

TIBBERTON PARISH COUNCIL

MINUTES OF MEETING HELD TUESDAY 20th JUNE 2023, 7.30PM at TIBBERTON PARISH HALL, PLOUGH ROAD, TIBBERTON

Council Members present: Cllr Robbie Hazlehurst, Chairman
Cllr Sarah Harfield, vice-Chairman
Cllr Trevor Knight
Cllr Liz Morton
Cllr Margaret Rowley*

Council Members absent: Cllr Helen Savage and Cllr June Woodland were not physically present but heard and observed the meeting virtually from distant locations.

In attendance: *Wychavon District Coun. Margaret Rowley (member of both DC & PC).
Ten members of the public.
Gill Lungley, Acting Clerk/Support Officer.

1. Chairman's Welcome

The Chairman opened the meeting.

2. Apologies. To receive apologies for absence.

Apologies had been received from Cllr Helen Savage and Cllr June Woodland.

3. Declarations of interest.

Cllr M Rowley declared an Other Registerable Interest in agenda item 10a new village hall progress with lease, as a member of the Tibberton Community Land Trust. Due to the summary nature of the discussion at that point, Cllr Rowley remained in the meeting.

4. Written requests for dispensation.

No requests for dispensation had been received.

5. Public forum.

a) Members of the public commented as follows:

1. Had there been any progress with getting the reeds and bushes cut alongside the canal? *The Chairman undertook to chase this up.*
2. The improved installation of the White Gates to the southern entrance of the village so that the village name sign is now visible, and today's mowing of the 'layby' grass verge were both noted.
3. Does the council have assurances that the Tibberton Community Land Trust (TCLT) has a sound business plan when it takes over the new hall management? *The TCLT is 'limited by guarantee'; there is to be a meeting with TCLT soon.*
4. Has there been any progress on the adoption / ownership of the footpath between Plough Road and Hawthorn Rise? *It is believed to still be under the ownership of the developer; County Councillor Marc Bayliss is to look into this.*
5. Has there been any progress with the proposed weight limit to the canal bridge?

An 18-month weight limit has been imposed, beyond that is unknown but this is the first step, hopeful of a permanent weight restriction.

b) Division and ward representatives:

b.1 Worcestershire County Councillor for Bowbrook division, Marc Bayliss, had sent his apologies for non-attendance.

b.2 Wychavon District Councillor for Bowbrook ward, Margaret Rowley –

- o problems within the district council’s planning department due to staff turnover were being addressed; the lack of a 5-year land supply leading to speculative applications is an additional problem.

c) To receive the report from the Police / Community Support Officer

Apologies were received as no representative was available to attend this meeting.

d) To receive a report or update from any community representative.

None present.

6. To confirm the accuracy of the minutes of the annual council meeting held 16th May 2023, and the extraordinary council meeting held 13th June 2023.

AGREED The minutes of the meetings held 16/05/2023 and 13/06/2023 were confirmed accurate and were signed by the Chairman.

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](#)

- No new consultations had been received.
- The council’s updated comments on the proposal reference W/22/01565/OUT to develop land off Evelench Lane, that is to be decided by the Planning Inspector on 08/08/2023, APP/H1840/W/23/3320041, are included in the minutes to the Extraordinary Meeting held 13/06/2023. It was hoped to share this on Facebook.

b. To note the planning log.

A log of all planning consultations is to be maintained and published online.

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.

It was **AGREED** to appoint the following committees and working parties –

Strategy & Finance to include HR	Communications and PR
<p>Terms of reference: To consist of four council members; to review council objectives, committee remit and any budget requirements at first meeting before ratification by full council, to include delegation to decide on the council's behalf:</p> <ul style="list-style-type: none"> i.i. The lease agreement with TCLT for the new village hall. i.ii the appointment of the new clerk (staff) and Lengthsman (contractor). 	<p>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, to include delegation to decide on the council's behalf:</p>

i.iii Review of the current year's budget and develop the budget for 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 financial processes. i.vi Review the council's policies. i.vii Review the assets of the council and village.	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.
Committee members	Committee members
<ul style="list-style-type: none"> • Robbie Hazlehurst • Trevor Knight • Liz Morton • Helen Savage 	<ul style="list-style-type: none"> • Sarah Harfield • Trevor Knight • Margaret Rowley • June Woodland
Additional non-councillor members Not allowed: Local Government Act 1972, s102 (3).	Additional non-councillor members To be agreed.
Chairman: Cllr Robbie Hazlehurst	Chairman: Cllr Sarah Harfield
Number, time and place of meetings: To be agreed; possibly every other month.	
Notice requirements: S. Order 3c ie 3 clear days' notice unless convened at shorter notice.	
Quorum: No fewer than three members must be present at any meeting.	
Reporting back arrangements: Draft minutes to next meeting of full council with verbal report.	
Will public be allowed to speak: Yes, during open forum.	

