

## SHRAWLEY PARISH COUNCIL

### Minutes of the Parish Council meeting held in Shrawley Village Hall and virtually via Zoom, Tuesday 13<sup>th</sup> October commencing at 7.15pm.

**Present:** Councillors Ms R Mosedale (RM) – Chairman  
Ms A Dorrell (SD)  
Mr M Dymond (MD)  
Mr H Jackman (HJ)

**In attendance:** Ms C Shinner – Interim Clerk and 6 members of the public

#### **435 Apologies for absence:**

The Chairman welcomed everyone to the meeting and apologies were received and accepted from County Cllr P Grove, Cllr R Clark and Dst Cllr P Cumming.

#### **436 Declaration of Interest for a) The Meeting and b) Any Changes to be notified to the Registers of Interests and Gifts & Hospitality**

- a) There were no declarations of interest made.
- b) No Changes were notified.

#### **437 Confirmation of the Minutes of the meeting of 15 September 2020.**

The minutes of the previous meetings were confirmed as accurate and signed accordingly.

*The meeting was closed for public question time and whilst this is not part of the Parish Council meeting there are notes attached to the minutes to act as an aide memoire.*

#### **438 Co-Option of Parish Councillors:**

It was noted that whilst there were 2 vacancies for Councillors on Shrawley Parish Council, there were no applicants to consider at this meeting.

#### **439 Planning matters**

##### **20/01340/HP**

Courtlands

Sankyns Green

Little Witley

Worcester WR6 6LQ

Replacement single storey extensions to existing house

The Parish Council visited this site and had no objections to this application

Comments since the last parish council meeting.

The Parish Council noted that they had visited **20/01083/FUL** - Land at Rectory Lane.

Unfortunately, the consultation date had passed and so no comments were submitted.

##### **20/00908/HP**

Dodoak - Amendments to tree-house

The Parish Council visited the site and noted the following;

- The siting of the treehouse has resulted in a structure which is in keeping with its surroundings.
- From the uppermost platform, one can see into the immediate neighbours, Mr and Mrs Hills First floor bathroom and into their garden courtyard which impacts on their privacy.

- Whilst the revised design, which blocks up the openings from which the neighbours courtyard and bathroom can be viewed improves the privacy, additional measures such as screening at the upper level would further improve the privacy for Mr and Mrs Hill.

**440 Planning application decisions notified by Malvern Hills District Council**

20/01084/CU – OS 7950 6432 Sankyns Green, Little Whitley

Change of use of former agricultural barn to mixed use falling within class B1c and B8.

Withdrawn by the applicant

20/01083 – Land at Os 8003 6543 Rectory Lane, Shrawley

Proposed stables, tack and storage building, hay barn and turnout area.

Approved

20/01235 – Nutcross Farm, Shrawley

Change of use of land to extend domestic garden

Approved.

20/00854 - Carthorse Cottage, Rectory Lane

Structural renovation of timber frame.

Approved

**441 Footpath diversion order for consideration.**

Driveway - curtilage of East Grove Farm. SY-573 and SY-574. The Parish Council agreed that they would walk this footpath and see the proposed diversion and comment shortly afterwards. The footpath currently runs through the manege.

**441 Correspondence and progress reports**

These were emailed with the agenda where possible and were also available for consideration prior to the meeting.

- District Councillors report – Pam Cumming
- County Councillor report – Phil Grove
- Christmas refuse collection
- South Worcestershire Traveller and Travelling Show people – call for sites.

**442 Report from Parish, County and District Councillors.**

Pam Cumming (PC) – District Councillor sent a report which is attached to the agenda.

P Grove (PG) – County Councillor sent a report which is attached to this agenda.

**443 Finance.**

a)	Barclays Bank balance	(as at 1/10/2020)	
	Business Current account	£9904.52	
	Business saving account	£3245.84	
	Cambridge and Counties Bond	(at 1/6/20)	£10468.27

b)	Accounts for payment;	
	Interim Clerk to 7 October	£383.94
	Diane Malley Internal auditor	£85
	Stephen Clee expenses etc to 10/10/20	£119.43

- c) Request for a replacement bench by the stepping-stones over Dick Brook in Shrawley Woods, not including installation or removal of old rotten bench.  
 The Parish Council agreed to donate £395 towards the cost of replacing and installing Bench. It was noted that this was a popular spot for visitors to sit and enjoy the views. It was noted that a good quality forestry commission approved bench should be securely installed at this location.  
 A cheque was made payable to Christine Freeman who will supply a receipt to the Clerk.

