

Astley and Dunley Parish Council – notes recorded at meeting held on Wednesday 23rd September.

Draft Minutes

Present: David, Peter, Jason, Helen, Sarah.

Public attendance: No members of the public were present at the opening of the meeting.

1. Correspondence

The Council noted two planning decisions received from Malvern Hills:

- Planning permission for proposed partial rendering to the rear and side elevations at **Sparrow's Roost** had been refused. M/26/00781/HP
- Planning permission at **Denbury, Yarhampton**, concerning a single-storey rear extension, new front gable, alterations to windows and a new front boundary wall with two gates, had been approved. M/26/00198/HP

It was noted that the Parish Council had not objected to either application.

Correspondence concerning an independent lay co-opted member vacancy on the West Mercia Police and Crime Panel was also noted, and it was agreed that information should be placed on the website.

2. Policing and anti-social behaviour

Councillors discussed concerns regarding the police response to a number of reported incidents in the locality. The Council agreed that a letter should be prepared for the Police and Crime Commissioner, using a small number of specific, corroborated examples.

Actions:

- Jason and Helen to provide Pam with brief details of relevant incidents.
- Where incidents involving other residents are used, their agreement and corroboration should be obtained.
- Pam to prepare correspondence to the Police and Crime Commissioner. Concerns about anti-social behaviour and housing development in the neighbouring Wyre Forest area were also discussed. It was recognised that the Parish Council had no jurisdiction over housing matters there, although policing concerns could form part of the proposed correspondence.

Councillors also discussed affordable and social housing need within the parish. It was agreed that this issue could be considered as part of the proposed neighbourhood planning process.

3. Minutes and action log

The minutes of the previous meeting were agreed. The Council reviewed the accompanying action log and agreed that maintaining an action checklist after meetings was useful and should continue. [PC Meet 230926 | Word]

Updates included:

- **Neighbourhood Plan quotations:** Outstanding.
- **Highways works:** Positive responses had been received from Tanya at Highways. Potential works included an extension/widening of the footpath, subject to additional funding, which could also support consideration of a lower speed limit.
- **Blocked paths:** Work with the local lengthsman had been completed successfully.
- **SID installation:** Highways had advised that the lengthsman should be able to install the equipment as highway work. Pam agreed to make contact so installation could be progressed and the associated app/live-data arrangements co-ordinated.
- **Christmas music:** Options were still being investigated because most brass bands approached were unavailable. A pianist/electronic music option was being pursued.
- **Fish and chip catering:** A price had not yet been obtained.
- **School meeting:** No progress had yet been made. It was also noted that hall payments from the school had been outstanding since June.

4. District and County Council matters

There was no separate district or county council item requiring a decision. An update received from Mel was noted, including work on road-related matters.

Pam had been asked to identify gullies requiring attention and agreed to list roads and lanes in Astley and Dunley where clearing was required. [

5. Planning

Following the earlier discussion, the Council considered a **Neighbourhood Plan** to be the appropriate route for addressing a number of longer-term planning matters, including local and affordable housing need. Quotations were still to be obtained. No other current planning matters were identified.

6. Rights of Way

There was no further progress to report regarding Graham's training as the official rights-of-way representative. [

It was reported that Gary Maskell had received County Council approval to assist Graham when required and had the appropriate certification for work including strimming. Approval had been obtained from Phil Coulson.

7. Parish Newsletter

The Council noted that the person who had originally volunteered to prepare the newsletter would no longer be undertaking the work. Contributions from councillors and members of the community were, however, progressing, and publication was being targeted for October.

Councillors discussed the inclusion of articles relating to local businesses, particularly the vineyard, and the question of using public money in a publication which might be seen as promoting a private business. It was agreed to include the vineyard article in the forthcoming edition, while holding a wider discussion about the policy for featuring businesses in future editions.

Distribution would use a postcode-based rota similar to the previous edition, with some copies posted where properties were difficult to access.

8. Section 106 / Village Hall works

An update was provided on improvement works:

- Patio and gate works were expected to be substantially completed shortly.
- Path works were expected to begin around the beginning of October.
- Once the patio was completed, the supplier of the patio cover would be contacted to arrange installation.
- CCTV had been installed.]

9. Christmas event

The proposed Christmas event was discussed in detail. The transcript records the event as planned for **the 19th December from 4.00 pm to 6.00 pm.**

A musical option involving piano/electronic accompaniment and bell ringing continued to be explored because brass-band availability was limited. The possibility of Father Christmas attending was supported, with attendees to be asked to indicate whether children would be coming so that suitable gift numbers could be estimated.

After considering fish and chips, sausage and chips, and bring-and-share catering, councillors concluded that bought hot meals would be too complicated for this event. The preferred arrangement was **mulled wine and mince pies**, broadly following the previous event.

The Council agreed that equipment for keeping mulled wine warm would be useful. The discussion settled on purchasing suitable warming equipment, with reimbursement on production of a receipt. Disposable plates/cups and napkins would also be obtained.

Approximately 150 mince pies had been provided previously; members discussed obtaining sufficient supplies to avoid running short.

A possible future discussion with the organisers of the over-60s Christmas party about combining activities into an all-age community Christmas event was suggested. No formal decision to combine the events was made.

10. Notice board

Pam reported that another person had been identified to deal with the notice board. The matter remained ongoing.

11. Fly-tipping

Further fly-tipping in Dark Lane was reported. The Council noted that the matter had been raised with Malvern Hills but recognised the difficulty of enforcement unless those responsible could be identified.

12. Community Asset renewal

The Council considered renewal of the community asset designation for **The Dog**. Pam explained that supporting documentation had already been submitted and that evidence of consideration at a Council meeting was required.

Resolved unanimously: To renew the community asset designation for The Dog

Action:Pam to submit the approved minute as evidence of the Council's decision.

13. Platform Housing Group contact

Sarah reported meeting Nicholas Richardson of Platform Housing Group, who had indicated that there might potentially be opportunities for support, funding or office equipment in connection with ideas being considered for the Village Hall.

Action:Sarah to pass the contact details to Pam.

14. Finance and administration

A website payment of **£314** was noted and approved.

The Council also discussed issues arising from its external audit. It had been advised that Pam should be placed on an employment contract. This would require registration with HMRC and appropriate payroll arrangements. Possible sources of assistance included the system used elsewhere and guidance from CALC.

The Village Hall's proposed new entry system was also noted. The new system was expected to be introduced from the beginning of November and would allow access codes to be changed more regularly.

15. Close

There being no further business, the meeting was closed at **8.30 pm**.

Action summary

Action	Responsible
Supply brief, corroborated examples of policing concerns	Jason, Helen
Prepare letter to Police and Crime Commissioner	Pam
Obtain Neighbourhood Plan quotations	David
Progress SID installation with lengthsman	Pam
Compile gullies/roads requiring clearing	Pam
Confirm Christmas music arrangements	Helen / David
Confirm catering information, despite decision not to use it for the Christmas event	Pam
Arrange Christmas-event warming equipment	Sarah

Action	Responsible	
Obtain disposable event supplies	David	
Arrange mince pies/mulled wine requirements	Pam and Catherine	
Pass Platform Housing contact details to Pam	Sarah	
Submit minute supporting community-asset renewal	Pam	
Progress employment/payroll arrangements	Pam and David	