

# FECKENHAM PARISH COUNCIL

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## Minutes of the Meeting held on Thursday 18 September 2008 at 7:30pm

- Present Councillors: A Henson (Chairman)  
J. Roundell  
T. Smith
- In Attendance S Mullins RBC  
Bor Cllr M Chalk (preferred email mike\_chalk2@yahoo.com)  
Co Cllr P Gretton  
K French, R Cotton, A Pulsford, L Venables, D Rowe
- Apologies and reasons Cllr Matthews away on business, Cllrs James & Lincoln-Lewis attending to private matters
- 10/09/01 **Declaration of Interest**  
Cllr Roundell declared a personal interest as village shop board member and share holder.
- 10/09/02 **Minutes of Previous Meeting**  
The Council resolved to approve the July 2008 Minutes as an accurate record.
- 10/09/03 **County Councillor Report** - Co Cllr Gretton reported the following:  
1. Grant awarded to Feckenham School to serve hot meals.  
2. An agreement for the school to use land across the street negotiated.  
3. Astwood Bank post office to stay open.  
4. Co Council offered advice for Feckenham Community Shop.
- 10/09/04 **Borough Councillor Report** – Bor Cllr Chalk reported the following:  
1. Acknowledged that there will be many joint services as part of the joint chief officer arrangement.  
2. RBC is making an effort to tidy Redditch and would like to know if there are problems in the area.

### PARISH PLAN WORKING PARTY REPORTS

- 10/09/05 **Flood Prevention:** Cllr Smith reported the following:  
There were three near floods in the previous week. The newly completed work held up well until water backed up in the field behind Barratts. Future interventions are:  
1. A meeting is to be arranged between Barratts, the cricket club, Vales, L Hill, Cllr Smith and C Wilson of RBC with the object of clearing the ditch north of Swansbrook Lane. If it is deemed necessary to pursue an enforcement policy, the Flood Prevention Group would like the Parish Council to endorse the action.  
**The Council resolved to endorse the pursuit of an enforcement policy if it is deemed necessary by the Flood Prevention Group and RBC.**  
2. R Clewer of WCC agreed to install a new drainage pipe near the intersection of Astwood and Swansbrook Lane if Vales doesn't provide adequate drainage measures.
- 10/09/06 **Speeding/Traffic/Parking:** As issues relating to this item are including in the later part of the Agenda no update was given.
- 10/09/07 **Village Shop:**  
Cllr Roundell reported:  
1. The Feckenham Community Shop is now a Limited company.  
2. The new plan is to be open for 1 December in a temporary structure.  
3. The group is seeking additional funds for start up costs.  
4. Shares are still available.

## PROGRESS REPORTS

- 10/09/08 **Affordable Housing Scheme:** The Clerk contacted S Minagh, Site Manager for Vales (0773 0000 583) and was told a cleanup would take place on 14 August.
- 10/09/09 **Parish Notice Board:** S Mullins was shown the exact location for the proposed notice board.
- 10/09/10 **Parish Lengthsman:** The Lengthsman, Mr A Farnsworth, signed a service contract on 4 August. Mr Farnsworth has subsequently started his duties. Cllr Smith is scheduled to meet with the Lengthsman to discuss job priorities.  
**ACTION: Cllr Smith & Chair Henson to inform the Lengthsman that many of the signs on Moors Lane are knocked down or hidden behind vegetation.**
- 10/09/11 **Annual Return:** The Annual Return was amended and re-posted on 18 August.
- 10/09/12 **Pavement & Steps on Alcester Road:** The Clerk phoned WCC Highways on 19 August and was told no damage was found outside 19 Alcester Road and that the case was closed. The Clerk emailed Cllr Matthews to locate the damage. Cllr Matthews has yet to respond.
- 10/09/13 **Stolen Bench:** A cheque in the amount of £235 as compensation for the stolen bench was received.  
**ACTION: A discussion concerning how best to proceed with replacing the bench to take place at a future Meeting.**
- 10/09/14 **Parish Plan Bank Account:**  
**ACTION: Cllr Roundell will report when he closes the account.** Matter resolved.
- 10/09/15 **Financial Regulations:**  
**ACTION: This matter is to be included in the Clerk's Finance Support Group meeting(s).** Matter resolved.
- 10/09/16 **Opening Ceremony For Affordable Housing:** Clerk contacted A Coombs on 13 August concerning the matter. An opening date of mid October is planned. D Russell emailed 15 September and invited input from the Council. A Pulsford volunteered to email contact details of D Russell, D Hickman & A Pulsford to the Clerk.  
**ACTION: Clerk to email D Russell and request D Russell, D Hickman & A Pulsford receive official invitations to the opening ceremony.**
- 10/09/17 **Gate/Road Closure:** Cllr Smith is waiting for instruction/advice from WCC.

