

## TIBBERTON PARISH COUNCIL

### MINUTES OF MEETING HELD THURSDAY 20<sup>th</sup> JULY 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\* (arrived during agenda item 5b)  
Cllr Helen Savage  
Cllr June Woodland

**Council Members absent:** None absent.

**In attendance:** \*Wychavon District Coun. Margaret Rowley (member of both DC & PC).  
Nick Hall, We Don't Buy Crime Co-ordinator | West Mercia Police.  
Twenty-five members of the public.  
Gill Lungley, Acting Clerk/Support Officer & Rachel Hinton-Jones (see  
minute no 10a(iii)).

1. **Chairman's Welcome**  
The Chairman opened the meeting.
2. **Apologies.** To receive apologies for absence.  
Cllr Margaret Rowley apologised for lateness due to attendance at day-long planning committee meeting at Wychavon District Council.
3. **Declarations of interest.**  
None.
4. **Written requests for dispensation.**  
No requests for dispensation had been received.
5. **Public forum.**
  - a. **Nick Hall, We Don't Buy Crime Co-ordinator** | West Mercia Police gave a presentation on the Towns and Villages project which aims to deter acquisitive crime and disrupt the market for stolen goods by using SmartWater to mark personal property which renders it less attractive to the 'would-be' criminal.  
The Police and Crime Commissioner financially underwrites this scheme to enable parish councils to purchase the individual kits at a lower price, but this requires 80% coverage within the community. SmartWater deterrent street signs 'Criminal Beware!' will be provided following 70% registration.  
The Chairman thanked Nick for his informative presentation and expected the council would be in touch in due course following consideration at the next Strategy and Finance committee meeting.
  - b. Members of the public commented as follows:
    1. Concerns about the tractors with trailers driving through the village. This was thought to be a seasonal occurrence.
    2. On the matter of plans to develop land off Evelench Lane, to the east of Plough Road the council was asked if it is preparing for the planning appeal on 08/08/2023.  
This is covered under this meeting's minute no.7a.

3. Concerns about malicious damage to vehicles by the placing of upright nails / screws fixed into strips of belting on the road; one such kit having been found in a dog-poo bag by the side of the road in Plough Lane.
4. Concerns about the speed of traffic along Plough Lane before reaching the newly installed white gates where the 30mph limit starts, and a request to reduce the speed limit between Tibberton and Oddingley.
5. Concern about the two different weight-limit signs for the canal bridge #25 which state 18T limit and 3T limit. The impact this has on local services and deliveries was noted.

c. **Division and ward representatives:**

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

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

- o Had spent that day from 9am in a meeting of the WDC Planning Committee, starting with site visits across the district.
- o Noted the district council's Parish Matters had been circulated which includes details of another round of Community Legacy grants and the launch of the Community Fund.

d. **To receive the report from the Police / Community Support Officer**

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

e. **To receive a report or update from any community representative.**

- o **Rob Grimer, Parish Footpaths Officer** was unable to attend but had provided a report that was read out by the Chairman and is attached at appendix A on page 56.
- o **Rich Minor, Neighbourhood Watch Co-ordinator.** There is a drive to increase the number of watch members within Tibberton towards which the SmartWater scheme may help.
- o **Margaret Rowley, SpeedWatch.** No report available for this meeting, however the Chairman reported on a positive meeting with the SpeedWatch co-ordinator at which he sought police support to endorse the local group's activities.

6. **To confirm the accuracy of the minutes** of the council meeting held 20/06/2023.

**AGREED** The minutes of the meeting held 20/06/2023 were confirmed an accurate record of proceedings and they were signed by the Chairman.

7. **PLANNING**

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

In her role as Chairman to the Strategic Planning working party, Cllr Helen Savage reported on the arrangements for the Evelench Lane planning appeal to be held 8<sup>th</sup> August 2023 starting at 10am at WDC offices in Pershore which has capacity for up to 120 people. The Planning Inspector will decide who is to be invited to speak; comments need not repeat those already made and will not be time-restricted.

