

# ASHTON UNDER HILL PARISH COUNCIL

Clerk to the Council: Andy Robinson  
Email clerk.auhparishcouncil@outlook.com

## MINUTES

From the Parish Council meeting held at 7.30pm on **Tuesday 28<sup>th</sup> November 2023** at AUH Chapel Hall.

It was fully accessible to the public and press.

**Present** – Cllr K Rowley (Chair), Cllr D Rose (Vice Chair), Cllr D Cope, District Cllr B Hardman, Andy Robinson (Clerk). 4 members of the public.

- 1. WELCOME, PRESENT AND APOLOGIES FOR ABSENCE** – The Chair welcomed all present. Apologies from Cllr S Masding, Cllr J Payne, Cllr J Baylis, Cllr J Browne, County Cllr A Hardman.
- 2. DISPENSATIONS:**
  - (I) Cllr Cope 1 year from 26<sup>th</sup> January 2023 Ashton Social Centre (ASC), discussion but no voting rights.
- 3. DECLARATIONS OF INTEREST REMINDERS.**
- 4. PUBLIC QUESTION TIME:**

Members of the Long Carrant Park Resident Group spoke in relation to the ongoing campaign to improve Road Safety on the A46 Cheltenham Road, close to the entrance to LCP. It was explained that the residents have received correspondence from Harriet Baldwin MP and National Highways and a meeting has been organised, due to be held on 21<sup>st</sup> December. It was also reported that a Grant Application had been submitted to the Police and Crime Commissioner under the 'Commissioner's Community Fund for Safer Roads'. It was agreed that the Clerk would liaise with the PCC to establish funding and any requests for Parish Council funding would be formally brought to a future meeting.

A member of the Public also reported that the Postbox sited on Back Lane had been removed. It was advised that this should be reported to Royal Mail.
- 5. CLERK UPDATES & URGENT DECISIONS (DELEGATED AUTHORITY):**
  - (I) Delegated authority on items listed under Planning below.
  - (II) Reminder to all members to submit expected expenditure for projects for the remainder of this year and during the 24-25 financial year to the Clerk ASAP. The Clerk will be compiling the draft budget in the coming weeks.
  - (III) Council noted that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1<sup>st</sup> April 23 to 31<sup>st</sup> March 24. This results in a small increase of pay back dated to 1<sup>st</sup> April 23.
- 6. APPROVAL OF MINUTES:**
  - (I) Cllr Rose proposed to approve the minutes from the Parish Council meeting of 12<sup>th</sup> September 2023, Cllr Rowley seconded and all voted in favour.
- 7. A46 LONG CARRANT:**

Discussed during Public Question Time.
- 8. COUNTY AND DISTRICT COUNCILLOR REPORTS:**

District Councillor Beverley Hardman:

  - Message from County Cllr Hardman – work to improve drainage outside the Chapel are to begin soon.
  - Childrens play area at Abbey Park, Evesham is to be improved.
  - South Worcestershire Development Plan is now with the Inspectors.
  - The leader for Wychavon District Council is now Cllr Christopher Day.

County Councillor Adrian Hardman – not present and no report available.
- 9. PROGRESS REPORTS:**
  - A. Social Centre** – Cllr Cope, nothing to report.
  - B. Police** – Cllr Browne not present, nothing to report.
  - C. Lengthsman** – All, item 14 refers.
  - D. Flooding** – Cllr Payne not present, nothing to report.
  - E. Highways & Byways** – Cllr Masding not present, nothing to report.
  - F. Trees** – Cllr Payne not present, nothing to report.
  - G. Footpaths** – Cllr Browne not present. Cllr Rose reported that he had met with a local landowner to discuss ways to improve the marking of the public right of way. It was also reported by Cllr Rose that discussions were underway with various landowners around the village in the hope that Permissive Paths may be added around the Parish. The Council will be kept up to date with progress.
  - H. War Memorial & Steps NHB** – the Clerk provided a verbal report as to the progress of the land enquiries with Worcestershire County Council. It was reported that Worcestershire County Council Highways have taken ownership of the steps but discussions are still ongoing regarding changes to the steps. It was suggested that a face to face meeting with WCC Highways may be beneficial. The Clerk will try and organise and report back to Council.
  - I. Tennis Courts Project** – Cllr Rose reported that the new noticeboard for the tennis courts has now arrived and is awaiting installation by Village Volunteers.
- 10. PLANNING APPLICATION NOTIFICATIONS (lead Cllr Rose):**