- d) Current banking arrangements for Barclays Bank.  
Progress on actions;
- To add Councillor signatories to the bank account.
  - To arrange electronic banking
  - To arrange for debit card for Clerks use.
  - To change address of bank statements.
- RM noted that she had asked Barclays to arrange the above and would update the Council when this was completed.
- e) Cambridge and Counties Savings account
- To change address of bank statements
  - To arrange for additional signatories (Currently RM, MD, AD)
- The Clerk noted that the relevant forms and information had been passed to RM to action the above change of address and to add the additional signatories to this account.
- f) Receipts  
Malvern DC - Second half of the precept 2020-21                      £4000

**444 Financial audit 2019-20**

To consider the report of Diane Malley as the internal auditor for the 2019-20 accounts. The internal auditors report was examined, and the following actions were agreed in response to the findings.

- Financial regulations to be adopted.
- Risk assessment to be put in place for December 2020.
- Financial monitoring to be performed quarterly.
- Clerk to check pension regulator regarding re-declarations.
- Asset register to be updated.
- Bank account signatures to be updated and correct statements to be produced.

**445 Certificate of exemption AGAR 2019/20** was signed by RM on behalf of Shrawley Parish Council.

**446 The Annual Governance Statement 2019/20** was signed by RM on behalf of Shrawley Parish Council. The Council marked NO against items 1 and 5 and will endeavour to correct this for the future by the addition of the changes as noted in minute numbers 444 and 450.

**447 The Accounting Statement 2019/20** was signed by RM on behalf of Shrawley Parish Council.

**448 To arrange a meeting of the Finance Committee to prepare a budget for 2021-22.**

It was agreed that a budget/finance working party would prepare these documents for consideration at the December meeting of the full Shrawley Parish Council.

**449 To receive an updated account of the budget for 2020-21.**

The budget details for 2020-21 are to be examined against expenditure at the finance working party in November. The budget for 2021-22 will be set at the December meeting of the Parish Council.

**450 Adoption of new policies – updated in accordance with NALC and CALC guidelines.** The following updated policies were adopted.

- Standing orders
- Financial regulations
- Code of Conduct
- Asset register

**451 Parish Maintenance**

Cllr MD presented a suggested plan for Village Maintenance for the Parish Council.

*Lengthsman - 4 hours/month*  
*Millenium Green - 4 hours/month*  
*War memorial - 4 hours/month*  
*VAS maintenance - 1 hour/month*  
*Planters 1 hour/month*  
*Footpaths + other maintenance - 2 hours/month*

*A total of 16 hours/month or 192 hours/year at a cost of £4800.*

*Worcester Highways contribute £1804 for the lengthsman leaving £3000 for The Parish Council to fund from the precept.*

*The Parish Council may want to consider funding a once a year (or just a one off) hedge and verge cutting to establish footpath widths, at a cost of, say 20 hours X £25, £500 in total.*

This is an estimate for work averaged over the year and this will provide a framework for the Council to work from. The Council thanked MD for his work on this and it was agreed that this work was necessary for the maintenance of the parish.

**452 Appointment of parish lengthsman/maintenance contractor.**

Mr George Crump and Mr Ben Mantom have been contracted by the Parish Council to perform this work and training for them is being investigated. They will be managed by Cllr MD and a copy of their insurance and contact details forwarded to the Clerk.

**453 VAS and potential new VAS**

This will be monitored by the lengthsman. It was agreed to purchase a new battery, as it needs to be recharged on a weekly basis.

It was agreed that speed checks needed to be done in Shrawley to identify if there was a need for an additional sign.

- Halfway down the hill from the New Inn Pub
- From the Village Hall to Church Farm

Cllr HJ noted that "operation snap" from West Mercia may be useful for Shrawley and is to provide further information at the next Parish Council meeting.

**454 Christmas tree**

The Parish Council agreed to this joint venture with the Village Hall trustees.

