

SOUTH LENCHES PARISH COUNCIL.

Draft minutes of the Full Parish Council meeting held in Church Lench Village Hall, Church Lench on Monday 11th March 2024 at 7.00 pm.

Present:	Cllrs. Mr. Seabourne, Mrs. Buxton, Mrs. Tyrell, Mrs. Hodges, Mr. Worrall, Mr. Hailwood and Dr. Murray. <u>In attendance:</u> District Councillor Ben Hurdman, Parishioner x 1 and Clerk, Mrs. Holland.
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61/23	Apologies: Nil.
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62/23	Code of Conduct: Interests/ Dispensations: Nil submitted.
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Public Question Time:	Meeting suspended at 19.03, reconvening at 19.15. Notes appended to the minutes.
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63/23	Reports from District Councillors Mr. Hurdman: a) New Head of Planning has been appointed and will be in post soon. b) Has been continually talking Police & Crime Commissioner re speeding and fly tipping issues in the Parish. c) South Worcestershire Development Plan – Examiners and Inspectors have now been appointed. Looking at October/November for publication. d) Councillor raised concerns about not receiving any feedback on a query raised. Mr. Hurdman will look into the matter.
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64/23	Minutes: Proposed by Cllr. Mr. Hailwood, seconded by Cllr. Mrs. Hodges and resolved by all to approve the minutes of the Extra Parish Council meeting held on 09.02.24. The Chairman thanked the Clerk for her 20 years of service to the Parish.
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65/23	Clerk's report: a) <u>RoSPA Play Safety:</u> Confirmed Annual Play Inspection will take place during March/April. b) <u>Consultation on draft recommendations</u> of divisional boundaries in Worcestershire has begun. Closing date: 18 th March 24. c) <u>Portrait of the King:</u> Ordered for the Village Hall. d) <u>Planning application</u> for the proposed 9 houses, Low Road, Church Lench. District Cllr. Mr. Hurdman has referred the application to the Planning Committee for decision. Cllrs. Mr. Hailwood and Mr. Worrall will speak on behalf of the Parish Council when the application goes before the Planning Committee. e) <u>Report on meeting with Officers</u> from Worcestershire County Council re the Lengthsman database scheme at Evesham Library. From Monday 8 th April 2024, Clerks will be able to access the Parish Lengthsman dashboard online; submit invoices which the County Council will then approve or reject (with comments). Clerks will be able to keep track of invoices submitted and monitor their grant balance. The Clerk attended a session of a programme of virtual demos and face to face sessions to support and answer any questions about the new dashboard. f) <u>Worcestershire County Council</u> have secured funding from The Coronation Living Heritage Fund for new community orchards and mini forests in Worcestershire. The Council can offer new planting of community orchards and mini forests at 100% of cost. g) <u>The Community Safety Team</u> from Malvern Hills District Council and Wychavon District Council are offering any parishes and community groups an event on Home and Property Security for around 2 hours during an evening (or potentially a Saturday morning). These events are free for anyone to attend where we will be able to discuss any home and property security concerns and offer advice and provide examples of products and security marking for small items and for bicycles. Anyone interested and if there is a local suitable venue,
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SOUTH LENCHES PARISH COUNCIL.

