

# Tibberton Parish Council

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Website: [Tibberton Parish Council – Worcestershire, England](http://Tibberton Parish Council – Worcestershire, England)

## NOTICE OF ORDINARY MEETING

**The next meeting of Tibberton Parish Council  
will be held on Thursday 19<sup>th</sup> October 2023  
starting at 7.30pm at Tibberton Parish Hall**

Members of the public 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 Chair'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: *R Hinton-Jones*

Date: 14<sup>th</sup> October 2023

Rachel Hinton-Jones,

Clerk to the Council & Responsible Finance Officer (RFO) for Tibberton Parish Council

### AGENDA

**1. Chair'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 before the meeting starts.

**5. Public Forum**

- a) To receive an update on the Smart Water property marking programme progress (recommendation from the S & F Committee).
- b) An opportunity for parish residents to raise matters of interest or concern.
- c) To receive a report or update from any community representatives.
  - a. County Council- a proposal to introduce Prohibition of Waiting At Any Time restrictions at various intervals on both sides of Plough Road, Tibberton. Comments to be received by 1st November 2023 (**Attached agenda item 5C:A**)
  - b. District Council
  - c. Police
  - d. Canal & River Trust
  - e. Neighbourhood Watch
  - f. Speed Watch
  - g. Public Rights Of way - Public Rights of Way Lengthsman Scheme (appendix A p3)

6. **To approve the draft minutes** of the Council meeting held 25<sup>th</sup> September 2023, to then be signed as a true record by the Chair (appendix B pp4 - 10).
7. **To receive the minutes of the Strategy and Finance Committee held on 12<sup>th</sup> October 2023 (Attached agenda item 7)**
8. **To approve the recommendations from the Strategy and Finance Committee held on 12<sup>th</sup> October 2023 requiring Council's approval**
  - a) To increase the values for Payments under contracts for building or other construction works, stores and equipment within the policy: TIBBERTON PARISH COUNCIL FINANCIAL REGULATIONS. Date adopted June 2023 **(Attached agenda item 8A)**
9. **Planning**
  - a) To comment on any planning application consultations notified by the Planning Authority and note any updates.
10. **Updates to previous Parish Council business.**
  - a) Lengthsman priorities of works **(Attached agenda item 10A)**
  - b) Training arrangements for whole Council 11<sup>th</sup> Oct 23 Training 5Ps delivered. (Purpose, people, place, powers, and planning) & 8<sup>th</sup> Nov 23 Training 3Ms, (Management, meetings, and money) Training provider Gill Lungley
  - c) Audit on weak bridge signage, to agree future signage to be jointly undertaken with Worcestershire Highways - Sept/Oct 23 in progress.
  - d) 1<sup>st</sup> Neighbourhood Plan meeting held on 9<sup>th</sup> October @ 7pm. Verbal update from Cllr Margaret Rowley.
  - e) To agree Tibberton Boundary following the Neighbourhood Planning meeting 09/10/23 **(Attached agenda Item 10D)**
11. **Finance:**
  - a) To note the latest bank reconciliation (appendix C p8-11)
  - b) The next Strategy & Finance meeting is on 9<sup>th</sup> November 2023
12. **Committees:**
  - a) To start preparation of the 2024/25 budget, and beyond.
  - b) To update following the Communications and PR committee meeting on 13/09/23. Minutes attached **(Attached agenda item 12B)**.
13. **Tibberton Village Hall (New)** To receive any update on:
  - a) Progress with the Lease.
  - b) Matters outstanding.
14. **Items for decision or further consideration**
  - a) To review Tree Warden Scheme. [Become a Tree Warden - Tree Council Volunteer Tree Wardens](#) (appendix D p12)
  - b) School Transport – Representatives from Worcestershire County Council including Cllr Marc Baylis to be invited to the October meeting of the Council.
  - c) Civility and Respect Pledge NALC **(Attached agenda item 14C)**
15. **Parish Hall Conversion to Community Hub and Shop**
16. **Members to put forward items for discussion at future meetings.**
17. **Date and time of next meeting** – Thursday 16<sup>th</sup> November 2023 @7:30pm
18. **Programme of Committee and Working Groups for November 2023**(appendix E p13)

**Tibberton Parish Council Members**

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

**Sent:** Friday, October 13, 2023 12:49 PM

**To:** Countryside (Environmental Services) <[Countryside@worcestershire.gov.uk](mailto:Countryside@worcestershire.gov.uk)>

**Subject:** Public Rights of Way Lengthsman Scheme

Good afternoon,

As you're aware, Worcestershire County Council conducted a trial, broadening the scope of the Parish Lengthsman Scheme to include elements of maintenance work on the Public Rights of Way network. The decision has been made to continue with this.

