

Longdon, Queenhill & Holdfast Parish Council

Minutes of a meeting of the Parish Council held on **Monday 6th November 2017** at **7:35pm** at the **Village Hall, Longdon.**

Present: Vice Chairman B Mansbridge, J. Beswick, W. Austin, C Taylor-Hall, J Unwin, M. Taylor and G Inchbald. **Attending:** Clerk to the Council, Hazel Robinson.

1. 171106EOC– Election of Chairman

No nominations received. Cllr Taylor-Hall had expressed an interest but was awaiting more information on potential work commitments on which he would know more by the next meeting. It was therefore agreed to defer the election until the next meeting and Vice Chair Cllr B Mansbridge agreed to chair the rest of the meeting.

2. 171106WAA –Welcome and Apologies: apologies received from Cllr N Inchbald.

3. 171106DOI –Declarations of Interest – Cllr J Beswick had expressed an interest in the planning application 17/01388/HP Chamber Court.

4. 171106DISP –Dispensation: No new dispensations to consider.

5. 171106CRS – Reports from District and County Councillors

District Cllr Behan flagged up a campaign which is 10 years on from 2007 flooding. She said that there was a lot of useful information on the MHDC website about flooding and how to be prepared and check if your property is at risk and what to do about it. Useful weblinks for information are:www.floodsdestroy.campaign.gov.uk and www.malvern hills.gov.uk/dealing-with-flooding. Cllr Behan reported that there was a consultation by the boundary commission – to be found at <https://www.bce2018.org.uk/>. This would affect Longdon as currently we are aligned with Malvern Hills but this could change and the parish would be aligned to Evesham. This would mean that our MP would change. A recommendation will be made in September and this will be accepted in 2020 election.

Action: Clerk to circulate weblinks for flooding and boundary commission consultation to Councillors.

6. 171106ADP –Adoption of Minutes:

Members of the Council agreed and adopted the minutes of the Meeting of the Parish Council held on Monday 4th September 2017. From agenda item 8.170904PLA – Planning Matters - there was a question as to the vehicular access along the road by the Marlebank. There is a gate across the road about 30 metres from end of public highway. Is this legal?

Cllr Behan had been contacted previously by a resident who wishes to pass over the ownership of the wayleaves to a telephone pole and a footpath. The footpath has been absorbed by the properties so a decision would need to be made to disinvest the footpath or have it reinstated. The ward budget had been transferred and additions to the play equipment needed to be chosen to utilise the budget.

Action: Clerk to check about legality of gate and vehicular access.

Action: Cllr Unwin to review the paperwork for the telephone pole and path and to revert to Cllr Behan.

Action: The Clerk to identify further appropriate additions to the play equipment to utilise the ward budget and to circulate to council members for their opinions.

Public Question time:

meeting suspended at 19.55, reconvening at 20.00, notes appended to these minutes

7. 171106FG – Finance Group – Meeting Report

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Bank statements and reconciliation had been checked and found to be in order. Budget checked and found to be in order. Finance Group would need to know of village hall car park plans before their meeting on January 3rd so this could be considered for the budget for 2018/2019. There were concerns about electricity costs as the Council is over the budget for the current year. This was partly due to overdue payments from the previous financial year.

It was **agreed and approved** that Cllr Unwin would be the 3rd Councillor representative on the Finance Group.

Clerks overtime – it was **agreed and approved** to pay the Clerk for the specified overtime. It was also **agreed and approved** to review her hours at the March 2018 meeting to check if agreed hours were sufficient to cover workload required.

The purchase of salt for gritting was discussed. The Clerk would check costs of purchase with WCC. Cllr Unwin to check if the previous Lengthsman still had salt stored.

Action: Clerk to contact electricity company to check payment frequency and costs.

Action: Clerk to check salt costs with WCC. Cllr Unwin to check if Hayden has salt stored.

8. 171106PLA – Planning Matters

The following applications were considered:

- (a) **17/01628/CLE** Malvern View, Longdon Hill End, Upton upon Severn, Worcester, WR8 0RN. Proposal: Occupation of Malvern View without complying with the condition limiting the occupation to those employed in agriculture. **Comment:** No objections.
- (b) **17/01388/HP** Chambers Court, Longdon, Tewkesbury, GL20 6AS Proposal: new garaging.

It was **agreed** that Cllr Beswick who had registered an interest in this application could remain in the room but not engage in the discussion or comment.

Comment: There were concerns that the proposed development does appear to substantially affect the setting and visual impact of Chambers Court, which is a listed building. There were concerns about the scale of the development and the materials proposed to be used.

A vote was taken as to objections to the development, of which the majority agreed and 1 abstained (interest registered) and Cllr Unwin had no objections.

Action: Clerk to circulate a draft comment for approval and submission.

9. 171106DFR - Draft Financial Regulations

It was agreed to **approve and adopt** the Financial Regulations.

10. 171106ADRA – Adoption of Draft Risk Assessment:

It was agreed to **approve and adopt** the Risk Assessment. It was agreed to keep this as living document and to review risks with a focus on those marked as high priority.

11. To consider correspondence received

- (A) Invitation to the CALC AGM 15th November 2017 – Cllr Inchbald, the Council's representative for CALC would attend the AGM.
- (B) Upton Marina – email from CPRE Executive member. After a brief discussion on this matter the Council felt that they had not got an informed view and therefore it would not be appropriate to comment.
- (C) Feedback from South Worcs Rural Communities Programme door knock survey – snapshot of village.

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Issues raised in the survey - lack of knowledge of services available to residents. Lack of knowledge as to community, wellness or learning activities available.

