

## TIBBERTON PARISH COUNCIL

### MINUTES OF MEETING HELD MONDAY 19<sup>th</sup> OCTOBER 2023, 7.30PM at TIBBERTON PARISH HALL, PLOUGH ROAD, TIBBERTON

**Council Members present:** Cllr Robbie Hazlehurst, Chair  
Cllr Sarah Harfield, vice-Chair  
Cllr Trevor Knight  
Cllr Liz Morton  
Cllr Helen Savage  
Cllr June Woodland  
Cllr Margaret Rowley

**Council Members absent:** None.

**In attendance:** Fifteen members of the public.  
Rich Minor Footpath & Neighbourhood Watch Officer  
Rachel Hinton-Jones Clerk and Responsible Finance Officer (RFO)

1. **Chair's Welcome**

The Chair opened the meeting, and the signing of the Lease took place for The New Village Hall. Signed as deed by Tibberton parish Council acting by two councillors in the presence of, Robbie Hazelhurst and Sarah Harfield, witnessed by Richard Minor.

2. **Apologies.** To receive apologies for absence.  
No apologies.

3. **Declarations of interest.**  
None.

4. **Written requests for dispensation.**  
No requests for dispensation had been received.

5. **Public forum.**

a) To receive an update on the Smart Water property marking programme progress (recommendation from the S & F Committee).

SmartWater progress has been made. Police and community safety meeting taking place on 26<sup>th</sup> October 2023, to confirm roll out process. Rich Minor shared how membership will be obtained and the roll out will be to support and encourage as many residents as possible to register. All kits have been funded by West Mercia Police 56 kits and Tibberton Parish Council 166 kits. There will be no cost incurred for the residents.

b) An opportunity for parish residents to raise matters of interest or concern Members of the public commented as follows:

1. Concerns about the speed in the Village. Contact has been made with Vicky@ West Mercia Police to date no response. A meeting is being scheduled with Marc Bayliss to discuss speed limits.
2. Open space by Hawthorn rise which has been adopted by Wychavon Council. It was asked if the grit boxes were going to be changed from green to yellow. This will be picked up with Wychavon Council.
3. Path under the railway bridge is really overgrown. Are there plans to address this. This will be reported back to the Footpath officer & Lengthsman.

4. Although Taylor Wimpey have been out, there appears to be a lack of attention to speed up works. The schedule of works was due October/November, and this will be followed up.

c) **To receive a report or update from any community representatives.**

a. District Council update by Cllr Margaret Rowley

- Upgrade grant available to support poor insulation. Free help is also available from Act On Energy. Further details will be published within the Winter edition of the Tibby Times
- Worcester Parkway new settlement of new town of 10k houses planned near the railway station. A second viewing of the plans will be available to view at Drakes Broughton Village hall at the start of November 2023. Further details will be published on the Tibberton Website under the news items.

b. Police

- Any update on the spikes left around in the village. No update received.

c. Canal & River Trust update by Cllr Margaret Rowley

- Community Orchard is now managed by the Canal & river Trust. Lots of work undertaken to tidy up the orchard. The suggestion of an archway has been made for the entrance of the orchard. The picture shared which would result in a cost of around £10k, and the Canal & River Trust would ask for support and contributions if we would proceed with this. The Parish Council will explore options for other grants that may be available, along with the rural grant funding. This will be discussed at the next Strategy & Finance Committee meeting. A competition for the production of more scarecrows would be a great idea to increase the amount currently in place in the orchard. This will be shared in the Tibby Times newsletter.

d. Neighbourhood Watch update by Rich Minor

- Neighbourhood Watch members has now reached 100 members. The Police are really impressed with the volume of residents we have signed up to a big commitment. The signage acts as a really good deterrent to reduce crime further. There is signage available for wheelie bins.
- Please spread the word with Neighbours to encourage SmartWater registration, and to encourage joining neighbourhood watch.

e. Speed Watch update by Cllr Margaret Rowley

- Sept recorded an average of 27 vehicles per hour driving through the village. Speed has reduced slightly. Police & Crime commissioner due to visit the village this month. Speed watch would welcome more volunteers to join the Team, please register your interest with Cllr Margaret Rowley

f. Public Rights Of way - Public Rights of Way Lengthsman Scheme  
(appendix A p6)


- Worcestershire County Council conducted a trial, broadening the scope of the Parish Lengthsman Scheme to include elements of maintenance work on the Public Rights of Way network. The decision has been made to continue with this. There will further discussion on what this means at the meeting taking place tomorrow, 20<sup>th</sup> October 2023
- County Council- a proposal to introduce Prohibition of Waiting At Any Time> Restrictions at various intervals on both sides of

Plough Road, Tibberton. Comments to be received by 1st November 2023

- Cllr Trevor Knight updated on the plan proposed, Opposite the school and Bus Stop, not Hawthorne Rise. Other options being explored to support parking at school times. The use of the layby at Hillside will need to be reviewed again by Worcestershire Highways. To look at creative solutions going forward.



