

Tibberton Parish Council

Contact details: clerk@tibbertonparishcouncil.gov.uk / tel:07958 450482

Website: Tibberton Parish Council – Worcestershire, England

NOTICE OF ORDINARY MEETING

The next meeting of Tibberton Parish Council will be held on Tuesday 20th June 2023 starting at 7.30pm at Tibberton Parish Hall

The meeting is open to members of the public who are welcome to address the council at agenda item 5 'Public Forum', when comments and questions may be put to the Parish Council regarding this agenda or for future consideration. Individual speaking time may be restricted at the Chairman's discretion. Unless invited, no further representations may be made at any other time during the meeting.

Summons

Tibberton Parish Councillors are hereby summoned to attend this meeting for the purpose of transacting the business detailed below and on the following pages.

Signed: *G Lungley* Date: 15th June 2023

Gill Lungley, Support Officer / Acting Clerk

AGENDA

1. Chairman's welcome.

2. **Apologies.** To receive apologies from absent members.

3. Declarations of Interest

Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to –

- a) Keep their Register of Interests form up to date, and
- b) Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and their nature.

4. **To consider written requests from councillors seeking a dispensation.** Having declared an interest in any agenda item councillors may only stay in the meeting when that item is discussed if the council permits dispensation to a) stay, or b) stay and speak, or c) stay, speak and vote. When granting a dispensation members should bear in mind the possibility of adverse public perception and likely harm that may accrue from the particular interest that has been declared. Having been granted a dispensation it is up to the individual councillor to decide whether to remain or leave the meeting. Written requests for the granting of a dispensation must be made to the Clerk in advance of the meeting.

5. Public Forum

- a) An opportunity for parish residents to raise matters of interest or concern.
- b) To receive the report of the County Councillor – for information
- c) To receive the report of the District Councillor – for information
- d) To receive the report from the Police / Community Support Officer – for information
- e) To receive a report or update from any community representative.

6. To approve the draft minutes of the annual council meeting held 16th May 2023, and of the Extraordinary council meeting held 13th June 2023, to then be signed as a true record by the Chairman. (Attached pp4 - 10, and online [here](#)).

7. Planning

- a) To comment on any planning application consultations notified by the Planning Authority and note the current position relating to the appeal and the appeal process for the proposed development of land off Evelench Lane. WDC application reference [W/22/01565/OUT](#), appeal reference [APP/H1840/W/23/3320041](#)
- b) To note the planning log.

a) 8. To complete unfinished business from the Annual Parish Council meeting.

- a) **Committees:** In keeping with Standing Order 4, appoint the committee members and chairman, and the number, time and place of meetings, notice requirements, quorum and reporting back arrangements, and whether the public will be allowed to speak during committee meetings.

To appoint the following –

- i. Strategy and Finance Committee, to include HR responsibilities.
Terms of reference: To consist of four council members; to review objectives, committee remit and any budget requirements at first meeting before ratification by full council, but likely to include delegation to decide on the council's behalf:
 - i.i The lease agreement with TCLT for the new village hall.
 - i.ii The appointment of the new clerk (staff) and Lengthsman (contractor).
 - i.iii Review of the current year's budget and develop the budget for the next three years.
 - i.iv Review of the scheme of delegation to the clerk and committees.
 - i.v Review the internal audit report for 2022/23 financial year and current financial processes.
 - i.vi Review the council's GDPR policy and other policies.
 - i.vii Review the assets of the council and the village.
- ii. Communications and Public Relations Committee.
Terms of reference: To consist of four council members plus (number to be confirmed) non-council members who will be subject to the council's Code of Conduct and interests register, and unable to vote; to review objectives, committee remit and any budget requirements at first meeting before ratification by full council, but likely to include delegation to decide on the council's behalf:
 - ii.i The development of a Communications Strategy for the PC and, working with the Clerk to the Council, to oversee responsibility for the content and upkeep of the website and other communication channels designed to develop, maintain and support good working relationships with all organisations and groups working for the benefit of the village.
- iii. Neighbourhood Plan Working Party
Terms of reference: To consist of a minimum of three council members plus (number to be confirmed) non-council members to work towards the completion of a Neighbourhood Plan for the parish. To initially consider whether to enter into partnership working with neighbouring parishes in order to identify the Designated Neighbourhood Area. This working party will evolve into a separate body responsible for the Neighbourhood Plan answerable to the parish council and subject to local council procedures to include clear decision-making procedures and transparency.
- iv. Strategic Planning Working Party
Terms of reference: To consist of a minimum of three council members plus (number to be confirmed) non-council members who will be subject to the council's Code of Conduct and interests register. The working party is to review key planning applications in respect of the village and to prepare comments and objections as necessary. No voting rights to any working party member as no decisions are to be made. Separate delegation is to be given to the Clerk to respond, if necessary, to planning consultations following working party recommendations.
- v. Events Sub-Group
Three council members to work in partnership with the Tibberton Events Group and report back as and when appropriate. No decision-making authority or voting requirements.

