

**MINUTES of the ANNUAL MEETING of the OVERBURY AND CONDERTON PARISH COUNCIL  
held on Tuesday 9 May 2017 at 7 pm in Overbury Village Hall  
which followed the Annual Parish Meeting**

PRESENT:                Mrs G Milway  
                              Mr Peter Horton  
                              Mr Richard Southby  
                              Mrs Ruth Darling  
                              Mrs Steff LeMarechal                Miss R Long/Parish Clerk

**1. ELECTION OF CHAIRMAN**

Councillor Richard Southby proposed that Councillor Georgina Milway be re-elected as Chairman of the Parish Council; this was seconded by Councillor Peter Horton and unanimously agreed. The Chairman signed the Declaration of Acceptance of Office form.

**2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**3. ELECTION OF VICE CHAIRMAN**

Councillor Georgina Milway proposed that Councillor Peter Horton be elected to the post of Vice Chairman; this was seconded by Councillor Richard Southby and unanimously agreed.

**4. 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.

**5. REVIEW OF FINANCIAL REGULATIONS, RISK ASSESSMENT AND INSURANCE REQUIREMENTS**

(a) Financial Management and Risk Assessment

The Clerk reported that there have been no changes to the Parish Council's financial arrangements, which are very straightforward, i.e. there are no cash transactions; the bank account requires two signatories (the Clerk is not a signatory); there are no capital investments or loan commitments; the Parish Council does not own any land or property, apart from the swings and matting on the sports field and some street furniture. It was agreed that the Clerk's finance report at each Parish Council meeting when the bank balance brought forward, bills paid and due for payment, any receipts and the bank balance carried forward are reported, provides sufficient information to enable Councillors to monitor the conduct of the financial transactions. The Clerk also reported that the Internal Auditor had completed her inspection of the Parish Council's accounts and again had no comments or recommendations to make. The information with regard to electors' rights in accordance with the requirements of the Accounts and Audit regulations will be displayed on the Parish Council noticeboards as required.

(b) Risk Assessment and Insurance Requirements

It was agreed that the cover offered by the current Zurich Policy remained sufficient and the premium will be paid in time for the renewal date of 1 June. The Clerk reported that she had obtained an alternative quotation from the Parish Council's previous insurers, Aon, which was considerably higher at £373.06 compared with Zurich's quotation of £305.31.

**6. APPOINTMENT OF VILLAGE HALL MANAGEMENT COMMITTEE and BREDON HILL CONSERVATION GROUP Representatives**

(a) Village Hall Management Committee

Councillor Steff LeMarechal agreed to represent the Parish Council on the Village Hall Management Committee.

- (b) Bredon Hill Conservation Group  
Councillor Ruth Darling agreed to continue to represent the Parish Council on the Bredon Hill Conservation Group Committee.

## 7. **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous meeting held on 13 March 2017, which had been circulated with the Agenda papers, were approved and signed as correct by the Chairman

## 8. **PROGRESS REPORTS**

### (1) The Defibrillator

The Clerk reported that the latest approved idea for the location of the defibrillator is within the bus shelter in Overbury. This will need a minor electricity supply which can be taken from the house behind with agreement from the tenants. The Clerk will ask the electrician for a quotation to install the electricity supply. When the site is confirmed, the Clerk will arrange training sessions in the village hall. It is hoped that the installation will be completed before the next meeting of the Parish Council. It was also agreed that further training should be arranged on an annual basis as a reminder and to include new residents.

### (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. The parish residents will be circulated with this information and asked for ideas for spending this sum. The Clerk was instructed to include the NHB information on the circular to be distributed with information about the defibrillator and training offered.

### (3) RoSPA Play Area Inspection Report

The Clerk reported that the overall risk rating for the site is Low, including the current state of the swings following some repair last year. However, monitoring of the swing seats and chain wear is advised, as is the elimination of the gaps between the safety tiles and the removal of moss and lichen from the surface. It was suggested that the upgrading of the safety tiles could be a project for part of the New Homes Bonus allocation.

