

## To Members of Abberley Parish Council

You are duly required to attend the next meeting of Abberley Parish Council to be held at 7.30pm on Tuesday 13<sup>th</sup> December, 2016 at Abberley Village Hall.

### Agenda

1. **Apologies:** To receive apologies and to approve reasons for absence.
2. **Declarations of Interest:** Guidance Notes Attached
  - a. Register of Interests: Councillors are reminded of the need to update their register of interests.
  - b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c. To declare any Other Disclosable Interests in items on the agenda and their nature.
  - d. Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

3. **Scheduled Adjournment (Public Question Time)**

**The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

4. **Minutes:** To consider the approval of the minutes of the last meeting of the council (attached).
5. **Progress reports:** for information
  - a. Neighbourhood Plan Steering Group (Cllr Ms. Andrew or delegate)
  - b. Abberley Parish Council Website (Cllr Mr Compton or delegate)
  - c. Training attendance. Brief report on training events attended since last meeting (any attending Cllr).
  - d. Parish Notice Board (Clerk)
  - e. Data Protection Registration (Clerk)
6. **Planning:**
  - a. Report from the Planning sub-committee
    - i. Abberley Hall WR6 6DD (16/00564/LBC)
    - ii. Five Ways, Stockton Road WR6 6AS (16/01532/CLE)
  - b. Changes to the presentation of Planning notices (Parish Clerk).
  - c. The Walshes. Highways have declined the site visit request made by the Council.

**7. Highways:**

- a. Email about vehicle activated signage (Great Witley → Pensax) and pothole issues, Abberley Common.
- b. Highways Reports Update (Supplementary Information Sheet 1)

**8. District and County Councillors' reports:** for information (any items raised for decision will appear on the agenda for the next meeting).

**9. Traffic Management around Abberley Parochial Voluntary Controlled Primary School (WR6 6NY)**

- a. Councillor Goodman proposes that more zig-zag markings should be painted on to the road side between the school and the car park entrance with the purposes of discouraging drivers from parking on the road when collecting children.
- b. Councillor Goodman advises the Council that the school have expressed an interest in the provision of a zebra crossing opposite the car park. Councillor Goodman will inform the meeting of the preliminary discussions around this issue with the various involved parties.

**10. BT Withdrawal of public use phone box located opposite junction with The Common, Apostles Oak, Abberley (WR6 6AA)**

- a. The Council are to **decide** either to agree to the removal of the payphone and its box, or to place before BT a justified case for its retention before the deadline of 28<sup>th</sup> December, 2016.

**11. Meeting Dates for Abberley Parish Council 2017**

- a. To **consider** Councillor Goodman's suggestion that the meetings in August and December 2017 be cancelled to avoid attendance issues during the two holiday seasons. (Supplementary Information Sheet 1)

**12. Finance:**

- a. To confirm payments made during November, 2016 (Supplementary Information Sheet 2).
- b. To **consider** payments to be made (Supplementary Information Sheet 2).
- c. 2017-18 Precept Timetable.
- d. Financial Review (Supplementary Information Sheet 2).

**13. Clerk's report on Urgent Decisions made under delegation since the last meeting.**

- a. Settlement of outstanding invoice for installation of defibrillator cabinet and heater £234.00.

**14. Councillors' reports and items for future agenda:** Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

**15. Date of next meeting:** To confirm the date of the next meeting as Wednesday 18<sup>th</sup> January, 2017 7.30pm, Abberley Village Hall

Signed

*Kym Wild*

Clerk to Abberley Parish Council

8th December, 2016

ABBERLEY PARISH COUNCIL

Clerk to the Council: Kym Wild, 40 The Glebe, Great Witley, WR6 6JR Tel: 07510 109 451

**Supplementary Information Sheet 1**

**7. Highways:**

b. Highways Reports Update

Highways Report ID	Brief Description	Status
238648	Replenishment of all Grit Bins	Open. Highways confirm replenishment is in progress county wide.
238649	Shrubbery obstructing footpath (Abberley Park downhill to village shop/up to junction B4202 Clows Top Road)	Open Clerk chasing
247475 and BT Openreach ID WM1ERB49	Flooding, Brickyard Corner/B4202 → Pensax  Land Drainage Officer visited site requested Highways be notified.  BT = Exposed cable ducting on opposite side of road.	Open  Highways notified  BT Openreach have inspected cable ducting, advising they will take no action at present to re-bury cable, because of the ongoing problem opposite.
248515	Flooding, Jacobs Well, Suffolk Lane.	Open Land drainage officer has inspected entire area, advising that existing drainage insufficient. Requested that matter be referred to Highways.
250909	Abberley Common Potholes	Open
247468	Broken drain grill Netherton Lane	Closed (Lengthsman confirmed resolved).