b) Representation on other bodies

- i. Neighbourhood Watch: to propose Cllr June Woodland.
- ii. Speed watch: to propose Cllr Margaret Rowley
- iii. Community Land Trust:
- iv. New Village Hall Management Committee: to propose Cllr Sarah Harfield.
- v. Tibberton Parish Hall: to propose Cllr Trevor Knight.
- vi. Footpath officer: to propose Rob Grimer to continue in role.
- vii. County Association of Local Councils: to propose Cllr Margaret Rowley & Cllr Robbie Hazlehurst.

c) **Approval of updated Financial Regulations;** draft circulated with agenda.

9. Finance

- a) To note the latest bank reconciliation to 31/05/2023.
- b) To agree to open a deposit account.
- c) To note the budget comparison to 31/05/2023.
- d) To approve the payments schedule.
- e) To revoke previous delegation arrangements to the Clerk and revise as appropriate.
- f) To approve the purchase of a projector for meetings.
- g) To agree a training programme and dates for members.
- h) To note receipt of quote for cyber insurance via BHIB.
- i) To consider application to the Community Ownership Fund.

10. Tibberton Village Hall (New)

To receive any update on:

- a) progress with the Lease and
- b) maintenance arrangements including landscaping and window/gutter cleaning.

11. Updates to previous parish council business.

- a) Installation of white gates
- b) Police priorities – options x 2 emails including contract update.
- c) Request to take over management of the parish hall defibrillator.
- d) Police and Crime Commissioner request to include items in the parish newsletter.
- e) To note comment received relating to the [Safer Neighbourhood Team](#) newsletter on TPC website.
- f) Review of correspondence including emails received not mentioned elsewhere, including:
 - WorcsCALC updates.
 - Reminder to submit elections expenses.
 - Coronation bench marketing.
 - Trees call to action project via WorcsCALC and direct from Craig at Heart of England Forest (HoEF).
 - AJG Insurance newsletter.
 - Worcestershire CC planning database “[Have your say on Planning](#)”.
 - Temporary weight limit to Tibberton canal bridge

12. Proposals of items for discussion at future meetings.

- a) To consider support for community uptake of the Smart Water property marking programme.

13. Date and time of next meeting

Thursday 20th July 2023, 7.30pm

Tibberton Parish Council Members

Cllr Robbie Hazlehurst, Chairman. Cllr Sarah Harfield, vice-Chairman.
Cllr Trevor Knight, Cllr Liz Morton, Cllr Margaret Rowley,
Cllr Helen Savage, Cllr June Woodland.

TIBBERTON PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING TUESDAY 16th MAY 2023, 7.30PM at TIBBERTON PARISH HALL, PLOUGH ROAD, TIBBERTON

Council Members present: Cllr Margaret Rowley*, Chairman for agenda item 1
Cllr Robbie Hazlehurst, Chairman from agenda item 2
Cllr Sarah Harfield, vice-Chairman from agenda item 6
Cllr Trevor Knight

Council Members absent: Cllr Liz Morton, Cllr Helen Savage, Cllr June Woodland.

In attendance: Worcestershire County Councillor, Bowbrook division, Marc Bayliss
*Wychavon District Councillor Margaret Rowley (same person, two hats)
25 members of the public
Gill Lungley, Acting Clerk/Support Officer

1. Election of chairman and declaration of acceptance of office to the chair.

Following the election on 04/05/2023, six new members had been elected to office. In her role as Chairman to the previous council, Cllr Margaret Rowley welcomed all to this meeting and asked for nominations to the office of Chairman.

Following unanimous vote, it was:

AGREED to elect Cllr Robbie Hazlehurst to the office of Chairman.

The outgoing Chairman stepped down from the chair and the incoming Chairman took over the role by signing the declaration of acceptance of office to the chair, paying tribute to the outgoing council and looking forward to the next four years.

