

MINUTES OF OMBERSLEY AND DOVERDALE PARISH COUNCIL  
HELD ON TUESDAY, 19TH MARCH 2019  
AT SYTCHAMPTON VILLAGE HALL AT 7.30PM.

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Present: Cllrs Mrs J Goodman (Chairman), W T Arnold, Mrs H Barningham, M Best, Mrs S Collier, D Ingram, P Reynolds, R Reynolds, J Ringe, Mrs B Serrell and C Welch (11).

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

Public Question Time

No members of the public were present.

37/19 Chairman's Announcements.

The Chairman reminded Councillors that this was the last meeting of the current Council. The Annual Parish Meeting would be held in April and Parish Council elections were scheduled for 2<sup>nd</sup> May 2019.

She wished to thank all Councillors for their contributions over the last 4 years. She felt that much had been achieved and was sure that the 'new' Council would continue to progress the ongoing work started by this Council.

There were two specific issues which she wished to bring to a conclusion before the end of this Council. They were:-

- Ceramic Poppies

Arrangements were being made for the ceramic poppies to be marked with Smartwater for security purposes. This would take place on 16<sup>th</sup> April 2019. Thereafter the poppies would be distributed to sponsors. The sponsors would not own the poppies and suitable agreements would be put in place to reflect this. Sponsors would also be asked to return them for use at appropriate event such as the Annual Remembrance Day Services.

Cllr Best reported that the poppies were vested in the Major Oliver charity and this allowed gift aid donations to be made. He proposed that the oversight of the sponsored poppies be undertaken by the following:-

- a trustee of the Major Oliver charity or a representative appointed by the trustees
- a member of the Ombersley and Doverdale branch of the British Legion or a person resident in the parish appointed by the branch or its successor
- the Clerk to the Parish Council.

Cllr Best's proposal was seconded and put to the Council who agreed that the proposed arrangements for the future management of the Poppies be approved.

- Refurbishment of the Telephone Box Adjacent to the Noticeboard in Ombersley

Cllr Ringe and Libby Lewis would make arrangements to oversee the refurbishment of the Telephone Box.

Other ongoing issues, namely the completion of the Neighbourhood Development Plan, the proposal to create a Village Green on the Memorial Hall Playing Field, the schedule of village enhancements being discussed with Ombersley Conservation Trust and the Parish website would need to be picked up by the 'new' Council.

38/19 Apologies for Absence

Apologies for absence were received from Cllrs Cody and McKenzie-Rowan.

### 39/19 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 the Sytchampton Village Hall Management Committee.

Cllr D Ingram - Parish Council representative on Ombersley Memorial Hall Management Committee

### 40/19 Minutes of the Meeting held on 19<sup>th</sup> February 2019

Copies of the minutes of the meeting held on 19<sup>th</sup> February 2019 had been previously circulated to Councillors. It was moved by Cllr Ingram and seconded by Cllr Welch that the minutes were an accurate record of the meeting. All Councillors agreed and the Chairman signed the minutes.

### 41/19 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.

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

No matters were raised.

### 42/19 County and District Councillor Reports.

Cllr Tomlinson presented his reports.

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

- Babcock's contract for various 'educational services' functions which would not be renewed when it expired.
- The County Council Budget which had now been set
- Subject to election by fellow Councillors, he would be taking on the role of Chairman of the County Council from May 2019

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

- He had signed off the Parish Council's New Homes Bonus application which would be discussed later on the agenda.
- He was having a continuing dialogue with Nigel Huddleston MP regarding Planning Enforcement and the retrospective nature of certain types of planning applications.

As Councillors were aware, Cllr Tomlinson was standing down as the District Councillor for Ombersley at the forthcoming District Council elections. It was therefore proposed by Cllr Best that the Parish Council express its gratitude for the commitment, support and wise counsel Cllr Tomlinson had provided to the Council and residents of the Parish during his time as a District Councillor. This was agreed by all Councillors who also agreed that their thanks should also be formally recorded in the minutes of the meeting.

