

MINUTES OF THE MEETING OF OMBERSLEY AND DOVERDALE PARISH COUNCIL  
HELD ON TUESDAY, 19<sup>th</sup> MAY 2015 AT 7.30 P.M.  
AT SYTCHAMPTON VILLAGE HALL

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Present: Cllrs. W T Arnold, M Best, Mrs J Goodman, D Ingram, C McKenzie-Rowan, R Murphy, Mrs B Serrell, C Welch (8)

District Councillor Peter Tomlinson was also in attendance.

47/15 Apologies for Absence - Apologies for absence were received from Cllrs Mrs Barningham and R F Reynolds.

48/15 Election of Chairman – The Clerk sought nominations. It was moved by Cllr Arnold and seconded by Cllr Murphy that Cllr Ingram be elected Chairman. There being no other nominations Cllr Ingram was duly elected Chair of the Parish Council. All Councillors agreed.

Cllr Ingram completed and signed his Declaration of Acceptance of Office and took the Chair.

*(Cllr Ingram in the Chair)*

49/15 Chairman's Announcements – The Chairman paid tribute to Lady Sandys who had passed away recently. She, along with Lord Sandys, had done so much for the parish over many years. The Parish Council stood and observed a minutes' silence in her memory.

The Chairman also paid tribute to those former councillors (Laureen Moyse, John Morris, John Silvester and Rex Simpson) who had stood down at the last election. All had made significant contributions to life in the parish. The Parish Council's appreciation should be formally recorded in the minutes. The Clerk would also write to each of them individually.

Finally, the Chairman extended the Parish Council's congratulations to Cllr Peter Tomlinson who had been elected for a further term as the local District Councillor.

50/15 Appointment of Vice-Chairman – Nominations were sought for the position of Vice-Chairman. Cllr Arnold moved that Cllr Mrs Barningham be nominated. He confirmed, however, that he had not spoken to her about her nomination and given the fact that she was not present at the meeting, the Parish Council felt that it would be inappropriate to appoint her without discussing the matter with her beforehand.

It was then moved by Cllr Best and seconded by Cllr Murphy that Cllr Mrs Goodman be appointed Vice-Chairman. Cllr Goodman indicated that she would be happy to take on the role.

There being no other nominations, all Councillors agreed that Cllr Mrs J Goodman be appointed Vice-Chairman.

51/15 Declarations of Interest of Newly Elected Councillors

Declarations of Acceptance of Office forms were completed in respect of all Councillors. With the Parish Council's consent the Clerk would arrange for the forms for completion by Cllrs Barningham and Reynolds to be signed before the next meeting of the Parish Council.

The Clerk further reported that he had been advised that only newly elected councillors need complete a Declaration of Interest form. He had therefore arranged for a form to be completed by Cllr Welch.

He had, however, supplied copies of existing entries in the Register to all councillors so that they could check that their entries remained up to date.

## 52/15 Declarations of Personal and Prejudicial Interest

### Declarations of Interest

The following Interests were recorded:-

Cllr W T Arnold – Member of Ombersley Memorial Hall Management Committee.

Cllr M Best - Member of Sytchampton Village Hall Management Committee.

Cllr C Welch – Member of Ombersley Memorial Hall Management Committee (registered following Min No 55/15 below).

### Dispensation – Council Tax and Budget

The Clerk asked the Parish Council to consider granting a dispensation for 4 years to all members of the Parish Council so as to enable them to participate in any discussion or vote on any matter concerning Council Tax and the setting of the Council's budget and not be treated as having an "Other Disclosable Interest" in those matters.

It was proposed and seconded that a dispensation be granted to all Councillors for the purposes set out above. All Councillors agreed.

### **PUBLIC QUESTION TIME**

There were 4 members of the public present. None of those present asked to address the Parish Council.

## 53/15 Approval of the Minutes from the meeting on 19<sup>th</sup> March 2015

The minutes of the meeting held on 19<sup>th</sup> March 2015, having been previously circulated, were taken as read, agreed and were signed by the Chairman.

## 54/15 Committee Appointments

The Parish Council agreed the following Committee appointments:-

- Planning Committee – All Councillors
- Finance Committee – Chairman and Vice Chairman of the Council (ex Officio) plus Cllrs Arnold and Best. Two vacancies remained which would be considered once the remaining vacancies on the Parish Council had been filled.

## 55/15 Representatives to Serve on External Organisations/Specific Positions

The Parish Council agreed the following appointments:-

Ombersley Memorial Hall - Cllr Welch.

