

**The Minutes of the Annual Meeting of Abberley Parish Council
Held at Abberley Village Hall Committee Meeting Room at 8:30pm on 17th May, 2017**

Present: Cllr R. T. Nott (Chairman 2016/17), Cllr C Knight (Vice Chairman 2016/17),
Cllr K Andrew, Cllr G Crompton, Cllr T .Eden, Cllr J. Gibson,
Cllr R Goodman, Cllr A Juckes, Cllr N Kedwards

In Attendance: The Parish Clerk (Mrs K D Wild)

The meeting was chaired by the Chairman of the Council 2016-17, Cllr R T Nott, pending item 47.

46. Apologies. None, as all Councillors were present.

47. Elections 2017-2018.

The 2016/17 Chairman and 2016/17 Vice Chairman stood down from their respective offices.

a. Chairman 2017/18

The Clerk requested nominations for the position of Chairman 2017/18. Cllr T Nott was proposed by Cllr R. Goodman and seconded by Cllr C. Knight. No other candidates were nominated and the election of Cllr T Nott to serve as 2017/18 Chairman was **agreed** by all Councillors.

Cllr Nott agreed to the Declaration of Acceptance of Office and Undertaking to Observe the Code of Conduct of Abberley Parish Council and signed the formal Declaration and Undertaking in the presence of the Parish Clerk.

b. Vice Chairman 2017/18

The Clerk requested nominations for the position of Vice Chairman 2017/18. Cllr C. Knight was proposed by the new Chairman, Cllr R. T. Nott and seconded by Cllr J. Gibson. No other candidates were nominated and the election of Cllr C Knight to serve as 2017/18 Chairman was **agreed** by all Councillors.

48. Opening of the Annual Meeting of the Parish Council.

The Chairman formally opened the Annual Meeting of the Parish Council.

49. Declarations of Interest.

- a. Register of interests: Councillors were reminded of the need to update their register of interests.
- b. Disclosure of 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.

50. Minutes

The Minutes of the meeting held on Wednesday April 19th 2017 were approved.

Chairman

Date: 21st June 2017

51. Council's Delegation and Appointment of Members to sub-committees.

a. Cheque Signatories

The Clerk confirmed that the current cheque signatories were Cllr R T Nott, Cllr C Knight and Cllr R Goodman. It was **agreed** that no changes were required to the current cheque signatories.

b. Budget Sub-Committee 2017-18

It was **agreed** that Cllr R T Nott, Cllr C Knight, Cllr T Eden and Cllr R Goodman are to serve as members of the Budget Sub-Committee.

c. Planning Sub-Committee 2017-18

It was **agreed** that Cllr R T Nott, Cllr C Knight, Cllr K Andrew, Cllr N Kedwards and Cllr R Goodman are to serve as members of the Planning Sub-Committee 2017-18.

d. Neighbourhood Plan Steering Group (NPSG) Project Sub-Committee

Cllr K Andrew, Cllr J Gibson, Cllr C Knight and Cllr N Kedwards as current serving members of the NPSG steering group affirmed their wish to stay in post. It was **agreed** that the NPSG would remain in post. It was **agreed** that the NPSG would continue to hold the delegated responsibility for drawing against funds previously elected to the project by the full Council and that they would continue to monitor expenditure against the previously elected funding with the Clerk.

e. Responsible reporting officer(s) to future meetings

- | | | | |
|------|---------------------------------------|---|---------------|
| i. | Village Hall | Cllr R Goodman | |
| ii. | Village Green Trust | Cllr A Juckes | |
| iii. | Abberley Parochial Church Council | Cllr R T Nott | |
| iv. | Neighbourhood Watch | Cllr N Kedwards | |
| v. | Welfare/Community Focus | Cllr C Knight | |
| vi. | Hester Severne Trust | Cllr R Goodman | |
| vii. | Other organisations and/or committees | | |
| | a. | Abberley Parish Council 2017/18 Standing Orders Review | Cllr C Knight |
| | b. | Abberley Parish Council 2017/18 Financial Orders Review | Cllr T Eden |

52. Progress Reports

a. Neighbourhood Plan Steering Group

Learning walks around the village, which have the objective of really getting to know Abberley through contact, exchange of knowledge, ideas and discussion are proving to be useful. By intimately observing detail such as the building styles, garden sizes etc. a library of local knowledge that will inform the neighbourhood plan was being amassed. Cllr Andrew's put forward her finding that previously the maximum number of houses being developed on a site at any time was 10.

