

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

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.

3. Apologies. Cllr Rich Minor (Neighbourhood Watch)

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 10meters of a junction. Cllr June Woodland will contact West Mercia snap 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**

- 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 potential date will be late June 2024.
- c) 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.
- d) 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 20th 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.

TIBBERTON PARISH COUNCIL

MINUTES OF MEETING HELD THURSDAY 8th FEBRUARY 2024, 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 Liz Morton
Cllr Margaret Rowley
Cllr Helen Savage

Council Members absent: Cllr Trevor Knight & Cllr June Woodland

In attendance: Rachel Hinton-Jones Clerk and Responsible Finance Officer (RFO)

1. Chair's Welcome

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

2. **Apologies.** Cllr Trevor Knight, Cllr June Woodland, Cllr Marc Bayliss (Worcs CC) Rich Minor (Neighbourhood Watch) & Rob Grimer (Public Rights of Way Officer & Parish Hall Chair)

3. Declarations of interest.

None.

4. Written requests for dispensation.

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

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

Having been granted a dispensation Cllr Margaret Rowley remained in the meeting.
(Appendix A p6)

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, with a drive to register a further 28% of the remaining households. The signage for the village is due to be installed on the 8th of February 2024 in accordance with the highway's guidelines throughout the village.
- a) Update regarding matters raised by Members of the Public at previous Council Meetings
 - Bridge Signage Audit and other Highways matters:
 - The Chair reported that he had again chased the Highways Manager regarding the promised provision of additional Bridge weight limit restriction signage which are scheduled to be positioned before the Crowle turn and before the turn into Green Lane coming from Droitwich.

- 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
- Works to footpath between Hawthorn Rise & Plough Road. Despite Taylor Wimpey having been chased by the Chair we are still awaiting a copy of the annual schedule of maintenance.

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

- A member of the public asked if the ICO certificate can be displayed within the visible notice boards.

The ICO certificate has been published on the Parish Council website. It is not a requirement for it to be published anywhere else

- It was asked what the likelihood would be that the bridge weight remains at the 3 Ton weight.

This is currently under discussion by the Canal & River Trust and Worcestershire Highways.

- A member of the public asked why the Public Liability insurance certificate for the Village Hall is not currently on display in the hall notice boards.

Whilst this is not a statutory requirement the Chair of the Village Hall Management Committee stated that she would review the position. A member of the public asked why apologies have been noted for non councillors. **The Chair stated this has been done to ensure transparency for all known/expected attendees.**

- It was asked what the payroll provider charges, and why this is not on the payment schedule.

It was confirmed this is a fixed monthly direct debit cost of £16.68 for the period of the contract, and therefore does not appear on the payment schedule the Councillors are requested to approve monthly.

- Point raised regarding the Lengthsman duties, and the time taken to clean out drains of ½ hour

This was noted.

- A member of the public shared that the new Rev Richard Sandmond had now been appointed. The official licensing will take place at Hanbury Church on Sunday 3rd March 2024. An official invitation will be issued to the Parish Council for the Chair to attend.

Chair received a verbal invitation and attended the Licensing of Rev Richard Sandmond to represent the Council.

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

i. County Council

Application for the divisional fund grant of £3k has been submitted. The Parish Council are looking to allocate these funds to a new solar powered VAS sign and a Defibrillator to be located at the New Village Hall.

ii. District Council

Cllr Margaret Rowley updated on the following:
Director of Planning and Infrastructure, Ian Macleod (formerly with Birmingham City Council) has now started.,

Council Tax Increase- There will be a 2% increase in the District Council's budget.

Act on Energy, Home Upgrade Grant (Phase 2) The Home Upgrade Grant (HUG2) is for people who don't have access to mains gas to heat their homes. However, households are still eligible for the scheme if they are connected to mains gas for something other than heating

(such as cooking). The Grant will pay for a range of energy efficiency measures including insulation and heating upgrades. This scheme is now OPEN.

