

**MINUTES OF A MEETING OF  
CHADDESLEY CORBETT PARISH COUNCIL  
Held on Monday 4 September 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 G Vernon, Mr L Stockford, Mrs J Fox, Mr M Walford, Mrs E Mack. District Cllr Mrs P Hayward Clerk Mrs Y Scriven. Members of the public also attended.

*Prior to the meeting Mr Harry Grove had asked to address the meeting to bring up the following points:*

- *The Parish Council were thanked for their quick response to planning issues;*
  - *Water in Tanwood Lane was still running; awaiting visit by Severn Trent/Fire Brigade; in the interests of health and safety this problem needed resolving before the winter.*
  - *A local landowner had felled a coppice of trees, which had been placed on land adjacent Mr Grove's property for burning and JCB's etc had also imported more trees to the site. This land is 25 yards from two hedges and near an underground gas pipe.*
- The Parish Council promised to look into these matters.*

1. APOLOGIES: Cllrs Mr S Williams (WFDC Meeting); Mr K Bartlett (ill); County Councillor Mr S Clee
2. MINUTES OF A SPECIAL MEETING held on 7 August 2006 were approved and signed by the Chairman. As these minutes primarily related to confidential matters relating to the terms and conditions of employment of the Clerk, an edited version would be published on notice boards, the web-page and in the Parish Magazine.
3. DECLARATIONS OF INTEREST: None.
4. REPORT BY WEST MERCIA POLICE: Community Support Officer, Gemma Clements attended the meeting on behalf of the Police; she could be contacted on 08457 444888, ext. 3042. PC Andy McGill had been off sick for some weeks. There had been a few car thefts from the Swan Public House, otherwise little crime in the area. Local surgeries would be set up on a regular basis in the Parish and rural areas would be given high priority.
5. LOCAL DEVELOPMENT FRAMEWORK: Ken Harrison and Rebecca Mayman attended the meeting and gave a very informative presentation on the principles of the Framework and the Consultation process.
6. REPORT ON ITEMS RAISED AT PREVIOUS MEETINGS
  - 6.1 Quality Status: Portfolio submitted to CALC, who felt that the lack of 'newsletters' might be a disadvantage. It was pointed out that unedited Minutes of all Parish Council meetings were published monthly in the Parish Magazine and this should meet this criterion. Cllr Mr M Walford elected to attend a meeting on 21 September at County Hall on funding initiatives for Quality Parish Councils.
  - 6.2 Wyre Forest Police Consultative Committee: Cllrs Mrs J Fox and Mrs L Mack were elected representatives. The next meeting was on 4 October 2006 at Kidderminster Library at 7.00 p.m.
  - 6.3 Chairmens' Meeting at Wyre Forest District Council: The meeting had been attended by Cllr Mr J Swift and Minutes had been circulated.
  - 6.4 Restructuring of the Highway Services: Information had been received about the new restructuring. The District Liaison Engineer for Wyre Forest is Nick Churchill, to whom

all requests for maintenance work should be directed. Contact could be made via the hub on [www.whub.org.uk](http://www.whub.org.uk) where progress could be monitored. Telephone enquiries should be made to 01562 756800 or 01562 732928.

- 6.5 Policing 19 August: The Clerk had arranged for cones to be provided; liaison via the organisers of the Village Fete, and Community Support Officers would be in attendance.
- 6.6 Overhanging Trees Drayton: A report from a resident had been forwarded to Wyre Forest Arboricultural Officer who recommended that some of the trees should be coppiced, but this work was not urgent and could take place over the next 12 months. The trees could be in the ownership of the Robin Hood public house and this was being investigated.
- 6.7 Training: Cllr Mr J Swift had attended a course on Proper Precepting.

