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 Hazelhurst 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 gulley 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'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. 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: <u>Director of Planning and Infrastructure</u>, Ian Macleod (formerly with Birmingham City Council) is due to start on 1st February.

<u>Draft Design Codes</u>, 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.

<u>Flooding/Rainfall:</u> 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 <u>www.worcestershire.gov.uk/LNRS</u>. Mentions for Tibberton could include the Community Orchard (brown hairstreak butterfly) and Curlew on Plough Meadow.

<u>Community Legacy Grants</u>: 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 <u>2023.</u> 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.

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

	Voucher	Invoice	_	Reason	Gross	VAT
no.		ref	Payee	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 n	ow awaiting pay	ment for work o	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.....

	ISMAN	invoice &	Worksheet 2023-2024	
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ddress:		Tibberton Village H Droitwich, WR9 7N	Hall,Vardroe Way Off Hawthorn Rise,Tibberto	n,
elephone:		07841 048167	0	
mail Addres	is:	clerk@tibbertonpa	rishcouncil.gov.uk	
Period Endin	g:	22nd December 2		
I			Task Description - if not covered by a Task	No. of Hours.
Date	Task Code	Road Location	Code (see Key)	Minutes
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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 12-12-23	A1 A1 A2 B6	Green Lane Plough Road		00:15
12-12-23	A1 A2 B6 A1	Hawthorn Rise		01:30
12-12-23	A1 A1	Evelench Lane		00:30
12-12-23	A1 A2	Church Lane		00:15
12-12-23	A1 A2 A1	Crowle Road		00:15
18-12-23	A1	Green Lane		00:15
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09:18:01

Tibberton Parish Council Form P32 - Employer Payment Record

x Month From: S x Month To: S	9	Date From: Date To:	06/12/2023 05/01/2024	Tax District/Reference: Accounts Office Reference	120/SE70709 ce: 120PB03050243
1 - PAYE Incon	ne Tax:			127.00	
2 - Student/Po	stgradua	te Loan Deductions	5:	0.00	
3 - Net Income	Tax:			127.00	(1+2)
4 - Gross Natio	onal Insu	rance:		0.00	
5 - Employmer	nt Allowa	nce:		0.00	
6 - Total SMP F	Recovere	d:		0.00	
7 - NIC Compe	ensation o	on SMP (if due):		0.00	
8 - Total SPP F	Recovered	:		0.00	
9 - NIC Compe	ensation o	on SPP (if due):		0.00	
10 - Total ShPP	Recover	ed:		0.00	
11 - NIC Compe	nsation o	n ShPP (if due):		0.00	
12 - Total SAP F	Recovered	d:		0.00	
13 - NIC Compe	ensation o	on SAP (if due):		0.00	
14 - Total SPBP	Recover	ed:		0.00	
15 - NIC Compe	ensation o	on SPBP (if due):		0.00	
16 - Total NIC D	eduction	5:		0.00	
17 - Net Nationa	al Insuran	ce:		0.00	
18 - Apprentice	ship Levy	:		0.00	(4 minus 5 minus 16
19 - Terminatior	n Paymen	ts Class 1A NICs		0.00	(- minus 5 minus 10
20 - Employer N	II to Pay:			0.00	
21 - Total Amou	nt Due:			127.00	(3+17+18+19)

Payment sheet 26th January 2024

Invoices for payment to be approved at meeting: 11th January 2024													
Invoice ref	Payee	Reason for payment	Gross amount	VAT reclaimable									
PE 22/01/24	Jeremy Moore	Worksheet period ending 22/01/24	256.00										
TVH-2023-13	TCLT	Meeting 01/12/23 9- 10am	7.00	0									
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													
	Invoice ref PE 22/01/24 TVH-2023-13 TVH-2023-19	Invoice refPayeePE 22/01/24Jeremy MooreTVH-2023-13TCLTTVH-2023-19TCLT	Invoice refPayeeReason for paymentPE 22/01/24Jeremy MooreWorksheet period ending 22/01/24TVH-2023-13TCLTMeeting 01/12/23 9- 10amTVH-2023-19TCLTMeeting 14/12/23 18:30-19:30 Community Hub Meeting	Invoice refPayeeReason for paymentGross amountPE 22/01/24Jeremy MooreWorksheet period ending 22/01/24256.00TVH-2023-13TCLTMeeting 01/12/23 9- 10am7.00TVH-2023-19TCLTMeeting 14/12/23 18:30-19:30 Community Hub Meeting7.00									

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.....

