

**The Minutes of Abberley Parish Council
Held at Abberley Village Committee Meeting Room at 7:30pm on 1st November, 2016**

Present: Cllrs Mr T Nott (Chairman), Ms K Andrew, Mrs C Knight,
Mrs N Kedwards, Mr A Juckes, Mr R Goodman, Mr G Crompton

In Attendance: Clerk, County Cllr Dr. K Pollock, District Cllr Mr P Cumming and 4 members of the public.

1. **Apologies** All members of the Parish Council were present.
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 20th September, 2016 were approved.
5. **Casual Vacancy by Co-Option:**

The District and County Councillors along with members of the public and the press were directed to leave the room.

There were two co-option vacancies to fill, with five applications for co-option having been received, two of whom had previously informed the Clerk of their inability to attend the meeting due to prior commitments. All councillors had received copies of the applicants completed forms.

Only one applicant was in attendance and they were invited back into the room to give a short address to the Council and respond to a brief question and answer session before being directed to absent the room whilst councillors selected two candidates to fill the vacancies.

The Clerk acted as the Returning Officer, aided by Mrs. Anne Watson, Clerk to the Parish Councils of Little Witley and Mambles.

Mr Tony Eden and Mr Jim Gibson were selected to fill the vacancies. Mr Tony Eden had, prior to the vote, formally resigned his voluntary position as Internal Auditor to the Parish Council.

The Clerk is to inform the Monitoring Office at Malvern Hills District council alongside writing to each applicant to advise them of the outcome, thanking them for their respective applications.

Both Mr Eden and Mr Gibson will be required to complete the Register of Interest form from the District Council.

Members of the public and the press were invited back to the room in order for the meeting to resume.

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6. **Presentation:** On behalf of Cllrs the Chairman gave a formal vote of thanks to Mrs Anne Watson, the former Parish Clerk to Abberley Parish Council. Mrs Watson was presented with a bottle of champagne and a hand painted plaque depicting a view of Abberley.

7. **Progress Reports:**

a. Abberley Parish Council Website

Cllr Crompton informed the meeting that progress on the parish website had been delayed. He hoped to be able to advise the next meeting of a firm launch date.

b. Data Protection Licence

The Clerk has investigated the requirements for the council to hold a Data Protection Licence. Whilst the Council do not, currently, meet the requirements to legally hold such a licence they can apply to join the register and hold a licence on a voluntary basis. The cost of this option is presently £35.00 per annum. The Council **agreed** that voluntary registration was the correct option to pursue and directed the Clerk to proceed with the necessary application processes.

c. The Pension Regulator / Workplace Pension Declaration of Compliance

The Clerk informed the meeting that all necessary registration processes had been completed satisfactorily and the Council had now been issued with the formal Declaration of Compliance with the new legislation.

d. Defibrillator

The Defibrillator and the heated cabinet have now been delivered and installed at the Village Hall (to the left hand side of the entrance). West Midlands Ambulance Service have advised that a weekly check on the Defibrillator be initiated to ensure that the unit was maintained in good working order. The Council directed the Clerk to initiate such a rota with various councillors and the Clerk expressing a willingness to undertake the weekly check routine in order to share out the workload.

e. Current Training Opportunities

Worcs Calc has announced a new training opportunity focussing on the processes around the Precept (22nd November 2016). The cost is £25.00 per head. The Council agreed that the Cllrs Andrew, Goodman and Knight should attend. The Clerk was instructed to make application for three places on this course.

f. Training Attendance

Reports and evaluations on recent training events were received from Cllrs Andrew and Knight. Both felt that their recent training attendance at Worcs Calc run events had been positive.

8. **District and County Councillors' reports:**

District Council Paul Cummings delivered his report to the Council. He outlined the current situation with regards to the merging of the Planning Departments for Wychavon and Malvern Hills, with their new computer systems due to go live in January. Following this project, the next merger to be considered would be between the respective Planning Enforcement units. An update on this would be given at a later date.

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County Councillor Dr. Ken Pollock delivered his report to the Council. Currently Worcestershire County Council was investing £12m on road improvements under their "Driving Home" project (2016-2018). An additional £2.8m is being spent on improving roadside footpaths and this particular project will also be trialling new equipment designed to efficiently remove any grass growth on such paths. Councillor Pollock agreed to investigate the issues with Abberley Common Road under the "Driving Home" initiative.

The current situation with the rebuilding of the 18th Century, Grade II bridge at Eastham was outlined, along with the decision not to pursue a legal claim against any organisation/individual who might be deemed liable for the bridge's collapse. Currently the rebuilt bridge is due to be in use by Spring 2017, with a period of traffic rerouting required to facility this projected date.

Across the wider county area, Dr Pollock outlined the current situations with the new Tesco supermarket being built in Tenbury the Tenbury Transport Trust, the success of the recruitment/training event hosted by Tenbury High Ormiston Academy and the development of Cathedral Square in Worcester City.

Cllr Andrew observed that the highway improvements around the Stanford Bridge area (WR6 6RU) were excellent, but that Hoobrook Road area needs extra signage.

9. Clerk's Report on Urgent Decisions made under delegation since the last meeting

Payment has been made on behalf of the Council to HMRC in respect of PAYE quarter date deadline that occurred on 19th October 2016 to avoid non-payment penalties.

