**MINUTES of the MEETING of the OVERBURY AND CONDERTON PARISH COUNCIL held on Tuesday 3 October 2017 at 7 pm in Overbury Village Hall**

PRESENT: Mrs G Milway

Mr Peter Horton

Mr Richard Southby

Mrs Ruth Darling Miss R Long/Parish Clerk

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1. **APOLOGIES FOR ABSENCE**

Councillor LeMarechal tendered her apologies for absence due to a late holiday, which was accepted by the meeting.

2. **DECLARATIONS OF INTEREST**

Councillors were reminded of the need to keep up to date their Register of Interests, and to declare any Personal Interest or Prejudicial Interest relating to any items on the Agenda. There were no Declarations of Interest for this Meeting.

3. **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous meeting held on 9 May 2017, which had been circulated with the Agenda papers, were approved and signed as correct by the Chairman

# 4. PROGRESS REPORTS

#  (1) The Defibrillator

The Clerk reported that it was eventually decided to install the defibrillator at the village hall at the back of the area of grass outside the kitchen, where it will be attached to a board on two posts. The electricity supply is currently being installed and training in its use has been arranged for 4th October, with another training session to be arranged when the machine has been fully installed.

(2) New Homes Bonus – Other Projects

The Clerk reported that the NHB sum available to spend with effect from 1 April 2017 has risen to £3364.00. However, according to the open letter from Councillor Audrey Steel, which had been circulated to Councillors, only projects complying with the “legacy ethos” will in future be considered for NHB grants: for example, speed activated signs, white entrance gates to villages, defibrillators, dog bins and notice boards are not likely to be acceptable, although concessions may be made for very small parish councils. Alternative projects were discussed, and it was decided to investigate the possibility of installing a second bus stop shelter in Overbury: the Clerk was asked to seek advice from the Estate manager.

(3) Village Sign for Overbury

After discussion with the Estate, it has been decided that the purchase of a replacement sign for Overbury without the fencing support is all that is required, and the Clerk will progress this suggestion.

(4) Repair of Footpath and Crashmore Lane pothole

The Chairman reported that both these outstanding tasks remain on the list for completion during 2017/18.

(5) Speed of Traffic through the Parish

Councillor Horton reported that the police intend to install speed monitoring devices in Overbury and Conderton but other demands on police time and resources will mean that the start of the survey will be delayed.

5. **WYCHAVON DISTRICT COUNCIL**

(1) Planning Application for Summerside, Conderton: the application for the conversion of the garage into a kitchen and the construction of a new detached garage has been approved.

 (2) Physical Activity Campaign, Wellbeing Week and Ageing Well Event

 The District Council’s campaign to encourage exercise to improve mental and physical health will be advertised on the Parish Council noticeboards.

 (3) Online Planning Services

 Wychavon’s online services have been refreshed to bring them up to date and are available via the Wychavon website. One important new feature concerns pre- application advice, which can now be accessed and paid for on line.

 (4) Diamond Jubilee Community Recognition Award

 Nominations are sought for this Award, which was established to acknowledge the exceptional service given to others by individuals or groups.

 (5) Red Telephone Box at Conderton

 The Clerk reported that the Estate wishes to retain the red telephone box. The procedure is for the telephone box to be handed over to the Parish Council by formal agreement and at no charge. The Parish Council will then hand over the box by similar formal agreement to the Estate.

6. **WORCESTERSHIRE CALC**

(1) Area Meeting on 15 September was attended by the Clerk, who gave a brief report on the subjects discussed, which included the Community Infrastructure Levy. The CIL was adopted by Wychavon in April this year and implemented on 5 June. The three councils of Malvern Hill, Wychavon and Worcester City are currently working on the guidelines for the application of the CIL. The Levy will not be charged on housing developments in urban areas or on affordable housing and employment developments. However, housing developments in rural areas would attract a charge of £40 per square meter, a new supermarket or super store development and student accommodation would be charged at £60 per square meter.

 Note: It is likely that the CIL will replace the NHB Scheme in due course.

 (2) NALC Policy Consultations with regard to (i) Broadband Universal Service – Consultation on Design and (ii) Lords Select Committee on Citizenship and Civic Engagement – Call for Evidence – both documents had been circulated to Councillors.

 (3) NALC Legal Briefing on Reform of Data Protection Legislation and Guidance Notes was tabled for reference.

7. **BECKFORD PARISH COUNCIL NEIGHBOURHOOD PLAN**

 The Beckford Neighbourhood Plan Steering Group have asked permission to include in their NP boundaries an area of land to the right of the main road into Beckford. This land is in Overbury and Conderton Parish and owned by Overbury Enterprises based at the Estate Office. After discussion it was concluded that the Parish Council has no objection to the inclusion of this land as requested. The Clerk was asked to convey this decision to the Estate manager to ascertain if there was any objection from the Estate’s point of view. As an adjacent parish, Overbury and Conderton Parish Council will be part of the consultation process during the Beckford Neighbourhood Plan process, together with the Estate as landowners.

8. **CROPTHORNE PARISH COUNCIL**

The Chairman reported that no further meeting of local Parish Councils Chairmen had taken place since the initial meeting, so it is possible that the idea of establishing a pressure group of local Chairmen may have been abandoned.

9. **FINANCE**

The Clerk reported that the External Audit had been completed by Grant Thornton LLP and the External Auditor Certificate had been received. There was only one comment, as follows:

“The internal auditor’s report sent to the external auditors was not factually correct. The internal auditor answered ‘No’ to test Box F for Petty Cash. The correct response is ‘Not Covered’.

Current Financial Position

The sum brought forward from the meeting on 9 May 2017 was £5950.51. Since that meeting the second half of the Precept and Grant totaling £1657.00 had been received together with a receipt from the Cricket Club of £180.00. The following sums totaling £675.00 had also been paid:

Zurich insurance £305.31; Jess Hutt for bus shelter cleaning £100; Wychavon District Council for bin maintenance £82.19; Clerk’s salary and tax £187.50.

These transactions leave a balance of £7112.51 to be brought forward to this October meeting.

The following payments were then agreed: £

Clerk’s salary 149.90

Tax on salary 37.60

Overbury Enterprises: Street Market skip 394.46 Total £581.96

The sum to be carried forward to the next meeting is therefore £6530.55.

10. **CORRESPONDENCE FOR INFORMATION AND REFERENCE**

The list of available correspondence, reports etc, most of which had already been e-mailed to Councillors, had been circulated with the main agenda and were tabled at the meeting. These included the WDC Parish Matters Newsletter and Annual Report; NALC Legal Briefing on the Reform of Data Protection Legislation and Guidance Notes; Local Democracy Think Tank - Councillor’s Guide with regard to Community Collaboration; 2018-19 Local Government Finance Settlement - Technical Consultation Paper; Great Comberton Village “Save Our Scenery” campaign; Cotswold Conservation Board Annual Review.

11. **DATE OF NEXT MEETING**

The next meeting was arranged for Tuesday 9 January 2018 at 7pm at Overbury Village Hall.