### (4) Village Sign for Overbury

After some deliberation the prospect of obtaining a new village name sign from Glasdon UK has gained approval and the Clerk will pursue this option.

### (5) Repair of Footpath and Crashmore Lane pothole

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

### (6) Speed of Traffic through the Parish

Councillor Horton reported that the Estate is sympathetic towards the campaign to reduce the speed of traffic through the two villages. He will be contacting the Police for their advice about installing traffic speed cables, and the Chairman will contact our County Councillor, Adrian Hardman, for his advice on any funding available for this project.

## 9. **WYCHAVON DISTRICT COUNCIL**

### (1) Community Housing Fund

Wychavon DC has funding to work with community groups to boost affordable housing, the sum of £252,653 being available for 2016/17.

### (2) Innovative Efficiency Award

Wychavon gained a silver award for "Transformation through Support Services".

### (3) Community Activities

Wychavon is currently mapping community activities in their area, and the Clerk had completed the survey questions for Overbury and Conderton.

### (4) New Homes Bonus Follow Up

The Council follows up the results of recent NHB distributions, and the Clerk had reported that the most recent bin purchase and dog bin relocation had solved the problem at Pigeon Lane.

### (5) Planning Consultation Process

We must use the web link within the planning document when submitting comments back to the Council.

#### 10. **WORCESTERSHIRE CALC**

Copies of recent CALC Updates had been circulated to Councillors, which included: (i) Legal Briefing: The Code of Recommended Practice on Local Authority Publicity (England);  
(ii) Policy Consultation: Housing White Paper – Fixing our Broken Housing Market.

#### 11. **BREDON HILL CONSERVATION GROUP**

The draft Minutes of the meeting on 5 April 2017 had been circulated. Councillor Ruth Darling had attended the meeting and reported as follows:

- (i) Bredon, Eckington, Beckford and Ashton Parish Councils are progressing their Neighbourhood Plans.
- (ii) Councillor Hardman does not believe that formal consideration of the options for the improvement or replacement of the A46 has begun yet, so any discussion about alternative routes etc is premature.
- (iii) The Pig Barn, Ashton under Hill – application for change of use to campsite has been refused.
- (iv) Beckford Care Village – there is to be a public enquiry following the appeal against the refusal of planning permission.

#### 12. **FINANCE**

The completed draft Annual Return for 2016/17 had been circulated with the meeting papers. After discussion, the document was signed and dated by the Chairman and the Parish Clerk at Section 1 Annual Governance Statement for 2016/17. The document was then signed at Section 2 Accounting Statements 2016/17. The Clerk reported that the audit papers will be submitted to the External Auditors, Messrs Grant Thornton, by 16 June as required, and the necessary documents will be displayed on the Parish Council notice board and on the web site via overbury.org.

##### Current Financial Position

The sum brought forward from the meeting on 13 March 2017 was £3943.14, which is also the year end balance in the bank account. Since that meeting the first half of the Precept and Grant totaling £1658.00 had been received and VAT of £906.95 had been reclaimed and payment received, leaving a balance of £6508.09 brought forward to this May meeting.

The following payments were then agreed:

	<b>£</b>
(1) Overbury Enterprises – Cricket Club rent, water & insurance (to be recharged to the Cricket Club)	180.00
(2) RoSPA – safety inspection of swings and playing field	79.80
(3) Worcestershire CALC annual membership subscription	150.88
(4) Donation to village hall, being 50% of the cost of insuring the village hall building	146.90
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Total	£ 557.58

The sum to be carried forward to the next meeting is £5950.51.

#### 13. **CLERK'S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING**

There was nothing to report.

#### 14. **COUNCILLORS' ITEMS FOR FUTURE AGENDA**

No items were raised.

#### 15. **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held at Overbury Village Hall at 7pm on Tuesday 3 October 2017.

There being no further business, the Meeting closed.