

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 11th April 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.

The right for the public and press to attend a Parish Council Meeting is established under the Openness of Local Government Regulations 2014 as well as the right to record, film and broadcast meetings. In accordance with Tibberton Parish Council's Policy on "Recording of Meetings", adopted in March 2024. If anyone wishes to film, photograph, or audio record this public meeting, you must inform the Clerk at least 24 hours in advance to ensure obligations under the Data Protection Act, Human Rights Act, and other legislation are met.

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: 7th April 2024

Rachel Hinton-Jones,
Clerk to the Council & Responsible Finance Officer (RFO) for Tibberton Parish Council

AGENDA

1. Chair's welcome.
2. Recording of Meetings Policy- (Appendix A p4-5)
3. Code Of Conduct

General Conduct

1. Respect

As a Councillor and as a member of the public:

- 1.1 We treat other councillors and members of the public with respect.
- 1.2 We treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor or member of the public engaging in a political debate with, or asking questions of, councillors you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

As a Councillor in your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, we have a right to expect respectful behaviour from the public. If members of the public are being or perceived to be abusive, intimidatory or threatening we are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider

or the police. Were such behaviour occurs at a meeting of the Council, the Chair of the meeting can require the individual(s) concerned leave the meeting and if necessary request that the police be called to assist. .

4. Apologies:

5. 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.

6. 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.

7. Public Forum

- a) Update regarding matters raised by Members of the Public at previous Council Meetings
 - I. Bridge Signage Audit and other Highways matters: The Chair has again requested an update from the Highways regarding the placing of the additional bridge weight limit signs. The potential for the temporary weight limit to become permanent is currently being discussed by the Canal & River Trust and Worcestershire Highways. Cllr Marc Bayliss confirmed this is being followed up and will include missing and incorrect signage
 - II. Other matters raised are dealt with in the minutes of the previous meeting. (Chair to provide any updates as necessary)
- b) An opportunity for parish residents to raise matters of interest or concern.
- c) 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 **Note:** A new local Coordinator is required for the Village
 - VI. Speed Watch
 - VII. Public Rights of Way

8. To approve the draft minutes of the Council meeting held 14th March 2024, to then be signed as a true record by the Chair (**Appendix B p6-9**)

9. Planning

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

10. Updates to previous Parish Council business

- a) Litter bin provision in Tibberton Village **Note:** A meeting request has been sent to the officer at Wychavon Council to discuss the proposals, still awaiting confirmation.
- b) Official Opening of the New Village Hall – 22nd June 2024.
- c) The Community Safety event with Wychavon Community Safety team which is a 'drop in' event will take place on Monday 22nd April from 5pm to 8pm
- d) Defibrillator for Village Hall
- e) New Solar Powered VAS unit
- f) Organisations responsible for removing Fly tipping, flooding, debris on road following accident.

- 11. Finance:**
- a) Verbal update from the meeting of the Strategy & Finance Committee on 4 April
 - b) Clerk to provide an update on the preparations for the Internal Audit on 19 April
 - c) The next Strategy & Finance meeting is at **7:00pm on Thursday 6th June 2024.**
 - d) To approve the payments schedules for 19th March 2024 & 31st March 2024
(Appendix C p10-11)
 - e) To approve the format of future Budget reports to the Council
- 12. Committees:**
- a) Communications & PR Committee verbal update
 - b) Neighbourhood Plan Working Group verbal update. **Note:** A public consultation event for the Neighbourhood Plan is being held at the Village Hall on **Saturday 20th April from 2pm to 5pm**
- 13. Tibberton Village Hall**
- a) To receive any update requiring the Parish Council's input.
 - External Collection storage lockers
 - Straw Poll of the Village to be carried out
 - External landscape maintenance
- 14. Items for decision or further consideration**
- a) School Transport – Representatives from Worcestershire County Council including Cllr Marc Baylis meeting to be arranged at a time convenient to the parties no later than the end of June 2024.
- 15. Review of correspondence** including emails received not mentioned elsewhere:
- 16. Parish Hall Conversion to Community Hub and Shop Update.**
- a) Update from the meeting held with key partners on Monday 25 March.
- 17. Members to put forward items for discussion at future meetings.**
- 18. Date and time of next meetings:**
- Annual Council Meeting, 9th May @ 7pm
 - Annual Parish Meeting, 23rd May @ 7pm
- 19. Programme of Committee and Working Groups for May 2024 (Appendix D p12)**

