

KIDDERMINSTER FOREIGN PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council
held on Monday 13th May 2019 at 7.30pm at Trimpley Village Hall

Present Councillor Mrs. C. Gammond
Councillor Mrs. L. Green
Dist. Councillor P. Harrison
Mrs E Whitehouse (Clerk)

Councillor Mr. B. Phillips
Councillor Mr. C. Grainger
Councillor Mr. J. Gammond
2 members of the public present

1. **Signing of Acceptance of Office**

Five re-elected members present signed Acceptance of Office as Councillors. Clerk reminded those present that they must submit a declaration of expenses form to the District Council by 31st May. This is a mandatory requirement. Clerk would also make, with the Council's agreement, arrangements for the remaining absent councillor – Chris Jordan - to sign his declaration of Acceptance of Office before the next meeting.

2. **Election of Chairman for 2019/20**

It was proposed, seconded, and unanimously agreed that Cllr. Mrs. C. Gammond be elected as Chair for the forthcoming year, and she duly agreed, and signed the Acceptance of Office as Chair.

3. **Police Report** – none tabled. No police present.

Councillor Grainger reported that there had been damage to substantial trees in Northwood Lane, where gangs of youths had set fire to them. Pictures of the damage were shown to Councillors. There had also been reports of underage drinking at the site. Cllr. Mrs. Gammond stated that she would report these matters to the local police for attention.

Smartwater – Clerk had received correspondence stating that the Police were willing to subsidise further supplies of Smartwater. Although kits had been distributed around the Parish last year, it was noted that the liquid does have a “use by” date, and that kits would go out of date. Also there were some properties where there had been a change of ownership. It was decided to put a note in the next newsletter that further or replacement kits if required could be obtained from the local police; however, a charge may be made for this.

Public Open Forum

A discussion took place on fly-tipping, and Wyre Forest District Council had managed to get a successful prosecution from an incident in this parish. Also two attempts by vehicles to deposit rubbish in the parish had been foiled by members of the public, and perpetrators warned off.

4. **Apologies For Absence:** Apologies received and reasons approved from Cllr. Mr. C. Jordan. Dist. Cllr. J Byng also sent apologies, and responded to a welcome message, hoping to be able to work closely with the Parish, representing its interests.

5. **Election of Vice Chairman for 2019/20** It was proposed, seconded and unanimously agreed that Cllr. C. Grainger be elected as Vice Chairman. He accepted this office.

6. **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 pecuniary interests in an invoice for wood preservative and also a personal pecuniary interest in planning application 19/0086. Cllr. Mrs. L. Green also declared and interest in planning application 19/0197.

7. **Approval of the Minutes** The minutes of the Annual Parish Assembly and the Parish Council Meeting held on 15th April 2019 were approved and signed.

8. **Confirmation of other officers for 2018/19** It was resolved that the following Councillors were appointed to these offices – and they accepted appointment accordingly.

Parish Rights of Way & Recreational Route Warden – Cllr. Mrs. C. Gammond

Lengthsman / Litter Collection liaison – Cllr. Mr. B. Phillips

Worcestershire CALC Representatives – Cllrs. Mrs. L. Green and C. Grainger

Village Hall Representative for the PC - Cllr. C. Grainger

Honorary PC Representative to the Clare, Witnell Blount Charity – Mrs. Sally Merritt Collins

9. **Report from outgoing Chairman for the Year 2018/19**

This was my second term as chairman and as with my previous stint in this role our clerk Elsie has been invaluable. Her support through some tricky times has made my job so much easier and for that I can't thank her enough!

As I took up the chairmanship we welcomed our new councillor Chris Jordan who replaced the late Ron Jennings who we miss very much; however Chris has settled in to our team extremely well. The main topic in the first few months was that of the Crocky Trail on the former Habberley Golf Club site. The August meeting was by far the busiest when a great number of parishioners came to talk to us about this proposed development, the parish council and the clerk worked extremely hard on this subject to achieve the best possible outcome for now.

One item that continues to be a problem for our parish is fly tipping, during the past 12 months has seen many areas blighted by dumped rubbish. I hope with the use of modern technology we can identify the culprits and make sure they face the relevant penalties; recently a £300 fine was handed out for one such offence in Mary Moors lay-by.

