

# 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 16<sup>th</sup> November 2023  
starting at 7.30pm at The New Village Hall, Vardroe Way,  
Off Hawthorn Rise, Tibberton, Droitwich, WR9 7TG

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: 11<sup>th</sup> November 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 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.
- b) Update regarding matters raised by Members of the Public at previous Council Meetings
  - I. Concerns about speed in the Village
  - II. Hawthorn Rise Open Space Hedges and use by young people
  - III. Hawthorn Rise Grit Boxes to be changed from green to yellow
  - IV. Path under the railway bridge is really overgrown – update from Footpath Officer and Lengthsman.
  - V. Works to footpath between Hawthorn Rise & Plough Road
  - VI. Publication of the Village Hall Lease on the Council's website  
The Council's Solicitor has advised that members of the public wishing to access a copy of the Village Hall lease can do so subject to the usual restrictions, but once the tenant has registered it at the Land Registry it will then become publicly available.

- c) An opportunity for parish residents to raise matters of interest or concern.
- d) To receive a report or update from any community representatives.

- I. County Council
- II. District Council
- III. Police - SNT Droitwich Town East and Rural East
- IV. Canal & River Trust
- V. Neighbourhood Watch
- VI. Speed Watch
- VII. Public Rights of Way

6. **To approve the draft minutes** of the Council meeting held 19<sup>th</sup> October 2023, to then be signed as a true record by the Chair ([Appendix A p4-7](#))

7. **Planning**

- a) To comment on any planning application consultations notified by the Planning Authority and note any updates.

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

- a) Lengthsman priorities of works ([Appendix B p8-9](#))
- b) Training arrangements for the whole Council have now been completed, the last one being 3Ms, (Management, meetings, and money) on the 8<sup>th</sup> November.
- c) Audit on weak bridge signage, to agree future signage to be jointly undertaken with Worcestershire Highways – Nov 23 in progress.
- d) Neighbourhood Plan meeting held on 13<sup>th</sup> November 2023. Verbal update from Cllr Margaret Rowley

9. **Finance:**

- a) To note the latest bank reconciliation ([Appendix C p10](#))
- b) The next Strategy & Finance meeting is **TBC**
- c) To approve the payments schedule ([Attached item 9C](#)).

10. **Committees:**

- a) To receive the minutes of the Strategy and Finance Committee held on 9th November 2023 ([Appendix D p11-18](#))
- b) To approve any recommendations from the Strategy and Finance Committee held on 9th November 2023 requiring Council's approval.
- c) To start preparation of the 2024/25 budget, and beyond. Budget meeting being held on 04/12/2023.
- d) To receive the draft minutes following the Communications and PR committee meeting held on 07/11/2023. ([Appendix E p19-20](#))

11. **Tibberton Village Hall (New)** To receive any update requiring the Parish Council's input.

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

- a) School Transport – Representatives from Worcestershire County Council including Cllr Marc Baylis to be invited to a future meeting of the Council.
- b) To review the litter bin provision in Tibberton Village following proposals and suggestions from residents

13. **Review of correspondence** including emails received not mentioned elsewhere:

- WorcsCALC updates. The National Association of Local Councils (NALC) has been notified by the Local Government Association (LGA) that it has come to an agreement on the 2023/24 pay offer with the unions representing local government employees. [Pay scales](#)
- Draft response to the BIODIVERSITY DUTY October [2023](#)
- CALC update 23-09 [CALC Update 23-09](#)

14. **Parish Hall Conversion to Community Hub and Shop**

15. **Members to put forward items for discussion at future meetings.**

16. **Date and time of next meeting** – 14<sup>th</sup> December 2023 @7:30pm

17. **Programme of Committee and Working Groups for December 2023**([Appendix F p21](#))

**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.

## TIBBERTON PARISH COUNCIL

### MINUTES OF MEETING HELD MONDAY 19<sup>th</sup> OCTOBER 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  
Cllr Margaret Rowley

**Council Members absent:** None.

**In attendance:**

Rachel Hinton-Jones Clerk and Responsible Finance Officer (RFO)  
Rich Minor Neighbourhood Watch Officer  
Fifteen members of the public.

