

MINUTES OF A MEETING OF
CHADDESLEY CORBETT PARISH COUNCIL
Held on Monday 3 October 2016
at Chaddesley Corbett Village Hall
at 7.15 p.m.



Present: Acting Chairman Cllr D Thomas, Cllrs J Wright, M Page, S Williams, H Green, Mrs P Pardoe, G Vernon, R Pugh, L Stockford, Mrs J Fox. Clerk Mrs Y Scriven, and two members of the public.

Police Report: Police reported that there had been 2 burglaries from garages or outbuildings in September and one theft of a trailer. Otherwise it had been fairly quiet.

1. **APOLOGIES:** Cllr W Mack
District Councillors I Hardiman, M Hart.
2. **DECLARATIONS OF PECUNIARY INTEREST (DPI):** None
OTHER DECLARATIONS OF INTEREST (ODI): Cllr J Wright Item 6.6
DISPENSATIONS – As before
3. **PUBLIC QUESTION TIME:** Mrs J Fox understood that energy generated from the new Crematorium would be channelled to the District Council offices to reduce heating costs, but although the equipment had been installed this is not being used. Cllr S Williams was asked to investigate and report back to the next meeting. It was noted that the intention to heat the new council offices from underground had failed and boilers had now been fitted.
4. **MINUTES**
 - a) Minutes of the Parish Council meeting held on 5 September 2016 were approved after slight amendment and signed.
 - b) Minutes of the Planning Committee held on 5 September 2016 were approved.
5. **COUNCILLOR'S REPORTS:**
 - 5.1 **District Councillor Report –** Cllr S Williams reported that the Boundary Commission are reviewing the number of boundaries of Parliamentary Constituencies to reduce the size of the House of Commons from 650 to 600. Their final reports have to be submitted by 1 October 2018 and changes will be implemented at the next General Election in 2020. The Commission are required to use the Electoral Registers from December 2015 as the basis for the review. All proposed constituencies must be within plus or minus 5% from the electoral quota of 74,769, this means that proposed constituencies must be within the range of 71,031 to 78,507. The new proposals would add Hartlebury to the Wye Forest Constituency, adding 2,152 voters and making Wyre Forest total voters 78,507. Deadlines for responses is 5 December. If these proposals are implemented, Wyre Forest District Council would request a review of warding arrangements for the District.

DISCUSSION/DECISION

- 6.1 **Burial Ground:** A Working Group had been formed and Minutes of the meeting held on 27 September 2016 had been circulated. The following proposals were discussed and adopted by Resolution:

- Existing hedgerow and metal fencing between the old burial ground and the new land should be removed and two Leylandi trees felled. The clerk was instructed to submit a planning application.
- Advice had been sought from the District and County Councils about appropriate site investigation to support a Change of Use of the new section of land for use as a burial site. The clerk was instructed to obtain two quotations for this work for submission to the next meeting.
- Site boundaries – there was some confusion about the exact boundary of the land in Parish Council ownership, and the clerk was asked to obtain clarification from A & H Construction.
- It was understood that the Parish Council land would be levelled upon completion of the current building works, after which a survey would be commissioned prior to appointing a landscape consultant to design the new burial ground.
- Terms and conditions for burials in the existing burial ground would remain unchanged but this would be reconsidered when the new area was opened for burials.
- A review of burial fees had been undertaken and increases agreed, effective 1 October 2016.
- When costs were available, a Business Plan would be prepared.

6.2 **Quarterly Monitoring Report:** The working group had carried out a survey in August 2016 and submitted a report. It was noted that an area of dog fouling in Fold Lane had been cleared and it was hoped that this offence would not reoccur. District Councillor S Williams and County Councillor S Clee had met with Mr Rowberry regarding the footpath to the school and it was agreed that fencing would be replaced and paths mowed by Mr Rowberry.

6.3 **Play Equipment:** The clerk reported that the equipment was now in place and open to the public. The notice board was in dispute and payment for this had been withheld. It was also noted that the ground matting was uneven, but this was due to the uneven surface of the field. However it had been reported to the supplier and a retention on the final payment had been made. Insurance cover was in place but a Risk Assessment was required which was in preparation. A weekly visual check of the equipment is required and Cllr L Stockford volunteered to do this and keep records. A check list would be prepared. It was also agreed that we would enter into a maintenance agreement with Sovereign to carry out regular inspections and monitoring at a cost of £405 plus VAT per annum, payable by monthly direct debit. The equipment is under guarantee for the first year. Letter of appreciation received from Izzy Age 7.