Our quarterly newsletters continue to be a useful source for us to communicate with the public about matters that

concern us all; these are very professionally put together by our clerk and distributed by the councillors. Despite in recent years having a reduced budget the lengthsmen scheme still works efficiently and numerous jobs are done by the Archer Brothers throughout the parish.

It was nice to see a good turnout at the litter pick that the parish council organised in March, this worthwhile event cleared the parish of unsightly litter and proved the residents of the parish cared for the environment in which they live. An extremely worthwhile addition to the parish was the installation of 3 defibrillators in Crundalls Lane, Trimpley village hall and Trimpley sailing club. While we hope these will never be needed it's nice to know there available to use.

I wish Cllr Carole Gammond well as she takes over the chairmanship from me and I look forward to serving as chairman again.

10. Report from Parish Paths and Recreational Route Warden for the Year 2018/19

Again this year the parish received a grant of £500 which covered the cost of our Contractors clearing the seasonal growth from many of our rights of way. They do an excellent job keeping the paths open and my thanks go to them for the efficient way they carry out the work.

The main issue this year seems to have been fallen trees. These are the responsibility of the landowners and we are grateful that once reported, clearance off the paths has been carried out without delay, thus keeping our rights of way clear and accessible.

Whilst waymarks have been replaced where necessary, I regret that we are still waiting for the installation of replacement sign posts by the County Council. 3, 2, and 1 years respectively.

I was disappointed with the lack of response from the County Council with regard to the planning application for an Adventure Trail on the land of the former Golf Club at Low Habberley. This would have been an opportunity to improve the safety of the bridleway access at the entrance, but despite chasing this up and being assured that a response would be included with the Highways Report, no response was received from the Rights of Way Dept.. If a new planning application is submitted for this land then I hope there will be appropriate consideration given to possible improvements to the bridleway by the RoW Dept..

Although Cllr Mrs Gammond had submitted a grant request for 2019/20 for the usual £500 amount, it had been reduced this year by the County Council to £450. It was resolved that the Parish Council should accept the P3 contract, and proceed with the same strimming identified as in previous years, even if this meant having to "top-up" on the grant reimbursement. Clerk to write and advise the Parish Council's disappointment in this reduction, and to point out that 3 signposts requested on ROWs over the past 3 years have not been installed, as this had been taken away from the P3 contract to allow the Parish to do it locally.

11. 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. John Byng) No report submitted. (see apologies)

District Cllr. Paul Harrison) Cllr. Harrison said he was pleased to be re-elected as the District Councillor for this ward. He also advised that the Conservative Party had lost 7 seats previously held. He advised that Councillor Portfolio lists were to be confirmed at the Annual Council meeting next week.

County Cllr. Hardiman) No response received re withdrawal by Shropshire County Council of funding for 297 Bus Service from Bridgnorth so that there would be no service on Saturdays. It was suggested that it may be difficult for Worcestershire CC to comment or prevent Shropshire CC from removing the subsidy for this, but it was thought that only a part subsidy was paid from Shropshire, the remaining portion being paid from Worcestershire, as the route spanned the two counties.

However, Cllr. Hardiman had received the following information concerning these highway matters we had raised with him:

"Northwood Lane

Currently WCC only have the carriageway, footway and the existing passing places adopted. The land either side of the lane is privately owned and we therefore have no powers to create additional passing places. I believe the issue is with Severn Valley Railway who should be consulting the local residents and the Parish Council when they will be undertaking future burning, in order to avoid further issues. If the works are causing closures to our carriageway and there is not a permit in place then I would be very interested in having this information.

Hoarstone Lane

This has now been investigated there is scope to add SLOW to the existing horse & rider and series of bends warning signs, on both approaches to this section this would be a total of 4 new SLOW markings in total. Road narrows wouldn't be appropriate, at the cutting, as most of Hoarstone Lane is narrow - there is no significant reduction in width noted.

I'll get these ordered and they'll be done in approximately 3 months' time. Also the Injury collision data has been checked and there are none on the Police data base, in the last 3 years."