Agenda item 5C  
a.pdf

6. **To confirm the accuracy of the minutes** of the Council meeting held 25th September 2023, to then be signed as a true record by the Chair (Appendix B p7 - 14).  
**Two amendments to be made to minute Items: 5B-4 & 5B-6** around accuracy of wording.
  7. **To receive the minutes of the Strategy and Finance Committee held on 12th October 2023 (Attached p15-25))** - Received.
  8. **To approve the recommendations from the Strategy and Finance Committee held on 12th October 2023 requiring Council's approval**
    - a) Proposed to increase the values for Payments under contracts for building or other construction works, stores and equipment within the policy: TIBBERTON PARISH COUNCIL FINANCIAL REGULATIONS. Date adopted June 2023 – **AGREED**
- 
- Tibberton PC  
Financial Regulations
9. **PLANNING**
    - a) No planning updates this month. There are 2 new planning applications under review with TPC, who will meet and respond on behalf of Tibberton parish Council.
  10. **Updates to previous Parish Council business.**
    - a) Lengthsman priorities of works (**Attached p26-27**) To amend item 6 on worksheet to Court end Villa.
    - b) Training continues the next training is scheduled for the whole Council on 8<sup>th</sup> Nov 23 Training 3Ms, (Management, meetings, and money) Training provider Gill Lungley
    - c) Audit on weak bridge signage. Meeting schedule for 20/10/23 with Worcestershire Highways.
    - d) 1<sup>st</sup> Neighbourhood Plan meeting taken place on 9<sup>th</sup> October @ 7pm. The next meeting will be held on Monday 13<sup>th</sup> November 2023. This working group will look at populating a questionnaire on the agreement of future Neighbourhood plan. Considering the appointment of a consultant to support and progress a Neighbourhood plan. Crowle has kindly provided us with a lot of information and timescales.
    - e) To agree Tibberton Boundary following the Neighbourhood Planning meeting 09/10/23 – **AGREED**



Agenda item 5C  
a.pdf

11. **Finance:**

- a) To note the latest bank reconciliation (appendix C p28)  
The Cambridge Building Society account is in the process of being closed. The balance of this account, £6300. was donated by the Tibberton Singers, and that we release these funds to the New Village Hall to support a sound system - **Proposed**
- b) The next Strategy & Finance meeting is on 9th November 2023

12. **Committees:**

- a) To start preparation of the 2024/25 budget, and beyond. Budget setting meeting arranged for 4<sup>th</sup> December 2023.
- b) To update following the Communications and PR committee meeting on 13/09/23. Minutes attached (Attached agenda item 12B). Smart water to be included in the winter edition. Currently considering options for a village map.
- c) The next TPC meeting on 16<sup>th</sup> November 2023 will be held at the New Village Hall

13. **Tibberton Village Hall (New)** To receive any update on:

- a) Signed lease which will be in effect from 1<sup>st</sup> November 2023.
  - Matters outstanding:  
Impact on postal address, still awaiting post code confirmation. Furnishing and final tweaks in progress. Rural Fund Grant has now been approved. Open morning taking place on Saturday 28<sup>th</sup> October 2023, 10:30am to 1pm, and a grand opening taking place early next year, 2024.
  - A big thank you to everyone for all the help with the New Village Hall.
  - A member of the public asked if the lease will be in the public domain to view. Further advice will be asked of the solicitors if this can be published on the website.
  - Another defibrillator has been applied for, for the new Village Hall, to be positioned at the New Village Hall.
  - The Chair, Cllr Robbie Hazelhurst thanked everyone for their support.

14. **Items for decision or further consideration**

- a) To review Tree Warden Scheme. Become a Tree Warden - Tree Council Volunteer Tree Wardens (appendix D p12) TPC endorsed this scheme. Volunteers to come forward and further grants are available for this scheme.
- b) School Transport – Representatives from Worcestershire County Council including Cllr Marc Baylis to be invited to the next meeting of the Council.
- c) Civility and Respect Pledge NALC (Attached agenda item 14C) adopted and **AGREED**



Tibberton PC  
Financial Regulations



**Appendix A Item C**

**Sent:** Friday, October 13, 2023 12:49 PM

**To:** Countryside (Environmental Services) <[Countryside@worcestershire.gov.uk](mailto:Countryside@worcestershire.gov.uk)>

**Subject:** Public Rights of Way Lengthsman Scheme

Good afternoon,

As you're aware, Worcestershire County Council conducted a trial, broadening the scope of the Parish Lengthsman Scheme to include elements of maintenance work on the Public Rights of Way network. The decision has been made to continue with this.

Moreover, if there are works on Public Rights of Ways the parish would be interested in assisting with, which you think may fall outside this scheme, then you can of course raise this via your Local Member.

Kind regards,

The Public Rights of Way Team

All minutes are draft until agreed at the next or subsequent meeting.

## TIBBERTON PARISH COUNCIL

### MINUTES OF MEETING HELD MONDAY 25<sup>th</sup> SEPTEMBER 2023, 7.30PM at TIBBERTON PARISH HALL, PLOUGH ROAD, TIBBERTON

**Council Members present:** Cllr Robbie Hazlehurst, Chair  
Cllr Sarah Harfield, vice-Chair  
Cllr Trevor Knight  
Cllr Liz Morton  
Cllr Helen Savage  
Cllr June Woodland

**Council Members absent:** Cllr Margaret Rowley

**In attendance:** Ten members of the public.  
Cllr Marc Bayliss Worcester County Council  
Rachel Hinton-Jones Clerk and Responsible Finance Officer (RFO)

2. **Chair's Welcome**

The Chair opened the meeting.

3. **Apologies.** To receive apologies for absence.

Cllr Margaret Rowley apologised unable to attend due to another meeting.

4. **Declarations of interest.**

None.

5. **Written requests for dispensation.**

No requests for dispensation had been received.

6. **Public forum.**

d) To progress with the SmartWater deterrent. Neighbourhood watch will be supporting registration of the scheme. Strategy & Finance committee have agreed to fund the 166 kits with the match funding to 222 kits from West Mercia Police.

b. Members of the public commented as follows:

2. Concerns about the weight limit on the bridge, and how confusing this is, along with what's in place is being ignored. Canal Trust is currently exploring many options to support going forward.

5. Confirmation of SmartWater sign up on how this works. It is done by households who would like to sign up register on the scheme.