**11. Meeting Dates for Abberley Parish Council 2017**

Wednesday 18 <sup>th</sup> January	7.30pm Abberley Village Hall
Wednesday 15 <sup>th</sup> February	7.30pm Abberley Village Hall
Wednesday 15 <sup>th</sup> March	7.30pm Abberley Village Hall
Wednesday 19 <sup>th</sup> April	7.30pm Abberley Village Hall
Wednesday 17 <sup>th</sup> May	7.30pm Abberley Village Hall
Annual Parish Meeting & Annual Meeting of the Parish Council	
Wednesday 21 <sup>st</sup> June	7.30pm Abberley Village Hall
Wednesday 19 <sup>th</sup> July	7.30pm Abberley Village Hall
Wednesday 16 <sup>th</sup> August	See meeting item 11.a
Wednesday 20 <sup>th</sup> September	7.30pm Abberley Village Hall
Wednesday 18 <sup>th</sup> October	7.30pm Abberley Village Hall
Wednesday 15 <sup>th</sup> November	7.30pm Abberley Village Hall
Wednesday 20 <sup>th</sup> December	See meeting item 11.a

ABBERLEY PARISH COUNCIL

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**Supplementary Information Sheet 2**

**12. Finance**

a. To confirm payments made during September and October 2016

Minutes	Item	Description	Payee	Amount
01.11.2016	8.1	Defibrillator Cabinet	SADS UK	£335.00
01.11.2016	14.b.2	Auditors for 2016 Annual Return	Grant Thornton	£120.00
01.11.2016	14.b.?	Parish Clerk Salary- October(05/09 to 04/10 2016)	Kym Wild	£294.96
01.11.2016	14.b.3	Worcestershire CALC – Training Items Parish Clerk Introduction training, travelling, Clerks companion	Worcestershire CALC	£55.60
01.11.2016	14.b.5	Lengthsman Claim September 2016 10 hours @ £12.00 per hour	Chris Jones	£120.00
01.11.2016	14.b.6	Parish Clerks Expenses – 9 <sup>th</sup> August to 31 <sup>st</sup> October 2016 Home as Parish Office Sept & Oct (£40.00) and Mileage (32.6 miles@ 0.45 per mile)	Kym Wild	£54.67
01.11.2016	14.b.7	PAYE Scheme- Quarter Day 19 <sup>th</sup> October 2016 (Refunded of payment made on behalf of the Council)	Kym Wild	£24.60
01.11.2016	14.b.8	Venue Hire Defibrillator Training Event 19/10/2016	Abberley Village Hall	£20.25
01.11.2016	14.b.9	Parish Clerks Salary 05/10 to 04/11 2016	Kym Wild	£303.41
01.11.2016	14.b.10	Parish Clerks Salary 05/11 to 04/12 2016	Kym Wild	£294.96
01.11.2016	14.b.11	Lengthsman Claim October 2016 6.5 hours	Chris Jones	£78.00
20.09.2016 01.11.2016	8.2 14.b.12	Worcestershire CALC – Training Items Cllrs Andrew and Knight @ £25.00 per head (+ VAT @ 20% = £50.00 + £10.00)	Worcestershire CALC	£60.00

b. To consider payments to be made as follows

Minutes	Item	Description	Payee	Amount
13.12.2016	12.b.2	Lengthsman Claim November 2016	Chris Jones	£204.00
13.12.2016	12.b.3	Parish Clerks Salary 05.12.2016 to 05.01.2017	Kym Wild	£287.60
13.12.2016	12.b.4	Parish Clerks Expenses – 1 <sup>st</sup> November to 31 <sup>st</sup> December 2016	Kym Wild	£64.02

d. Financial Review (Based on last received bank statements, 13.11.2016)

	£	£
<b>Monies in Bank</b>		
Daily Operations (Earns no interest)	1,281.56	
Deposit Accounts (AER Variable 0.04%)	15,830.66	17,112.22
<b>Allocations</b>		
Neighbourhood Plan	-1,312.38	
Pathways (P3 Scheme)	-131.13	
Village Hall Car Park Fund	-8,000.00	
Village Green Fund	-600.00	-10,043.51
Bank Account Less Allocations		7,068.71
<b>Forecasted Expenditure</b>		
Forecasted Expenditure to end of 31.03.2017		-3,600.60
<b>Forecasted Income</b>		
Forecasted Income to end of 31.03.2017		838.00
	<b>Forecasted Balance at 31.03.2017</b>	<b>4,306.11</b>