

**MINUTES OF A MEETING OF
CHADDESLEY CORBETT PARISH COUNCIL
Held on Monday 7 April 2014
at Chaddesley Corbett Village Hall
at 7.25 p.m.**



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

POLICE REPORT: 2 attempted and 2 actual burglaries had taken place during the month on Briar Hill/The Green. Crime prevention campaign undertaken in this area. Mobile surgeries had been held in the village and unmarked vehicles were involved in a 'guard' initiative. Leaflets to raise awareness of bogus traders were being distributed; any suspicious activities should be reported to the Police by telephoning 101.

1. **APOLOGIES:** Cllr Mrs J Fox
2. **DECLARATIONS OF PECUNIARY INTEREST (DPI):** None

OTHER DECLARATIONS OF INTEREST (ODI): Cllr Mrs P Pardoe – Items 5.4, 5.10
Cllr B Green – item 5.4

DISPENSATIONS – No new Dispensations. Cllrs Mrs P Pardoe and B Green have a Dispensation in relation to their position as Trustees of the Education Foundation Trust.

The Meeting was adjourned for PUBLIC QUESTION TIME

The Meeting re-opened.

3. **MINUTES**
 - a) The Minutes of the Parish Council meeting held on 3 March 2014 were approved.
 - b) The Minutes of the Extraordinary Parish Council meeting held on 24 March 2014 were approved.
 - b) The Minutes of the Planning Committee held on 3 March 2014 were approved.
4. **COUNCILLOR'S REPORTS:**
5. **CHADDESLEY CORBETT PARISH MATTERS FOR DISCUSSION/DECISION**
 - 5.1 **Neighbourhood Plan**
 - 5.1.1 Councillors had been provided with a Submission version of the Neighbourhood Plan, which was formally approved. It was agreed that the Neighbourhood Plan and supporting documents should now be submitted to the District Council for external examination.
 - 5.1.2 **Programme:** Submission of NP to District Council – 8 April 2014; 6 week consultation ending on 2 June 2014; completion of External Examination 18 June 2014; Decision Statement from District Council by 22 July 2014; Referendum late September 2014; formal adoption by District Council November-December 2014.
 - 5.1.3 **Meeting with District Council Planners:** Minutes of a meeting held on 6 March were circulated and are available on the website. It was agreed that reference materials and training sessions would be prepared for the integration of the Neighbourhood Plan into the District and Parish Council's planning procedures. The Parish Council had prepared a briefing document for potential purchasers of the old school site in relation to policies and aspirations contained within the Neighbourhood Plan. The possibility of imposing Conditions on a future development was also

discussed. It was agreed that the Parish Council could send out initial letters requesting removal of unwanted advertising materials around the parish.

- 5.1.4 **Village Enhancement Feasibility Study:** An initial meeting had taken place with the Consultant and preliminary ideas to ease parking, congestion and speeding problems had been submitted. These were being studied by the working group and would be presented to the Parish Council in due course.
- Councillors gave a vote of thanks to Cllr Dave Thomas for all his hard work on the Neighbourhood Plan.
- 5.2 **Devolved Services – Litter Picking, etc:** A proposal to devolve this service from the District Council was considered, but was rejected due to inadequate funding.
- 5.3 **Gate to Allotment Site:** The working group circulated a sketch of the proposed gates at the entrance to the allotment site and this was approved. One quotation had already been obtained and a further quotation was requested. It was agreed that a decision to place the contract could be made by an exchange of emails.
- 5.4 **Extension of Burial Ground – Old School Site:** A revised valuation from the District Valuer had been received and circulated. It was agreed that Cllr R Pugh would contact the agents for further discussion. The agents had been provided with a copy of the plan showing the area of land the parish council would like to acquire, but the Trustees felt that they could not do this unless prospective purchasers had expressed an interest in a mixed use scheme. Cllr D Thomas felt that it might help to avoid confusion if the plan was made available to purchasers.
- 5.5 **Annual Parish Meeting 9 June 2014:** The Agenda was agreed and would now be circulated.
- 5.6 **Parish Council Elections May 2014:** Nomination packs had been prepared by the District Council and were available for those who wished to be considered for Parish Councillor at the election to be held on Thursday 22 May 2014. Nomination forms had to be returned in person to the District Council by Thursday 24 April 2014 by 16:00 hours.
- 5.7 **Bank Debit Card:** The Parish Council formally approved the use of the bank debit card by the clerk for items of expenditure up to £400, in accordance with Standing Orders.
- 5.8 **Internet Banking:** It was agreed that Cllrs W Mack, D Thomas and L Stockford would register for internet banking to enable on line authorisation of payments after formal adoption of the new Financial Regulations at the May meeting.
- 5.9 **Parish Magazine:** The clerk was asked to arrange a meeting with interested parties to investigate whether distribution of the parish magazine to all households was feasible.
- 5.10 **Funding for Village Hall:** The audited accounts for year ended December 2013 had been circulated. Further information was requested before a decision could be made.
- 5.11 **Broadband:** It was understood that Phase 2 of the Superfast Worcestershire project would include parts of the parish and these premises will benefit from around October-December 2014. Residents would need to upgrade their internet contracts in order to benefit and the level of take-up would influence further decisions about roll-out. It was agreed to set up a joint working group with the FVA.
- 5.12 **Harvington Hall Lane:** Councillors approved a letter, with slight amendment, to be sent to Dave Hunter of Worcestershire Highways regarding hedgerows at the junction with the A448.
- 5.13 **Maintenance Work – Monthly Report**

