

## SOUTH LENCHES PARISH COUNCIL.

### Minutes of the Full Parish Council meeting held in Church Lench Village Hall, Church Lench on Monday July 10th 2023 at 7.00 pm.

<b>Present:</b>	Cllrs. Mr. Seabourne, Dr. Murray, Mrs. Tyrell and Mr. Hailwood. <u>In attendance:</u> District Cllr. Mr. Hurdman, Parishioners x 2 and Clerk, Mrs. Holland.
<b>16/23</b>	<b>Apologies:</b> Received from Cllr. Mrs. Hodges. Reason for absence accepted and approved.
<b>17/23</b>	<b>Interests/ Dispensations:</b> Nil declared.
<b>Public Question time:</b> Nil.	
<b>18/23</b>	<b>District Cllr. Report:</b> Mr. Hurdman was welcomed to the meeting. He was asked to look into the fly tipping issue that is occurring at the top of Hipton Hill. It has been noted that the fly tipping is being set on fire in the highway probably to avoid any evidence of where it came from. He will contact Worcestershire Highways for further information.
<b>19/23</b>	<b>Co-option of two Councillors: Resolved</b> by all to co-opt Ms. Buxton and Mr. Worrall. Declaration of Office duly signed by both.
<b>20/23</b>	<b>Minutes: Resolved</b> that the minutes of the Annual Parish Council meeting held on the 10.05.23 approved.
<b>21/23</b>	<b>Clerk's report:</b> a) <u>Bank Mandate update:</u> Paperwork to be signed to authorise Cllr. Mr. Hailwood as a signatory and to remove 2 Councillors from the mandate. b) <u>Update received re the Observatory Site:</u> Correspondence duly noted of a report of the site being accessed by persons unknown. c) <u>Declaration of Acceptance of Office:</u> Signed by Cllr. Dr. Murray. d) <u>Internal Auditor:</u> email received informing in a rise of hourly cost. Duly noted by Council.
<b>22/23</b>	<b>Cllrs reports.</b> a) <u>Pool/Play area:</u> Cllr. Mr. Seabourne reported that he had sent the Clerk a record of the weekly inspections carried out for records. The van on the Pool area has now been removed. b) <u>Neighbourhood Plan:</u> Cllr. Dr. Murray reported that a Zoom meeting had been held with the newly appointed consultants. At present no funding has been made available to Groundwork UK. c) <u>Assets Report:</u> Cllr. Mrs. Tyrell reported all satisfactory. Weatherboard still to be replaced on the Handgate Lane Bus Shelter. d) <u>Data VAS:</u> Cllr. Dr. Murray reported that speed recordings from the Evesham Road site over the last two months shows an average speed of 36mph. Sign to be rotated 2 monthly.
<b>23/23</b>	<b>Council Matters:</b>
23.1	<u>Facebook:</u> Cllr. Mr. Hailwood reported that he has requested permission to use the Lenches Community Facebook. Council Facebook is now in place. a) <b>Resolved</b> by all to set up a Facebook Page. Cllr. Mr. Hailwood to monitor. b) <u>Facebook Policy:</u> Cllr. Dr. Murray to revise the policy for the September meeting. c) Council Logo agreed.
23.2	<u>Amphitheatre project:</u> a) <u>Revised budget received,</u> duly noted. Cllr. Mr. Seabourne reported that following a meeting with representatives from the Lenches Sports & Recreation Club an agreement was reached that a funding gap of £32,000 was required. Work continues on the project. It was noted that Wychavon District Council has applications open for the Rural Prosperity Fund. Clerk to inquire.

