

SOUTH LENCHES PARISH COUNCIL.

Draft minutes of the Full Parish Council meeting held in Atch Lench Chapel, Atch Lench on September 28th 2021 at 7.00 pm.

Present: Cllrs. Mr. Seabourne, Mrs. Tyrell, Mrs Hodges, Dr. Murray and Mr. Ball.
In attendance: County Cllr. Mrs. Gretton and Clerk, Mrs. Holland.

29/21 | **Apologies:** Nil.

30/21 | **Casual vacancies x 2:** One application received considered. **Resolved** by all that Mrs. Abbey be co-opted. Clerk to meet with Mrs. Abbey for her to sign appropriate paperwork.

31/21 | **Declarations of Interest:** Nil.

32/21 | **Dispensations:** Nil.

33/21 | **Report from County Cllr.**
 a) Hipton Hill: No feedback on the issue of fencing around property.
 b) Question raised on the Western Power Distribution structure along Handgate Lane, Church Lench as to whether Worcestershire Highways were aware of the siting.
 c) COVID numbers have risen slightly in Worcestershire. 98% of Care Home workers have had their first vaccination.

The meeting will be adjourned for Public Question time: Nil present.

34/21 | **Minutes:** resolved to adopt the minutes of the Full Parish Council Meeting held on 13.07.21.

35/21 | **Clerk's report:**
 a) Councillor Training sessions: Each session takes place on an evening from 6.30pm via Zoom.
 b) Parish/Town Council event - Vibrant Villages, 21st October 2021, 6pm on Zoom.
 c) Notification Local List Supplementary Planning Document Consultation: consultation period begins on 21st September and ends on 19th October 2021. Question raised as to whether the Observatory at Handgate Lane could be marked with a plaque as an item of interest.
 d) Worcestershire Minerals Local Plan: Main Modifications Consultation (Re-start). The consultation will run from Tuesday 31st August 2021 to 5pm on Tuesday 12th October 2021.
 e) Good Neighbour Networks: Pershore Volunteer Centre is working with Wychavon and the Pershore Wellbeing Hub to try to find ways to reduce loneliness and social isolation in Pershore and the surrounding villages. They want to find a contact in each village that will work and be a communications link for them. Clerk to contact the Rector to see if he knows of someone that maybe interested.
 f) LGA/Planning Advisory Service review of planning services - Town/Parish Councils focus group on Tuesday 5th October 21 at 5pm.

36/21 | **Reports received duly noted:**
 a) Community Legacy Grant project update report: August 2021.
 Since the last report the tender process has been completed, and tenders balanced and evaluated. Consultation took place with the Chairman of the Parish Council, and a recommendation made to the Lenches Social Recreation Club (LSRC) that NJN be selected. This recommendation was accepted. Due to delays caused by extraordinary factors such as Covid an onsite meeting was held with a representative from Wychavon District Council to explain the circumstances surrounding the delay, and the ongoing planned progress. The revised timetable was accepted. A Letter of intent has been

SOUTH LENCHES PARISH COUNCIL.

	<p>sent to the contractor and a signed agreement is to follow. The determined start time is 27th September with a completion in early 2022. The seating part of the project will take up all the WDC Grant of £95k. More work has taken place to evaluate the full project cost including materials provided either FOC, at cost, or full price. The minimum objective is to have the seating completed and weatherproofed building ready for next year. The LSRC is taking steps to secure remaining funding. The architects are currently engaging with the structural engineers and will update the architectural drawing set to reflect the detailed structural designs. The structural engineers have been appointed and are working to develop the detailed structural calculations and drawings needed for the contractor to start on site. Building Control approval is needed for the project and steps are being taken to mitigate any impact on programme. The contractor is planning a schedule of works so that materials can be ordered in plenty of time for the work phases. It is envisaged that some of this material will be stored and invoiced some time before it will be needed but given the current supply issues surrounding building materials this will be prudent. For example, block for the building will be delivered to the site in a few weeks, even though it will be sometime before they are needed. They are also heavy bulk items so it makes sense for this to be done while the ground is firm and dry. Groundwork due to start on the 27th September 2021.</p> <p>b) <u>Neighbourhood Plan Housing Needs survey result</u>: Results circulated to the Steering Group; no feedback received to date. At present looking at evidence for accuracy.</p>
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37/21.	Council Matters:
37.1	<p><u>Play area</u>:</p> <p>a) <u>Quotes x 2 for replacement bark to the play area</u> considered. It was agreed to ask both companies to supply a quote to:</p> <ul style="list-style-type: none"> • Rake and aerate existing bark • Supply 24 cubic metres of new pine chip bark • Apply and rake new bark. <p>b) <u>Report from contractor in relation to maintenance to play equipment</u> duly noted.</p> <p>c) <u>Future maintenance of equipment</u>: chairman has offered to carry out remedial work.</p>
37.2	Letters x 2 received from Kidwells Solicitor re Land Registry Bus Shelter registration:

