

KIDDERMINSTER FOREIGN ANNUAL PARISH ASSEMBLY
Minutes of the Annual Parish Assembly
held on Monday 15th April 2019 at 7.30pm at Trimpley Village Hall

1. **Welcome by the Parish Council Chairman and any apologies**
The Parish Council Chairman welcomed everyone present including 2 members of the public.
2. **Matters raised by the public present & Police Report**
Flytipping was reported in the field opposite Brooks Coppice. Although this is on private land, the Council were following up to see if there was evidence of origin within the rubbish.
3. **Police Report** (one police officer present)
There was little of note to report – just flytipping problems.
4. **Report by Mrs. Merritt-Collins re the Clare Witnell Blount Charity**
Mrs. Merritt-Collins gave a report on the Charity as the parish council's nominated representative. The Charity had been operating since 1630 and made a big difference to the people it helped as tenants of the charity's properties – the charity offering 6 one-bedroomed bungalows and a block of 6 flats in Wilton Ave., Kidderminster. She advised that the charity was now in urgent need of recruiting new (and hopefully younger) voluntary trustees, and a Clerk. The position of trustee was not very onerous in terms of time, and not much was required in practical terms – more in the way of ideas and management. Indeed, anyone interested in the position could go and observe a meeting on a no obligation basis. The clerk is paid an honorarium of approx. £2000 per year, and it was hoped to recruit someone from a senior administrative or legal role. The charity employs an accounting firm to manage the accounts. There is no fundraising involved, with the charity utilising their investments for income. The PC Clerk had also placed an article in the April Parish Council newsletter with the aim of trying to recruit new people to serve on the Charity Trust.
5. **Any Reports for the Parish Assembly from Councillors** - None.
6. **Distribution of Parish Newsletters and Parish Council Meeting Schedule for 2019/20**
Each councillor took their relevant copies to distribute. The Meeting Schedule for 2019/20 was also approved, and copies were given to councillors to post on the noticeboards.

KIDDERMINSTER FOREIGN PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Monday 15th April 2019 at 7.30pm at Trimpley Village Hall

1. **Present**

Councillor Mr. B. Phillips	Councillor Mrs. C. Gammond
Councillor Mr. J. Gammond	Councillor Mr. C. Grainger
Councillor Mrs. L. Green	Councillor Mr. G. Yarranton
Mrs E Whitehouse (Clerk)	Councillor Mr. C. Jordan
	3 members of the public present
2. **Apologies For Absence:** all Parish Councillors present, but apologies received from Dist. Cllr. Paul Harrison.
3. **DECLARATIONS OF INTEREST:** Cllr. Mrs. Gammond and Cllr. J. Gammond declared interests, being members of the Village Hall committee. Cllr. Phillips declared a pecuniary interest in respect of the Churchyard grant. Cllr. Grainger declared an interest in any item concerning Riddings Brook, and also a personal pecuniary interest in planning application 19/0086. Mrs. L. Green asked for a pecuniary interest in the planning application 19/0197 for 17 Low Habberley to be recorded. However, she was given dispensation to remain in the room whilst it was discussed, to help with factual information, but was not included in voting on this matter.
4. **Approval of the Minutes** The minutes of the Parish Council meeting held on 19th March 2019 were approved and signed.
5. **District and County Councillor Reports - inc. progress reports on other matters**
Items reported for attention by District & County Councillor and other matters arising.
District Cllr. Becky Vale) No report submitted.
District Cllr. Paul Harrison) Nothing to report – apologies sent.
County Cllr. Hardiman) – No report submitted.
Clerk advised (and gave weblink on the agenda) that it was proposed by Shropshire County Council to reduce the subsidy **to the 297 Bus Service** – so that there would be no buses on Saturdays. The 297 is the local bus which serves this parish, and runs between Kidderminster and Bridgnorth, and is partly subsidised by each County Council. Clerk was asked to raise this with the County Councillor, and include it as an item on next month's agenda.
Councillors also asked the Clerk to report to Cllr. Hardiman and the highways department about the number of redundant moveable roadworks signs, left by highways engineers. Councillors said abandoned signs were as bad a litter on the roadsides, and would soon be a hazard for the

mowing machines cutting the grass verges. Clerk to ask for arrangements to be made to pick these up.