Sytchampton Village Hall – Vacancy still to be filled.

Footpath Wardens – Cllr Murphy and his Team of Footpath Wardens to continue

Tree Warden – John Silvester to continue

Lloyds Educational Foundation – John Silvester to continue. The Clerk to discuss the remaining vacancy with the Secretary of the Foundation.

Envirecover Community Liaison Group – Cllr Ingram and the Clerk.

## 56/15 Co-option to the Parish Council

The Clerk reported that following the recent elections, three vacancies remained on the Parish Council.

The Parish Council asked the Clerk to put arrangements in place to seek nominations to fill the vacancies. Any applications received would be considered at the next meeting on 16<sup>th</sup> June 2015.

#### 57/15 Police Report

There was no Police Report. The Clerk confirmed that he had raised the issue of littering around the Memorial Hall and Play Area but had not yet received a response.

Cllr Serrell also reported that she had reported damage to a newly installed gate at the Cricket Club. The gate had recently been erected to prevent dog walkers exercising their dogs on the field. Its installation had been the source of some dispute locally. Cllr Murphy confirmed that the gate was not situated on a Public Right of Way.

Cllr Best felt that many rural crimes were now no longer being reported as it was felt that the prospect of such crimes being investigated was low. District Councillor Peter Tomlinson undertook to raise this issue with the Police and Crime Commissioner. He would also push for more regular reports and attendance at meetings from the local police.

#### 58/15 Clerk's Report and Progress Report

- (a) RoSPA Play Area Inspection – The Clerk reported that this matter was still being raised. He had registered the replacement of the play area equipment as a scheme which should be funded from Community Infrastructure Levy Funds arising out of the development of the Racks Lane planning application.
- (b) Rural Rate Relief – The Clerk updated the Parish Council on the latest position regarding applications.

#### 59/15 Annual Parish Meeting – 21<sup>st</sup> April 2015. Report from the Meeting and Outstanding Actions

No further action was required.

#### 60/15 Envirecover Update.

The next CLG meeting was scheduled for Tuesday 23<sup>rd</sup> June 2015, although that date was likely to change.

Regular updates continued to be circulated to Councillors as well as being displayed on the website and noticeboards.

#### 61/15 Roads and Related Matters

The following issues were raised:-

- Footpath by Doctors Surgery – There was a significant amount of moss growing on the pavement. The Clerk had previously raised this but would do so again
- Northampton Lane – Badgers were digging under the highway and there was a concern that this may subside. The Clerk would report this.

#### 62/15 Finance Matters

- (a) Financial Matters of Relevance – The Clerk reported on the following issues:-
  - Insurance Renewal

The Insurance Renewal had been received. Should the Council wish to take up a further 3 year long term agreement the cost would be £1,613.12. The Parish Council could also apply for a further 5% reduction as a quality council.

The Parish Council agreed that it would wish to renew its arrangements with AoN and also that it would wish to take advantage of the 5% discount by signing up to the 3 year agreement. The Clerk was asked to arrange for the renewal to be processed and to also apply for the further 5% Quality Council discount.

- Flowers – Lady Sandys Funeral

The Parish Council had received a request to contribute towards the cost of the flowers for Lady Sandys funeral. Councillors agreed to the principle of contributing but asked Cllr Best undertook to liaise with the family and agree an appropriate amount/arrangements in conjunction with the Clerk

(b) Internal Audit Arrangements – The Clerk reported that the Parish Council's Accounts for 2014-15 had been approved by the Internal Auditor. The Clerk further confirmed that the statutory notices were in place. All relevant documentation, including the Annual Return, would be brought forward to the next meeting for approval and signature.

(c) Date for Next Finance Committee.

It was agreed that a meeting of the Finance Committee would be held on Tuesday 2<sup>nd</sup> June 2015 at Sytchampton Village Hall. The purpose of the meeting would be to consider the final accounts for 2014-15 and all associated paperwork associated with the external audit so that the Parish Council could approve these and sign them off at their next meeting on 16<sup>th</sup> June 2015.

### 63/15 Finance and Authorisation of Accounts

(a) Update on Financial Matters

Cllr Best reported on the following matters:-

- St Andrew's PCC was currently investigating a scheme to level the floor and re-carpet the Narthex. Such a scheme would open up the Narthex to greater public use. Cllr Best would discuss the scheme further with them as, given the public benefit of the scheme, it would be legitimate for the Parish Council to deal with this matter on their behalf.
- The Clerk was seeking a formal quote for the restoration of the Ombersley Hand bells so that this work could be commissioned as previously agreed by the Parish Council.
- Donations were continuing to be received in respect of the ceramic poppies.

