Council was not a consultee on this amendment. It was reported for information and had already been determined.

- (ii) W/16/00028/PP & W/16/00029/LB: Gadds, Ombersley Road, Hadley, Droitwich Spa, WR9 0AT
Proposed 2 storey extension with single storey lean to extension. Proposed detached garage with home office above.

Parish Council Comments

The Parish Council had no objection to this application but should urge that the application should be conditioned to ensure that the detached garage remained ancillary to the property as not as a separate dwelling.

(b) Responses to Planning Applications

The Clerk reported that he had responded to the following Planning Applications on the Parish Council's behalf.

- (i) W/15/02766/PN: Land at The Cottage, Comhampton Lane, Dunhampton

Demolition of existing Pool House and construction of new dwelling and detached garage. Resubmission of application W/15/01355/PN to include additional bedroom and ground floor extension.

- (ii) Land South of, Ox Orchard, Powers Lane, Ombersley.
Material change of use of land to use as a residential caravan site for one gypsy family, including laying of hard standing, erection amenity building and improvement of access.
- (iii) W/15/02862/PP: Stepping Stones, Hadley Lane, Hadley, Droitwich Spa, WR9 0AX
Two Storey Side extension
- (iv) Land off, Boreley Lane, Ombersley
Change of use of agricultural land to equestrian use with new vehicular access, stabling, manege, parking area and installation of foul sewage treatment plant. Variation of condition 4 of planning permission W/12/01741/CU to allow illumination of manege for 3 evenings per week between the hours of 5pm-7pm for the months of October-March inclusive.
- (v) AB/15/03046/AB: Bennetts Farm, Boreley Lane, Ombersley, WR9 0HS
Application for prior notification of extension to agricultural building for storage of herb drying equipment, machinery and stock.
- (vi) GPOM/15/02984/GPOM: Radnor House, Main Road, Ombersley, Droitwich Spa, WR9 0DP
Prior approval to change the use of a building from A1 retail shop to C3 dwelling house.

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

- (i) W/15/02757/CU: Church View, Ombersley Road, Hawford, Worcester
Change of use of land to residential curtilage and erection of open fronted cart shed (Approval)
- (ii) AB/15/03046/AB: Bennetts Farm, Boreley Lane, Ombersley, WR9 0HS
Application for prior notification of extension to agricultural building for storage of herb drying equipment, machinery and stock. (withdrawn by applicant)
- (iii) Land South of, Ox Orchard, Powers Lane, Ombersley.
Material change of use of land to use as a residential caravan site for one gypsy family, including laying of hard standing, erection amenity building and improvement of access (Refused)

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

- (i) W/15/01328/PN: Land adj. to The Hollies, Wards Lane, Uphampton, Ombersley
Dwelling with garage, garden loft and store
Notification of Appeal

06/16 County Councillor's Report

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

07/16 District Councillor's Report

The District Councillor's Report had been circulated to Councillors. No points were raised for discussion.

08/16 Police Report

A copy of the latest Police Report had been circulated. The Parish Council noted the reduction in the number of reported crimes and the possible reasons for this had been discussed under Min No 01/16 above.

09/16 Clerk's Report and Progress Report

(a) Vacancy on the Parish Council

The Clerk reported that he had re-advertised the current vacancy on the Parish Council. The Parish Council would be asked to consider any applications for co-option at their next meeting on 16th February 2016.

(b) Wychavon District Council Scrutiny Exercise – Completion of Enforcement Questionnaire

The Clerk reported receipt of a questionnaire to inform a scrutiny exercise Wychavon District Council was undertaking on their Enforcement function. A copy of the questionnaire had previously circulated to Parish Councillors.

Councillors proceeded to complete the questionnaire and authorised the Clerk to submit the Parish Council's response electronically. It concluded that it would be interested in being interviewed and being involved in a focus group on the matter. The Clerk would seek a representative from the Parish Council to participate once further arrangements had been circulated.

(c) Noticeboards around the Parish

The provision of Parish Council noticeboards had been raised at previous meetings. The Clerk was aware of a number of noticeboards around the Parish but suspected that there were others which he was aware of.

Currently, only the Noticeboards in the centre of Ombersley and outside Sytchampton Village Hall were currently kept up to date.

The Chairman suggested that Councillors should draw up a list of noticeboards in the Parish so that a decision could be taken about any further noticeboards which should be updated. This would also allow the Parish Council to determine whether there was a need for any further provision, in the light of a request for a noticeboard in the Bus Shelter opposite the Doctor's Surgery.