6. **PLANNING AND DEVELOPMENT CONTROL:**

a) **Previous planning applications –**

19/0086 GREY GREEN BUNGALOW CRUNDALLS LANE BEWDLEY DY121NA

Awaiting Decision

b) **New Planning applications:**

19/0181 - : Change of use and extension to existing staff house to form dwelling.

Demolition of existing building and erection of 6No. Dwellings (amendment to previously approved scheme 16/0325/FULL) at PARK ATTWOOD, TRIMPLEY LANE, SHATTERFORD, BEWDLEY, DY121RE.

Comment:

- *We are disappointed that the plans submitted do not give comprehensive information. Surely this should be checked before acceptance by the Planning Authority as valid plans and sent out for comment?
For example, elevation drawings for Units 1 and 2 are missing – only floor plans shown. Only unit 3 has an elevation drawing, and it is quite obvious that the other units proposed are not the same, and individual elevation drawings should have been provided for each unit.*
- *In respect of the trees on site, we are concerned about the lack of significance given to the small leaved lime which was harshly pruned back leaving only the tree trunk which was thankfully reshooting. We request that the District Arboriculturalist officer will urgently give this tree, and others of note on the site, the protection deserved. Also we were under the impression that tree planting to replace those trees which will be, and/or have already been, removed was stipulated in the previous permission, but there has been no mention of this condition, which we would like to see imposed, and enforced in any new permission granted and all previous TPOs preserved.*
- *If permission is granted, we wish to see a condition imposed which would restrict further development on the site and if possible any permitted development rights removed.*
- *It is hoped that, although we agree the main building has no great historical significance (the only significance being in the cellars), that for posterity, some record of the main building and its former historical use, will be kept by the District Council in archives.*

Having made the above points, we would further comment that we prefer this smaller development to that previously granted permission (16/0325) on this site – and if carefully managed with inclusion of and due reference to the above points, we feel that it would be a suitable development for the site.

(Cllr. Mrs. L Green again declared an interest in the next item)

19/0197 – Single Storey Side and Rear Extension at 17 LOW HABBERLEY, KIDDERINSTER DY11 5RA

Comment: *No objection and recommend approval.*

c) **Compliance Issues /Appeals**

Easter Cottage – No further progress.

7. **Progress Reports and other Outstanding Items**

- **CCTV** - Provision of CCTV coverage by Parish Councils had been discussed at the CALC/ District Parish Forum and Ian Miller (Chief Executive) had requested that our parish should meet and talk with officers before any purchase was made. Clerk would request a meeting between Wyre Forest officers and Cllrs C. Jordan and J Gammond said they would be willing to meet with officers. It was noted that permission had been given by the Common owner to site cameras on the Common, where several incidents of flytipping had been experienced. However, it was understood that signs had to be erected stating that CCTV was in operation in the area, and to this end, the Chairman stated that he felt that he still had some signs in his possession. Comment was also made that it was difficult to comprehend the mindset which set prohibitive charges at Council tips, and yet spent thousands picking up flytipped litter. Clerk was asked to try to obtain annual figures to compare.
- **VA Signs** – Clerk had received notification that funding had been offered from her grant application of up to £5000 for the purchase of two VA signs. She had also sourced some quotes for consideration, ready for councillors to decide what type and specification of sign they would wish to order. She tabled some details but would forward the e-mail quotes to councillors for consideration and a decision at the next meeting.
- **Benches and Noticeboards restoration work** - Cllr. Grainger had sourced preservative for the restoration work, and would table an invoice for these in due course at a future meeting.
- **Approval of Policy Documentation and revisions made thereto, including Asset Register, Financial Regulations, Publication Scheme, and Code of Conduct.** Clerk had supplied draft copies of all these documents to Councillors, and these

were approved unanimously by councillors.

