

# 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 11<sup>th</sup> January 2024  
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: 7<sup>th</sup> January 2024

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 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 14<sup>th</sup> December 2023, to then be signed as a true record by the Chair (Appendix A p4-9)

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 p10).

**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 26<sup>th</sup> 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** – 8<sup>th</sup> February 2024 @ 7:30pm

**17. Programme of Committee and Working Groups for February & 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 14<sup>th</sup> December 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 June Woodland  
Cllr Margaret Rowley

**Council Members absent:** Cllr Helen Savage.

**In attendance:**

Rachel Hinton-Jones Clerk and Responsible Finance Officer (RFO)  
Rob Grimer- Footpath/Public Rights of way Officer  
PC Sarah Clarke-West Mercia Police  
Six members of the public

1. **Chair's Welcome**

The Chair opened the meeting and welcomed PC Sarah Clarke to the members of the public.

- **Introduction by PC Sarah Clarke who provided an update on the work being undertaken by the Police in relation to Tibberton. PC Sarah Clark specifically referred to the following matters:**
  - Following comments regarding the lack of support for the Tibberton Speed Watch team and the fact that a few of the existing volunteers had resigned, it was agreed that the police will endeavour to visit the village once per month where possible to support the Village Speed Watch team. .
  - A Speed watch event was held in the center of the village, on 14.12.23, from 8am to 9am. 100 cars were recorded with 2 cars exceeding the 30mph speed limit.
  - C
  - PC Sarah Clarke confirmed that tickets cannot be issued to drivers by using the speed watch camera.
  - The number of speed offences recorded from 01/01/23 to 13/12/23 totaled 425. 332 of these drivers have received education correspondence from West Mercia Police regarding speeding.
  - The inspector's report from 01/09/23 to 01/12/23 identified 3 Domestic incidents, 3 incidents for false activation at Worcester Six, 1 regarding a confused male resident, and 1 for ceasing of a vehicle with no insurance. Crimes reported were 2, 1 a dog complaint, and the other a domestic matter.
  - It was noted that in addition to covering Tibberton Sarah and her team covered a total of 24 Parish Councils.

2. **Apologies.** Cllr Helen Savage & Cllr Marc Bayliss.

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 SmartWater kit distribution progress.

- A total of 222 kits have been received, with an initial sign-up of 70 packs. A group of teams, including Wychavon safer community team, West Mercia 'We don't buy Crime' team, Councillors and Neighbourhood watch coordinators have knocked on every door in the village and registered a further 70 packs. Flyers have been left at the houses that we have been unable to contact. The village is now within 3 registrations of qualifying for the grant to provide up to 12 high quality signs which will be in prominent positions around the village. This acts as a proven deterrent to would be criminals.

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 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 in order 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.
- Increased speed monitoring by Highways at both ends of the village.
- Provision of additional Roundel signs on the road to remind drivers of the speed limit.
- Provision of Slow signs on the roads at locations to be agreed.
- Cllr Sarah Harfield asked if extending the 30mph speed limit has been discussed. The Chair explained that the buffer zone was to be considered first as this was more likely to succeed due to the national regulations associated with the assessment of speed limits on all roads.

III. Hawthorn Rise Open Space Hedges and use by young people: - Meeting was held with Jon Hulbert, Wychavon 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.
- In principle, subject to further consultation by the Parish Council with residents, 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 will be responsible for keeping them topped up.
- V. The path under the railway bridge is really overgrown – update from Footpath Officer and Lengthsman.
  - Visit undertaken which confirmed this is not a public footpath, but a short cut. This would be the responsibility of the landowner, Mosely's Farm, to clear.
- VI. Works to footpath between Hawthorn Rise & Plough Road. Works have been completed but the PC is 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.**

- I. Could double white lines be in place to stop overtaking. There is an increase in this happening. Chair Robbie Hazlehurst to pick this up with Barry Barnes
- II. A dangerous branch in the road, can this be looked at by the Lengthsman. This will be shared with the Lengthsman, however due to the position this is potentially a highways issue. Note: this has since been removed
- III. Trees behind village hall, what is happening about these? Chair Robbie Hazlehurst confirmed work is currently being undertaken by the landowner and that there has been a significant reduction to date. The matter is kept under review.

