

MINUTES OF OMBERSLEY AND DOVERDALE PARISH COUNCIL  
HELD ON TUESDAY, 21<sup>st</sup> MARCH 2017 AT 7.30PM.  
AT SYTCHAMPTON VILLAGE HALL

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Present: Cllrs D Ingram (Chairman), W T Arnold, Mrs H Barningham, M Best, F Cody, Mrs S Collier, Mrs J Goodman, C McKenzie-Rowan, Mrs J Mitchell, P Reynolds, R Reynolds, Mrs B J Serrell and Mr C J Welch (13)

Cllr P Tomlinson (County and District Councillor also attended)

33/17 Chairman's Announcements

None

34/17 Apologies for Absence

None

35/17 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 Sytchampton Village Hall Management Committee.

Cllr F Cody – Member of Sytchampton Village Hall Management Committee.

Cllr D Ingram – Member of Hartlebury Parish Council

Public Question Time

Susannah Perkins attended for the discussion regarding the Ombersley Play Area. As a member of the Working Group she joined the Parish Council for their discussion on this matter.

36/17 Minutes of the Meeting held on 21<sup>st</sup> February 2017

Copies of the minutes of the meeting held on 21<sup>st</sup> February 2017 had been previously circulated to Councillors.

All Councillors agreed that the minutes were an accurate record of the meeting. The Chairman signed the minutes.

37/17 Progress Report – Projects Working Group.

The Chairman agreed to vary the order of business to enable this particular item to be discussed at this point in the meeting.

Cllr Mrs Barningham provided an update since the last meeting. At the last meeting, an update on the proposed lines of enquiry was provided. The direction being proposed was supported by the Parish Council who had authorised the Working Group to obtain detailed quotes for work to be undertaken so that these may be presented to the Parish Council in due course.

Cllr Barningham reported that the following quotes had now been received from Jupiter Play, Wicksteed and Active Play. The quotes received ranged from £24,000 through to £40,000. Details of the quotes received had been supplied separately to Councillors.

The Working Group was concerned that none of the quotes really fulfilled the brief supplied. As a consequence the Working Group had investigated whether a bespoke package whereby specific items of equipment could be selected may offer better value for money.

Following this line through the Working Group had identified a local supplier (Active Play) who they could work with to achieve the desired outcome. The cost of pursuing this option would be considerably less than the quotes received to date.

It was clear from the investigations to date that the flooring needed attention. Whilst the existing tiling was relatively ok attention would be needed to fill around the edges and to resolve any gaps between the tiles.

The Working Group had previously reported the costs of upgrading the Slide. Should the Parish Council decide to proceed with this, there would be a need to extend and replace the flooring around any new slide. It was suggested that the use of a composite rubber bark would be appropriate as there would be no need for any groundworks associated with this work.

Costings identified to date were as follows:-

Replacement slide and associated flooring - £8,000 + VAT  
Replacement swings (with Nest Swings) - £1,850 + VAT  
Flooring associated with replacement swings - £1,375 + VAT  
Additional springer - £500 +VAT

The possibility of re-siting the Springers and installing a See-Saw was also a possibility. Additionally some of the existing equipment only needed some cosmetic attention and it was proposed that volunteers could be used to assist with this work.

To support the upgrading, testimonials and other expressions of support had been sought. To date 51 expressions of support had been received.

In summary, the Working Group had concluded that a considerable amount of improvement could be achieved for a sum of around £20,000 and should the Parish Council be content for this work to proceed it would be necessary to consider how this could be funded.

A number of external potential funding streams had been identified. These included grants via supermarkets and possibly Biffa Waste and potential s.106 contributions. The possibility of a donation from the Ombersley Conservation Trust was also raised as a possibility, although the Parish Council was reminded of the discussions at the last meeting where Councillors were reminded that given that the Ombersley Conservation Trust were already required to make a significant s.106 contribution in respect of the development at The Racks, it was not considered appropriate to approach them for funding at this point. New Homes Bonus funds may also be a possibility but it would be necessary to consult residents before any such funds could be utilised for this purpose.

