**Parish Council Meeting Minutes**

**Date:** Wednesday 11 November
**Chair:** David
**Present:** David, Pam, Peter, Helen, Catherine, Jason, Sarah (arrived during meeting)
**Apologies:** None received. The Chair noted that County Councillor Mel was unable to attend due to a house fire and smoke inhalation.

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**1. Declarations of Interest**

No declarations of interest were made.

**2. Public Participation**

No members of the public were present. No District or County Councillors attended.

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**3. Correspondence**

**CALC Meeting**

David and Peter agreed to attend the forthcoming CALC meeting.

**Bewdley Carnival**

A request was received seeking support in the form of a donation, raffle prize or assistance. Members agreed not to become involved as the event falls outside the parish area

**Metal Detecting Request**

A request was received from a local metal detectorist seeking access to parish-owned land. Following discussion, members agreed that Lane's End could be suggested as a potential location

**Airbnb / Noise Complaint**

A complaint was received regarding late-night noise associated with an Airbnb property at 33 Sandhampton. Sarah confirmed that neighbouring residents had experienced disturbance from guests using the hot tub late at night. Members agreed that an informal approach should be taken initially by contacting the owner before considering any further action.

**Over-60s Christmas Party**

The Chair received a letter of thanks from Nina on behalf of the organisers of the Over-60s Christmas Party in appreciation of the Parish Council grant.

**Undergrowth and Fence Issue**

Sarah reported that a previously raised issue concerning undergrowth had not yet been resolved. Pam agreed to follow this up.

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**4. Minutes of the Previous Meeting held on 23rd September**

The minutes of the previous meeting were approved.

**Matters Arising**

- Police and crime concerns remain under review. A letter is being prepared regarding local policing issues.
- Progress on a formal Neighbourhood Plan has been paused. Initial advice suggests resources may be better directed towards influencing the next Malvern Hills Local Plan.
- Sarah was reminded to forward Platform Housing information to Pam.

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**5. County Councillor Update**

Although County Councillor Mel was absent, members had received her circulated notes. Discussion took place regarding the newly established parish council WhatsApp group, bringing together local parish representatives to share concerns and information. Initial discussions have focused on highways and road safety issues.

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**6. Roads and Traffic**

Jason provided an update on the recently installed Speed Indicator Devices (SIDs).

Members noted:

- The new SID units are operational.
- Additional mounting locations have been agreed for Astley and Dunley.
- Enhanced data collection will enable better evidence gathering regarding traffic volumes and speeds.
- Existing older units may be relocated to strengthen coverage elsewhere within the parish.

Members agreed that traffic data should be collected and analysed before considering any additional equipment purchases.

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**7. Planning**

**Future Development Pressures**

General discussion took place regarding future housing development and the importance of gathering evidence and data to support parish views on planning matters.

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**8. Rights of Way**

Graham reported that no Rights of Way training had yet been arranged.

Members also noted that the planned B4196 improvement works between Astley Croft and Astley had been delayed but were now expected to commence later in the month

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**9. Newsletter**

Positive feedback had been received regarding the latest parish newsletter. Members felt that the revised format and local content had been well received by residents. It was agreed to leave some copies of the newsletter in the village hall

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**10. Section 106 Projects**

**New Footpath**

David reported that the footpath works should be completed by the middle of the following week. A site visit will then be arranged to identify locations for nature areas alongside the route.

**Coronation Commemorative Tree**

Jason offered a mature cherry tree for planting within the village hall grounds. Members agreed in principle and further consideration will be given to the most suitable location in discussion with the village hall committee..

**Veranda / Outdoor Space**

Following a substantial increase in costs from the preferred contractor, Members agreed not to progress with the original veranda proposal. Alternative pergola-style structures were discussed and referred to the Village Hall Committee for further consideration.

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**11. Christmas Event**

The draft programme was reviewed and generally approved.

Key points included:

- Setup from 2:00 pm.
- Event running from 4:00 pm until 6:00 pm.
- Bell ringers, carols, refreshments and musical entertainment by John Evans.
- Children's bell-ringing activities during refreshments.
- No raffle to be held this year.
- Sweets and small prizes to be arranged for children.

Members suggested reducing the initial bell-ringing performance to approximately 20-25 minutes.

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**12. Notice Board**

Pam reported that the replacement notice board was expected to be installed by the end of the week.

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**13. Parish Clerk Payroll Arrangements**

Members noted that the Clerk would need to move onto PAYE arrangements due to HMRC requirements.

A payroll provider had been identified and registration as an employer with HMRC was underway. The Council also noted that pay award and employment contract matters would need to be considered in due course.

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**14. Any Other Business**

**Bus Shelter Concerns**

Concerns were raised regarding anti-social behaviour, drug use and nuisance at the village bus shelter. Pam to contact police at Tenbury.

Members discussed the issue and agreed that an informal approach should be taken initially through local contacts.

**Deer Warning Sign**

Members noted the appearance of a temporary deer warning sign on the B4196 following a number of deer collisions. The possibility of obtaining official signage will be investigated

**Yarhampton Event**

Concerns were raised regarding parking and traffic implications of a forthcoming event at Yarhampton House. Members agreed to monitor the situation.

**Grant Payment**

The Council confirmed a previously agreed £200 payment for the Over 6o's Christmas Party

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**Meeting Closed:** Approximately 8:15 pm.

**Date of the next meeting Wednesday February 10th 7 15 pm**

**Action Log**

| Action | Responsible |
|---|---|
| Contact Airbnb owner regarding reported noise issues. | Sarah |
| Follow up unresolved undergrowth matter. | Pam |
| Progress policing correspondence and related discussions. | David, Pam, Jason |
| Continue arrangements for highways and parish liaison meeting. | David / Jason / Mel |
| Establish process for collecting and analysing SID data. | Jason & David |
| Arrange relocation of older SID units. | Anthony via David/Pam |
| Arrange Section 106 site walk and identify nature areas. | David |
| Review pergola proposal and report back. | Village Hall Committee |
| Arrange Christmas table decorations and candles. | Helen and Catherine |
| Submit favourite carol and Christmas song suggestions. | All Councillors |
| Install replacement notice board. | Pam / Supplier |
| Complete PAYE implementation and HMRC arrangements. | Pam & David |
| Investigate official deer warning signage. | Jason |