

Tibberton Parish Council

Contact details: clerk@tibbertonparishcouncil.gov.uk

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

NOTICE OF ORDINARY MEETING

The next meeting of Tibberton Parish Council
will be held on Thursday 14th December 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: 10th December 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 SmartWater kit distribution progress.
 - b) Update regarding matters raised by Members of the Public at previous Council Meetings
 - I. Bridge Signage Audit and other Highways matters: - Meeting held with WCC Highways Manager on 17 November when it was agreed that:
 - All of the existing Bridge signs would be revisited to ensure they were blanked out.
 - Further temporary weight limit signs would be positioned before the Crowle turn and before the turn into Green Lane coming from Droitwich.
 - Reinstatement of the layby in front of Hillside: - extremely unlikely that this could be reinstated because it was a Highways planning condition associated with the development of Hawthorn Rise linked to the requirement to maintain good visibility for vehicles exiting

from Hawthorn Rise. From a Highways perspective this is still a requirement.

- Drainage issues: Highways have agreed to get the drains cleaned out on Plough Road opposite Court End House and to investigate whether there is a need to install an additional gully outside Old Park and Wychwood.
- II. Concerns about speed in the Village: - Meeting was held with Cllr Marc Baylis on 1 December to consider the issues. Cllr Marc Baylis agreed to consult with his colleagues on the following matters:
- Provision of a 40-mph buffer zone prior to the 30-mph zone at both ends of the village.
 - Speed monitoring by Highways at both ends of the village.
 - Provision of Roundel signs on the road to remind drivers of the speed limit.
 - Provision of Slow signs on the roads at locations to be agreed.
- III. Hawthorn Rise Open Space Hedges and use by young people: - Meeting was held with Jon Hulbert, Wychavon's Senior Parks & Open Spaces Officer on 7 December to discuss the issues. As a result, John has agreed:
- To get the hedge on the Hawthorn Rise side of the open space cut to the height of the fence.
 - Subject to further consultation by the Parish Council with residents, agreed in principle to the area being used by children for recreational activities including football and basketball/netball. The Parish Council will consult with residents regarding the use of the area as part of the consultation to take place regarding the Neighbourhood Plan in March 2024
- IV. Hawthorn Rise Grit Boxes to be changed from green to yellow. Following a meeting with the Highways Officer it was noted that the bins could not be changed from green to yellow because the criteria used by WCC Highways for the change would not be met. The Parish Council has recently purchased a further 4 bins to be located around the Village and would be responsible for keeping them topped up.
- V. The path under the railway bridge is really overgrown – update from Footpath Officer and Lengthsman.
- VI. Works to footpath between Hawthorn Rise & Plough Road. Works have been completed but are still awaiting a copy of the annual schedule of maintenance from Taylor Wimpey.
- 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 16th November 2023, to then be signed as a true record by the Chair (Appendix A p4-8)

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) Audit on weak bridge signage, to agree future signage to be jointly undertaken with Worcestershire Highways – Nov 23 in progress. See Note above.
- b) Response to the Request from the School for additional parking restrictions on

Plough Road. It is proposed that a meeting be held with the school to understand their concerns more fully prior to formally submitting the Parish Council's response to the consultation.

9. Finance:

- a) The next Strategy & Finance meeting is **6.30pm on Thursday 11 January 2024**
- b) To approve the payments schedule (Attached p9&10).

10. Committees:

- a) Preparation of the 2024/25 budget has taken place on 04/12/2023 with a further review on 11/01/2024. Precept return must be submitted by Friday 26th January 2024.

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:

- Draft response to the BIODIVERSITY DUTY October 2023.

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

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

16. Date and time of next meeting – 11th January 2024 @7:30pm

17. Programme of Committee and Working Groups for January – March 2024 (Appendix B p11)

18. Community Safety Event in January in the Village Hall

To be organized by Wychavon Community Safety Team

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.

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

TIBBERTON PARISH COUNCIL

MINUTES OF MEETING HELD THURSDAY 16th NOVEMBER 2023, 7.30PM The New Village Hall, Vardroe Way, Off Hawthorn Rise, Tibberton, Droitwich, WR9 7TG.

