

# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 07896879414, email ashtonunderhill@yahoo.co.uk

## Minutes of the Parish Council Meeting held on Tuesday 9<sup>th</sup> January 2018 @ 7.00pm in the Green Room, Ashton under Hill

Members and Officers present: Cllr Rowley(Chair), Cllr Hague, Cllr Cope, Cllr McIntyre

In attendance: Clerk, Cllr Darby & 1 member of the public

Apologies: CC Hardman, Cllr Smith & Cllr Wood

### 1. Declarations of Interest:

- a) Register of Interests: Councillors are reminded of the need to update their register of interests.
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.
- d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

### 2. Minutes from November 17 meeting were approved as true and accurate

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire. *1 member of the public, attached note.*

### 3. District Councillors report

*No news of improvement on the A46*

*The period since the last meeting in November has been fairly uneventful because of the Christmas holidays, although the weather did cause some disruption with refuse collection.*

*Wychavon still has to fix the council tax for next year, but it has used an assumption of a 2% increase when preparing its budget proposals for 2018/19. The final decision will be made at a budget meeting in February, but at the moment its Grow Save Charge programme is on course to make a further saving next year.*

*On the planning front various Supplementary Planning Documents (SPD) are in various stages of approval. It will be remembered that when the SWDP replaced the old Wychavon Local Plan, all the SPDs associated with that plan came to an end and new ones have had to be prepared. From a village point of view I consider the Design Guide SPD to be the most important. This was approved by the planning committee on 14 Dec and recommended to the Executive Board for tomorrow's meeting. At my suggestion a clause was inserted to pay attention to long distance views of the roofs of major buildings, in particular when seen from the AONB, and to ensure their colouring was appropriate.*

*Two other SPDs are still at the Draft Stage and were approved for public consultation. These deal with Developer Contributions and Renewable and Low Carbon Energy.*

*There are currently no planning applications in Ashton that I am aware of, but there is the ongoing situation of Willow Cottage. I have been in touch with the Enforcement Officer today to get the latest news. He has replied as follows*

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*Firstly, I have managed to contact Mr Gilder and he has suggested works will commence in March. I have also requested an exact date as to when works will commence, but I have not received anything back, however I am currently pursuing that matter.*

*As you are aware, the above site is in of some dis-repair and in need of works. If I address the main issue from the Parish which was safety concerns, I have asked Building Control and it has been suggested that no serious structural issues that would cause a danger are present at Willow Cottage and it is structurally 'sound'.*

*I have asked a Legal point of view regarding the S215, the idea was to ensure Mr Gilder a fair chance to comply with the time frame of March which Mr Gilder has indicated. Once March comes, if the works have failed to commence, we can then look to commence enforcement action.*

*To summarise, I am waiting on an exact date in March, failure to do so, a S215 Notice will potentially be enforced within March.*

#### 4. **Progress reports:** for information / discussion and comments if necessary

- a. Social Centre, on going
- b. Bredon Hill Conservation Group, no report
- c. PACT , quite a few residents interested in Smart Water.
- d. Lengthsman, New Lengthsman employed, happy to catch up on all outstanding work before year end
- e. Vehicle Activated Sign, get spare battery from previous Lengthsman ACTION ME
- f. Flooding, blocked drain in Cottons Lane, report to Lengthsman ACTION SS  
Water outside the chapel and the Groaten, SH to report to Cllr Hardman ACTION SH
- g. Highway, Grit bins to be checked ACTION SH  
Look into purchasing a grit bin for Bakers Lane  
Residents are using grit for own personal use, agreed to put notice on Facebook that grit bins are for highways and footpaths only. ACTION SH  
Busses have gone over the verges on Beckford Road, need photographic evidence to send to bus company
- h. Training
- i. Trees in the Parish, once weather dries up trees will be planted.
- j. Communications, Jayne Barker helping with the website

#### 5. **Planning application notifications**

##### 5.1 Willow cottage

AD sent copy of email from enforcement officer, Wychavon have powers under section 215

#### 6. Finance – bank statements are finally coming to new address

- a. Agreed to set the precept at £18,000.00
- b. To agree bank balances  
Current Account balance as at 21<sup>st</sup> December 2017 - £17,295.76  
Savings Account balance as at 21<sup>st</sup> December 2017 - £ 3,318.57

##### c. To agree payments

M English	Wages & Expenses	£ 530.90
CALC	Training	£ 90.00

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# ASHTON UNDER HILL PARISH COUNCIL

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M Cole	Lengthsman	£ 210.40
HMRC	PAYE	£ 60.00

d. New Homes Bonus update, defer to March

7. **Correspondence for Information:** To note the attached appendix of items which have been circulated or will be available for inspection at the meeting. (OR a list of items will be available at the meeting.)
8. **Clerk's report on Urgent Decisions since the last meeting.**
9. **Councillors' reports and items for future agenda:** Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.
10. **Correspondence for Information:** To note the attached appendix of items which have been circulated or will be available for inspection at the meeting. (OR a list of items will be available at the meeting.)
11. Date of next meeting: 13<sup>th</sup> March 2018 at 7pm. The meeting closed at 7.35pm

.....(chair)

.....(date)

# ASHTON UNDER HILL PARISH COUNCIL

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# Draft

## **PUBLIC MEETING**

David Haynes - Cornfield way

- Issue with busses driving too fast in the village. Chair advised that residents should write to the coach companies.
- Bus 540 no longer goes down Cornfield way , causing congestion on Elmley Road. Agreed that the PC will write to bus company.  
ACTION ME

# ASHTON UNDER HILL PARISH COUNCIL

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## Minutes of the Parish Council Meeting held on Tuesday 13<sup>th</sup> March 2018 @ 7.00pm in the Green Room, Ashton under Hill

Members and Officers present: Cllr Smith(Chair), Cllr Rowley, Cllr Hague, Cllr Cope, Cllr McIntyre & Cllr Wood