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

Recording of Meetings Policy

1. Legislation

The Openness of Local Government Bodies Regulations 2014 (“the 2014 Regulations”), amended s.1 of the 1960 Act with effect from 6th August 2014 (England only). Subject to exceptions explained in points 2 and 3 below or if the meeting has resolved to exclude the public, the 1960 Act permits any person (including the press) who attends a council (or committee) meeting to report on the proceedings of the meeting. The new provisions of the 1960 Act address the existence of different means of reporting which include the use of social media. “Reporting” is defined in s.1(9) of the 1960 Act to include:

- Filming, photographing or making an audio recording of proceedings at a meeting (e.g. using a mobile phone, tablet such as an iPad, filming for a TV broadcast, recording for a radio broadcast);
- Using any other means for enabling people not present at a meeting to see or hear proceedings as they take place or later (e.g. live streaming)
- Written reporting or commentary on the proceedings during or after a meeting or oral reporting or commentary after the meeting. Examples of written reporting or commentary include blogging, posting comments on Facebook or tweeting.

Section 1 (4A) of the 1960 Act confirms that a person present at the meeting does not have a right to give an oral report or commentary during a meeting as such actions could be disruptive to the meeting. Such oral commentary or reporting can be given after the meeting and the person will need to ensure that his/her oral or written report of a meeting does not give rise to a libel claim.

The right to ‘report’ on a meeting as defined in s.1(9) of the 1960 Act is limited to reporting on the proceedings of a meeting which includes a reference to people who simply attend the meeting and those who participate in the meeting. There is an expectation that any reporting will focus on the proceedings of a meeting and those who participate in it, rather than those who are simply attending.

○ **Children and vulnerable adults**

Filming, recording, photographing or other reporting of children and the vulnerable may only take place with the consent of a responsible adult, which in the case of a vulnerable adult is a medical professional, his/her carer or legal guardian and, in the case of a child, is his/her parent, legal guardian or teacher.

2. Purpose

The purpose of this policy is to provide clarity to the members and employees of Tibberton Parish Council and to members of the public who may be attending parish council meetings.

3. Scope

This policy covers the recording of Tibberton Parish Council meetings. Meetings shall include those of full council and of committees, and recording shall be permitted of only those meetings, in full or in part, that are open to the public.

4. Implementation

- At the start of a meeting, the chairman shall remind everyone in attendance and who will be participating in the meeting that, subject to points 2 and 3 above, they may be filmed, recorded, photographed, or otherwise reported about.
- At the start of a meeting the chairman shall ask if anyone present is intending on filming, recording, or photographing the meeting.
- If someone present is intending on filming, recording or photographing the meeting then the council shall make available a separate area to accommodate members of the public who are present at the meeting and do not wish to participate in the meeting but who object to being filmed, recorded, photographed or otherwise reported about and children and vulnerable adults, where the relevant responsible adult has not given consent for them to be filmed, recorded, photographed or otherwise reported about.
- The behaviour or activities arising from a person's filming, recording, photographing or other reporting of proceedings must not disrupt the meeting or obstruct the transaction of business. If such behaviour or activities do disrupt a meeting the chairman shall ask for such disruptions to cease. If disruptions continue the chairman shall move a motion requiring anyone disrupting the meeting to leave.
- Members and employees of Tibberton Parish Council should be fully engaged when attending meetings and should therefore refrain from blogging, posting comments or tweeting during meetings. The person filming, recording, photographing, or reporting has a responsibility to ensure that any personal data of individuals is used in accordance with the General Data Protection Regulation.