Cllr Kedwards explained that the Neighbourhood Plan parishioner questionnaire was now ready for live testing, using the opportunistic sample group of the current council members and possibly their family members to gain feedback on the way in which the questionnaire was presented as well as being able to collect sample data for analysis trials. However, the test group needed to be aware that responses to the questionnaire would need to be made within one week of the invite to take part being made, in order to maximise the benefit of the trial licence being issued by the data collection/analysis service supplier.

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b. Neighbourhood Watch

Cllr Kedwards updated the members on the situation with her contact at West Mercia Police regarding speeding vehicles on the A443 (Worcester/Stockton Road), most especially on Sundays.

Sgt Alex Denny was aware of this problematic issue and continues to monitor it. However, it was felt that little more could be done than those measures that were already in place. This position is unlikely to change until there is a change in the history of the road i.e. through fatalities.

Cllr Kedwards expressed concern that, again, Abberley has a West Mercia contact officer who is on long term sickness leave. This repeating state of affairs leaves Neighbourhood Watch without a regular village face for parishioners to get to know and represents a continued source of frustration for those individuals involved in the Neighbourhood Watch scheme.

c. Parish Path Warden (PPW)

Cllr J Gibson gave an outline of his recent WCC funded training which he felt had been beneficial to his understanding of the PPW role.

Cllr Nott alerted the Cllr Gibson to the proposed work on the wooden bridge that was believed to be due to start at the end of May 2017. This work would involve the cutting down of a tree and the building of a new bridge, but it would be close to his own land upon which an electrical fence had been erected which would need a stile and rubber line protectors.

53. Highways and other service suppliers

- a. The Council received the report on matters informed to WCC Highways and other service suppliers, as per the appended list. The Clerk confirmed that although the BT Phone Kiosk had been cleaned, the scheduled repainting which was due to have taken place on 3rd May had been cancelled on the day by BT, with no reason being given and no new date being confirmed. The only commitment that the Clerk had been able to elicit from BT was that it would be completed before 31st October when all painting works would have to be completed.

Report ID	Brief Description	Status
WCC - 238649	Footpath Abberley Park, down to village shop/up to junction B4202 Clows Top Road. Needs siding out.	WCC advise "work will be undertaken when siding out programme of works allows."
WCC - 247475	Flooding. Brickyard Corner / B4202 towards Pensax	Inadequate drainage.
WCC - 248515	Flooding. Jacobs Well Suffolk Lane WR6 6BE	Inadequate drainage.
WCC - 259483	Vehicle Activated Sign. History of intermittent problems.	Issue unresolved.
WCC - 274998	Pavement – Millers Green Development around to Abberley Parochial VC primary School	WCC confirm this as a known issue and continue to "monitor" the situation. There is no date for remedial works.
WCC - 275315	Flooding around Suffolk Lane, Beehive, Bank Lane/Brickyard	Inadequate drainage, substandard road surface and poor workmanships on running repairs. No update.
WCC - 287818	Zig Zag Road Lines. Abberley Parochial VC Primary School/Abberley Village Hall, Apostles Oak.	WCC have made site visit and are now reviewing the situation. No update.
WCC - 298808	Ditches/Culverts etc Abberley Cottage The Hill WR6 6BY	Highways have sent a site operative to review on 04/05/2017. Clerk is chasing for report.

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53 a continued

Report ID	Brief Description	Status
WCC - 238649	Footpath Abberley Park, down to village shop/up to junction B4202 Clows Top Road. Needs siding out.	WCC advise "work will be undertaken when siding out programme of works allows."
BT Openreach WM1 ERB49	Exposed cable ducting Brickyard Corner B4202 from Pensax	Ongoing issue relating to WCC - 247475
BT Services WM20594106	BT Customer Services repainting of phone kiosk 01299 896211	BT cancelled original date 03/05/2017. BT unable to confirm when the works will go ahead, other than before 31/10/2017

Report ID	Brief Description	Status
MHDC Wyj374106	Emptying of litter bins	Completed/closed.
BT Services WM1 FXR43	Deep Cleanse of BT phone box	Completed/closed.

