

The Minutes of Abberley Parish Council
Held at Abberley Village Committee Meeting Room at 7:30pm on 21st June, 2017

Present: Cllr R T Nott (Chairman), Cllr C Knight (Vice Chairman), Cllr K Andrew, Cllr G Crompton, Cllr T Eden, Cllr J Gibson, Cllr R Goodman, Cllr A Jukes, Cllr N Kedwards,

In Attendance: District Cllr Mr P Cumming, Clerk

58. Apologies. County Councillor Dr K Pollock

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.

Scheduled Adjournment (Public Question Time).

No members of the public were present.

59. Minutes.

The Minutes of the Abberley Parish Council Annual Meeting held on 17th May, 2017 were approved.

60. Progress Reports

- a. The Clerk advised the Parish Council that an email of thanks for the recent donation had been received from the Nora Parsons Day Centre (Item 55.f.11), which advised that the funds would be directed towards their ongoing programme of repairs and redecorations in 2017.
- b. The Clerk advised that the planning application ref. 17/00093/FUL (Great Witley & Hillhampton Parish Council, item 39.a) for >170 houses on land in Great Witley, had been refused planning permission. District Councillor Paul Cumming outlined some of the numerous reasons given in the refusal.
- c. The Clerk confirmed that a letter of thanks from the Parish Council had been handed to the internal auditor Mr Kevin Gittins, relating to his work on the 2016/17 accounts.
- d. Cllr Kate Andrew had supplied the Clerk with a written report on the current status of the Neighbourhood Plan project, which the Clerk read to the meeting.

“The steering group met on 12 June and reviewed the Terms of Reference (TOR) to reflect the revised way of working. We require the PC to approve these amendments.

We have now completed 3 learning walks around the village which have been instructive and have also allowed us to review the state of several footpaths and styles.

The questionnaire is in the process of being tested by working group members and their families and we plan to issue this very shortly after our next meeting, but to also offer the chance to help people input it themselves on a computer or enter data from hard copy. The project is keeping to schedule.”

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The Clerk advised the meeting that the revised TOR (June 2017 amendment) had been updated to include information on the meeting schedule (Fourth Wednesday of the month), the new combination group, rather than the previously planned separate groups and the innovation that the Working Group members may invite Parishioners or local businesses to give a short presentation on relevant topics where pertinent to the agenda.

The revised Terms Of Reference (June 2017 amendment) were **agreed** by the Council.

The test of the questionnaire (delivered via Survey Monkey) had been successfully completed, ironing out glitches and refining where appropriate. A suitable distribution list is being compiled, with provisions being made for hard copies to be completed and support to be given to parishioners who might like to complete the questionnaire electronically but would favour a supportive environment.

61. District and County Councillors Reports.

- a. County Councillor Report. The Clerk read the report (21st June, 2017) provided by County Councillor Dr Ken Pollock, which outlined his opinion on The General Election and Brexit negotiations. In relation to Village developments he advised that he hoped that proper siding out on the footways will be done this summer with the footway from Great Witley and Abberley being scheduled. Finally, regarding the Vélo Birmingham (due to take place on 24th September 2017) he advised that later in the week a meeting was scheduled with the organisers CSM Active and the County Council officers and councillors to assess the efforts to mitigate the impact of 8 hour closure of the roads through the area on local residents and business.
- b. District Councillor Report. Cllr Paul Cumming advised that the new planning software deployed by Malvern Hills District Council to manage the planning process and records continued to present problems, but these are being worked out. The Planning service itself needed to improve their own service levels and he would continue to push hard for speedy improvements. The Planning Offices were being housed in the Council House on the top floor. The delivery of bin bags should be completed to the village at the end of this week (Friday).

62. Highways and Related Matters

- a. The Clerk has received notice of the appointment of the new Highways Community Liaison Engineer (Malvern Hills District), Ms Hannah Davies. A meeting is being arranged between Cllr Jukes, Ms. Davies and the Clerk, in order to progress matters informed to WCC Highways.
- b. The Clerk reports no change to any of the matters informed to WCC Highways and other service providers since the last meeting. A full list of outstanding complaints and issues is available from the Clerk. Cllr Andrew asked for the drains in Wynniates Way to be jetted as they were spilling out onto the road and that the Clerk write to the owner/operator of the SPAR outlet at the newly refurbished Great Witley Filling Station to complain about the danger from obstruction and the illegality of placing their advertising flags on the highway verge(s) and on the forecourt.