1. **Chair's Welcome**

The Chair opened the meeting and reported that it was his intention to formally sign the Lease for the New Village Hall. The lease was signed as deed on behalf of Tibberton Parish Council by Councillors, Robbie Hazlehurst, Chair and Sarah Harfield, Vice Chair and witnessed by Richard Minor.

2. **Apologies..** No apologies received.

3. **Declarations of interest.**  
None.

4. **Written requests for dispensation.**  
No requests for dispensation have been received.

5. **Public forum.**

- a. To receive an update on the Smart Water property marking programme progress (recommendation from the S & F Committee).  
It was reported that a meeting with the Police and Wychavon's Community Safety team was taking place on 26<sup>th</sup> October 2023, to confirm the roll out process. Rich Minor shared how the registration process would be undertaken to support and encourage as many residents as possible to register their kits. All the kits have been funded by Tibberton Parish Council (166 kits) with the support of the West Mercia Police Commissioner (56 kits).  
As a result there will be no cost to residents for the kits
- b. An opportunity for parish residents to raise matters of interest or concern Members of the public commented as follows:
  1. Concerns about the speed in the Village. Contact has been made with Vicky@ West Mercia Police but to date there has been no response. A meeting is being scheduled with Marc Bayliss and his colleagues to discuss speed limits and what further action can be undertaken.
  2. Open space by Hawthorn rise which has been adopted by Wychavon Council. It was asked if the grit boxes were going to be changed from green to yellow. This will be picked up with Wychavon Council.
  3. Path under the railway bridge is really overgrown. Are there plans to address this. This will be

reported back to the Footpath Officer & Lengthsman for their comments.

4. Although Taylor Wimpey have been out, there appears to be a lack of attention to speed up works. The schedule of works was due October/November. Matter to be followed up with Taylor Wimpey

**c. To receive a report or update from any community representatives.**

a. District Council update by Cllr Margaret Rowley

- Upgrade grant available to support poor insulation. Free help is also available from Act on Energy. Further details will be published within the Winter edition of the Tibby Times
- Worcester Parkway new town settlement of 10k houses planned near the railway station. A second viewing of the proposed plans will be available to view at Drakes Broughton Village hall at the start of November 2023. Further details will be published on the Tibberton Website under the news items..

b. Canal & River Trust update by Cllr Margaret Rowley

- Community Orchard is now managed by the Canal & river Trust. Lots of work undertaken to tidy up the orchard. The suggestion of an archway has been made for the entrance to the orchard. The picture/proposal shared would result in a cost of around £10k for which the Canal & River Trust are seeking support and contributions to proceed with it. The Parish Council will explore options for other grants that may be available to support the initiative, including the next round of the Rural Grant funding. This will be discussed part of the Budget setting meeting in December. A competition for the production of more scarecrows to increase the amount currently in place in the orchard to be considered by the Events Group and included in the next Tibby Times newsletter.

c. Neighbourhood Watch update by Rich Minor

- Neighbourhood Watch members has now reached 100 members. The Police are really impressed with the volume of residents we have signed up.. The signage acts as a really good deterrent to reduce crime further. There is signage available to place on wheelie bins available from Rich Minor.
- Please spread the word with Neighbours to encourage both SmartWater registration, and joining Neighbourhood watch.

d. Speed Watch update by Cllr Margaret Rowley

- Sept recorded an average of 27 vehicles per hour driving through the village. Speed has reduced slightly. Police & Crime commissioner due to visit the village this month. Speed watch would welcome more volunteers to join the Team, please register your interest with Cllr Margaret Rowley

e. Public Rights Of way - Public Rights of Way Lengthsman Scheme (appendix A p6)

- 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. There will further discussion on what this means at the meeting taking place tomorrow, 20<sup>th</sup> October 2023
- 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
- Cllr Trevor Knight updated on the plan proposed, opposite the school and Bus Stop, not Hawthorne Rise. Other options being explored to support parking at school times. The use of the layby at Hillside will need to be reviewed again by Worcestershire Highways. To look at creative solutions going forward.