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

##### a. District Council update by Cllr Margaret Rowley

- Wychavon Rural Grants: Another round of grants of up to £25,000 to support a range of projects that will make a difference to rural areas has been announced. Parish Councils, village hall trusts, community and public sector organisations can bid for money. The types of projects that Wychavon will support include the installation of green technologies such as solar panels and air source heat pumps, the creation of community EV charging points and the installation of insulation. Projects could also include the creation or improvement of green spaces such as community gardens and orchards or play areas. Encouraging active travel, for example by improving footpaths and installing secure cycle storage, will also be supported. Creating or improving community cultural, heritage and tourism assets such as museums, arts venues, exhibition centers, theatres, libraries, and film facilities are also eligible. Organisations must be able to provide up to 30% of the total cost of the project. The deadline to submit an expression of interest is 5th January 2024. Those chosen to go on to the next stage will then be asked to submit a full application. More information can be found at [www.wychavon.gov.uk/rural-fund](http://www.wychavon.gov.uk/rural-fund) and by contacting Georgie Muckle, UKSPF Support Officer on 01684 862270.
- Local Nature Recovery Strategy (LNRS): Worcestershire County Council is working with district councils and other partners to develop a statement of biodiversity priorities and a habitat map that will become a special plan for nature's recovery across the county. It will highlight existing areas of good quality habitat and opportunities to re-create, reconnect and restore even more. A consultation on these issues which seeks views to inform the preparation of a draft strategy and the content of a local habitat map will be launched on 15th January and will run for six weeks. Further details can be found at [www.worcestershire.gov.uk/LNRS](http://www.worcestershire.gov.uk/LNRS)
- New Director of planning now appointed who was the former Planning Director at Birmingham City Council.

- Waste bins update: New officer in place, Cllr Margaret Rowley to follow up in January 2024. Cllr June Woodland to identify the bins we currently have, and what additional bins are required.
- b. Canal & River Trust update by Cllr Margaret Rowley
  - Cllr Margaret Rowley to request that the Trust come up with options for more cost-effective entrance to the Community Orchard.
  - Planning a tree protection day scheduled for February 2024.
- c. Neighbourhood Watch update by Rich Minor
  - The number of members continues to rise, which is great news. It's important that we have wide coverage of membership of the Tibberton scheme. People looking out for their neighbors' and offering help to each other where needed ... a true community spirit. Please encourage friends and neighbors to join & once signed up they'll be added to the WhatsApp group.
- d. Speed Watch update by Cllr Margaret Rowley
  - Still awaiting the report from the data collection lines installed by County Highways to measure the flow of traffic through the village.
  - Speed watch update provided by PC Sarah Clarke (see agenda item 1).
- e. Police - SNT Droitwich Town East and Rural East
  - Update provided at the start of this meeting by PC Sarah Clarke, please see above.
- f. Public Rights of Way – Rob Grimer
  - Work is proving difficult now due to lots of mud and water. Attempting to keep footpaths clear where possible.
- g. Request from the School for additional Parking Restrictions in Plough Road
  - Chair Robbie Hazelhurst confirmed that a joint meeting with the school is being planned to discuss their issues and concerns. Date to follow.
- h. Written update from County Cllr Marc Bayliss  
Cllr Bayliss reported that:
  - The police should be attending tonight's Parish meeting. He'd reported the Parish Council's concerns about the lack of speeding enforcement in the village and expected the police to be out in the very near future to undertake some enforcement activity.
  - On the issue of speeding the Police and Crime Commissioner has just relaunched his local speed reduction funding so if the PC wishes to bid for further VAS cameras or other road safety activities, they should consider bidding for money from the fund (details can be found on the PCC's website)
  - He'd attended a meeting with the Chair of the PC to discuss local concerns and has agreed to do some work looking at introducing painted roundels at both ends of the village.
  - He'd asked county officers to take more speeding readings in the village, so we have up to date data regarding the scale of the problem.
  - He'd agreed to fund a new brown sign on Plough Road pointing the way to the new village hall.
  - He'd reported the flooding in the Plough Road ditch between Tibberton and Crowle to the Highways Manager
  - On wider issues the County Council is preparing its budget for next year which is going to be very challenging because the cost of social care is rising well above inflation.