(b) Income and Expenditure

Income totalling £23,379.34 had been received since the last meeting.  
Cheques totalling £6,114.63 had been paid since the last meeting.  
Payments totalling £3,132.08 needed to be paid.

All transactions were moved by Cllr Best, seconded by Cllr Arnold and agreed by the Parish Council.

### 64/15 Correspondence

Correspondence received was listed on the agenda. The Clerk took the opportunity to draw specific attention to:-

- Wychavon Stronger Communities Event - 6<sup>th</sup> June 2015
- Ombersley Memorial Hall Open Day – 5<sup>th</sup> June 2015
- Wychavon Parish Games

Cllr Murphy also drew the Parish Council's attention to a Community Bus Service being run by Droitwich Spa Community Transport. The Clerk would publicise details via the noticeboard and website.

#### 65/15 Councillors' Report

##### (a). District:

Cllr Tomlinson's report had been circulated for Councillor's consideration. No additional matters were raised.

##### (b). County:

The County Councillor was not present at the meeting.

##### (c). Parish:

No further matter were raised

#### 66/15 Next Meeting

The next meeting would be held on Tuesday, 16<sup>th</sup> June 2015 at Ombersley Memorial Hall - (7.30pm)

There being no other business, the meeting closed at 8.55pm.

## FINANCE and AUTHORISATION OF ACCOUNTS

## a. Income Received:

Worcestershire County Council	£750.00	Lengthsman – November 14 – January 15
M Best	£375.25	Donation – Ceramic Poppies
Worcestershire County Council	£4,100.00	M H Broomfield donation via Divisional Fund
HMRC	£249.65	VAT Refund Oct 13 – Mar 14
Wychavon DC	£5,104.00	New Homes Bonus Allocation
Rural Rate Relief Payments	£1,009.44	Fruiterers Arms, Checketts, OSHG
Wuychavon DC	£11,701.00	Precept/Grant
	<b>£23,379.34</b>	

## b. Cheques paid since the last meeting

David Miles	Lengthsman, Gardening, VAS – February 2015	£555.00	1807
J Jordan	Web Domain Renewal/Expenses (Feb/Mar)	£29.19	1808
Playsafety Ltd	Annual Inspection – Ombersley Play Area	£85.20	1809
J Jordan	Clerk's Salary – March 2015	£366.66	SO
L Perryman	Website adjustments – Ombersley Memorial Hall	£65.00	1010
Mint Electrical Services	Electrical work – Ombersley Guides and Brownies	£360.00	1811
Old School House Garage	Petrol – Church Mower – December 14	£15.35	1812
J Jordan	Exps – Printer Cartridge/Paper	£27.50	1813
David Miles	Lengthsman, Gardening, VAS – March 2015	£555.00	1814
Sytchampton Village Hall	Hall Hire 2014-15	£224.00	1815
Performing Rights Society	PRS Licence – SVH	£119.64	1816
David Miles	Ombersley Roundabout Maintenance	£100.00	1817
Ombersley Memorial Hall	Room Hire 2014-15 (Part) and 2015-16	£208.00	1818
Kitchens By Design	Jubilee Room/Mobile Bar – OMH	£1800.00	1819
Wychavon DC	Payroll Services 2014/15	£30.00	1820
Wychavon DC	Rural Rate Relief – Fruiterers Arms	£420.00	1821
Wychavon DC	Rural Rate Relief – OSHG	£224.93	1822
Wychavon DC	Rural Rate Relief – T H Checketts	£362.50	1823
Worcestershire CC	Sytchampton First School – Grant	£200.00	1824
Ombersley Golf Club	PC Meal debit	£22.95	1825
J Jordan	Clerk's Salary – April 2015	£366.66	SO
<b>Total Expenditure</b>		<b>£6,114.63</b>	

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

David Miles	Lengthsman, Gardening, VAS – April 2015	£582.75
OSHG	Petrol Church Mower	£40.34
Susanna Taylor	Internal Audit	£100.00
AoN	PC Insurance Renewal	£1,613.12
J Jordan	Fasthosts Web hosting – Ombersley.net	£65.87
Filmbank	Licence SVH	tbd
G J Pugh	Exterior works to Guide Hut	£730.00
<b>Total Invoices Payable</b>		<b>£3,132.08</b>

Bank balances as at 19<sup>th</sup> May 2015

Current Account - £38,792.11

Reserve Account – 3,108.32