Moreover, if there are works on Public Rights of Ways the parish would be interested in assisting with, which you think may fall outside this scheme, then you can of course raise this via your Local Member.

Kind regards,

The Public Rights of Way Team

All minutes are draft until agreed  
at the next or subsequent meeting.

## TIBBERTON PARISH COUNCIL

### MINUTES OF MEETING HELD MONDAY 25<sup>th</sup> SEPTEMBER 2023, 7.30PM at TIBBERTON PARISH HALL, PLOUGH ROAD, TIBBERTON

**Council Members present:** Cllr Robbie Hazlehurst, Chair  
Cllr Sarah Harfield, vice-Chair  
Cllr Trevor Knight  
Cllr Liz Morton  
Cllr Helen Savage  
Cllr June Woodland

**Council Members absent:** Cllr Margaret Rowley

**In attendance:** Ten members of the public.  
Cllr Marc Bayliss Worcester County Council  
Rachel Hinton-Jones Clerk and Responsible Finance Officer (RFO)

1. **Chair's Welcome**  
The Chair opened the meeting.
2. **Apologies.** To receive apologies for absence.  
Cllr Margaret Rowley apologised unable to attend due to another meeting.
3. **Declarations of interest.**  
None.
4. **Written requests for dispensation.**  
No requests for dispensation had been received.
5. **Public forum.**
  - a. To progress with the SmartWater deterrent. Neighbourhood watch will be supporting registration of the scheme. Strategy & Finance committee have agreed to fund the 166 kits with the match funding to 222 kits from West Mercia Police.
  - b. Members of the public commented as follows:
    1. Concerns about the weight limit on the bridge, and how confusing this is, along with what's in place is being ignored. Canal Trust is currently exploring many options to support going forward.
    2. Confirmation of SmartWater sign up on how this works. It is done by households who would like to sign up register on the scheme.
    3. Open space by Hawthorn rise no longer maintained. This has now been adopted by Wychavon Council. WDC to be contacted to allow activities to take place on this space.
    4. Hedge by court end farm a real concern on passing traffic. To follow up with the highways. Cllr Sarah Harfield confirmed hedge being maintained end of November 2023
    5. Road sweeper-plough road. Silver birch tree blocking the drains. This is not on council property, therefore belongs to homeowner. To discuss this work with the Lengthsman.
    6. A thank you from all the public to everyone who helped with the planning appeal. Confirmation of the 26 homes is going ahead. This is a proposal only at this stage. and a development plan will be published early next year 2024. Neighbourhood planning to review the proposal at the meeting being held on 9<sup>th</sup> October 2023. Members of the public encouraged to join this group.

c. **Division and ward representatives:**

c.1 Worcestershire County Councillor for Bowbrook division, Marc Bayliss, provided an update on a concern from Tibberton School regarding blocking and obstructing. A proposal on double yellow lines, and for this to be noted at this meeting. Marc will follow through with Worcester County Council and submit a proposal to discuss at the next Parish Council meeting. Robbie Hazelhurst suggested a comprehensive review is carried out.

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

TIBBERTON PARISH COUNCIL MEETING 25th September 2023

**WYCHAVON DISTRICT COUNCIL REPORT**

Progress with the South Worcestershire Development Plan Review (SWDPR) The comments submitted by residents, developers and other interested parties in the consultation on the SWDPR carried out in November and December last year have been collated and are ready to be submitted to the Planning Inspectorate. A public examination of the Plan will be carried out by an inspector sometime between January and March 2024. At this stage members of the public may ask to make in person representations to the Inspector. If the inspector requires modifications to be made following the examination, the Council will be notified during June and July 2024. The Inspector's final report is expected in November 2024. The Plan will then be adopted in December 2024 and used to determine development up until 2041 by which time a new review will be required. The only site allocated in the SWDPR for Tibberton is the proposal for 26 houses on 1.47ha of Plough Meadow adjacent to Evelench Lane.

Appeal by Mactaggart and Mickel In dismissing the outline application for up to 100 houses on Plough Meadow the Inspector decided that the proposed development would cause permanent and irreversible change due to its scale, location in the open countryside next to Tibberton, the character of the village and because there is a lack of sufficient infrastructure to support the scale of the development proposed. He concluded that the houses could be built in another location where better infrastructure is available to support it and where it does not harm the size or character of the settlement.