5.13.1 Lengthsman Scheme : The Lengthsman reported work on Tandy's Lane, Egg Lane, Woodrow Lane and Hillpool to clear silt from carriageway, including 49 grips, 4 outfalls and 4 inlets. Expenditure for the financial year was £3,627.00; £2,840 funded by the County Council and £787 by the Parish Council. Thanks were expressed to the Lengthsman for his diligence which has kept most of our roads flood free this year.

5.13.2 Parish Footpaths Maintenance – Emergency installation of gate to footpath FP634 – FP632 Swancote Farm; path maintenance at junction of footpath FP634-FP628 Swancote Farm; surface restoration on footpath FP615, Harvington.

5.13.3 General Maintenance – sweeping and weeding in the village.

6. DATES FOR MEETINGS:

6.1 Worcestershire Parish Conference – 7.00 p.m. County Hall, Wednesday 30 April 2014.

6.2 Parish Forum/Joint CALC Meeting – Thursday 10 April 6.30 p.m. Wyre Forest House.

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

8. CONSULTATION DOCUMENTS:

8.1 Affordable Housing Supplementary Planning Document – Consultation. It was agreed that Cllr D Thomas would respond to this consultation on behalf of the Parish Council.

8.2 Bromsgrove District Council – District Plan – It was agreed that the Parish Council would not submit a response to this consultation.

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

9.1 I Grove Bungalow, Cakebole – reports received about possible breach of planning, which were noted.

9.2 Request for a Poll at the Annual Parish Meeting. The resident had been asked if the matter could be resolved without the necessity to hold a Referendum which was expensive and would not be binding.

9.3 Cricket Club given permission to display banner at entrance to Fox Lane for a limited period only.

9.4 Lighting outside bungalows Hemmingway – Community Housing would replace with more discrete lighting as and when existing lights needed replacement.

9.5 Winterfold Farm – report of discos and ancillary activities adjacent to A448.

9.6 Hoo Brook Recycling plant was closed for demolition works but it was understood it would reopen at some time in the future.

9.7 Old Garden Centre A450 Harvington – black smoke reported; believed to be burning conifer tree.

10 FINANCIAL REPORT

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

PAYMENTS UP TO 31 MARCH 2014

Payee	Service	Net	VAT	Total
CC Village Hall	Room Hire	74.00		74.00
Bill Waldron	Lengthsman	299.00		299.00
Ben Matthews	Maintenance	51.00		51.00
Don Robbins	Burial Ground 3 months	534.00		534.00
G R Holding	Footpaths	270.00		270.00
Best Copy Shop	Neighbourhood Plan etc	162.80		162.80
Y L Scriven	Net Salary	680.70		680.70

HMRC	PAYE/NIC	564.03		564.03
Wyre Forest District	Waste Bin 2014-15	312.00		312.00
Weatheroak Farm	Storage Salt	225.00		225.00
Kirkwells	Final Invoice- NP	720.00	144.00	864.00
Drain Jet Surveys	Drainage Work	640.00	128.00	768.00
Travis Baker	Interim Account Feasibility Study	2750.00	550.00	3,300.00
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		7,282.53	822.00	8,104.53
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Receipts				
Worcs CC	Grass cutting contract	1,438.17		1,438.17
Allotment Rents		37.50		37.50
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		1,475.67		1,475.67
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10.2 Bank Reconciliation for month of March had been circulated and was approved.

10.3 **Review Budget YE 31.3.14:** Analysis of costs against budget was submitted which indicated a surplus of £295 for the year.

10.4 **Notice of Audit:** External Audit would take place on 5 June 2014 and notices advertising Electors' Rights had been placed on notice boards.

10.5 **Review of Contracts for 2014/15**

10.5.1 Grass Cutting – Orchard – Quotation from Geoffrey Holding of £50 per cut to a maximum of £950 per season was approved. It was also agreed to spray grass around base of fruit trees at an additional cost not exceeding £100.

10.5.2 Grass Cutting – Urban areas around the parish – Two quotations have been obtained, Oakleaf (Community Housing) was the most competitive so they will be appointed but with some care points to improve quality of the service offered.

11. NEW ISSUES and ITEMS FOR NEXT MEETING: Tuesday 6 May 2014 at 7.25 p.m.

The meeting closed at 9.30 p.m.