6. Open space by Hawthorn rise no longer maintained. This has now been adopted by Wychavon Council. WDC to be contacted to allow activities to take place on this space.

7. Hedge by court end farm a real concern on passing traffic. To follow up with the highways. Cllr Sarah Harfield confirmed hedge in front of hillside being maintained end of November 2023

8. Road sweeper-plough road. Silver birch tree blocking the drains. This is not on council property, therefore belongs to homeowner. To discuss this work with the Lengthsman.
9. A thank you from all the public to everyone who helped with the planning appeal. Confirmation of the 26 homes is going ahead. This is going forward to South Worcester development plan. A development plan will be published early next year 2024. Neighbourhood planning to review the proposal at the meeting being held on 9<sup>th</sup> October 2023. Members of the public encouraged to join this group.

**1. Division and ward representatives:**

c.1 Worcestershire County Councillor for Bowbrook division, Marc Bayliss, provided an update on a concern from Tibberton School regarding blocking and obstructing. A proposal on double yellow lines, and for this to be noted at this meeting. Marc will follow through with Worcester County Council and submit a proposal to discuss at the next Parish Council meeting. Robbie Hazelhurst suggested a comprehensive review is carried out.

c.2 Wychavon District Councillor for Bowbrook ward, Margaret Rowley –

TIBBERTON PARISH COUNCIL MEETING 25th September 2023

**WYCHAVON DISTRICT COUNCIL REPORT**

Progress with the South Worcestershire Development Plan Review (SWDPR) The comments submitted by residents, developers and other interested parties in the consultation on the SWDPR carried out in November and December last year have been collated and are ready to be submitted to the Planning Inspectorate. A public examination of the Plan will be carried out by an inspector sometime between January and March 2024. At this stage members of the public may ask to make in person representations to the Inspector. If the inspector requires modifications to be made following the examination, the Council will be notified during June and July 2024. The Inspector's final report is expected in November 2024. The Plan will then be adopted in December 2024 and used to determine development up until 2041 by which time a new review will be required. The only site allocated in the SWDPR for Tibberton is the proposal for 26 houses on 1.47ha of Plough Meadow adjacent to Evelench Lane. Appeal by Mactaggart and Mickel

In dismissing the outline application for up to 100 houses on Plough Meadow the Inspector decided that the proposed development would cause permanent and irreversible change due to its scale, location in the open countryside next to Tibberton, the character of the village and because there is a lack of sufficient infrastructure to support the scale of the development proposed. He concluded that the houses could be built in another location where better infrastructure is available to support it and where it does not harm the size or character of the settlement.

**CALC REPORT**

The speakers at the September Wychavon Area CALC meeting were Sarah Wilkins, Director of Education at Worcestershire County Council and Cllr Tracey Onslow, WCC Cabinet Member. The change to a two-tier system of education provision was agreed for the Pershore area by the Regional Schools Commissioner in 2019. This has led to uncertainty and sustainability issues across the area. It is however expected that the Pershore pyramid will convert to the two-tier system by September 2017. The Evesham and Droitwich pyramids are likely to remain as 3 tier. I raised the question of the lack of capacity in the Droitwich pyramid. Additional funding was being sought to provide more capacity. It was also recognised that appropriate transport should be funded.



**CANAL & RIVER TRUST REPORT** More work has been done by CRT staff and volunteers in Tibberton Community Orchard. The grass has been strimmed around the trees and in order to form walkways. Benches and sculptures have been installed and an open day was held on 23rd September.

d. **To receive the report from the Police / Community Support Officer**  
Apologies were received as no representative was available to attend this meeting.

e. **To receive a report or update from any community representative.**

- o **Rob Grimer, Parish Footpaths Officer** was unable to attend.
- o **Rich Minor, Neighbourhood Watch Co-ordinator.** was unable to attend.
- o **Margaret Rowley, SpeedWatch.** No report available for this meeting.

7. **To confirm the accuracy of the minutes** of the council meeting held 2<sup>nd</sup> August 2023.

**AGREED** The minutes of the meeting held 02/08/2023 were confirmed an accurate record of proceedings and they were signed by the Chairman.

7. **to receive the minutes of the Strategy and Finance Committee held on 2nd August 2023** - Received.



Agenda Item 7  
Minutes-Strategy-and

8. **To approve the recommendations from the Strategy and Finance Committee held on 2nd August requiring Council's approval:**

- a) Annual Governance and accountability statement to be completed by week ending 25/09/23. Robbie Hazelhurst & Rachel Hinton-Jones to action this-**AGREED**
- b) Application to the Wychavon Rural fund £25k funding. Currently in consideration, result expected by the end of September 2023. Match funding originally proposed of £7.5k, which now requires an increase to £8.1k - **AGREED**

9. **PLANNING**

a) To comment on any planning application consultations notified by the Planning Authority and note any updates to the appeal and the appeal process for the proposed development of land off Evelench Lane. WDC application ref [W/22/01565/OUT](#), appeal ref [APP/H1840/W/23/3320041](#) (**Agenda item 9.1 & 9.2**)

b) To comment on new consultations, as follows: Cllr Helen savage confirmed that Moat farm no concerns or impact on the village.