- **Revision of Standing Orders**

Clerk supplied each councillor with a copy of the Standing Orders, revised to incorporate new regulations from 2018. She had also revised the Risk Management schedule for 2019/20, She requested that Councillors read these, with a view to approval at the May meeting.

In addition she advised that she was preparing a **Councillor's Pack**, containing documents relevant to being a parish councillor, to incorporate all mandatory papers, and also a Councillor's Guide specific to this Parish. To this end she asked if she could order 8 copies of the new Good Councillor's Guide booklet @£4.25 ea., + P&P, and was given permission to do this.

- **Election Matters**

Clerk confirmed that 6 nominations had been received for 7 councillor seats on this Parish Council. Therefore those 6 persons nominated would be re-elected, uncontested. Councillor Yarranton had not submitted a nomination form, and was seeking to retire from the Council. This left one vacancy which could now be filled by co-option. The Clerk had compiled notices for the boards and the website, advertising the vacancy, gave a weblink to the application form, and gave out hard copies of the form, with a closing date of 10th May for applications to be submitted. The vacancy had also been advertised in the April Newsletter. Councillors stated that they would wish to interview any applicants, and decided on an extraordinary meeting for this purpose to be called on the evening of 10th June. Clerk reminded councillors that it was a **legal requirement** that they send in their expenses return without fail, even though the entry may be NIL.

8. **Lengthsman, Footpath work & Litter collection – :**

Worksheet received for the final 25 hours of the 2018/19 contract, and Clerk had submitted this for reimbursement.

Contract for 2019/20 – Clerk had yet to submit the 2019/20 contract and to see the lengthsman with his new contract, and to receive a copy of his insurance certificate

9. **Financial Reports –.**

a) **Payments –**

Chq No. 1023 – GC & JM Norgrove – Digger Work - £60

Chq No. 1024 – Worcs. CALC – Training for Clerk - £30

Chq No. 1025 - HMRC – Clerk's PAYE - £69.60

b) **Approval of Year End Accounts, and Bank Reconciliation and draft Audit Forms for 2018/19**

Having received copies of the accounts sheets, the Chairman duly signed these as true and correct. Clerk would now submit these, along with other requisite forms to the Internal Auditor to complete the Internal Audit. Formal approval of the Audit Forms was to be completed at the May meeting.

c) **New Hourly rates for P/T Clerks set by NALC** - Clerk advised that new rates had been negotiated and confirmed by NALC, and sought confirmation that she was able to incorporate this cost of living rise equating to approx. £9 per month to keep in line with NALC grades. No objections were raised. The new rate, on new SCP 17 equated to £4187 gross p.a. for 6.5 hours per week.

10. **County and District and other Correspondence and CALC Matters** - Clerk tabled some information concerning vouchers being available for poor broadband provision in rural areas, However, other means had now been pursued by some local parishioners.

11. **Road Accidents** None.

12. **Other Matters**

Defibrillators – Cllr. Mrs. Gammond advised that a very informative and successful evening had been held at the village hall for training in resuscitation and the use of the machines. It had been suggested that child pads should also be purchased for the Village Hall defibrillator, and also usage kits to be kept with each machine (and it was thought that 3 of these kits may be required). It was agreed in principle that the Village Hall would source and order this additional equipment with the Parish Council contributing towards the cost.

Tree - a fallen tree was mentioned, but steps were being taken to deal with this.

13. **Date of Next Meeting –** confirmed as **13th May 2019 at 7.30p.m** - being the Annual Parish Council meeting, when councillors would sign Declarations of Acceptance of Office. Apologies received in advance from Cllrs. C Jordan and J Gammond and it was **resolved** that these two councillors be given dispensation to sign the Acceptance of Office at a later meeting. Meeting closed at 9.55p.m.

Chairman :