	<p>please do let us know and we can liaise on a venue, date and time. Also available for any parish or community events you may be planning for this year, such as Fetes or shows etc.</p> <p>h) <u>Groundwork Grant Funds</u>: Remaining funds to be returned by the 31.03.24.</p> <p>i) <u>Internal Auditor</u>: Will issue final report and invoice for internal audit report 2023-24. A new appointment for an Internal Auditor will be required for 2024/25.</p>
66/23	Cllrs reports.
	<p>a) <u>Pool/Play area</u>: Cllr. Mr. Seabourne reported all is satisfactory.</p> <p>b) <u>Asset Inspection report</u>: Cllr. Mrs. Tyrell reported all satisfactory. She will contact the person who is supposed to be moving the Board.</p> <p>b) <u>Neighbourhood Plan</u>: Cllr. Mrs. Hodges reported that an update has been received from the Consultants. They are at present working towards a draft document to be submitted to the Planning Department at Wychavon District Council. An Open Day for the Village is planned and it is hoped to start Regulation 14 Consultation by the end of the year.</p> <p>c) <u>Defibrillator</u>: re CPR Training. St. John's Ambulance will provide free training. Action: Cllr. Mrs. Hodges to follow up.</p>
67/23	Council Matters: to consider:
67.1	<u>Bus Shelter, Church Lench</u> : Cllr. Mr. Seabourne reported no update or documents received from the builders.
67.2	<u>Lenches Amphitheatre Project</u> : Cllr. Mr. Seabourne reported four events are being planned for the summer; solar panels not yet installed.
67.3	<p><u>Vehicle Activated Sign replacement</u>: Report from Highway Officer: I've been to both sites and have now raised work orders to replace the posts. If you are having solar powered devices the posts need to be stronger so 89mm diameter posts are needed and taller to accommodate the solar panel. The fund allocated to Cllr. Gretton has mostly been used for this financial year, only £750.00 left, which won't be enough to add to what you have to purchase one device. They are £2,150.00 with a two-year guarantee. Cllr Gretton had spent the majority of her funds and unbeknown to me until recently, had promised funds to another Parish. There will be new funds available from April, an application for funds from the Grant will be applied for to the County Council.</p> <p>b) <u>Pandora Vehicle Activated Sign</u> replacement cost of 80 Ah battery to fit into existing battery box cost £95.00 + £25.00 carriage + vat. It was agreed that Cllr. Dr. Murray purchase a battery from a local supplier</p>
67.4	<u>Staffing Committee</u> : Agreed no need to appoint as Cllr. Mrs. Buxton can attend as long as meetings are not held on a Wednesday.
67.5	<u>Facebook Policy</u> : Cllr. Dr. Murray presented a revised Policy which was approved by all members.
67.6	<u>Retention of the following documents</u> : Old Bus Shelter Documents, Main Street, Church Lench. Chairman to give the documents to the Clerk to be either retained in Worcestershire Archive or destroyed if no longer relevant.
67.7	<u>Parish Lengthsman Risk Assessment Documents x 2</u> : Approved.
67.8	<u>Review Risk Assessment Log Parish Council</u> : Approved.
68.	Financial matters.
68.1	<p>a) Resolved by all to approve payments and summary of accounts to 26.02.24. It was agreed by all that a set of Display Boards, for the use of the Council and wider community be purchased at an approx. cost of £300.</p> <p>b) Resolved to vire from Subscriptions budget £70 + £30 from Defib budget to Admin Expenses £100; Training £10 from Contingency budget and £25 from Subscriptions budget to Newsletter budget.</p> <p>c) Cllr Mrs Hodges approved and signed the bank reconciliation.</p>

SOUTH LENCHES PARISH COUNCIL.

68.2	<u>Grant Application from Church Lench Parochial Church</u> of £1500 towards costs to replace existing bell ropes considered. It was agreed by all members that they were sympathetic to the reason for the grant. However, it was felt that further research is required by the Church as there are outside bodies that will provide grants towards this sort of project. Cllr. Mrs. Hodges will talk to the representative from the Church.
68.3	<u>Review of Balances & Reserves Policy</u> : Discussed at length. It was agreed that whatever funds are in the current account on the 1 st April is split between the two bank accounts.
68.4	<u>Review of Assets Register</u> : Duly noted. A kind parishioner has replaced the wood on the seat of the Bench in The Croft.

69.	Planning Matters.
69.1	The following applications considered: a) <u>W/24/00333/HP</u> Fairview, Abbots Lench. Proposal: Proposed garage building. Comments: Objection as it is out of keeping with the landscape in the area and over development. b) <u>W/24/00326/HP</u> Spitten Cottage, Abbots Lench. Proposal: Proposed garage building. Comments: Objection as it is out of keeping with the landscape in the area and over development. c) <u>W/24/00143/CLE</u> Flat Over Swimming Pool, Rookery Farm, Ab Lench Road, Abbots Lench. Proposal: Certificate of lawfulness for the existing use of building as independent dwelling. Comments: Remain unchanged as in previous application i.e. W/23/01714/CLE. It is noted that detailed floor plans have still not been submitted. d) <u>W/24/00318/CLPU</u> The Bungalow, Abbots Lench Lane, Ab Lench. Proposal: Application for Lawful Development Certificate for the provision of a twin mobile home (caravan) to provide additional accommodation for family members. Comments: Nil.
69.2	<u>Notification of planning appeal</u> : Permission in Principle for the construction of 1 no. bungalow. Site at: Orchard Cottage, Malthouse Lane, Church Lench. No additional comments to be submitted by March 13 th 2024.
69.3	<u>Planning correspondence received, duly noted</u> : a) Land at (OS 0277 5140), Low Road, Church Lench. Proposal: Outline application for the erection of up to 19 dwellings (including affordable homes) together with associated works, SUD's and landscaping. All matters reserved except for access. Permission refused.
69.4	Draft revision of the Harvington Neighbourhood Plan: Comments: Nil.

70.	Proposed Dates of 2024-25 Meetings, including Annual Parish Meeting: May 13 th Annual Parish Council Meeting; July 8 th ; September 9 th ; November 11 th ; January 13 th and March 10 th 2025. <u>Annual Parish Meeting</u> – Date to be confirmed and organisations that attended last year be invited.
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71.	Confidential Items: Resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960, that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item(s), the Chairman asks that in the public interest, the public and press are temporarily excluded from this meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion are confidential and related to: a) <u>Appointment of Play/Pool contractor</u> : Agreed to award the contract to Plex Group. b) <u>Lengthsman</u> : Renewal of contract for 2024/25 agreed with no increase in the hourly rate. Mileage costs agreed. c) <u>Update</u> re replacement Clerk/RFO. Interviews have been arranged for April 24.
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SOUTH LENCHES PARISH COUNCIL.