*(At this point 7.45pm Cllr Tomlinson left the meeting).*

#### 43/19 Finance and Authorisation of accounts

(a) Arrangements for Council's Internal Audit 2018-19.

The Clerk to the Council reported that he had contacted Sue Hicks who had undertaken last year's internal audit. She would be happy to undertake the internal audit again this year. Her charge would be £150.00. It was moved by Cllr Ingram and seconded by Cllr Ringe that Sue Hicks be asked to undertake the internal audit on the basis outlined by the Clerk to the Council. This proposal was unanimously agreed.

(b) Requests for payment and/or re-imburement of expenses incurred.

Cllr Best had submitted a schedule of invoices which required re-imburement. These totalled £5,217.28 and represented expenditure incurred in respect of Sytchampton Village Hall, The Weighbridge Hut and Gardens, St Andrew's Church, Ombersley, St Mary's Church, Doverdale and The Ceramic Poppies. Cllr Best further reported that these invoices would be offset by third party income of £2944.21 which would be paid to the Parish Council. Details had been circulated to Councillors.

The Chairman, whilst happy to arrange re-imburement suggested that she, Cllrs Best and Cody and the Clerk to the Council meet to confirm the amount of VAT to be reclaimed.

It was moved by Cllr Ingram and seconded by Cllr P Reynolds that the schedule of re-imburements and that the arrangements to confirm the amount of VAT to be reclaimed be approved. All Councillors agreed

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

The Clerk to the Council reported that income totalling £1,320.00 had been received. Cheques totalling £4,551.15 had been paid since the last meeting. Invoices totalling £11,765.12 (including the amount approved under (b) above) required payment.

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

(d) Any other financial matters requiring determination.

No other matters were raised.

#### 44/19 Neighbourhood Development Plan

Cllr Mrs Collier updated the Parish Council.

In summary, good progress continued to be made.

Lottery Grant expenditure was showing a surplus of £308, although this did not include some of the village hall room hire charges which had not yet been received. The unspent funds identified for the website would be ring-fenced and used to fund ongoing website charges.

Of the £8,180 Locality Grant funding received, £7,741.82 had been spent. In order to enable the

Parish Council to apply for further grant support, the underspend of £438.18 would be returned to Groundworks UK. A grant further grant for 2019-20 would be applied for when the application window opened.

The Call for Sites had resulted in 20 sites being submitted for consideration. These were currently being analysed with the aim of narrowing them down to 5 sites for consultation.

A survey of the preferred options would be put on the TOAD website for a two week period during May. A drop in session was also being arranged for Friday 24<sup>th</sup> May 2019 between 3.30pm and 7.00pm. There was no precedent for giving the community a choice but the Neighbourhood Planning Group felt that this was the right thing to do.

The methodology for arriving at an indicative housing number has been approved by Wychavon District Council. The Council's adviser would use this to help to arrive at a sensible housing number recommendation.

The reports from AeCOM were due in April and would help with a design statement and would also clarify the type of housing which the parish should be seeking.

Largely the evidence gathering was now complete and work would now commence on drafting the vision and objectives and policies for the Plan. In overall terms, completion by Summer 2020 was still anticipated.

Moving to other matters, Cllr Mrs Collier reported that a New Homes Bonus bid to create a Village Green on the Memorial Hall Playing Field had now been submitted to Wychavon District Council. The Chairman and Cllr Mrs Collier would be attending a meeting with representatives of Wychavon District Council on 8<sup>th</sup> April 2019 to answer any questions.

The scheme to create a Village Green was likely to cost more than the amount available to draw down via the New Homes Bonus scheme. Additional funding could, however, be applied for in the form of a Community Legacy Grant. This would be a matter for the new Council to consider at the appropriate time.