- b. Cllr Juckes offer to work with the Clerk and the Lengthsman on matters connected with Highways in the Abberley Parish, most particularly in relation to the appalling state of Bank Lane, the inadequacy of the drainage system throughout the parish and other concerns as they arose. This situation is an attempt to further increase the weight of the parish's arguments that Abberley needs serious investment in its road/drainage network.

54. Parish Clerk's Report

- a. AON Local Council Insurance Policy (June 2017 to May 2018)
 The Clerk confirmed that the policy proposal had been received, however it's schedule of insurance was modelled on the operations of a much larger council with substantial assets. Therefore the Clerk had contacted AON to request if a policy more closely aligned to the operations of a smaller parish council could be purchased, especially at a reduced cost. AON had, that afternoon, contacted the Clerk and proposed a reduced premium however they had not confirmed how this new offer might impact cover levels. The Clerk would update the Council as soon as this information had been received.
- b. Abberley Parish Council Risk Assessment
 The Clerk confirmed that a completely updated Risk Assessment document had been produced, but because of the situation with the local council insurance policy, it would be finalised once the insurance policy issue was resolved.

55. Finance

- a. Voluntary internal audit update
 The Clerk confirmed that she had now met up with the voluntary internal auditor on 15th May and that he had produced his finalised report and confirmed the accounts to be in order during 16th May. This matter will now be placed before the budget committee to keep this matter moving forward in line with the statutory requirements time scales required by the external auditors Grant Thornton.

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The Chairman, Cllr Nott requested that a letter of thanks be sent to the internal auditor.

- b. HMRC Full Payment Submission for the Financial Year 2016-17
 The Clerk confirmed that she had made the necessary HMRC submission based on the available records for the financial year 2016-17 and had followed that submission up with a phone call to the HMRC advice line who had confirmed that all monies owing had been paid to them.
- c. Grant Application under Section 137 Local Government Act 1972
 The council had previously agreed to support Abberley Parochial Church Council by providing a grant of £600.00 towards the upkeep costs of the Churchyard for the financial year 2017-2018. This matter was placed before the council for the final time and the intention to support Abberley Parochial Church Council was affirmed.
- d. The council received the list of confirmed payments.

Minutes	Item	Description	Payee	Amount
01.11.2016	11	Parish notice Board (outside shop)	Mr William Dallow t/a Bills Garden Gates	-£490.00
20.09.2017	7.3.1	Website Refurbishment 2 nd stage payment	Upper Bridge Enterprises	-£150.00
19.04.2017	43.c.1	Lengthsman Claim March 2017	Chris Jones	-£192.00
19.04.2017	43.c.2	Parish Clerks Expenses	Kym Wild	-£144.28
19.04.2017	43.c.3	Room Hire Feb-April inc.	Abberley Village Hall	-£28.50
19.04.2017	43.c.4	Parish Clerk Salary (M1 2017/18) 05.05.2017	Kym Wild	-£280.66

- e. The council received the list of receipts and credit notes.

Minutes	Item	Description	Payee	Amount
17.05.2017	55.e.1	First stage payment precept 2017/18	Malvern Hills District Council	£4,350.00
17.05.2017	55.e.2	Upper Bridge Enterprises (Clerk requested credit in respect of cancelled item)	Upper Bridge Enterprises	£19.20

- f. The council **agreed** payments to be made as per the appended list.

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

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55f continued

Minutes	Item	Description	Payee	Amount
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	Transfer of monies into Deposit Account in respect of Village Hall Car Park Maintenance Fund Financial Year 2017/18	Abberley Parish Council	£500.00
17.05.2017	55.f.10	Transfer of monies into Deposit Account in respect of 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

56. Councillors' reports and items for future agenda

No further items were raised.

57. Date of next meeting. Wednesday 21st June, 2017 at 7.30pm in the committee meeting room of Abberley Village Hall.

There being no further business the meeting closed at 9.15pm.

Chairman

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