10/16 Report and Recommendations from the Finance Committee

Cllr Best reported that the Finance Committee had met on 15th December 2016 and 12th January 2016. They had made a number of recommendations which Cllr Best proceeded to outline to the Parish Council.

(a) Approval of Grants 2016-17

The deadline for the receipt of completed grant applications was 31st December 2015. Three Grant applications had been received. These were from Ombersley Memorial Hall, Sytchampton Village Hall and Ombersley Brownies and Guides. Ombersley Junior Cricket Club had also contacted Cllr Best and had undertaken to send a completed grant application as a matter of priority.

The Finance Committee had expressed their concern about the lack of detail provided by Ombersley Memorial Hall in their application. Currently, the Parish Council was holding in excess of £17,000 for the Hall Committee and there was further New Homes Bonus money to allocate to them. This was a considerable amount of money. It was recognised that there was a view from some members of the Hall Committee that it was being held to fund the roof replacement but the Committee had concluded that it was becoming increasingly difficult to justify carrying forward this

level of funding without a detailed project plan and confirmation of the purpose of retaining such a large balance.

Added to this, the Parish Council was required to demonstrate projects that had been funded via New Homes Bonus money. An annual report was required by the Parish Council in support of this. The absence of any expenditure (or confirmation of projects to be funded) made it difficult to draw down any further New Homes Bonus money. It was also an area for potential comment from the Council's Auditors and could attract criticism from residents who saw the Parish Council as holding an excessive levels of reserves.

In the light of these discussions, the Finance Committee had recommended that the following grants be made for the 2016-17 financial year:-

Ombersley Brownies and Guides - £400.00
Sytchampton Village Hall - £4,000.00
St Mary's Church Doverdale - £650.00
St Andrew's Church, Ombersley - £900.00

It further agreed that a grant of £4,000.00 be set aside for allocation to Ombersley Memorial Hall but that this grant not be allocated until the Parish Council was satisfied that it had received further detailed information setting out projects to be funded from grant money held on its behalf (including indicative costs and timescales together with other sources of income).

In respect of the Ombersley Junior Cricket Club, the Finance Committee was reminded that it was still holding grant money from last year that had not been applied for. The Committee had therefore agreed that should an application be received for 2016-17 it would be content to allocate the sum held on their behalf.

These conclusions had been incorporated into the draft budget which would be presented to the Parish Council. All Councillors expressed their agreement to the Grant recommendations.

(b) Budget Recommendations 2016-17

A copy of the draft budget for 2016-17 as recommended by the Finance Committee and attached as an Appendix to these minutes had been circulated to Councillors for consideration.

It was moved by Cllr Arnold and seconded by Cllr Mrs Goodman that the draft budget for 2016-17 as circulated be approved. This was agreed unanimously by the Council.

(c) Approval of Budget Requirement for 2016-17 for submission to Wychavon District Council

Having agreed its budget, the Parish Council was required to formally notify Wychavon District Council of its budgetary requirement for 2016-17.

The Parish Council was informed that a budgetary requirement of £23,625 would result in no increase in the parish precept. They were, however, reminded that Council Tax bills were likely to increase as a result of increases proposed by the County Council and Police and Crime Commissioner.

It was moved by Cllr Arnold and seconded by Cllr Mrs Goodman that the Council's budget requirement be set at £23,625 and that the Clerk be authorised to notify Wychavon District Council accordingly. This was unanimously agreed by the Council.

(d) Review of Lengthsman Contract

Following previous discussions both at meetings of the Finance Committee and Parish Council, the Finance Committee had given further consideration as to how best to move this matter forward.

In considering this matter, the Committee had a number of concerns:-

- A proper review would involve a large amount of work. Councillors were not confident that they were yet in a position to undertake such a fundamental review and go out to tender.
- To put new arrangements in place for 1st April 2016, any notice to seek tenders would need to be published immediately. Time was extremely short and there was a risk in trying to rush the matter.
- Councillors did not believe that there was currently clarity about the Parish Council's expectations under the contract. Prior to advertising the contract a fundamental review was needed so that there was clarity about what was required under the contract. To start this process Cllr Cody and Cllr Mrs Goodman had offered to review the documentation and to formulate the basis of a new contract for consideration by the Parish Council. Their discussions would also involve the current lengthsman.
- Given the amount of funding available and the size and nature of the Parish, Councillors did not believe that it was possible for this contract to cover everything Parish Council may desire. It would therefore be important to prioritise those tasks which it believed were most beneficial to residents.
- Having prioritised the tasks required, standards would then need to be set to ensure that the Parish Council was receiving value for money.

