

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 8th February 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: 4th February 2024

Rachel Hinton-Jones,

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

AGENDA

a) **Chair's welcome.**

b) **Apologies.** Cllr Marc Bayliss (Worcs CC) Rich Minor (Neighbourhood Watch) & Rob Grimer (Public Rights of Way Officer & Parish Hall Chair)

c) **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.

d) **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.

a) Written request for the granting of a dispensation received from Cllr Margaret Rowley 31st January 2024 (**Appendix A p4**)

e) **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:
 - II. Hawthorn Rise Open Space
 - 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 April 2024
 - III. Works to footpath between Hawthorn Rise & Plough Road. 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
- f) **To approve the draft minutes** of the Council meeting held 11th January 2024, to then be signed as a true record by the Chair (**Appendix B p5-9**)
- g) **Planning**
 - a) To comment on any planning application consultations notified by the Planning Authority and note any updates. [Planning Weekly List - Wychavon District Council](#)
 - I. Discussion re Plough Road potential planning application. e from, Rural Planning (**see attached Item 1**)
- h) **Updates to previous Parish Council business**
 - a) Discuss and agree the PC's response to the Request from the School for additional parking restrictions on Plough Road. Note: Meeting took place on Thursday 1st February 2024 with the school to understand their concerns more fully prior to formally submitting the Parish Council's response to the consultation. County Cllr Marc Bayliss, in attendance.
- i) **Finance:**
 - a) Budget position for 2024/25 was agreed and confirmed by the Parish Council on 11th January 2024
 - b) The next Strategy & Finance meeting is **6.30pm on Thursday 8th February 2024.**
 - c) To approve the payments schedules for 21/01/24 & 26/01/24 (**Appendix C p10-15**).
- j) **Committees:**
 - a) Neighbourhood Plan Working Group verbal update.
- k) **Tibberton Village Hall (New)** To receive any update requiring the Parish Council's input.
 - a) To consider a request from the Village Hall Management Committee to install external collection storage lockers on site.
- l) **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 update on the litter bin provision in Tibberton Village following proposals and suggestions from residents
- m) **Review of correspondence** including emails received not mentioned elsewhere:
 - FOI request received on 21st January 2024. Response issued on 28th January 2024. Reference No: **TPC 21.01.24-01**
 - ICO renewal and certificate published on website. (**Appendix D p16**).
- n) **Parish Hall Conversion to Community Hub and Shop Update.**
 - I. The Charity Commission have reported that the objects of the Charity are in the process of being changed Has Rob Grimer confirmed this?
- o) **Members to put forward items for discussion at future meetings.**
- p) **Date and time of next meeting** – 14^h March 2024 @ 7:30pm
- q) **Programme of Committee and Working Groups for March 2024** (**Appendix E p17**)

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.

DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	Margaret Rowley
The council business/matter for which you require a dispensation (refer to agenda item number if appropriate)	Matters involving Tibberton Community Land Trust
Details of your interest in that council business/matter	Trustee/ Director of Tibberton Community Land Trust Ltd
Date of meeting or time period (up to 4 years) for which dispensation is sought	Up to May 6 th 2027
Dispensation requested to participate, or participate further, in any discussion of that council business/matter by that body	Yes
Dispensation requested to participate in any vote, or further vote, taken on that council business/matter by that body	No
REASON(S) FOR DISPENSATION	
33 a) without the dispensation the number of persons unable to participate in the transaction of council business/matter would be so great as to impede the transaction of the council business/matter	
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
33c) the dispensation is in the interests of persons living in the authority's area	The objects of TCLT include the establishment, maintenance or provision of public amenities and facilities for the benefit of the inhabitants of the Parish of Tibberton and all Parish residents are entitled to free membership. I have knowledge of these matters which could assist the Parish Council. I receive no pecuniary benefit in the role.
33e) that it is otherwise appropriate to grant a dispensation Reason :	

Signed:  Dated: 31.1.24

DECISION :	
Dispensation Given : YES / NO	LENGTH OF DISPENSATION :
Date:	Minute Number:

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

TIBBERTON PARISH COUNCIL

MINUTES OF MEETING HELD THURSDAY 11th January 2024, 7.30PM The New Village Hall, Vardroe Way, Off Hawthorn Rise, Tibberton, Droitwich, WR9 7TG.