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	b) <u>Public Works Loan Board</u> information received, duly noted. c) <u>To consider consulting residents on taking out a Public Works Loan.</u> Deferred.
23.3	<u>Bench/Plaque for Coronation:</u> Quotes received discussed. Proposed by Cllr. Dr. Murray, seconded by Cllr. Mr. Hailwood by all to purchase a Richmond Teak Garden Bench and Plaque from Sustainable Furniture at a cost of £385.
23.4	<u>Play area:</u> Quotes for purchase of bark considered. <b>Resolved</b> by all to purchase 2 x 1 cubic metre bag from Gravelmaster at a cost of £268. Chairman to order.
23.5	<u>Notice Board, The Croft, Church Lench:</u> Resident has offered to move the Board further away from his driveway and to replace the rotten wood structures free of charge. Council agreed to the proposal provided that a Public Liability Certificate is forwarded to the Council.
23.6	<u>To appoint members to the following: item deferred May 23:</u> a) <u>Review of Terms of the Finance &amp; General Purposes Group:</u> Appoint 2 members (Chairman and Vice –Chair are ex-officio members). Cllrs. Mrs. Tyrell and Mr. Hailwood appointed. b) <u>Review of Terms of Staffing Committee:</u> Appoint 2 members (Chairman and Vice –Chair are ex-officio members). Cllrs. Mrs. Buxton and Mr. Hailwood appointed.
23.6	<u>Police Matters:</u> a) <u>Response to Police&amp; Crime Commissioner Survey:</u> Cllr. Mrs. Tyrell to complete. b) <u>Renewal of priority concerns within the Parish:</u> – Cllr. Mrs. Tyrell to email the Safer Neighbourhood Team with the top 3 major concerns within the Parish.
23.7	<u>Bus Shelter Church Lench:</u> Updated information received regarding the rebuild of the shelter. Householder has been asked to confirm that the bus shelter is being rebuilt with the existing bricks and not as planned with the wooden Littlethorpe shelter. The Council also request to see the builder's plan and exact siting before the work starts. Once the build is complete and signed off the Council will require documentation from the builder stating that the shelter is fit for safety purposes for the Council records.

<b>24/23</b>	<b>Financial Matters.</b>
24.1	<b>Resolved</b> to approve payments and bank reconciliation to 27.06.23.
24.2	<u>Balances &amp; Reserves Policy:</u> Policy revised.

<b>25/23</b>	<b>Planning Matters.</b>
25.1	<b>Resolved</b> to comment on the following application: <u>W/23/01137/CLE</u> Hill Barn Orchard, Evesham Road, Church Lench. <b>Proposal:</b> Application for Lawful Development Certificate for Existing Use - Occupation of dwelling in breach of condition 4 of planning approval W/872/79 (agricultural occupancy condition). <b>Comments:</b> Nil.
25.2	<u>Correspondence received from the Planning Authority:</u> a) <u>W/23/00602/PIP</u> – Land at OS 0239 5134, Main Street, Church Lench. <b>Proposal:</b> Permission in principle for 1 self-build dwelling. <b>Permission refused.</b> b) <u>W/22/02010/FUL</u> -The Elms, Ab Lench Lane, Ab Lench. <b>Proposal:</b> Proposed replacement dwelling and garage. <b>Permission granted.</b> c) <u>W/22/02749/HP</u> – Pilgrims Rest, Main Street, Church Lench. <b>Proposal:</b> Single storey rear extension with internal alterations. <b>Permission granted.</b>
25.3	<u>Local Government Boundary Commission:</u> No comment on division boundaries changes in Worcestershire.