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63. Lengthsman Scheme

- a. The Clerk confirms that the new Lengthsman services supplier has successfully completed the appropriate training course (NHSS12D T1 Temporary Traffic Management Training).
- b. The Clerk confirms that Abberley Parish Council has been issued with new temporary traffic management signage and that this has been placed on loan to the new Lengthsman service provider for immediate use.
- c. Cllr Andrew asked that the grass be edge cut to stop it encroaching on the pavement around by the school.
- d. Cllr Gibson asked for the drain in the Village Hall car park to be cleaned out by the Lengthsman.

64. 2017 Remembrance Sunday Wreath

The Council **considered** the matter of the Parish Council Remembrance Wreath. It was resolved that, as this year's Remembrance Service was being held in Great Witley and the Parochial Church Council had arranged to provide a wreath, the Parish Council would require a wreath to be ordered ahead of the Centenary Service (2018) which would be held in Abberley. The Clerk was instructed to make a provision for the acquisition of an appropriate wreath for the 2018 service from the Royal British Legion, at a donation level of £30.00.

65. Meeting Pattern 2018.

- a. The Council **consider** the proposed meeting pattern for 2018 and confirmed their agreement. The Clerk was instructed to make the necessary arrangements with the Village Hall.

Month	Day	Date	Notes
January	Wednesday	17 th	Committee Room 7.30pm
February	Wednesday	21 st	Committee Room 7.30pm
March	Wednesday	21 st	Committee Room 7.30pm
April	Wednesday	18 th	Committee Room 7.30pm
May	Wednesday	16 th	Main Hall for the evening (start time to be confirmed) The Annual Meeting of the Parish of Abberley and The Annual Meeting of Abberley Parish Council both being held in the Main Hall.
June	Wednesday	20 th	Committee Room 7.30pm
July	Wednesday	18 th	Committee Room 7.30pm
September	Wednesday	19 th	Committee Room 7.30pm
October	Wednesday	17 th	Committee Room 7.30pm
November	Wednesday	21 st	Committee Room 7.30pm

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66. Temporary delegation of approval for financial expenditure (Holiday period)

The Clerk requested the Council approve the temporary delegation of power for financial expenditure to the 2017-2018 Budget Committee for the period of 20th July to 19th September 2017 inclusive so that the Clerk has approval process in place during the holiday period. The Council **approved** the temporary delegation of power as requested.

67. Insurances and Risk Assessments

- a. The Clerk confirms that AON have placed the Local Authority Policy on risk for the coming year, at the reduced rate.
- b. The Clerk confirms that AON have issued the Employers Liability Insurance certificate for the coming year.
- c. The Clerk confirms that the Risk Assessment has now been updated and is read for review. The Clerk requests that the Council approve delegation of this review to the 2017-2018 Budget Committee. The Council **approved** the delegation as requested

Cllr Eden volunteer to complete the initial review and then present his findings to the 2017-18 Budget Committee. The Clerk will hand over the completed Risk Assessment to start the review process.

68. Finance

- a. Annual Accounts and Audit for the period 1st April 2016 to 31st March 2017

The Council considered the following items

68.a.1. internal audit work during the financial year 1st April 2016 to 31st March 2017 and the report of the appointed auditor Mr Kevin Gittins dated 1st June 2017. The Council noted the recommendation for a move to online banking and instructed the Clerk to put together a paper on how this might work for the Council. The paper is to be presented at a future meeting.

68.a.2 Annual Governance Statement

68.a.3 The Accounting Statements

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The Council **approved** the following items

68.a.4 The Annual Governance Statement

68.a.5 The Accounting Statements

Local Audit and Accountability Act 2014 Public Rights period and document publication

68.a.6 The council **approved** the period for the exercise of public rights as commencing on 3rd July, 2017 and finishing on 11th August, 2017.

68.a.7 The Council **approved** the publication on the Abberley Parish Council website of the approved, signed and dated documents listed below.

- Annual Governance Statement
- the Accounting Statements
- a Declaration that the statement of accounts is unaudited (by the external auditor)
- a notice of commencement of the period for the exercise of public rights

b. Formal submission of the 2016-17 Annual Return to the external auditor

68.b.1 The Council **approved** the submission of the 2016-17 Annual Return to the external auditor Messrs Grant Thornton to enable them to carry out the Limited Assurance External Audit.

68.b.2 The Council **instructed** the Clerk that the submission for item 68.b.1 must take place ahead of the deadline of 28th June, 2017.

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c. The Council noted the confirmation of payments made.