<a href="#">W/23/01730/FU</a> <a href="#">L</a>	Tree Tops, Cottons Lane.	Two new self build dwellings.	PC – objection submitted. Cllr Cope DOI (abstained).
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<a href="#">W/23/01995/CU</a>	Holiday Let Lodges, The Groaten	Change of use of land for the siting of four holiday lodges and associated operational development – variation of condition 2 on granted planning permission 20/01728/CU – regularising of existing storage and advertising sign.	PC – no objections submitted. Cllr Cope DOI (abstained).
<a href="#">W/23/02249/LB</a>	Old Beams, Elmley Road	Proposed single storey rear extension and annex over garage.	PC – decision pending.

#### 11. FINANCE:

- (I) Cllr Rose proposed to approve the accounts up to the end of the second quarter of 23-24. Accounts circulated to all members prior to the meeting and are available from the Clerk on request.
- (II) Cllr Rose proposed to approve the below Receipts and Payments, Cllr Cope seconded and all voted in favour.

Bank balances as at 31<sup>st</sup> October 2023:

Current account balance	-	<b>£33,951.54</b>
Savings account balance	-	<b>£15,362.73</b>
<b>Total</b>		<b>£49,314.27</b>

#### Payments Sep / Oct 2023

Ref	Payee	Description	Date	Amount (£)
1	ICO	Annual Membership	05/09/23	£ 35.00
2	C Barnes	Flowers: Gifts Enchantered Florist	11/09/23	£ 50.00
3	Unity Bank	Service Charge 2nd Quarter	30/09/23	£ 18.00
4	A Robinson	Home Office	02/10/23	£ 7.22
5	A Robinson	Clerk Salary	02/10/23	£ 397.11
6	Noticeboard Comp	Tennis Court Notice-board	02/10/23	£ 1,256.83
7	Worcs Pension Fund	Pension Contributions	02/10/23	£ 133.40
8	PATA Payroll	Payroll 2nd Quarter	02/10/23	£ 46.15
9	Brian Arrowsmith	Lengthsman Aug 23	02/10/23	£ 160.80
10	HMRC	Jul / Aug / Sep 23	11/10/23	£ 297.80
11	PKF Littlejohn	External Audit 22-23	11/10/23	£ 378.00
12	Worcs Pension Fund	Pension Contributions	23/10/23	£ 133.40
13	RBL Poppy Appeal	Remembrance Wreath	23/10/23	£ 23.00
14	WDC	Waste Bin Cleanse and Emptying	23/10/23	£ 220.49
15	Grimshawe Kinnear	Tennis Courts Painting Final Invoice 1 of 2	23/10/23	£ 2,000.00
16	WDC	Uncontested Elections	23/10/23	£ 50.00
17	A Robinson	Clerk Home Office	31/10/23	£ 7.22
18	A Robinson	Clerk Salary	31/10/23	£ 396.91

#### Receipts Sep / Oct 2023

Ref	Payee	Description	Date	Total (£)
1	WCC	LM Jul 23	22/09/23	£160.80
2	WDC	Precept + Grant 2 of 2 payments	28/09/23	£10,374.00
3	Unity Bank	Interest	30/09/23	£103.64
4	WCC	LM Aug 23	20/10/23	£160.80

#### 12. DISPENSATION REQUEST CLLR ROSE:

Council to consider the renewal of Cllr Rose's dispensation in relation to all matters in connection with Ashton Social Centre. Cllr Rose is requesting a dispensation to allow discussion and voting rights. Request circulated prior to the meeting. **ITEM POSTPONED. DECLARATION OF INTEREST (CLLR ROSE) QUORUM NOT ACHIEVED.**

