

ASHTON UNDER HILL PARISH COUNCIL

Clerk to the Council: Andy Robinson
Tel. 01386 710205 Email ashtonunderhill@yahoo.co.uk

MINUTES

From the Parish Council meeting held remotely at 7pm on Tuesday 10th November 2020.
The meeting was conducted on video conference platform Zoom.
It was fully accessible to the public and press.

Present – Cllr Rowley (Chair), Cllr McIntyre (Vice Chair), Cllr Wood, Cllr Barker, Cllr Cope, Cllr Rose, Cllr Akers, County Cllr Hardman, District Cllr Darby, Andy Robinson (Clerk). 1 member of the public.

1. **ELECTION OF NEW CHAIR & VICE CHAIR** – It was proposed by Cllr Barker and seconded by Cllr McIntyre to elect Cllr Rowley to the position of Chair, all Cllrs voted in favour. It was proposed by Cllr Wood and seconded by Cllr Barker to elect Cllr McIntyre as Vice Chair, all Cllrs voted in favour. Cllr Rowley signed the Declaration of Acceptance of Office form. Cllr Rose and Cllr Akers did not take part in this vote as they were not yet formally co-opted.
 2. **WELCOME AND APOLOGIES FOR ABSENCE** – The Chair welcomed all Cllrs and 1 member of the public.
 3. **CO-OPTION OF TWO NEW COUNCILLORS** – Cllr Rowley proposed to co-opt Dave Rose as a member of the Parish Council, Cllr McIntyre seconded and all Cllrs voted in favour. Cllr McIntyre proposed to co-opt Nigel Akers as a member of the Parish Council, Cllr Wood seconded and all voted in favour. Both Cllr Rose and Cllr Akers signed the Declaration of Acceptance of Office.
 4. **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 (s.33 of the Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.
 - E. Councillors who have disclosed a Disclosable Pecuniary Interest, or any 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. **PUBLIC QUESTION TIME** – the Council was informed by the member of public and local landowner of changes to permissive footpaths around Gorse Hill and also Ashtons Woods. The Landowner explained that signs have been erected and further signs will go up to make the changes clear.
 6. **CLERKS UPDATES & URGENT DECISIONS:**
 - (I) The Clerk explained that it was decided between meetings (and after consultation with all Cllrs) to pay £20.00 for the purchase of a memorial wreath from the Royal British Legion for remembrance day.
 - (II) The Clerk informed the Council of an ongoing complaint with Nest Pensions in relation to the changing of the Clerk details.
 - (III) The Clerk explained that WCC will be processing claims for all aspects of work completed within the Lengthsman Scheme during the current lockdown. The Lengthsman will continue to work through the lockdown and it will be in line with the Covid-19 Parish Lengthsman Risk Assessment.
 - (IV) The Clerk notified the Council that there had been a delivery of 1t of Grit salt and was now in place on Cornfield Way.
 7. **APPROVAL OF MINUTES:**
 - (I) Cllr Rowley proposed to accept the Minutes from the Parish Council meeting of 8th September 2020, Cllr Wood seconded and all Cllrs present at the meeting on the 8th September voted in favour. All other Cllrs abstained.
 8. **DISTRICT AND COUNTY COUNCILLORS REPORTS:**
 - District Councillor Adrian Darby:
 - A written report is available from the Clerk on request.
 - County Councillor Adrian Hardman:
 - A written report is available from the Clerk on request.
 - Cllr Hardman stated he would try and make funding of £500.00/set of gates available should the Council decide to install Village Gates.
 - The Council thanked Cllr Hardman for the completion of the footpath repairs on Elmley Road near BHA.
- *CLLRs HARDMAN AND DARBY LEFT THE MEETING***
9. **PROGRESS REPORTS:**
 - A. **Social Centre** – Cllr Cope reported that the Village Hall had not been at all busy due to Covid-19 with very few bookings.
 - B. **Bredon Hill Conservation Group** – Cllr Wood reported that there had been a recent meeting and the minutes had been circulated to all Councillors prior to the meeting.
 - C. **PACT** – Cllr Rowley. Nothing of note to report.
 - D. **Lengthsman** – Cllr Barker reported that she had met up with the Lengthsman and spoken to him about the installation of Village Gates which was reported to be possible.
 - E. **VAS (Vehicle Activated Sign)** – It was decided to postpone allocating this responsibility but that the consideration of purchasing 2 x new batteries will be added to the next Agenda.
 - F. **Flooding** – It was decided to postpone allocating this responsibility.
 - G. **Highways & Byways** – Cllr McIntyre, nothing of note. **ACTION CLLR ROWLEY:** to chase the removal of the Barriers left on Beckford Road.
 - H. **Trees** – Cllr McIntyre informed the Council there may be some spending required on replacement trees. This is yet to be formally approved.