Council Members present: Cllr Robbie Hazlehurst, Chair
Cllr Trevor Knight
Cllr Liz Morton
Cllr June Woodland
Cllr Margaret Rowley
Cllr Helen Savage

In attendance:

Rachel Hinton-Jones Clerk and Responsible Finance Officer (RFO)
Three members of the public

1. **Chair's Welcome**
The Chair opened the meeting and welcomed three members of the public.
2. **Apologies.** Cllr Sarah Harfield, Vice-Chair.
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.
 - The target of 70% of households registered has now been achieved. Extensive work was carried out to achieve this. Chair Robbie Hazlehurst thanked everyone for all their hard work. The signage for the village is now in the process of being printed and will be displayed in accordance with the highway's guidelines throughout the village.
 - 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. This is currently in progress and some signs have been replaced.
 - Further temporary weight limit signs would be positioned before the Crowle turn and before the turn into Green Lane coming from Droitwich.
 - 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. Discussions are still taking place with the County Council and Wychavon district Council to look at all problem

areas, and support to contact landowners where it is their responsibility.

- 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, and to provide a further update for the meeting in February 2024. The points below have been raised with highways, and a review in place regarding double white lines:
 - 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 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. These hedges have now been cut.
 - 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 will be responsible for keeping them topped up. No further change to date.
 - V. The path under the railway bridge is really overgrown – update from Footpath Officer and Lengthsman follows that this is not a Public Right Of way.
 - 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. Schedule of work to followed up.
- c) An opportunity for parish residents to raise matters of interest or concern.
- I. A member of the public asked if the gifted funds to TCLT from the Parish Hall Committee of £25k had been ring fenced as restricted funds? It was confirmed that whilst this wasn't a matter for the Parish Council it was understood that the donation was for capital expenditure only.
 - 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.

- i. County Council - No update apologies from Cllr Marc Bayliss
- ii. District Council

Cllr Margaret Rowley updated on the following:

Director of Planning and Infrastructure, Ian Macleod (formerly with Birmingham City Council) is due to start on 1st February.

Draft Design Codes, public consultation has started into proposed design codes which developers will be required to adhere to. Tibberton is included in the Pershore Area Code. The guides are accessible on Wychavon's web site. This will also be discussed at the Neighbourhood Planning meeting on Monday 15th January 2023.

Flooding/Rainfall: There were 14 flood alerts recorded across Worcestershire in the first week in January. The total rainfall recorded by the Civic Centre weather station in Pershore for 2023 was 1036mm, the first time it has exceeded 1m for at least 60 years.

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. Mentions for Tibberton could include the Community Orchard (brown hairstreak butterfly) and Curlew on Plough Meadow.

Community Legacy Grants: Expressions of interest opened on 8th January with a submission date of 20th February.

- iii. Police - SNT Droitwich Town East and Rural East- PCSO Vicky Elliott confirmed nothing to report this month.
- iv. Canal & River Trust- Community Day to take place in February 2024, date to be confirmed.
- v. Neighbourhood Watch- No update received.
- vi. Speed Watch- Due to the weather the volunteers have not been present for the last couple of months. Data received from the Police:
 - 16,397 vehicles were recorded, with 444 vehicles speeding over the 30mph limit. 67 speed watch events carried out, with a recording of 245 vehicles per hour, a % of 2.7% of vehicles speeding. 53 mph was the highest speed recorded.
- vii. Public Rights of Way- No update received.

6. **To approve the draft minutes** of the Council meeting held 14th December 2023, to then be signed as a true record by the Chair, **all proposed and agreed** (Appendix A p6-11)

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

- a) Planning application for Kenosha Ref W/23/02074/PIP has been refused, with significant reasons for refusal.
- b) The latest planning list from Wychavon did not impact on the parish.
- c) No planning application required for the New Village Hall brown signage. This will be installed as soon as possible.
- d) Neighbourhood Planning meeting will be held on Monday 15th January at 7pm.