In attendance: Clerk, Cllr Darby & 1 member of the public

Apologies: CC Hardman

### 1. Declarations of Interest:

- a) Register of Interests: Councillors are reminded of the need to update their register of interests. None
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- c) To declare any Other Disclosable Interests in items on the agenda and their nature.
- d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

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### 2. Minutes from January 2018 meeting were approved as true and accurate

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3. St Richards Hospice presentation – postponed till July
4. Parish Councillor vacancy - application received from Jayne Barker, all present voted in favour and Mrs Barker was co opted
5. **Progress reports:** for information / discussion and comments if necessary
  - a. Social Centre, no report
  - b. Bredon Hill Conservation Group, no report
  - c. PACT -
    - c.1 Smart Water –108 responses received, 34%. Agreed to buy 80 kits from Crophorne @ £5 each as well as place an order of 50 kits from Smartwater at £8.60 each. There is a possibility we can purchase the signage from Smartwater. Agreed to contact people who have signed up first notifying them kits are available. Action SS

Thanks to County Councillor Hardman for his donation of £1000 towards this project.

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c.2 Police report - On the 15<sup>th</sup> Feb small items were stolen from an outbuilding on Beckford Road and a report on the 6<sup>th</sup> March of damage to a door at Bredon Academy.

c.3 PACT News letter will be sent out to all residents

c.4 There will be a PACT surgery in Beckford on the 2<sup>nd</sup> Wednesday of each month from 10.30-11.30

- d. Lengthsman, new Lengthsman working well, doing a great job, £800 still available in the budget this financial year
- e. Vehicle Activated Sign, it was agreed to approach highways to move the sign to just outside the village to the first 30mph sign – Action SS
- f. Flooding, Drains need clearing - by the old post office as well as the one between Gorse Hill and Wood Lane. Action SS  
Issues still outstanding:- flooding outside Station House, the bus shelter on the Groaten and the Chapel. Agreed to report this to highway. Get Lengthsman to dig a gulley opposite entrance to Station House – Action SS
- g. Highways, - road closure of the Groaten 20-23<sup>rd</sup> March  
Grit bins – it was agreed to buy 10 bags of salt privately to fill the bin in Cornfield Way, up to a limit of £100. Action SS /SH  
The Parish Council will approach Wychavon to purchase two extra grit bins at Bakers Lane and Willow Close, they have already agreed to provide a managed bin for Cornfield Way  
Action ME
- h. Training- nothing to report
- i. Trees in the Parish – nothing to report
- j. Communications, in the process of setting up a new website. New Data Protection laws coming into effect in May were discussed, to follow up and set up new email addresses for Cllrs. Develop a Data Protection policy. Action ME/KR
- k. Doreen Brett Memorial bench, it was previously agreed to install it at the bottom of Gorse Hill

6. **District and County Councillors' reports:** for information. (Items raised for decision will appear on the agenda for the next meeting.)

*There are currently three planning applications in Ashton that I am aware of. One is the application for a certificate of lawful use for Brooklands, Cheltenham Road and the other two are alternatives to provide additional classroom accommodation at Bredon Hill Middle School. The former is still being sorted out, but it is not a planning application. It is a question of establishing what exactly the use of the house has been, and in particular whether it has been occupied by someone employed or previously employed in agriculture. I do not think either of the two classroom proposals are controversial, but the PC may have a different view.*

*However there is the ongoing situation of Willow Cottage. I have been in touch with the Enforcement Officer today to get the latest news. He has had no response from Mr Gilder. If he does not hear from him by the end of the month he will take the matter further as he promised in my last report "To summarise, I am waiting on an exact date in March, failure to do so, a S215 Notice will potentially be enforced within March".*

*Changes to Wychavons New Homes bonus changes*

7. **Planning application notifications**

- 7.a. Willow cottage – enforcement notice

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PARISH COUNCIL MINUTES

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March 2018

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Ongoing situation of Willow Cottage, no response received from Mr Gilder

7.b.

<a href="#"><u>18/00290/FUL</u></a>	Bredon Hill Middle School Elmley Road ASHTON UNDER HILL WR11 7SW	Proposed positioning of 2 no. mobile classrooms  No objection	Pending decision
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8. Finance – bank statements are finally coming to new address

a. To agree bank balance

The current account balance as at 21/2 is	-	£13,120.46
The savings account balance as at 21/2 is	-	£ 3,318.96
Total cash assets for the PC stand at	-	<u>£16,439.42</u>

b. To agree payments

PAYEE	Details	Cheq no	Amount
AUHSC	Grant 16/17	100969	£560.00
AUHSC	Grant 17/18	100970	£2500.00
B Arrowsmith	Lengthsman	100971	£300.00
B Arrowsmith	Lengthsman	100972	£252.00
St Barbaras Church	Grant	100973	£1700.00
Bredon hill grounds maintenance	June Invoice - Mowing	100974	£960.00
Bredon hill grounds maintenance	December Invoice - Mowing	100974	£720.00
M English	Wages & Expenses	100975	£520.43

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B Arrowsmith	Lengthsman	100977	£90.00
AUHSC	Hall hire	100978	£96.00
Wychavon DC	Dog bins	100979	£95.46
HMRC	Paye	100980	£250.00

- c. Agreed to buy a replacement battery charger for the defibrillator £94 plus VAT
- d. Grass cutting quotes
  - Bredon Hill Grounds Maintenance - £1680
  - Gardens by Jenny - £1715
  - Brian Arrowsmith - £1750

Contract awarded to Gardens by Jenny

- e. Stone Cross and Memorial Steps renovation - first of 3 quotations received £5,000.00 for the full cross repair, to replace the steps in a similar style £25,000.00, or just to remove and resite the top layer £5000 waiting for more quotations. PC not in a position to make any decisions at present. Looking at further grants. Action SS
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  - b. Letter from Long Carrant View resident re safety at entrance. Agreed to contact to Cllrs Hardman & Darby **Action SS**
  - c. Complaint received re Pig Barn, Cotswolds Drainage are still trading out of there despite being sold, agreed to look at the planning application **Action ME**
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12. *Date of next meeting: 8<sup>th</sup> May 2018 - Annual Parish Council Meeting at 7pm followed by the Annual Parish Meeting at 7.30pm*