5. Notes

Further guidance to assist the Council in the application of this policy can be found at:

- NALC Legal Topic Note 5/June 2015/Parish and Community Council Meetings
- Department for Communities and Local Government guide
www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide

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

TIBBERTON PARISH COUNCIL

MINUTES OF MEETING HELD THURSDAY 14th MARCH 2024, 7.30PM The New Village Hall, Vardroe Way, Off Hawthorn Rise, Tibberton, Droitwich, WR9 7TG.

Council Members present: Cllr Sarah Harfield, vice-Chair
Cllr Helen Savage
Cllr Trevor Knight
Cllr June Woodland
Cllr Marc Bayliss (Worcs CC)

Council Members absent: Cllr Robbie Hazlehurst, Cllr Margaret Rowley & Cllr Liz Morton

In attendance: Rob Grimer (Public Rights of Way Officer & Parish Hall Chair) &
Rachel Hinton-Jones Clerk and Responsible Finance Officer (RFO)

1. **Chair's Welcome**

The Chair opened the meeting and welcomed seven members of the public.

2. **Code Of Conduct**

The Chair reminded everyone of the code of conduct, which will remain as a standing agenda item.

General Conduct

2. Respect

As a Councillor and as a member of the public:

2.1 We treat other councillors and members of the public with respect.

2.2 We treat local authority employees, employees, and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

3. **Apologies.** Cllr Rich Minor (Neighbourhood Watch) & Rob Grimer (Public Rights of Way Officer & Parish Hall Chair)

4. **Declarations of interest.**

None.

5. **Written requests for dispensation.**

No requests for dispensation have been received.

6. **Public forum.**

a) Update regarding matters raised by Members of the Public at previous Council Meetings

I. Bridge Signage Audit and other Highways matters: The Chair has again requested an update from the Highways regarding the placing of the additional bridge weight limit signs. The potential for the temporary weight limit to become permanent is currently being discussed by the Canal & River Trust and Worcestershire Highways. Cllr Marc Bayliss confirmed this is being followed up and will include missing and incorrect signage.

II. Other matters raised are dealt with in the minutes of the previous meeting.

b) An opportunity for parish residents to raise matters of interest or concern.

- I. The end of Foredraught lane often has a car parked on the side of the road before the junction, which is causing a hazard. Cllr Marc Bayliss confirmed that all vehicles must apply to the 10 meter rule of parking near a junction. Enforcement is recommended, the Police to do this.
A suggestion from the public was asked if a picture of the number plate could be taken and sent to the Police? Cllr Marc Bayliss suggested this be sent to ops snap and West Mercia Police will send a letter to the registered keeper of the vehicle.
A further suggestion was could a polite notice be displayed on the railings, highlighting it's illegal to park within 10 meters of a junction. Cllr June Woodland will contact West Mercia ops
- II. A member of the public asked why all but two of the trees in front of Hillside have been pollarded during the recent work completed by Platform. Cllr Sarah Harfield will ask Platform the question and share the contact email for Platform.
- III. It was also asked if the wall was going to be repaired. Cllr Sarah Harfield confirmed this is on the works schedule and will follow up a progress update.
- IV. There used to be a mirror positioned at the end of Church Lane, to support drivers visibility. This is no longer in place, and it was asked if this could be replaced. The original mirror was put in place by a resident.
Barry Barnes to be contacted to confirm if this is a planning issue?

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

i. County Council

Cllr Marc Bayliss updated on the following:

Application for the divisional fund grant of £3k has been received, and The Parish Council have allocated these funds to a new VAS sign.

County Council can support funding a Defibrillator for the New Village Hall from 1st April 2024. Match funding required of £750.00, which TPC will support to prevent delay.

Cllr Marc Bayliss updated the parking meeting with Tibberton school, with a sensible compromise agreed, along with positive activity made. The funding of £500 has also been awarded to Tibberton School towards the school library.

Flooding has been a major issue across the county. Severe problems in Himbleton and continuing to work on local solutions.

There may be an opportunity to explore funds from Police & crime commissioners for flooding warning signage.

This has been a tough financial year, with an overspend of £20 million relating to Children in social care. One child in care can exceed £60k per year. If anyone is looking to Foster then please contact Cllr Marc Bayliss, and to note these Children do have significant behavioral issues.