Details of a Wychavon DC Community Grants Scheme was also circulated to Councillors at the meeting. Representatives of the Working Group had spoken to officers at Wychavon District Council who had suggested that a £5,000 grant may be available. However, any application must be submitted by 24<sup>th</sup> March 2017 and match funded by the Parish Council.

Having received this update, the Parish Council was invited to consider how it wished to proceed.

The following points were raised during the course of the discussion:-

- The Parish Council was supportive of the principle of re-vamping the Play Area but a number of matters of detail needed to be confirmed before it would be in a position to formally agree to proceed with any works.
- Although an indication had been given that funding may be available via the Wychavon DC Community Grant scheme, the short timescale and the need for the Parish Council to commit match funding at this point would make such an application difficult. The Council's Standing Orders and Financial Regulations clearly set out the process for considering such matters and the Parish Council had a duty to abide by the provisions set out.

- The Finance Committee was in the process of considering its year-end financial position and as part of this, it should be asked to investigate how much funding may be available to support this scheme should the Parish Council ultimately decide to proceed.
- Ownership of the land in question and the need to obtain any necessary consents and permissions needed to be addressed before any formal decisions were made.
- It may be possible for the Parish Council to seek to reclaim VAT on expenditure incurred on this project. However, these arrangements were complex and a number of matters (such as funding sources and beneficiaries) would need to be considered as part of any VAT reclaim consideration. It should therefore not be automatically assumed that all VAT costs could be reclaimed.
- As community advocates, the Parish Council would need to be assured about the potential number of beneficiaries. This would be particularly pertinent when considering whether this project could be advanced as one to which New Homes Bonus funds could be allocated. The Parish Council acknowledged that a number of expressions of support had already been received.
- Census data from 2001 had been supplied to indicate the potential number of children in the parish who could potentially benefit from this upgrade. However, if such information was to be produced to support the scheme, more up to date data would need to be provided.
- The potential use of volunteers to assist with certain aspects of this work was welcomed. However, the Parish Council would need to confirm that the Council's Insurance arrangements provided the necessary cover.
- The Annual Inspection of the current Play Area would be carried out imminently and the results would be circulated to Councillors. Whilst previous reports had identified some issues (pre-dominantly cosmetic) which needed attention none of the existing equipment had been deemed to be dangerous.
- To give clarity to some of the pertinent issues which required resolution, the Finance Committee should be asked to give detailed thought to these issues.

Having taken the opportunity to discuss this matter fully, it was moved by Cllr Mrs Mitchell and seconded by Cllr R Reynolds that the Parish Council agree in principle to the re-vamp of the existing play area up to a total cost of £20,000 and based on the proposals supplied by Active Gardens. As part of the further investigations necessary before proceeding, the Finance Committee should be asked to look at the detailed arrangements which would need to be put in place, a number of were highlighted above. The Finance Committee should also consider the proposed arrangements for funding this work, including the level of any contribution from the Parish Council itself, as well as identifying any further matters which may require attention. On being put to the meeting, this proposal was unanimously agreed by Councillors.

### 38/17 Planning Matters

#### (a) Comments on Planning Applications

##### (i) 17/00306/DEM – Hadley Riding Stables, Brick House Farm, Hadley Heath, WR9 0AS Demolition of 3 no barns and stables

The Clerk reported that he had previously circulated this application for comment. A number of Councillors had forwarded their comments, with some Councillors being content with the proposal whilst others were opposed to it.

That application had been withdrawn but had now been re-submitted. There was now a further (albeit reduced) timescale for comments on the re-submitted application. In order to ensure that its comments were submitted in a timely manner, the Parish Council agreed that the re-submitted application be dealt with under the delegated authority procedure. To enable the Clerk to effectively represent the Parish Council's views the Clerk was authorised to respond based on the majority view expressed.

