

**MINUTES OF A MEETING OF
CHADDESLEY CORBETT PARISH COUNCIL
Held on Monday 11 June 2012
at Chaddesley Corbett Village Hall
at 7.25 p.m.**



Present: Chairman: Cllr W Mack, D Thomas, B Green, Mrs P Pardoe, R Pugh, G Vernon, Mrs J Fox, L Stockford, K Bartlett

In attendance: Clerk Mrs Y Scriven

POLICE REPORT

CPO Kate Easthope attended the meeting and gave a report on recent incidents which included a burglary in Woodrow, 2 incidents of anti-social behaviour, stolen vehicle from Cakebole (used for a crime), 4 thefts of BT cabling, shrubs stolen in Woodrow and a suspicious vehicle seen in Woodrow Lane. There had been reports of lamping and deer shooting. It was agreed that at this time there was not enough public support for establishing a PACT group for Chaddesley Corbett.

1. **APOLOGIES:** Cllr M Walford, District Councillor S Williams

2. **DECLARATIONS OF INTEREST:** None

The meeting was adjourned for Public Question Time.

There were some complaints about noise from the Swan public house on Bank Holiday Monday.

The meeting was re-opened.

The Chairman invited Cllr K Bartlett to indicate whether he was willing to continue as Vice Chairman, as he had been voted to the position in his absence. He agreed he was willing to stand and was unanimously voted to office.

3. **MINUTES:** The following Minutes were approved and signed by the Chairman
- (a) Parish Council meeting held on Wednesday 16 May 2012 (with slight amendment)
 - (b) Planning Committee meeting held on Wednesday 16 May 2012
 - (c) Annual Parish Council Meeting held on 16 May 2012
 - (d) Annual Parish Meeting held on Monday 21 May 2012

4. **CHAIRMAN'S REPORT**

The Chairman reported that he had attended a meeting to launch the local Lottery called Chaddesley Corbett Community Fund which had been arranged by Jayne Powell to contribute to local good causes.

5. **CHADDESLEY CORBETT PARISH MATTERS FOR DISCUSSION/DECISION**

- 5.1 The annual Financial Statement for the year ended March 2012, was formerly signed by the Chairman and Clerk, together with the Annual Governance Statement. The Internal Auditor's report had been received and was noted. A review of cover for Fidelity Insurance would be undertaken.
- 5.2 **Risk Assessments:** It was agreed a review of risk and health and safety assessments would take place by a Sub Committee. Members would comprise Cllrs L Stockford, R Pugh, D Thomas, Mrs J Fox, K Bartlett and the Clerk. Draft risk assessments would be circulated to Cllrs D Thomas and K Bartlett for appraisal prior to the meeting.

- 5.3 **Code of Conduct:** The new draft Code had been circulated and was discussed. It was considered inappropriate to adopt the Code in its draft form and it was agreed that a Sub-Committee would be set up to review this in detail prior to its adoption by the Parish Council. It was noted that the final version of the Declarations Code would be available shortly.
- 5.4 **Point to Point:** It was agreed that Cllr R Pugh would represent the Parish Council at a meeting with the owners of the site shortly to express our concerns about anti-social behaviour following point to point meetings.
- 5.5 **General Power of Competence:** It was agreed that the Clerk should complete the necessary documents to qualify under Section 7 of the CiLICA prospectus. This would enable the Parish Council to adopt the Power of Competence.
- 5.6 **Neighbourhood Planning:** It was noted that an Open Meeting had been arranged for Monday 9 July and clubs, societies and businesses have been invited to attend and make suggestions. Cllr G Vernon requested a meeting with Rebecca Mayman from the District Council to discuss some of his concerns about the process. It was agreed that Cllrs G Vernon and D Thomas should attend this meeting, together with the Clerk. A cheque for £15,000 had been received from the District Council and it was agreed there was no need to open a specific bank account, but that a detailed account of expenditure on the Neighbourhood Plan would be kept. The clerk would circulate a list of those invited to the 9 July meeting and Cllrs would let the clerk know if anyone else should be included.
- 5.7 **Allotments and Community Orchard:** Grass had been cut around the Orchard and allotments using staff under the Community Payback Scheme. A community picnic was held on 4 June to celebrate the Queen's Diamond Jubilee and more than 200 people attended.
- 5.8 **Lengthsman Scheme:** Cllr B Green reported that routine maintenance had continued, with a total of 26 hours being recorded. Gullies had been cleared of silt in Tandy's Lane/Drayton/Barrow Hill, and the Holloway. Road cleaning and sweeping had been carried out in Tandy's Lane, and on the A448. Glass on bus shelter had been cleaned again, together with litter picking and cutting back grass. A damaged sign in Harvington had been reported. A letter of appreciation had been received from a resident of Tandy's Lane.

6. DATES FOR MEETINGS

- 6.1 Neighbourhood Planning – Open Meeting Monday 9 July 2012 at 7.30 p.m. Chaddesley Village Hall.
- 6.2 Emergency Plan Workshop – Wednesday 26 September 2012 at 7.30 p.m. in the main hall.
- 6.3 Wyre Forest CALC/Parish Forum – Wednesday 17 October 2012 at 7.00 p.m. at Duke House, Kidderminster.

7. TO RECEIVE REPORTS FROM CLLRS REPRESENTING OUTSIDE BODIES: None

8. CONSULTATION DOCUMENTS

- 8.1 **Soils Association Woodmark – Management of Woodlands:** Deferred
- 8.2 **Network Rail – Improvements to track on part of Redditch line:** Cllr L Stockford reported that no action was required.
- 8.3 **Audit Commission:** The Clerk was delegated authority to respond to this consultation.

9. CLERK'S REPORT ON ITEMS OF CORRESPONDENCE FOR INFORMATION ONLY

The Clerk submitted a written report on items for information, which included:

- Wyre Forest Community Housing reported they had removed trees at the rear of the Green.

- Brockencote Hall were holding a Food Festival over the weekend 23/24 June located in the meadows in front of the Hotel.
- Fee for Mrs Mann for second inscription on burial monument had been waived.

10 FINANCIAL REPORT

10.1 The Clerk presented a schedule of payments and receipts which was approved.

Payments

Recipient	Details	Cost	VAT	Total
Ben Matthews	Lengthsman Scheme	312.00		312.00
CC Village Hall	Room Hire	130.00		130.00
Ashtav	Annual Subscription	25.00		25.00
Diane Malley	Internal Audit	105.00		105.00
Y Scriven	Clerk's expenses	145.17	11.10	156.27
Y Scriven	Refreshments Annual Mtg	55.08	9.54	64.62
Jonathan Swift	Hire of Portable Toilet	41.67	8.33	50.00
L Stockford	Mulberry Tree	31.50		31.50
Johnson Poole & Bloomer	2 toners	79.46		79.46
West Mercia Probationary	Grass Cutting allotments	150.00	30.00	180.00
		<u>1,074.88</u>	<u>58.97</u>	<u>1,133.85</u>

Receipts

Wyre Forest District Council	Grant for Silver Jubilee	200.00		200.00
Mr David Leeming	Exclusive Rights Plot E41	600.00		600.00
Allotment Rent		25.00		25.00
		<u>825.00</u>		<u>825.00</u>

Treasurers Account	Transfer to Scottish Widows	<u>10,000.00</u>		<u>10,000.00</u>
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10.2 A Bank Reconciliation for May had been circulated to all Councillors.

11. **NEW ISSUES and ITEMS FOR NEXT MEETING:** Tree Maintenance in the Holloway.
Burial Ground maintenance.

Date of next Meeting Monday 2 July 2012.

The meeting closed at 8.45 p.m.