Agenda item 5C  
a.pdf

6. **To confirm the accuracy of the minutes** of the Council meeting held 25th September 2023, to then be signed as a true record by the Chair (Appendix B p7 - 14).  
**Two amendments to be made to minute Items:** 5B-4 & 5B-6 around accuracy of wording.
7. **To receive the minutes of the Strategy and Finance Committee held on 12th October 2023 (Attached p15-25))** - Received.
8. **To approve the recommendations from the Strategy and Finance Committee held on 12th October 2023 requiring Council's approval**
  - a) Proposed 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 –  
**AGREED**

Tibberton PC  
Financial Regulations

## 9. **PLANNING**

- a) No planning updates this month. There are 2 new planning applications under review with the Strategic Planning Group PC, who will meet and respond on behalf of Tibberton Parish Council.

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

- a) Lengthsman priorities of works (**Attached p26-27**) To amend item 6 on worksheet to Court End Villa.
- b) Training continues the next training is scheduled for the whole Council on 8<sup>th</sup> Nov 23 Training 3Ms, (Management, meetings, and money) Training provider Gill Lungley
- c) Audit on weak bridge signage. Meeting schedule for 20/10/23 with Worcestershire Highways.
- d) 1<sup>st</sup> Neighbourhood Plan meeting taken place on 9<sup>th</sup> October @ 7pm. The next meeting will be held on Monday 13<sup>th</sup> November 2023. This working group will look at populating a questionnaire on the agreement of future Neighbourhood Plan. Considering the appointment of a consultant to support and progress the Neighbourhood plan. Crowle has kindly provided us with a lot of information and timescales.
- e) To agree Tibberton Boundary following the Neighbourhood Planning meeting 09/10/23 –

**AGREED**



Agenda item 5C  
a.pdf

## 11. **Finance:**

- a) To note the latest bank reconciliation (appendix C p28)  
The Cambridge Building Society account is in the process of being closed. The balance of this account, £6300. was donated by the Tibberton Singers, and that we release these funds to the New Village Hall to support a sound system -**Agreed**
- b) The next Strategy & Finance meeting is on 9th November 2023

## 12. **Committees:**

- a) To start preparation of the 2024/25 budget, and beyond. Budget setting meeting arranged for 4<sup>th</sup> December 2023.
- b) To update following the Communications and PR committee meeting on 13/09/23. Minutes attached (Attached agenda item 12B). Smart Water roll out to be included in the winter edition of Tibby Times. Currently considering options for a village map.
- c) The next Parish Council meeting on 16<sup>th</sup> November 2023 will be held at the New Village Hall





Appendix B

Lengthsman Worksheet 14/10/23							
<b>Report on various issues to be found in Tibberton parish</b>	Worcestershire County Council Highways, ROW = Worcestershire County Council Public Rights of Way, PC = Tibberton Parish Council, L/man = Lengthsman			<b>HIGH Risk</b>	<b>MEDIUM Risk</b>	<b>LOW Risk</b>	<b>Completed</b>
	<i>*Priority is obviously an opinion and up for discussion</i>						
<u>Item no.</u>	<u>Area</u>	<u>what3w ords ref.</u>	<u>Issue</u>	<u>ROW number(s)</u>	<u>Comments</u>	<u>Priority*</u>	<u>Responsibility</u>
1	Plough Road off pershore la	insist.sta	No kissing gate	522 ( C )	There is a gate here and it is perfectly usable.	Low	ROW
2	Plough Road off pershore la	lazy.vou	No kissing gate	553 ( C )	The ROW is perfectly usable as is.	Low	ROW
3	Plough Road/Crowle Road ju	Centred	Signs		1. Get temporary A boards with "Weak Bridge, 3 ton limit" as soon as possible.2. Install correct permanent signs of the above on BOTH sides of the road.	High	WCH
4	Plough Road/Ash Lane junct	mills.rea	ROW signs	529 ( C )551 (	A single post for both footpaths to be installed at the reference given. Ash Lane 529 ( C ) has no stile or kissing gate but is perfectly usable.	Low	ROW
5	Plough Road	smaller.	Narrow footway		Footway wants edging out and hedge cutting back. It's unlikely that the required 1.2m footway width will be there.	High	L/man completed
6	Plough Road	Centred	Hedge wants cutting back		Contractor required to flail along here as it is too difficult on a logistical or safety front for the lengthsman to do. If WCH are slow/reluctant to do this then the PC could consider hiring a contractor? Get the owner of Courtend Villa to do it as the (presumed) adjacent land owner for free?	High	WCH/PC
7	Back Church Lane	bracing.	ROW signs and waymarking	547 ( C ) 552	No signpost for theses footpaths and 552 ( C ) has no waymarking	Low	ROW
8	Church Lane	tripling.i	ROW sign	544 ( C )	No signpost for footpath through Gordans Farm	Low	ROW