13. With no further business to discuss the meeting closed at 9.00pm

.....(chair)

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## **PUBLIC MEETING**

Grit bin in Cornfield Way requires filling – Chair advised that Highways have agreed to replace the green bin with a highways bin

Drain needs clearing - by the old post office - as well as the one between Gorse Hill and Wood Lane

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- 7.a. Willow cottage – enforcement notice

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Parish Clerk: Michelle English, Tel 07896879414, email ashtonunderhill@yahoo.co.uk

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Members and Officers present: Cllr Smith(Chair), Cllr Rowley, Cllr Hague, Cllr Cope, Cllr McIntyre, Cllr Wood & Cllr Barker

In attendance: Clerk, Cllr Hardman

Apologies: Cllr Darby

1. Election of chair: Cllr Smith was proposed by Cllr McIntyre and seconded by Cllr Hague. Cllr Smith accepted this post and signed the declaration of acceptance of office.
2. Election of vice chair: Cllr Rowley was proposed by Cllr Smith, seconded by Cllr McIntyre. Cllr Rowley accepted this post
3. Declarations of Interest:
  - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
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  - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
  - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
4. Standing orders, financial regulations and the code of conduct were adopted. It was agreed that Cllr Wood would update the risk assessment in accordance with the lengthmans duties. ACTION MW
5. Council's scheme of delegation, members were appointed to the following:
  - o Staffing committee – Chair and vice chair
  - o Planning committee – Chair would co-ordinate
  - o Clerk's finance support group – Chair, Vice Chair and Cllr McIntyre
6. Councillors were appointed to the following roles :
  - Footpaths officer - NM
  - Tree warden - NM
  - Lengthsman - SS
  - PACT - KR
  - Flooding - SH
  - Highways - SS
  - Communications - KR



# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 07896879414 email [ashtonunderhill@yahoo.co.uk](mailto:ashtonunderhill@yahoo.co.uk)

7. Councillors were appointed to the following outside bodies:

- Two councillors to the Worcestershire CALC Area Meeting – Wood & Barker
- Social Centre - DCA
- Bredon Hill Conservation Group - MW

11. The minutes of the last Parish Council Meeting, March 2018 were agreed as true and correct

12. District and County Councillors' reports: for information. (Items raised for decision will appear on the agenda for the next meeting.)

## *Willow Cottage.*

*I have received the following information from the enforcement officer looking into this:*

*"I have received some correspondence from an agent who is working on behalf of Mr Gilder. He has suggested that the intention is to implement the permission for the renovation and extensions of Willow Cottage and also the erection of 2 cottage style dwellings (planning ref – 15/00990).*

*After discussing this with my line manager, Paul Clements, I intend to wait for the pre-commencement conditions to be submitted and also discharged and then works can then commence as opposed to serving a section 215.*

*Both Mr Gilder and agent are aware of the permission lapsing (21/8/2018) and also that conditions can take up to 8 weeks to be discharged so time is certainly critical, but this is a positive step.*

*As soon as I receive an application to discharge the pre-commencement conditions I will update you accordingly." With luck there may be some movement on this site.*

*Allocation Site opposite Bredon Hill Middle School.*

*I have been involved in pre-application discussions with the planning officer over this site. I hope that the application when it is finalised will take the Parish Council's concerns on board.*

13. Progress Reports

- a. Social Centre, approached the PC to double their grant of £2500 this year. The council agreed that they do not have the funds in this financial year but would consider helping further with fundraising for the Social Centre. The PC reminded the Social Centre that there is £2500 going to them from the New Homes Bonus
- b. Bredon Hill Conservation Group  
Limited attendance due to various apologies for absence. This precluded any meaningful discussions to many of the agenda points. Update on Allens Caravans application at Comberton Golf Course - Written Appeal is pending, has been sent to the Planning Inspectorate, but not posted as yet. Mitton Bank (alternative proposal to the MOD site development) - No action since the developers told the GCT-JCS inspector that they would be submitting an application for 500 houses last October. Possibly waiting on the new Policy Framework or that the proposal was in conflict with current Neighbourhood Plans and are

# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 07896879414, email ashtonunderhill@yahoo.co.uk

pending review of the SWDP. Long Carrant View planning appeal to the Planning Inspectorate has now been posted. 17/0062/CU information now available on website. Next meeting to be held at Ashton Under Hill on 17/10/2018 and chaired by AUH representative, booking will be made by Sally Harte, costs to be met by AUH PC.

- c. PACT, Annual police report circulated
- d. Lengthsman

Brian Arrowsmith doing a very good job.

Bus shelter and notice boards need another coat of teak oil

ACTION SS

- e. Vehicle Activated Sign -

- The sign will be moved back 1/2 way from where it is now and the 30 sign as it has to be 100m from the 30 sign. As the sign lights up when you are about 80-90m away it will light up just after you have gone through the 30 sign.
- It was felt that the most effective signs are the ones that show what speed the driver is doing. Chair agreed to get costs and include this in the budget for 2019/20
- Sign is not up at present as a new bracket is required. Agreed to ask the Lengthsman to purchase one.

ACTION SS

- f. Flooding, reported flooding by the chapel, Cllr Hardman agreed it may be possible to link the drains - no formal response received. Station house, culvert has been cut out but more needed to be done. Drain issues opposite Little Thatch has been reported

ACTION SS

- g. Highway, vehicles driving on verge in Beckford road is still an issue. Chair has has written to bus company and highways providing photo evidence, it was agreed the chair would speak to bus companies re the agreement made a few years ago regarding buses going alternative ways to each other on Beckford Road and A46. Another alternative discussed is to ask highways to put in a passing spot.