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)
Rob Grimer- Footpath Officer
Jeremy Moore-Lengthsman
Five members of the public

1. **Chair's Welcome**

The Chair opened the meeting and introduced Jeremy Moore, the Lengthsman, to the members of the public.

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

3. **Declarations of interest.**

Cllr Helen Savage has declared Other Registerable Interests. The request was clearly set out and understood by **full** members of the council. Dispensation was considered and granted at this meeting, with consideration to the following:

- a. The nature of the councillor's declared interest.
- b. The need to maintain public confidence in the council's conduct of business.
- c. The possible outcome of the proposed vote.
- d. The need for efficient and effective conduct of the council's business.
- e. Any other relevant circumstances.

Having been granted a dispensation Cllr Helen Savage decided to remain in the meeting.

4. **Written requests for dispensation.**

Received from Cllr Helen Savage and issued to the Clerk prior to this meeting. A record of the dispensation has been kept and signed by the Clerk.

5. **Public forum.**

- a. To receive an update on the SmartWater kit distribution progress (recommendation from the S & F Committee).

Rich Minor provided an email update that SmartWater is moving at a pace now. As a reminder it's a FREE pack for households to security mark their valuables, linked to a central secure database which is endorsed by West Mercia police. The kits have been funded jointly by the Parish Council & the Police & Crime Commissioner, saving each household circa £60

(cost to buy direct). Many packs have already been registered and distributed, please contact the Parish Council email clerk@tibbertonparishcouncil.gov.uk if you wish to register. Numbers are limited.

- b. Update regarding matters raised by Members of the Public at previous Council Meetings
1. Concerns about speed in the Village. Contact has been made with Vicky @ West Mercia Police but to date there has been no response. A meeting is scheduled with Marc Bayliss to discuss speed limits and what further action can be undertaken.
 2. Hawthorn Rise Open Space (owned by Wychavon DC)- Hedges and use by young people, Meeting to be arranged with the Senior parks and Open Space Officer to discuss future potential uses before consulting villagers on the options.
 3. Signs Audit and Highway matters: Meeting with the Highways Manager, Barry Barnes, has been confirmed for the Friday 17/11/23.
 4. Hawthorn Rise Grit Boxes to be reviewed in the meeting with Barry Barnes. The Lengthsman confirmed that the two green grit boxes belong to the Parish Council and the two yellow ones belong to the local council. The Lengthsman will review additional grit boxes required for the village, and order accordingly.
 5. The path under the railway bridge is really overgrown – update from Footpath Officer and Lengthsman. The Footpath Officer & Lengthsman will visit this area to establish a work plan for this to be cut back/removed.
 6. Works to footpath between Hawthorn Rise & Plough Road. Work has been carried out, but the Parish Council is awaiting the annual schedule of works.
 7. 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, once the tenant has registered it at Land Registry when it will become publicly available.

c) An opportunity for Parish residents to raise matters of interest or concern.

1. Update on a defibrillator at the New Village Hall. It was reported that the application for funding had been turned down because the Parish does not meet the criteria. As an alternative the Council is investigating the potential for funding from The DHSC Community Automated External Defibrillator (CAED) Fund.

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

- a. District Council update by Cllr Margaret Rowley
 - The South Worcestershire Development Plan Review (SWDPR) has been sent to the Planning Inspectorate along with comments submitted by residents, developers and other interested parties in the consultation carried out last year. Two inspectors have been appointed to examine the plan which will include a public examination to be held in early spring next year when the inspector will invite public comment on various aspects of the plan. The Inspectors' final report is expected in the Autumn of 2024.
- b. Canal & River Trust update by Cllr Margaret Rowley
 - The Canal and River Trust have provided scarecrow frames for families to create their own scarecrows in the orchard. Only 1 has been put up so far. They will be having another event in the new year, to include planting additional trees and hedges in the orchard and where there are gaps in the hedge line leading up to the orchard.
- c. Neighbourhood Watch update by Rich Minor
 - The village has reached the landmark of 100 plus members - it's important to recruit as many households as possible, as the benefit to the

community in terms of information being shared and helping neighbours that need support is enhanced by a greater coverage across the village. Please contact Rich Minor via the Tibberton social for a link to join.

