

LEIGH AND BRANSFORD PARISH COUNCIL

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**Minutes of the Annual meeting of Leigh and Bransford Parish Council held at 7.00pm on Tuesday 28<sup>th</sup> May 2024 at Leigh & Bransford Memorial Hall**

Present: Councillors: D Fereday (Chair), N Christie, J Sharp, P Ralph, A Briggs (Clerk), Cllr K Hanks (WCC)  
2 members of the public.

The meeting was opened by the present Chair Cllr Fereday.

01/24 Election of Chair for 2024/25.

Nominations were received for Cllr Fereday. Following a vote Cllr Fereday was elected chairman for 2024/25, signed his acceptance of office form and took the chair for the remainder of the meeting.

02/24 Election of Vice Chair for 2024/5.

Cllr Christie was elected as Vice-chair for 2024/25.

03/24 Apologies received and accepted for absence from Councillors M McNally, N Cresswell, P Hawkins, P Whatley and S Rouse.

04/24 To consider applications for co-option to the Parish Council. None – to carry forward.

05/24 a) Declarations of Disclosable Pecuniary Interests and any Other Disclosable Interests in items on the agenda (Personal and Prejudicial). None.

b) Register of Interests. Councillors are reminded of the need to submit their Register of Interests.

c) To consider any written requests from Councillors to Grant a Dispensation (S33 of the Localism Act 2011) relating to items on the agenda. None.

(Meeting closed for public participation).

06/24 Public Participation. Residents are invited to address the council on any local matters and Agenda items.

A member of the public asked for clarification on Section 106 monies and what was 'ringfenced' with regard to community land within the new housing development opposite Leigh Sinton primary school. Cllr Fereday gave a comprehensive update and all Parish Councillor's in agreement that definitive clarification is needed as no update has officially been given for a year. Another member of the public raised concerns that The Parish has no village green, which in turn leaves the community fragmented with no real central gathering place. (They felt the Memorial Hall is not particularly easy to walk to and doesn't have all that many car parking spaces). They also said the people of The Parish should have a say in what their money is spent on. Some may want the six football pitches earmarked for the new development, but others are not so keen. Cllr Fereday confirmed that an update should be given in June/July on both matters by MHDC (Cllr Rouse) who is on the Leigh Sinton Community Group. It was noted no members of the Parish Council are presently on the Community Group.

(Meeting re-opened).

#### 07/24 Reports of District and County Councillors

Cllr Hanks gave a report on WCC which included an update on discretionary funding to Leigh and Bransford Parish Council. She said recent funding from her budgets have been used for a 2<sup>nd</sup> VAS unit and to cover installation costs of the defibrillator. She is looking forward to working with Dale Humphries with regards to making a specific contribution to the planned refurbished scout building.

She touched upon new County Council members (along with Cabinet appointments in full), Priorities of the Administration which is now in the final full year before County Council elections in 2025, Also the Funding and Delivery of the new Worcester City Secondary School and a 5 Year Plan for Adult Social Care.

Cllr Hanks gave a brief update on Worcestershire Environment Improvement Plan (EIP) 2024 which is to deliver the council's ambition to becoming net zero by 2050.

Lastly Cllr reported on the WCC Financial Update and that they are being advised that funding gap position will be improved as a result of the action taken to save money. She also requested that the reserves position is always included in data for the Economy Scrutiny Panel.

Cllr Sharp confirmed that the new SID had not yet arrived. Cllr Hanks to chase up. Cllr Sharp also Informed the meeting that the SID at Bransford had seemingly been hit by what was probably a large vehicle, with the remains of it being collected by County Council contractors. The police are now involved, and the Parish Council will claim against their insurance.

(Cllr Hanks left meeting)

Cllr Fereday read Cllr Whatley's report in his absence. In summary:

In terms of a report, there is little to say, mainly due to the constraints on council activities in place during the run up to the July 4<sup>th</sup> elections, but also due to the MHDC Annual Council meeting held on May 14<sup>th</sup>. Most unusually, councillor responsibilities were not all determined at that meeting. So while we do have a revised set of MHDC councillors named to be in portfolio (i.e. cabinet) positions, the actual portfolios being allocated to the six nominees have not been announced.

08/24 To consider and approve the minutes of March 26<sup>th</sup> Parish Council Meeting. Having been circulated the Minutes were approved unanimously and signed.

09/24 Progress reports on items from the previous meeting not otherwise listed on the agenda. The new VAS Unit. Actioned.

It was noted that delivery of the King's Picture has taken place and has been passed to the Memorial Hall.

Website update given by Cllr Sharp. Discussion around the typeface and the green colour which are presently used and whether they are modern enough. Cllr Sharp will ask for an example of the proposed updated website face which will give a better indication of the new look; he will welcome feedback from the Parish Councillors.