Meeting closed at 9.20pm.

PUBLIC QUESTION TIME:

Re Grant application to replace the bell ropes. Question raised re the Parish Share which refers to the amount of money that has to be given to the Dioceses from each Parish annually. The Church Bells were hung in 2000. Two ropes are beginning to fray which have been given to the Church. Need to replace the full set which is a benefit to all parishioners in the Parish. Questions asked: Has a fund raiser been carried out? Have the Church applied for grants elsewhere?

Payments & Expenses March 2024.

Ref.No	Payee	Details	Net	VAT	TOTAL
	St. James, Harvington. PCC.	Arch Messenger April 23-March 24	325.00	0.00	325.00
	Clerk	Salary and expenses.	849.07	0.00	849.07
	HMRC	PAYE and NI	221.00	0.00	221.00
TOTAL			1395.07	0.00	1395.07
Receipts received.					
R23-15	Worcestershire County Council	Lengthsman Payment Nov.	272.00	0.00	272.00
R23-16	Worcestershire County Council	Lengthsman Payment Dec.	272.00	0.00	272.00
			544.00	0.00	544.00

Payments already made on behalf of the Parish Council

P23-63	Worcestershire CALC	Cllr Training x 2.	60.00	12.00	72.00
P23-64	Business Services at CAS Ltd	Add Bus Shelter.	6.62	0.00	6.62
P23-65	Hire of Village Hall	January x 2 Meetings.	25.00	0.00	25.00
P23-66	Parish Lengthsman.	December work.	272.00	0.00	272.00
P23-67	Worcestershire CALC x 2	Planning x 2 Cllrs	90.00	18.00	108.00
P23-68	Giff Gaff	Monthly mobile sim	5.00	1.00	6.00
P23-70	Arch Messenger.	Insert re SL Neighbourhood Plan	75.00	0.00	75.00
P23-71	Parish Lengthsman.	January work.	272.00	0.00	272.00
P23-72	Tesco	Printer Paper.	4.75	0.00	4.75
P23-73	Planet (Evolving Together)	Consultant fee Meeting.	1018.00	203.60	1221.60
P23-74	C. Seabourne.	Costs re PWLB	43.35	0.00	43.35
P23-75	Giff Gaff	Monthly mobile sim	5.00	1.00	6.00
P23-76	Zimprint Ltd	Newsletter leaflet	90.00	0.00	90.00
P23-77	Worcestershire CALC	Salary review	50.00	10.00	60.00
	TOTAL		2016.72	245.60	2262.32

Summary of Accounts.

South Lenches Parish Council -				
	Budget 23-24	Actual budget	Received	
Precept	12471.00	12471.00	12471.00	

SOUTH LENCHES PARISH COUNCIL.

WCC re P/L	2,350.00	2,448.00	2448.00	
WDC Coronation grant	0.00	0.00	215.00	
Groundwork UK	0.00	0.00	9975.00	
VAT Refund 22-23	500.00	3200.14	3200.14	
Other	0.00	0.00	15.33	
Transfer from reserves	0.00	0.00	150.00	
Total	15321.00	18119.14	28474.47	
Payment 23-24	Budget	Payments	Remaining	
Staff costs	5660.00	4863.29	796.71	86%
Admin + Cl Exp costs	750.00	752.22	-2.22	100%
Training	200.00	210.00	-10.00	105%
Subscriptions	564.00	492.73	71.27	87%
Insurance	420.00	416.95	3.05	99%
Auditor Fees	805.00	604.90	200.10	75%
Grants/Donations	500.00	0.00	500.00	0%
Contingency	136.50	83.33	53.17	61%
Website	250.00	228.00	22.00	91%
Newsletter	300.00	0.00	300.00	0%
Contractor maintenance	890.00	890.00	0.00	100%
Annual Inspection	82.50	82.50	0.00	100%
Maintenance Assets	400.00	246.81	153.19	62%
Defib maintenance	500.00	170.00	330.00	34%
Neighbourhood Plan	700.00	305.00	395.00	44%
Litter Bin	175.00	175.49	-0.49	100%
Projects Play /VAS Battery	500.00	0.00	500.00	0%
WCC PL	2461.64	2461.64	0.00	100%
P/L PC contribution	816.00	496.36	319.64	61%
VAT to recover	840.00	798.08	41.92	95%
TOTAL	16950.64	13277.30	3673.34	
WCC Cllr VAS + NHB VAS	412.50	0.00	412.50	0%
CLG	10285.69	10285.69	0.00	100%
Groundwork UK	9975.00	1560.50	8414.50	16%
Coronation Grant	320.83	320.83	0.00	100%
CiL payment	2.77	2.77	0.00	100%
TOTAL	20996.79	25447.09	12500.34	

Treasurers Account

01.04.23	12146.88
Income received	28474.47
Total	15174.26

Bank Statement 26.02.24	15174.26
Minus WCC Cllr VAS	-412.50
Minus Groundwork UK	-8414.50
	6347.26

Business Instant Access AC £1,729.75