Framework Order N Amount Payable: Authorised by: Date: Below To be comp Parish Council: Clerk's Name: Address: Parish Council: Date Task Address: Parish Council: Date Task Oddress: Parish Council: Date Task O3-01-24 A1 O3-01-24 A4 O3-01-24 A1 O3-01-24 C1 O8-01-24 C2 Date Total no.of Rate per Rate per Rate per Rate per Rate per A2 Clear v A3 Clear v A4 Advise A5 In espe	mpleted I sk Code A1 A2 A1 C4	by Parish Clerk TiBBERTON PARIS Rachel Hinton-Jor Tibberton Village I Droitwich, WR9 7N 07841 048167 clerk@tibbertonpa 22nd January 202 Road Location Plough Road Crowle Road Crowle Road Crowle Road Moor End Church Lane Evelench Lane Evelench Lane Flough Lane Green Lane Flough Road Hawthorn Rise Hillside Church Lane Plough Road Hallside Cor	nes Hall, Vardroe Way Off Hawthorn Rise, Tibberton IU rishcouncil.gov.uk 24 Task Description - if not covered by a Task Code (see Key)	nty Counci chley Road WR5 2NF		
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B1 Remove B2 Remove B3 Remove B4 Pulling B5 Side out B6 Negoti C MISCI C1 Rotation and au C2 C1 Paintin C4 Snow of C5 Remove C6 Maintet C7 Cleaning ADMI A Date Task			clear ditches – only with prior agreement of the Man	ager		
B2 Remov B3 Remov B4 Pulling B5 Side of B6 Negoti C MISC C1 Rotati and au C2 place v C3 Paintin C4 Snow C C5 Remov C6 Mainte C7 Clean C6 Mainte C7 Clean C6 Mainte C7 Clean C6 Mainte C7 Clean		N CLEARANCE:				
B3 Remov B4 Pulling B5 Side ou B6 Negoti C MISCI C1 and au C2 place v C3 Paintin C4 Snow c C5 Remov C6 Mainte C7 Cleani E ADMI E ADMI		tation obstructing sig tation at junction visi				
B4 Pulling B5 Side on B6 Negoti C MISCI C1 and au C2 Clean place Clean C3 Paintin C4 Snow G C5 Removing C6 Mainte C7 Cleaning E ADMI A A Date Task		asal tree growth from				
B5 Side of B6 Negoti C MISC C1 Rotati and au C2 place C3 Paintir C4 Snow C C5 Remov C6 Mainte C7 Cleani E ADMI E ADMI pate Task			llowing site specific approval from the Manager			
B6 Negoti C MISC C1 Rotati and au C2 Clean d C3 Paintin C4 Snow d C5 Remov C6 Mainte C7 Cleani E ADMI E ADMI P Date Task			and spread arisings on verge where possible			
C1 Rotatiliand au C2 Clean Clean Clean C3 Paintin C4 Snow C C5 Remov C6 Mainte C7 Cleani E ADMI A Continued from p Date Task			n to cut back overhanging vegetation			
C1 and au Clean Clean C2 place v C3 Paintin C4 Snow c C5 Remov C6 Mainte C7 Cleanin E ADMI E ADMI		IEOUS HIGHWAY				
C2 C3 C4 C4 C5 C5 C6 C7 C6 C7 C1 C1 C1 C1 C1 C1 C2 C2 C3 C4 C5 C4 C5 C4 C5 C4 C4 C4 C5 C4 C4 C4 C5 C4 C4 C4 C5 C4 C4 C5 C4 C4 C5 C4 C5 C4 C4 C5 C7 C1 C1 C1 C4 C5 C4 C5 C4 C5 C4 C5 C4 C5 C4 C4 C5 C4 C4 C5 C4 C4 C5 C4 C4 C5 C4 C4 C5 C4 C4 C5 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4			ehicular Activated Signs (VAS) following site specifi	c approval		
C2 place v C3 Paintin C4 Snow c C5 Remov C6 Mainte C7 Cleanin E ADMI A Continued from p Date Task		tion from the Manag ns and/or retighten b	er prackets, reposition signs which have been knocke	doutof		
C3 Paintin C4 Snow c C5 Remov C6 Mainte C7 Cleanin E ADMI E ADMI p Date Task			ired (except illuminated signs)	0 1		
C4 Snow of C5 Remov C6 Mainte C7 Cleanin E ADMI A Continued from p Date Task		ritage cast iron direct				
C6 Mainte C7 Cleani E ADMI A Continued from p Date Task		ce and gritting/ salting	g by hand			
C7 Cleaning E ADMI A Continued from p Date Task		egal fly posting				
E ADMI A Continued from p Date Task			hways approved visibility fencing			
Date Task	aning of su		S - Refer to Section 6c. of the Agreement			
Date Task			cific approval of Manager.			
Date Task						
Date Task	n previous	sheet		hh:mm e.g. 07:55		
	sk Code	Road Location	Task Description - if not covered by a Task	No. of Hours		
15-01-24 A1			Code (see Key)	Minutes		
	A1 C4	Hawthorn Rise		01:30		
	C4	Vardroe Way		00:15		
	C4	Plough Lane		00:45		
	A1 C2	Plough Road		02:30		
	A1 C2 2 B5 C1	Church Lane		00:30		
22-01-24 A	A1 C2 2 B5 C1 A1 B1	Green Lane		00:1		
	A1 C2 2 B5 C1					
	A1 C2 2 B5 C1 A1 B1					
	A1 C2 2 B5 C1 A1 B1					
	A1 C2 2 B5 C1 A1 B1					
	A1 C2 2 B5 C1 A1 B1	1				
	A1 C2 2 B5 C1 A1 B1					
	A1 C2 2 B5 C1 A1 B1					
	A1 C2 2 B5 C1 A1 B1					
	A1 C2 2 B5 C1 A1 B1			05:4		