Cllr Christie again asked if any Parish Councillors would be willing to have their profile / photograph on the Parish Face Book page. It was confirmed that Cllr McNally was going to transfer FB editing rights from Jacqui Barker to Anna Briggs. Cllr Christie to action.

10/24 Governance and policy review

- a) To note Parish Council Standing Orders (Model Standing Orders approved July 2022). Noted.
- b) To note the Financial Regulations which were last updated and approved September 2023. Noted.
- c) To note Parish Council Policies and procedures including Complaints procedure, Freedom of Information policy, Data Protection policy, Press and Media policies and consider review at a later meeting if required. Noted.

11/24 Planning

- a) To elect a chair of the planning committee. It was agreed that Cllr Fereday should chair the Planning Committee for 2024/25.
- b) To confirm membership of the planning committee. It was agreed all members of the Parish Council should be members of the planning committee.
- c) To consider and approve the minutes of the Planning Committee Meeting held Tuesday 23<sup>rd</sup> April 2024. Having been circulated the minutes were approved and signed.
- d) Updates on ongoing planning matters. None.
- e) Planning applications for consideration.

MHDC Reference	Location	Proposal	Recommendation
M/24/00445/CU	Bluebell Cottage, Dragons Lane, Leigh Sinton, Malvern, WR13 5EB	Retrospective change of use of land from meadow/garden area to holiday accommodation consisting of 3 x wooden 2 berth pods, 1 x 2 berth Shepherd Hut and 1 x Communal shower/toilet block and kitchenette. Within the meadow area there is also a wooden gazebo	Approved. Proposed: Cllr Christie Seconded: Cllr Ralph Unanimous
M/24/00355/FUL.	Land At (Os 7680 5325), Leigh	New vehicular access; installation of two storage containers to house tractor, trailer and associated machinery/equipment; Reinstatement of existing track.	Refused: Cllr Sharp Seconded Cllr Christie Unanimous
M/24/00280/CU	The Low Barn Dingle Road Leigh	Change of use of agricultural land to a site for five glamping pods and	Refused: Cllr Christie Seconded:

	Worcester WR6 5JX	creation of associated access and facilities	Cllr Sharp Unanimous (see note 1)
M/24/00580/FUL.	Coopers Cottage, Sandlin, Leigh Sinton, Malvern, WR13 5DN	Engineering works to widen the driveway and changes to adjoining embankment (retrospective)	Approved. Proposed: Cllr Christie Seconded Cllr Ralph Unanimous (see note 2)
M/24/00587/RM	Land At (Os 7826 5083), Leigh Sinton	Details relating to appearance, landscaping, layout and scale of the approved 52 residential units following outline consent reference M/23/00320/OUT.	Approved. Proposed: Cllr Sharp. Seconded Cllr Christie (see note 3)
M/24/00416/HP	Fieldwood House, Suckley Road, Leigh, Worcester, WR6 5LE	Conversion of existing garage to habitable accommodation for dependant relative.	Approved: Proposed: Cllr Sharp. Seconded: Cllr Christie. Unanimous.

- 1) Refused on grounds that there would inevitably be nuisance caused by noise and to also note the gateway is not in keeping with the rest of the neighbouring properties.
- 2) Provided all rules and regulations reference a Public Right Of Way are adhered to. To ensure access to the public footpath is not inhibited in any way.
- 3) The Parish Council were impressed with the updated application. However, please note there is no design of the one bungalow in the application. The design has changed from 4 to 1 bungalow which does not conform with the Housing Needs Survey results shown in the Neighbourhood Plan (page 78). To note there should be no planting of shrubs/greenery to obscure the visibility through the fencing opposite Stocks Lane. To note the play equipment may rot at ground level if no metal posts are used to secure below ground.

Additional applications received prior to the start of the meeting may be considered to meet response deadlines. None.

- f) To note planning decisions received.

M/23/00027/FUL at Crowcroft House Farm Crowcroft Leigh Sinton Malvern WR13 5ED – **PLANNING APPEAL set for 19/06/2024.** Noted.

M/22/00187/OUT Land Partnership Developments (Leigh Sinton) Ltd Proposal: Location: Reserved matters application for 52 residential units following outline approval M/22/00187/OUT to include details of Layout and Scale. Land At (Os 7826 5083), Leigh Sinton – **APPROVED.** Noted.

M/23/01783/LB - Hill House Brockamin Lane Leigh Worcester WR6 5JZ - Removal of small plain clay tiles to roof [due to sprayed loft insulation] and replacement with new Sandtoft Goxhill handmade plain clay tiles. Location: Hill House, Brockamin Lane, Leigh, Worcester, WR6 5JZ – **APPROVED.** Noted.

M/24/00070/FUL - Change of use of land and lake for wellness and leisure activities including installation of bridge and timber frame canopy, alterations to existing building, and siting of container for office/ refreshment facilities, and mobile sauna. Location: Riverlands Farm, Teme Lane, Leigh, Worcester, WR6 5JY – **APPROVED**. Noted.

