

**The Minutes of Abberley Parish Council  
Held at Abberley Village Committee Meeting Room at 7:30pm on 20<sup>th</sup> September 2016**

**Present:** Cllrs Mr T Nott, Mrs C Knight, Ms K Andrew, Mr A Juckes, Mr R Goodman

**In Attendance:** Clerk, District Cllr Mr P Cumming and 1 member of the public.

1. **Apologies:** Cllr G Crompton (accepted), Cllr N Kedwards (accepted).
2. **Declarations of Interest**
  - a. Register of Interests: Councillors were reminded of the need to update their register of interests.
  - b. Disclosure Pecuniary Interests: No pecuniary interests were declared.
  - c. Other Disclosable Interests: No other disclosable interests were declared.
3. The Meeting was adjourned for **Public Question Time**. There were no questions from the public.
4. **Minutes:** the minutes of the meeting held on 9<sup>th</sup> August were approved.
5. **Planning:**
  - 5.1 Planning Application 16/00816/OUT for 24 dwellings at Walshes Farm.  
No response has been received from the Highways Department to the Council's letter requesting a Highways representative meet Council representatives in the Village to see the problems already being experienced by road users and pedestrians in the vicinity of the proposed development.  
  
It was **agreed** that the Clerk should continue to request the Highways Department for a response to the letter and that County Councillor Ken Pollock's attention should be drawn to this matter.
  - 5.2 It was noted that Planning Application 16/00950/HOU Applicant Mr W Rutter, proposal replacement of windows with bi-fold doors in southern elevation at 3 Abberley Park, Stockton Road, Abberley, WR6 6AW had been approved by Malvern Hills District Council Planning.
  - 5.3 Planning Application 16/000369/FUL. Applicant Mr A Jew. Proposed alterations to planning permission 14/01668/FUL incorporating increase in floor plan size and new separate single garage building to front at land adjacent to 46 Apostles Oak, Abberley, Worcestershire WR6 6AA. **Recommend Refusal.**
    - 5.3.1 Correspondence for information  
Enforcement investigation, case reference E/14/00116/PHY3 regarding land adjacent 46 Apostles Oak, The Common, Abberley, WR6 6AA. The Clerk made available to Councillors a copy of the letter sent by Abberley Parishioner Mr Pardy to the Enforcement Office at Malvern Hills District Council.

5.4 **Neighbourhood Plan and associated web site**

5.4.1 Cllr Crompton had in his absence submitted a written update on his website project for the meeting in which he advised that he was working towards having the website up and running in October.

5.4.2 Cllr Andrew outlined the progress with the Neighbourhood Plan and requested that the monies remaining from the former Parish Plan project be made available to the Neighbourhood Plan. This was **agreed**.

6. **Welfare:**

6.1. Parish Notice Boards.

Cllr Nott advised that the notice board in the centre of the village close to St Michaels Church is the responsibility of the Parochial Church Council. Repairs or replacement is a matter for the PPC. Responsibility for the board outside of the village post office and stores lay with Abberley Parish Council.

The Clerk was instructed to contact Great Witley Parish Council to obtain the contact details for the manufacturer of their notice board which is located in the The Glebe. Cllr Andrew advised she would be able to obtain the contact details for a local craftsman manufacturer of notice boards.

6.2. Defibrillator.

6.2.1 The defibrillator cabinet supplied by SADS UK has now been delivered and passed on to the Village Hall Management for installation.

6.2.2 A provisional training date of 19<sup>th</sup> October (7pm in the Village Hall) has been arranged. The Clerk has contacted the training representative from West Midlands Ambulance Service (WMAS) to confirm the date, but as yet has received no final confirmation. The Parish Council has received an offer of an additional training date from a parishioner who is also a qualified nurse. Subject to numbers attending any training provided by WMAS, then this offer will be pursued.

Cllr Nott observed that he was unlikely to be able to attend the training event due to a prior engagement and should any paper need signing on 19<sup>th</sup> October then delegated powers would need to be in place before that date.

The Clerk will continue to contact the training representative from WMAS to both confirm their intention to deliver the training on 19<sup>th</sup> October and to ascertain what if any paperwork needs completing either prior, during or after the event.

7. **Finance:**

7.1 Grant Thornton External Audit Certificate 2015/16 and Auditors Comments.  
The Clerk presented the External Audit Certificate 2015/16 and the Auditors Comments to the Council. The comments were **noted**.

7.2 Notice of Conclusion of Audit for the year ending 31/03/16.  
Receipt of the Notice of Conclusion of Audit as above was **noted**. The Clerk will complete the Notice in accordance with current requirements.

7.3	To confirm the following payments made during August and September 2016	
7.3.1	Upper Bridge Enterprises - 50% of website upgrade fee	£150.00
7.3.2	Abberley Village Hall – hire of hall June-Aug 2016	£39.25
7.3.3	Mrs S Coley – refreshments, Neighbourhood Plan meeting	£20.00
7.3.4	Mrs A Watson – outgoing Clerk’s salary Aug-Sept 2016	£305.00
7.3.5	Mr C Jones – Lengthsman for work during August 2016	£120.00
7.4	Council <b>agreed</b> the following payments.	
7.4.1	Incoming Clerk Salary for 10/08/2016-05/09/2016	£287.80
7.4.2	Incoming Clerks Expenses claim	£32.84

**8. Councillors’ and Clerk’s report and items for future agenda:**

8.1 District Cllr Cumming outlined Malvern Hills District Council’s plans for a community hub in Malvern to replace the current council chamber. The new building will be connected to Council House and provide meeting rooms and reception area. The present accommodation in Avenue Road, is deemed unsuitable for purpose requiring considerable expenditure to address its maintenance and ongoing upkeep. Savings in efficient working and property maintenance are projected to offset the cost of the new project build over the first four years of occupation.

8.2 The new Worcestershire CALC Autumn 2016 training programme has just been released. It was **agreed** that Cllr Knight and Cllr Andrew would attend training sessions and the cost covered by Abberley Parish Council. Cllrs are required to meet and swap notes, handouts and brief each other on the training received.

The Clerk was instructed to book Cllr Knight onto the session proposed for 17<sup>th</sup> October and Cllr Andrew on the session for 18<sup>th</sup> October.

8.3 The Nora Parsons Day Centre had invited a representative from the Council to attend their AGM on 21<sup>st</sup> September. No Councillor present was able to attend. The Clerk will make apologies.

8.4 Casual Vacancies  
Councillors were reminded of the importance of attending the meeting on 1<sup>st</sup> November, 2016 as it would also be an election night to fill the two casual vacancies currently on the Council.

8.5 Review of Standing Order and Financial Regulations.  
The Clerk will bring to a future meeting the current Standard Orders (rules for the routine conduct of council business and meeting procedures) along with the financial regulations in order for them to be reviewed and updated if required.

9. **Date of Next Meeting:** 7.30pm on Tuesday 1<sup>st</sup> November in Abberley Village Hall.

The meeting closed at 8.50pm.

Signed .....

Date .....

Chairman