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- I. **Communication** – Cllr Rowley continues to post all relevant updates on Social Media.
- J. **Neighbourhood Plan** – Cllr Barker reported this is now on hold pending the planning reforms.
- K. **Broadband gaps** – Cllr McIntyre reported that uptake for the FTTP is progressing well.
- L. **Footpaths** – Cllr McIntyre. Nothing of note.
- M. **Telephone box** – Cllr Rowley reported that a custodian had not been found and that she has been monitoring the cleanliness of the box. It was also reported that it is being used by the Community and was generally kept in good condition.
- N. **Speeding Signs** - Cllr Rowley reported that the signs had been ordered and are on the way. One sample sign has been placed on Elmley Road, near to the phone box.

***CLLR COPE LEFT THE MEETING DUE TO TECHNICAL DIFFICULTIES*.**

10. PLANNING APPLICATION NOTIFICATIONS:

20/01606/HP	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 24/09/20
20/01728/CU	The Pig Barn, The Groaten, Ashton Under Hill	Change of use of land for the siting of four holiday lodges and associated operational development.	*Objection 27/9/20
20/01916/S106	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 08/10/20
20/02191/HP 20/02192/LB	Down Yonder, Elmley Road	Removal of polycarbonate roof and replace with slate. New garage.	No objection 23/10/20 REVIEW: STILL NO OBJECTION (1 BELOW)
20/02196/HP	The Cider House, Cottons Lane	Replacement of 2 softwood timber windows with hardwood timber windows.	No objection 23/10/20
20/02082/HP	Orchard House, Cottons Lane	Proposed Change of use of outbuilding to self-contained holiday accommodation.	NO OBJECTION (2 BELOW)
20/01728/CU	The Pig Barn, The Groaten	Change of use of land for the siting of four holiday lodges and associated operational development. Landscape Plan Submitted as per Landscape Officers Request. Council to discuss if further comments should be submitted.	NO FURTHER COMMENTS (3 BELOW)

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

- (1) Down Yonder, Cllr Rose declared an interest and did not participate. Cllr Rowley proposed the Council make no alteration to the previously submitted 'no-objection' despite further information coming to light, Cllr McIntyre seconded, Cllr Wood voted against. All other Councillors abstained. Motion carried.
- (2) Orchard House, Cllr Rowley proposed no objections, Cllr Wood seconded and all voted in favour of no objection.
- (3) The Pig Barn, Cllr Rowley proposed to make no further comment on the Landscape Plan, Cllr McIntyre seconded and all voted in favour.

11. FINANCE:

- (I) Cllr Barker proposed to approve the below Receipts and Payments, Cllr Rowley seconded and all voted in favour.
- (II) Cllr Rowley proposed to transfer £10,000 of funds from the Current Account to the Saving Account, Cllr McIntyre seconded and all voted in favour.

Bank balances as at 31st October 2020
Current account balance - £27,864.80
Savings account balance - £5,009.21

Payments Sep / Oct 2020

Receipts 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

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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
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

Ref	Payee	Description	Date	Total (£)
1	WDC	2 nd 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

12. DELEGATION SCHEME:

- (I) Cllr Rowley proposed to adopt a new Scheme of Delegation, Cllr Barker seconded and all voted in favour.
- (II) All Councillors were reminded by the Chair of the importance to respond to emails so the Council are in a good position to respond to actions.

13. FINANCIAL REGULATIONS:

- (I) Cllr Rowley proposed to adopt a new Model of Financial Regulations, Cllr McIntyre seconded and all voted in favour.

14. RECYCLING BOXES:

- (I) Proposal postponed to next meeting.

15. FINANCE COUNCILLOR:

It was decided by the Council that Councillor Wood would act as Finance Councillor.

16. VILLAGE GATES:

Cllr Barker proposed to begin a feasibility study to install Village Entrance Gates, including to contact WCC to arrange a site visit with Barry Barnes and obtain manufacturing estimates. It was reminded to Council that this was a feasibility study only and any firm proposal of investment would be brought to the Council at a later date. Cllr Wood seconded the motion and all voted in favour.

17. CLERKS CONTRACTED HOURS OF EMPLOYMENT:

Cllr Rowley proposed to increase the hours of employment from 5 hours per week to 7.5 hours per week due to an increase in work load, Cllr McIntyre seconded and all voted in favour.

18. OUTGOING CHAIR:

The Parish Council would like to formally thank Sarah Hewitt for many years of service to the Parish Council.

19. BHCG:

It was decided that the Council would still be involved with the BHCG and that Cllr Wood would continue to be the representative from the Council.

20. CHARLES ARNOLD BAKER REFERENCE BOOK:

Cllr Rowley proposed to use Parish Council reserves to purchase Charles Arnold Baker (12th Edition) 'Local Council Admin' from the SLCC at a cost of £119.00 + £4.80 delivery – the cost would be shared equally with the Clerks other Parish Council and become a shared asset. Cllr McIntyre seconded and all voted in favour.

21. COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS

Nothing further to note.

22. CORRESPONDENCE (Edited versions to comply with DATA protection are 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:

Tuesday 5th January	Tuesday 6th July
Tuesday 2nd March	Tuesday 7th September
Tuesday 4th May	Tuesday 2nd November

2100 hours meeting concluded.