It was hoped to issue a newsletter and prepare placards and that as many residents as possible would attend; lifts would be arranged for those who need transport.

- b. To comment on new consultations, as follows:

Application Number	Location	Proposal
<a href="#">W/23/01183/RM</a>	Land At (Os 8900 5567) Coneybury Road Worcester Six Business Park Worcester	Reserved Matters Application for internal road access with associated lighting and drainage infrastructure and associated earthworks and all ancillary enabling works within the Worcester Six Southern Extension.
<b>TPC Comment, 20/07/2023:</b> The parish council has no issues with this application.		

- c. **To note WDC decision** to approve application ref W/23/00575/HP at The Garden House, 1A Hillside, Plough Road, WR9 7NL which sought permission for Sideward extrusion of existing front projection, addition of canopy porch, and erection of detached garage.  
**Decision noted.**
8. **Updates to previous parish council business.**
- a. **Bridge and canal-side vegetation** cut back.  
The Canal and River Trust attended site to cut back the overgrowth.
- b. **Ownership and maintenance responsibilities for the footpath between Plough Road and Hawthorn Rise.**  
It has been established that the footpath is not maintained by the county council; the chairman is to meet representatives of Taylor Wimpey, the owners, with a view to current and future maintenance arrangements.
- c. **Replacement Lengthsman** and arrangements for changing VAS speed-sign battery.  
The Lengthsman's vacancy is being advertised within the parish via notice board, website, social media and word of mouth.  
Despite change of battery to the speed sign it is now not working.
- d. **Training arrangements for whole council.**  
A list of possible dates will be issued to members to collate the most likely date for the Whistle Stop presentation to take up to two hours during an evening in August.
- e. **Purchase of council-owned projector.**  
A projector has been purchased and is in use.
- f. **Receipt of Parish Online mapping software.**  
The software is available free for the first year via BHIB insurance cover.

## 9. FINANCE

- a. To note the bank reconciliation to 30/06/2023.

<b>TPC Bank Reconciliation to 30/06/2023</b>		
<b>Opening bank balances 01/04/2023</b>	<b>£62,903</b>	<b>+</b>
<b>Add receipts for year to date</b>	<b>£85,165</b>	<b>+</b>
<b>Less payments for year to date</b>	<b>£22,762</b>	<b>-</b>
<b>Cashbook balance as at 30/06/2023</b>	<b>(A)</b>	<b>£125,306</b>
<b>Bank balances as at 30/06/2023</b>		
Unity Trust Bank	+£118,996	
Cambridge Building Society	+£6,310	<b>£125,306</b>
<b>Less unpaid allocations (none)</b>		<b>-£0</b>
<b>Total held in bank, as at 30/06/2023</b>	<b>(B)</b>	<b>£125,306</b>
Reconciliation balance should be nil. A-B = £0.00 = balance.		

- b. **To note the budget comparison to 30/06/2023** – see page 54. Noted.

- c. **To approve the revised budget proposed by the Strategy & Finance Committee**

The revised budget as shown below on page 55, was approved.

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

<b>Monies received since 20<sup>th</sup> June 2023 = nil</b>					
<b>Invoices for payment approval 20<sup>th</sup> July 2023</b>					
<b>Voucher no.</b>	<b>Invoice ref</b>	<b>Payee</b>	<b>Reason for payment</b>	<b>Gross amount £.p</b>	<b>VAT re-claimable</b>
V23	KI-166E66CO-0028	E-ON Next	New hall energy, June 23	170.11	8.10
V24	23/24-GML8	G Lungley	Admin support, June 23	626.10	0.00

- e. **To approve investment of £35,000 in the CCLA Public Sector Deposit Fund and agree signatories.**

**AGREED** to invest £35,000 in the CCLA Public Sector Deposit Fund, for the Chairman and vice-Chairman to be the signatories with the Clerk as administrator to the account.