12. Co-option Matters

Clerk advised that she had received one application form by the deadline, from Mrs. Patricia Jones, from Low Habberley, but the Chairman had also received by the deadline a form from previous Cllr. Mr G. Yarranton. It was agreed to invite both candidates to attend an interview – Mrs. Jones at 7.30p.m. and Mr. Yarranton at 8.00p.m. on Monday 10th June. Cllr. J. Gammond booked the village hall, and the clerk tabled a sheet of suggested interview questions which were agreed. As the meeting was being called specifically for the interviews, and was not a formal Parish Council meeting, no minutes would be taken and no decisions could be made. Determination and voting in respect of the vacancy would therefore take place at the Parish Council meeting on Monday 17th June.

13. **PLANNING AND DEVELOPMENT CONTROL:**

a) **Previous planning applications** –

19/0086 GREY GREEN BUNGALOW CRUNDALLS LANE BEWDLEY DY121NA

Withdrawn

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.

Clerk read out an e-mail response from the Planning Officer to the comments submitted after consideration at the April meeting. She had been informed that it was to be considered at the next planning committee meeting 23rd May, and had circulated the Officer's report.

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

Approved – Clerk was awaiting official approval documentation.

b) **New Planning applications:** -

19/0264/FULL SEVERN TRENT WATER SEVERN TRENT WATER LTD TRIMPLEY WATER TREATMENT WORKS Installation of a caustic dosing kiosk

Comment: The plans submitted were inaccurate; the boundary area of the site showed Severn Trent to "own" a large section of Eymore Lane. Clerk to draw attention to officers, for historical record, that Severn Trent's authority ceased at the WTW gate, much lower down than shown on the submitted plans. Other than this inaccuracy, no objections would be the comment.

19/0272/FULL 30 LOW HABBERLEY KIDDERMINSTER DY115RA Proposed single storey rear extension, replacement gates, front porch, bay windows and internal alterations

Comment: "No objections and recommend approval."

c) **Compliance Issues/Appeals**

Easter Cottage – An appeal against the Enforcement Notice issued had been lodged, and the Planning Inspectorate at Bristol was to determine this on written representations lodged by 24th May. Clerk had prepared the following, which was approved as the parish comment and submission:

"We would submit the attached photos as evidence of the unauthorised development at this site.

The developer has completely flouted Planning Regulations, and more than doubled the size of this derelict chalet without any planning permission whatsoever.

There are over 200 similar chalets on the Hill Farm site, which are leasehold – some having been there since war years, when they were used as accommodation for families evading the bombing in the Birmingham area. Although most have been improved, this development is excessive and entirely out of keeping with the nature of the site, out of all proportion to the original dwelling, and sets a dangerous precedent for other occupants of this chalet site. We would object to the development in the strongest possible terms, and would ask the inspector to endorse this view by requiring the development to be demolished."

A set of photographs showing before and after, and the construction underway would be submitted with the comment, which would also be copied in to Wyre Forest District Planning Enforcement Officer.

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

- **CCTV** - It had been arranged for two Wyre Forest officers to meet with Cllrs. J. Gammond and C Jordan to discuss deployment within the parish on 20th May for a discussion on the way forward.

- **VA Signs** – Clerk had notification that the grant would now be paid against an order (copy of which she had) from the police, on receipt of our invoice, which she had compiled and posted. She was now awaiting the £5000 to be received. Councillors gave Clerk some ideas of the type of Visual display required, and Clerk would try to source appropriate signs.

- **Standing Orders** – The Standing Orders which the Clerk had distributed at the last meeting were approved and adopted.

Clerk supplied each councillor present with a file in which to keep these, along with an Induction Guide and Information Booklet that she had compiled (more specifically for new councillors), the most recent 'Good Councillors Guide' booklet, and individual sheets on training available from CALC, "Danger Zones" guidance for Councillors, and a sheet on how to respond in Planning Consultations, which she hoped would be well-received.

