

## HARVINGTON PARISH COUNCIL.

### Draft Minutes of the Ordinary Parish Council meeting held in Harvington Village Hall on Wednesday June 12th, 2024 at 7.45 pm.

**Present:** Cllrs. Mr. Salter, Chair, Mrs. Allison, Mr. Baugh, Mrs. Ball, Ms. Smith and Mr. Colebrook.  
**In attendance:** Mr. Barbour (Newsletter Editor) and Clerk, Mrs. Holland.

**15.      **Apologies:**** Cllr. Mr. Redman and Cllr. Mr. Jones apologies accepted.

**16.      **Interests/Dispensations:**** Nil declared.

**17.      **County Cllr ;Dist. Cllr. and Police reports:**** Nil received.

**Public Question Time:** Meeting suspended at 7.50pm, reconvening at 7.55pm. Notes appended to these minutes.

**18.      **Minutes: Resolved**** by all those present that the Minutes of the Annual Parish Council Meeting held on the 22.05.24 be adopted. Duly signed by the Chair.

**19.      **Clerk report:****  
a) Highways update on footway work to Evesham Road, bottom of Crest Hill: Highways have been out to look at the footways along the old bypass. They will be looking at carrying out the work but not likely to be until the end of the year due to recent weather conditions and announcements of an election.  
b) Swarco engineers have carried out inspection of the Vehicle Activated Signs along Evesham/Alcester Road.  
c) Wychavon District Council - Social media advice update, circulated to all members.  
d) Parish Priorities: Email circulated to members for information.

**20.      **Cllr's report:****  
a) Asset Inspection report: Cllr. Mr. Colebrook submitted the report, no issues to be attended to. Next report will be in September.  
b) Harvington Neighbourhood Plan update: Cllr. Ms. Smith reported that all documents have been submitted to Wychavon District Council after being verified by the Chair and Vice-Chair. The Council wished to thank Mr. Haynes for editing, updating and formatting the document and for the whole team involved in the project.  
c) Playing Field Refurbishment: Wychavon Rural Fund application ongoing. A revised quotation has been requested from Kompan. Youth Worker to be given an update by Cllr. Mrs. Allison.  
d) Wychavon Area CALC Meeting. Cllr. Ms. Smith reported that Ian McCloud has been appointed as the new Director of Planning & Infrastructure at Wychavon/Malvern Hills Planning Services. They are in the process of promoting Neighbourhood Plans and it is noted that planning decisions notices refer to policies in the local Neighbourhood Plan. The South Worcestershire Development Plan examination is now due in January 2025. At the moment the District Councils do not have a 5 year land supply. Parish Council encouraged when submitting comments to put in their reference to policies if they have an adopted Neighbourhood Plan.

**21.      **Council Matters: to consider:****

21.1      Quote received for work to the small multi play area: Proposed by Cllr. Mrs. Allison, seconded by Cllr. Mr. Baugh and **resolved** by all that the quote to carry out surface/edges work be accepted at £156 inc VAT.

21.2      Update on work required to the BT Kiosk: Underground services map shows a number of cables in the close proximity of the Kiosk. Chairman to contact Electrician to discuss the issue of a contractor to carry out the work.

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<b>22.</b>	<b>Finance &amp; General Purposes Group: to consider:</b>
22.1	Adoption of the new model Financial Regulations 2024: Proposed by Cllr. Mr. Colebrook, seconded by Mr. Baugh and <b>resolved</b> by all that they be adopted.
22.2	<u>Hedge opposite Playing Field:</u> A site visit took place with members of the Finance Group, and School Officials, to look at the issue of access into the school grounds via the hedge opposite the playing field area. It was agreed to allow permission for the school to remove lower branches from the trees in order to prevent access into school property.
22.3	<u>Request from Lenches Club to use Notice Boards in Harvington:</u> Agreed that the Station Road notice board can be used as the left hand side is open to the public; posters can be emailed to the Clerk regarding the other notices boards; advertisement can be placed in the Newsletter.