38/21	Financial matters.
38.1	Resolved to approve payments and agree bank reconciliation to 10.09.21. Appendix A.
38.2	<p>Resolved to transfer from the following budget headings:</p> <p>a) £100 to training budget from Bus Shelter budget.</p> <p>b) £100 to Website budget from Insurance budget.</p> <p>c) £10 to Audit budget from Grants budget.</p> <p>d) £74 to Annual Bin maintenance from defibrillator maintenance</p>
38.3	<u>External Auditor</u> : to receive external auditor report for 20-21 accounts.

39/21.	Planning Matters.
39.1	<p><u>Correspondence received</u> duly noted:</p> <p>a) <u>21/00537/CU Brookfields, Abbots Lench</u>. Proposal: Conversion of an agricultural building to form two dwelling houses including the demolition of buildings to create a garden and parking area. Permission: Granted with 12 conditions.</p> <p>b) <u>21/00797/LB The Smithy, Sheriffs Lench</u>. Proposal: Removal of internal wall and replacement of beam. Comments: Nil. Permission granted.</p> <p>c) <u>21/01203/FUL Brookfields, Abbots Lench</u>. Proposal: Construction of a 4 bedroom 2 storey detached dwelling house. Comments: Nil. Permission refused.</p>
39.2	<p><u>Planning applications dealt with by delegation</u> duly noted:</p> <p>a) <u>21/01593/HP - Robins Roost, Atch Lench Road, Church Lench</u>. Proposal: Application for variation of</p>

SOUTH LENCHES PARISH COUNCIL.

	<p>Condition 2 following a grant of planning permission 21/00780/HP - Remove existing conservatory and replace with a single storey front extension and porch. Comments: Nil. Permission: Granted.</p> <p>b) <u>21/01846/HP</u> - Woodlands, Low Road, Church Lench. Proposal: Demolition of existing shed, proposed new carport, a proposed new extension to create main entrance, proposed new window, changes to cladding and roof alterations. Comments: Nil. Permission granted.</p> <p>c) <u>21/01922/FUL</u> - Poplars Farm Cottage, Sheriffs Lench. Proposal: Demolition of 2 stables and tack room and erection of replacement structures. Comments: Nil.</p>
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40/21	Correspondence received considered:
40.1	<u>Review of Police Contact.</u> It was agreed that the three main concerns in the area continue to be theft to outbuildings, speeding and theft of vehicles.
40.2	<u>Update on siting of Bin, Evesham Road, Church Lench:</u> Wychavon District Council Officer has visited the site and confirmed where the Bin could be positioned. Following a debate it was proposed and seconded that a bin be sited along the Wychavon Way and resolved by a vote of 2 for and 3 against.
40.3	<u>The Platinum Jubilee – The Queen’s Green Canopy:</u> Cllr. Mr. Ball to ask the Rector to mention this project, to mark the occasion by planting trees, at the Parochial Church Council meeting this week to see if anyone interested in suggesting a site/s.

41/21	Finance Group Meeting: date agreed as October 25th. Venue to be confirmed.
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42/21	<p>Delegated decisions duly noted:</p> <p>a) <u>Email addresses:</u> as per recommendation by Joint Panel on Accountability & Governance all Councillors now have a designated Council email address.</p> <p>b) <u>Letters/Email x 3</u> received from Kidwells Solicitor re Land Registry Bus Shelter registration. The letter from HM Land Registry (dated 18th August, received by Kidwells 23rd August) states that our application for registration expires on 16th September unless the Council takes measures to provide the missing information or request more time. From the experience of the last many months, it is not feasible to obtain this information and hence not feasible to proceed with this application. A further delay would be expensive and futile. It was agreed to instruct the solicitor to stop any further work on this issue. This endorses the decision made at the Council Meeting on 13th July: Minute 25.3(e).</p>
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Meeting closed at 9.00pm.

Appendix A.