**10. Committees**

- a) **Strategy and Finance Committee meeting held 05/07/2023**

Recommendations relating to the revised budget and investment of funds were dealt with at minutes 9c and 9e above. In addition:

- i. It was **AGREED** to ratify the Strategy & Finance Committee Terms of Reference.
- ii. All committees and sub-groups were asked to start preparation for the 2024/25 budget, and beyond.
- iii. It was **AGREED** to ratify the appointment of Rachel Hinton-Jones as the council's new Clerk and RFO, and Rachel was welcomed to her new role.

- b) **Communications and PR committee** is to meet on 27/07/2023; the agenda is to include appointment of a co-ordinator of volunteers and issue of village newsletter.

**11. Tibberton Village Hall (New) To receive any update on:**

- a. **Progress with the Lease**

Several members from the parish council and the Tibberton Community Land Trust (TCLT) had met to agree the wording of an amended draft lease, to be circulated for comments by the end of this month. A meeting will then be arranged with the solicitor to prepare the lease for signing by both parties.

It was noted that the new village hall management committee will require start-up support; £25,000 has been pledged by the Parish Hall committee and TCLT, which has £5,000 available, has been asked to identify to the parish council, the balance of funding needed to ensure an appropriate cash flow for its first year of operation. The frustrations of the hall not yet being used were reiterated.

- b. **Maintenance arrangements including landscaping and window/gutter cleaning.**

It was noted the landscapers have attended on site to continue the improvements. Window and gutter cleaning is needed.

**12. Items for decision or further consideration.**

- a) **Review of litter bin provision in Tibberton village.**

Ongoing.

- b) **To consider purchase and siting(s) of a solar-powered vehicle-activated speed indicator.**

The chairman is in discussion with the county councillor to install poles at two sites for use by one solar-powered VAS that can be used in two directions, thereby providing four different views in total.



## BUDGET COMPARISON AT 30/06/2023

	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date	% difference
<b>RECEIPTS</b>				
Precept	36,509.00	35,993.00	17,997.00	50%
Council tax support grant	711.00	711.00	356.00	50%
Community Infrastructure Levy (CIL)			694.97	
Lengthsman Scheme grant	2,478.75	1,850.00	90.00	5%
Interest received	175.24	30.00		
Miscellaneous	350.00			
WCC division member's grant			3,280.42	
From reserves				
VAT126 Refund			62,746.46	
<b>Total</b>	<b>40,223.99</b>	<b>38,584.00</b>	<b>85,164.85</b>	<b>221%</b>
<b>PAYMENTS</b>				
Chairman's allowance	-	-	-	
Public Works Loan Board repay	13,654.50	14,000.00	6,766.50	48%
Audit	75.00	800.00	2,079.90	260%
Bank Charges	323.08	80.00	18.00	23%
Staffing, salary costs	9,404.44	7,800.00	-	
Admin expenses	3,025.65	700.00	5,433.66	776%
Lengthsman	1,365.00	1,850.00	150.00	8%
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	73%
Subscriptions	377.84	600.00	395.18	66%
Hire of meeting room	-	150.00	-	
Village Hall energy	2,840.99	1,000.00	657.87	66%
Village Hall landlord obligations	697.00	500.00	89.00	18%
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	565%
Grants and donations	600.00	600.00	1,350.00	225%
Contingencies	-	1,554.00	-	
s137	-	50.00	-	
<b>subtotal</b>	<b>38,297.12</b>	<b>38,584.00</b>	<b>21,654.49</b>	<b>56%</b>
VAT	878.37		1,107.34	
Capital Expenditure from reserve				
<b>Total</b>	<b>39,175.49</b>	<b>38,584.00</b>	<b>22,761.83</b>	
<b>Earmarked Reserves</b>		2023/24 s.137 allowance £5,322.48		
New village hall landscaping	£20,000.00	Funds available as at 30/06/2023		
Total CIL received 2019/20	£1,536.00	Current account	£119,014.00	
Total CIL received 2021/22	£2,018.44	Building Society account	£6,310.00	
CIL received 2023/24	£694.97			
NB Spending of CIL Receipts is subject to rules on what it can be spent on; must be spent within 5 years				