<b>23.</b>	<b>Financial Matters:</b>
23.1	<b>Resolved</b> to approve the following: a) Schedule of payments and expenses approved. b) Summary of Accounts to 10.06.24.24 agreed. c) Bank reconciliation signed and agreed by Cllr. Ms. Smith.
23.2	<u>Donations:</u> a) Proposed by Cllr. Mrs. Ball, seconded by Cllr. Mrs. Allison and <b>resolved</b> by all that £250 be granted to Harvington School towards the Garden in memory of Helen Fishbourne. b) Proposed by Cllr. Mr. Baugh, seconded by Cllr. Mrs. Allison and <b>resolved</b> by all that maximum of £30 be given towards the School Prize. c) Proposed by Cllr. Mr. Baugh, seconded by Cllr. Ms. Smith and <b>resolved</b> that £90-£100 be allocated towards the entry fees for the Wychavon Parish Games.
23.3	Change in the bank interest rates duly noted.

<b>24.</b>	<b>Planning Matters:</b>
24.1	<b>Planning Application:</b> W/24/00935/HP - Stoneleigh, Station Road, Harvington. <b>Proposal:</b> Erection of a free-standing prefabricated garden building on the frontage lawn. <b>Comments:</b> The Council objects to the proposal for the following reasons: a) Sets a precedent for development in front gardens. b) Situated outside the building line. c) Out of place within the surrounding area.
24.2	<b>Planning Correspondence received duly noted:</b> Land at (OS 0596 4892), Crest Hill, Harvington. <b>Proposal:</b> Outline planning application for the erection of up to 38 dwellings and associated works, with all matters reserved for future determination except for access. <b>Permission: Refused.</b>

Chairman wished to thank Mike Barbour, Newsletter Editor, for all his hard work in producing the document. Mike is standing down from the role in March 2025. For a handover period to take place, it may be worth advertising for a replacement, in the Newsletters and on the Notice Boards. .

**Meeting closed at 8.50pm.**

**Public Question Time:** Cllr Ms. Smith received a letter from a parishioner in regard to hedges in the Village that require cutting back, especially where they are overhanging footways, causing an issue to users. Item to be placed in the Newsletter. It was raised that the Crest Hill area was a concern.

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### **Summary of A/C June 24.**

Harvington Parish Council 2024-25				
	<b>Budget 2024/25</b>	<b>Receipts/ Payments</b>	<b>Variance</b>	<b>% Spent</b>
<b>Receipts</b>				
Precept inc WDC Grant	40555.00	24847.86	15077.14	
WCC Amenity	900.00	0.00	900.00	
VAT - Recoverable	4000.00	3943.36	56.64	
Wayleave payment	43.00	0.00	43.00	
WCC - Lengthsman	2335.15	216.00	2119.15	
<b>Total</b>	<b>47833.15</b>	<b>29007.22</b>	<b>18825.93</b>	
<b>Payments</b>				
Staff costs inc HMRC and NI	<b>12000.00</b>	2052.71	9947.29	17%
Clerical Expenses	<b>500.00</b>	92.35	407.65	18%
Admin Expenses	<b>500.00</b>	18.40	481.60	4%
Training	<b>500.00</b>	30.00	470.00	6%
Subscriptions	<b>1200.00</b>	1010.95	189.05	84%
PC Insurance	<b>1055.00</b>	0.00	1055.00	0%
Audit Fees	<b>800.00</b>	219.90	580.10	27%
Grant/Donation.	<b>3000.00</b>	0.00	3000.00	0%
Website	<b>300.00</b>	0.00	300.00	0%
Village Newsletter	<b>2300.00</b>	367.46	1932.54	16%
Amenity Contract maintenance PF	<b>2635.00</b>	432.00	2203.00	16%
Play Insp: + Asset Maint PF	<b>800.00</b>	0.00	800.00	0%
Amenity Contract Maintenance JO	<b>870.00</b>	85.00	785.00	10%
Ann. Inspect+ Assets JO,Lease	<b>2000.00</b>	0.00	2000.00	0%
Planters	<b>2500.00</b>	417.00	2083.00	17%
Street Lighting	<b>2750.00</b>	0.00	2750.00	0%
Litter/Dog bins	<b>600.00</b>	248.05	351.95	41%
Xmas Tree	<b>750.00</b>	0.00	750.00	0%
Projects BT Kiosk	<b>0.00</b>	0.00	0.00	0%
Defibrillator	<b>200.00</b>	0.00	200.00	0%
Lengthsman (PC Contribution)	<b>500.00</b>	0.00	500.00	0%
Maintenance assets	<b>3000.00</b>	50.00	2950.00	2%
Amenity Contract+ Trees	<b>6500.00</b>	1520.00	4980.00	23%
Contingency	<b>0.00</b>	0.00	0.00	0%
VAT recoverable (Actual)	<b>3000.00</b>	735.88	2264.12	25%
Transferred from reserves	<b>410.50</b>	410.50	0.00	<b>100%</b>
	<b>48670.50</b>	<b>7690.20</b>	<b>40980.30</b>	
WCC PL (2024-25)	2,335.15	216.00	2119.15	9%
WDC - Fl. Allev.	799.75	18.00	781.75	1%
WDC - NP Grant	1428.16	0.00	1428.16	0%
<b>TOTAL</b>	<b>53233.56</b>	<b>7924.20</b>	<b>45309.36</b>	