The Finance Committee had therefore concluded that a further extension to the existing contract (until 31st March 2017) should be offered to the existing lengthsman. Further, at the earliest opportunity work commence to scope the work (and standards) required by the Parish Council so that a full review could be carried out and arrangements put in place well before the expiry of the contract extension.

It was moved by Cllr Cody and seconded by Cllr Mrs Serrell that a further extension to the existing contract (until 31st March 2017) be offered to the existing lengthsman. Further, at the earliest opportunity work commence to scope the work (and standards) required by the Parish Council so that a full review could be carried out. All Councillors agreed.

(e) Increase in Payslip Charges

The Clerk reminded the Parish Council that Wychavon District Council had proposed to increase the cost of payslips to £3.00 per payslip from April 2016. He sought the Parish Council's views on this increase.

The Parish Council confirmed that it did not wish to agree to such an increase and asked the Clerk to notify the District Council of its decision.

11/16 Highways Matters

(a) Reports of highways Matters

The following matters were raised:-

Cllr Welch raised the issue of the crossing on the A449 at the north end of the village. The crossing was designed to allow vehicles to cross the A449 to travel south. However vehicles were increasingly using this to join the Northbound carriageway of the A449 as opposed to using the designated junction.

There was a potential traffic hazard at this point although several councillors felt that motorists were using this as visibility was better at this point.

Cllr ~~Mrs Barningham~~ Arnold reported a sunken manhole on the carriageway opposite The Wharf Caravan Park. This was on a weekly inspection route but the Clerk undertook to report the issue,

Cllr Mrs Goodman reported that a number of residents had complained about the noise from traffic following the surfacing of sections of A449. North Claines Parish Council had also raised a similar

concern.

The Clerk reported that Ann Trow (a local resident) had raised concerns about the difficulties buses were experiencing when exiting Wellington Road/Sandys Road. This was due to the narrowness of the junction coupled with an increasing number of vehicles parked in the vicinity. She wished to enquire whether it would be possible to increase the width of the carriageway (by reducing the extent of the grass verge). She had supplied a drawing and the Parish Council confirmed that it was content for the Clerk to forward this to County Highways for consideration.

Cllr Best asked that County Highways be asked to consider sending a road sweeper to the parish to clear some of the debris on the highways outside the main village settlement.

(b) Signage in the Village

The Clerk reported receipt of an email from Andrea Leslie regarding No Entry signage outside the Crown and Sandys. This issue was dealt with as part of the Parish Council's discussion with Kevin Purcell and no further action was required at this stage.

On the issue of better signage, the issue of vehicles turning into oncoming traffic on A449 at Hadley and Chatley had been raised as part of the Parish Council's discussions with Supt Purcell. He had responded saying that where it was felt that signage was not clear and this was the cause of near miss incidents, the Parish Council and residents should report any such incident to the Police so that a picture could be built up and action taken if there was a problem.

(c) Holly Lane

The Clerk had previously reported a request from local residents that a currently un-named lane off Main Road be called Holly Lane in the future. The Clerk had now been advised that this had now been agreed. The following addresses had been officially registered and new postcodes allocated as follows:-

The Cottage, Holly Lane, Ombersley WR9 0JD
The Denes, Holly Lane, Ombersley WR9 0JD
Wallsmead House, Holly Lane, Ombersley, WR9 0JD
The Oaks, Holly Lane, Ombersley, WR9 0JD

12/16 Envirecover Open Day

The Clerk reminded Councillors that Severn Waste was planning to host a further Open-Day on 25th January 2016 at Hartlebury Village Hall between 2.00pm and 8.00pm. Councillors were more than welcome to attend, as were local residents.

13/16 Finance and Authorisation of Accounts

(a) Payments requests

The Clerk had updated the schedule of Income and expenditure etc. before the meeting and copies were circulated.

The Finance Committee on 12th January 2016 had authorised the payment of a number of invoices. The Parish Council was also asked to approve a re-imbusement to the Clerk for expenses incurred to January 2016. These were all included in the revised schedule.

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

The Clerk reported that:-

Income totalling £750.00 had been received.
Cheques totalling £5,083.15 had been paid since the last meeting.

Cheques totalling £108.56 needed to be paid.

It was moved by Cllr Best and seconded by Cllr Mrs Goodman that the transactions listed in the agenda papers (and included as Appendix 2 to these Minutes) be approved. All Councillors agreed.