2. To record completion of all members' declaration of acceptance of office forms.

The Acting Clerk confirmed all members, including those not present at this meeting, had signed their declaration of acceptance of office following election to the council.

3. Apologies. To receive apologies for absence.

Apologies for absence had been received from Cllr Liz Morton, Cllr Helen Savage and Cllr June Woodland.

4. Declarations of interest. None

5. Written requests for dispensation.

No requests for dispensation had been received.

6. Election of vice-Chairman.

Following unanimous vote, it was:

AGREED to elect Cllr Sarah Harfield to the office of vice-Chairman.

7. Public forum.

- a) Members of the public commented as follows:
 - i. Request to the new council to consider future events in their plans.
 - ii. Request for publication of the External Auditor's report for the 2021/22 AGAR.
 - iii. Comment about the recent road closure and lack of information about it.
 - iv. Request for progress to be made on the parish hall / village hub plans.
 - v. Request for grass verge cutting, specifically to Hillside and the layby.
 - vi. Concern that the vehicle automated sign is not working; would solar powered VAS be a better option?
 - vii. Who is responsible for cutting the grass at the community orchard?
 - viii. Concerns about the plastic supports around newly planted tree saplings.
 - ix. What is happening about the appointment of a new parish clerk?

b) Division and ward representatives:

Worcestershire County Councillor Marc Bayliss –

- i. WCC is looking at trialling better public transport services, such as Dial-A-Ride, throughout the county.
- ii. In keeping with the new council year, all county council members have received a new year's divisional fund. It was suggested Tibberton may benefit from funds put towards a solar-powered VAS.

Wychavon District Councillor Margaret Rowley –

- i. Re-elected to serve the Bowbrook ward for another four years.
- ii. Whilst the number of WDC members has reduced from 45 to 43, the Conservatives remain the majority party.
- iii. The date of the planning appeal for the development of land off Plough Road, to the rear of Speed The Plough, has been changed to 08/08/2023 and the case officer has also changed; although the date by which comments are required remains the same, ie 15th June. The application is expected to be considered by the WDC Planning Committee prior to the appeal hearing and the result will be known by 23/09/2023.

8. To confirm the accuracy of the minutes of the council meeting held 26th April 2023, to be signed as a true record by the Chairman.

AGREED The minutes of the meeting held 26/05/2023 were confirmed accurate and were signed by the Chairman.

9. To receive the minutes of the inquorate Finance Committee meeting of 04/04/2023.

These minutes were noted for their relevance to ongoing business.

The following 14 items are annual arrangements:

10. To review delegation arrangements to committees, if any, staff and other local authorities.
 - a. To agree Terms of Reference for delegation arrangements.
 - b. To appoint members to committees and Chairman of such if applicable.

It was agreed to defer a and b to the next meeting.

11. Review and adoption of appropriate Standing Orders and Financial Regulations.

Subject to the re-siting of all of the current paragraph 1 'Rules of Debate' to Appendix 1, and replacing paragraph 1 with the following:

1. RULES OF DEBATE AT MEETINGS

- a Detailed rules of debate at meetings are appended to these Standing Orders as Appendix 1 and will be followed when requested by a member of the council at the start of a new agenda item.
- b Any request to follow the rules of debate at meetings as contained within Appendix 1, will be accepted without a vote and in accordance with the Chair's final decision.

It was **AGREED** to adopt the revised Standing Orders.

12. Review of arrangements with other local authorities and not-for-profit bodies.

It was **AGREED** to continue with the existing arrangements:

- Lengthsman scheme via Worcestershire County Council.
- New Village Hall in partnership with Tibberton Community Land Trust
- Parish Hall in partnership with the Hall management committee.

13. Review of representation on or work with external bodies and arrangements for reporting back.

It was agreed to defer this item.

14. Eligibility to exercise the General Power of Competence (GPOC) in the future.

It was noted that the council has met the criteria that requires at least two thirds of members to be elected. If the new Clerk does not have the CiLCA qualification, then the council will support the appropriate training to ensure the GPOC can be exercised, and to achieve Quality status.

15. Review of inventory of land and other assets including buildings and office equipment.

This is ongoing.

16. Confirmation of arrangements for insurance cover in respect of all insurable risks

It was noted the insurance cover had been reviewed by the previous council in the last month by way of a new insurance broker.

17. Review of the council's and staff subscriptions to other bodies.

It was **AGREED** to continue to subscribe to Worcestershire County Association of Local Councils (WorcsCALC) and to support the clerk's membership of the Society of Local Council Clerks (SLCC).