6.4 **Barrier – Allotment Site:** This was broken and Cllr L Stockford volunteered to repair it.

6.5 **External Auditor:** The External Auditor's Report on the financial statement for the period to March 2016 had been received and the audit completed. In accordance with the current requirements the Financial Statement, Sections 1, 2 and 3 with associated notes will be published on the Parish Council website with immediate effect. A notice of Conclusion of Audit will be placed on the Parish Council notice board giving members of the public the right to inspect the statement of accounts.

6.6 **Request for Funding – Chaddesley Corbett Village Hall:** The Chairman of the Trustees presented an application for a grant to cover the cost of repairs to the Village Hall roof. It was noted that two quotations had been obtained and whilst a preferred contractor had been selected the village hall trustees were not certain that the proposed repairs would completely rectify the problem. The Parish Council Resolved to grant up to £1,100 to cover the cost of repairs, subject to the selected contractor discussing the works with Cllrs J Wright and R Pugh prior to commencing work. If further funding was required then an additional grant application could be made.

- 6.7 **Dates for Meeting 2017:** A schedule of dates for Parish Council meetings was approved.
- 6.8 **Waste Bin – Briar Hill:** It was agreed to purchase a new larger waste bin made from recycled plastic at a cost of £111.97 including lock and key and ground fixing kit, plus VAT.
- 6.9 **Broadband:** Chaddesley Corbett Cabinet 1 (Bluntington Crossroads) is due for installation by end December, although this might be extended to January-March if a spine extension is required.
- 6.10 **Maintenance Work:**
- 6.10.1 **Rural Footpaths:** Footpaths around the parish had been cleared and reports investigated. Grass cut and area around new play equipment cleared of debris.
- 6.10.2 **Maintenance** work carried out to footpaths in the village.

7. CONSULTATIONS

- 7.1 **DCLG Consultation** on a proposal to cap larger Parish Councils handed to Cllr J Wright for consideration.

8. REPORTS FROM CLLRS REPRESENTING OUTSIDE BODIES:

- 8.1 **Worcestershire CALC/Wyre Forest District Council joint Parish Forum** was attended by Cllr M Page and Clerk. A new Countryside Conservation Officer addressed the meeting on Biodiversity in the District.
- 8.2 **Tenants Association TCC –** Cllrs G Vernon and S Williams attended a walk-around meeting to discuss local issues. A request would be made to Community Housing for the felled trees off Hemmingway to be replaced with suitable new trees.

9 CLERK'S REPORT

- Enquiry from village surgery about extra parking for nurses.
- Official opening new Leisure Centre in Kidderminster on 27 October at 11:00a.m.
- Worcestershire Pollinators Conference, The Hive, Worcester 14 October.
- Scottish Widows interest rate reduced to 0.15%
- Talbot – use of car park – Cllr L Stockford to discuss with new landlord

10 FINANCIAL REPORT

- 10.1 The Clerk presented a schedule of payments and receipts for September which was approved.

Name	Purpose	Amount	VAT	Total
CC Village Hall	Room Hire	57.00		57.00
Y L Scriven	Net Salary	721.15		721.15
HMRC	PAYE/NIC	483.49		483.49
Oakleaf	Urban grass cutting	241.19	48.23	289.42
Don Robbins	Burial Ground	131.40		131.40
G Holding	Grass Cutting	130.00		130.00
G Holding	Waste Bins	70.00		70.00
G Holding	Parish Paths	260.00		260.00

Ben Matthews	Maintenance	51.00		51.00
CPRE	Annual Subs	36.00		36.00
Zurich Insurance	Additional Insurance	66.86		66.86
Viking	Toner and A4 paper	30.44	6.09	36.63
	TOTAL	2,350.46	54.32	2,404.78

Receipts

Wyre Forest DC	Precept	12,835.50		12,835.50
Worcs CC	Lengthsman Scheme	646.25		646.25
	TOTAL RECEIPTS	13,581.75		13,581.75

10.2 Bank Reconciliation for period up to 30 September 2016 was approved.

11. Next Meeting to be held on Monday 7 November 2016 at 7:15 p.m.

DATES FOR FUTURE MEETINGS

Title	Date	Venue	Time	Attendance
Worcester Parish Conference	26 Oct 2016	County Hall	6:30 p.m.	YLS
Emergency Planning	26 Oct 2016	Kidderminster Civic Centre	6:00 p.m.	JW