9	Church Lane	sadly.wa	ROW sign	549 ( C )	No signpost for the footpath here and it looks like the ROW doesn't actually exist on the ground	Medium	ROW
10	Hawthorn Rise	T.B.D.	Gritsalt box			Low	WCH/PC
11	Evelench Lane	outlined	ROW sign	519 ( C )	Evelench Lane beyond the village hall appears to be unadopted and comprises of 2 rights of way 519 ( C ) and 520 ( C ) presumably running over an easement ( ? )		
12	Evelench Lane	curated.	Missing ROW	516 ( C )	No sign, kissing gate or waymarking but the footpath is perfectly usable through a gate	Low	ROW
13	Plough Road	N/A	Kerb sweeper		Both sides of Plough Road from the entrance to Courtend Farm to Foredraught lane	High	WCH
14	Plough Road	T.B.D.	HGV signs		Unsuitable for HGVs signs to be placed somewhere e.g. Foredraught Lane/Plough Road junction so a HGV can reverse into Foredraught Lane? Obviously this is not an ideal scenario but the buses do this and with the (presumed) development of Plough Meadow it affords more protection for the bridge. Is there anything stopping the installation of these signs at the Plough Road/Crowle Road junction?	High	WCH
15	Plough Road	compos	Gritsalt box for bridge or somewhere near there		Some additional protection for the bridge. Generally waterways etc. are at the lowest point around and can be "frost pockets".	High	WCH/PC
16	Foredraught Lane	Centred	Hedge wants cutting back		See item 6.	Medium	WCH/PC
17	Plough Lane	snooty.e	Missing ROWs	503 ( C ) 504	Missing signage and kissing gate for these footpaths. In fact, it would be very difficult to do so bearing in mind location. Suggest these rights of way be legally diverted to come out on Plough Lane at option.way.streaking In any case it appears to be informally so with 503 ( C ) already. 504 ( C ) which runs beside the canal, doesn't appear to exist at all. This could be diverted down the track to the property Marl Bank. A ROW signpost would be needed near the above location	Low	ROW/PC
18	Plough Lane	Centred on pounce s.scroll ed.regr owth	Signage		1. Restore the temporary A board to the M5 side that currently resides broken in the adjacent hedge. 2. Erect new weak bridge signs with the correct 3 ton limit.	High	WCH
19	Plough Lane	beaters .angle.r ucksac k to schema tic.atte ntion.k eyboard	Deep grips		A number of deep grips on the M5 side of Plough Lane that may be of hazard to vehicles entering the verge. The "worst" of these could have bollards around them. They would be an inconvenience to whoever undertakes the verge cut I can strim them.	Low	WCH

<b>TPC Bank Reconciliation to 31/10/23</b>		
<b>Opening bank balances 30/09/23</b>	<b>£125,705.24</b>	<b>+</b>
Unity Trust Bank £119,395.24		
Cambridge Building Society £6,310.00		
<b>Add receipts</b>	<b>Nil</b>	<b>+</b>
<b>Less payments 01/10/23 to 31/09/23</b>	<b>Nil</b>	<b>-</b>
<b>Cashbook balance as at 31/10/2023</b>	<b>(A)</b>	<b>£ 125,705.24</b>
<b>Bank balances as at 31/10/2023</b>		
Unity Trust Bank	119,395.24	
Cambridge Building Society	£6,310.00	
<b>Total held in bank, as at 31/10/2023</b>	<b>(B)</b>	<b>£ £125,705.24</b>
Reconciliation balance should be nil. A-B = £0.00 = balance.		