Desire for more available such as computer skills training and postural stability classes. Desire for increased awareness of what activities are available at the village hall. Need for better services such as a shop and also transport links and footpaths to local towns such as Upton. Need for better broadband. Interest in an oil buying club.

The Council discussed where improved signposting could occur so that residents were more aware of what services were available. For example, there was already an oil buying club in place run by Community First - Tel 01684 312730 or www.comfirst.org.uk.

Action: Cllrs B Mansbridge and J Beswick to circulate information on oil buying club and to display on noticeboard. Clerk will mention in Council report in magazine.

Action: Clerk to contact MHDC for leaflets about services available to residents to display in hall/on noticeboard as appropriate.

12. 171106ADM – Administration

- a) **Parish Lengthsman** –the Clerk had been asked to seek quotes to carry out the role of Lengthsman and to do the grass cutting on the Village green. Finance Working Group had considered the quotes, references and experience and with these in mind had recommended that Steve Maund be employed as Lengthsman subject to a satisfactory meeting with the Clerk and Cllrs Taylor and Unwin. Cllr Beswick asked if he might be able to do the village hall area as well as a separate contract.

Action: Clerk to arrange meeting and ask Steve about tending the village hall area too.

- b) **Update on Vehicle Activated Speed Sign (VAS):** the sign had been refurbished and the cheque from Bushley Parish Council for their contribution had been received.
- c) **Update on road drainage at Buckbury** – Cllr Unwin addressed the Council. He had attended a site visit looking at the drainage/flooding issues in Buckbury with a County Council Highways officer and residents. There had been a number of issues flagged up around drainpipes being blocked or in disrepair and drains not being kept open.

The actions that had been agreed upon to come out of the meeting were:

- Letter to residents to keep drains open
- Road closure to allow rodding/repair to drainage on NE side of road
- Investigation as to whether the Council could access an emergency 'wet fund' to assist with the work and get this area designated as a priority.

Cllrs Unwin and Taylor-Hall had provided the Clerk with a list of resident's names and addresses in that area. This had already been sent to WCC for them to send a letter.

The issue of speeding was also raised in this area. Could cables be put across the road to check speeds. Could Community Speedwatch be put in place here? Questions raised as to whether the VAS could be used here. The VAS's the Council owns are both for 30mph whereas Buckbury speed limit is 50mph so it would require a new sign. This could be revisited at a later date.

Action: Clerk and Cllr Unwin to follow up on actions on road closure and Wet Fund.

Action: Clerk to contact Community Speedwatch to see if Buckbury could be assessed for suitability for the scheme.

- d) **Update on Policy reviews** - Standing Orders, FOI Publication Scheme and Press & Media Protocol.

Cllr G Inchbald was looking at this work. He agreed to provide a draft of the Standing Orders to circulate prior to the next meeting. **Action:** Cllr G Inchbald.

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e) **Parish Councillor Vacancy** – an election had not been requested and therefore the Council could now co-opt. The Clerk asked Councillors to ask amongst their contacts to see if there were any interested parties. An advert would also be put in the parish magazine. **Action:** Clerk and Councillors to promote the vacancy.

f) **Refurbishment of notice boards** - Ben Perry, the Council's previous Lengthsman had refurbished the noticeboards.

g) **Telephone Box** – no news.

Action: Cllr Inchbald to redraft contract and circulate to the Council.

h) **Broadband rollout** – update and matters arising. There had been some signs on the B4211 that BT would be carrying out works but these had disappeared. Cllr Taylor-Hall had emailed Superfast Worcestershire but no response received.

i) **Village Hall – update and matters arising.**

Cllr Beswick updated the Council on this matter. Plans were being drawn out for the refurbishment of the car park which she hopes to take to the village hall AGM.

Action: Cllr Beswick to email the Clerk the car park plans to be circulated to the Council.

13. 171106FIN – Accounts and Financial Matters

Payment of accounts presented was **agreed** as follows:

14. 171106DFM – Future Meetings:

The next meeting date is the 8th January 2018.

Cheque no.	Payee & description of services rendered	Amount
000715	Clerk salary and expenses	£509.59
000716	Ben Perry – Lengthsman services (July-October) & materials costs	£982.59
000717	Grant Thornton – audit costs	£120.00
000718	Worcestershire CALC –training	£90.00
000719	DCK Accountancy Ltd – payroll services (August to November)	£72.00
000720	Clerk Overtime	£131.28

The meeting closed at 9:30pm.

Public Question time – 3 parishioners in attendance

- Commendations to the Council on their response and site visit about the Issue with surface water flooding at Buckbury. A County Council Highways officer, Cllr Jim Unwin and residents had met to discuss the issue. A resident flagged up the possibility of accessing 'Wet Fund' money for the issues at Buckbury.
- A plea was made for the Parish Council to support the possibility of a footpath to Upton (issues of transport links were noted in South Worcs Rural Communities Programme door knock survey). Could also be used by motorised scooters.
- A point was raised about having the dates of the Parish Council meeting in the parish magazine. It was agreed that the Clerk would ask for the dates to feature in every edition of the magazine, in addition to the meeting report post meeting.
- A request was made for the village hall car park to be refurbished. Surface desperately needs renovation. Cllr Beswick responded that plans were being drawn out and would be discussed at the next village hall meeting.
- It was noted that the parish noticeboard by the village hall often had out of date notices and was untidy. Could there be a sign on it asking for all notices be dated? Parishioner offered to carry out a monthly cull of out of date notices with the Council's permission.

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Action: Clerk to contact parish magazine with dates.

Action: Clerk to create a sign which asked for all notices to be dated to allow resident to carry out monthly cull.

Action: Cllr Beswick to circulate plans for the car park to the Clerk and to the resident.

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