ACTION SS

- Chair has written to Highways highlighting the issue of traffic on the A46 turning into Long Carrant residential park. Cllr Hardman agreed that Highways did not widen the entrance adequately. He is meeting with Highways England at the end of June and will raise it then. They have the remit to address this properly.

- h. Trees in the Parish, no report

- i. Communications, new website being developed, awaiting Alpha version

- j. Compliance and data protection, Cllr Wood was elected as the Data protection officer. Councillors agreed to set up parish council email addresses. Clerk purchased a lockable filing cabinet.

ACTION ME/MW

- k. SmartWater – purchased 100 from SmartWater and 50 from Cropthorne Parish Council. Chair will get kits out to everyone who has signed up, and create an action plan to go door to door to encourage sign up from others. Action SS

## 14. Planning application notifications

# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 07896879414 email [ashtonunderhill@yahoo.co.uk](mailto:ashtonunderhill@yahoo.co.uk)

1. <a href="#">18/00632/FUL</a>	Chandler's End Ashton Under Hill Evesham WR11 7UT	Residential development consisting of 1no. self-build infill dwelling and detached garage with associated landscaping and access	Pending decision
<a href="#">18/00537/FUL</a>	Doricot Elmley Road Ashton Under Hill Evesham WR11 7SJ	Residential development consisting of 1no. self-build infill dwelling and detached garage with associated landscaping and access, following part demolition of existing structures	Approved
<a href="#">18/00498/HP</a>	Foster Cottage Elmley Road Ashton Under Hill WR11 7SN	Replacement of 4 sash windows on the front of the house from single glazed units to double glazed. Replace front door like for like in solid oak.	Approved
<a href="#">18/00519/HP</a>	Hollymount Elmley Road Ashton Under Hill Evesham WR11 7SW	Alterations/extension to store building to provide annexe accommodation and garage to existing dwelling (resubmission of 17/01479/FUL)	Approved

## 15. Finance

### 15.1 Bank balance as at the end of March 2018

Business account	-	£5991.57
Savings	-	£3318.96

### 15.2 The end of year accounts were signed as true and accurate.

### 15.3 Payments below were approved

SmartWater	Purchase of SmartWater packs	£1080.00
Zurich	Insurance	£ 336.90
St Barbara's Church	Grant	£1700.00
M English	Office Equipment (Data laws)	£240.21
M English	Wages & expenses	£630.00
Brian Arrowsmith	Strimmer & Weed killer	£61.66
CALC	Subscriptions	£502.87
S. Smith	Physio Control – posts	£140.40

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PARISH COUNCIL MINUTES

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May 2018

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# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 07896879414, email ashtonunderhill@yahoo.co.uk

S. Smith	Salt Merchant – salt	£113.76
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15.4 The Parish Council proposed to make a discretionary donation towards the purchase of a vehicle “Build for Barney campaign”. Cllr Hardman agreed to look into the possibility of making a donation from County.

16. Correspondence for Information: To note the attached appendix of items which have been circulated or will be available for inspection at the meeting. (OR a list of items will be available at the meeting.)

17. Clerk’s report on Urgent Decisions since the last meeting.

- Pink Truck intend on developing the site further and will make good once completed
- Parking outside Elmley Road – Rooftop – County Council is not prepared to pay for additional parking. Rooftop have agreed to get a quote.

18. Councillors’ reports and items for future agenda: Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

1. Verges outside Hollymount agreed to move the posts or add extra **Action SS**
2. Street signs need replacing – Baker’s Lane & Elmley Road, **SS to report**
3. Kissing gate needed to be put in off wood track **Action NM**

With no further business to discuss the meeting closed at 7.30pm

**Date of next meeting: 10<sup>th</sup> July at 7pm in the Green Room**

.....(chair)

.....(date)

# ASHTON UNDER HILL PARISH COUNCIL

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# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 07493693331 email [ashtonunderhill@yahoo.co.uk](mailto:ashtonunderhill@yahoo.co.uk)

## Minutes of the Parish Council Meeting held on Tuesday 10<sup>th</sup> July 2018 @ 7pm in the Green Room, Ashton under Hill

Members and Officers present: Cllr Smith (Chair), Barker, Hague, Wood & Cope

In attendance: Clerk, District Councillor Darby and 2 members of the public

Apologies: Cllr Rowley & McIntyre

1. Declarations of Interest:
  - a) Register of Interests: Councillors are reminded of the need to update their register of interests. None
  - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
  - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.  
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.  
Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
2. Minutes of the May Annual Parish Council Meeting and the Annual Parish were approved as true and accurate
3. District and County Councillors' reports: for information. (Items raised for decision will appear on the agenda for the next meeting.)

*South Worcestershire Development Plan Review (SWDPR) As you will probably already have seen on the SWDP website there is the following announcement.*

*The South Worcestershire Councils (SWC) i.e Malvern Hills, Worcester and Wychavon started a review of the SWDP in late 2017. This is in line with new Government requirements that local plans should be updated every five years, and therefore a revised SWDP is required by 2021. The review will provide an updated plan period to the year 2041.*

*The plan will update the existing SWDP and where necessary its Vision, Objectives, Spatial Strategy and policies for the future development of the South Worcestershire area. The second part of the plan includes site allocations, policies and policy designations that will provide for the development needs of the area up to 2041.*

*The first step in this process will be a consultation on the issues and options, which will take place in the autumn. As a preliminary, the three councils have already consulted on a revision of the Methodology by which Village Facilities and Rural Transport are assessed to put villages in the different numerical categories. This consultation closed on 2 July, and I don't know if your parish council commented. The new methodology is rather more detailed but I don't think it will result in a change of status for most villages.*

*Enforcement at Willow Cottage.*

*I understand that Mr Gilder's agent has told Wychavon that he is proposing to exercise the planning consent he received in 2015. This will require the submission of pre-commencement conditions, and I am not sure whether these have yet been received. I have asked the enforcement officer for an update.*