- The cost of the tree will be shared 50/50 net of VAT, which the Parish Council can reclaim.
- The cost of new lights net of VAT, are to be purchased. Agreement to be reached on which lights are best.
- As in most previous years the tree should be erected by the PC and taken down by the VH.
- The site previously used to erect the tree i.e. the corner where the village hall's fence meets that of Mrs Jeavons-Fellows is not the easiest to access to erect the tree or take it down. It was agreed that an alternative position would be found.
- The size of container will also be discussed.
- It was agreed that the tree would be purchased from Top Barn if at all possible.

**455 Progress on the completion of Fibre to the Premises broadband In Shrawley.**

Cllr HJ noted that he had received a commitment that the funding for the project is earmarked and is in the planning stage. The FTTP will be completed along the New Inn end of the village in 10 months' time.

**465 Cllr HJ noted that he was working on the following potential projects for the parish council**

- Website overhaul for the Parish Council.
- Relocation of the Christmas tree or possible second tree location.
- Night lighting - very low level - perhaps around the war memorial.

- Hollow Lane – satnav issue. Should this be downgraded to a bridleway or similar?

**466 Training for the Parish Council**

Is to be arranged.

**467 Dates of the next Parish Council meetings.**

- 10 November 2020 – finance working party
- 8 December 2020 – full council meeting

**Public Question Time**

Mrs Jennifer Nicholson noted that the precept had been increased by 50% for 2020-21. She noted her concern with regard to the setting of such a high increase.

RM noted that whilst the precept had increased by 50% - this equated to £12.50 increase per year for a band D house in Shrawley.

It was also noted that Shrawley Parish Council was still under 60% of the average band D Parish Council tax payment nationally.

RM noted that the budget for 2021-22 would be discussed at the November meeting of the Parish Council and the precept would be set accordingly in a transparent manner.

## **District Councillor report.**

District Councillor Report Baldwin Ward Shrawley October 2020

Whilst the usual meetings on planning and policy working groups continue by Zoom , there is little news to report from Malvern. The SWDP revision timetable has been put back due to the delays in getting various necessary reports done and the preparation for the Ward boundary review is continuing. The use of the recently purchased land at Hallow is still not clear, although the proposals to ensure that any future urgent business decisions are properly communicated to members was accepted.

The current national proposals for the changes to housing provision cause me considerable concern and I am making my views known through appropriate channels.

Specifically, the suggestion that objections to planning applications should be made at the time of preparing the Local Plan does not seem in the spirit of local democracy, as the details will not be known until the detailed proposals are presented.

The new method of allocating housing would produce a substantial increase in the number required in our District whilst reducing those built in the conurbation. It would seem inevitable that this would result in substantially more housing in our villages generally and further exacerbate the problem of residents in the new houses having to travel to work on the already congested rural roads to the urban areas. Given the current problems with algorithms , it is to be hoped that this will be revised.

Unfortunately , I am having to give my apologies for your meeting but will be pleased to hear of any issues which need my attention.

Paul Cumming

## County Councillor report

Cllr P Grove report.



# Members Update

## Top 5

OCTOBER 2020



### Open for Business

A new walking and cycling bridge has been installed over Hams Way as work on the Worcester Southern Link Road continues. Work is still ongoing either side of the bridge and it will open soon, replacing the pedestrian crossing at the busy junction near Powick Roundabout.

Other further major milestones in the scheme will follow soon; later this month the major lift of beams for the new river crossing at Carrington Bridge will occur, and in November another new walking and cycling bridge will be installed over Broomhall Way.

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Work has started on the refurbishment of Sabrina Bridge in Worcester city centre, although the bridge is currently still fully open. It will close on 12<sup>th</sup> October for approximately 7 weeks, and the project will be completed in December.

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Work is ongoing on other major projects: the congestion scheme at A38 Bromsgrove, the A44 Pinvin junction upgrade, Churchfields Urban extension in Kidderminster and the congestion improvement and public realm works at St John's, Worcester.

## Children and Families



Applications for school places in 2021 opened on 1<sup>st</sup> September. This date and the process for applications for next year has not been affected by Covid-19.

The application is open for any child due to start school for the first time or moving to Middle or High School in September 2021. For children applying for a place at High School, the deadline to apply is 31<sup>st</sup> October 2020. For Primary, First, Infant, Junior and Middle schools, parents will have until 15<sup>th</sup> January 2021.