Date notified	Application Number	Location	Proposal
12/09/2023	W/23/01740/HP	Moat Farm, Moor End, Tibberton, Droitwich Spa, WR9 7NS	Conversion of outbuilding to ancillary residential use; replacement windows; internal alterations including a new staircase and partition walls.
22/08/2023	W/23/01549/RM	Land Off, Pershore Lane, Tibberton	Reserved Matters Application following Outline Permission 21/01429/OU relating to the scale, layout, internal access, and external appearance and landscape for 2 no. E(g)(i)/B2/B8 buildings, a fuel island, vehicle wash and substation; earthworks, plot and structural landscape works, drainage; internal access roads, car parking, utilities, and plant infrastructure

10. **Updates to previous Parish Council business.**
  - f) Green space @ Hawthorne Rise. Meeting to be set up with Wychavon District Council to review the use of the Open Space prior to the next meeting of the Council.
  - g) Lengthsman priorities of works (**Attached agenda item 10B**)
  - h) Training arrangements for whole Council 11<sup>th</sup> Oct 23 Training 5Ps (Purpose, people, place, powers, and planning) & 8<sup>th</sup> Nov 23 Training 3Ms, (Management, meetings, and money) Training provider Gill Lungley
  - i) Audit on weak bridge signage, to agree future signage to be jointly undertaken with Worcestershire Highways - Sept/Oct 223
  - j) 1<sup>st</sup> Neighbourhood Plan meeting scheduled for 9<sup>th</sup> October @ 7pm.
  
11. **Finance:**
  - a) To note the latest bank reconciliation (**Attached agenda item 11A**)
  - b) The next Strategy & Finance meeting is on 12<sup>th</sup> October 2023
  - c) To approve the payments schedule (**Attached agenda Item 11C**)
  
12. **Committees:**
  - a) To start preparation of the 2024/25 budget, and beyond
  - b) To update following the Communications and PR committee meeting on 27/07/2023, regarding the appointment of a volunteer co-ordinator and issue of village newsletter. Tibby Times will be issued quarterly Next focus on History of the village and local walks. Notice Boards to be revamped by volunteers.
  
13. **Tibberton Village Hall (New)** To receive any update on:
  - d) Progress with the Lease. Lease now in final draft, awaiting signatories.
  - e) Matters outstanding. Furnishing and final tweaks in progress. Grant will support on-going few months until income received to hire the hall. Coffee mornings etc... Hire charges being ratified around what's included and then will be published on the website.
  
14. **Items for decision or further consideration**
  - a) To review litter bin provision in Tibberton village. Not enough dog waste bins.
  - b) To consider the speed limit to be reduced to 20mph. **Note:** A meeting has been set up with Cllr Marc Baylis and representatives from Worcestershire Highways to review speed limits in the village
  - c) School Transport – Representatives from Worcestershire County Council including Cllr Marc Baylis to be invited to the October meeting of the Council.
  
15. **Members to put forward items for discussion at future meetings.**
  - a) Canal Rivers Trust to look into towpaths being accessible for wheelchair users
  - b) When meeting with highways to discuss the opportunity for chevrons on both sides of the hill, could this be a potential.
  - c) Old turnpike road is now signed as Crowle Road; confirmation is this correct?
  
16. **Date and time of next meeting – Thursday 19th October 2023 @7:30pm**
  
17. **Programme of Committee and Working Groups-**  
In progress to be shared at the next Parish Council Meeting

This meeting ended at 9.05pm.

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 Signed as a true and accurate record by the Chair                      Date

Agenda Item 11A

<b>TPC Bank Reconciliation to 31/08/23</b>		
<b>Opening bank balances 30/07/23</b>	<b>£125,306 .00</b>	+
Unity Trust Bank £118,996.00		
Cambridge Building Society £6,310.00		
<b>Add receipts</b>		+
<b>Less payments 01/08/23 to 31/08/23</b>	<b>£1272.33</b>	-
<b>Cashbook balance as at 31/08/2023</b>	<b>(A)</b>	<b>£ 124,033.77</b>
<b>Bank balances as at 31/08/2023</b>		
Unity Trust Bank	£117,723.77	
Cambridge Building Society	£6,310.00	
<b>Total held in bank, as at 31/08/2023</b>	<b>(B)</b>	<b>£ 124,033.77</b>
Reconciliation balance should be nil. A-B = £0.00 = balance.		

## Agenda Item 11C

### Payment sheet 22<sup>nd</sup> August 2023

Invoices for payment approved at meeting held 20 <sup>th</sup> July 2023					
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount	VAT reclaimable
V23	KI-166E66CO-0028	E-ON Next	New hall energy, June 23	170.11	8.10
V24	23/24-GML8	G Lungley	Admin support, June 23	626.10	0.00
Invoices now awaiting payment for work carried out since 20 <sup>th</sup> July 2023					
V25	Inv-0475	Plumb Performance	External tap to village hall	295.00	0.00
V26	KI-166E66CO-0029	E-ON Next	New hall energy, June 23	181.02	8.62

Date	Payee	UTB Transaction reference no.
22/08/2023	E-ON	414890199
22/08/2023	G Lungley	979962666
22/08/2023	Plumb Performance	378442167
22/08/2023	E-ON	886508638
<p>UTB administrator, Gill Lungley</p> <p>Council signatory:.....</p>		

Council signatory:.....

