

**MINUTES OF A MEETING OF
CHADDESLEY CORBETT PARISH COUNCIL
Held on Monday 3 July 2006
at Chaddesley Corbett Village Hall
at 7.30 p.m.**



Present: Councillors: Chairman, Mr J Swift, Cllrs Dr M Bird, Mrs P Pardoe, Mr P Tetstall, Mr K Bartlett, Mr G Vernon, Mr L Stockford, Mrs J Fox, Mr S Williams, Mr M Walford, Mrs E Mack, County Councillor Mr S Clee. Clerk Mrs Y Scriven. Members of the public also attended.

1. APOLOGIES: District Councillor Mrs P Hayward.
2. MINUTES OF THE MEETING held on 5 June 2006 were approved and signed by the Chairman with one amendment.
3. FORMAL APPROVAL OF THE AGENDA – Approved, except for additional items 6.7 and 7.11 below.
4. DECLARATIONS OF INTEREST: 13.1 – Cllrs Mr M Walford and Mr L Stockford
5. REPORT BY WEST MERCIA POLICE: Did not attend. The Clerk was asked to write to West Mercia requesting attendance by Police at future meetings.
6. CLERK'S REPORT ON ITEMS RAISED AT PREVIOUS MEETINGS:
 - 6.1 Police Restructuring: A letter had been received from the Home Office announcing that the proposed merger of Midland Police Forces would be delayed to allow further dialogue with the policing community.
 - 6.2 Park Lane Harvington: Worcestershire County Council had indicated they were willing to carry out a pedestrian count to clarify the need for a footway extension. It was suggested that this should be conducted on a pension day/school day, and at a weekend, and should include a motor vehicle count at the same time.
 - 6.3 Code of Conduct: A copy of the Parish Council Code of Conduct was circulated and unanimously adopted by the Parish Council.
 - 6.4 Quality Parish Application: The Chairman of the Steering Group reported that the Parish Council could demonstrate sufficient compliance to apply for Quality Status. It had been suggested that the Parish Council should consider subsidising the Parish Magazine to ensure that every resident received a free copy in order to improve communication in the Parish.

The Clerk had been asked to prepare a retrospective register of attendance for submission as part of the application. It was also suggested that Minutes of the Annual Parish Meeting should be distributed with the Parish Council Annual Report to ensure full distribution to all households.

The Clerk tabled a draft portfolio of evidence to support the application which would be reviewed by Cllr Mr P Tetstall. An audit by CALC had been arranged for 19 July. The completed application would be submitted at the beginning of September 2006.
 - 6.5 Dial a Ride: Cllr Mr G Vernon expressed disappointment at the lack of interest in this service which was available to all incapacitated or disabled residents. The service also needed volunteer drivers and additional funding. It was agreed that a meeting should be arranged with the County Council and that an appeal for volunteers should be published in the Parish Magazine.

- 6.6 Sponsorship of Mustow Green Island: The Highways Partnership confirmed they did not consider this island to be suitable for sponsorship and there were no plans to widen it. It was suggested that it might be reduced in size. Cllr Mr S Clee did not agree with the decision made and said he would personally intervene to see if he could progress it further.
- 6.7 Discharge Water along Tanwood Lane: Responsibility was being passed from one department to another, but the Clerk had arranged for an Environmental Health Officer to inspect the area, liaise with Mr H Grove and report back.

7. MATTERS FOR DISCUSSION/DECISION

- 7.1 Review of Delegation of Development Control Consultations to the Planning Committee: Following advice from CALC, the Parish Council again reviewed their current procedures and adopted Best Practice Guide. It was felt that as Cllr Mr S Williams was not a member of the Planning Committee, it could continue under its present formation without contravening the regulations.
- 7.2 New Scheme for determining planning applications and electronic presentations: On behalf of the Council the Chairman had responded to a request for comments on the new response form and Procedures. Parish Councillors had since attended a training session at Wyre Forest District Council. The Clerk, The Chairman and Chairman of the Planning Committee would attend a detailed training session in July and a trial run would take place in August, prior to commencement of the new system in September.
- 7.3 Complaints Procedure: The Parish Council formally adopted the Best Practice Policy. The Chairman proposed that those with responsibility for specific functions should be authorised to speak to the Press on matters relating to those functions, but if approached on other matters these should be referred to the Clerk or the Chairman for consideration by the Council as a body. This proposal was unanimously adopted.
- 7.4 Worcestershire County Council Planning and Compulsory Purchase Act 2004 – Waste Core Strategy – Preferred Option Report. Cllr D Bird had studied the document and gave a precise report which was in general agreement with the proposals.
- 7.5 Black Country Consortium: Noted.
- 7.6 Web-Page: The Chairman had considered proposals for paying Mr H Grove for setting up the web-page on behalf of the Parish Council, but recommended refusal on the grounds that when it had been agreed to do this, it was on the understanding that it would be a gift to the Council. This proposal was unanimously agreed.