## BUDGET REVIEW JULY 2023 by Strategy & Finance Committee

	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date	% difference	REVISION TO Y/R END LIKELY OUTCOME	Notes
<b>RECEIPTS</b>						
Precept	36,509.00	35,993.00	17,997.00	50%	35,993.00	1
Council tax support grant	711.00	711.00	356.00	50%	711.00	2
Community Infrastructure Levy (CIL)			694.97		694.97	3
Lengthsman Scheme grant	2,478.75	1,850.00	90.00	5%	2,232.91	4
Interest received	175.24	30.00		0%	180.00	5
Miscellaneous	350.00					6
WCC divison member's grant			3,280.42		3,280.42	7
From reserves						8
VAT126 Refund			62,746.46		62,746.46	9
VAT to be reclaimed					1,107.34	10
<b>Total</b>	<b>40,223.99</b>	<b>38,584.00</b>	<b>85,164.85</b>	<b>221%</b>	<b>106,946.10</b>	
<b>PAYMENTS</b>						
Chairman's allowance	-	-	-			11
Public Works Loan Board repay	13,654.50	14,000.00	6,766.50	48%	13,533.00	12
Audit	75.00	800.00	2,079.90	260%	2,290.00	13
Bank Charges	323.08	80.00	18.00	23%	80.00	14
Staffing, salary costs	9,404.44	7,800.00	-	0%	5,000.00	15
Admin expenses	3,025.65	700.00	5,433.66	776%	7,000.00	16
Lengthsman	1,365.00	1,850.00	150.00	8%	2,233.00	17
Training, staff and councillors	-	500.00	-	0%	1,500.00	18
Elections	50.00	2,000.00	-	0%	2,000.00	19
Equipment	766.83	300.00	-	0%	1,000.00	20
Insurance	2,466.79	2,600.00	1,889.20	73%	1,889.20	21
Subscriptions	377.84	600.00	395.18	66%	550.00	22
Hire of meeting room	-	150.00	-	0%	150.00	23
Village Hall energy	2,840.99	1,000.00	657.87	66%	1,000.00	24
Village Hall landlord obligations	697.00	500.00	89.00	18%	500.00	25
Comms & PR C'ttee NEW budget line	-	-	-	0%	2,000.00	26
Village Hall contingencies	-	1,000.00	-	0%	1,000.00	27
Professional services	2,650.00	2,000.00	-	0%	2,000.00	28
VAS equipment and road safety	-	500.00	2,825.18	565%	500.00	29
Grants and donations	600.00	600.00	1,350.00	225%	2,904.00	30
Contingencies	-	1,554.00	-	0%	-	31
s137	-	50.00	-	0%	50.00	32
<b>subtotal</b>	<b>38,297.12</b>	<b>38,584.00</b>	<b>21,654.49</b>	<b>56%</b>	<b>47,179.20</b>	
VAT	878.37		1,107.34		1,107.34	33
Capital Expenditure from reserve					3,280.42	34
<b>Total</b>	<b>39,175.49</b>	<b>38,584.00</b>	<b>22,761.83</b>		<b>51,566.96</b>	
<b>Earmarked Reserves</b>		2023/24 s.137 allowance £5,322.48				
New village hall landscaping	£20,000.00	<b>Funds available as at 30/06/2023</b>				
Total CIL received 2019/20	£1,536.00	<b>Current account £118,996.00</b>				
Total CIL received 2021/22	£2,018.44	<b>Building Society account £6,310.00</b>				
CIL received 2023/24	£694.97					

**Footpath Officer report – July 2023**

The warm and wet weather has encouraged a plethora of nettles and brambles to grow along many of the lesser used footpaths in the Parish. If you are walking these, wear long trousers or get stung! Taking a pair of secateurs to trim back the offending brambles is quite in order, although it is in fact the landowner's responsibility to maintain access along footpaths.

Two of our footpaths have exits onto very dangerous roads – the footpath through Coneybury wood that comes out onto the A4538 just South of J6 and the footpath from Bredicot that comes out on the corner of the road out of Tibberton by Ravenshill Farm. I am investigating getting signs to warn walkers of the hazardous roads at both locations.

**Rob Grimer**