## Payment sheet 20<sup>th</sup> September 2023

<b>Invoices for payment to be approved at meeting held 25<sup>th</sup> September 2023</b>					
<b>Voucher no.</b>	<b>Invoice ref</b>	<b>Payee</b>	<b>Reason for payment</b>	<b>Gross amount</b>	<b>VAT reclaimable</b>
<b>Invoices now awaiting payment for work carried out since 22<sup>nd</sup> August 2023</b>					
V27	KI-166E66CO-0030	E-ON Next	New hall energy, August 23	191.08	9.10
V28	Eld0332876	Wychavon DC	Parish re-charge for proportion of costs of May 23 elections	1099.30	0
V29	#3000	Netwise	Hosting 07/09/23 to 06/09/24 & domain name 07/09/23 to 06/09/24	468.00	78.00
V30	INV-5111	Ocean Blue	Tibby Times Summer 23' A4 8pp Stitched booklet	226.00	0
V31	PE 25/08/23	Jeremy Moore	Worksheet period ending 25/08/23	256.00	
V32	SB20230998	PKF Littlejohn LLP	Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	252.00	42.00
V33	24/042-GML8	G Lungley	Council training: Whistle Stop Tour for Councillors	£122.50	
V34	24/043-GML8	G Lungley	Support to Tibberton Parish Council providing administration support in absence of Clerk (July) and during handover	£1,598.87	

			period (August). Tools purchased		
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Date	Payee	UTB Transaction reference no.
<p>UTB administrator, Gill Lungley</p> <p>Council signatory:.....</p> <p>Council signatory:.....</p>		

### Payment sheet 25<sup>th</sup> September 2023

Invoices for payment to be approved at meeting held 25 <sup>th</sup> September 2023					
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount	VAT reclaimable
Invoices now awaiting payment for work carried out since 22 <sup>nd</sup> August 2023					
V35	19689	Home Farm Nurseries(pinvin) LTD	PO 23/24-01 Clerance, planting and turfing new village hall	12,450.38	2,075.06

## TIBBERTON PARISH COUNCIL

### MINUTES OF STRATEGY and FINANCE COMMITTEE MEETING

THURSDAY 12<sup>TH</sup> OCTOBER 2023, 7.30PM at

TIBBERTON PARISH HALL, PLOUGH ROAD, WR9 7NQ.

**Committee Members present:** Cllr Robbie Hazlehurst, Chair

Cllr Liz Morton

Cllr Helen Savage

**Committee Members absent:** Cllr Trevor Knight

**In attendance:** Rachel Hinton-Jones, Clerk & responsible Finance Officer (RFO)

**1. Chair's welcome.**

All were welcomed to the meeting.

**2. To receive and note apologies for absence.** Apologies received from Cllr Trevor Knight.

**3. Declarations of interest.**

Cllr H Savage declared a disclosable pecuniary interest (DPI) on the grounds that she is the Chair of the New Village Hall.

**4. Written requests for dispensation.**

No requests for dispensation had been received.

**5. To hear from members of the public.** No public members present.

**6. To agree the minutes of the previous committee meeting held 02/08/2023.**

The minutes of the meeting held 02/08/2023 were **AGREED** a true and accurate record and were signed by the Chair.

**7. To discuss and recommend where appropriate:**

**A. The SmartWater project and recommend uptake.**

To update on the position of purchase of SmartWater following the presentation to the council meeting on 20/07/2023, for ratification of full council:

Approval to spend £1,481.85 on SmartWater and agree how it is to be rolled out to the

community. Details for the roll out of the kits to each household would be firmed up in due course and led by Rich Minor and the Neighbourhood watch scheme. Order currently in progress and will be fully funded by the CIL budget.

**A. Solar Powered vehicle-speed warning indicators.**

The Chair reported that the county councillor has offered to purchase a solar-powered vehicle-speed warning indicator for Tibberton. The original position proposed is unsuitable, and currently looking at alternative position.

A meeting is to be arranged between members of this council and the county councillor.

**8. To review the Asset Register.**

A template had been prepared which would be built upon to represent a complete picture of the community's public assets, not only those owned by the parish council. In progress and to be shared at the next Strategy & Finance meeting on 9<sup>th</sup> November 2023.

**9. Appointment of Lengthsman.**

Update on works that have been identified as priority and currently being undertaken by Jeremy Moore. To be updated and shared at the next parish Council Meeting on 19<sup>th</sup> October 2023. Noted that there have been positive comments and feedback on how tidy the village is now looking, and a thank you to Jeremy Moore for all his hard work to date.

(attached pp 7 -11).

**10. To review the following policies:**

**a) Reserves Policy, AGREED.** To identify the total legal fees costs to date. (attached pp 12 -13).

**b) Training Policy,** to be reviewed at the next meeting on 9<sup>th</sup> November 2023.

**c) Financial Regulations,** To increase the values for Payments under contracts for building or other construction works, stores and equipment within the policy: TIBBERTON PARISH COUNCIL FINANCIAL REGULATIONS. Date adopted June 2023. To be agreed at the next council meeting on 19<sup>th</sup> October 2023.

**11. Annual Governance and Accountability Return (AGAR) Action Plan.**

The internal Auditor's recommendations, numbered 1 – 5, were reviewed:

**Recommendation 1.** The Council undertake a comprehensive review of its financial control systems, introducing arrangements that ensure there is:

- effective controls to manage the Councils financial risks.
- compliance with the Councils Financial Regulations.

The Council develops polices and associated process appropriate to the Councils size and its activities in support of its governance and administration arrangements.



**It was AGREED** to continue to monitor risk throughout the year and carry out six-monthly reviews, with the next one in December.

**Recommendation 2.** The Council formally establishes its position in respect of the 'old' Village Hall and respond appropriately.

**It was AGREED** to review all documents available and contact relevant bodies to sort out the confusion over ownership.

**Recommendation 3.** The Council has recently introduced risk management arrangements, during 2023-24 the control processes need to be fully established with the effectiveness of those controls, and compliance with them, being assured, evidenced, and reported. **It was AGREED** to attend to this in December and develop risk logs for all risks, Low Medium and High.

**Recommendation 4.** The Council introduce a Reserves policy that identifies earmarked reserves (for specific projects and specific projected costs) with the balance being held as general reserves. The general reserves being set in the policy (a percentage of the years expenditure, see JPAG guidance). The level of reserves should be a factor when setting the coming year's budget and precept.