There is signage available to place on wheelie bins available from Rich Minor.

d. Speed Watch update by Cllr Margaret Rowley

- The Assistant Police & Crime Commissioner joined the team for a session last month and has promised more support from the Police. The session on 16/11/23 had been particularly busy with 14 vehicles above the speed limit, 3 of which were travelling at over 40mph. Speed Watch would welcome more volunteers to join the Team, please register your interest with Cllr Margaret Rowley.
- The data collection lines have been removed today which were placed to measure the flow of the traffic through the village. The report is to follow.

e. Police - SNT Droitwich Town East and Rural East

- The only item reported from 01/08/23 - 11/11/23 was a caravan stolen from Crowle Road.

f. Public Rights Of way - Public Rights of Way Lengthsman Scheme

- The Parish Lengthsman Scheme has been extended by the County Council to enable elements of maintenance work on the Public Rights of Way network to be undertaken with their agreement.

g. Request from the School for additional Parking Restrictions in Plough Road

- Cllr Trevor Knight provided an update on the plan proposed for opposite the school and at the Bus Stop. Other options being explored to support parking at school times. Consultation is now underway. PC to formally agree their response at the next meeting.

h. Written update from County Cllr Marc Bayliss

Cllr Marc Bayliss reported that:

having spoken with the Parish Council and the school the consultation on parking restrictions on Plough Road had commenced. PC to agree their response at the next meeting.

- He'd spoken to county officers about the issue of home to school transport but was making slow progress because that budget is an estimated £9m overspent this year as a result of many more EHCPs being awarded which come with school transport included. He has not given up on the issue and is very willing to set up a date for the Parish Council to meet officers direct to make the case.
- A date has been agreed to meet with Parish Councillors to discuss possible speed reductions. He still has monies left in the divisional fund this year to support local projects.
- The police will hopefully be able to attend the next meeting to engage more actively with the Parish Council.

6. **To approve the draft minutes** of the Council meeting held on 19th October 2023, to then be signed as a true record by the Chair - Approved (Appendix A p6 - 9).

7. **Planning To comment on any planning application consultations notified by the Planning Authority and note any updates.**

- a) Planning application for the demolition of existing farmhouse, agricultural buildings and structures, the erection of a phased development of up to 300 residential dwellings Orchard Farm Defford Road Pershore WR10 3BX. The site is adjacent to Tiddesley Wood nature reserve, an ancient woodland, nationally important Site of Special Scientific Interest, and home to diverse and critically valuable wildlife including rare and endangered species. It was agreed that the Parish Council's objections will be put forward with the response to reflect our emerging biodiversity policy. Cllr Trevor Knight to draft a response and circulate to all Councillors for review.
- b) The latest planning list from Wychavon did not impact on the village.