Working parties / sub-groups may meet at anytime, anywhere. Notice of the meetings does not have to be published and the meetings will not be clerked or minuted.

Reporting back procedures are for the Chairman of the working party or sub-group to either provide a written report, or provide a verbal report, or both to the next meeting of the full parish council. No working party or sub-group has a budget or makes decisions that would impact on the council's finances. All meetings' members must abide by the council's Code of Conduct.

<u>Neighbourhood Plan Working Party (initial phase)</u>	Members:
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.	<ul style="list-style-type: none"> • Sarah Harfield • Robbie Hazlehurst • Margaret Rowley + other interested residents to be appointed in due course.
<u>Strategic Planning Working Party</u>	
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.	<ul style="list-style-type: none"> • Liz Morton • Helen Savage • June Woodland + other interested residents to be appointed in due course.
<u>Events Sub-Group</u>	
Two 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.	<ul style="list-style-type: none"> • Sarah Harfield • Liz Morton

b) **Representation on other bodies**

It was **AGREED** to appoint the following representatives to other bodies:

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

c) **Approval of updated Financial Regulations.**

It was **AGREED** to adopt the updated Financial Regulations.

9. **FINANCE:**

a. **To note the bank reconciliation to 31st May 2023.**

TPC Bank Reconciliation to 31/05/2023		
Opening bank balances 01/04/2023	£62,903	+
Add receipts for year to date	£22,418	+
Less payments for year to date	£20,746	-
Cashbook balance as at 31/05/2023	(A)	£64,575
Bank balances as at 31/05/2023		
Unity Trust Bank	+£58,265	
Cambridge Building Society	+£6,310	+£64,575
Less unpaid allocations (none)		-£0
Total held in bank, as at 31/03/2023	(B)	£64,575
Reconciliation balance should be nil. A-B = £0.00 = balance.		

The bank reconciliation to 31/05/2023 was noted.

It was additionally noted that since 31/05/2023 the council had received £62,746.46 relating to the VAT refund for the last three years.

b. **To agree to open a deposit account.**

Due to the VAT return the council now had unallocated funds in the current account.

There was currently no plan in place for spending the refund that was mainly due to the new-build village hall capital project and the council would seek suggestions.

It was **AGREED** to refer the investment process to the Strategy and Finance Committee to consider a low-risk investment with easy access and high return.

c. **To note the budget comparison to 31st May 2023 – see Appendix A.** The Strategy and Finance Committee would review in more detail at their first meeting.

d. **To approve the payments schedule.**

The receipts for the month were noted and the following payments were approved.

Monies received since 16th May 2023			
19/05/2023	Worcs CC	Divisional fund grant for white gates	£3,280.42
02/06/2023	HMRC	VAT refund for non-business activities, 3yrs	£62,746.46

Invoices for payment approval					
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount £.p	VAT re-claimable
V17	May 2023	PWLB (paid by d/d)	Bi-annual loan repayment	6,766.50	0.00
V18	KI-166E66C0-0027	E-ON Next	New hall energy, May 23	179.31	8.54
V19	Statement006	Unity Trust Bank	Quarterly bank charges	18.00	0.00
V20	0092	D K Edwards	Annual internal audit	282.40	0.00
V21	23/24-GML6	G Lungley	Admin support, part April 2023	462.50	0.00
V22	23/24-GML7	G Lungley	Admin support, May 2023	1,073.50	0.00