## CURRENT AGENDA ITEMS

- 10/09/18 **TO CONSIDER THE CO-OPTION OF MRS LOUISA VENABLES AS A COUNCIL MEMBER**  
After Mrs Venables gave a brief introduction of herself the Council voted unanimously in favour of her co-option. Cllr Venables then signed the Declaration of Acceptance of Office/Undertaking to observe the Code of Conduct. The Clerk gave Cllr Venables a pack of information, including a Declaration of Interest form which must be completed.  
**ACTION: Cllr Venables to forward her email address to the Clerk.**  
**ACTION: Clerk to inform RBC that FPC has a new Member.**
- 10/09/19 **SPEED/PARK/TRAFFIC GROUP PRESENTATION CONCERNING THE PROPOSAL FOR THE COUNCIL TO PURCHASE A VAS**  
The Council had a lengthy discussion involving issues such as permission to use private land to locate VAS, traffic calming build-outs, insurance and alternative materials for the mounting poles. The Council resolved to explore the issues raised in further detail.  
**ACTION: Co Cllr Gretton to explore the idea of possible WCC funding for build-outs and the timing involved.**  
**ACTION: The Council to consider the full implications of insurance, budgeting, permission for the placement of poles and alternative materials for poles.**

- 10/09/20 **TO CONSIDER INSTRUCTING THE CLERK'S FINANCE SUPPORT GROUP TO DRAFT A 2009/10 BUDGET, CONDUCT A RISK ASSESSMENT, REVIEW THE EFFECTIVENESS OF THE INTERNAL AUDIT PROCESS, AND MAKE RECOMMENDATIONS CONCERNING INSURANCE REQUIREMENTS**  
**ACTION:** Finance Support Group to meet and produce two draft 2009/10 budgets (one to include the purchase of the VAS), Conduct a Risk Assessment and make recommendations concerning added insurance cover.  
**ACTION:** Clerk to obtain insurance information for the Finance Support Group meeting.  
**ACTION:** A secondary meeting of the Finance Support Group to re-draft Financial Regulations and conduct a review of the internal audit process.
- 10/09/21 **TO CONSIDER A PROCEDURE FOR UTILIZING THE COTTON PARKING REPORT**  
**ACTION:** Clerk to forward documents with an accompanying letter to J Hobbs (CC Co Cllr Gretton) of WCC. Co Cllr Gretton was given a copy of the report. Items to be included in the letter:  
 1. Comments on the report welcomed  
 2. When will the CPE process be initiated?  
 3. Can the items be dealt with as individual issues or does a more comprehensive approach make better sense?
- 10/09/22 **TO CONSIDER COUNCIL COMMENTS FOR THE DRAFT STRATEGY FOR THE HOUSING & SUPPORT FOR OLDER PEOPLE 2008-2026**  
**ACTION:** Clerk to forward Council's concern that there should be more of an emphasis on Community Warden Service in the private sector. This level of support and assistance should be provided to allow people to remain in their homes.
- 10/09/23 **TO CONSIDER GRANT APPLICATIONS FROM THE PARISH CHURCH AND THE VILLAGE SHOP GROUP**  
 The Council resolved to award £400 to the Village Shop Group for start up costs and £550 to the parish church to produce a newsletter and lay graveyard stones flat for safety purposes.  
**ACTION:** Clerk to prepare cheques for the November Meeting.
- 10/09/24 **TO CONSIDER RENEWING THE CLERK'S CONTRACT**  
**ACTION:** Council to conduct a performance review.

## CLERK'S UPDATE

- 10/09/25 **Schedule of Correspondence Received** (not otherwise noted)  
**WCC:** Rock Hill Lane Proposal  
**RBC:** Civic Reception  
**Allianz:** Insurance payout  
**L Venables:** Request to be co-opted as Member of the Council  
**WCC:** Blueprint  
**WCC:** CYPSP  
**Community First:** Overdue Invoice  
**J Mason:** Community Shop Grant Application  
**A Pulsford:** email Draft Proposal for Rock Hill Lane  
**Clement Keys:** Annual Return Amendments  
**RBC:** Public Document Pack  
**A Pulsford:** Letter suggesting a ceremony for the Affordable Housing opening  
**A Farnsworth:** invoice and list of jobs finished/to do  
**WCC:** September bus changes  
**RBC – R Kindron:** Request for exact location of proposed notice board  
**Partnership Matters**  
**WORCS MAIL Aug 08**  
**Vitalise:** Charity letter  
**Community First:** Sept 08 Newslite  
**R Cotton:** Emails concerning VAS info (forwarded to cllrs 4 Sept)  
**RBC:** Agenda 15 Sept  
**A Bedford-Smith:** Dangerous Breach of Highway Conditions  
**Blueprint**  
**WCC: Bus Bulletin**