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. To follow up meeting date and time.

9. **Finance:**

- a) The next Strategy & Finance meeting is on 11th January 2024 @ 6:30pm
- b) Review of annual budget shared at this meeting to approve the budget and precept value for 2024/25. **All proposed and agreed.** (Appendix B p12)
- c) The final return for the precept value to be submitted to Wychavon District council by the Clerk before the deadline date of 26th January 2024.
- d) To approve the payments schedule (Appendix C p13-p20). **Agreed**

10. **Committees:**

- a) Strategy & Finance: Preparation of the 2024/25 budget took place on 04/12/2023 with ratification by all members held on 11/01/2024.

11. **Tibberton Village Hall (New)**

- Waiting for Highways to approve the location of the village hall signage.
- 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. Quotes currently being sourced.
- The fencing at the back of the new village hall to be reviewed.
- Chair Robbie Hazelhurst and Cllr Helen savage to review list of works that are the responsibility of TPC, not the TCLT. This to be agreed within the next 4 weeks.

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

- a) School Transport – Representatives from Worcestershire County Council including Cllr Marc Baylis is to be invited to a future meeting of the Council to provide an update.
- b) Litter bin provision in Tibberton Village following current bin audit carried out by Cllr June Woodland identified that a further 2 bins would be required in the village, one at the new village hall, and one outside the old village hall. Cllr Margaret Rowley to make enquiries with Wychavon District Council regarding the additional requirements and the renewal of the existing bins to be one bin for all waste.

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

Draft response to the BIODIVERSITY DUTY October [2023](#). Cllr Trevor Knight has amended the model policy and removed the sections not applicable to Tibberton Parish Council and included additions where required. All agreed with the amendments proposed. . Final copy to be issued to the Clerk as soon as possible.

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

- Charity commission to be asked to agree to a change in the objectives.
- Next steps will be to set up a working group to explore the options and to carry out further consultation with villagers to confirm their desire/interest in the provision of a community hub/Shop .
- The back of the parish hall has now been cleared.
- Further update to be provided at the next council meeting by Rich Minor/Rob Grimer.

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

None

16. **Date and time of next meeting** – 8th February 2024 @7:30pm

17. **Programme of Committee and Working Groups for February & March 2024**
(Appendix D p21)

18. **Community Safety Event in February in the Village Hall**

To be organized by Wychavon Community Safety Team. Faye to confirm dates.

This meeting ended at 8:25pm

.....
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.

Appendix C

Payment sheet 21st January 2024

Invoices for payment to be approved at meeting: 11th January 2024						
no.	Voucher	Invoice	Payee	Reason	Gross	VAT
		ref		for payment	amount	reclaimable
V70		PE 22/12/23	Jeremy Moore	Worksheet period ending 22/12/23	256.00	
V71		Month 9 120/SE70709	HMRC	P32 PAYE R Hinton-Jones Month 9 Dec	127.00	0
V72		Month 9 Pay	Rachel Hinton-Jones	Month 9 Dec	508.02	0
Invoices now awaiting payment for work carried out since						

Date	Payee	UTB Transaction
		reference no.
V70	Jeremy Moore	631721000
V71	HMRC	363375119
V72	Rachel Hinton-Jones	504174767

Checked Unity Trust Bank system.

Rachel Hinton-Jones

Clerk/RFO 21/01/24

UTB Administrator, Rachel Hinton-Jones

Council signatory.....

Council signatory.....

LENGTHSMAN Invoice & Worksheet 2023-2024

WCC official use only - Please do not write in this shaded box

Framework Order No:		Customer & Community
Amount Payable:		Worcestershire County Council
Authorised by:		County Hall, Spetchley Road
Date:		Worcester WR5 2NP

Below To be completed by Parish Clerk

Parish Council:	TIBBERTON PARISH COUNCIL
Clerk's Name:	Rachel Hinton-Jones
Address:	Tibberton Village Hall, Vardroe Way Off Hawthorn Rise, Tibberton, Droitwich, WR9 7NU
Telephone:	07841 048167
Email Address:	clerk@tibbertonparishcouncil.gov.uk
Period Ending:	22nd December 2023