- e. To revoke previous delegation arrangements to the Clerk, revise as appropriate.**
Having agreed the updated Financial Regulations, the previous delegation arrangements had been revoked. The Strategy and Finance Committee would update the staff delegations.
- f. To approve the purchase of a projector for meetings.**
It was **AGREED** to purchase a portable projector to cost no more than £300.
- g. To agree a training programme and dates for members.**
The Acting clerk had support from WorcsCALC to provide training to the parish council and a training programme was discussed to consist of the basic 'Flying Start' introduction during the second week of July followed in the autumn by more detailed presentations (5Ps and 3Ms); possible dates would be circulated.
It was **AGREED** to hold these three sessions face-to-face and invite up to three councillors from neighbouring councils to ensure attendance of no more than ten councillors.
- h. To note receipt of quote for cyber insurance via BHIB.**
The quote for cyber insurance was noted.
- i. To consider application to the Community Ownership Fund.**
It was noted that this application may not be currently relevant and but that it may be suitable for consideration in the future in relation to the proposed village hub.
- 10. Tibberton Village Hall (New)**
To receive any update on:
- progress with the Lease
No progress to report; further discussions are to be held.
 - maintenance arrangements including landscaping and window/gutter cleaning.
It was **AGREED** to appoint a local contractor for window/gutter cleaning.
- 11. Updates to previous parish council business.**
- Installation of white gates**
Now completed (as commented in minute 5a(2) above).
 - Police priorities.**
The SNT contract had been updated to show Chairman's contact details.
It was **AGREED** to notify the Safer Neighbourhood Team of the updated priorities (1) speeding traffic (2) theft from out-buildings and (3) theft from property and ask for feedback on how these priorities are managed.
 - Request to take over management of the parish hall defibrillator.**
It was **AGREED** to take on the responsibility for the maintenance and replacements as needed; Mike Leci is to continue to manage the item which is to remain in situ.
 - Police & Crime Commissioner request to include items in the parish newsletter.**
The newsletter team would welcome items for the newsletter.

- e) **To note comment** received relating to the [Safer Neighbourhood Team](#) newsletter on TPC website.
The comment was noted.
- f) Review of correspondence including emails received not mentioned elsewhere, including:
 - WorcsCALC updates: circulated to all members.
 - Reminder to submit elections expenses: actions now completed.
 - Coronation bench marketing: for information and consideration by the Events Group.
 - Trees call to action project via WorcsCALC and direct from Craig at Heart of England Forest (HoEF). This was noted but the lack of space for planting is a drawback.
 - AJG Insurance newsletter: circulated to all.
 - Worcestershire CC planning database "[Have your say on Planning](#)". This has been posted to the website and would be included in the council's newsletter.
 - Temporary weight limit to Tibberton canal bridge. The notice states the weight limit is in place for up to 18 months; clarification as to actual time frame would be sought.

12. Proposals of items for discussion at future meetings.

- a. To consider support for community uptake of the Smart Water property marking programme. A representative of the scheme would be invited to the next meeting.
- b. To appoint a volunteers' co-ordinator.
- c. To review provision of litter bins within the parish.
- d. Newsletter items to include responsibilities for cutting grass verges, weedkilling and over-hanging hedges.

13. Date of Next Meeting

The next meeting of Tibberton Parish Council will be held on Thursday 20th July 2023 at 7.30pm in Tibberton Parish Hall.

This meeting ended at 9.22pm.

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

Date.....

BUDGET COMPARISON AT 31/05/2023			
	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			3,280.42
From reserves			
Total	40,223.99	38,584.00	22,418.39
PAYMENTS			
Chairman's allowance	-	-	-
Public Works Loan Board repay	13,654.50	14,000.00	6,766.50
Audit	75.00	800.00	1,797.50
Bank Charges	323.08	80.00	-
Staffing, salary costs	9,404.44	7,800.00	-
Admin expenses	3,025.65	700.00	3,897.66
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	1,889.20
Subscriptions	377.84	600.00	395.18
Hire of meeting room	-	150.00	-
Village Hall energy	2,840.99	1,000.00	487.10
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	19,647.32
VAT	878.37		1,098.80
Capital Expenditure from reserve			
Total	39,175.49	38,584.00	20,746.12
Earmarked Reserves		s.137 allowance £5,322.48	
New village hall landscaping	£20,000.00		
Total CIL received 2019/20	£1,536.00		
Total CIL received 2021/22	£2,018.44		
CIL received 2023/24	£694.97		