I confirm I have reviewed the above bank reconciliation compared to:

1. the payments list presented to the parish council meeting for 19<sup>th</sup> October 2023
2. the Unity Trust bank transactions list from 1<sup>st</sup> October 2023 to 31<sup>st</sup> October 2023.

I confirm the bank reconciliation presents an accurate account of the council's finances at this date.

Signed Chair.....

Date 16/11/2023

Signed Clerk.....

Date 16/11/2023

## TIBBERTON PARISH COUNCIL

### MINUTES OF STRATEGY and FINANCE COMMITTEE MEETING

THURSDAY 9<sup>TH</sup> NOVEMBER 2023, 7.30PM

at NEW VILLAGE HALL, VARDOE WAY, WR9 7NU.

**Committee Members present:** Cllr Robbie Hazlehurst, Chair  
Cllr Liz Morton  
Cllr Helen Savage  
Cllr Sarah Harfield

**Committee Members absent:** None

**In attendance:** Rachel Hinton-Jones, Clerk & responsible Finance Officer (RFO)

**1. Chair's welcome.**

All were welcomed to the meeting.

**2. To receive and note apologies for absence.** No Apologies

**3. Declarations of interest.**

None

**4. Written requests for dispensation.**

No requests for dispensation had been received.

**5. To hear from members of the public.** No public members present.

**6. To agree the minutes of the previous committee meeting held 12/10/2023.**

The minutes of the meeting held 12/10/2023 were **AGREED** a true and accurate record and were signed by the Chair.

**7. To discuss and recommend where appropriate:**

**A. The SmartWater project and recommend uptake.**

The update on the position of purchase of SmartWater following the presentation to the council meeting on 20/07/2023. The village has registered 60 homes approx. following the New Village Hall open morning on Saturday 28/10/23. Smart water kits have now been delivered to the village, and a plan is in place to register as many residents as possible. House to house visits will take place via the Neighbourhood Watch and SmartWater Team.

**8. To review the Asset Register.**

A full workbook detailing assets is now in place. This also includes assets known of outside the TPC for record keeping. This is work in progress and AGREED to be reviewed every 6 months. Next review date will be February 2024. (attached p6 Appendix A).

**9. Lengthsman update.**

Update on works that have been identified as priority and currently being undertaken by Jeremy Moore. To review works that have been assigned to local authorities to see if these can be carried out by Jeremy or another contractor. Detail of works (attached p7-8 Appendix B)

**10. To review the following policies:**

a) **Training Policy**, to be reviewed at the next meeting. (attached pp 9 -10 Appendix C).

**11. Annual Governance and Accountability Return (AGAR) Action Plan.**

Action Plan to be reviewed. The Internal Audit report provides a number of recommendations, attached on page 18, which will form the basis of an agreed Action Plan to include:

Ongoing review of the council's financial control systems-**Completed.**

Establishing the council's position in respect of the 'old' Village Hall. - **In Progress**

Fully establishing control processes and checking their effectiveness, with compliance being assured, evidenced and reported-**In Progress.**

The introduction of a Reserves Policy that identifies earmarked reserves-**Completed.**

Review of Asset Register- As per agenda item number 8. - **Completed**

Arising from the Annual Governance Statement comments, the committee has agreed the appointment of a payroll provider, Three Counties Payroll. HMRC discussions to take place with the new payroll provider- to be undertaken. **In Progress**

CIlr Liz Morton appointed to review bank reconciliations quarterly to apply and provide further compliance with the Unity trust Bank transactions. – **In Progress**

It was noted that we will be required to appoint the Internal Auditor for the 2023/24 financial year.

