NORTH CLAINES PARISH COUNCIL (NCPC)
MINUTES OF THE MEETING HELD on Monday May 18th 2026
Held in Okeys Lane Baptist Church Hall at 19:30 hrs

PRESENT

Cllr Farmer (MF)
Cllr Harris (AH)
Cllr R Whitgrove (RW)
Cllr Tubby (MT)
Cllr S Challoner (SC)
Cllr M Challoner (MC)
Cllr B Allen (BA)
Cllr E Johnstone (EJ)

Dst Cllr Nicolas Wright (NW)
Cty Cllr S James (SJ)

1. To elect a Chairman.
Cllr MF was nominated by SC and seconded by AH.
To elect a Vice-Chairman.
Cllr SC was nominated by AH and seconded by MF.
Both Councillors signed the acceptance of office forms.

2. Declarations of Interest and Council vacancies
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.
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.
There were no declaration of interests made.
It was noted that there was one vacancy for a Councillor.

3. To appoint Officers of the Council for General Committees and individual roles.

3.1 Finance Committee and staffing committee.
Appointment of Chairperson of the committee and 3 Councillors to serve on the Finance committee which will meet when the Council

deems appropriate or 4 times a year. Councillors appointed - MF, SC, MC, EJ.

3.2 Recreation Committee to include all public open spaces. Appointment of a Chairperson of the Recreation Committee and 2-3 Councillors which will meet when appropriate. Agreed as AH, MF, VN.

3.3 Planning Committee to take responsibility for reviewing all new applications. To also take responsibility for the updating of the neighbourhood plan. They will bring to the main council meeting only those applications where they wish to make an objection on planning grounds. Appointment of a Chairman and 2-3 Councillors. Agreed as SC, MT, BA.

3.4 Police liaison Councillor. MF appointed.

3.5 Social media oversight including newsletter Councillor. Agreed as MF and AH with contributions from all Councillors.

3.6 Events Committee To appoint 3 Councillors to take responsibility for all public events on behalf of North Claines Parish Council. Agreed as MF, VN and AH.

3.7 To appoint Councillor as the main point of contact with Parish maintenance contractor. RW appointed.

3.8 To appoint Councillor for oversight of hedges and trees in the Parish. RW appointed.

4. To review adopted procedures of the Council.

4.1 Review the standing Orders to the latest as recommended by NALC
The Council has currently adopted the 2020 standing orders as recommended by NALC.
The Council agreed to adopt the updated standing orders currently available from CALC

4.2 Reviewed the financial regulations – no changes were recommended as The Council has adopted the financial regulations from 2024 CALC.

4.3 Complaints procedure approved- no changes recommended by the Clerk.

4.4 Reviewed grievance and disciplinary protocol - no changes recommended by the Clerk.

4.5 Reviewed and approved the IT policy, data protection policy, tree policy, grants policy. No changes recommended by the Clerk.

4.6 Reviewed and approved the publication scheme – no changes recommended by the Clerk

5 Approve and sign the Asset Register for the year ending 31 March 2026

The asset register was approved by the Council.

6 Approve and sign the Risk Log for the year ending 31 March 2026

The risk log was approved by the Council.

7 Public Question time

Various items were discussed.

- It was noted that SC was in communication with Highways regarding the positioning of another VAS pole.

8 **To receive apologies for absence** and to approve reasons for absence.

9 Minutes from the last meeting of the Parish Council

9.1 The Council approved the minutes of the meeting held on 13th April 2026.

9.2 Progress reports from the previous minutes and any matters arising for information.

10 Finance.

10.1 Invoices for consideration and payment at the Council meeting were approved as follows.

Please note all invoices are brought to each meeting and Cllrs were welcomed to examine them.