(Minute item 15/24(c) – Atlas Mobile Communications was discussed at this point. Please see page 654.)

11/24

Finance

- a) To review and approve the Annual Governance Statement for 2023/24  
Having been circulated the Annual Governance Statement was approved and signed.
- b) To review and approve the Annual Accounting Statements for 2023/24  
Having been circulated the Annual Accounting Statements were approved and signed.
- c) To confirm existing signatories for cheques and online banking  
Cllr Fereday (cheques and online), Cllr Sharp (cheques and online).
- d) To appoint an additional signatory to the parish council bank account  
Cllr McNally to become an additional signatory.
- e) To note and/or review the inventory of land and assets. Noted.
- f) To note and/or review the risk assessment plan and insurance cover for 2024/25.  
Noted.
- g) To confirm the appointment of Duffy Regan as the internal auditor for 2024/25.  
Noted.
- h) To appoint a Parish Council Member auditor. Open for next meeting.
- i) To approve schedule of accounts payable.

Schedule of Accounts

Staff costs	Clerk – March	£622.69
NEST	Pension – March	£56.33
R Wilks	Jubilee Garden Works	£330.00
Staff costs	Refund from HMRC (PAYE/NI)	£86.04
Worcs CALC	Training	£42.00
L&B Memorial Hall	Meeting room bookings	£81.60
Staff costs	Clerk – April	£705.19
NEST	Pension – April	£56.33
MHDC	Election costs – May 2023	£2,977.00
CALC	Annual Affiliation Fee	£1,217.90
Staff costs	Refund from HMRC (PAYE/NI)	£161.04
D Gardner	Rectory Wood Tree Survey	£395.00
Duffy Regan	Internal Audit fee y/e 31/3/24	£50.00
Zurich Insurance	Annual Parish Council Insurance	£884.66

Balance as at: 24<sup>th</sup> May 2024

Community Current Account: £10,840.12

Business Savings Account: £28,382.38

Payments noted and approved.

- 12/24 To nominate councillor representatives as follows:
- a) Memorial Hall Committee – carried forward
  - b) Play areas – Cllr Christie
  - c) Open Spaces – Cllr Sharp
  - d) Lengthsman scheme – Cllr Sharp
  - e) Parish Footpaths - Cllr Sharp
  - f) Road safety and VAS/SID – Cllr Sharp
  - g) Worcestershire CALC meetings – Cllr Fereday
- 13/24 To elect ad hoc/partnership group representatives as follows:
- a) Leigh & Bransford United Charities – Proposed and elected: Cllr Sharp, P Philips, G Jones.
- 14/24 To review the council's and clerk's memberships of other bodies. CALC AND SLCC. Clerk to action her annual membership of SLCC.
- 15/24 Any other reports and items for future consideration.
- a) School Uniform Bank. Cllr Sharp has written to the Head of Leigh Sinton Primary School. Awaiting to hear back.  
  
(Cllr Ralph left meeting).
  - b) Changes to the waste and recycling industry. Cllr Fereday gave background on this and the proposed 'Dalek' recycling bins for household waste which cost about £50.00. Cllr Sharp suggested The Fold may want to be involved with a presentation/talk. The Parish Council await Cllr Whatley to give further detail on this matter.
  - c) Cllr Sharp gave a report on a meeting which had taken place between himself, WCC and Atlas concerning the abysmal phone service within most areas of the Parish and what action needs to be taken to improve this. This would be way of a tower which all four phone providers could use to provide 4g and 5G. If an aerial/tower was erected along the A4103, the coverage would be greatly improved. The provision of such a tower would need the backing of the Parish Council and also the community. If both in agreement, the planning application could be submitted and if approved the tower could be built within nine months. The Parish Council approved the proposal unanimously. The next stage is to inform the community of the proposal. Cllr Sharp to write article for July's Sphere and Cllr Christie to post on Leigh and Bransford FB page.
  - d) E-bikes for Parish. Cllr Christie gave a little background on the system a neighbouring Parish use. The E-bike wouldn't be a 'pay as you go, drop on drop off' bike which some areas have adopted. It would purely be for a Parishioner to borrow – a try before you buy bike. Cllr Christie has contacted MHDC and awaiting their reply.

16/24 To set dates and locations of Parish Council meetings for 2024/2025

**Parish Council – Tuesdays:** 23rd July, 24th September, 26th November, 28th January 2025, 25th March 2025. **Planning Committee (if required) - Tuesdays:** 25th June, 27th August, 22nd October, 17th December, 25th February 2025.

All meetings 7pm at Leigh & Bransford Memorial Hall

Meeting closed at 9.05pm.

Chair.....

Date .....

DRAFT