*Current Planning Applications.*

*The only major issue seems to be the reserved matters application for 14 houses at Land off Elmley Road.*

*I have been involved in discussions with the case officer on this application at the pre-app stage and am reasonably happy with it. I look forward to receiving your comments.*

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# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 0749369333, email ashtonunderhill@yahoo.co.uk

*Great Comberton Golf Course. Appeal against refusal for change of use to siting of 81 static holiday caravans.*

*I attended the site visit yesterday with the case officer and a representative of the appellants. This appeal was being dealt with by written representations and had raised a lot of concern around Bredon Hill. I am not sure whether your parish council had made a representation either individually or through the Bredon Hill Conservation Group.*

4. Public Open Forum, notes attached

5. Progress Reports

- a. Social Centre – New chair elected. Dog poo is a serious issue on the playing / football field. The Parish Council are aware of a few culprits. Suggestion made by the Parish Council to the social centre are:-
  - ban dogs from the field altogether
  - dogs must remain on leads at all times.

b. Bredon Hill Conservation Group

c. PACT continue to follow their website. Correspondence still seems to mainly go to the clerk. Many of their bulletins regarding events arrive with very little notice; often 24 hrs.

d. Lengthsman, the brambles and weeds between Halfpenny Retreat and Honeysuckle Cottage have overgrown the footpath. SH to ask landowner to attend to it

e. Vehicle Activated Sign

The location was moved as planned and is working well. The sign now lights up 10m or so BEFORE you reach the 30MPH sign, so acts as a good reminder to slow down. Let's hope it results in less speeding. PC agreed to start investigating costs for an additional VAS for next year's Budget. The costs are from £1500-£4K for a solar powered countdown type.

f. Flooding, blocked drains on Elmley Rd, despite being report and advised by Worcestershire as done.

g. Highways

Long Carrant – we have had a positive response from Highways who plan to make changes to the entrance at Long Carrant Park to make it safer. The response stated that this was in design phase but included widening of the entrance, for vehicular access to the residential park. It also includes the provision of a pedestrian refuge in the centre of the carriageway which should make crossing the road safer. There will be signs on the A46 that warn of the junction ahead. This scheme is currently expected to be delivered this financial year i.e. before March 2019.

Potholes - Beckford Rd - reported the Potholes and this is reported as resolved by Highways

Additional Signage Due to some issues with extra tall vehicles experiencing issues at the Hole in the wall at Elmley – Highways are amending the sign in /out village warning of height restrictions as well as the current width restrictions.

Verge Damage – Beckford road Chair has reported the repeated damage to the verges on Beckford Rd to both the bus companies and Highways. Only had "holding" emails from them – and have suggested that they work together to resolve this. All correspondence has been copied to Cllr Adrian Hardman.

Drainage by the Chapel – Reported this ongoing issue. It was recognized and Adrian Hardman is also chasing. Response received that Highways will investigate.



# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 07493693331 email [ashtonunderhill@yahoo.co.uk](mailto:ashtonunderhill@yahoo.co.uk)

Replacement Road signs in the village – Reported that many of the signs in the village are very tired and in some cases faded with letters missing eg Bakers Lane and Elmley Rd opposite the Groaten. Again a response that it will be reviewed.

h. Trees in the Parish

i. Communications

New website: We have an alpha but the process is painfully slow as the developers are building the site on a very low budget and thus squeezing us in where they can. Trying to populate new pages but keep hitting developmental brick walls and the developer is busy! We had been hoping for a 'soft release' before Tuesday but this was not possible.

Facebook. Continues to attract new followers. We will be able to link to fb from the new site so hopefully we will get a bigger audience for both once the elusive site is up and running.

j. Compliance and data protection – agreed to set up Parish Council email addresses by the September meeting. Chair agreed to provide IT support

k. SmartWater

Set up a spreadsheet to identified those houses that have signed up. In the process of issuing these out and will hopefully finish before the meeting (just under 115). Suggest that we advertise/email/poster offering some dates for collection (or email me for delivery if they can't get out). I propose that we offer 3 different times for collection and then the final step would be house to house.

We have been offered another 50 at £5 each from another Parish Council. This will take us just above the 190 that are required to get the signage – it was proposed by Cllr SS, seconded SH, all voted in favour

## 6. Planning application notifications

<p><u>18/01115/RM</u></p>	<p>Land Off Elmley Road Ashton Under Hill</p>	<p>Erection of 14 dwellings and associated infrastructure - reserved matters application following outline planning permission W/16/02188/OU.</p> <ul style="list-style-type: none"> <li>• Happy with the mix of houses now changed to smaller houses</li> <li>• Condition that Affordable homes are given priority to Ashton residents</li> <li>• Parking within development is inadequate, request some visitor parking added and a clause for no conversions of garages and strictly no parking on Elmley Rd</li> <li>• Drainage report states inadequate provision so would want to see this amended before approval</li> <li>• No community orchard on new application - this should be added again</li> <li>• Request information on who will be maintaining the site verges, pond etc</li> <li>• Roadway and Footpath within the site to be adopted by highways</li> <li>• Request for Cllr Darby to take to planning committee if these conditions are not agreed</li> </ul>	<p>Pending decision</p>
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# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 0749369333, email ashtonunderhill@yahoo.co.uk

<u>18/01068/HP</u>	White Hart Villa Elmley Road Ashton Under Hill WR11 7SH	Oak framed car port No objection	Pending decision
<u>18/00735/HP</u>	Elmwick Elmley Road Ashton Under Hill WR11 7SW	Two storey rear extension No objection	Pending decision
<u>18/01158/HP</u>	22 Cornfield Way Ashton Under Hill WR11 7TA	Demolish existing single storey attached garage and replace with a two storey extension and creation of new driveway. No objection	Pending decision
<u>18/00819/LB</u>	Orchard House Cottons Lane Ashton Under Hill WR11 7SS	Retrospective planning approval for retention of secondary glazing to steel framed single glazed windows, replacement double glazed windows and replacement external door	Approved

## 7. Finance

Bank balances as at 21<sup>st</sup> May 2018

Current account - £11,186.43

Savings account - £ 3,319.53

7.b Grant application received from Barney Gardner to go towards a wheel chair adapted vehicle. Parish Council agreed to make a donation of £1000. Cllr Hardman made a donation of £1500 which was paid to the Parish Council. Cheque made out for £2500. Proposed by SS, seconded by SH all in favour.