Home to school transport has doubled in the last 2 years, with more Children registered on health care plans. To meet demand the County Council, must fund taxi's to support.

All services have remained, with no closure of services or impact. Changes made to date and will continue are around staffing levels, with a further 400 job cuts in 2024/25.

Divisional fund of £10k per annum remains, as well as £22k for road activities for 2024/25.

ii. District Council

Cllr Margaret Rowley provided an update on the following:

Progress with the South Worcestershire Development Plan Review (SWDPR)

When the documents were submitted to the Planning Inspectorate for independent scrutiny towards the end of last year, it was expected that the dates of public hearings to provide the inspectors the opportunity to ask questions on the plan and the evidence supporting it would have been announced by now. However, while the inspectors have made good progress in preparing for the hearings, they have asked for some evidence documents to be updated first to avoid delays later in the process. Recent changes in planning regulations also needed to be included. In addition, inspectors are asking for more information about the impact of increased traffic generated by the plan.

Health & Wellbeing Hubs.

Wychavon has promised to support existing health and wellbeing hubs in rural areas

and introduce tailored health and wellbeing support in at least ten villages by 31st March 2028. Training people in rural communities to champion health and wellbeing and signpost appropriate support is also a priority

- iii. Police - SNT Droitwich Town East and Rural East- PCSO Vicky Elliott confirmed nothing to report this month.
- iv. Canal & River Trust - Cllr Margaret Rowley confirmed nothing to report this month
- v. Neighbourhood Watch – Rich Minor provided an update on the following:
There will be a home/property security event at the village hall next month, April 2024, which will be hosted by the community safety team from Wychavon. Elliott Nixon from Wychavon will publicise the event via the NHW WhatsApp group. Further details to follow.
- vi. Speed Watch- Cllr Margaret Rowley confirmed nothing to report this month
- vii. Public Rights of Way- (To include an update regarding the footpath at the Forge, Plough Road) Rob Grimer (Public Rights of Way Officer & Parish Hall Chair) updated on the following:
Over the winter Footpath 531 running from the end of Foredraught Lane to Plough Road has been 'blocked' by a 1.3m tall fence, that makes the footpath un accessible. The landowner has been approached who said it is, so his dog doesn't escape. I consider it to be an obstruction to the Public Right of Way, photos have been taken and now reported it to the appropriate authority. Cllr Marc Bayliss will progress this.
Cllr June Woodland highlighted the electric fence in Foredraught lane that runs across the footpath. Photos to be sent to Public Rights of way Office Rob Grimer.

7. **To approve the draft minutes** of the Council meeting held 8th February 2024, to then be signed as a true record by the Chair, **all proposed and agreed** ([Appendix A p5-9](#))

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

- a) To comment on any planning application consultations notified by the Planning Authority and note any updates. [Planning Weekly List - Wychavon District Council](#)
No new updates

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

- d) Litter bin provision in Tibberton Village **Note:** A meeting request has been sent to the officer at Wychavon Council to discuss the proposals, still awaiting confirmation.
- e) Official Opening of the New Village Hall potential date will be late June 2024.
- f) Spring Edition of the Tibby Times published and delivered. Started planning for the next edition, Summer 2024. Received some amazing logos for the Tibby Times logo competition. Winner to be announced and awarded a £50 amazon gift card.
- g) A Community Safety event has now been confirmed with Wychavon Council Community Safety team for Monday 22nd April from 6pm – 8pm in the Village Hall. This will also include the Bike marking scheme. Further communication will be issued shortly.

10. **Finance:**

- a. The next Strategy & Finance meeting is at **7:00pm on Thursday 4th April 2024**
- b. Payments schedule for 01/03/24. **Approved.** ([Appendix B P10](#))

11. **Committees:**

- a. Communications & PR Committee verbal update:
Next edition of Tibby Times to be issued June 2024, deadline for all correspondence will be 20/05/24.
Update on roles of councils very well received as useful information. Village map has now progressed well, and amendments will be finalized by mid-April 2024. License still

to be explored if this can be published on Tibberton's website.