**CALC REPORT**

The speakers at the September Wychavon Area CALC meeting were Sarah Wilkins, Director of Education at Worcestershire County Council and Cllr Tracey Onslow, WCC Cabinet Member. The change to a two-tier system of education provision was agreed for the Pershore area by the Regional Schools Commissioner in 2019. This has led to uncertainty and sustainability issues across the area. It is however expected that the Pershore pyramid will convert to the two-tier system by September 2017. The Evesham and Droitwich pyramids are likely to remain as 3 tier. I raised the question of the lack of capacity in the Droitwich pyramid. Additional funding was being sought to provide more capacity. It was also recognised that appropriate transport should be funded.

**CANAL & RIVER TRUST REPORT** More work has been done by CRT staff and volunteers in Tibberton Community Orchard. The grass has been strimmed around the trees and in order to form walkways. Benches and sculptures have been installed and an open day was held on 23rd September.

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.
- o **Rich Minor, Neighbourhood Watch Co-ordinator.** was unable to attend.
- o **Margaret Rowley, SpeedWatch.** No report available for this meeting.

6. **To confirm the accuracy of the minutes** of the council meeting held 2<sup>nd</sup> August 2023.

**AGREED** The minutes of the meeting held 02/08/2023 were confirmed an accurate record of proceedings and they were signed by the Chairman.

7. **To receive the minutes of the Strategy and Finance Committee held on 2nd August 2023 - Received.**



Agenda Item 7  
Minutes-Strategy-and

8. **To approve the recommendations from the Strategy and Finance Committee held on 2nd August requiring Council's approval:**

- a) Annual Governance and accountability statement to be completed by week ending 25/09/23. Robbie Hazelhurst & Rachel Hinton-Jones to action this-**PROPOSED**
- b) Application to the Wychavon Rural fund £25k funding. Currently in consideration, result expected by the end of September 2023. Match funding originally proposed of £7.5k, which now requires an increase to £8.1k - **PROPOSED**

9. **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](#) (**Agenda item 9.1 & 9.2**)
- b) To comment on new consultations, as follows: Cllr Helen savage confirmed that Moat farm no concerns or impact on the village.

Date notified	Application Number	Location	Proposal
12/09/2023	W/23/01740/HP	Moat Farm, Moor End, Tibberton, Droitwich Spa, WR9 7NS	Conversion of outbuilding to ancillary residential use; replacement windows; internal alterations including a new staircase and partition walls.
22/08/2023	W/23/01549/RM	Land Off, Pershore Lane, Tibberton	Reserved Matters Application following Outline Permission 21/01429/OU relating to the scale, layout, internal access, and external appearance and landscape for 2 no. E(g)(i)/B2/B8 buildings, a fuel island, vehicle wash and substation; earthworks, plot and structural landscape works, drainage; internal access roads, car parking, utilities, and plant infrastructure

10. **Updates to previous Parish Council business.**

- a) Green space @ Hawthorne Rise. Meeting to be set up with Wychavon District Council to review the use of the Open Space prior to the next meeting of the Council.
- b) Lengthsman priorities of works (**Attached agenda item 10B**)
- c) Training arrangements for whole Council 11<sup>th</sup> Oct 23 Training 5Ps (Purpose, people, place, powers, and planning) & 8<sup>th</sup> Nov 23 Training 3Ms, (Management, meetings, and money) Training provider Gill Lungley
- d) Audit on weak bridge signage, to agree future signage to be jointly undertaken with Worcestershire Highways - Sept/Oct 223
- e) 1<sup>st</sup> Neighbourhood Plan meeting scheduled for 9<sup>th</sup> October @ 7pm.

11. **Finance:**

- a) To note the latest bank reconciliation (**Attached agenda item 11A**)
- b) The next Strategy & Finance meeting is on 12<sup>th</sup> October 2023
- c) To approve the payments schedule (**Attached agenda item 11C**)

12. **Committees:**

- a) To start preparation of the 2024/25 budget, and beyond
- b) To update following the Communications and PR committee meeting on 27/07/2023, regarding the appointment of a volunteer co-ordinator and issue of village newsletter. Tibby



<b>TPC Bank Reconciliation to 31/08/23</b>		
<b>Opening bank balances 30/07/23</b>	<b>£125,306 .00</b>	+
Unity Trust Bank £118,996.00		
Cambridge Building Society £6,310.00		
<b>Add receipts</b>		+
<b>Less payments 01/08/23 to 31/08/23</b>	<b>£1272.33</b>	-
<b>Cashbook balance as at 31/08/2023</b>	<b>(A)</b>	<b>£ 124,033.77</b>
<b>Bank balances as at 31/08/2023</b>		
Unity Trust Bank	£117,723.77	
Cambridge Building Society	£6,310.00	
<b>Total held in bank, as at 31/08/2023</b>	<b>(B)</b>	<b>£ 124,033.77</b>
Reconciliation balance should be nil. A-B = £0.00 = balance.		