Treasurers Account: 01.04.24	11766.24
Income received	24847.86
Minus payments	-7924.20
<b>Total</b>	<b>28689.90</b>

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<b>04.06.24</b>	<b>28689.90</b>	
Less unrepresented payments	0.00	
Less grant allocations	-2119.15	WCC P/L
	-781.75	Fl. Allev.
	-1428.16	WDC NP
<b>Sub total</b>	<b>24360.84</b>	
<b>Business A/C:</b>	<b>68857.49</b>	
<b>Total in A/C</b>	<b>97547.39</b>	

### Payments for authorisation - June 24

Ref:	Payee	Details	Net	VAT	TOTAL
	Clerk salary and expenses	June 24.	849.25	0.00	<b>849.25</b>
	HMRC	NI +Tax	198.87	0.00	<b>198.87</b>
	Limebridge Rural Services Ltd	May work.	1280.00	256.00	<b>1536.00</b>
	Parish Online	Annual subscription.	15.30	9.00	<b>24.30</b>
	Printright Ltd	June Newsletter.	183.73	2.90	<b>186.63</b>
	S. Skeys	Lenghtsman May 24	234.00	0.00	<b>234.00</b>
	<b>TOTAL</b>		<b>2761.15</b>	<b>267.90</b>	<b>3029.05</b>
	<b>Payments already paid.</b>				
P24-17	Giff Gaff	Monthly mobile sim	5.00	1.00	<b>6.00</b>
P24-18	Wychavon District Council	Installation/annual charge Shakespeare Lane Bin.	248.05	49.61	<b>297.66</b>
	<b>TOTAL</b>		<b>253.05</b>	<b>50.61</b>	<b>303.66</b>
	<b>Receipts received.</b>				
R24-3	Transfer from Business A/C	Welcome booklets.	410.50	0.00	<b>410.50</b>
R24-4	Worcestershire County Council	Parish Lengthsman April work.	216.00	0.00	<b>216.00</b>
	<b>TOTAL</b>		<b>626.50</b>	<b>0.00</b>	<b>626.50</b>
	<b>Amenity Contract.</b>				
		Amenity Mowing.	770.00	154.00	<b>924.00</b>
		Mowing Playing Field	220.00	44.00	<b>264.00</b>
		Planting/maintenance of 12 planters + extra watering.	290.00	58.00	<b>348.00</b>
			<b>1280.00</b>	<b>256.00</b>	<b>1536.00</b>