Finally, the Calor Rural Community Fund was seeking bids from organisations to assist with funding community projects. A scheme would need to be developed and, if approved, would be decided by a public vote. There was a potential to develop a scheme to enhance the Weighbridge Hut and Gardens. Should the Council wish to submit a bid, Cllr Mrs Collier would be happy to pull together a proposal for submission.

Councillors thanked Cllr Mrs Collier and the many volunteers for their continued hard work progressing the Neighbourhood Development Plan and bid for New Homes Bonus funding. Regarding the preparation and submission of a bid to the Calor Rural Community Fund, it was moved by Cllr Ingram and seconded by Cllr Mrs Serrell that Cllr Mrs Collier be authorised, in conjunction with the Chairman, to develop and submit a suitable scheme aimed at enhancing the weighbridge Gardens and Hut. All Councillors agreed.

#### 45/19 Re-development of the Parish Council Website.

One of the areas being developed using the Lottery Grant was the creation of a Parish (community) website. In addition to this there was also a need to update the Parish Council's own website.

The Clerk to the Council had taken the opportunity to discuss this with Rick Johns who was helping to develop the wider Parish website. He had submitted a proposal which did not seek to change the layout and format of the current website but move the existing layout and content across to an updated (and more secure) platform and to host the website on a dedicated server. As part of this all licences and software upgrades would be included. The opportunity would also be taken to ensure that the website was entirely mobile friendly.

The cost of this was likely to be around £1,000 and the Clerk to the Council confirmed that this

could be met from within the budgetary provision set aside by the Council for this purpose.

It was moved by Cllr Ingram and seconded by Cllr Welch that the Clerk to the Council be authorised to continue with the development of the Parish Council's website on the basis set out above. All Councillors agreed. Councillors also agreed that they no longer wished to retain the Ombersley.net domain name and that ownership of this domain name be not renewed on expiry.

#### 46/19 Annual Parish Meeting

Councillors agreed (moved by Cllr Best and seconded by Cllr Mrs Barningham) that the format for the forthcoming Annual Parish Meeting follow the arrangements which had been put in place in previous years. However, this year, the Council should dispense with the requirement for those organisations who had received grants from the Parish Council to make a presentation to the meeting. Any organisation who wished to submit a report would, however, be welcome to do so. All Councillors agreed.

#### 47/19 Police Report

A copy of the latest Police Report had been circulated to and was received by Councillors.

#### 48/19 Highways

Cllr Welch reminded the Council that sections of Hays Lane would be closed over the coming weeks to allow patching work to take place. Cllr Welch was assured that access to properties would still be maintained and diversions signposted.

Cllr Best raised the issue of litter on the A449. The Clerk to the Council would forward this concern to Worcestershire Highways.

Cllr Mrs Collier reported that she and the Chairman had attended a meeting with Worcestershire Highways regarding improvements to the roundabout. Highways would pull together some costings for further discussion.

#### 49/19 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 almost complete. Orders for the disability inclusive roundabout, timber trail and wooden tractor would be submitted as funding became available. It was still hoped that the project could be concluded by May 2019.

Cllr P Reynolds also reported that 30 walkers had participated in the last Village Walk.

#### 50/19 Correspondence

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

#### 51/19 Future Meeting Dates for 2019-20

At the last meeting the Council had agreed its meeting dates for 2019-20. However, the Clerk to the Council reported that it would be necessary to amend the date for the May 2019 meeting. He proposed that the May 2019 meeting be now held on Tuesday 14<sup>th</sup> May 2019 at Sytchampton Village Hall starting at 7.30pm. All Councillors agreed.

#### 52/19 Next Meeting

The next meeting was the Annual Parish Meeting which would be held on Tuesday 16<sup>th</sup> April 2019 in The Narthex, St Andrew's Church, Ombersley (7.30pm)

The meeting ended at 9.00pm

..... CHAIRMAN.