**Meeting closed at 9pm.**

**Signed by the Chairman: ..... Dated: 11<sup>th</sup> September 2023.**

## SOUTH LENCHES PARISH COUNCIL.

### Summary of Accounts.

South Lenches Parish Council -				
	<b>Agreed Budget 23-24</b>	<b>Actual budget</b>	<b>Received</b>	
Precept	12471.00	12471.00	<b>32</b>	
WCC re P/L	2,350.00	2,461.64		
WDC Coronation grant	0.00	215.00	<b>215.00</b>	
VAT Refund	500.00	0.00	<b>3200.14</b>	
<b>Total</b>	<b>15536.00</b>	<b>15147.64</b>	<b>9938.47</b>	
Staff costs	5660.00	<b>903.09</b>	5660.00	16%
Admin + CI Exp costs	500.00	<b>161.63</b>	500.00	32%
Training	200.00	<b>30.00</b>	200.00	15%
Subscriptions	<b>550.00</b>	<b>492.73</b>	57.27	90%
Insurance	<b>420.00</b>	<b>410.33</b>	9.67	98%
Auditor Fees	<b>500.00</b>	<b>184.90</b>	315.10	37%
Grants/Donations	<b>500.00</b>	0.00	500.00	0%
Contingency	<b>597.50</b>	0.00	597.50	0%
Website	<b>250.00</b>	<b>228.00</b>	22.00	91%
Newsletter	<b>300.00</b>	0.00	<b>300.00</b>	0%
Contractor maintenance	<b>1080.00</b>	<b>270.00</b>	810.00	25%
Annual Inspection	<b>82.50</b>	<b>82.50</b>	0.00	<b>100%</b>
Maintenance Assets	<b>500.00</b>	0.00	500.00	0%
Defib maintenance	<b>500.00</b>	0.00	500.00	0%
Neighbourhood Plan	<b>700.00</b>	0.00	700.00	0%
Litter Bin	<b>175.00</b>	<b>83.62</b>	91.38	48%
Projects Play area/VAS Battery	<b>500.00</b>	0.00	100.00	0%
WCC PL	<b>2461.64</b>	<b>544.00</b>	1917.64	22%
P/L PC contribution	<b>816.00</b>	<b>238.00</b>	578.00	29%
VAT to recover	<b>500.00</b>	<b>186.10</b>	313.90	37%
<b>TOTAL</b>	<b>16792.64</b>	<b>3814.90</b>	<b>13672.46</b>	
WCC Cllr VAS + NHB VAS	412.50	0.00	412.50	0%
CLG	10285.69	5406.02	4879.67	
Groundwork UK	<b>0.00</b>	0.00	0.00	0%
Transfer from reserves	<b>0.00</b>	0.00	0.00	
Coronation Grant	<b>215.00</b>	0.00	215.00	
CiL payment	<b>2.77</b>	0.00	2.77	
<b>TOTAL</b>	<b>10915.96</b>	<b>9220.92</b>	<b>18964.63</b>	

Treasurers Account

01.04.23 12146.88

Income received 9666.47

Payment 23-24 -9220.92

**Total 12592.43**

27.06.23 12952.43

minus unrepresented payments 0.00

**Total 12952.43**

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Minus WCC Cllr VAS	-412.50
Minus CLG	-4879.67
Minus Coronation Grant WDC	-215.00
Minus Cil	-2.77
	<b>7442.49</b>
Business Instant Access AC	<b>£1,865.58</b>

### **Payments for authorisation.**

Ref.No	Payee	Details	Net	VAT	TOTAL
	P.Skeys	Parish Lengthsman June 23.	272.00	0.00	<b>272.00</b>
	Clerk	Salary and expenses.	750.86	0.00	<b>750.86</b>
	HMRC	PAYE and NI	200.23	0.00	<b>200.23</b>
<b>TOTAL</b>			<b>1223.09</b>	<b>0.00</b>	<b>1223.09</b>
<b>Receipts received.</b>					
R23-5	Worcestershire County Council	Lengthsman April 23	272.00	0.00	<b>272.00</b>
			<b>272.00</b>	<b>0.00</b>	<b>272.00</b>

### **Payments already made on behalf of the Parish Council**

P23-17	A&R Hedge Cutting Services (May 23)	Maintenance Play/Pool	90.00	0.00	<b>90.00</b>
P23-18	Mobile phone	Monthly sim.	5.00	1.00	<b>6.00</b>
P23-19	P. Skeys	Parish Lengthsman May 23.	272.00	0.00	<b>272.00</b>
P23-20	Wychavon District Council	Maintenance Litter Bin, Play area.	83.62	16.72	<b>100.34</b>
P23-21	Business Services CAS Ltd.	Insurance cover 23-24.	410.33	0.00	<b>410.33</b>
P23-22	A&R Hedge Cutting Services (June 23)	Maintenance Play/Pool	90.00	0.00	<b>90.00</b>
			<b>950.95</b>	<b>17.72</b>	<b>968.67</b>