8. **Updates to previous Parish Council business**
- a) Lengthsman priorities of works were agreed. (Appendix B p10-12)
 - b) It was reported that the training arrangements for the Council have now been completed.
 - c) Tibberton Bridge Signage Audit – Meeting scheduled for 17/11/2023.
- d) Neighbourhood Plan meeting held on 13th November 2023. Verbal update provided by Cllr Margaret Rowley who reported that:
- I. Wychavon planning have approved the Neighbourhood plan area.
 - II. A public consultation and exhibition will take place in March 2024.
 - III. Funding is available to support the development of the plan.
 - IV. The Working Group were looking at other Neighbourhood plans to review.
 - V. Other members of the Parish were welcome others to join the Neighbourhood Plan Working group,
9. **Finance:**
- a) To note the latest bank reconciliation (Appendix C p12) Agreed
 - b) The next Strategy & Finance meeting is ?? January 2024 @ ??pm
 - c) To approve the payments schedule (Appendix D p13-14). Agreed
10. **Committees:**
- a. The minutes of the Strategy and Finance Committee held on 9th November 2023 (Appendix D p15-20) were received.
 - b. To approve any recommendations from the Strategy and Finance Committee held on 9th November 2023 requiring Council's approval.
 - c. Preparation of the 2024/25 budget, and beyond. - Budget meeting being held on 04/12/2023. at 6pm
 - d. The draft minutes of the Communications and PR committee meeting held on 07/11/2023. (Appendix E p21-23) were received and the following points noted:
 - Tibby Times content progressing well with an anticipated publication date of the end of Nov 23.
 - The Sub Committee is currently conducting a review of all policies in line with Parish Council's that have achieved the gold standard award.
 - A standard footer is to be applied to all councillor's emails in line with guidance from NALC
 - The website was under review to improve its functionality and accessibility.
11. **Tibberton Village Hall (New)**
- Cllr Helen Savage provided an update including:
 - The Rural Fund Grant application, which has now been approved and stated that the agreement was scheduled to be issued week commencing 20/11/23. Upon receipt of the agreement, it was agreed that the Parish Council will release the agreed match funding of £8,100 to the Tibberton Community Land Trust (TCLT).
 - The grant will allow TCLT to purchase kitchen equipment, , tables & chairs and the subscription to the online booking system. It will also enable the TCLT to carry out additional landscaping at the rear of the hall. A number of functions are already booked, and further advertising will commence when the hall has all the required equipment in place.
 - The official opening of the Village Hall would take place in early spring with further details to follow nearer time.
 - The hall has been decorated for Christmas.
 - Sensors to be installed on the external lights to the car park is lit when I use at night. To improve the safety of users. The Chair Robbie Hazlehurst had met with the Village Hall Management Committee to discuss the operational budgets of the new village hall with a view to the Parish Council providing an element of grant funding to support the year 1 running costs.
12. **Items for decision or further consideration**
- a. Litter bin provision in Tibberton Village following proposals and suggestions from residents. Cllr Margaret Rowley to make enquiries with Wychavon District Council regarding the provision of additional bins.

Payment sheet 29th November 2023

Invoices for payment to be approved at meeting:					
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount	VAT reclaimable
Invoices now awaiting payment for work carried out since 14/11/2023					
V61	PW509224	PWLB	Loan Repayment 13/11/23	6726..00	

Date	Payee	UTB Transaction reference no.
13/11/23	Public works loan	DD 917516

Checked Unity Trust Bank system.

Rachel Hinton-Jones

Clerk/RFO

29/11/2023

UTB Administrator, Rachel Hinton-Jones

Council signatory.....

Council signatory.....

Payment sheet 28th November 2023

Invoices for payment to be approved at meeting:					
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount	VAT reclaimable
Invoices now awaiting payment for work carried out since 14/11/2023					
V58	PE 22/11/23	Jeremy Moore	Worksheet period ending 22/11/23	256.00	
V59	CBS Closure	TCLT	Cambridge account closure of Tibberton singers donation transferred to NVH for sound system	6391.07	
V60	Match Funding	TCLT	Rural Fund application, Wychavon.	8100.00	

Date	Payee	UTB Transaction reference no.
28/11/2023	Jeremy Moore	325505010
28/11/2023	TCLT £6391.07	666260003
28/11/2023	TCLT £8100.00	814268657

All entered onto Unity Trust Bank system and now awaiting two authorizers to authorize payments.

Rachel Hinton-Jones

Clerk/RFO

28/11/2023

UTB Administrator, Rachel Hinton-Jones

Council signatory.....

Council signatory.....

Appendix B

January 2024	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tu	We
Parish Council meeting											7.30																				
Strategy & Finance											6:30 pm																				
Communications/PR	No meeting to be held this month, agreed to move to Feb 23 following meeting on 07/11/23																														
Neighbourhood Planning WG																7pm															
Strategic Planning WG																															

February 2024	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tu	We	Fr	Sa	Su	Mo	Tu	We	Th	Fr	
Parish Council meeting								7.30																						
Strategy & Finance								7pm																						
Communications/PR					7pm																									
Neighbourhood Planning WG																														
Strategic Planning WG																														

March 2024	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Parish Council meeting														7.30																	
Strategy & Finance						6.30 pm																									
Communications/PR												7pm																			
Neighbourhood Planning WG																															
Strategic Planning WG																															