## Appendix 1

### Responses to Planning Applications on behalf of the Parish Council

- (i) 19/00163/HP – Doverdale Manor Farm, New Road, Doverdale, WR9 0PF – Two storey extension to existing house.
- (ii) 19/0285/HP – 1, Severn View, Holt Fleet, Ombersley, WR9 0HJ – Two storey side and single storey rear extensions. New dropped kerb access and associated parking to front
- (iii) 19/00274/FUL – Dunhampton Park, Doverdale Lane, Dunhampton, DY13 9SW – Single storey side extension to the existing staff accommodation, including office, staff room and changing room facilities
- (iv) 19/00332/HP and 19/00333/LB – The Fruitlands, Lineholt Lane, Uphampton, WR9 0JP – Extension of residential property
- (v) 19/00351/FUL – Malvern View, Lineholt, Ombersley, Droitwich Spa, WR9 0LF – Formation of stables, a private manege, field shelters and a replacement workshop/store
- (vi) 19/00428/FUL – Lyth Farm, Tall Trees, Lyth Lane, Lineholt, Ombersley, WR9 0LG – Change of use of land to extend domestic curtilage, construction of barn and annexe, together with greenhouse.
- (vii) 19/00495/HP – Harford Hill Barn, Hadley Heath, Droitwich Spa, WR9 0AR – Proposed single storey garden room extension to east elevation of existing dwelling.

### Details of decision Notices received from Wychavon District Council

- (i) 18/02317/LB – The Malt House, Church Lane, Ombersley, WR9 0ER – Rebuilding a section of the property's boundary wall. Repointing the outbuilding. Re-roofing the garden toilet  
**(APPROVED)**
- (ii) 19/00048/HP – 14, Longheadland, Ombersley, WR9 0JB – Proposed single and double storey rear extension **(APPROVED)**
- (iii) 18/02682/HP Proposed single storey rear extension and reroofing of the existing extension  
Location: 7 Acton Cottages, Acton Lane, Ombersley, DY13 9TE

### Notice of Appeals Lodged with the Planning Inspectorate

- (i) ENF/17/0597A – Plot 2, The Paddocks, Comhampton Lane, Dunhampton, Ombersley – Appeal against issue of Enforcement Notice by Wychavon District Council
- (ii) 17/01668/CU – Plot 2, The Paddocks, Comhampton Lane, Ombersley – Appeal against refusal by Wychavon District Council - Application for material change of use of land for stationing of caravans for residential occupation with associated hard standing, fencing, septic tank and utility trailer (Retrospective)

## Appendix 2

### FINANCE and AUTHORISATION OF ACCOUNTS

#### a. Income Received:

The Mason, Worcester	OPAG Donation - The Masons, Worcester	£500.00
Worcestershire CC	Lengthsman – (Oct/Nov 18)	£500.00
Cash Via Peter Reynolds	OPAG Donation - Sale of seats	£50.00
Susannah Perkins	OPAG Donation – Transfer of Monies held in Justgiving Account	£270.00
		<b>£1,320.00</b>

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

J Jordan	Clerk's Salary – February 2019	£455.00	SO
<del>David Miles</del>	<del>Lengthsman, Gardening, VAS – February 2019</del>	<del>£582.75</del>	<del>2133</del>
DJN Planning Ltd	Neighbourhood Plan (including Site Appraisals)	£2908.60	2134
KSW Activities Ltd	Hire of Facilities – King's School (OJCC Grant)	604.80	2135
David Miles	Lengthsman, Gardening, VAS – February 2019	£582.75	2136
		<b>£4,551.15</b>	

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

J Jordan	Clerk's Expenses – March 2019	£34.25
M Best	Replacement cheque re PRS Licence for SVH	£117.60
H F Contracts Ltd	Chairs for Ombersley Memorial Hall	£6048.00
M Best	Various Reimbursements	£5217.28
Sytchampton Village Hall	Hall Hire 2018-19	£246.00
Coomber Electronics	Audio Equipment – SVH	£101.99
		<b>£11,762.12</b>