18. Review of the council's complaints procedure.

It was agreed to revise the procedure to cover the possibility of complaints against the Clerk and/or members of staff.

19. Review of the council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

Awaiting drafts.

20. Review of the council's policy for dealing with the press/media.

Awaiting draft.

21. Review of the council's employment policies and procedures.

Awaiting drafts.

22. Review of expenditure incurred under Local Government Act 1972, s137.

It was noted the council may spend up to £5,322.48 during 2023/24 financial year on doing something that will benefit the community where there is no statutory authority that would otherwise allow it to be done eg purchase of commemorative mugs.

The amount that can be spent in one year is set by the government and is currently £9.93 per elector.

23. Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the council.

It was **AGREED** to consider this in more detail when staffing arrangements are known. The next council meeting would be on 6th June.

24. FINANCE:

a. To note the bank reconciliation to 9th May 2023.

TPC Bank Reconciliation to 09/05/2023		
Opening bank balances 01/04/2023	£62,903	+
Add receipts for year to date	£19,138	+
Less payments for year to date	£10,123	-
Cashbook balance as at 09/05/2023	(A)	£71,918
Bank balances as at 09/05/2023		

Unity Trust Bank	+£67,525	
Cambridge Building Society	+£6,310	+£73,835
Less unpaid allocations (External Audit)	-£1,917	-£1,917
Total held in bank, as at 31/03/2023	(B)	£71,918
Reconciliation balance should be nil. A-B = £0.00 = balance.		

b. **To note the budget comparison to 9th May 2023 – see next page.**

c. **To approve payments.**

The following payments were approved; it was noted the payment to External Audit is not a duplicate but is the correct amount after that reported at the previous meeting which was approved for payment but not paid whilst invoice was awaited.

Invoice ref	Payee	Reason for payment	Gross amount £.p	VAT re-claimable
-0025	E-ON Next	Village Hall energy, March	223.98	10.67
LCO02863	BHIB	Annual insurance cover	1,536.81	0.00
24-TIB04	Mrs G Lungley	Admin support services, April	1,197.00	0.00
-0026	E-ON Next	Village Hall energy, April	192.49	9.17
9143	WorcsCALC	Annual subscription, inc NALC	465.94	70.76
WO0144	PKF-Littlejohn	External Audit 2021-22	2,157.00	359.50

d. **To agree changes to the bank mandate, to include addition of all new council members and removal of ex-council members.**

It was **AGREED** to add all the new council members to the bank mandate to allow them to view the account and authorise online payments; following which the names of previous members will be removed.

e. **To receive the External Auditor's report to the 2021/22 accounts.**

The conclusion of the accounts for the financial year 2021/22 has been published to the council's website and notice board.

The External Auditor's comments are appended here at appendix 1.

f. **To note the 2022/23 accounts have been approved for publication by the council; the Internal Auditor's report is awaited.**

The internal audit report has been received and the Chairman gave a flavour of the 14 issues highlighted. The council now needs to review it in detail.

For Tibberton Parish Council meeting 16th May 2023, agenda item 24b

BUDGET COMPARISON AT 09/05/2023			
Tibberton Parish Council	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date
RECEIPTS			
Precept	36,509.00	35,993.00	17,997.00
Council tax support grant	711.00	711.00	356.00
Community Infrastructure Levy (CIL)*			694.97
Lengthsman Scheme grant	2,478.75	1,850.00	90.00
Interest received	175.24	30.00	
Miscellaneous	350.00		
WCC divison member's grant			
From reserves			
Total receipts	40,223.99	38,584.00	19,137.97
PAYMENTS			

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Chairman's allowance	-	-	-
Public Works Loan Board repay	13,654.50	14,000.00	-
Audit	75.00	800.00	1,597.50
Bank Charges	323.08	80.00	-
Staffing, salary costs	9,404.44	7,800.00	-
Admin expenses	3,025.65	700.00	2,700.66
Lengthsman	1,365.00	1,850.00	150.00
Training, staff and councillors	-	500.00	-
Elections	50.00	2,000.00	-
Equipment	766.83	300.00	-
Insurance	2,466.79	2,600.00	352.39
Subscriptions	377.84	600.00	-
Hire of meeting room	-	150.00	-
Village Hall energy	2,840.99	1,000.00	90.47
Village Hall landlord obligations	697.00	500.00	89.00
Village Hall equipment	-	-	-
Village Hall contingencies	-	1,000.00	-
Professional services	2,650.00	2,000.00	-
VAS equipment and road safety	-	500.00	2,825.18
Grants and donations	600.00	600.00	1,350.00
Contingencies	-	1,554.00	-
s137	-	50.00	-
subtotal	38,297.12	38,584.00	9,155.20
VAT	878.37		968.20
Capital Expenditure from reserve			
Total payments	39,175.49	38,584.00	10,123.40

Additional information:

- VAT refund expected of £62,746.46 for years 2019 – 2022.
- County Councillor's divisional fund grant for white gates expected £2,733.68.