However, as regards the ongoing maintenance of the site, it was suggested that a fee of £250 plus VAT per annum was reasonable and should be accepted. This proposal was agreed. The Clerk was therefore asked to contact Mr Grove to see if this was acceptable to him.

- 7.7 Parish Plan – Action Plan: As suggested by the Parish Council a copy had been circulated to all residents in the Parish and the Friends of the Village Association were thanked for arranging the distribution. The Clerk reported that some comments had been received and would be considered by the Steering Group at their next meeting in July. A final version of the Action Plan would then be prepared and presented to the Parish Council for formal adoption.
- 7.8 Review of Clerk's Responsibilities and Remuneration: It was agreed to set up a Staffing Working Group to consider this further.

- 7.9 Draft Annual Report: This had been circulated and comments made and incorporated. It was agreed that the Clerk should obtain three competitive quotations and was granted delegated authority to choose the best option, bearing in mind that a quality product was required. This would be posted to all households during July. A copy of the Minutes of the Annual Parish Meeting would also be included.
- 7.10 Public Rights of Way Information Boards: It was noted that the Parish Council had a notice board inside the Lych-gate at St Cassians Church.
- 7.11 X99 Bus Route: Cllr Mr S Williams reported that this service had been partly funded by the NHS, but this had ceased in March and as a result the service was under review. It was agreed that the Parish Council would lobby for some sort of service to continue through the Village, Woodrow and Harvington, but it was very expensive and very few residents used it.
8. Items for General Information
- 81 Giant Hogweed: A report had been received from a resident that this dangerous weed had been planted in a bed on the roadside in Bluntington. The Clerk had notified the Highways Partnership, but in the meantime Cllr P Tetstall had approached the land owner who had removed it. The Clerk was asked to notify the resident and thank him for bringing this matter to the attention of the Parish Council. Cllr Tetstall was also thanked for taking prompt and decisive action to protect the public.
- 8.2 Report by Chief Executive of CALC: The Chairman undertook to study the document and report items of interest at the next meeting.
9. CHAIRMAN'S REPORT: The Chairman reported that he had attended a meeting with other Chairman at Wyre Forest District Council which had been very informative. Distribution of the District Magazine "News Wyre" was being investigated as it did not seem to be reaching all residents.

It was agreed that Cllrs with responsibility for a particular function, e.g. burial ground, allotments, Lengthsman scheme, etc. would have delegated authority to deal with representatives of the Press who might contact them regarding these matters. They should not however comment on matters which were not within their remit without first obtaining approval from the Parish Council as a whole. The Clerk could deal with routine enquiries but should also refer important matters to the Parish Council for their approval.

10. REPORTS FROM COUNCILLORS REPRESENTING OUTSIDE BODIES:

- 10.1 Village Hall: Nothing to report
- 10.2 Chaddesley Corbett First Endowed School: Cllr Mrs P Pardoe read a statement which indicated that County Cllr Mr S Clee and Geoff Roberts of the LEA had visited the present school, saw how congested it was and promised funding for extra toilet facilities for boys and noted the requirement for extra classroom space.

Highways had still not given a decision on the proposed access to the new school, but it was understood that there was no real problem. Once this issue had been resolved a full planning application would be submitted.

The LEA promised to fund a school to BB99 standard at the prices prevailing at the time of building and the Education Foundation had committed up to £1m, to include the purchase of the new site. The balance would go towards providing extras which will make the new Primary School better than a "bog standard" school. Who would be responsible for the Highways alterations had still to be resolved. The provision of funds for the new school is scheduled for 2008/9, but if plans were approved earlier funding would be available.

The accounts for the year ended March 2006 were noted.