**12. To discuss the budget for three years 2024 – 2027.**

a) Budget setting meeting date of 4<sup>th</sup> December 2023 @6pm.

b) Review Building Society position which currently has a balance of £6,310.00. Signatory forms issued from the Cambridge building society to close account. Returned back to the Cambridge Building Society, by post as per there instructions on 7<sup>th</sup> November 2023. Minutes from 26/03/2019 identify the donation from Tibberton Singers of £6270.35 for the installation of a good sound system. It is considered that some equipment in the current hall would be able to be used in the new hall.

**13. New Village Hall update.**

a) Lease has now been signed.

b) Equipment requirements, i.e. sound system in progress.

- c) Update on Works required post-handover to Tibberton Community Land Trust.
- d) Wychavon Rural Fund – to identify potential applications and agree next steps, awaiting signed copy of agreement, to which funds totalling £8.1k will be paid from TPC to TLC.

**14. Items for discussion at next meeting.** To be advised.

**15. Date and time of next meeting.**

TBC. Bimonthly meetings under review.

This meeting ended at 9.45pm.

Signed as a true record: .....

Date: .....

## TIBBERTON PARISH COUNCIL ASSET REGISTER 2023/24

Item	Asset type	Location	Date acquired	Supplier	Inv Number	PO Number	Purchase cost	Current value	Insured value	Additional information
Tibberton Parish Hall	Owned and held in trust.	Plough Road, WR9 7NQ								
Tibberton Village Hall	Owned. Intend to be held in trust.	Vardroe Way, WR9 7TG	2019				£899,397	£899,397		
Glasdon white gates *4	Owned	Plough Road	14/04/23	Glasdon	S1861434	#23/24-01	£2733.68 exc vat	£2733.68 exc vat		
Telephone box	Owned	Plough Road, WR9 7NL								
Vehicle Activated Sign (VAS)	Owned	Plough Road		Westcotec						
VAS Battery no:1	Owned	Decommissioned		Westcotec						Jeremy Moore decommissioned Oct 23 as no longer holding charge
VAS Battery no:2	Owned	One in use, one on charge	15/03/23	Westcotec	14518	#23/24-03	£84.00 exc vat	£84.00 exc vat		
VAS Battery no:3	Owned	One in use, one on charge	21/09/23	Westcotec	15213	#23/24-05	£84.00 exc vat	£84.00 exc vat		
Noticeboard outside Parish Hall	Owned	Plough Road, WR9 7NQ								
<b>Office Equipment</b>										
Laptop	Owned	Clerk's home	28/02/23	Amazon	GB2132933785		£299.99	£299.99		
Keyboard and mouse	Owned	Clerk's home	28/02/23	Amazon	GB202348697568		£18.99	£18.99		
Printer	Owned	Clerk's home	28/02/23	Amazon	GB3SVYDHA		£149.86	£149.86		
Projector	Owned	Clerk's home	25/06/23	Kolay Trading LTD	1947954915		£229.00	£229.00		
Kingston Memory Stick	Owned	Clerk's home	25/06/23	Amazon	GB33YHEU		£9.99	£9.99		

Lengthsman Worksheet 14/10/23							
Report on various issues to be found in Tibberton parish	Worcestershire County Council Highways, ROW = Worcestershire County Council Public Rights of Way, PC = Tibberton Parish Council, L/man = Lengthsman			HIGH Risk	MEDIUM Risk	LOW Risk	Completed
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10	Hawthorn Rise	T.B.D.	Gritsalt box			Low	WCH/PC