25. Planning

a) Wychavon District Council had consulted on the following application:

Application Number	W/23/00888/FUL and Associated Ref: 21/02434/FUL
Location:	The Croft, Plough Road, Tibberton, Worcestershire, WR9 7NJ
Description of Proposal:	Demolition of existing bungalow and garage and replacement with a new dwelling and car port (Variation to Condition 2 Ref.: 21/02434/FUL) To replace 'surface water soakaway' with attenuation tanks.
TPC Comment	The parish council is in favour of this variation and would recommend approval.

b) To note decisions to previous consultations.

Notification had been received relating to reference no. W/22/01565/OUT the outline planning application for up to 100No. dwellings, to include green infrastructure, car parking, drainage works and other associated infrastructure works (all matters reserved except access) at land off Evelench Lane, (Os 9075 5799)

The applicant has submitted an appeal to the Planning Inspectorate due to non-determination within the statutory time period.

It was **AGREED** to call a public meeting with residents and representatives of Wychavon District Council to explain why the application was not determined within the appropriate timeframe and to explain the absence of responses to the questions put by the Highways Authority; to then move forward with positive ideas on how to fight the appeal and convince the Planning Inspector to dismiss it.

26. Forward planning / action plan.

The council is committed to supporting the parish residents and has plans to liaise via newsletters and meetings with residents on a quarterly basis.

The lease for the new village hall is uppermost in the plan and is currently still with the legal teams for the parish council and the community land trust.

The search is ongoing for a Lengthsman.

Two possible candidates are to be interviewed for the Clerk’s role.

27. Date of Next Meeting

The next meeting of Tibberton Parish Council will be held on Tuesday 6th June 2023 at 7.30pm in Tibberton Parish Hall.

The Annual Parish Meeting is to be held on Tuesday 23rd May 2023, at 7.30pm.

This meeting ended at 9.05pm.

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

Date.....

External auditor report 2021/22

On 27 September 2022, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2022. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- 1) The smaller authority has disclosed that it made proper provision during the year 2021/22 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.
- 2) The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.
 - Following a review carried out after the year end, the smaller authority has identified various errors in the accounts for the current and prior year relating to timing differences in respect of unrepresented cheques on the bank reconciliations and misallocations of certain payments between Boxes 4 and 6. The smaller authority has provided the corrected figures for the AGAR. The prior year figures in Boxes 1, 4, 6, 7 and 8 should read £80,156, £5,518, £46,163, £54,322 and £54,322 respectively. The current year figures in Boxes 1, 4, and 6 should read £54,322, £6,031, and £11,436 respectively. We have not carried out any detailed work to verify the corrections of the timing differences between years but confirm that the figure in Section 2, Box 8 for the 2021/22 year agrees to the bank reconciliation.

Other matters not affecting our opinion which we draw to the attention of the authority:

- 1) We note that concerns have been raised by residents regarding the lack of transparency in respect of the accounts for 2019/20 when the majority of the expenditure on the new Village Hall was incurred. The smaller authority did not have a limited assurance review on the 2019/20 AGAR as a public interest report (PIR) was issued in respect of that year due to non-response prior to the accounts being approved almost a year late, in June 2021. We would recommend that the smaller authority publish a more detailed set of accounts for 2019/20 to provide more transparency over the income and expenditure relating to this major project. We note that, in a meeting on 28 November 2022, the smaller authority resolved to put measures in place to ensure that the circumstances leading to the receipt of the PIR do not recur. We also note that the statutory recommendation and PIR issued to the smaller authority in respect of the 2019/20 AGAR do not appear to have been moved across to the new website and the smaller authority should ensure that those documents are re-published as soon as possible.
- 2) We received challenge correspondence in relation to the 2021/22 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

PKF Littlejohn LLP

PKF Littlejohn LLP

25/04/2023