Tibberton Village Hall

Invoice to:	Rachel Hinton-Jones Parish Council Meetings Tibberton Village Hall Vardroe Way Tibberton Worcestershire		Invoice No. Date Total	TVH-2023-19 08/01/2024 £7.00				
Booking Co	WR9 7TG	Rachel Hinton-Jones, clerk@tibbertonparishcouncil						
Comment		Please send payment to: Account Name: Tibberton CLT Limited Sort Code: 60-08-44 Account Name: 66653061						
	Booking Date	Booking Name	Rooms / Facilitie	s	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				

Tibberton Village Hall

Invoice to:	Rachel Hinton-Jones Parish Council Meetin, Tibberton Village Hall Vardroe Way Tibberton Worcestershire WR9 7TG	gs	TVH-2023-13 08/01/2024 £7.00										
Booking Cont	tact	Rachel Hinton-Jones, clerk@tibbertonparishcouncil.gov.uk											
Comment		Accour Bank: 1 Sort Co	send payment to: ht Name: Tibberton CLT Limited National Westminster Bank Evesham ode: 06-08-44 ht Number: 66653061										
	Booking Date		Booking Name	Rooms / Facilitie	s	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

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
rebruary 2024	Th	Fr	Sa	Su	Мо	Tue	We	Th	Fr	Sa	Su	Мо	Tue	We	Th	Fr	Sa	Su	Мо	Tu	We	Thu	Fri	Sat	Sun	Mon	Tue	We	Th
Parish Council meeting								7.30																					
Strategy & Finance								6:30																					
-								pm				_																	
Communications/PR												7pm																	
Neighbourhood Planning WG																										7pm			
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
March 2024	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																		<u> </u>
Neighbourhood Planning WG																															
Strategic Planning WG																															