

**MINUTES OF A MEETING OF
CHADDESLEY CORBETT PARISH COUNCIL
Held on Monday 4 November 2013
at Chaddesley Corbett Village Hall
at 7.25 p.m.**



Present: Chairman: Cllrs W Mack, D Thomas, L Stockford, Mrs J Fox, R Pugh, Mrs P Pardoe, G Vernon, M Walford, B Green, Mrs S Pritchard, M Page. Clerk Mrs Y Scriven
District Cllr S Williams and a member of the public.

POLICE REPORT

Cllr Mrs J Fox reported that our new police officers were PC Philip Green and PCSO Deborah Johnson and Niall Ryland.

1. **APOLOGIES:** None

2. **DECLARATIONS OF PECUNIARY INTEREST (DPI):** None
OTHER DECLARATIONS OF INTEREST (ODI): Cllr M Page – Item 5.1 –ODI
Cllr Mrs P Pardoe – Item 5.6 - ODI

DISPENSATIONS – Cllr Mrs P Pardoe was granted a Dispensation in connection with her position as Trustee of the Village Hall.

3. **MINUTES**

- a) The Minutes of the Parish Council meeting held on 7 October 2013 were approved.
- b) The Minutes of the Planning Committee held on 7 October 2013 were accepted.

4. **COUNCILLOR'S REPORTS**

4.1 **Chairman's Report**

The Chairman reported on a meeting with the landowner regarding advertising signs at Rowberry's nursery following a visit by the District Council.

4.2 A meeting had taken place with two residents regarding employees parking on the allotment site, as a result of which there was a greater understanding of the issues involved.

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

5.1.1 **Employees Parking on the Community Facility on Allotment Site**

50 households had been consulted and 13 had responded, 26%. 10 of the respondents had no problem with employees parking on the allotment site in the short term. As a result of the meeting with two of the residents who had objected, the main problem was that a temporary arrangement could by default become permanent if it was allowed to continue. It was agreed to seek further advice on this issue and in the meantime allow employees to continue to park until the end of January 2014. However, businesses with parking facilities should be asked to make full use of these, and cars using Fishers Lane should give priority to pedestrians.

5.1.2 **Resolution** – Six Councillors having signed a Resolution to suspend the decision made by the Parish Council at their meeting on 2 September 2013, a Motion was passed to allow employees to continue parking on the allotment site until end January 2014 whilst further advice was taken.

5.1.3 It was agreed to write to all who had responded to the survey advising them of this decision, and the businesses in the village.

5.2 Neighbourhood Plan

5.2.1 Cllr D Thomas reported that a Consultation Statement had been prepared with a draft programme for the remainder of the process. This would be available on the web-site. The draft report was due to be approved by the Parish Council at their meeting on 2 December 2013, subject to possible further amendments as a result of the Housing Needs Survey. The results of the Housing Needs Survey were due week commencing 20 December and any changes necessary to the report could be approved at the Parish Council meeting on 6 January 2014. Public Consultations were due to start on Monday 13 January 2014. Drop in events would take place W/C 20 January in The Oaks, Harvington and on Wednesday 29 January at the Village Hall. The Consultation Period would end on 24 February 2014.

5.2.1 A draft Neighbourhood Plan had been circulated to Councillors and comments should be returned to the Clerk by 18 November 2013.

5.2.3 A copy of the Sustainability Appraisal Report which had informed the draft report was also circulated and should be read in conjunction with the draft report.

5.2.4 Old Grammar School:

A structural survey report had been received and circulated. It was agreed to call a special Parish Council meeting to discuss the report after which a Working Group would be formed to progress the project.

5.3 Allotment Licence – Deferred to next meeting.

5.4 Staffing and Finance Committee

The Committee had met and recommendations were made to the Parish Council which were agreed as follows:

- a) The Clerk's salary would be increased by 1% from 1 April 2013 in accordance with National Salary Scales.
- b) Contractors hourly rates for 2014/15 would remain the same as 2013/14.
- c) Parish Footpaths rates would also continue at the same level as 2013/14.
- d) Financial Regulations would be amended to allow the clerk to approve expenditure up to £400 without prior approval of the Parish Council.
- e) A preliminary draft budget was agreed, subject to advice from the District Council on Council Tax Banding. There would be no increase in Precept for 2014/15, but if an election was called in 2014, the cost of this would be taken from reserves.

5.5 Wyre Forest Boundary Review

A Working Group had met and made recommendations that the Parish Council should respond to the consultation by agreeing to the re-organisation of District Wards to include Wolverley, Cookley, Blakedown, Chaddesley, Stone and Rushock, to be served by 3 District Councillors. This was agreed.