Minutes	Item	Description	Payee	Amount £
17.05.2017	55.f.1	2017/18 Service Charge	Worcestershire CALC	-292.46
17.05.2017	55.f.2	NALC Affiliation Fee	Worcestershire CALC	-37.42
17.05.2017	55.f.3	Local Council Insurance Policy Renewal Premium	AOL	-412.54
17.05.2017	55.f.4	Annual Website Hosting/Domain Name and email related charges (See item 55.e.2 for credit note)	Upper Bridge Enterprises	-239.81
17.05.2017	55.f.5	Lengthsman Claim (starting date in April 2017-early May 2017)	Andy Johnson	-144.00
17.05.2017	55.f.6	Parish Clerk Nett Salary	Kym Wild	-280.86
17.05.2017	55.f.7	Parish Clerk Office Allowance	Kym Wild	-16.00
17.05.2017	55.f.8	Parish Clerk Expenses Claim Month 1 2017/18 PAYE deductions paid on behalf of Abberley Parish Council to HMRC	Kym Wild	-17.40
17.05.2017	55.f.9	Internal transfer of monies to Village Hall Car Park Maintenance Fund Financial Year 2017/18	Abberley Parish Council	-500.00
17.05.2017	55.f.10	Internal transfer of monies to Village Green Footpath Maintenance Fund Financial Year 2017/18	Abberley Parish Council	-200.00
17.05.2017	55.f.11	Contribution towards running costs	Nora Parsons Day Centre	-100.00
17.05.2017	55.f.12	Contribution towards Public Liability Insurance for the current financial year	Abberley Village Green Trust	-400.00

d. The Council noted the confirmation of receipts received.

Mins	Item	Description	Payor	Amount £
-	68.d.1	Repayment of Duty/VAT owed to Abberley Parish Council (01.04.2016 to 28.02.2017 inc.)	HM Revenue & Customs	174.03
-	68.d.2	Receipt of interest Abberley Parish Council Carpark & Footpath Funds 0.76p Abberley Parish Council Deposit 0.62p	HSBC	1.38

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e. To Council authorised the following payments to be made.

Mins	Item	Description	Payee	Amount £
21.06.2017	68.e.1	Returned Cheque – Standard Fee	HSBC	-15.00
21.06.2017	68.e.2	Lengthsmans Account	A Johnson	-144.00
21.06.2017	68.e.3	Internal Auditor’s Fee Account (2016-17 Audit)	K Gittins	-20.00
21.06.2017	68.e.4	Parish Clerks Salary (Month 3)	K Wild	-280.86
21.06.2017	68.e.5	Parish Clerks Office Expenses Office Allowance £16.00 Postage £9.10 Printing – Parish Meetings £10.24 Photocopier paper £8.00	K Wild	-43.34
21.06.2017	68.e.6	Parish Clerks Expenditure re * Transparency Code Grant Claim Laptop £349.99 Software £141.98 Scanner + printer/copier £92.99 Ink Jet Cartridges £64.99 External Storage £18.99 Less Discount purchases -£20.00	K Wild *The Clerk confirms that the process for reclaiming this money back from central government is underway. Ownership of these assets will pass to the Parish Council once this expenditure claim has been settled.	-648.94

69. Abberley Parish Council engagement with community (Cllr Crompton)

Cllr Crompton recommended that the Clerk place a standing advert in the Abberley News to advise readers of the meeting dates for the Parish Council.

Cllrs were encouraged to promote, to parishioners and other users, the website as a source of information for the community, especially in relation to the Abberley Neighbourhood Plan and the Parish Council.

Cllr Andrew and the Clerk were to work-up ideas that would engage the community for example, a new Parish Council logo.

Cllr Nott was to write to the new owners of The Manor Arms (Country Inn and Dining) to welcome their presence as a new business owner in the village.

The Clerk was asked to invite the Abberley Parish News magazine editor to a future meeting.

70. Councillor’s reports and items for future agenda

a. The Village Green. Cllr Jukes confirmed he had attended recent meetings and events (such as the Coley’s Annual fundraising event) and was pleased to report that new people were getting involved with the work of the Village Green Trust and that everything seemed to be progressing very positively.

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- b. Neighbourhood Watch. Cllr Kedwards reported that West Mercia Police have endorsed the Teme Valley Neighbourhood Watch Facebook page (<https://www.facebook.com/temevalleynw/>).

Cllrs Jim Gibson and Alan Jukes both reported having recently been the targets of a phone scam in which callers purporting to be from BT attempted to entice them to allow access to their computer records via the internet to abort a claimed security breach. In both cases the Cllrs had realised that the callers were bogus, but commented that they were extremely convincing in the scenarios that they spun. All Parishioners are warned to be aware of false claims from phone callers that might jeopardise their own personal data security.

71. Date of next meeting.

The date of the next meeting was confirmed as Wednesday 19th July, 2017, after which there will be a hiatus until Wednesday September 20th 2017. Meetings start at 7:30pm and are held in the Meeting Room of the Village Hall.

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