

# ASHTON UNDER HILL PARISH COUNCIL

## AGENDA: REMOTE MEETING

Clerk to the Council: Andy Robinson  
 Email: [AshtonunderHill@yahoo.co.uk](mailto:AshtonunderHill@yahoo.co.uk)

### To Members of Ashton under Hill Parish Council

You are duly summoned/required to attend the Parish Council Meeting of Ashton under Hill Parish Council to be held on:

**Tuesday 10<sup>th</sup> November 2020 at 7.00pm**

Due to the Coronavirus pandemic regulations came into force on 4th April 2020 to allow Parish Councils to hold remote meetings. Under the same regulations the requirement to hold an Annual Parish Meeting has been removed.

Therefore this meeting is being conducted virtually via Video conference platform 'Zoom'.

The Press and members of the Public are invited to join and it is fully accessible to all.

Please follow the link below:

<https://us02web.zoom.us/j/88546348473>

Meeting ID: 885 4634 8473

- 1. ELECTION OF NEW CHAIR & VICE CHAIR / SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS (NEWLY ELECTED CHAIR ONLY).**
- 2. WELCOME, PRESENT AND APOLOGIES FOR ABSENCE.**
- 3. CO-OPTION OF TWO NEW PARISH COUNCILLORS / SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.**
- 4. DECLARATIONS OF INTEREST:**
  - (A) 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 4 days prior to a meeting.
  - (E) 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.
  - (F) Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
- 5. THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTION TIME:**  
 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.
- 6. CLERK UPDATES & URGENT DECISIONS.**
- 7. APPROVAL OF MINUTES:**  
 For the Parish Council meeting 8th September 2020.
- 8. COUNTY & DISTRICT COUNCILLORS REPORTS:**  
 For information items raised for decision will appear on the Agenda for the next meeting.
- 9. PROGRESS REPORTS (Given verbally by Councillors):**

(A) Social Centre – Cllr Cope	(B) BHCG – Cllr Wood	(C) PACT – Cllr Rowley
(D) Lengthsman – Cllr Barker	(E) VAS – To be allocated	(F) Flooding – To be allocated
(G) Highways & Byways – Cllr McIntyre	(H) Trees – Cllr McIntyre	(I) Communication – Cllr Rowley
(J) Neighbourhood Plan – Cllr Barker	(K) Broadband – Cllr McIntyre	(L) Footpaths – Cllr McIntyre
(M) Telephone Box – Cllr Rowley	(N) Speeding Signs – Cllr Rowley	

#### 10. PLANNING APPLICATION NOTIFICATIONS:

<a href="#">20/01606/HP</a>	Pennfields, Elmley Road	Single storey extension to replace an existing garage, kitchen & conservatory with a kitchen, utility room, bedroom and ensuite. Replacement of carport with garage and garden room. Incorporation of existing rear open porch into ground floor sitting room.	No objections 24/9/20
<a href="#">20/01728/CU</a>	The Pig Barn, The Groaten	Change of use of land for the siting of four holiday lodges and associated operational development.	Objection 27/9/20*

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<a href="#">20/01916/S106</a>	Land off, Elmley Road	Application under s.106A of the Town & Country Planning Act 1990 to modify the requirements relating to the legal agreement dated 30 May 17 associated with planning reference W/16/02188/OU.	Objection 8/10/20*
<a href="#">20/02191/HP</a> <a href="#">20/02192/LB</a>	Down Yonder, Elmley Road	Removal of polycarbonate roof and replace with slate. New garage.	No objection 23/10/20** <b>Review</b>
<a href="#">20/02196/HP</a>	The Cider House, Cottons Lane	Replacement of 2 softwood timber windows with hardwood timber windows.	No objection 23/10/20
<a href="#">20/02082/FUL</a>	Orchard House, Cottons Lane	Proposed Change of use of outbuilding to self-contained holiday accommodation.	Pending Due 10/11/20 <b>For discussion</b>
<a href="#">20/01728/CU</a>	The Pig Barn, The Groaten	Change of use of land for the siting of four holiday lodges and associated operational development. <b>Landscape Plan Submitted as per Landscape Officers Request. Council to discuss if further comments should be submitted.</b>	Pending Due 12/11/20 <b>For discussion</b>

\*Objection report available for inspection on request or on Wychavon DC Planning Portal under planning reference number.

\*\*No objection comment to be reviewed during meeting (due to further information coming to light).

### 11. FINANCE:

Bank balances as at 31st October 2020

Current account balance - **£27,864.80**

Savings account balance - **£5,009.21**

**\*\*Note ref 14** on the payments schedule – it was agreed in May 2020 to spend up to £600.00 on updating the parish website to meet new accessibility regulations. This payment will be an overspend of **£157.74\*\***.