Top Cut Mowing Services Contract mowing for April 26	£3861.60
Signomatic 4 signs for equipment	£99.72
Clerk salary, NI/Tax/Pension for April 2026	Confidential
Green Self Storage Rent for May 2026	£99
Vodaphone. May 2026	£21.10
J Wyton Work in April 2026	£390
Top Cut Mowing services Addition to contract May 26	£60
Gallagher for Hiscox – insurance renewal for NCPC	£1919.51
Worcestershire CALC subscription for 2026-2027	£1549.70
N Power St lighting to April 26	£1633.74

Receipts

Wychavon Precept part 1 2026-27	£60,255

10.2 The Council noted the internal auditors report, and the finance committee will address the recommended actions.

10.21 The Council approved and signed the Annual Governance Statement for 2025-2026.

10.22 The Council approved and signed the Accounting Statements for 2025-2026.

10.3 The Bank reconciliation to the end of April 2026 was noted as £114,228.47

10.4 The public rights and publication of unaudited annual governance and a accountability return dates were noted as June 3rd to July 14th 2026.

11 Public areas in North Claines Parish.

11.1 The Brum Recreation ground

- Update on electric work. MT noted that the lights on the Brum are to be fixed on 26th May 2026.
- Vandalism of the roundabout and decision to be made for repair/replacement. This was reported to the Police as someone cut through bolts which made the roundabout unsafe and placed children at

- risk. It is not repairable. The Council noted that a new playground should be investigated by the Recreation Committee and a proposal presented to the Council. The area was made secure with HERAS fencing. Clerk to contact the insurance company.
- Fun on the Brum is to be held on 18th July 2026.
- Platform Housing has visited the houses that back onto the Brum and noted the dangerous nature of the gardens and the proximity to the public recreation area.

11.2 Bull Meadow
- Creative Play to visit the Tractor and assess its condition.
- Discussion re the installation of a storage container.
- Installation of a new memorial bench for a Parishioner was approved at £1500
- AH is continuing the investigation to a different surface to the path.
- The final sign for Bull Meadow is awaited and then the Council can apply for the grant monies.

11.3 Events run by the Parish Council update. Cllr MF noted that preparations for Fun on the Bru, Fernhill Heath in Bloom and the scarecrow event were proceeding.

11.4 Opportunity for Councillors to raise matters regarding other open recreation areas in the Parish. Nothing additional was raised.

12. Highways, Footpaths and Lighting.

12.1 Update from Highways/lengthsman Councillor. Nothing to report.

12.2 Lighting problems in the Parish. Nothing to report.

12.3 Update from the Councillor re the Parish contractor. Nothing to report.

12.4 Trees and Hedges update. B. Barnes from Highways to address hedge issues.

12.5 Dilmore Lane missing footpath update. It was reported that this footpath was to be installed soon and that highways permission had been granted. The Council were delighted to hear this news.

12.6 Parishioner asked for dog bn on Firlands Close at April meeting of NCPC. The Council agreed to this, and MF will visit the area and send a location to the Clerk.

12.7 Definitive map modification order. It was noted that there was to be a Public Inquiry, to be held by the Planning Inspectorate later this year in September. The inquiry will inform the inspector's decision regarding the Definitive Map Modification Order to add a footpath between Sling Lane and the Droitwich Road.

13. Correspondence.

The Council were able to raise any matters regarding correspondence as per the correspondence list.

14 Planning

14.1 Planning applications for consideration.

W/26/00773/HED Land At (Os 8623 5933) Dilmore Lane Fernhill Heath. Removal of 12.5 metres of hedgerow to facilitate development of planning permission 21/02974/FUL by virtue of enabling service connections.

The Parish Council noted that it had no objection to this application as long as the applicant abides by the legal requirements re bird nesting season and the other relevant legal hedge removal requirements.

Planning applications responded to via delegated decision making
W/26/00630/FUL Planning Application Consultation W/26/00630/FUL Land Off Green Lane Adjacent To Firs Farm Ombersley Road Worcester
An objection from North Claines Parish Council was made as follows.
Applicant previously made an application under W/13/01131/OU for development on this land. This was refused by Wychavon but went to appeal. At appeal the planning inspector upheld the appeal but made significant conditions for the approval.
One condition set was that there was no reason/rationale for access to the proposed development from Perrins way. Access to the land was approved from Green lane with significant improvements to Green lane to be made by the developer. This new application reopens the request for access from Perrins way. North Claines Parish council objects to this aspect of the development as it goes against conditions set at appeal for W/13/01131/OU for access to this land.