(c) Any Other Financial Matters Requiring Approval

Cllr Best reported that two further payments required approval. These related to payments to Acton Trees and Turf for the provision of the Christmas Tree for the Weighbridge Gardens (£50) and a payment of £839.47 to Teme Valley Electrical Services for electrical works at Sytchampton Village Hall.

It was moved by Cllr Best and seconded by Cllr Mrs Goodman that these payments be made by the Clerk. All Councillors agreed.

14/16 Councillors' Reports

Cllr Mrs Goodman reported on progress being made to co-ordinate local Neighbourhood Watch schemes. She was pleased to hear Supt Purcell talk about support the Police can offer to help with this and she planned to take up this offer.

Cllr Mrs Goodman was also continuing to pursue complaints about the 303 Bus Service.

Cllr Welch enquired about the possibility of placing a Dog Waste Bin on the Memorial Hall Playing Fields. The Clerk would look into whether these could be provided and the cost involved. Cllr P Reynolds had previously enquired about litter bins on the route of the Ombersley Circular Walk. The Clerk would pick this up at the same time.

Cllr P Reynolds reported on progress with recruiting Pathway Wardens. There were currently 5 and ideally he required a further 2. Additionally, he also had 45 people on a mailing list who were interested in receiving information about future walks.

He further reported that the next walk was planned for 19th March 2016 from Sytchampton Village Hall. Further details would be published in due course.

Cllr Ingram requested that the Clerk compile a detailed attendance record to be continually updated and routinely circulated to all Councillors. All Councillors agreed that this should be put in place.

15/16 Correspondence

A schedule of correspondence was received by the Parish Council.

16/16 Next Meeting

The Next meeting would be held on Tuesday 16th February 2016 at Ombersley Memorial Hall commencing at 7.30pm.

There being no other business, the meeting closed at 9.35pm.

..... CHAIRMAN.

Appendix 1

Ombersley and Doverdale Parish Council

APPROVED Budget 2016-17

Detail	2016-17	
Clerk's Salary	4600.00	
Admin and Exps	600.00	
Chairman's Allowance	25.00	
Audit	400.00	
Insurance	1700.00	
Hall Hire	400.00	
Training	50.00	
Subscriptions	150.00	
Website	500.00	
Repairs and Renewals	250.00	
Maintenance and Gardening	4000.00	
Ombersley Memorial Hall - Grant	4000.00	See Note 1
Sytchampton Village Hall - Grant	4000.00	
Grass cutting for Ombersley Memorial Hall	330.00	
St Mary's Church	650.00	
St Andrew's Church	900.00	
Youth Club - Grant	0.00	
Ombersley Guides and Brownies - Grant	400.00	
Parish Clock - Maintenance	200.00	
Ombersley and Doverdale Royal British Legion	50.00	
Remembrance Day - Arrangements	450.00	
Rural Rate Relief	10.00	
Ombersley Junior Cricket Club	0.00	See Note 2
Friends of Ombersley First School Donation	0.00	
Friends of Sytchampton First School - Donation	0.00	
Requirement for 2016-17	23665.00	
Budget Requirement submitted to WDC	23625.00	
Balance to be funded from PC Reserves	40.00	

Note 1 - Any future Grant payable to be dependent on the receipt of a detailed and fully costed programme of works

Note 2 - Any grant payable (£400) to be funded from balances already held by PC and to date not applied for

Appendix 2

FINANCE and AUTHORISATION OF ACCOUNTS

a. Income Received:

Worcestershire County Council	£750.00	Lengthsman Sept-November
	£750.00	

b. Cheques paid since the last meeting

David Miles Gardening Services	Lengthsman, Gardening, VAS – November 2015	£582.75	01869
C Welch	Re-imburement of Expenses – Christmas Tree	£30.00	01870
Ombersley Conservation Trust	Purchase of Wedding Steps	£1.00	01871
Light Power GP Ltd	Deposit – Installation of Solar Panels SVH	£1,461.00	01872
J Jordan	Clerk's Salary – December 2015	£366.66	SO
*David Miles Gardening Services	Lengthsman, Gardening, VAS – December 2015	£582.75	01873
*Glassier Windows	SVH Replacement Doors – Balance	£2,000.00	01874
*Roy Murphy	Website Domain Name renewal	£5.99	01875
*Chris Welch	Additional expenses – Christmas Tree	£8.00	01876
Total Expenditure		£5,038.15	

c. Invoices Received for Payment (to date)

J Jordan	Clerk's Expenses – Jan 16	£108.56
Total Invoices Payable		£108.56

* Approved by Finance Committee – 12th January 2016

Bank balances as at 19th January 2016

Current Account - £31,883.31

Reserve Account – £3,109.36