Date	Task Code	Road Location	Task Description - if not covered by a Task Code (see Key)	No. of Hours: Minutes
08-12-23	A1 C1	Plough Road		00:45
08-12-23	A1	Crowle Road		00:15
08-12-23	A1	Moor End		00:15
08-12-23	A1 A2	Church Lane		00:30
08-12-23	A1 A2	Eaton's Lane		00:30
08-12-23	A1	Evelench Lane		00:15
08-12-23	A1 A2	Plough Lane		01:00
08-12-23	A1	Green Lane		00:30
12-12-23	A1 A2	Plough Lane		00:45
12-12-23	A1	Green Lane		00:15
12-12-23	A1 A2 B6	Plough Road		01:30
12-12-23	A1	Hawthorn Rise		00:30
12-12-23	A1	Evelench Lane		00:15
12-12-23	A1 A2	Church Lane		00:30
12-12-23	A1	Crowle Road		00:15
18-12-23	A1	Green Lane		00:15
<i>Continue overleaf if required - include subtotal here</i>				08:15
Total no. of miles:			Total Hours: Minutes	16:00
Rate per Hour:		£16.00	Total Labour Cost £	256.00
Rate per Mile:			Total Mileage Cost £	
				£ 256.00

I, the undersigned, agree that this worksheet is a true and accurate record of the work undertaken and that this work has been completed to the satisfaction of the Parish/Town Council under the Terms of the Lengthsman Scheme Annual Agreement.

Clerk Signature: *R Hinton-Jones*

Date: 28/12/2023
 Please email this form, fully completed & signed, to: lengthsmanscheme@worcestershire.gov.uk
 By 13th of the month to ensure prompt payment

KEY:

A	DRAINAGE:
A1	Clear gully grates
A2	Clear verge grips
A3	Clear headwalls, outfalls
A4	Advise landowners and frontagers when their ditches need cleaning
A5	In especially difficult circumstances clear ditches – only with prior agreement of the Manager
B	VEGETATION CLEARANCE:
B1	Remove vegetation obstructing signs
B2	Remove vegetation at junction visibility splays
B3	Removal of basal tree growth from highway trees
B4	Pulling/ cutting of noxious weeds following site specific approval from the Manager
B5	Side out footways to normal width and spread arisings on verge where possible
B6	Negotiate with frontagers for them to cut back overhanging vegetation
C	MISCELLANEOUS HIGHWAYS WORKS:
C1	Rotation and charging of mobile Vehicular Activated Signs (VAS) following site specific approval and authorisation from the Manager
C2	Clean dirty signs and/or retighten brackets, reposition signs which have been knocked out of place where no excavation is required (except illuminated signs)
C3	Painting of heritage cast iron direction signs
C4	Snow clearance and gritting/ salting by hand
C5	Removal of illegal fly posting
C6	Maintenance and repainting of highways approved visibility fencing
C7	Cleaning of subways
E	ADMINISTRATIVE EXPENSES - Refer to Section 6c. of the Agreement
All other works with specific approval of Manager.	

.....Continued from previous sheet hh:mm e.g. 07:55

Date	Task Code	Road Location	Task Description - if not covered by a Task Code (see Key)	No. of Hours: Minutes
18-12-23	A1 A2	Plough Road		02:00
18-12-23	A1 A2	Church Lane		00:30
18-12-23	A1	Crowle Road		00:15
18-12-23	A1	Evelench Lane		00:15
18-12-23	A1 A2	Plough Lane		00:45
22-12-23	A1 B5 C1	Plough Road		02:15
22-12-23	A1	Moor End		00:15
22-12-23	A1	Church Lane		00:30
22-12-23	A1 A2	Plough Lane		00:30
22-12-23	A1	Green Lane		00:15
22-12-23	A1	Hawthorn Rise		00:15
Add the total of this page to the total on the 1st page:				07:45