#### 13. DISPENSATION REQUEST CLLR BAYLIS:

Council to consider the dispensation request from Cllr Baylis in relation to all matters in connection with Ashton Social Centre. Cllr Baylis is requesting a dispensation to allow discussion and voting rights. Request circulated prior to the meeting. **ITEM POSTPONED. DECLARATION OF INTEREST (CLLR ROSE) QUORUM NOT ACHIEVED.**

**14. APPOINTMENT OF NEW LENGTHSMAN:**

The Clerk explained that one person had applied for the vacancy of Lengthsman and had been interviewed, that being Mr Steve Baker. The Clerk explained that Mr Baker was currently sick and there would therefore be a delay in his start date. Cllr Rowley proposed to appoint Mr Baker and agree the draft Lengthsman's contract. Cllr Rose seconded and all voted in favour. The Clerk will organise the contract with the new Lengthsman as soon as he is fit.

**15. RISK ASSESSMENT:**

The Clerk reminded the Council that it's current Risk Assessment has expired and the Council is awaiting a new one to be drawn up by Cllr Payne. With the news that Cllr Payne would be unavailable for a period of time the Clerk requested assistance from other members of the Council. Cllrs stated they would speak to local parishioners who may be able to assist with this and report back.

**16. CONCLUSION OF AUDIT 22-23:**

The Clerk explained that the conclusion of Audit was returned to him on 18<sup>th</sup> September. Although the documents must be displayed by the 30<sup>th</sup> September this is the first opportunity that the Council have had to meet and discuss.

(I) Council noted the conclusion of the 2022-23 External Audit.

(II) Cllr Rose proposed to set the payment to provide copies of the Annual Governance and Accountability on request of members of the public as £10.00, Cllr Cope seconded and all voted in favour.

(III) Cllr Rose proposed to set the period of time the 'notice' is to be published for as 14 days, Cllr Cope seconded this and all voted in favour.

**17. ST BARBARA'S CHURCH GRANT APPLICATION:**

Cllr Rowley proposed to agree a Grant Application from St Barbara's Church of £1,700.00. The Clerk reminded the Council that this was £200.00 over the Budget forecast. Cllr Rose seconded the motion and all voted in favour. The Grant Application form had been circulated to members prior to the meeting and is available from the Clerk on request.

**18. ASHTON SOCIAL CENTRE GRANT APPLICATION.**

Council to consider an application of a Grant of **£3,000** from the ASC. Application form and associated documents have been circulated to all members prior to the meeting and are available from the Clerk on request. **ITEM POSTPONED. DECLARATIONS OF INTEREST (CLLR ROSE AND CLLR COPE) QUORUM NOT ACHIEVED.**

**19. BUS SHELTER:**

Following correspondence from a parishioner the Council considered the request of a bus shelter on Cornfield Way. The Council felt that location of a bus shelter would be a problem and that at this stage it was unlikely to be feasible. Should the Council receive further complaints from the Village regarding the lack of shelter then it would reconsider the matter.

The bus shelter on The Groaten was brought up by Council. This shelter has recently lost it's natural protection due to a hedge / shrubs being cut. Council will list this on future Agenda for further discussion / ideas.

**20. ASHTON FOOTPATHS TEAM:**

Council to discuss correspondence from representatives of Ashton footpaths team and Worcestershire County Council PROW team.

(I) Council to consider re-imbursing the footpaths team for expenses amounting to £102.40.

(II) Council to discuss their involvement with the Ashton footpaths team and set clear policies going forward. **ITEM POSTPONED. DECLARATION OF INTEREST (CLLR ROWLEY) QUORUM NOT ACHIEVED.**

**21. COUNCILLORS REPORT AND ITEMS FOR FUTURE AGENDA:**

Nothing further.

**22. CORRESPONDENCE (data protection edited versions available from the Clerk on request):**

- Parishioners email re Bus shelter (item 19 refers).
- Email from the footpaths team in relation to expenses incurred (item 20 refers).

**23. PROVISIONAL NEXT MEETING DATE (PLEASE CHECK WEBSITE FOR UPDATES):**

Tuesday 9<sup>th</sup> January 2024.

**2150 hours meeting concluded.**