6. **To approve the draft minutes** of the Council meeting held 16<sup>th</sup> November 2023, to then be signed as a true record by the Chair, approved (Appendix A p7-29)



- 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. Response has been submitted that the Parish Council's objects and to reflect our emerging biodiversity policy.
  - b) The latest planning list from Wychavon did not impact on the village.
  - c) Planning Application Consultation W/23/02406/FUL Barn Between the Lodge and Brier Fields Plough Lane. Tibberton Parish Council has raised several concerns with regards to this application. Response was submitted by the deadline of 27/12/23 to Wychavon.
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. The headteacher will send appointment details after the Christmas holidays.
9. **Finance:**
- a) The next Strategy & Finance meeting is on 11th January 2024 @ 6:30pm
  - b) To approve the payments schedule (Appendix B p30-31). **Agreed**
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)**
- Feedback received regarding the draught from the double doors. The chair of the Village Hall Management Committee is arranging for this to be looked at.
  - Sensors are to be installed on the external lights to the car park, so they are lit when the hall is in use at night, to improve the safety of users.
  - The Chair Robbie Hazlehurst had met with representatives of the Village Hall Management Committee to discuss the operational budgets of the new village hall with a view to the Parish Council considering providing grant funding to support the year 1 running costs.
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. 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 in the new year as the post holder at the Council is new to this role. Cllr June Woodland will review the provision that the village currently has.
13. **Review of correspondence** including emails received not mentioned elsewhere:  
Draft response to the BIODIVERSITY DUTY October [2023](#). To be reviewed as soon as possible.
14. **Parish Hall Conversion to Community Hub and Shop**
- Rob Grimer outlined the outcomes from the annual meeting, held on 14/12/2023. 19 out of 20 people agreed for this to be a community hub/café. Concerns were raised whether there would be enough volunteers to make this work. We will need to generate more interest from the villagers.
  - Next steps will be to set up a working group to explore the options and to carry out further consultation with villagers.
15. **Members to put forward items for discussion at future meetings.**  
None



- 16. **Date and time of next meeting** – 11<sup>th</sup> January 2024 @7:30pm
- 17. **Programme of Committee and Working Groups for January, February & March 2024**  
(Appendix C p32)
- 18. **Community Safety Event in January/February in the Village Hall**  
To be organized by Wychavon Community Safety Team

**This meeting ended at 9:10pm**

.....  
Signed as a true and accurate record by the Chair

.....  
Date

**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.

## Payment sheet 15<sup>th</sup> December 2023

Invoices for payment to be approved at meeting: 11th January 2024					
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount	VAT reclaimable
V62	INV-5583	Ocean Blue	Tibby Times xmas	214.50	0
V63	18198	Black Pear Electrical	NVH switched spurs & hand dryers	730.57	121.76
V64	Month 8 120/SE70709	HMRC	P32 PAYE R Hinton-Jones Month 8 Nov	197.80	0
V65	Month 8 Pay	Rachel Hinton-Jones	Month 8 Nov Salary & back pay	790.62	0
V66	24/051	Gill Lungley	Council Training & support	305.00	0
V67	94191	J Moore	Purchase of Hoe	22.00	3.67
V68	000474	UK Map Centre	Village map	192.08	32.01
V69	15/11/2023	ICO	Annual fee ZA153474	40.00	
Invoices now awaiting payment for work carried out since					

Date	Payee	UTB Transaction reference no.
V62	Ocean Blue	734810486
V63	Black Pear Electrical	960439271
V64	HMRC	886225845
V65	Rachel Hinton-Jones	755975081
V66	Gill Lungley	771762239
V67	J Moore	21493228
V68	UK Map Centre	270077687
V69	ICO	536255773

Checked Unity Trust Bank system.

Rachel Hinton-Jones  
Clerk/RFO 15/12/2023

UTB Administrator, Rachel Hinton-Jones

Council signatory.....

Council signatory.....

Appendix B

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	
	Fr	Sat	Sun	Mon	Tue	Wed	Thu	Fr	Sat	Sun	Mon	Tue	Wed	Thu	Fr	Sat	Sun	Mon	Tue	Wed	Thu	Fr	Sat	Sun	Mon	Tue	Wed	Thu	Fr	
Parish Council meeting													7.30																	
Strategy & Finance							6.30 pm																							
Communications/PR													7pm																	
Neighbourhood Planning WG																														
Strategic Planning WG																														

Village Consultation Event tba late March main hall.