- (ii) 17/00182/FUL – Land off Mount Pleasant, Crossway Green  
Erection of a general purpose agricultural building (to include the housing of livestock)

The Parish Council had previously commented on similar applications on this site. They authorised the Clerk to use their previous concerns as the basis of a further objection to this particular proposal.

- (iii) 17/00357/HP – Brook Granary, Holly Bush Walk, Ombersley, WR9 0HT  
Detached Annex building for elderly relative.

The Clerk reported that the above application had also been received. The Parish Council agreed that its response be determined using the delegated authority procedure.

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

The Clerk 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.

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

A list of decision notices received since the last meeting was also circulated. A copy was 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.

- (i) Appeal Decision – Land South of Ox Orchard, Dough Bank, Ombersley, WR9 0HN

The Inspector's decision had now been received and the appeal had been upheld. Wychavon District Council was now considering what further action it wished to take in respect of the decision.

- (ii) Enforcement Enquiry – Kelso, Main Road, Ombersley

The Clerk reported that he had received a number of concerns about the removal of the wall and railings as part of ongoing works at this property. He had raised the matter with Wychavon District Council who had responded that the applicant had been advised that planning permission was required for these works. An application was likely to be submitted in the near future and the applicant had been advised that should permission be refused there would be a requirement to re-instate the original wall and railings.

### 39/17 County Councillor and District Councillor Reports.

A copy of Cllr Tomlinson's District Councillor report had been previously circulated. He also provided a broad update on County Councillor related matters.

Following discussions with Ombersley Endowed First School and in response to concerns about traffic speeds he had agreed to fund the installation of large school sign on the approach to the school. At the meeting he also reported that he would be asking for speed checks to be carried out in the vicinity of the school.

The Parish Council was reminded of previous discussions regarding traffic arrangements at this site. The Parish Council had previously advocated that some form of highway engineering solution was required to manage the situation rather than reliance in speed check alone. The criteria for enabling speed monitoring and enforcement to be undertaken was also clarified.

Cllr Tomlinson intended to pursue his investigations and would keep the Parish Council informed.

## 40/17 Police Report

Due to illness, no police report had been received this month.

Cllr Mrs Goodman took the opportunity to update the Parish Council following the last meeting of the Neighbourhood Watch Group.

There was a groundswell of opinion that the introduction of a Smartwater initiative in the Parish could bring significant benefits. Members of the Neighbourhood Watch Group felt that there would be sufficient support for such a scheme and that it could be self-funded.

Cllr Mrs Goodman therefore proposed that further work be undertaken by the Group to ascertain what the appetite would be to implement such a scheme in the parish. She was therefore seeking sought the Parish Council's support for this to be progressed. She stressed that this was not a request for funding, simply a commitment from the Parish Council that it would actively support and become involved in the project.

It was therefore moved by Cllr Mrs Serrell and seconded by Cllr Cody that the Parish Council support the work of the Neighbourhood Watch Group to ascertain the appetite locally for the implementation of a Smartwater scheme. All Councillors agreed.

## 41/17 Arrangements for Annual Meeting

### (a) Recording of Minutes of future Annual Meetings

The Clerk reminded Councillors that, in addition to producing an electronic version, minutes of the Council's Annual Meeting were also written up by hand in a Council Minute Book. The current minute book was now full and before he ordered a new one, he wished to confirm whether the Parish Council wished to continue this practice.

It was moved by Cllr Best and seconded by Cllr Mrs Collier that in future only electronic copies need to be produced. To ensure the safe retention of minutes of previous meetings arrangements be put in place for a hard copy versions to be regularly collated and bound. All Councillors agreed.

In order to implement this change, an amendment would need to be made to the Council's Standing Orders. The Clerk would make the necessary changes for consideration by the Parish Council.

### (b) Annual Parish Meeting – Arrangements

The Annual Meeting of the Parish Council would be held on Tuesday 18<sup>th</sup> April 2017 in The Narthex at St Andrew's Church starting at 7.30pm.

Councillors agreed that the format of this meeting should follow that of previous meetings. The Clerk would put the necessary arrangements in place, ensuring that the necessary reports were sought and notices displayed.

