

NORTH CLAINES PARISH COUNCIL (NCPC)

MINUTES OF THE ANNUAL MEETING HELD AT

FERNHILL HEATH BAPTIST CHURCH

On Monday May 13th 2019 at 7.30 pm

PRESENT:

Cllr M Farmer (MF)
Cllr M Drinkwater (MD)
Cllr B Hollis (BH)
Cllr J Carter (JC)
Cllr A McManus (AMM)
Cllr P Philips (PP)
Cllr T Butler (TB)
Cty Cllr A Miller (AM)
Dst Cllr N Wright (NW)

1. **To receive declaration of acceptance of office forms for all Councillors.**
Declarations received.
2. **To elect a Chairman.** AMM and BH Proposed that Meg Farmer as Chairman. This was agreed unanimously.
To elect a Vice-Chairman. MF and AMM proposed Bob Hollis as vice chair – this was agreed unanimously.
3. **To receive Declaration of acceptance form from the Chairman and the Vice Chairman.**
Declarations were received.
- 3.1 **To vote on whether the County and District Councillors may sit with the Parish Council.**
The Parish Council approved this proposal.
4. **To receive apologies for absence and to approve reasons for absence.**
5. **Declarations of Interest**
 - a) Register of interests; Councillors are reminded of the need to update their register of interests.
 - b) To declare any other Disclosable Pecuniary Interests in items on the agenda and their nature.
PP declared an interest in planning item – fish pass at Bevere.
 - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
 - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.
Councillors who have declared an interest must leave the room for the relevant items as per the code of conduct and the North Claines Parish Council standing orders.
Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

6. To appoint Officers of the Council – General Committee

Due to the current shortage of Councillors, there is still a single committee is which incorporates the following committees;

- Planning (to incorporate the neighbourhood plan)
- Finance (to include audit)
- Staffing
- Parish Maintenance (to include the playground)

6.1 Appointment of Chairperson of the committee and 3 Councillors to serve on the general committee which will meet when the Council deems appropriate. Meg Farmer was appointed as Chairperson and JC, BH, AMM, TB and MD were all appointed as members of the committee.

6.2 To appoint Atif Ishaq to assist the Council with regard to all computer and IT Maintenance. This appointment was approved.

7. To appoint Councils representatives on other committees.

7.1 None

8. To review adopted procedures of the Council.

8.1 Review the standing Orders. The latest standing orders as recommended by NALC were adopted.

8.2 Review the financial regulations – no change recommended by the Clerk – The Council has currently adopted the 2016 financial regulations as recommended by NALC.

8.3 Review complaints procedure - no changes recommended by the Clerk.

8.4 Review grievance and disciplinary protocol - no changes recommended by the Clerk.

8.5 Review member/officer protocol - no changes recommended by the Clerk.

9 Approve and sign the risk log and asset register for the year ending 31 March 2019.

These items were approved and signed accordingly.

10 To confirm the minutes of the Ordinary meeting of 9th April 2019.

The minutes were taken as read and approved accordingly.

Meeting Adjourned for public question time

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for further consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself unless the Chairman allows. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

11 Progress reports from the previous minutes and any matters arising for information (if not considered elsewhere on the agenda)

There was nothing to report.

12 The Brum

Opportunity for Councillors to raise matters with regard to the Brum and

report on actions from the previous minutes.

Engineer is to visit the site to service the roundabout which will hopefully alleviate the issue of sticking..

- 12.1 Report on the Bunnies on the Brum event.

This was a very successful event with 118 children taking part in the activities. £700 was raised which is to go to the Spinal Muscular Atrophy Group.

- 12.2 Sign the lease for the Brum recreation ground.

The Council are still waiting for the new contract.

- 12.3 Public Open Space on Cherry Tree Park

The Parish Council is to consider sending a letter to Wychavon/Worcestershire County Council supporting the residents' efforts to persuade Wychavon to adopt their estate with regard to maintenance.

The Parish Council can also discuss adoption of the maintenance of the public open spaces within Cherry Tree Park.

- The parish council agreed to send a letter to Wychavon to support the parishioners in this case.
- The Parish Council agreed that they would try and address this issue in future planning applications and a letter would be sent to Wychavon to ask how these issues would be dealt with in the future.
- It was noted that NCPC was happy to take on maintenance of areas - provided that the monies were made available by the property developers.
- NCPC was open to the use of creative solutions in this matter, for example to take over the maintenance of the park if the residents paid the Council for the work.

13 Highways, Footpaths and Lighting. Appendix B

- 13.1 Update on any highways actions from or since the last meeting.

DMMO M2028 update. Currently end on the awaiting processing list, the public rights of way team process 2 DMMOs a year. It is anticipated that it will be processed by the end of the 2019-20 financial year.

- 13.2 Parishioner writes to Parish Council with regard to the speed and volume of traffic through Lower Town and asks for a traffic survey to be undertaken with regard to the narrowness of the road.

- The Parish Council noted that this was a narrow lane and that traffic had increased in recent years. AMM is to discuss this matter with highways as per 13.4.
- Cty Cllr AM noted that the issue was enforcing speed limits as distances had to be of sufficient length to enable speed restriction enforcement.
- Cty AM agreed to ask for speed monitoring at this location.

- 13.3 Complaint from Parishioner re dog waste bin and request to move it.

MF visited the bin in question and noted that it was an old bin that was not attached to the parishioner's fence and it was agreed that it would stay in place.