7.c Chair gave a brief description of the changes taking place to the New Homes Bonus changes, Village of Culture, council tax referendum

7.d. Cheques for approval

Ref	Payee	Description	Net	VAT	Total
1	Baldwins	Audit	£ 150.00	£ 30.00	£ 180.00
2	S Smith	Jackson Fencing	£ 31.50	£ 6.30	£ 37.80
3	B Arrowsmith	Lengthsman May	£ 168.00		£ 168.00
3	B Arrowsmith	Lengthsman June	£ 168.00		£ 168.00
4	HMRC	PAYE	£ 48.60		£ 48.60
5	M English	Wages	£ 635.53		£ 635.53

# ASHTON UNDER HILL PARISH COUNCIL

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6	PATA	Payroll	£ 12.50		£ 12.50
7	SLCC	Membership	£ 23.00		£ 23.00
7	SLCC	CiLCA	£ 125.00		£ 125.00
8	Beckford Mag	Printing / Newsletters	£ 190.00		£ 190.00
9	S Smith	Lottery licence	£ 113.76		£ 113.76
10	B Knight	Barney Gardners grant	£ 2,500.00		£ 2,500.00
	TOTALS		£ 4,165.89	£ 36.30	£ 4,202.19

8. Correspondence for Information: To note the attached appendix of items which have been circulated or will be available for inspection at the meeting. (OR a list of items will be available at the meeting.)
9. Clerk's report on Urgent Decisions since the last meeting.
10. Councillors' reports and items for future agenda: Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.
  - Vale Antique Centre
  - Parking up Elmley Road from Wood Lane
  - Speeding up Elmley Road towards to the school, agreed to write to the school asking that they remind parents to drive safely through the village.
11. With no further business to discuss the meeting closed at 8.30pm Date of next meeting: 11<sup>th</sup> September 2018

.....(chair)

.....(date)

# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 0749369333, email ashtonunderhill@yahoo.co.uk

## PUBLIC NOTES

- a. Blocked gullies, Highways reported back that they have been cleared. SS to investigate
- b. Traffic parking down Cornfield Way, agreed to advertise on Facebook and the website
- c. St Richards Hospice presentation – agreed to advertise on PC website, Parish Facebook page and supply pamphlets at the village fete.

# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 0749369333, email ashtonunderhill@yahoo.co.uk

## Minutes of the Parish Council Meeting held on Tuesday 11<sup>th</sup> September 2018 @ 7pm in the Green Room, Ashton under Hill

Members and Officers present: Cllr Smith (Chair), Barker, Hague, Wood, Rowley, McIntyre & Cope

In attendance: Clerk and 1 member of the public

Apologies: Cllr Darby & Hardman

### 1. Declarations of Interest:

- a) Register of Interests: Councillors are reminded of the need to update their register of interests. None
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.
- d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

### 2. Minutes of the July Parish Council Meeting were approved as true and accurate

### 3. District and County Councillors' reports: for information. (Items raised for decision will appear on the agenda for the next meeting.)

*The Parish Council will have received requests for responses to various surveys which lead up to the preparation of the South Worcestershire Development Plan Review. You should have already responded to the Village Facilities and Rural Transport Survey which closed two weeks ago.*

*I also suggest that you respond to the "Open Space Assessment (including Community Buildings) - Town/Parish Council Survey" and to the "Development Boundary Review - Proposed Methodology Consultation". The deadline for these is the 5<sup>th</sup> October and the 8<sup>th</sup> October, so you still have a little time.*

*I have had a preliminary look at both of them. I think the first is fairly straightforward but I have some doubts about the second. In particular I am concerned about the proposal to extend development boundaries where there are small enclosed parcels of land less than .18 ha on the edge of the village. Although this provision is hedged around with various caveats which would apply to Beckford (in particular the AONB), I am concerned that it would result in a lot of garden grabbing on the edge of villages. In the past many villages have grown with houses and large gardens being built on their edges. This provides a happy transition between the built up settlement and the open countryside beyond.*

*Great Comberton Golf Course. Appeal against refusal for change of use to siting of 81 static holiday caravans. This appeal has been allowed, despite my best efforts in support of the relevant parish councils. Ashton under Hill Parish Applications*

*There are three outstanding applications. One is for the 14 houses opposite the Middle School on which you have already commented. The second is for a workers house at the Pig Barn and the third is for Cedar Gables. I will represent your views on these.*

### 4. Public Open Forum, notes attached

# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 07493693331 email [ashtonunderhill@yahoo.co.uk](mailto:ashtonunderhill@yahoo.co.uk)

## 5. Progress Reports

- a. Social Centre – ongoing fundraising for the play area refurbishment, close to target and hoping to get started soon
- b. Bredon Hill Conservation Group, no report
- c. PACT no report
- d. Lengthsman, Chair to ask Lengthsman to clear the front of the Pound **Action Sarah H**
- e. Vehicle Activated Sign, working well since it has been moved
- f. Flooding, drain has been dug up and will be jetted at the bottom of Wood Lane.
- g. Highways, no report from CC Hardman. Leak in Cottons lane has been repaired finally. The issue of the low water pressure since has been reported,
- h. Trees in the Parish, no report
- i. Communications, last adjustments to take place on the new website
- j. Compliance and data protection, PC email addresses to be set up by November meeting **Action ALL, Sarah H to support**
- k. SmartWater, Open sessions to be advertised where residents can collect packs. 121 signed up, still need 70 more. Agreed to go door to door with the police cadets to encourage further take up within the village. Also going to look at trying to get signage faster. **Action Sarah H**
- l. Risk assessment, **Clerk and MW to meet up**