## 48/17 Finance and Authorisation of Accounts

### (a) Long Term Agreement – Parish Clock – St Andrew's Ombersley

Details of a long term agreement from Smith of Derby relating to the future annual servicing of the Parish Clock had been circulated for consideration.

Councillors agreed that this matter be referred to the Finance Committee who should be asked to give the matter detailed consideration. In view of the timescales involved for responding, Councillors also authorised the Finance Committee to take a decision and implement any necessary arrangements.

(b) Approval to upgrade the Audio System at St Andrew's Church, Ombersley

The Parish Council had previously agreed to authorise the upgrading of the audio system at St Andrew's Church Ombersley. They had further agreed that the costs be met from the funds held on the Church's behalf.

The Clerk reported that the cost involved was £2,490.00 exc VAT. The Parish Council agreed that this work should proceed and that the Parish Council take responsibility for placing the order. Once the works had been finalised arrangements would be made to seek re-imburement for any deficit in the funds held on St Andrew's behalf. All Councillors agreed.

(c) Payment requests received prior to the Meeting

No other payment requests which were not already included on the agenda had been received.

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

Income totalling £3,105.00 had been received.  
Cheques totalling £1,117.84 had been paid since the last meeting.  
Payments totalling £254.16 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 urgent attention

(i) St Mary's Church Doverdale - Rewiring

Further to the discussion at the last meeting, the Clerk confirmed that the costs involved would be £19,208.28 excluding VAT. As agreed, the Parish Council would place the order and settle the account on completion. The Friends of St Mary's would re-imburse the net cost (minus the VAT) and the Parish Council would arrange to reclaim the VAT utilising an appropriate scheme operated in respect of Listed Places of Worship. All Councillors agreed and the Clerk was authorised to make all necessary arrangements.

(ii) Replacement Tables – Ombersley Memorial Hall

Further to the discussion at the last meeting, the Clerk confirmed that the order for the replacement tables at Ombersley Memorial Hall had been placed at a cost of £2,377.75 excluding VAT.

(iii) Rural Rate Relief Applications – The Old Leaking Well

The Clerk reported that he had received two Rural Rate Relief applications in respect of the Old Leaking Well. One application related to the current financial year and the other for next year.

As the applications had only just been received, Councillors agreed that these be reported to the Finance Committee who would be meeting shortly.

(iv) Arrangements for a Meeting of the Finance Committee

As a number of issues discussed at this meeting had financial implications, the Chairman of the Committee agreed that it would be prudent to hold an early meeting of that Committee. He would liaise with the Clerk to make the necessary arrangements.

## 49/17 Highways Matters

### (a) Lengthsman Scheme for 2017-18

The Clerk reported that he had received a copy of the Lengthsman Agreement for 2017/18 which he had signed and returned as requested.

The amount of funding available to the Parish Council remained the same as last year (£3,235.00pa)

### (b) Reports of Highway Matters

Cllr Best referred to the condition of the road surface on School Bank. The Clerk confirmed that he had referred this matter to Highways for their attention.

Cllr Welch referred to the amount of litter deposited in the gateway to the Woodland owned by the Ombersley Conservation Trust. The Clerk would again bring this to the Trust's attention.

Cllr Best referred to the scheme to widen Cow Lane at its junction with A449. Works would be continuing and applications were being made to the various utility companies to assist with the re-siting of any apparatus.

## 50/17 Councillors' Reports

The Chairman had, at the last meeting, reported on potential changes to the EnviRecover Community Liaison Group meeting following the change from construction to commissioning. The Clerk took the opportunity to update Councillors on future arrangements.

The Parish Council's primary concern had been that of potential traffic implications. To date, the number of traffic issues had been minimal.

Hartlebury Parish Council wished to increase the number of Hartlebury representatives attending future meeting. To accommodate this, and without increasing the overall size of the Group, it had been suggested that both Ombersley and Doverdale and Elmbridge Parish Council's be no longer routinely represented at future meetings of the CLG.