09:18:01

Tibberton Parish Council
Form P32 - Employer Payment Record

Tax Month From: 9
Tax Month To: 9

Date From: 06/12/2023
Date To: 05/01/2024

Tax District/Reference: 120/SE70709
Accounts Office Reference: 120PB03050243

1 - PAYE Income Tax:	127.00
2 - Student/Postgraduate Loan Deductions:	0.00
3 - Net Income Tax:	127.00 (1 + 2)
4 - Gross National Insurance:	0.00
5 - Employment Allowance:	0.00
6 - Total SMP Recovered:	0.00
7 - NIC Compensation on SMP (if due):	0.00
8 - Total SPP Recovered:	0.00
9 - NIC Compensation on SPP (if due):	0.00
10 - Total ShPP Recovered:	0.00
11 - NIC Compensation on ShPP (if due):	0.00
12 - Total SAP Recovered:	0.00
13 - NIC Compensation on SAP (if due):	0.00
14 - Total SPBP Recovered:	0.00
15 - NIC Compensation on SPBP (if due):	0.00
16 - Total NIC Deductions:	0.00
17 - Net National Insurance:	0.00
18 - Apprenticeship Levy:	0.00 (4 minus 5 minus 16)
19 - Termination Payments Class 1A NICs	0.00
20 - Employer NI to Pay:	0.00
21 - Total Amount Due:	127.00 (3 + 17 + 18 + 19)

Payment sheet 26th January 2024

Invoices for payment to be approved at meeting: 11th January 2024					
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount	VAT reclaimable
V73	PE 22/01/24	Jeremy Moore	Worksheet period ending 22/01/24	256.00	
V74	TVH-2023-13	TCLT	Meeting 01/12/23 9-10am	7.00	0
V75	TVH-2023-19	TCLT	Meeting 14/12/23 18:30-19:30 Community Hub Meeting	7.00	0
Invoices now awaiting payment for work carried out since					

Date	Payee	UTB Transaction reference no.
V73	Jeremy Moore	349220930
V74	TCLT	284008054
V75	TCLT	134116480

Checked Unity Trust Bank system.

Rachel Hinton-Jones

Clerk/RFO 25/01/24

UTB Administrator, Rachel Hinton-Jones

Council signatory.....

Council signatory.....

LENGTHSMAN Invoice & Worksheet 2023-2024

WCC official use only - Please do not write in this shaded box

Framework Order No:		Customer & Community Worcestershire County Council County Hall, Spetchley Road Worcester WR5 2NP
Amount Payable:		
Authorised by:		
Date:		

Below To be completed by Parish Clerk

Parish Council: TIBBERTON PARISH COUNCIL
Clerk's Name: Rachel Hinton-Jones
Address: Tibberton Village Hall, Vardroe Way Off Hawthorn Rise, Tibberton, Droitwich, WR9 7NU
Telephone: 07841 048167
Email Address: clerk@tibbertonparishcouncil.gov.uk
Period Ending: 22nd January 2024

Date	Task Code	Road Location	Task Description - if not covered by a Task Code (see Key)	No. of Hours: Minutes
03-01-24	A1 A2	Plough Road		01:00
03-01-24	A1	Crowle Road		00:15
03-01-24	A1	Moor End		00:15
03-01-24	A1	Church Lane		00:30
03-01-24	A1 A2	Eaton's Lane		00:30
03-01-24	A1	Evelench Lane		00:15
03-01-24	A1 A2	Plough Lane		00:30
03-01-24	A1 B1 C2	Green Lane		00:30
03-01-24	A1	Foredraught Lane		00:15
08-01-24	A1	Green Lane		00:15
08-01-24	C1 C4	Plough Road		01:45
08-01-24	C4	Hawthorn Rise		00:45
08-01-24	C4	Hillside		01:00
08-01-24	A1	Church Lane		00:15
15-01-24	C4	Plough Road		01:45
15-01-24	C4	Hillside		00:30
<i>Continue overleaf if required - include subtotal here</i>				10:15
Total no. of miles:			Total Hours: Minutes	16:00
Rate per Hour:			Total Labour Cost £	256.00
Rate per Mile:			Total Mileage Cost £	256.00
				£ 256.00

I, the undersigned, agree that this worksheet is a true and accurate record of the work undertaken and that this work has been completed to the satisfaction of the Parish/Town Council under the Terms of the Lengthsman Scheme Annual Agreement.

