

# TIBBERTON PARISH COUNCIL

## MINUTES OF EXTRAORDINARY PARISH COUNCIL MEETING WEDNESDAY 26<sup>th</sup> APRIL 2023, 7.30PM at TIBBERTON PARISH HALL, PLOUGH ROAD, TIBBERTON

**Council Members present:** Cllr Margaret Rowley, Chairman  
Cllr Rob Grimer  
Cllr Chris Hartwright  
Cllr Eve Holding  
Cllr Diana Nutting

**Council Members absent:** Cllr Michael Doolin, vice-Chairman; Cllr Mike Leci

**In attendance:** 14 members of the public  
Gill Lungley, Acting Clerk/Support Officer

**1. Chairman’s welcome.**

The Chairman welcomed all to this meeting and explained the reason for calling the extraordinary meeting was to consider time-critical matters of council business.

**2. To receive and note apologies for absence.**

Apologies for absence had been received from Cllr Michael Doolin, vice-Chairman, and from Cllr Mike Leci.

**3. Declarations of interest.** None

**4. Written requests for dispensation.**

No requests for dispensation had been received.

**5. Public forum.**

Members of the public commented as follows:

- a. Approval of the information available on the council’s website which now includes the accounts for the last five years.
- b. On the matter of the website, it would help if the events listed connect to documents referred to that are held elsewhere on the site.
- c. General criticism on the perceived performance of the current council and its role as an employer over the last few years. The chairman acknowledged the criticism and assured the meeting that such matters were in the past, that the council had since taken appropriate actions and is now moving forward.

**6. To approve the draft minutes** of the council meeting held 04/04/2023.

**AGREED** The minutes of the meeting held 04/04/2023 were agreed a true record by the majority of those voting and were signed by the Chairman.

**7. To consider and approve decisions deferred from the council meeting and the Finance Committee meeting held 04/04/2023:**

**a. The arrangement of insurance cover for the next twelve months.**

Comparative quotes had been received from brokers dealing with insurance cover for town and parish councils.

**AGREED** to accept the quotation provided by BHIB of a year's insurance cover for £1,536.81 inclusive of 12% insurance premium tax and administration fee of £25.

**b. To respond to the questions raised by the Internal Auditor.**

Each question put by the Internal Auditor was answered where reasonably possible and will be sent back to the IA to inform the annual IA report t.

**c. To note feedback from External Auditor (EA) for 2021/22 audit, if available.**

The Acting Clerk reported that all correspondence with the EA on the 2021/22 audit had now been satisfactorily completed. The EA had accepted amendments to the figures over the last few years, none of which affected the end result and accordingly the accounts for the last five years had been published to the council's website. The EA also pointed out that their statutory recommendation and Public Interest Report relating to the 2019/20 accounts should have been moved across from the old website to the parish council's new website, and this has now been done. The EA's certificate and report to enable publication of the audit completion notice for 2021/22 is expected shortly and will be published upon receipt.

**d. To appoint a payroll provider for when required.**

It was agreed to defer this item to the council to put into action when required.

**e. To purchase sector-specific accounting software.**

It was agreed to defer this item for the new clerk to decide which software to use, when appointed.

**f. Uptake of the Lengthsman contract with WCC to now include PRow maintenance and appoint contractor for Tibberton parish.**

The council is keen to continue with the Lengthsman scheme and to take on Public Rights of Way maintenance, however the Tibberton contractor's contract ended and he now has no additional capacity to continue to attend to Tibberton. Members discussed inviting tenders for the position.

**AGREED** to advertise the vacancy for a contractor to take up the Lengthsman's position by means of notice boards, word of mouth, local networks etc.

**8. To receive and approve recommendation(s) from the Staffing Committee on the matter of the appointment of a new Clerk.**

The Chairman proposed to hold this discussion in confidential session and it was resolved to defer this item to the last item of business for this meeting.

**9. Planning**

Wychavon District Council had consulted on the following applications:

A	<b>Planning Ref:</b>	<a href="#">W/23/00400/FUL</a>	<b>Proposal:</b>	Construction of 1no. live-work unit
	<b>Location:</b>	Barn between The Lodge and Brier Fields, Plough Lane, Tibberton, Oddingley		
	<b>TPC comment</b>	To be aware: <ul style="list-style-type: none"><li>• there is no pavement between this site and the village.</li><li>• the site is not on a bus route.</li><li>• The road floods at this site and is dangerous in icy conditions.</li><li>• Access to the site is on a blind corner.</li></ul>		

<b>B</b>	<b>Planning Ref:</b>	<a href="#">W/23/00631/HP</a>	<b>Proposal:</b>	Alterations to replace conservatory roof with a solid roof
	<b>Location:</b>	Grundys Cottage, Foredraught Lane, Tibberton, WR9 7NH		
	<b>TPC comment</b>	No objection.		

<b>C</b>	<b>Planning Ref:</b>	<a href="#">W/23/00575/HP</a>	<b>Proposal:</b>	Sideward extrusion of existing front projection, addition of canopy porch, and erection of detached garage
	<b>Location:</b>	The Garden House, 1A Hillside, Plough Road, Tibberton WR9 7NL		
	<b>TPC comment</b>	No comment.		

## 10. To approve the payments schedule.

The payment schedule, below, was presented to the meeting and the invoices were available for inspection.

**AGREED** to approve the schedule of payments by online banking. The payment schedule was signed by two bank signatories.

Monies received					
R1	Worcs CC	Lengthsman repayment			£90.00
R2	Wychavon DC	CIL rspr116169 (T Village Hall)			£694.97
R3	Wychavon DC	Precept (first half for 2023/24)			£17,997.00
R4	Wychavon DC	Council tax support grant (1 <sup>st</sup> half for 23/24)			£356.00
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount £.p	VAT re-claimable
v5	WS0013636	Watch Systems Co	Maintenance to TVH alarm system	106.80	17.80
v6	SI861434	Glasdon	White gates	3,280.42	546.74
v7	Min ref.11a 4/4/2023	Tibberton Social Group*	Coronation event	1,150.00	-
v8 dd		Hiscox Insurance	Insurance cover	352.39	-
V9	GML5	Mrs G Lungley	Acting Clerk support services March 2023	1,197.00	-
V10	PKF-L	PKF-Littlejohn**	External Audit challenge	1,917.00	319.50
V11	Min ref.10 26/4/2023	Tibberton Social Group	Coronation event	200.00	-

\*v7 and v11: It was hereby **AGREED** to pay the £200 'Coronation' grant received from Wychavon DC to the Tibberton Social Group on top of the £1,150 already agreed at the previous meeting.

\*\*Invoice awaited, see minute 7c.

It was also noted that the letter to Cambridge Building Society detailing change of correspondence details was signed by two signatories to the account.

**11. To resolve to close the meeting to the public** to allow for discussion of matters that may be prejudicial to the public interest if discussed in public. Public Bodies (Admission to Meetings) Act 1960, s1(2).

The meeting was closed to the public to allow for discussion of the deferred item (agenda item 8) relating to applicants for the Clerk's position.

Details were provided to members of the application and subsequent interview process. It was felt that as no candidate had presented as having sufficient knowledge of the clerk's position and as the council from May will consist of mostly new members, that the staffing panel could not confidently commit to appointing anyone and that it would be better for the new council to have the option.

**12. Date of Next Meeting**

The next meeting of Tibberton Parish Council will be the Annual Council Meeting, to be held on Tuesday 16<sup>th</sup> May 2023 at 7:30pm in Tibberton Parish Hall.

This meeting ended at 10.15pm.

..... Date.....  
Signed as a true record of the meeting by the Chairman.