**It was AGREED** to adopt the policy attached.

**Recommendation 5.** The Council reviews its Asset Register and the arrangements operating to ensure the effective management of its assets, including inspections and associated record keeping. It was noted and in progress. To be shared at the next meeting on 9<sup>th</sup> November 2023.

Arising from the responses provided in the AGAR Annual Governance Statement, the council had undertaken to contract-out payroll. Three Counties Payroll are **now** appointed to undertake the monthly payroll duties for an initial period of one year. They will be asked to rectify the outstanding matters relating to the council's PAYE returns since July 2015.

On the matter of sector-specific bookkeeping software, **it was AGREED** to defer any decision on this whilst the new Clerk gets acquainted with the current bookkeeping system.

Cllr Liz Morton appointed to review bank reconciliations quarterly to apply and provide further compliance with the Unity trust Bank transactions.

It was noted the next council meeting 9<sup>th</sup> November 2023 will be required to appoint the Internal Auditor for the 2023/24 financial year.

## **12. To discuss the budget for three years 2024 – 2027.**

a) To plan budget setting meeting, Date TBC. Copy of 2023 budget attached for reference, page 14. Date of 4<sup>th</sup> December 2023 @6pm **AGREED**, diary invite to be sent.

b) Review Building Society position which currently has a balance of £6,310.00. Signatory forms issued from the Cambridge building society to close account. Cllr Helen Savage to obtain from all 3 parties. Cllr Robbie Hazelhurst to obtain a date when these funds were gifted by the Tibberton

Singers, to support the recommendation to the Council for the purchase of a sound system for the New Village Hall.

c) Following the 1<sup>st</sup> Neighbourhood Planning meeting on 9<sup>th</sup> October 2023, to propose a set up budget for 2023/24 of £2k to support the working group to appoint a consultant to progress this work. **AGREED**

### **13. New Village Hall update.**

a) **Lease revision.** Members of both Tibberton Community Land Trust (TCLT) and the parish council had met to discuss progress to date. The council's solicitor has now drafted a clean document and has been issued to the TCLT's solicitor for signing.

b) **Start-up budget.** The TCLT has applied for funding from the Wychavon Rural Fund to add to the £25,000 promised from the old village hall funds and its own funds of £5,000. The Parish Council has committed match funding of £8.1k. Now at stage 2 for the decision by Wychavon, expected outcome by the end of October 2023.

c) **Works required pre-handover to TCLT.** It was noted there were some matters that required attention from the original builder before the building could be handed over. Works have been identified and now in progress. Installation of hand dryers by Black Pear Electrical was **AGREED**. All outstanding maintenance works to be identified and undertaken, list to be provided at the next meeting on 9<sup>th</sup> November 2023 for clarity of costs.

**14. Identify possible applicants for the Wychavon Rural Fund.** Next steps-awaiting decision on application from the rural fund, now at stage 2.

**15. Items for discussion at next meeting.** To be advised.

### **16. Date and time of next meeting.**

Thursday 9<sup>th</sup> November 2023 @ 7:30pm

This meeting ended at 9.00pm.

Signed as a true record:

Date:

## Agenda item 9

<b>Report on various issues to be found in Tibberton parish</b>						
	*Priority is obviously an opinion and up for discussion					
	Abbreviations: WCH = Worcestershire County Council Highways, ROW = Worcestershire County Council Public Rights of Way, PC = Tibberton Parish Council, L/man = Lengthsman					
<b><u>Item no.</u></b>	<b><u>Area</u></b>	<b><u>Issue</u></b>	<b><u>ROW number(s)</u></b>	<b><u>Comments</u></b>	<b><u>Priority*</u></b>	<b><u>Responsibility</u></b>
<b>1</b>	Plough Road off	No kissing gate	<b>522 ( C )</b>	There is a gate here and it is perfectly usable.	<b>Low</b>	ROW
	Pershore Lane					
<b>2</b>	Plough Road off	No kissing gate	<b>553 ( C )</b>	The ROW is perfectly usable as is.	<b>Low</b>	ROW
	Pershore Lane					

<b>3</b>	Plough Road/ Crowle Road junc.	Signs		1. Get temporary A boards with "Weak Bridge, 3 ton limit" as soon as possible. 2. Install correct permanent signs of the above on BOTH sides of the road.	<b>High</b>	WCH
<b>4</b>	Plough Road/ Ash Lane junction	ROW signs	<b>529 ( C )</b>	A single post for both footpaths to be installed at the reference given. Ash Lane 529 ( C ) has no stile or kissing gate but is perfectly usable.	<b>Low</b>	ROW
<b>5</b>	Plough Road	Narrow footway		Footway wants edging out and hedge cutting back. It's unlikely that the required 1.2m footway width will be there.	<b>High</b>	L/man
<b>6</b>	Plough Road	Hedge wants cutting back		Contractor required to flail along here as it is too difficult on a logistical or safety front for the lengthsman to do. If WCH are slow/reluctant to do this then the PC could consider hiring a contractor? Get the owner of Courtend Farm to do it as the (presumed) adjacent land owner for free?	<b>High</b>	WCH/PC
<b>7</b>	Back Church Lane	ROW signs and waymarking	<b>547 ( C )</b>	No signpost for these footpaths and 552 ( C ) has no waymarking	<b>Low</b>	ROW
			<b>552 ( C )</b>			