For information only
Reports of a planning application from Church Farm for up to 800 houses have been received. Whilst this is in Worcester City, NCPC will also can comment.

14.2 Planning applications approved by Wychavon.
Planning Application W/26/00107/FUL
Linacres Cottage, Linacres Farm, Egg Lane, Claines Worcester WR3
Retrospective side extension and new front porch and change of use of land to residential.

14.3 Appeals to the planning inspectorate
Nothing received to date of agenda

14.4 Neighbourhood planning
The Council discussed and approved the quote from Pete the Planner for the review of the neighbourhood plan. The quote is for £3,300-£9,900 depending on the work to be undertaken. The Council agreed that they approve this work to bring the Neighbourhood Plan up to date and therefore to become useable. 2 public consultations would be necessary as part of this process. It was noted that due to Peter Hamiltons previous involvement with the plan, and that as specialist knowledge was vital to this project, that he would be engaged and no other bodies would be approached to quote.

15 Report from County and District Councillors.

15.1 Report from S James
SJ met with MF, SC and B Barnes and discussed the following highways issues around the Parish.

- Overgrown hedges in the parish were noted, and BB will visit at end of August and address the reduction of these after the bird nesting season.

- Dilmore Lane – Laurel hedge on highways boundary. BB to deal with this.
- Tapenhall Road (at the bottom) there was a house with a "ramp" on the road, which is damaging the curb, and this is an offence and BB will contact them.
- Siding out on Station Road needs doing and Top Cut is to action this.
- Potholes outside Hindlip School to be fixed.
- It was noted that the footpath gap on Dilmore is to be done by Taylor Wimpey within the next few months.
- SJ noted that he had some community funding for highways projects.

15.2 Report from N Wright/D Birch.

- DB noted that due to the SWDPR some of the ongoing housing applications would hopefully be refused.
- Flytipping schemes are ongoing.
- There is active enforcement re the car boot sale parking, please photograph and report any inconsiderate parking.
- DB and SJ noted they would donate some money for the replacement of the roundabout on the Brum.
- Noise complaints to be directed to regulatory services.
- Rural grants are available for start-ups and small businesses.

16 Newsletter and social media

16.1 Update on newsletter.
This is to be circulated in June and many articles have been submitted to date.

17 Councillors additional items for consideration or for matters to be placed on the agenda for the next Parish Council meeting.

18 Dates of the next Parish Council meetings.

6th July 2026
No meeting in August
7th September 2026
5th October 2026
2nd November 2026
7th December 2026
No meeting in January 2027

Abbreviations
Cllr – Councillor
NCPC – North Claines Parish Council
WCC – Worcestershire County Council
WDC – Wychavon District Council

Actions - Red – action Blue – updates

Actions outstanding From February 2026

6.6 The Brum Recreation ground

- LEAP money from the Dilmore Lane development (Lioncourt) should be used to replace the play equipment as required. Awaiting notification
- It was also noted that a grant from Severn Trent community fund may Also be available for use for replacement play areas. (A plan for the playground needs to be produced)
- Dedication plaques needed to be affixed to benches on Bull Meadow. MF

Actions outstanding from April 2026.

- Parishioner noted pavement in bad condition on Station Rd, WCC 111055

Actions from May 2026

7 SC in communication with Highways regarding another VAS pole.

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- Vandalism of the roundabout. A new playground should be investigated by the Recreation Committee and a proposal presented to the Council. Clerk to contact the insurance company.
- Platform Housing has visited the houses that back onto the Brum and noted the dangerous nature of the gardens and the proximity to the public recreation area.

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- Creative Play to visit the Tractor and assess its condition.
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14.4 Neighbourhood planning

The Council agreed that they approve this work to bring the Neighbourhood Plan up to date. Cllr SC

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- Overgrown hedges
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- Siding out on Station Road needs doing and Top Cut is to action this.
- Potholes outside Hindlip School to be fixed. Highways