Continuing to work around website providers, and working with current provider on how we can modify and make the current website easier to locate items. Logo competition winner chosen and to award prize winner.

b. Neighbourhood Plan Working Group update:

Presentation on Neighbourhood Plans and responding to planning applications from the Wychavon Area CALC meeting held on 6th March, along with a presentation from Chief Inspector Brian Gibb. A further invitation to join this working group has been published in the Spring edition of the Tibby Times. The event boards are currently being reviewed for the event being held on 12th April 2024, 2pm to 5pm

12. Tibberton Village Hall (New)

To receive any update requiring the Parish Council's input.

- Fencing to southern boundary is now completed.
- Main Hall lighting works in progress.
- Committee and Meeting room lighting completed.
- External car park lighting sensor completed.
- External Collection storage lockers, a full review and public consultation to take place regarding this.

13. Items for decision or further consideration

School Transport – Representatives from Worcestershire County Council.

- Cllr Marc Baylis confirmed this is still under review. Cllr Trevor Knight to look at potential dates to arrange a zoom meeting with Worcestershire County Council to explore options.

14. Review of correspondence including emails received not mentioned elsewhere:

- Blocked gully pictures received from resident. These have been shared with the Lengthsman, who confirms they have been logged accordingly.

15. Parish Hall Conversion to Community Hub and Shop

- Following communication received from the Charity Commission a meeting has been called with key partners on Monday 25 March to determine the next steps.

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

- Identify which organisations are responsible for i.e. Fly tipping, flooding, debris on road following accident and shopping trolley, who is responsible for removing?

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

18. Programme of Committee and Working Groups for April 2024 (Appendix C p11)

This meeting ended at 8:45pm

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Signed as a true and accurate record by the Chair

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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 19th March 2024

Invoices for payment to be approved at meeting: 14th March 2024					
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount	VAT reclaimable
V85	TVH-2023-14	TCLT	Budget meeting 04/12/23	21.00	0
V86	TVH-2023-31	TCLT	NP 15/01 S&F 11/01	21.00	0
V87	TVH-2023-42	TCLT	NP 26/02 Comms 12/02 PC 08/02 S&F 08/02	38.50	0
V88	Invoice 3328	Netwise	Memory upgrade	66.72	11.12
V89	Inv5982	Ocean Blue	Tibby Times spring edition	313.50	0
Invoices now awaiting payment for work carried out since					

Date	Payee	UTB Transaction reference no.
V85	TCLT	924013198
V86	TCLT	498220992
V87	TCLT	373946458
V88	Netwise	150864425
V89	Ocean Blue	481630447

Checked Unity Trust Bank system.

Rachel Hinton-Jones
Clerk/RFO
19/03/24

UTB Administrator, Rachel Hinton-Jones

Council signatory.....

Council signatory.....

Payment sheet 31st March 2024

Invoices for payment to be approved at meeting: 11th April 2024					
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount	VAT reclaimable
V90	07635	London Hearts	Match funding Defib NVH	750.00	0
V91	4523	Graham Signs	Laminated map on alum board	90.00	15.00
V92	DW 146360	Mike Leci	Defib Pad renewal Parish Hall	77.94	12.99
V93	PE 25/03/24	Jeremy Moore	Worksheet period ending 25/03/24	256.00	0
V94	SAJ-UK/2024/01615	Elan City	Speed camera	2700.00	450.00
Invoices now awaiting payment for work carried out since					

Date	Payee	UTB Transaction reference no.
V90	London Hearts	390517505
V91	Graham Signs	962593549
V92	Mike Leci	191959437
V93	Jeremy Moore	48937154
V94	Elan City	121952656

Checked Unity Trust Bank system.

Rachel Hinton-Jones

Clerk/RFO

31/03/24

UTB Administrator, Rachel Hinton-Jones

Council signatory.....

Council signatory.....

Appendix D

May 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
	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	Tue	We	Th	Fr
Parish Council meeting																															
Strategy & Finance						BH			Annual Council Meeting 7pm															Annual Parish Meeting 7pm				BH			
Communications/PR		7pm																													
Neighbourhood Planning WG																															