More information can be found at: <http://www.actonenergy.org.uk/>

- iii. Police - SNT Droitwich Town East and Rural East- PCSO Vicky Elliott confirmed nothing to report this month.
- iv. Canal & River Trust- It was reported that it is brown hairstreak butterfly egg survey time again and that the Canal & River Trust are also going to be at the orchard planting a few more fruit trees and would love it if anyone from the village (and beyond!) might like to join us. Please share the below Eventbrite links with anyone who might be interested in coming along to either survey for the brown hairstreak eggs on Friday 9th February or to plant trees with us on Saturday 17th February.

<https://www.eventbrite.co.uk/e/tibberton-orchard-brown-hairstreak-egg-survey-tickets-803827037307>

<https://www.eventbrite.co.uk/e/tibberton-orchard-fruit-tree-planting-tickets-803866284697>

- v. Neighbourhood Watch- Membership of NHW is static at around 40% of households. Further drives to increase membership will take place throughout the year but the more members the village has, the stronger the collaboration & support it receives from NHW. An early meet up with WM police is planned, to establish the best routes for action & liaison for certain incidents. Feedback to follow.
Following a successful roll out of the SmartWater initiative, the 'free' signage, funded by the Police & Crime Commissioner has been erected around the village. This is a proven visual deterrent and has been possible, thanks to Parish Council funding & a positive start by the village. A big thank you to everyone that invested time & effort in getting this over the line. Packs are still available if households want to receive a free kit, they should send a request to communiitysafety@wychavon.gov.uk.
- vi. Speed Watch- Due to the poor weather the scheme has not been operating for the last couple of months.
- vii. Public Rights of Way- Rob Grimer to review the alleged blocked footpath at the rear of The Forge in Plough Road which restricts access to the footpath leading to Foredraught Lane.

6. **To approve the draft minutes** of the Council meeting held 11th January 2024, to then be signed as a true record by the Chair, **all proposed and agreed** (**Appendix B p7-11**)

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

- b) To comment on any planning application consultations notified by the Planning Authority and note any updates. [Planning Weekly List - Wychavon District Council](#)
- c) **Potential Plough Road Application:** A discussion took place regarding the potential planning application from Rural Planning for a site in Plough Road adjacent to Romsley (**see attached Item 1 page 12**) following which it was agreed to await the application prior to making any formal comments on behalf of the PC.
- d) The latest planning list from Wychavon did not impact on the village.
- e) It was reported that a planning application was not required for the New Village Hall brown signage. This will be installed as soon as possible.

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

- a. **Request from the School for additional parking restrictions on Plough Road.**
Note: A 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 was also in attendance.

Tibberton Parish Council fully support the proposal for:

- i. Additional double yellow lines opposite the school from Evelench Lane until the end of the Medes.
- ii. Double yellow lines by the bus stop
- iii. The Parish Council does not support double yellow lines along the western stretch of Plough Road from Hawthorn Rise to the school.

9. Finance:

- b. Budget position for 2024/25 was agreed and confirmed by the Parish Council on 11th January 2024
- c. The next Strategy & Finance meeting is at **7.00pm on Thursday 4th April 2024.**
- d. To approve the payments schedules for 21/01/24 & 26/01/24. **Approved**
(Appendix C p13-14).

10. Committees:

- a. Neighbourhood Plan Working Group verbal update-
Neighbourhood Plan meeting will be held on Monday 26th February at 7pm. A further invitation to join this working group will be published in the next edition of the Tibby Times. The event boards are currently being reviewed for the consultation event to be held on **20th April 2024, 2pm to 5pm**