- 10.3 Margaret Delabare Charity Alms Houses: Cllr Mr S Williams reported that a meeting with tenants had taken place and they were content.
- 10.4 Worcestershire County Association of Local Councils (CALC): Cllrs Mr P Tetstall and Mr M Walford attended the AGM, which they found informative and enjoyable. The meeting was conducted in a relaxed manner with all attendees being encouraged to participate. The Chairman was re-elected. The Highways Partnership Units will disappear towards the end of August and be replaced by Community Response Units. Parish Councils would be informed how the unit will work and who to deal with. Parish Councils were promised better inspection and maintenance co-ordination and a review of speed limits. 60 Parish Councils were now taking part in the Lengthsman Scheme, with £2,000 grant each, topped up by the Parish Council. A pilot scheme for litter picking by the Lengthsman was being considered.
11. REPORT FROM COUNTY COUNCILLOR: County Cllr Mr S Clee reported that he had visited the School and had arranged for the LEA to accompany him. This visit confirmed their support a new school for Chaddesley and he saw no reason why the highways issues could not be resolved. The road in the Village would be resurfaced this year, following his visit with Mr A Broome from the Highways Partnership when a list of priorities had been drawn up. Free bus passes for senior citizens had been very successful, with more than 20,000 taking advantage of the scheme. It was noted that the X99 bus service cost £800,000 per year to run and was under review.
12. WORCESTERSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS: Community Empowerment Awards – Noted.
13. ALLOTMENTS
Cllr Mr L Stockford tabled a report.
- 13.1 The unlet part of the allotment site was now very overgrown and new tenants would be unwilling to take a plot without prior clearance. It was suggested that the unlet land should be topped and sprayed prior to letting. Several quotations of around £400 had been obtained for the initial topping. It was agreed that this work should be carried out. Further quotations would be obtained for spraying in the autumn.
- 13.2 It was suggested that the plots should be reduced in size to around 250 sq metres, which would be more manageable, to be let at £20 per annum. Existing rents should also be increased to this level. This was also agreed.
- 13.3 Suggestions for possible use of the large field would be welcomed and would be the subject of further discussions.
- 13.4 Quotations for gates and fencing were still to be obtained.
- 13.5 A small area would be set aside as a car park for allotment users.
14. BURIAL GROUND
- 14.1 Cllr Mr K Bartlett reported that the annual inspection by an independent stone mason would take place shortly. A quotation for a green bin and re-levelling of slabs was awaited.
- 14.2 A proposal was made to increase the rates for the Parish Burial Ground in line with those of Wyre Forest District Council. As this would mean a 100% increase, it was agreed to phase in the increases, with an immediate 20% increase.

14.3 It was noted that the grass had not been cut often enough and was looking untidy. The hedge on the school side needed cutting back. The Clerk was asked to investigate this.

15. LENGTHSMAN SCHEME

Cllr P Tetstall reported on the work carried out during June, which had concentrated on footpaths. Mr Waldron had completed 21½ hours work and his account for £215 was approved for payment. Risk assessments were carried out prior to undertaking work and a system of notification between Cllr P Tetstall and Mr Waldron had been set up to ensure safety.

16. FINANCIAL REPORT

14.1 Receipts and Payments.

A schedule of receipts and payment was tabled and approved for payment, as follows:

Expenditure

Mr Waldron – Lengthsman	£215.00
JPB – Colour photocopies of Parish Action Plan	£372.00 + VAT
Worcestershire CALC Training Courses	£310.00 + VAT
Wyre Forest District Council – Labels	£ 74.23
Wilmar Plant Hire-Empty Waste in Burial Ground	£200.00 + VAT

Income

Cremated Remains Burial Fee	£ 37.50
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Receipts and Payments Schedule

The Clerk tabled a schedule of Receipts and Payments for the quarter ended 30 June 2006, which was approved by the Parish Council. Current balances totalled £33,642.

17. HIGHWAYS ISSUES: Poor drainage from the brook at the bottom of Briar Hill should be investigated prior to re-surfacing works being carried out. Harvington Hall had placed notices in the bus shelter at Harvington without permission. Several footpaths around the parish were overgrown and these would be reported to the Footpaths Warden.

18. ITEMS FOR NEXT MEETING: There would be no meeting in August. A Planning Committee meeting would be held on Monday 7 August (at The Parish Hall, Stone) at 7.30 for a trial run using electronic presentation. The next Parish Council meeting would be Monday 4 September 2006 at 7.30 p.m.