There is a secure online system where parents can create an account and submit an application. This also includes guides on starting school or transitioning to a new school.

The school admissions system can be accessed at:  
[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)



In May of this year ContinU Trust expressed their interest to terminate the current contract for the provision of Early Intervention Support Service covering Wyre Forest and Hagley before its contracted end date in March 2021. Worcestershire Children First (WCF) agreed to the transfer and have been managing a programme of work to ensure a smooth TUPE transfer of staff into the Company as of the 1<sup>st</sup> October 2020.

During this period of transition, WCF colleagues have been working in partnership with the Wyre Forest and Hagley Project (WHP), involving staff and management to ensure there is a seamless transfer of staff and services with no impact to our valued stakeholders.

WCF holds its first Annual General Meeting this week (Thursday 1<sup>st</sup> October). It is a year since WCF launched to provide a new way of delivering children's services in the county.

## Health and Wellbeing



The Council welcomes the news that Worcestershire Acute Hospitals NHS Trust has been taken out of quality special measures. The trust which manages the Worcestershire Royal, Alexandra and Kidderminster hospitals in the county has been recognised for significant improvements in safety and the quality of patient care by NHS England and NHS Improvement.

Staff at the trust were also praised for providing safe and high-quality care for patients.



A phased reopening of library buildings across Worcestershire saw all 21 libraries back open for business from 14<sup>th</sup> September, including the mobile library.



While social distancing measures remain in place, services in library buildings are limited. Opening hours across the county are returning to normal and library staff are on hand to answer queries and provide information. At all libraries customers can:

- browse shelves and borrow books using self-service kiosks and reserve and renew loans as normal
- return books
- pre-book public computers
- pre-book a desk in the library for study and/or wi-fi access

Libraries are supporting Worcestershire residents recover and adapt post COVID by delivering free webinars to support job seekers and business start-ups. Links to these and a wide range of online information, activities and events can be accessed via the following channels:

[the Digital Library Hub](#), [Worcestershire Libraries Facebook page \(opens in a new window\)](#)  
[YouTube Channel \(opens in a new window\)](#)

## The Environment



The County Council has reduced its greenhouse gas emissions by 40% in the last ten years across our estates and operations.

A new plan is currently being finalised to achieve net zero emissions by 2050, in line with the Government's national emissions reduction target. Pending Cabinet approval later this year, the new Net Zero Carbon Plan will include the use of technology to help reduce emissions.

Among the considerations at County Hall are: effective ultra-low emission fleet vehicles; transitioning to non-fossil-fuelled heating systems; investment to improve energy efficiency in Council property and street lights; further investment in renewable energy, and the ability of the Council to offset remaining GHG emissions.

The Net Zero Carbon plan will look to continue to the progress made in this area since our original Carbon Management Plan was launched in 2005. It was then updated in 2011, and again in 2016.

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A busy bus lane is to have traffic enforcement cameras, due to vehicles using this lane illegally. The popular Lowesmoor bus lane is to have the cameras installed as it has been described as a 'location of significant delay' to the cross-city bus route for Worcestershire Royal Hospital. Concerns have also been raised about the high congestion in the area.

There are two sections of the bus lane to be covered by traffic enforcement cameras:

- Lowesmoor to St Nicholas St bus gate enforceable 24 hours per day 7 days per week
- Sansome St to Lowesmoor bus lane enforceable 15:30 – 18:30hrs each day

The only vehicles that can use these bus lanes are buses and all emergency vehicles. For the first 2 weeks of operation, drivers will be issued with a warning letter rather than a Penalty

Charge Notice (PCN). There will then be a 2-week period without PCN issues. Following this 4-week grace period, the bus lane enforcement scheme will begin issuing PCN's to all vehicles using the bus lane illegally.

## Council News Update



More than 700 adults have been on virtual learning courses run by Worcestershire County Council since the start of lockdown. Adult Learning Worcestershire provides a plethora of online courses in areas including employability and work and art and creative Skills. Whether you are looking for an introduction to Chakras or advice for building your CV, Adult Worcestershire has an expert local tutor at hand.

Courses will return to the classroom but for now, to ensure the safety of learners, they are being delivered online.

There are nearly 200 online courses available and to find out more go to [the Courses section of the Council's website](#)

Find out more online:  
[www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)