## 6. Planning application notifications

<a href="#">18/01578/HP</a>	Cedar Gables Beckford Road Ashton Under Hill Evesham WR11 7SU	First floor sundeck; and internal remodelling	Pending decision
<a href="#">18/01306/FUL</a>	The Pig Barn The Groaten Ashton Under Hill WR11 7QR	Construction of a dwelling for a rural worker	Pending decision
<a href="#">18/01325/HP</a>	27 Gorse Hill Ashton Under Hill WR11 7SP	Proposed two storey side extension	Approved

## 7. Finance

Bank balances as at 21<sup>st</sup> August 2018

Current account - £13,003.59

Savings account - £ 3,320.12

### b. Cheques for approval

Ref	Payee	Description	Net	VAT	Total	Cheque no
2	HMRC	PAYE	£ 97.20		£ 97.20	1031
3	B Arrowsmith	Lengthsman	£ 336.00		£ 336.00	1018
4	M English	Wages	£ 679.83		£ 679.83	1026
5	M English	ICO registration	£ 40.00		£ 40.00	1027
6	PATA	Payroll	£ 17.50		£ 17.50	1028
7	Dodderhill PC	Smart Water	£ 250.00		£ 250.00	1029
8	Wychavon Sports Council	Games	£ 66.00		£ 66.00	1030
9	Mudway	Marquee	£ 2,124.00		£ 2,124.00	1031
	TOTALS		£ 3,610.53	£ -	£ 3,610.53	

# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 0749369333, email ashtonunderhill@yahoo.co.uk

- c. Clerk to deduct £1770.00 from Social Centre grant (Fete Marquee payment)
- d. Look into telephone banking. Clerk to make appointment with HSBC
- 8. Correspondence for Information: To note the attached appendix of items which have been circulated or will be available for inspection at the meeting. (OR a list of items will be available at the meeting.)
- 9. Clerk's report on Urgent Decisions since the last meeting.
- 10. Councillors' reports and items for future agenda: Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.
  - Dog poo bags left lying around the track up past Shaw Green, plus other footpath routes. Beginning to become a real Issue. Agreed to look into putting "Flick with a Stick" signage up away from pavement routes to limit use of bags - in line with Forestry Commission and Woodland Tryst Initiatives. **Action Sarah H**
  - Accident on the A46 at Long Carrant. Police are not interested unless someone is injured. **Agreed KR would take this up with PACT. Sarah H to chase the timing on the road changes**
  - PC thanked the Fete committee for a successful Fete. **Action Sarah H** to send thank you
  - Footpaths to be added to the agenda **Action MH**
  - Budget to be proposed in Nov meeting - **Sarah H to send draft prior to meeting**
  - Willow close parking, agreed to ask Rooftop & Highways if they would put a sign up **Action Sarah H**
  - Grass cutting – look into a 3 year contract – **Action SH to get quotes before Nov meeting**
  - Village of Culture, agreed to advertise on Facebook and Website - **Action KR to investigate**
  - Question raised regarding the meaning of the "Affordable housing" on the plans opposite the Middle School. **Sarah H to investigate**
  - Rumours started that the 540 bus service is to be phased out. **Action KR to investigate**
- 11. With no further business to discuss the meeting closed at 8.30pm. Date of next meeting: 13<sup>th</sup> November 2018

.....(chair)

.....(date)

## PUBLIC NOTES

Mr Nicklin approached the Parish Council regarding his planning application. SmartWater kit was handed to Mr Nicklin.



# ASHTON UNDER HILL PARISH COUNCIL

Parish Clerk: Michelle English, Tel 07493693331 email ashtonunderhill@yahoo.co.uk

## Minutes of the Parish Council Meeting held on Tuesday 13<sup>th</sup> November 2018 @ 7pm in the Green Room, Ashton under Hill

Members and Officers present: Cllr Hewitt (Chair), Barker, Hague, Wood, Rowley, McIntyre & Cope

In attendance: Clerk

Apologies: Cllr Darby & Hardman

1. Declarations of Interest:

- a) Register of Interests: Councillors are reminded of the need to update their register of interests. None
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.
- d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

2. Minutes of the September Parish Council Meeting were approved as true and accurate

3. District and County Councillors' reports: for information. (Items raised for decision will appear on the agenda for the next meeting.)

District Cllr Report – Cllr Darby

South Worcestershire Development Plan Review (SWDPR):

Consultation on Issues and Options

*This process has now started and the parish council needs to submit its comments by 17 Dec. The questions we have been asked are all fairly high level and it is not always easy to see how they will apply to Ashton under Hill directly. In particular this consultation does not look at the specific sites put forward in the Strategic Housing and Employment Land Availability Assessment (SHELAA), although the SHELAA is part of the evidence base for the SWDPR. So far the maps showing proposed sites have not been posted on the SWDP website and so it is not yet possible to see what, if anything, has been proposed for Ashton under Hill.*

Erection of 14 dwellings opposite the Middle School – Cllr Hewitt attending Planning Meeting

*This reserved matters application is due for consideration at Thursday's planning meeting and is recommended for approval. I do not know whether the P.C. will be sending a speaker. If so, I need to remind you that all matters covered at the outline stage cannot be re-opened.*

Willow Cottage

*I understand that there has been some movement on this site and I hope that this signifies that the latest planning permission W/15/00990 is being activated.*

4. Progress Reports

4.1 Social Centre – no report

4.2 Bredon Hill Conservation Group

Matt Darby, Adrian Darby & Adrian Hardman were absent therefore limited updates available on current planning issues.

