

Abberley Parish Council

Draft Minutes of the Meeting held on Tuesday 21st June 2016 in the Village Hall at 7.30pm.

Present: Cllrs: Mr T Nott (Chairman), Mr G Crompton, Mrs N Kedwards, Mr A Jukes and Mrs C Knight.

In Attendance: Mrs A Watson (Clerk) and District Cllr. Mr P Cumming.

1. Apologies: Apologies were received and accepted from Cllrs. Mr R Goodman, Ms K Andrew and County Councillor Dr K Pollock.

2. Declarations of Interest: There were no declarations of interest.

3. Suspension of the meeting for Democratic Public Question Time. There were no questions.

4. Minutes: The minutes of the Annual Meeting held on the 17/05/16 were taken as read, approved and signed by the Chairman.

5. Planning

5.1 To note the following new application to be dealt with by delegated procedure:

16/00755/HOU Applicant: Mr J Parkin. Proposal: First floor side extension over existing garage to provide a bedroom and single storey front extension at 3 Rosedale, Abberley, Worcestershire, WR6 6BA

Parish Council comment: Recommend Approval

5.2 To note the following Appeal Notification: APP/J1860/W/15/3133352 Applicant: Mr N Birchley and Ms G D'Angelo. Proposal: Change of use of land to site 2 yurts for residential use associated with the long term management at Ridding Coppice, Worles Common, Stockton. **Appeal Dismissed**

5.3 Neighbourhood Plan: Update and to confirm terms of reference for Steering Group. Cllr. Knight reported that the Terms of Reference are still being worked on and that speakers for the Neighbourhood Plan event had been booked from Chaddesley Corbett Parish Council and The Hive. Cllr. Kedwards provided information on the grant process and the timing of applying online, the requirement for a business plan and possible parishioners survey mechanisms that could be used. Cllr. Crompton confirmed flyers for the event had been published and would go out with the parish news this week. Cllr. Crompton gave details of his discussions with Upper Bridge Enterprises and recommended that the Council look to upgrade the facility with immediate effect at a cost of £450. Councillors discussed the proposal and agreed to agenda the proposal for the next meeting when additional information and quotations for upgrading the website had been looked at.

5.4 To confirm attendance of Councillors at MHDC Planning Training Events. Cllr. Crompton reported that Cllr. Andrew had attended the most recent training event and the Clerk confirmed that at least one parish councillor was listed to attend each event.

5.5 MHDC printed hard copies of SWDP and 5 year strategic plan 2016-2021 are available but due to the size cannot be posted. Cllr. Crompton agreed to collect a copy of this on his next visit to the District Council.

6. Welfare

6.1 Neighbourhood Watch was reported on by Cllr. Kedwards who also provided information on a new reporting system available from Worcestershire and Warwickshire Police.

6.2 To agree Community First Membership Renewal 2016. Councillors decided not to renew the membership this year.

7. Highways

7.1 The Chairman requested that the Clerk report the drains at the bottom of Suffolk Lane again and damaged tarmac on the A443 opposite the entrance to Wyniatte's Way and outside the village shop. It was also noted that despite receiving road closure notices, no resurfacing work had taken place on Abberley Common.

7.2 The agreement for Lengthsman's Contract for 2016/2017 with the County Council had been received. It was agreed that this could be signed by the Clerk.

7.3 Flood Advisory Service road show in Tenbury Wells 24th and 25th June 10am-4pm. No action required.

Abberley Parish Council

8. Finance

8.1 Annual Audit of Accounts for year ending 31/03/16 and completion of audit form for Grant Thornton UK LLP.

8.1.1 The Annual Accounts for 2015/2016 were unanimously approved and signed by the Chairman and the Clerk.

8.1.2 Councillors unanimously approved the Annual Return for 2015/2016 including;

- 8.1.3 Section 1 Annual Governance Statement 2015/16 signed by the Chairman and the Clerk.
- 8.1.4 Section 2 Accounting Statements for 2015/16 signed by the Chairman and the Clerk.

8.1.5 Councillors approved the Notice of Date of Commencement of Period for the Exercise of Public Rights Accounts for the Year Ended 31st March 2016. The Clerk confirmed that notice will be displayed on the notice board and the parish website with the Date of announcement 22/06/16. Commencing on 23/06/16 until 08/08/16.

8.2 To confirm the following payments made during June:

8.2.1 Clerks Salary May-June 2016 £305.00

8.3 The following payments were authorised and cheques signed:

8.3.1 Lengthsman for work during June 2016 £144.00

8.3.2 Clerks Expenses £20.00

8.3.3 Upper Bridge Enterprises-website annual fee £201.43

9. Councillors' and Clerk's reports and items for future agenda.

- Resignation of Mr J Lakeman, Casual Vacancy Notice and Co-option. The Chairman confirmed he had accepted the resignation of Cllr. Lakeman. The Clerk reported that the Electoral Services Officer at MHDC had been informed and that the Parish Council would look to co-opt to fill the two vacancies once the due process was complete.
- Update on Clerk & Responsible Finance Officer Vacancy. The Clerk confirmed there are three candidates and that interviews will take place towards the end of July.
- A review of Standing Orders and Financial Regulations August 2016.
- Cllr. Knight raised concerns regarding the parking of vehicles in the village, but particularly those belonging to customers of the Manor Arms. Problems have occurred where vehicles are being parked on private property which members of the public mistakenly assume is highway, blocking entrances and there had also been two incidents where emergency vehicles could not get down the lane. Councillors discussed this at length and Cllr. Knight confirmed that the Manager of the Manor Arms was aware of the problem. It was agreed that the Clerk will write to the Manor Arms asking for patrons to be advised to park sensibly, be respectful of neighbours as a number of them are elderly and the responsibility to ensure that emergency vehicles can get through at all times.
- Cllr. Jukes gave his apologies for the next meeting.

10. Date of the next meeting:

It was confirmed that the next meeting will be held on **Tuesday 9th August 2016 in Abberley Village Hall at 7.30pm.**

11. Meeting closure

The Chairman thanked everyone for their attendance and closed the meeting at 9.21pm