**Payment sheet 22<sup>nd</sup> August 2023**

<b>Invoices for payment approved at meeting held 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</b>	<b>VAT reclaimable</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
<b>Invoices now awaiting payment for work carried out since 20<sup>th</sup> July 2023</b>					
V25	Inv-0475	Plumb Performance	External tap to village hall	295.00	0.00
V26	KI-166E66CO-0029	E-ON Next	New hall energy, June 23	181.02	8.62

<b>Date</b>	<b>Payee</b>	<b>UTB Transaction reference no.</b>
22/08/2023	E-ON	414890199
22/08/2023	G Lungley	979962666
22/08/2023	Plumb Performance	378442167
22/08/2023	E-ON	886508638

UTB administrator, Gill Lungley

Council signatory:.....

Council signatory:.....

## Payment sheet 20<sup>th</sup> September 2023

Invoices for payment to be approved at meeting held 25 <sup>th</sup> September 2023					
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount	VAT reclaimable
Invoices now awaiting payment for work carried out since 22 <sup>nd</sup> August 2023					
V27	KI-166E66CO-0030	E-ON Next	New hall energy, August 23	191.08	9.10
V28	Eld0332876	Wychavon DC	Parish re-charge for proportion of costs of May 23 elections	1099.30	0
V29	#3000	Netwise	Hosting 07/09/23 to 06/09/24 & domain name 07/09/23 to 06/09/24	468.00	78.00
V30	INV-5111	Ocean Blue	Tibby Times Summer 23' A4 8pp Stitched booklet	226.00	0
V31	PE 25/08/23	Jeremy Moore	Worksheet period ending 25/08/23	256.00	
V32	SB20230998	PKF Littlejohn LLP	Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	252.00	42.00
V33	24/042-GML8	G Lungley	Council training: Whistle Stop Tour for Councillors	£122.50	
V34	24/043-GML8	G Lungley	Support to Tibberton Parish Council providing administration support in absence of Clerk (July) and during handover period (August). Tools purchased	£1,598.87	

Date	Payee	UTB Transaction reference no.

UTB administrator, Gill Lungley

Council signatory:.....

Council signatory:.....

### Payment sheet 25<sup>th</sup> September 2023







<b>Invoices for payment to be approved at meeting held 25<sup>th</sup> September 2023</b>					
<b>Voucher no.</b>	<b>Invoice ref</b>	<b>Payee</b>	<b>Reason for payment</b>	<b>Gross amount</b>	<b>VAT reclaimable</b>
<b>Invoices now awaiting payment for work carried out since 22<sup>nd</sup> August 2023</b>					
V35	19689	Home Farm Nurseries(pinvin) LTD	PO 23/24-01 Clearance, planting and turfing new village hall	12,450.38	2,075.06

### What Tree Wardens do

Tree Wardens plant, protect and promote their local trees. No training or experience in tree management is needed – just a love of trees and a few hours to spare.

Tree Wardens are organised into local groups. Each group is managed by a co-ordinator and is autonomous, meeting regularly to decide what they would like to focus on.

Some of the projects Tree Warden groups have done include:

-  Arranging local tree planting days
-  Pruning, watering caring for local trees
-  Working with local authorities to plant & care for street trees
-  Rejuvenating local woodlands
-  Raising funds and finding land for tree planting projects
-  Going into schools to talk about the value of trees.

**Appendix E**  
**Agenda Item 18**

October 2023	7	8	9	10	11	12	13	14	15	16	17	18	19	28
	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Sa
Parish Council meeting													7.30	
Strategy & Finance						7.30								
Communications/PR	No meeting to be held in October													
Neighbourhood Planning WG			7pm											
Strategic Planning WG														
Training 5Ps GL					7pm									
New Village Hall														10:30 to 1pm
November 2023	7	8	9	10	11	12	13	14	15	16	17	18	19	28
	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Tue
Parish Council meeting										7.30				
Strategy & Finance			7.30											
Communications/PR	7pm													
Neighbourhood Planning WG														
Strategic Planning WG														
Training 3Ms GL		7pm												