

**MINUTES OF A MEETING OF  
CHADDESLEY CORBETT PARISH COUNCIL  
Held on Monday 3 June 2013  
at Chaddesley Corbett Village Hall  
at 7.25 p.m.**



Present: Chairman: Cllrs W Mack, D Thomas, L Stockford, Mrs J Fox, M Page, Mrs S Pritchard, R Pugh Clerk Mrs Y Scriven Members of the Public

**POLICE REPORT**

Police report had been circulated and was noted.

1. **APOLOGIES:** Cllrs B Green, M Walford, G Vernon, Mrs P Pardoe, District Councillor S Williams
2. **DECLARATIONS OF PECUNIARY INTEREST (DPI):** None  
**OTHER DECLARATIONS OF INTEREST (ODI):** None  
**DISPENSATIONS -** None

The meeting was adjourned for Public Question Time.

A member of the public complained about a letter received from the clerk asking for the removal of tyres from the allotment site. The Chairman asked the complainant to formally write to him and the matter would be investigated.

The meeting was re-opened.

**3. MINUTES**

- a) The Minutes of the Parish Council meeting held on 7 May 2013 were approved with modification and signed.
- b) The Minutes of the Planning Committee held on 7 May 2013 were approved with modification and formally accepted.
- c) The Minutes of the Annual Parish Council meeting held on 7 May 2013 were approved.
- d) The Minutes of the Annual Parish Meeting held on 20 May 2013 were approved.

**4. COUNCILLOR'S REPORTS**

- 4.1 The Chairman reported attendance at the Inauguration Ceremony for the new Mayor of Kidderminster and was most impressed.
- 4.2 The Chairman attended a meeting at Wyre Forest District Council with Cllr Mrs S Pritchard and the clerk, to discuss a review of the number of Councillors representing the District which would be carried out by the Boundary Commission. Parish Councils would be given an opportunity to comment on any changes which might affect Chaddesley Corbett.

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

- 5.1 **Survey Questionnaire, Neighbourhood Plan:** A discussion took place regarding the possible appointment of an independent Statistician to review statistical validity of the survey results. It was decided that a workshop for Councillors should be arranged after the next meeting to consider the survey results in detail and also the Sustainability Appraisal, as this might answer many of their queries. It was also agreed that there would

be no official Parish Council meeting in August. This would be replaced by a Planning Meeting followed by a Workshop to review the proposals for the Neighbourhood Plan.

- 5.2 **Appointment of Consultant – Neighbourhood Plan:** It was agreed that Kirkwells had provided the most suitable bid, and that we should submit a Grant application to cover the costs of this work.
- 5.3 **Neighbourhood Plan – Steering Group:** Minutes of the meeting held on 14 May 2013 were noted. Cllr D Thomas expressed appreciation for the work being done on our behalf by Maria Dunn of Wyre Forest District Council whose help was invaluable on planning issues. It was agreed to hold a consultation event at the school in late September. Detailed arrangements to be made before the next Parish Council meeting.
- 5.4 **Internal Audit:** Report from Diane Malley had been received and was noted. All audit checks had been satisfactory.
- 5.5 **Maintenance Work:** It was agreed that Ben Matthews should carry out some maintenance work in the parish and a schedule of potential tasks had been tabled. This was agreed on a six months trial basis.
- 5.6 **Insurance:** The clerk had attended a training session by Crane & Company, insurance brokers for the public sector and had submitted a report which was noted. A quotation would be requested from them at next year's review.
- 5.7 **Lengthsman:** Bill Waldron had returned and had carried out work on 14 roads mostly clearing drainage problems. Potholes in Tanwood Lane had been reported, some had been repaired and others marked out. Blocked pipe under carriageway by Tanwood House has been replaced. Blocked pipes in Deansford Lane near Bissell Wood had been reported for jetting. Adhesive had been removed from bus shelter on A448. Signs had been cleaned and visibility splay cut at Woodrow crossroads. The Chairman thanked Bill for his hard work during the month.
- 5.8 **Parish Footpaths:** A schedule of work carried out during the month was tabled and approved. This consisted of strimming at Drayton, Tanwood Lane and Briar Hill, repair to vandalised stile on footpath FP585, fitting new sign post on BW519 and six step risers and surface regeneration on footpath FP560 in Hillpool. Geoffrey Holding was thanked for his excellent work on footpaths.
6. **DATES FOR MEETINGS:** Noted
7. **TO RECEIVE REPORTS FROM CLLRS REPRESENTING OUTSIDE BODIES:**  
None this month
8. **CONSULTATION DOCUMENTS:** None this month
9. **CLERK'S REPORT ON ITEMS OF CORRESPONDENCE FOR INFORMATION ONLY**  
The clerk reported:
  - The bench donated by Wyre Forest District Council to commemorate the Queen's Jubilee had been fitted by Geoffrey Holding, who had to build the unit on site.
  - Letter sent to tenant regarding importing tyres onto an allotment asking for their immediate removal for environmental reasons. Suggested that the tenant's

agreement should be re-written next year to make it clear that this type of material cannot be imported on site without prior permission.

## 10 FINANCIAL REPORT

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

### PAYMENTS

Payee	Service	Net	VAT	Total
CC Village Hall	Room Hire – May	109.00		109.00
Bill Waldron	Lengthsman May	429.00		429.00
Geoffrey Holding	Grass Cutting-Fix Bench	260.00		260.00
Geoffrey Holding	Footpaths Maintenance	626.00		626.00
Y L Scriven	Net Salary	673.85		673.85
Worcestershire CC	NP Survey *	1833.82		1833.82
Y L Scriven	Reimburse refreshments	85.83	11.89	97.72
Severn Trent Water	Water Allotments	12.55		12.55
Colour 3	Printing/distribution Newsletter *	815.50		815.50
Diane Malley	Internal Audit	110.00		110.00
		<u>4955.55</u>	<u>11.89</u>	<u>4967.44</u>

\* It should be noted that some of these costs relate to preparation of the Neighbourhood Plan and are covered by the Frontrunners Grant.

### 11. NEW ISSUES and ITEMS FOR NEXT MEETING: Monday 1 July 2014

- Car parking on the green
- Neighbourhood Plan Sustainability Appraisal and review of survey results
- Road surfaces Woodrow and Tanwood Lane
- Signpost on A448 from Bromsgrove to Kidderminster before entrance to Clattercut Lane

The meeting closed at 8.55 p.m.