11. Tibberton Village Hall (New)

- Still waiting for information regarding the installation of the village hall signage on Plough Road from Worcestershire Highways.
- Chair Robbie Hazelhurst and Cllr Helen Savage have now met to review works that are the responsibility of TPC, which include; securing the site on the southern boundary with fencing, improving the lighting in the main hall to ensure its suitability for private functions and parties, provision of override switches in the meeting rooms to allow the lighting to be controlled for presentations, the provision of an external sensor for the car park lighting. . These works will be prioritized as required in conjunction with the Village Hall Management Committee. The lighting is a priority to support future events. Helen Savage is currently obtaining a quote. The fencing at the rear of the village hall is a concern around security. Quotes have been received from HFN, the existing Landscape company, who have also provided competitive quotes to the Village Hall Committee as part of their Rural Fund application to Wychavon Council.
- **To consider a request from the Village Hall Management Committee (VHMC) to install external collection storage lockers on site.** Following discussions, concerns were shared about the potential traffic, and impact on neighboring properties in Hawthorn Rise and Vardoe Way particularly late at night as this is a 24-hour facility where parcels can be collected or dropped off. It was agreed that the VHMC should arrange for the Storage company to carry out a site survey to enable further detailed discussions with the Parish Council to take place. As a minimum there is an expectation from the Parish Council that a survey of residents likely to be impacted in Hawthorn Rise and Vardoe Way would need to be undertaken by the VHMC before any agreement could be agreed by the Council.

12. Items for decision or further consideration

- b. School Transport – Representatives from Worcestershire County Council including Cllr Marc Baylis to be invited to a future meeting of the Council.
- c. To update on the litter bin provision in Tibberton Village following proposals and suggestions from residents. Further collaboration to take place with Wychavon District Council on what is required and to propose a further review.

13. 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.

14. Parish Hall Conversion to Community Hub and Shop

- The Charity Commission has reported that the Objects of the Charity are in the process of being changed. Rob Grimer confirmed that this is still in progress and will follow up at the end of February 2024. There is a 3 month timeline to do this.

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

- Litter Bin Update
- Official Opening of the New Village Hall
- Update on the Spring Edition of the Tibby Times
- Police update
- Community Safety event- To be organized by Wychavon Community Safety Team. Faye to confirm dates. To also incorporate the Bike marking scheme.

16. Date and time of next meeting – 14^h March 2024 @7:30pm

Apologies received from Cllr Robbie Hazlehurst, Chair, for this meeting. Cllr Sarah Harfield, Vice-Chair, will Chair this meeting.

17. Programme of Committee and Working Groups for March 2024 (Appendix D p15)

This meeting ended at 8:28pm

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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 1st 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
V76	PCL-MTEJ4T1WF	Direct Debit (PAYE CLOUD LTD) 01/03/2024	Jan 24 Payroll run	16.68	
V77	PCL-MTEJ4T1WF	Direct Debit (PAYE CLOUD LTD) 01/02/2024	Dec 23 Payroll Run	16.68	
V78	PE 27/02/24	Jeremy Moore	Worksheet period ending 27/02/24	256.00	
V79	Month 10 120/SE70709	HMRC	P32 PAYE R Hinton-Jones Month 10 Jan 24	95.80	
V80	Month 10 Pay	Rachel Hinton-Jones	Month 10 Jan 24	383.32	
V81	EXPTPC01	Rachel Hinton-Jones	Aug 23 to Jan 24 expenses	92.90	
V82	19895	Home Farm Nurseries	Clearance plant & turf NVH	8008.03	1334.67
V83	Month 11 120/SE70709	HMRC	P32 PAYE R Hinton-Jones Month 11 Feb 24	100.40	
V84	Month 11 Pay	Rachel Hinton-Jones	Month 11 Feb 24	401.53	
Invoices now awaiting payment for work carried out since					

Date	Payee	UTB Transaction reference no.
V76	Direct Debit (PAYE CLOUD LTD) 01/03/2024	N/A
V77	Direct Debit (PAYE CLOUD LTD) 01/02/2024	N/A
V78	Jeremy Moore	762408322
V79	HMRC Mth 10	951063756
V80	Rachel Hinton-Jones Mth 10	644444530
V81	Rachel Hinton-Jones Expenses	859348316
V82	Home Farm Nurseries	823546626
V83	HMRC Mth 11	213055681
V84	Rachel Hinton-Jones Mth 11	443267227

Checked Unity Trust Bank system.

Rachel Hinton-Jones

Clerk/RFO

01/03/24

Appendix C

Meeting Calendar

2024/25

														PCM					S&F					Comms/PR																			
														Training					N/Plann					Strat Plan WG																			
April 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
														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	Sa	Su	Mo	Tue
Parish Council meeting																								7.30																			
Strategy & Finance																	7pm																										
Communications/PR																																											
Neighbourhood Planning WG																																											