10/09/26 **Schedule of Correspondence Sent** (not otherwise noted)  
**Clement Keys:** Annual Return Amendments  
**Allianz:** Property Claim Form  
**A Farnsworth:** Lengthsman Notices  
**RBC – R Kindron:** email detailing of location of proposed notice board  
**J Fraser – WCC:** Rock Hill Lane Proposal  
**ACTION:** Clerk to forward a copy the Rock Hill Letter to A Pulsford

## PLANNING MATTERS

10/09/27 **2008/197/FUL** The Mount Cruise Hill Ham Green: Proposed replacement of existing link structure and new orangery extension NO OBJECTIONS **APPLICATION WITHDRAWN**

10/09/28 **2008/262/FUL** The Chapel House Ham Green: Two storey extension to rear NO OBJECTIONS **APPLICATION WITHDRAWN**

10/09/29 **PARISH COUNCIL CONSIDERATION - None**

10/09/30 **RBC APPROVALS**  
**2008/168/FUL** Stoners Barn Berrow Hill Lane: Single storey extension to kitchen, internal refurbishment and relocation of driveway. NO OBJECTIONS  
**2008/062/FUL:** Bredon House Brookhouse Lane: Erection of conservatory to the rear NO OBJECTIONS  
**2008/166/LBC** Stoners Barn Berrow Hill Lane: Listed Building Application – single storey extension to kitchen, internal refurbishment and relocation of driveway. NO OBJECTIONS  
**2008/185/CON & 2008/184/FUL** 12 The Square: Proposed demolition of single storey rear extensions and erection of extensions and associated work NO OBJECTIONS  
**2008/102/LBC** The Coach House Elcocks Brook Redditch: Replacement windows and cellar sitting room alterations NO OBJECTIONS  
**2008/112/FUL** Perry Mill Farm: New bedroom/living area NO OBJECTIONS  
**2008/233 & 234/LBC** 4 Elcocks Brook Farm: Erection of a detached garden room and a dormer window NO OBJECTIONS

10/09/31 **REFUSALS**  
**2008/159/COU** Upper Berrow Farm Berrow Hill Lane: Change of use from office to residential accommodation NO OBJECTIONS  
**2008/180/LBC** Upper Berrow Farm Berrow Hill Lane: Listed Building Application – change of use from office to residential NO OBJECTIONS

10/09/32 **PENDING**  
**2008/110/LB** 43 High St: Listed building consent-create new bathroom, alterations to shower room, and back door and works to ceiling NO OBJECTIONS  
**2007/061/FUL** Astwood Farm (not in Parish): Clerk emailed M Chalk on 5 December and requested an update on this application. A reply from T Buckley stated that the application went before the Planning Committee on 4 December and it was deferred pending a Member site visit.

## FINANCIAL MATTERS

10/09/33 **Schedule of Invoices**

Clerk Stipend & Expenses July & Aug 08	£586.55
Cllr Smith website/printing expenses	£29.60
Cllr Matthews Newsletter expenses for post	£40.50
Feckenham Village Hall May, July & Sept Hall rent	£46.00

**ACTION:** Clerk to place claim with WCC for Lengthsman invoice.

A Farnsworth Lengthsman work Aug 08	£176.00
Allianz Insurance	£329.38

**Please note that Village Hall rental fees have been raised from £15 to £16.**

10/09/34 **Schedule of Receipts**

Investment Acc Interest July	£26.43
Investment Acc Interest August	£27.37
Allianz Bench compensation	£235.00
RBC Precept 27 Aug	£3995.00

**August Financial Report included as an addendum to the Minutes – previously emailed to councillors on 12 September.**

## **COUNCILLOR REPORTS & Future Agenda Items**

- 10/09/35
1. Highway of RBC
  2. BT Broadband issues
  3. Next step concerning the stolen bench and the £235 compensation
  4. To consider how best to proceed concerning the damaged bridge
  5. Clerk's Finance Support Group to make recommendations concerning the 2009/10 budget
  6. Clerk's contract

## **Date and Venue of Next Meeting**

10/09/36 Parish Council Meeting at 7:30 on 20 November 2008 at the Feckenham Village Hall followed by Amenity Trust Meeting at approximately 9:30pm

The Meeting closed at 10:15pm

Signed ..... Date .....

Chairman

## **NOTES OF OPEN FORUM**

- 10/09/37 Cllr Venables complained about the state of Moors Lane road surface.  
**Co Cllr Gretton explained that only the first 61 meters is adopted road and the remainder is a bridleway; WCC has an obligation to maintain as such. Cllr Gretton is happy to support the residents, but it is unlikely the road would be upgraded. Cllr Venables will pursue the matter independently of the Parish Council.**