South Lenches Payments - September 2021 meeting.

Payments for authorisation.

Ref.No	Payee	Details	Net	VAT	TOTAL
	Parish Council Website	Set up email addresses.	32.00	6.40	38.40
	Parish Lengthsman	August work.	238.00	0.00	238.00
	Worcestershire CALC	Finance Training (Cllrs. Hodges & Tyrell)	60.00	12.00	72.00
	Stratford on Avon District Council	Printing of Housing Survey.	825.00	165.00	990.00
TOTAL			1155.00	183.40	1338.40

Payments made on behalf of the Parish Council

P21-23	Giff Gaff (19/7)	Monthly Mobile sim card	5.00	1.00	6.00
P21-25	Adam Atkins	Pool/Play May maintenance. (July)	90.00	0.00	90.00
P21-26	Worcestershire CALC	Finance Training (Cllr. Mr. Seabourne)	30.00	0.00	30.00
P21-27	PKF Littlejohn	External audit fees 20-21	200.00	40.00	240.00
P21-28	Giff Gaff (19/08)	Monthly Mobile sim card	5.00	1.00	6.00

SOUTH LENCHES PARISH COUNCIL.

P21-29	Parish Lengthsman	Work June/July 21.	238.00	0.00	238.00
P21-30	Wychavon District Council	Annual charge litter bin (Atch Lench)	77.59	15.52	93.11
P21-31	Adam Atkins	Pool/Play maintenance. (August)	90.00	0.00	90.00
P21-32	Giff Gaff	Mobile monthly sim card.	5.00	1.00	6.00
P21-33	Clerk + HMRC	Salary & expenses (August &September)	868.46	0.00	868.46
TOTAL			1609.05	58.52	1667.57

AC Summary:

South Lenches Parish Council - 2021-22				
Receipts				
Precept	0.00	5433.00		
WCC re P/L 20-22	0.00	1190.00		
VAT Refund	0.00	505.33		
WCC CIL Grant	0.00	494.34		
Transfer from reserves	0.00	0.00		
Total	0.00	7622.67		
Payments				
	Budget for 21/22	Amount pd to Sept 21	Remaining budget	% of budget used
ADMINISTRATION				
Staff costs	4820.00	2437.08	2382.92	51%
Training	200.00	170.00	30.00	85%
Insurance	274.00	262.15	11.85	96%
Subscriptions	500.00	433.59	66.41	87%
Audit Fees	360.00	360.00	0.00	100%
Grants	1827.00	300.00	1527.00	16%
Admin + CI Exp costs	600.00	312.81	287.19	52%
COMMUNICATIONS		0.00		
Website	250.00	212.00	38.00	85%
Neighbourhood Plan	1000.00	0.00	1000.00	0%
PLAY AREA		0.00		
Bark top up	360.00	65.00	295.00	18%
Repairs/Replacement	200.00	0.00	200.00	0%
Annual Inspection	70.00	67.50	2.50	96%
VILLAGE ENVIRONMENT		0.00		
Maintenance Assets	50.00	0.00	50.00	0%
Projects 2021	598.00	0.00	598.00	0%
P/L PC contribution	500.00	0.00	500.00	0%
Village Pool/Play maint	980.00	496.00	484.00	51%
Defib maintenance	26.00	0.00	26.00	0%
Bus Shelter	150.00	0.00	150.00	0%
Annual Litter Bin x 2	154.00	154.03	-0.03	100%
WCC PL	2039.00	1190.00	849.00	58%
Contingency	0.00	0.00	0.00	0%
SUB TOTAL	14958.00	0.00	0.00	

SOUTH LENCHES PARISH COUNCIL.

WCC Cllr VAS	412.50	0.00	412.50	0%
Groundwork UK	2877.00	825.00	2052.00	29%
CLG	25000.00	0.00	25000.00	0%
CIL Grant	494.34	0.00	494.34	0%
VAT to recover	0.00	400.26	0.00	
TOTAL	20286.50	7685.42	3313.50	

Treasurers Account

01.04.21	29926.71
Income received	7622.67
Minus payments	-7685.42
TOTAL	29863.96

Bk Statement 24.09.21	31202.36
minus unrepresented payments	-1338.40
Total	29863.96
Minus Groundwork UK	-2052.00
Minus WCC Cllr VAS	-412.50
Minus CLG	-25000.00
Minus CIL Grant	-494.34
	1905.12

Business Instant Access AC 17665.44

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