Mitton Bank proposed Development: No further progress. Proposal has been opposed by Tewksbury Town Council.

Ashchurch MOD Site: No further news with regard to either re-development or closure.

BHCG Chair: AUH PC (Martyn Wood) now hold the chairmanship for the next three months

Next Meeting: 17<sup>th</sup> April 2019 at AUH PC meeting room.

4.3 PACT

- Joined text crime update service, but not received anything so far
- Continue to post West Mercia Police updates on Facebook and will try to extend this service to the new site.
- Look into the WhatsApp group that the police operate in the Cotswolds, and request that the West Mids police do something similar in this area as an early warning system

ACTION KR

Parish Clerk: Michelle English, Tel 0749369333, email ashtonunderhill@yahoo.co.uk

#### 4.4 Highway

- Conditions of pavements from Wood Lane up towards BHA , report to Highways **ACTION CHAIR**
- Request for residents to trim hedges, agreed to write to residents concerned as well as put a note in the newsletter **ACTION KR**
- Chair approached Woodlands Trust for "Flick with a stick" signage, nothing received to date. Agreed to approach the Forestry Commission. **ACTION CHAIR**
- Drain on Wood Lane, attended to by WCC however needs to be checked. **ACTION CHAIR**
- Flooding outside the Chapel. CC Hardman has it in his to do list. Suggestion of a possible Match Fund to be explored. **ACTION CHAIR**
- Busses in the village still a problem, chair spoken to schools and bus companies. Continue to monitor
- Parking at Willow Close, Rooftop have agreed to put a "no parking" sign up - **Chair to chase delivery**
- A46 changes to add crossing refuge near Long Carrant is due before March. **Chair to chase date**

#### 4.5 Trees in the Parish

The Groaten - 7 of the Silver Birch died due to the drought. Cost for replacements:-

7 replacement Betula Pendula bareroot 10-12 girth same spec as last year £50 each.	Total £350.00
7 replacement Betula Pendula 45 litre potted trees 8-10 girth £80 each	Total £560.00
7 replacement Betula Pendula 10 litre potted trees 6-8ft tall	Total £175.00
2 Black Pear potted 12litre & 5 Hornbeam bareroot 10-12 girth	Total £405.00
Labour to remove dead and replace with new trees	£300.00
Maintenance costs for 2019	£300.00

**It was agreed to place an order for the 45 litre potted trees including removal of dead trees and maintenance. Total cost £1160.00** **ACTION**  
**NM**

The Parish Council thanked Costworld Drainage for supplying water to water the trees during the dry season.

#### 4.6 Communication

- New website is live, but seems slow. Feedback is invited from residents.
- Email list is expanding with now more than 70 household email addresses
- Village information flyers have been distributed to new residents.

4.7 Compliance, Risk Assessment and data protection. Clerk to update Risk Assessment sheets then to arrange a meeting with the chair and Cllr Wood to discuss further. Clerk to Risk Assess the Lengthsman. **ACTION ME**

#### 5. Planning application notifications

Truck Stop Cheltenham Road, ENF/18/0439

Enforcement spoken with the agents letting the land and have advised that planning permission is required for a change of use of the land for retail and storage of caravans.

<a href="#">18/02322/CAN</a>	Orchard House Cottons Lane Ashton Under Hill Evesham WR11 7SS	Fell pear tree. Reason - roots lifting and too close to garage. No objection
<a href="#">18/02247/HP</a>	17 Gorse Hill Ashton Under Hill WR11 7SP	Replacement single storey rear extension. No objection

#### 6. Finance

Bank balances as at 21<sup>st</sup> October 2018

Current account - £18458.06

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Savings account            -            £ 3320.95

6.1        The cheques below were proposed by Cllr Hague, seconded by Cllr Cope, all voted in favour. Cllr Hewitt proposed a donation of £100 towards the British Legion for the wreath to commemorate 100 years since the end of WW1. Cllr Hague seconded, all voted in favour.

Ref	Payee	Description	Net	VAT	Total	Cheque no
1	GM Lumley	Training	£ 20.00		£ 20.00	1033
2	Royal British Legion	Poppy	£ 100.00		£ 100.00	1034
3	S Hewitt	Beacon of Light Memorial	£ 46.37		£ 46.37	1035
4	Webbees	Website	£ 864.50		£ 864.50	1036
5	B Arrowsmith	Lengthsman	£ 324.00		£ 324.00	1037
6	PATA	Payroll	£ 12.50		£ 12.50	1038
7	HMRC	PAYE	£ 48.60		£ 48.60	1039
8	M English	Wages	£ 422.57		£ 422.57	1040
9	M English	Expenses	£ 141.03		£ 141.03	1041
	TOTALS		£ 1,963.20	£	£ 1,963.20	

6.2 To budget for 2019/20 was set and agreed to increase the precept by 2.8%. Proposed by Cllr Hewitt, Seconded Cllr McIntyre, all voted in favour.

6.3 Grass cutting quotation

Agreed to issue a 3 year mowing contract to Gardens by Jenny, based on 8 cuts a year with a clause stating "should additional cuts be required during the year due to excessive growth this would be included in the cost" of £245 per month. Proposed by Cllr Hewitt, Seconded by Cllr Rowley, all voted in favour.

ACTION CHAIR

7. Correspondence for Information: To note the attached appendix of items which have been circulated or will be available for inspection at the meeting. (OR a list of items will be available at the meeting.)
8. Clerk's report on Urgent Decisions since the last meeting.
9. Councillors' reports and items for future agenda: Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.
  - Parish Council Elections – Agreed to advertise on Facebook
  - Neighbourhood Plan - Agree to try again to create a team. Discuss Jan meeting
  - Risk Assessment
10. Date of next meeting 8<sup>th</sup> January 2019
11. With no further business to discuss the meeting closed at 8.30pm Date of next meeting: 13<sup>th</sup> November 2018

.....(chair)

.....(date)