The Minutes of the Annual General Meeting of Abberley Parish Council held on Wednesday 15th May 2019 commencing at 8.05pm at Abberley Village Hall.


In Attendance. District Councillor P. Cumming, County Councillor Dr K. Pollock, Mr Kevin Gittins (Abberley Parish Council’s Internal Auditor) Carole Hirst the Parish Clerk and 4 Parishioners.

The meeting commenced after the refreshment break that followed the 2019 Annual Meeting of the Parish of Abberley.

Item 165 The meeting was Chaired by the Clerk, Carole Hirst, pending item 167.

166 Apologies – None.

167 Elections

The Clerk called for candidates for the office of 2019-20 Chairman. Cllr. Nott Proposed Cllr. Knight as Chairman, Seconded by Cllr. Eden. Cllr. Knight indicated that she was happy to accept the position if elected. The Council voted All in Favour. Cllr. Knight was duly elected as Chairman for 2019/20.

Cllr Catherine Knight signed the Declaration of Office.

a) Cllr. Knight asked for nominations for Vice Chairman. It was Proposed by Cllr. Nott and Seconded by Cllr. Eden that if the Chairman was unavailable then one of the Councillors would serve as Vice Chair for that meeting or activity. All in Favour.

168 Declarations of Interest.

There were no Declarations of Interest, Disclosable Pecuniary Interests or Other Disclosable Interest made for this meeting. Members were reminded to renew their Register of Interest Forms with MHDC for the forthcoming term.

169 Adjournment for Public Questions.

There being no questions from the Public, the meeting was resumed.

170 The Minutes of the previous meeting of the 17th April 2019 were Proposed by Cllr. Goodman and Seconded by Cllr. Eden as a true and accurate record. All agreed and the Minutes were signed.

Chairman ............................................................. Date 15th May 2019

Parish Website. http://www.abberleyparish.org.uk
Parish Clerk. Parish Office, 1a Church Walk, Stourport on Severn, Worcestershire. DY13 0AL. Tel: 07903 377066
171 **Matters Arising from the Minutes of the 28th April 2019.**

- **Pollution on Suffolk Lane** - The Clerk asked Cllr. Eberlin to monitor and report to the Clerk. Cllr. Eberlin reported that the pollution issue appears to be a bit better although it has been noticed that there are some milky effects recently. Cllr. Eberlin reported that the EA need to come and re-test the water. Cllr. Eberlin hasn’t contacted the EA again but should have more time to inspect the stream.

- **Joint Community Safety Service** - Free Property Security Marking event. It was proposed that a date of the 14th September be communicated to Ning Kedwards for her to speak to the NW Co-Ordinator. Abberley Parish Council to host the event on the village hall car park. The NW Co-Ordinator came back saying that the date was fine and have requested the Parish Council give a time for the event. The Parish Council decided that the best time would be 10am to 12pm on that day on the car park if fine. **Action:** The Clerk to check with the village hall that there are no activities or events taking place at the village hall that may clash and if all clear report back to the NW Co-ordinator.

- **Great British Clean Up** - The Clerk has requested dates from MHDC when the equipment is available for the Parish to stage a “Clean Up”. The dates going forward will be flexible. **Action:** Cllr. Andrew to liaise with the WI to ascertain a suitable date and report back to the next Parish Council meeting.

- **A443 Action Group** Godfrey Crompton to become the Community Representative of the A443 Action Group and Cllr. Goodman offered to become reserve. Godfrey Crompton was asked to report back to monthly Parish Council meetings any update. The Clerk updated the A443 Action Group on this action and the response from Steve Workman to date is that he is waiting for Harriet’s case worker to come back to him with dates for surgeries in June and July. As Steve Workman has hardly any availability during June, he thinks it will most likely be a date in July.

- **Leak emanating from land around Jaylands and the Cottage Abberley**. Severn Trent and WCC Highways have been out to investigate and WCC Highways now confirm that the leak is on County land. The Clerk has chased this up on 7th May and is awaiting a further update. Cllr. Andrew commented that she thought that the water leak may be coming from a very old Ring Main Supply dating back to the 1800’s. **Action:** Cllr. Andrew to investigate her information on the old Ring Main Supply and forward information to the Clerk so that this can be passed on to WCC Highways. Cllr. Pollock agreed to investigate the leak at the April meeting. **Action:** Clerk to chase Cllr. Pollock.

- **Abberley road sign** on the Great Witley to Abberley Road missing. Clerk reported to WCC Highways. 25/4/19 who have agreed to investigate and replace. **Action:** Clerk to chase progress on this.

- **Highways’ vehicles have caused damage when resurfacing Suffolk Lane**. Cllr. Pollock agreed to take this up with WCC Highways and get WCC Highways to get back to the Parish Council. Clerk also contacted Highways as branches etc. left on site WCC agreed to recall the contractors to clear up the mess. Cllr. Nott reported that this had not been rectified and the Clerk agreed to chase this up.
172 **Co-option.**

Jayne Caswell and Jack Ballard put themselves forward for co-option. Councillors were provided with their co-option forms prior to the meeting. Both were asked to say a few words about themselves and why they wanted to become a Councillor. They were both asked to leave the room whilst a vote was taken. Cllr. Goodman Proposed Jack Ballard and Cllr. Nott Seconded. All in favour. The Council welcomed Cllr. Ballard and he completed the Acceptance of Office Form and joined the meeting. Jayne Caswell was asked if she would like to be involved in a voluntary capacity with the Parish Council on one of the Working Groups. She indicated that she would. The Chairman thanked Jayne for applying for co-option and it was mentioned by Cllr. Goodman that had there been 2 vacancies the Parish Council would have welcomed both of them

173 **Council’s Policy Documents.**


(B) To Approve the Terms of Reference for the Finance Committee. Cllr. Nott Proposed and Cllr. Eden Seconded to approve the Finance Committee Terms of Reference. All in favour.