## 7. MATTERS OF DECISION/DEBATE/CONSULTATION

- 7.1 Adoption of Parish Plan Action Plan  
The Parish Council voted to adopt the Action Plan, with one vote against. The Motion was carried. Cllr Mr P Tetstall felt that there was a lack of information on some of the items and more detail was required. Chairman expressed his appreciation to the Steering Group for their work in bringing this project to the Parish Council for adoption.
- 7.2 It was agreed that a Working Group would now be set up to explore the various proposed Actions, prepare a timescale and formulate a budget. Cllrs Mrs J Fox, Mr P Tetstall, Mrs L Mack and Mr K Bartlett would sit on the Working Party and that members of the Steering Group and others would be invited to participate.
- Mr F Wayht, Chairman of the Parish Plan Steering Group thanked everyone who had participated in the production of the Parish Plan and the Action Plan, and informed the meeting that Mrs D Dolley would lead the initiative to prepare a Village Design Statement. The Steering Group would meet every 3 months to monitor progress and members would be willing to sit on the Working Group.*
- 7.3 Terms of Reference for the Staffing Committee  
The proposed Terms of Reference were unanimously agreed and adopted.
- 7.4 Contract of Employment for the Clerk  
A draft had been previously circulated and was unanimously agreed and adopted. There were several items in the contract which would require further clarification in due course.
- 7.5 E-Mails: It was formally agreed that e-mails would be deleted after 20 days, unless moved to a folder for Parish Council files.
- 7.6 Rights of Way Improvement Plan: This was presented by the Parish Footpaths Warden who had provided several copies of the document and had highlighted items of particular interest to the Parish Council. Cllrs were asked to study the documents and provide feedback by the next meeting so that a co-ordinated response could be formulated.
- 7.7 Sponsorship – Chaddesley Corbett Football Club: The Parish Council did not feel able to sponsor individuals, but would consider any particular group application.
- 7.8 Local Government Act 2000 – Scrutiny of Partners and Communities Together (PACT)  
Wyre Forest District Council were seeking feedback on the current progress of PACT (Partners and Communities Together Policy). The Clerk was asked to co-ordinate responses by 22 September.

## 8. ITEMS FOR INFORMATION

- 8.1 Scrutiny Process at Wyre Forest District Council: Cllrs were invited to participate.
- 8.2 Central Networks Community Grants available of up to £2,500.
- 8.3 UENCAMS – Local Environmental Quality – a new Parish Council Guide.
- 8.4 Temporary Closure Order: 11 September, the Holloway, Chaddesley Corbett.
- 8.5 White Paper on Quiet Lanes and Home Zones: Cllr Mr M Bird to be forwarded a copy and provide a response.

## 9. CHAIRMAN'S REPORT

- 9.1 Sponsorship of 10 week computer course for 8 people. It was agreed that sponsorship was not appropriate but the Parish Council did support the school with money for purchase of computers etc.
- 9.2 The Chairman had studied a report by the Chief Executive of the National Council on devolved Government and the role of Parish Councils, which would include new powers and devolved budgets; town or neighbourhood managers; community forums with devolved budgets; ward councillor participation in Parish and Town Council meetings. If Government proceed with these proposed changes, the process will be complete by 2009. The recent application for Quality Parish Status would result in more involvement and should be pursued.
- 9.3 The recent training courses had been extremely helpful. The final course would take place in October.

## 10. REPORTS FROM COUNCILLORS REPRESENTING OUTSIDE BODIES

- 10.1 Village Hall: The car park had been tarmaced and decoration completed and the hall was open again for bookings.
- 10.2 Village School: Cllr Mrs P Pardoe read a letter from the Trustees which indicated that although residents preferred the site adjacent to Rowberry's Nursery, the District Council Planners were in favour of the land adjacent to the surgery at Chaddesley Corbett, and their alternative was off Malvern View. It was agreed that Planners were just not listening to residents, so the Trustees had decided to proceed with an outline planning application for the preferred site. The Parish Council agreed they should add their support to proposals for the site off the A448, and suggested that Cllr Dr M Bird should attend the next meeting of the Trustees to investigate the best way to progress this.
- 10.3 Charity Trusts: None
- 10.4 Wyre Forest Area CALC: Next meeting Wednesday 13 September 2006; Cllrs Mr P Tetstall, Mr M Walford and the Clerk would attend.
- 10.5 Other Committees: None.

## 11. REPORT FROM DISTRICT COUNCILLOR

Cllr Mrs P Hayward would look into speeding along the A448.

## 12. Worcestershire Association of Local Councils

- 12.1 Pat's News – Noted.
- 12.2 Meeting 21 September County Hall re funding for Quality Parish Councils. Cllr Mr M Walford would attend.