The Clerk had received an assurance that the Parish Council would, however, still be kept informed of issues arising and remain on any circulation lists for updates.

An further assurance had been given that should any future concerns about traffic issues affecting the parish become apparent, the Parish Council would still be able to raise these and actively participate in the consideration of any matters relating to this.

Councillors confirmed that they were content with these revised arrangements.

## 51/17 Correspondence

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

The Clerk specifically drew the Council's attention to two issues which required consideration:-

### (a) Richardson Brothers Charity Foundation Business Lunch – Parish Council Representation

A number of Councillors were already planning to attend this event in a private capacity. The Parish Council did not therefore wish to send a further Parish Council representative on this occasion.

(b) Wychavon Community Games

Cllr P Reynolds felt that the Parish Council should promote this event to ascertain whether there was any interest within the community. He undertook to ascertain whether there was an interest.

52/17 Meeting Dates

The next meeting of the Parish Council would be the Annual Parish Meeting to be held on Tuesday 18<sup>th</sup> April 2017 in The Narthex at St Andrew's Church, Ombersley (7.30pm)

The next ordinary meeting of the Parish Council would be held on Tuesday 16<sup>th</sup> May 2017 at Sytchampton Village Hall commencing at 7.30pm.

The meeting ended at 9.10pm

..... CHAIRMAN.

## Appendix 1

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

- (i) 17/00078/HP – Tom’s Cottage, Sytchampton Lane, Sytchampton, Ombersley, DY13 9TA  
Proposed Garage (Retrospective)
- (ii) 17/00127/HP – Glenfields, Mount Pleasant to Doverdale, Doverdale, WR9 0QA  
Conversion of garage and office above bedroom with en-suite on first floor, Dining Room at Ground Floor and construction of new double garage
- (iii) 17/00317/S106 - Yardings Farm, Oldfield Lane, Ombersley  
Discharge of Section 106 Agreement to enable dwelling, building and land to be owned and occupied separately from farm holding
- (iv) 17/00245/HP – The Coach House, Uphampton, Ombersley, Droitwich Spa, WR9 0JR  
Erect Front Porch
- (v) 17/00435/AGR – Park Farm, A449 Main Road, Ombersley, WR9 0EX  
Steel portal frame building with concrete panel/box profile walls to be used for machinery storage together with a concrete pad.

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

- (i) W/16/00072/PN – Mutton Hall Park, Boreley Lane, Ombersley, WR9 0HT  
Siting of five additional caravans **(APPROVED)**
- (ii) W/16/02489/PN - The Rest, Hawford Wood, Ombersley, WR9 0EZ  
Replacement of existing detached dwelling with new detached dwelling  
**(Application withdrawn by Applicant)**
- (iii) 17/00115/HP – Rose Cottage, Doverdale Lane, Doverdale, Droitwich Spa, WR9 0QB  
Detached single storey garage/garden store/sun room **(APPROVED)**

### Notification of Appeals Lodged

None

## Appendix 2

### FINANCE and AUTHORISATION OF ACCOUNTS

#### a. Income Received:

Worcs CC	Lengthsman - Dec 16/Jan 17	£500.00
Worcs CC	CC Div Fund- Major Oliver Charity	£2,500.00
E J Gummery	Donation to St Mary's Church	£30.00
Central Eng Co-op	Donation to St Mary's Church	£75.00
		<b>£3105.00</b>

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

A G Walton Ltd	Emergency Repairs SVH Toilet	£101.76	01962
J Jordan	Clerk's Salary - Feb 17	£433.33	SO
David Miles	Lengthsman, Gardening, VAS - Feb 17	£582.75	01963
		<b>£1117.84</b>	

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

New Mill Services	Parish Mower – Service	£153.46
Communicorp	Clerks and Councils Direct – Annual Subs	£12.00
J Jordan	Clerk's Exps – to March 17	£74.31
Fasthosts	Web domain renewal Ombersley.net	£14.39
		<b>£254.16</b>