174 **Appointments to Sub-Committees**

a. **2018-19 Planning Sub-Committee**

There being no challenges to or resignations from the 2018-19 Planning Sub-Group it was unanimously agreed that the following Councillors would remain in post. Cllr’s Nott, Knight, Andrew, Goodman with the addition of Cllr. Eberlin who expressed an interest to join the sub-group.

2019-20 Financial Committee

There being no challenges to or resignations from the 2018-19 Financial Committee it was unanimously agreed that the following Councillors would remain in post. Cllr’s Eden, Goodman, Knight, and Nott as per the Finance Committee Term of Reference.

175 **Planning**

A **19/00222/AGR - Netherton Farm, Abberley** - Replacement Agricultural Building to store straw and equipment – **Decision - Prior approval is not required.**

B **Ridding Coppice At (Os 7317 6832) Worles Common Stockton** - unauthorized change of use of the Land from forestry to a mixed use of forestry and the siting of a caravan for residential purposes- An appeal has been made against the issue of an Enforcement Notice issued by Malvern Hills District Council for above alleged breach- **The Parish Council decided to support Enforcement. Action:** The Clerk to respond to the Planning Portal.
The Minutes of the Annual General Meeting of Abberley Parish Council-
held on Wednesday 15th May 2019 commencing at 8.05pm at Abberley
Village Hall.

C Letter from Great Witley Parish Council re planning application 19/00407/FUL
Hillhampton Farm, Hillhampton, Great Witley, Worcester, WR6 6JU-Proposed
Change of Use of Land for the Stationing of 14no. Static Caravans for Holiday
Accommodation. Councillors decided to respond to reject the application stipulating
that the development could be turned into residential which could affect the
infrastructure, roads, schools etc. **Action: Clerk to write to the Chairman of Great
Witley Parish Council thanking him for bringing this application to the Council’s
attention.**

176 Finance

a Audited accounts & Annual Return: 31st March 2019
(i) **To Approve the Annual Audited Accounts from April 1st 2018 to 31st March 2019 as Audited by
Internal Auditor Mr. Kevin Gittins. Kevin Gittins delivered an overview of his Audit. Cllr. Proposed
and Cllr. Seconded that these be Approved as a true record. All in favour. The accounts for
2018/19 were signed by the Chairman. The Parish Council thanked Kevin for the audit.**

(ii) **Proposal to consider Section 1: Annual Governance Statement. Cllr. Eden Proposed and Cllr.
Nott Seconded that these be accepted as a true record. All in favour. The Annual Governance
Statement Section 1 for 2018/19 was signed by the Chairman and the Clerk.**

(iii) **Proposal to consider Section 2: Accounting Statements **Accounts & Audit regulations 2015
Cllr. Eden Proposed and Cllr. Nott Seconded that these be accepted as a true record. All in
favour. The Annual Accounting Statement Section 2 for 2018/19 was signed by the Chairman
and the Clerk.**

(iv) **Consider Internal Auditor’s Report & Recommendations. All Recommendations noted.**

(v) **To Note the period for the Exercise of Public Rights these dates being 17th June to the 26th
July 2019. **Noted.**

b) **Approve list of due payments and receipts from 17th Apr to 15th May 19. Cllr. Eden
Proposed and Cllr. Nott Seconded that all the payments be approved and the Receipts be noted.
All in favour.**

**Payments list 15th May 2019**
In2Out C Bunn Lengthsman
Worcestershire CALC 2019/20 membership £462.04
Carole Hirst Salary Apr 19 £389.00
HMRC Payment Apr 2019 £ 97.20
C Hirst Clerk Expenses 17th April to May 15th 19 £ 37.15
Wyre Piddle PC - Shared Paper £2.80
BWP Creative Ltd Final Payment £328.30

............................................................

**AUTHORISED**

£ 1,316.49

**Receipts up to 15th May 2019 not previously reported**
WCC Lengthsman £ 198.00
MHDC - Precept 1 £ 4,830.00
TOTAL RECEIVED £ 5,028.00

Parish Website. [http://www.abberleyparish.org.uk](http://www.abberleyparish.org.uk)
Parish Clerk. Parish Office, 1a Church Walk, Stourport on
Severn, Worcestershire. DY13 0AL. Tel: 07903 377066
The Minutes of the Annual General Meeting of Abberley Parish Council held on Wednesday 15th May 2019 commencing at 8.05pm at Abberley Village Hall.


d) To receive the quotation for the Interpretation Panel for Geopark for approval by the Parish Council (Agreed at Finance Committee on 2nd May subject to specification and quotes being received). As the Parish Council had not received any quotes Cllr. Knight asked for this item to be deferred to the June Parish Council meeting when quotes could be considered.

177 Correspondence-

Worcestershire CALC sent a training programme timetable for Councillors which the Councillors were asked to consider a report back to the Clerk.


Meetings shall be called for the 3rd Wednesday of the month where-ever possible.

Date of next meeting 19th June commencing at 7.30pm at Abberley Village Hall in the Meeting Room.

There being no further business the meeting was closed at 9.50pm

Chairman .......................................................... Date 15th May 2019

Parish Website. http://www.abberleyparish.org.uk
Parish Clerk. Parish Office, 1a Church Walk, Stourport on Severn, Worcestershire. DY13 0AL. Tel: 07903 377066