11	Evelench Lane	outlined	ROW sign	519 ( C )	Evelench Lane beyond the village hall appears to be unadopted and comprises of 2 rights of way 519 ( C ) and 520 ( C ) presumably running over an easement ( ? )		
12	Evelench Lane	curated	Missing ROW	516 ( C )	No sign, kissing gate or waymarking but the footpath is perfectly usable through a gate	Low	ROW
13	Plough Road	N/A	Kerb sweeper		Both sides of Plough Road from the entrance to Courtend Farm to Foredraught lane	High	WCH
14	Plough Road	T.B.D.	HGV signs		Unsuitable for HGVs signs to be placed somewhere e.g. Foredraught Lane/Plough Road junction so a HGV can reverse into Foredraught Lane? Obviously this is not an ideal scenario but the buses do this and with the (presumed) development of Plough Meadow it affords more protection for the bridge. Is there anything stopping the installation of these signs at the Plough Road/Crowle Road junction?	High	WCH
15	Plough Road	compos	Gritsalt box for bridge or somewhere near there		Some additional protection for the bridge. Generally waterways etc. are at the lowest point around and can be "frost pockets".	High	WCH/PC
16	Foredraught Lane	Centred	Hedge wants cutting back		See item 6.	Medium	WCH/PC
17	Plough Lane	snooty.e	Missing ROWs	503 ( C ) 504	Missing signage and kissing gate for these footpaths. In fact, it would be very difficult to do so bearing in mind location. Suggest these rights of way be legally diverted to come out on Plough Lane at option.way.streaking In any case it appears to be informally so with 503 ( C ) already. 504 ( C ) which runs beside the canal, doesn't appear to exist at all. This could be diverted down the track to the property Marl Bank. A ROW signpost would be needed near the above location	Low	ROW/PC
18	Plough Lane	Centred on pounce s.scroll ed.regr owth	Signage		1. Restore the temporary A board to the M5 side that currently resides broken in the adjacent hedge. 2. Erect new weak bridge signs with the correct 3 ton limit.	High	WCH
19	Plough Lane	beaters .angle.r ucksac k to schema tic.atte ntion.k eyboard	Deep grips		A number of deep grips on the M5 side of Plough Lane that may be of hazard to vehicles entering the verge. The "worst" of these could have bollards around them. They would be an inconvenience to whoever undertakes the verge cut I can trim them.	Low	WCH

## 12. TIBBERTON PARISH COUNCIL POLICY REVIEW CALENDAR

	Previous review	Date Reviewed	Next Review
<b>Review at Annual Council Meeting</b>			
Standing Orders	10/2022	16/05/2023	05/2024
Financial Regulations	10/2022	20/06/2023	05/2024
Code of Conduct	11/10/2022	Should have been <b>05/2023</b>	05/2024
Committee Terms of Reference	23/03/2023	20/06/2023	05/2024
<b>Strategy and Finance Committee, includes HR</b>			
Asset Register		02/08/2023	01/2024
Complaints Procedure		04/04/2023	04/2025
Disciplinary Policy		02/08/2023	09/2024
Equality and Diversity		02/08/2023	09/2024
Grievance Policy		02/08/2023	09/2024
Health and Safety Policy		02/08/2023	09/2024
Internal Audit terms of reference		02/02/2023	02/2024
Internal Controls Statement		02/02/2023	02/2024
Insurance Policy		04/2023	03/2024
Investment Policy		02/08/2023	09/2024
Operational Risk Assessment		02/02/2023	02/2024
Record Management		12/01/2023	01/2025
Reserves and Balances Policy		02/08/2023	09/2024
Sickness and Absence Policy		02/08/2023	09/2024
Training Policy		tba	tba
<b>Communications and PR Committee, includes Fol and GDPR</b>			
Accessibility Statement (website)	17/10/2022	Under review	10/2023
Community Engagement Policy		27/07/2023	10/2024
Data Breach Policy		tba	tba
Data Protection Policy	undated	27/07/2023	10/2024
General Privacy Notice	undated	27/07/2023	10/2024
Media & Social Media Policy		27/07/2023	10/2024
Privacy Statement (website)	undated	27/07/2023	10/2024

Publication Scheme	undated	01/2023	01/2025
Recording of Meetings Policy		Tba	tba
Subject Access Requests		Tba	tba

**TIBBERTON PARISH COUNCIL**  
**MINUTES OF THE COMMUNICATIONS and PR COMMITTEE MEETING**  
**TUESDAY 7<sup>TH</sup> NOVEMBER 2023, 7PM**  
**at NEW VILLAGE HALL, VARDOE WAY, WR9 7NU.**

**Committee Members present:** Cllr Sarah Harfield, Chair  
 Cllr Trevor Knight  
 Cllr Margaret Rowley

**Committee Members absent:** Cllr June Woodland

**In attendance:** Rachel Hinton-Jones, Clerk to the Council.

**1. Chair's welcome.**

All were welcomed to this committee.