15. **Lengthsman, Footpath work & Litter collection & Footpath Clearance.**

Clerk had received a Lengthsman worksheet re May work, for payment. She had returned the Lengthsman Contract to the County Council for 19/20, and had also received a copy of the Lengthsman's public liability insurance certificate. However, the Lengthsman had not yet returned the signed contract the clerk had drawn up with the Parish. Clerk had also checked with the Lengthsman to see if he was willing to undertake the ROW seasonal growth clearance, and he had agreed that he would be happy to take on this work. The County Council had cut

the footpath grant back to £450 from £500 this year, even though the PPRRW officer had applied for £495. Clerk had not yet returned the contract sheet for the Parish Paths Partnership scheme, as the amount had changed; however, after discussion, it was agreed to continue with the Footpath P3 Scheme contract, but not to cut back on the work done by the contractors, and in any case, it would be difficult to decide which paths not to cut. If the County Council did not reimburse the full amount, it was agreed that any shortfall would be found from Parish funds.

Benches and Noticeboards restoration work - As Cllr. Hardiman had given a grant of £200 towards this work, it now needed to be arranged. It was agreed to try to source the services of a local handyman to undertake this work.

1100 Litter Bin at Village Hall – lid no longer shuts properly – Clerk to request replacement.

16. **Financial Reports –**

a) **Payments –**

Chq No. 1026 – T. Stanley – Internal Audit - £75

Chq No. 1027 – Worcestershire CALC – Subscription /Support – £588.34

Chq No. 1028 – Zurich Municipal – Insurance premium Renewal - £324.28

Chq No. 1029 – Clerk’s Expenses - £144.01

Chq No. 1030 – Worcestershire CALC – Good Councillors’ Guide - £40.50

Chq No 1031 – S. Archer – Lengthsman’s Work - £176.00

Chq No. 1032 – Chairman’s Allowance - £100

Chq No. 1033 - HMRC – Clerk’s PAYE - £69.60

b) **Audit** - Clerk had supplied everyone with the Internal Auditor’s report.

Clerk distributed Notices to be posted this week on Noticeboards, and which had to remain in place until 12th July for the Exercise of Public Rights in respect of the Audit. She would also ensure that all documents would be placed on the website, as is now legally required.

c) **Final Approval of Section 1 AGAR – Annual Governance Statement 2018/19** – Clerk had supplied each Councillor with a copy of this, and it was formally approved.

d) **Final Approval of Section 2 AGAR – Accounting Statements 2018/19** - Clerk had also supplied each Councillor with a copy of this, and it was formally approved.

e) **General Power of Competence** - As this Parish Council met the eligibility criteria (as set by the Secretary of State (Localism Act 2011 s8) i.e. a suitably qualified Clerk and a minimum of at least two thirds of councillors having been elected at the last council elections) it was **Resolved** to adopt the General Power of Competence for the forthcoming 4-year term.

17. **County and District and other Correspondence** -

Flag Flying Ceremony – 24th June – Kidderminster Town Hall – Clerk rechecked to see if any Councillors wished to attend but it was decided to RSVP as no-one being unable to attend.

18. **CALC Matters** – Clerk advised that the new Executive Officer, Christopher Wayman, was now in post following retirement of Richard Levett. She also tabled some of the dates for forthcoming training, which councillors may wish to consider.

19. **Road Accidents** None.

20. **Other Matters**

Japanese Knotweed – There had been little re-growth. Clerk reminded Councillors that this was a landowner/neighbour problem, and not a responsibility of the Parish Council, although councillors had, in the past, given time and resources to try to resolve the problem at Mount Pool. It was resolved *not* to progress with any further treatment.

Dutch Elm Resistant Elm Saplings

Clerk enquired if the trees had been planted. She was advised that there were still three left to be planted (although now was not the right time of year). One had died, it was thought due to dry weather last summer. Cllr. Grainger had planted two, and these were doing well. Some discussion took place on suitable sites for the remaining three trees. Mrs. Briggs had given Cllr. Phillips permission to plant any trees on the Common, provided they were sited away from the roadside and power lines.

Green Telecom Cabinet - It was noted that a new cabinet had been installed on the corner by Valley Close in Low Habberley.

Wasps – Councillor Mrs. Gammond had information regarding treatment of wasps nest. However, it was decided that mainly due to lack of space in the noticeboards, these would not be displayed on the boards.

21. **Date of Next Meeting** – confirmed as **17th June 2019 at 7.30p.m**

However, an informal meeting to interview applicants for co-option would be held on 10th June. Meeting closed at 9.50p.m.

Chairman :