5.6 Village Hall

A letter had been received advising the Parish Council that the grant from Big Lottery for solar panels had been recalled and transferred into a loan repayable over 5 years. Budgets had assumed income from Feed In Tariffs over this period in order to reduce operating costs and allow subsidies to some community groups to continue. As a result the management committee asked for assistance from the Parish Council. A formal application for funding was required before a decision could be made so this was deferred to the next meeting.

5.7 Dates for Meeting 2014 - Agreed

5.8 False Acacia tree on The Green

Two quotations had been received, and it was agreed to award the contract to Geoffrey Holding at a cost of £235.

5.9 Maintenance Work

5.9.1 Lengthsman – 129 grips and 83 gully tops had been cleared, outfalls, silt and leaves removed from carriageways at Hillpool, A448, Deansford Lane, Woodrow Lane, Drayton Road, Barrowhill Lane, Harvington Hall Lane, Hardash Lane, Dobes Lane, Tanwood Lane, Cakebole and Tandy's Lane. 29½ hours.

5.9.2 Parish Footpaths – Footpaths had been repaired and strimmed and overgrowth cut back in Harvington, the Village to Swancote Farm, and the Holloway.

5.9.3 General Maintenance – Bus shelters cleaned, footway swept from bridge to Hemmingway.

5.10 Bench in Community Orchard – A request had been received for a memorial bench for a local family. This was agreed.

6. DATES FOR MEETINGS:

6.1 Emergency Planning Meeting – Wednesday 20 November 2013 at Wyre Forest Civic Centre – 6.00 p.m. Cllr Mrs S Pritchard and clerk to attend.

6.2 Wyre Forest Area CALC meeting at The Swan, Chaddesley Corbett, Tuesday 10 December 2013. Cllrs R Pugh, M Walford and the Clerk to attend. 7.00 p.m.

7. TO RECEIVE REPORTS FROM CLLRS REPRESENTING OUTSIDE BODIES:

7.1 Worcestershire CALC AGM – Clerk reported that previous officers had been re-elected. Grants ran out next year and if other grants could not be found the association would be forced to operate on their reserves.

7.2 Fire and Rescue Service – Clerk reported on meeting at Wyre Forest District Council regarding proposed budget cuts and reduction in number of fire appliances available in the district.

8. CONSULTATION DOCUMENTS:

8.1 Wyre Forest District Council – Consultation on Supplementary Planning Document on Affordable Housing – Cllr D Thomas had responded to the consultation on behalf of the Parish Council which set out criteria for developers with regard to the number and type of affordable houses required on new sites due to an increased proportion of elderly residents in the district. Our response included the implications of potentially scattered

geographic distribution of properties delivered by these measures, and also their suitability when judged by other criteria such as access to local services and transport connections.

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

The clerk reported:

- A property investment fund had been recommended to the clerk by CALC, for long term deposits in excess of £25,000. Cllr D Thomas would review documents and report back to next meeting.
- District Council indicated that the Government were concerned about an average 5% increase in Precepts in the current year and this could lead to Parish Councils being capped next year.
- Insurance company had advised on insurance arrangements for snow clearance and gritting.

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	45.00		45.00
Bill Waldron	Lengthsman	383.50		383.50
Geoffrey Holding	Footpaths and Orchard maintenance	390.00		390.00
Ben Matthews	Maintenance	81.00		81.00
Y L Scriven	Net Salary including back pay	721.20		721.20
B T	Broadband and calls	27.41	5.47	32.88
Severn Trent Water	Allotments	55.49		55.49
Print Shop	NP Photocopies	65.00		65.00
Kirkwells	Interim Account Draft Report	2878.55	575.71	3454.26
Toner (Y L Scriven)	New toner	10.95	2.19	13.14
Wyre Forest DC	Design and printing of posters NP	300.00	60.00	360.00
YES computers (YLS)	Virus	95.00	19.00	114.00
White & Gilbert	Structural Survey	800.00		800.00
		5853.10	662.37	5515.47

RECEIPTS

AON	Refund on insurance premium	40.58		40.58
Western Power	Wayleaves	4.43		4.43
Davis Memorials	Inscriptions	60.00		60.00
		105.01		105.01

10.2 Bank Reconciliation for month of October had been circulated and was approved.

11. **NEW ISSUES and ITEMS FOR NEXT MEETING:** Monday 2 December 2013 at 7.25 p.m.

The meeting closed at 8.55 p.m.