Clerk Signature: *R Hinton-Jones*

Date: 25/01/2024

Please email this form, fully completed & signed, to: lengthsmanscheme@worcestershire.gov.uk By 13th of the month to ensure prompt payment

KEY:

A	DRAINAGE:
A1	Clear gully grates
A2	Clear verge grips
A3	Clear headwalls, outfalls
A4	Advise landowners and frontagers when their ditches need cleaning
A5	In especially difficult circumstances clear ditches – only with prior agreement of the Manager
B	VEGETATION CLEARANCE:
B1	Remove vegetation obstructing signs
B2	Remove vegetation at junction visibility splays
B3	Removal of basal tree growth from highway trees
B4	Pulling/ cutting of noxious weeds following site specific approval from the Manager
B5	Side out footways to normal width and spread arisings on verge where possible
B6	Negotiate with frontagers for them to cut back overhanging vegetation
C	MISCELLANEOUS HIGHWAYS WORKS:
C1	Rotation and charging of mobile Vehicular Activated Signs (VAS) following site specific approval and authorisation from the Manager
C2	Clean dirty signs and/or retighten brackets, reposition signs which have been knocked out of place where no excavation is required (except illuminated signs)
C3	Painting of heritage cast iron direction signs
C4	Snow clearance and gritting/ salting by hand
C5	Removal of illegal fly posting
C6	Maintenance and repainting of highways approved visibility fencing
C7	Cleaning of subways
E	ADMINISTRATIVE EXPENSES - Refer to Section 6c. of the Agreement
All other works with specific approval of Manager.	

..... Continued from previous sheet				hh:mm e.g. 07:55
Date	Task Code	Road Location	Task Description - if not covered by a Task Code (see Key)	No. of Hours: Minutes
15-01-24	A1 C4	Hawthorn Rise		01:30
15-01-24	C4	Vardroe Way		00:15
22-01-24	A1 C2	Plough Lane		00:45
22-01-24	A2 B5 C1	Plough Road		02:30
22-01-24	A1 B1	Church Lane		00:30
22-01-24	A1	Green Lane		00:15
Add the total of this page to the total on the 1st page:				05:45

Tibberton Village Hall

Invoice to: Rachel Hinton-Jones
Parish Council Meetings
Tibberton Village Hall
Vardroe Way
Tibberton
Worcestershire
WR9 7TG

Invoice No.	TVH-2023-19
Date	08/01/2024
Total	£7.00

Booking Contact	Rachel Hinton-Jones, clerk@tibbertonparishcouncil.gov.uk		
Comment	Please send payment to: Account Name: Tibberton CLT Limited Sort Code: 60-08-44 Account Name: 66653061		
Booking Date	Booking Name	Rooms / Facilities	Price (£)
14/12/2023 18:30 - 19:30	Community Hub Meeting - Old Parish Hall Committee	Committee Room	7.00
		Net	£7.00
		Total	£7.00

1

Tibberton Village Hall

Invoice to: Rachel Hinton-Jones
Parish Council Meetings
Tibberton Village Hall
Vardroe Way
Tibberton
Worcestershire
WR9 7TG

Invoice No.	TVH-2023-13
Date	08/01/2024
Total	£7.00

Booking Contact	Rachel Hinton-Jones, clerk@tibbertonparishcouncil.gov.uk		
Comment	Please send payment to: Account Name: Tibberton CLT Limited Bank: National Westminster Bank Evesham Sort Code: 06-08-44 Account Number: 66653061		
Booking Date	Booking Name	Rooms / Facilities	Price (£)
01/12/2023 09:00 - 10:00	Meeting	Committee Room	7.00
		Net	£7.00
		Total	£7.00

Data Protection Registration Certificate

Tibberton Parish Council



Registration reference: ZA153474
Date registered: 07 December 2015
Registration expires: 06 December 2024



Issued by: Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire
SK9 5AF

Telephone: 0303 123 1113
Website: ico.org.uk

Appendix E

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																															