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

Cllr June Woodland

**3. To agree the minutes of the previous committee meeting held 13/09/23.**

The minutes of the meeting held on 13/09/23 were AGREED a true and accurate record and were signed by the Chair.

**4. Declarations of interest.**

None

**5. Written requests for dispensation.**

No requests for dispensation had been received.

**6. To hear from members of the public.**

No members of the public present at this meeting, therefore no request to speak.

**7. To agree the Policy Review Calendar.**

Adoption and review of policies is to be undertaken on a regular basis and all will be published on the website. This committee will review those policies relating to community engagement and communications. The policy calendar was reviewed, and all outstanding policies highlighted below. to be presented at the next Communications & PR Meeting, 05/02/24, along with a full audit by the Clerk.

	Previous review	Date Reviewed	Next Review
Accessibility Statement (website)	17/10/2022	27/07/2023	07/2025
Communications and Use of Email		27/07/2023	07/2025
Community Engagement Policy		27/07/2023	07/2024
Data Breach			09/2023
Data Protection Policy	undated	27/07/2023	04/2025
General Privacy Notice	undated	27/07/2023	04/2025

Privacy Statement (website)	undated	27/07/2023	07/2025
Publication Scheme	undated	01/2023	01/2025
Recording of Meetings,			09/2023
Subject Access Requests.			09/2023

**8. To update on 2nd edition of parish newsletter, confirm content.**

The next issue will be published in December, which will be the Winter edition.

The content and layout of the 2<sup>nd</sup> Edition newsletter will focus on and around Christmas events & activities, business's within the village, a history theme, and suggestions from the Parish. Deadline for all content to be received by 23/11/23.

**9. Tibberton Parish Village Map.**

Review of a Tibberton village house map board, displaying house numbers and house names. Options explored on how best to display this. A noticeboard or printed weatherproof material map. To proceed with order of the map to display on Parish Council Website. Cost £80 approx. plus vat. Further options to be explored on location and board in the village.

**10. Budget position,**

The council has allocated the sum of £2,000 to this committee for 2022/23 and 2023/24.

The budget has been **AGREED** to fund printing costs for quarterly newsletter, upkeep of the phone box, village map and associated costs, prizes for logo design competition and new hall opening celebrations.

Budget position has remained the same with a total spend to date of £226.00 (**attached p3**)

**11. Footers to Parish Council emails**

A standardised approach for all Councillors to apply.

**12. Co-ordinating volunteers.**

All committee members to review and propose a plan to support volunteers.

**13. The website and other platforms of publicity/information sharing.**

It was AGREED to review other website options based on navigation and accessibility with current website. Not to progress with any other sharing/publicity platforms at the moment, i.e. Facebook.

**14. Date & frequency of future meetings.**

The date and time of the next meeting will be held on 5<sup>th</sup> February 2024 at 7pm. Frequency of meetings thereafter TBC.

This meeting ended at 9.30pm.

Signed as a true record:

.....

Date.....

Chair, Communications and PR Committee

## BUDGET as at 31/10/2023

	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date	% difference	REVISION TO YEAR END LIKELY OUTCOME
<b>PAYMENTS</b>					
Comms & PR C'ttee NEW budget line	-	2,000.00	226.00	0.113	1,548.00
<b>subtotal</b>	<b>-</b>	<b>2,000.00</b>	<b>226.00</b>	<b>0.113</b>	<b>1,548.00</b>

### Appendix F

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo
Parish Council meeting														7.30				
Budget Setting Meeting				6pm														
Strategy & Finance	No meeting to be held in December																	
Communications/PR	No meeting to be held in December																	
Neighbourhood Planning WG																		
Strategic Planning WG																		
Training																		