10. Planning

- a. 16/01228/HOU (Proposed first floor extension over existing flat roofed ground floor accommodation. Site location, Catchgates, Stockton Road, Abberley, Worcestershire WR6 6AR). Planning permission granted by Malvern Hills District Council. **Noted.**
- b. 16/00369/FUL (Proposed alterations to planning permission 14/01668/FUL incorporating increase in floor plan size to new dwelling). Site location, Land adj. to 46 Apostles Oak, Abberley, Worcestershire WR6 6AA. Retrospective and conditional planning permission has been granted by Malvern Hill District Council. **Noted.**
- c. The Walshes. Cllr Cummings informed the meeting that outline, not full, permission has been applied for. At present no clear time scale is emerging from the developers. The Clerk will continue to pursue a site visit from a representative from Highways to witness first-hand the problems for pedestrian and motor traffic during peak usage time in the area.

County Cllr Pollock offered his apologies and left the meeting.

- 11. Parish Notice Board:** Cllr Nott and the Clerk have investigated replacement options for the Parish Notice Board outside of the village Post Office. A quotation from Bill's Garden Gates in the sum of £490.00 has been received (measurements and design to match the existing board, mahogany, varnished finish). This is significantly under the current estimates (not quotations) already received by the Clerk. The Council **directed** Cllr Nott to investigate the sustainability of the timber (noted as Mahogany) and the options regarding finishes. Provided that Cllr Nott was satisfied that the timber was from an acceptable source and the finish was appropriate The Clerk would raise a purchase order for the replacement board.

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12. **Meeting Dates for Abberley Parish Council 2017:** The Council discussed Cllr Nott's suggestion that from January 2017 the Parish Council meetings take place monthly, rather than the present 6 weekly cycle. It was **agreed** that this new pattern would be tried to see if it was of positive benefit to the productivity of the Council. The Clerk was directed to make the appropriate arrangements.

13. **Neighbourhood Plan:**

- a. Update. The Neighbourhood Plan Steering Group have been working on the Terms of Reference (TOR) which were now presented to the Council for approval.
- b. The TOR, with a few amendments was now complete and put before the Council. The Council **agreed** to accept the document as presented at the meeting.
- c. Staffing. The Council considered Cllr Andrew proposal that the Precept should be increased to fund the employment of a clerk, specifically to work on the Neighbourhood Plan. Further discussion was deferred whilst the following actions were undertaken.
 - c.1 The Clerk would prepare a management accounts for the parish in time for the next meeting.
 - c.2 The Neighbourhood Plan Steering Group would seek to source administration support voluntarily, through a variety of different gateways. The Clerk will assist in suggesting options for this action.
 - c.3 The Neighbourhood Plan Steering Group, with support from the Clerk and other sources if necessary, would prepare initial costings for recruiting remunerated administration support.

14. **Finance:**

- a. The Council **noted** confirmed payments made during September and October 2016 as listed

Minutes	Item	Description	Payee	Amount
20.09.2016	7.4.1	Parish Clerk Salary (1000904) Sept 2016	Clerk	£287.80
20.09.2016	7.4.2	Parish Clerk Expenses (1000905)	Clerk	£32.84

- b. The Council **confirmed** the payments listed below to be made.

Item Ref	Description	Payee	Amount
1	Defibrillator Cabinet	SADS UK	£335.00
2	Auditors for 2016 Annual Return	Grant Thornton	£120.00
3	Parish Clerk Salary- October(05/09 to 04/10 2016)	Clerk	£294.96
4	<u>Worcestershire CALC – Training Items</u> Parish Clerk Introduction training, travelling, Clerks companion	Worcestershire CALC	£55.60
5	Lengthsman Claim September 2016	Lengthsman	£120.00
6	Parish Clerks Expenses – 9 th August to 31 st October 2016	Clerk	£54.67
7	As per Item 9 PAYE Scheme- Quarter Day 19 th October 2016 Reimbursement to Clerk for emergency payment made on behalf of council from private funds	Clerk	£24.60
8	Venue Hire Defibrillator Training Event 19/10/2016	Abberley Village Hall	£20.25
9	Parish Clerks Salary 05/10 to 04/11 2016 (not prior 4/11/16)	Clerk	Not to exceed £330.21
10	Parish Clerks Salary 05/11 to 04/12 2016 (not prior 04/12/16)	Clerk	Not to exceed £319.56
11	Lengthsman Claim October 2016 TBC hours. Anticipated as £120.00	Chris Jones	TBC

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15. Councillors' reports and items for future agenda:

- a. Footpath. Members of the council discussed the problems of some footpaths in Abberley becoming difficult to pass, particularly when navigating with pushchairs. In particular footpaths in Clows Top Road, the village green and Tump House (WR6 6BP) It was hoped that the initiative outlined by Cllr Pollack would be of benefit to Abberley.

- b. The Orchards (WR6 6BN). It was noted that a hedge of an owned but unoccupied private dwelling was encroaching over a pathway. Whilst the grass was being cut, the hedge was not. The hedge was now of a density that domestic clipping was inappropriate and more specialist action was required. Cllr Andrew is to supply the Clerk with the name and last known address of the occupant in order for the Clerk to write and request that this matter is dealt with.

- c. Lengthsman.
 - c.1 Chris Jones reports that a number of grit bins in Abberley need replenishing. The Clerk has already reported the locations to Highways, who are preparing to replenish bins across the county ahead of the start of Winter.
 - c.2 Chris has also spotted water coming out of a field at the bottom of Wynniates Way (Shavers End site), which is flowing over the road. The Clerk requested assistance from Cllrs to establish the land owner's identity, but will also report the matter to Paul Green the land drainage officer at Malvern Hills District Council.

16. Date of next meeting: The next meeting of the Parish Council is scheduled for Tuesday 13th December 2016 7.30pm, Abberley Village Hall.

17. The meeting closed at 9.45pm.

Signed

Date 13th December, 2016

R T Nott
Chairman