8	Church Lane	ROW sign	544 ( C )	No signpost for footpath through Gordans Farm	Low	ROW
9	Church Lane	ROW sign	549 ( C )	No signpost for the footpath here and it looks like the ROW doesn't actually exist on the ground	Medium	ROW
10	Hawthorn Rise	Gritsalt box			Low	WCH/PC
11	Evelench Lane	ROW sign	519 ( C )	Evelench Lane beyond the village hall appears to be unadopted and comprises of 2 rights of way 519 ( C ) and 520 ( C ) presumably running over an easement ( ? )		
12	Evelench Lane	Missing ROW	516 ( C )	No sign, kissing gate or waymarking but the footpath is perfectly usable through a gate	Low	ROW
13	Plough Road	Kerb sweeper		Both sides of Plough Road from the entrance to Courtend Farm to Foredraught Lane	High	WCH
14	Plough Road	HGV signs		Unsuitable for HGVs signs to be placed somewhere e.g. Foredraught Lane/Plough Road junction so a HGV can reverse into Foredraught Lane? Obviously this is not an ideal scenario but the buses do this and with the	High	WCH

				(presumed) development of		
				Plough Meadow it affords more protection for the bridge. Is there anything		
				stopping the installation of these signs at the Plough Road/Crowle Road junction?		
<b>15</b>	Plough Road	Gritsalt box for bridge		Some additional protection for the bridge. Generally waterways etc. are at the	<b>High</b>	WCH/PC
				lowest point around and can be "frost pockets".		
<b>16</b>	Foredraught Lane	Hedge wants cutting back		See item 6.	<b>Medium</b>	WCH/PC
<b>17</b>	Plough Lane	Missing ROWs	<b>503 ( C )</b>	Missing signage and kissing gate for these footpaths. In fact, it would be very	<b>Low</b>	ROW/PC
			<b>504 ( C )</b>	difficult to do so bearing in mind location. Suggest these rights of way be legally		
				diverted to come out on Plough Lane at <b>option.way.streaking</b> In any case it		
				appears to be informally so with 503 ( C ) already. 504 ( C ) which runs beside		
				the canal, doesn't appear to exist at all. This could be diverted down the track to		
				the property Marl Bank. A ROW signpost would be		

				needed near the above		
				location		
<b>16</b>	Plough Lane	Signage		1. Restore the temporary A board to the M5 side that currently resides broken in	<b>High</b>	WCH
				the adjacent hedge. 2. Erect new weak bridge signs with the correct 3 ton limit.		
<b>19</b>	Plough Lane	Deep grips		A number of deep grips on the M5 side of Plough Lane that may be of hazard	<b>Low</b>	WCH
				to vehicles entering the verge. The "worst" of these could have bollards around		
				them. They would be an inconvenience to undertakes the verge cut		

# TIBBERTON PARISH COUNCIL

## Reserves Policy

<b>Date agreed</b>	12/10/2023	
<b>Date of review</b>	09/2024	

### 1. INTRODUCTION

Tibberton Parish Council is expected to maintain adequate financial reserves to meet the expenditure identified during the budget-setting process and to cope with possible emergency expenditure as and when it arises. The purpose of this policy is to set out how the council will determine and review its reserves.

### 2. POLICY GUIDANCE

For relevant guidance, the council refers to the Governance & Accountability for Local Councils Practitioners Guide 2023 which states at paragraphs:

1.13 Reserves — The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves (EMRs).

5.28 Most authority reserves are held in instant or notice bank accounts or other short-term investments. Occasionally, circumstances necessitate authorities to make other types of investment, for example when saving for a future capital project or while deciding how to apply the proceeds of an asset sale or a donation.

5.30 As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.

5.31. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

5.38. There is, in practice, no upper or lower limit to EMRs or Capital Receipts Reserves save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting) and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors.

5.199. As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes, whenever an authority's year-end general reserve is significantly higher than the annual precept or rates and special levies, an explanation should be provided to the auditor.

### 3. THE POLICY



Tibberton Parish Council agrees to follow the guidance in the Practitioners' Guide and in particular as set out in paragraph 2 above.

Reserves are categorised as follows:

#### A. Specific/Earmarked Reserves (EMRs)

Funding that is set aside for known or predicted liabilities and specific items of expenditure, which can be built up over a number of years to reduce the impact of any significant expenditure in one year. These reserves will be realistic and approved by the council.

#### **Earmarked Funds to 31/03/2024, as below, totalling £83,409.12 + TBA:**

- Landscaping at new village hall £20,000.00
- Completion of new village hall support (includes legal fees) £60,641.56
- CIL funding available 2019/20 £54.15
- CIL funding available 2021/22 £2,018.44
- CIL funding available 2023/24 £694.97
  
- Neighbourhood Plan budget for 2023/24 TBA
- In addition, the council will establish a fund to allow for an effective programme for the replacement of assets. TBA

Prior to identification of actual expenditure, these funds may be invested in keeping with the council's Investment Policy to ensure they provide a return whilst awaiting draw-down.

#### B. General Fund.

This is the 'working balance' required during the year for day-to-day expenditure. A slight surplus in this fund will help to cover uneven cash flows and avoid temporary borrowing in the event of, say, late arrival of precept.

The level of general reserves should not be significantly higher than the annual precept thus the amount held will be between three- and twelve-months' expenditure budget.

The General Fund amount will be risk assessed annually and approved by the council.

**For the remainder of 2023/24 the General Fund will be £26,000.**

#### C. Contingency Fund.

This is the amount held in reserve to help the council cope with any unexpected events or emergencies and includes for the possibility of:

- Unexpected challenge such as audit.
- A contested election or bye-election.
- Clerk illness.
- Cover for short term cash flow issues.
- Essential repairs/maintenance.
- Unexpected administration duties.
- Employment obligations.