- 13.4 AMM noted that a meeting with highways and AMM and AM would be set up to discuss the following issues:

- Parking on Grange Lane
- Speeding in Bevere
- Speeding in Lower Town and possible new signs – see PQT
- Traffic lights on the A38
- Widening of the narrow section of Dilmore Lane

14. Correspondence for information only.

The following correspondence was available for discussion.

Annual parish and town event – Wychavon 13 June 5.45 to 8.15

Wychavon Community led housing information

Countryside Voice magazine

Electoral commission candidate return information.

Latest incidents from Warwickshire and West Mercia Police

Notice of uncontested elections for North Claines

Western Power notice unmetered supplies fault record at Danes Green o/s School

Clerk and Council direct magazine

Closure of Dilmore Lane for up to 5 days from 3 June

Calc updates for April and May

St John Baptist magazine

15 Planning

15.1 Neighbourhood Plan Committee

15.2 Planning applications for decision

19/00775/HP

31 Shrawley Road

Fernhill Heath

WR3 7TL

Single storey rear extension.

The Parish Council approved this application.

19/00803/HP

39 Dilmore Avenue

Fernhill Heath

WR3 7TQ

Single storey rear extension.

The Parish Council approved this application.

19/00783/FUL

Land adjacent to Bevere Weir

Hawford Lock Lane

Claines

Construction of a natural bypass channel fish pass etc.

The Parish Council objected to this application based on the comments from the heritage officer and NCLE2 from the NCPC neighbourhood plan. AMM is to discuss with the planning officer.

19/00118/FUL

Land rear of 35 and 37 Station Road

Fernhill Heath

Proposed development of 6 dwellings to the rear of 35 and 37 Station Road

The Parish Council objected to this application and the report from Peter Hamilton – planning consultant is to be sent to the planning department.

15.3 Planning application decisions by Wychavon.

Approved;

18/01985 – Land between Sling Lane and the Old Drive, Fernhill Heath – 40 dwellings and associated infrastructure.

19/00331 – 7 Dilmore Lane, Fernhill Heath – single storey rear extn.

Withdrawn – 19/00503/FUL Dilmore Lane Landfill site, Fernhill Heath.

16 Report from County and District Councillor.

16.1 Report from A Miller reported the following;

- The road is to be resurfaced by Claines School and the double yellow lines will be repainted.
- AM has asked Wychavon to consider purchasing land adjacent to the school for car parking or lane widening.
- AM is to contact railtrack to discuss the bridge across Station Road as it is clearly unusable and needs cleaning and repainting.

16.2 Report from N Wright – District Councillor was welcomed to the Parish Council.

17. Newsletter and website

17.1 Update on the newsletter.

A request has been received re the insertion of fliers in the newsletter. Council considered this request and agreed that it was acceptable for a fee of £20 to the Council and £50 to Wendy who delivers the fliers.

17.2 Update on the website. It was agreed that the website could be activated and then updates added as the website is used.

11 Finance.

18.1 Invoices for consideration and payment at the Council meeting as per the attached note were approved.

18.2 Monies received.

Wychavon District Council Grant and precept **£47,995**

19 Purchase of land – Sandy way.

Progress report and examination of report on title from MFG Solicitors.

It was noted that the report had not yet been read by all the Councillors and feedback would be given when everyone had had a chance to read it.

Finance of the purchase of the land

The Clerk noted that the new homes bonus monies would be needed for this purchase and that it might take a few months for the monies to be made available by Wychavon.

The Clerk also noted that the monies from Worcestershire County Council investment accounts (21 and 22) had been transferred to the Parish Council accounts in readiness for the purchase.

Account 22 - North Claines Community Charity finance (North Claines Council are the trustees) would be used for the purchase of the land and the land would be held in trust. MFG solicitors and the charity commission are assisting the parish council with this. The Parish Council agreed to proceed with the land purchase and use of the above funds for this effect.

Further financial details of the purchase were discussed in the finance committee meeting on May 10th and minutes were made available to all Parish Councillors.

20 Parish Maintenance

This is an opportunity for Councillors to raise matters re parish maintenance.

The weeds at the railway bridge on the A38 were noted.

21 Councillors additional items for consideration.

The oak tree on the path opposite the Brum on Dilmore – it has been suggested that this tree needs attention.

22 Dates of the next Parish Council meetings.

June 17th 2019 and July 1st 2019

Abbreviations

AM – County and District Cllr A Miller

AMM - Cllr A McManus

BH – Bob Hollis

Cllr – Councillor

JC – Cllr John Carter

LD - County and District Cllr L Duffy

MD - Cllr Margaret Drinkwater

MF - Cllr Meg Farmer

NCPC – North Claines Parish Council

NPC – Neighbourhood planning committee

PP - Cllr P Philips

WCC – Worcestershire County Council

WDC – Wychavon District Council

FOTB – Fun on the Brum

Public Question Time

- Cherry Tree Park. Re the public open spaces. It was noted that DSL Bigwood maintains the area and the residents pay the costs incurred. It was noted that the residents would welcome a creative solution to this issue, which could involve the Parish Council performing the maintenance and the parishioners paying the Parish Council. Ownership of the land in question was still not defined.
- Lower Town. A resident asked that the Parish Council support their wish for a 20 mph speed limit. Also additional signs were necessary for the vehicles that were now entering Martinbrook Farm ie road not suitable for HGV's or "oncoming vehicles in middle of the road". It was noted that this would be discussed at a meeting to be arranged with AMM and Tony Miller.
- Bevere. A resident asked that the Parish Council support their wish for a reduced speed limit. It was also noted that the hedges needed trimming.