### 13. P3 PARISH FOOTPATHS SCHEME

- 13.1 Mrs Sandi Holding, Parish Footpaths Warden had circulated a written report which was noted.
- 13.2 Since the last report 19 footpaths had been walked; 31 hours worked and 14 volunteer hours had been expended, plus 4 site visits.
- 13.3 Sandi Holding was thanked for her valuable contribution to the Parish which was appreciated by everyone.

### 14. ALLOTMENTS

- 14.1 Cllr Mr L Stockford had submitted a report. It was agreed to appoint a contractor to spray the weeds at a cost of £150 plus VAT. It had only been possible to obtain one estimate, but this was considered reasonable. It was agreed to notify adjacent residents by preparing a letter, but only a timescale of 2-3 weeks could be given. A notice would be posted on the day of spraying. Rents would be increased over two years to a standard charge of £20 per plot.
- 14.2 A letter had been received from the Secretary of Fold Court Management objecting to any increase vehicular use of Fold Lane to access the allotment site. This is an unadopted road which had been tarmaced 16 years ago by the Developer as part of the planning condition. The clerk was asked to inform them that the Parish Council were simply trying to let the remaining section of the allotment site for the same purpose.
- 14.3 It was agreed that a Working Group would be set up with Cllr Mr L Stockford as the Chairman and that he would invite representatives from the Friends of the Village Association, the Parish Plan Steering Group and the Residents Association to participate in finding an acceptable alternative use for the large field behind the Hemmingway.
- 14.4 It was agreed that gates and fencing would be erected at both ends of the allotment site and provision would be made for pedestrians. The position of the gates at Fishers Lane end would be discussed with Cllr Mr S Williams.

### 15. BURIAL GROUND

- 15.1 It had been brought to our attention that a burial had taken place in the absence of the Sexton on holiday without prior approval. It was agreed that in future the Sexton would pass the burial records to the clerk when she was going away and the Vicar would be asked to contact the Clerk if any burials were required.
- 15.2 Still awaiting a quote for re-laying slabs and providing a 'green' waste bunker.

### 16. LENGTHSMAN SCHEME

- 16.1 Letter received from resident congratulating the Lengthsman on the improved appearance of footpaths.
- 16.2 Cllr Mr P Tetstall submitted a report for August scheduling work carried out on siding out footways and clearing vegetation in Tandy's Lane, A450 Harvington and along A450 Mustow Green.
- 16.3 Wyre Forest District Council had agreed to fund £150 per year towards the cost of litter picking to be undertaken by the Lengthsman whilst engaged in the area.
- 16.4 The Clerk would attend a meeting of the Steering Group with officers of Worcestershire County Council and CALC on Tuesday 5 September 2006 in Malvern.

## 17. FINANCIAL REPORT

### 17.1 Receipts and Payments.

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

#### Expenditure

Mr Waldron – Lengthsman	£200.00
Room Hire	£ 12.00
Training	£ 25.00 + VAT
Clement Keys – Audit Fee	£120.00 + VAT
Clerk's Remuneration April-8 August	£1,257.92
Printer, Extension Cable, Memory Stick, Mouse	£145.44 + VAT
Strimmer	£135.41 + VAT
BT Internet	£ 79.16 + VAT
Sexton/Vicar Burial Fees	£ 45.00
Parish Magazine	£300.00
Winterfold Holdings-P3 Scheme	£320.00 + VAT
Worcs CALC – Quality Status Application Fee	£ 25.00
Labels	£ 74.23
TOTAL	<u>£2,739.06 + vat</u>

#### Section 136 Payments

Chaddesley Corbett Village Hall	<u>£1,000.00</u>
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#### Receipts

Refund Worcs CC Lengthsman Scheme	£470.00
Burial Fee	£180.00
Allotment Rent	£ 10.00
Wyre Forest District Council Electronic Equipment	£ 28.86
TOTAL	<u>£688.86</u>

17.2 An unqualified audit opinion had been received from the external auditor for the year ended March 2006. A notice of closure of the audit had been displayed on Parish Notice Boards and the web-page.

17.3 Cllrs authorised to sign Parish Council cheques were requested to take identification to their nearest branch of Lloyds Bank in order to satisfy current banking regulations.

18. HIGHWAYS ISSUES: None.

19. ITEMS FOR NEXT MEETING: The next Parish Council meeting would be Monday 2 October 2006 at 7.30 p.m.

20. Dates for diary