**For the remainder of 2023/24 the Contingency Fund will be £10,000.**

Appendix Item 10

Lengthsman Worksheet 14/10/23							
Report on various issues to be found in Tibberton parish	Worcestershire County Council Highways, ROW = Worcestershire County Council Public Rights of Way, PC = Tibberton Parish Council, L/man = Lengthsman			HIGH Risk	MEDIUM Risk	LOW Risk	Completed
*Priority is obviously an opinion and up for discussion							
Item no.	Area	what3w ords ref.	Issue	ROW number(s)	Comments	Priority*	Responsibility
1	Plough Road off pershore la	insist.sta	No kissing gate	522 ( C )	There is a gate here and it is perfectly usable.	Low	ROW
2	Plough Road off pershore la	lazy.vou	No kissing gate	553 ( C )	The ROW is perfectly usable as is.	Low	ROW
3	Plough Road/Crowle Road ju	Centred	Signs		1. Get temporary A boards with "Weak Bridge, 3 ton limit" as soon as possible. 2. Install correct permanent signs of the above on BOTH sides of the road.	High	WCH
4	Plough Road/Ash Lane junct	mills.rea	ROW signs	529 ( C ) 551 ( C )	A single post for both footpaths to be installed at the reference given. Ash Lane 529 ( C ) has no stile or kissing gate but is perfectly usable.	Low	ROW
5	Plough Road	smaller.f	Narrow footway		Footway wants edging out and hedge cutting back. It's unlikely that the required 1.2m footway width will be there.	High	L/man completed
6	Plough Road	Centred	Hedge wants cutting back		Contractor required to flail along here as it is too difficult on a logistical or safety front for the lengthsman to do. If WCH are slow/reluctant to do this then the PC could consider hiring a contractor? Get the owner of Courtend Villa to do it as the (presumed) adjacent land owner for free?	High	WCH/PC
7	Back Church Lane	bracing.	ROW signs and waymarking	547 ( C ) 552 ( C )	No signpost for these footpaths and 552 ( C ) has no waymarking	Low	ROW
8	Church Lane	tripling.i	ROW sign	544 ( C )	No signpost for footpath through Gordans Farm	Low	ROW
9	Church Lane	sadly.wa	ROW sign	549 ( C )	No signpost for the footpath here and it looks like the ROW doesn't actually exist on the ground	Medium	ROW

10	Hawthorn Rise	T.B.D.	Gritsalt box			Low	WCH/PC
11	Evelench Lane	outlined	ROW sign	519 ( C )	Evelench Lane beyond the village hall appears to be unadopted and comprises of 2 rights of way 519 ( C ) and 520 ( C ) presumably running over an easement (?)		
12	Evelench Lane	curated.	Missing ROW	516 ( C )	No sign, kissing gate or waymarking but the footpath is perfectly usable through a gate	Low	ROW
13	Plough Road	N/A	Kerb sweeper		Both sides of Plough Road from the entrance to Courtend Farm to Foredraught lane	High	WCH
14	Plough Road	T.B.D.	HGV signs		Unsuitable for HGVs signs to be placed somewhere e.g. Foredraught Lane/Plough Road junction so a HGV can reverse into Foredraught Lane? Obviously this is not an ideal scenario but the buses do this and with the (presumed) development of Plough Meadow it affords more protection for the bridge. Is there anything stopping the installation of these signs at the Plough Road/Crowle Road junction?	High	WCH
15	Plough Road	compos	Gritsalt box for bridge or somewhere near there		Some additional protection for the bridge. Generally waterways etc. are at the lowest point around and can be "frost pockets".	High	WCH/PC
16	Foredraught Lane	Centred	Hedge wants cutting back		See item 6.	Medium	WCH/PC
17	Plough Lane	snooty.e	Missing ROWs	503 ( C ) 504	Missing signage and kissing gate for these footpaths. In fact, it would be very difficult to do so bearing in mind location. Suggest these rights of way be legally diverted to come out on Plough Lane at option.way.streaking In any case it appears to be informally so with 503 ( C ) already. 504 ( C ) which runs beside the canal, doesn't appear to exist at all. This could be diverted down the track to the property Marl Bank. A ROW signpost would be needed near the above location	Low	ROW/PC
18	Plough Lane	Centred on pounce s.scroll ed.regr owth	Signage		1. Restore the temporary A board to the M5 side that currently resides broken in the adjacent hedge. 2. Erect new weak bridge signs with the correct 3 ton limit.	High	WCH
19	Plough Lane	beaters .angle.r ucksac k to schema tic.atte ntion.k eyboar d	Deep grips		A number of deep grips on the M5 side of Plough Lane that may be of hazard to vehicles entering the verge. The "worst" of these could have bollards around them. They would be an inconvenience to whoever undertakes the verge cut I can strim them.	Low	WCH

<b>TPC Bank Reconciliation to 31/08/23</b>		
<b>Opening bank balances 30/07/23</b>	<b>£125,306 .00</b>	+
Unity Trust Bank £118,996.00		
Cambridge Building Society £6,310.00		
<b>Add receipts</b>		+
<b>Less payments 01/08/23 to 31/08/23</b>	<b>£1272.33</b>	-
<b>Cashbook balance as at 31/08/2023</b>	<b>(A)</b>	<b>£ 124,033.77</b>
<b>Bank balances as at 31/08/2023</b>		
Unity Trust Bank	£117,723.77	
Cambridge Building Society	£6,310.00	
<b>Total held in bank, as at 31/08/2023</b>	<b>(B)</b>	<b>£ 124,033.77</b>
Reconciliation balance should be nil. A-B = £0.00 = balance.		

Appendix E

November 2023	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr	Sa	Su	Mo	Tue	We	Th	Fr
Parish Council meeting																7.30	
Strategy & Finance									7.30								
Communications/PR							7pm										
Neighbourhood Planning WG													7pm				
Strategic Planning WG																	
Training 3Ms GL								7pm									