(I) Proposal to approve the below Receipts and Payments: Cllr Rowley.

(II) Proposal to transfer funds from the Current Account to the Savings Account up to the value of £10K. Cllr Rowley

#### Receipts Sep / Oct 2020

Ref	Payee	Description	Date	Amount (£)
1	WDC	2 <sup>nd</sup> Precept	28/09/20	£9,499.00
2	WCC	Lengthsman Jun 20	16/07/20	£186.98
3	WCC	Lengthsman Jul 20	20/10/20	£84.00

#### Payments Sep / Oct 2020

Ref	Payee	Description	Date	Amount (£)
1	PATA	Payroll services	2/7/20	£23.25
2	HMRC	PAYE	16/7/20	£186.98
3	K Rowley	Telephone box restoration	18/09/20	£168.48
4	PATA	Payroll	25/09/20	£23.25
5	A Robinson	Clerk Home Office	30/09/20	£7.22
6	A Robinson	Clerk Salary Sep	30/09/20	£217.32
7	Unity Bank	Service Charge	30/09/20	£18.00
8	St Barbaras	Churchyard Grant	02/10/20	£1,500.00
10	Elmley Castle Parish Council	SLCC ILCA Course (50%)	02/10/20	£49.50
11	HMRC	PAYE	06/10/20	£147.80

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12	B Arrowsmith	Lengthsman Sep 20	22/10/20	£156.00
13	RBL Poppy Appeal	Remembrance Wreath	22/10/20	£20.00
14	Webbees	Accessibility Compliance		£757.74
15	Sally Harte	Admin costs BHCG		£30.00
16	Gardens by Jenny	Mowing Annual Charge 20		£1,715.00
17	Webbees	Web Hosting: 6 months		£107.40

### 12. DELEGATION SCHEME:

- (I) Proposal to adopt a new Scheme of Delegation. Scheme of delegation has been circulated to all Cllrs prior to the meeting and a copy is available on request from the Clerk. Cllr Rowley.
- (II) A reminder to all Councillors the importance of replying to emails from the Chair and the Clerk. Decisions the Council make via email rely on input from members of the Council and cannot be made without responses.

### 13. FINANCIAL REGULATIONS:

Proposal to adopt a new Model of Financial Regulations. Model Regulations sent out to all Cllrs prior to the meeting and a copy is available on request from the Clerk. Cllr Rowley.

### 14. RECYCLING BOXES:

Proposal to investigate using recycling boxes for use by the Village as suggested by a local resident. [www.zerowasteboxes.ter-racyle.co.uk](http://www.zerowasteboxes.ter-racyle.co.uk). Agree a budget if necessary. Cllr Rowley.

### 15. FINANCE COUNCILLOR:

Proposal to appoint 1 Cllr to act as 'Finance Cllr'. Clerk to explain to Council the responsibilities. Cllr Rowley.

### 16. VILLAGE GATES:

Proposal to begin feasibility study to install village entrance gates. Including to contact WCC to arrange a site visit with Barry Barnes and obtain manufacturing quotes for presentation to Council. Cllr Barker.

### 17. CLERKS CONTRACTED HOURS OF EMPLOYEMENT:

Proposal to increase the Clerks hours. Cllr Rowley.

### 18. OUTGOING CHAIR:

Proposal to write to Sarah Hewitt to formally thank her for her long service to the Parish Council. Cllr Rowley.

### 19. BHCG:

Council to discuss continued involvement with Bredon Hill Conservation Group in 2021. Cllr Wood.

### 20. CHARLES ARNOLD BAKER REFERENCE BOOK:

Proposal to use Parish Council reserves to purchase Charles Arnold Baker (12<sup>th</sup> edition) 'Local Council Admin' from the SLCC at a cost of £119.00 + £4.80 delivery – cost would be shared equally with the Clerks other Parish Council, Elmley Castle, Brick-lehampton and Netherton and become a shared asset. Cllr Rowley.

### 21. COUNCILLORS REPORTS & 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. Please note, no formal decisions can be made on anything within this section.

### 22. CORRESPONDENCE (Data protection edited versions available from the Clerk on request):

- Letter received from Parishioner regarding parking on Elmley Road.
- All other correspondence detailed above.

### 23. PARISH COUNCIL MEETINGS 2021:

<b>Tuesday 5<sup>th</sup> January</b>	<b>Tuesday 6<sup>th</sup> July</b>
<b>Tuesday 2<sup>nd</sup> March</b>	<b>Tuesday 7<sup>th</sup> September</b>
<b>Tuesday 4<sup>th</sup> May</b>	<b>Tuesday 2<sup>nd</sup> November</b>