



Mappleborough Green Parish Council, Ankcorn House, Birmingham Road, Mappleborough Green, Warwickshire B80 7DJ  
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## NOTICE OF MEETING

**The next meeting of Mappleborough Green Parish Council will be held on Monday 24th April 2023 starting at 7.00pm at Haywood Lodge Care Home, Mappleborough Green, B80 7DG**

The meeting is open to members of the public who are welcome to address the council at agenda item 5 (Public Forum). Comments and questions may be put to the Parish Council with regard to this agenda or for future consideration. Individual speaking time may be restricted at the discretion of the Chairman. No further representations may be made at any other time in this meeting unless invited.

### Summons

Mappleborough Green Parish Council members are hereby summoned to attend this meeting of the council at Haywood Lodge Care Home, Mappleborough Green for the purpose of transacting the business detailed on the following pages.

Signed: *Liza Rose*  
Clerk/RFO

Date: 19th April 2023

## Agenda

**1. Chairman's welcome.**

The Acting Chair will be pleased to welcome attendees to the meeting.

**2. Apologies**

To receive apologies from absent members and record the reason for absence.

**3. Declarations of Interest**

Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to –

**a)** Keep their Register of Interests form up to date

**b)** Declare any Disclosable Pecuniary Interests (DPI) and any Other Registrable Interests (ORI) and any Non-Registrable Interest (NRI) relating to items on the agenda and the nature of those interests.

**4. To consider grant of any dispensation requests**

Written requests for the council to consider grant of dispensation to a councillor who has declared an interest in any item on the agenda must have been delivered to the Clerk prior to the start of the meeting. If granted by the council at this point in the meeting, the dispensation will allow the councillor with the stated interest to stay in the meeting and/or speak and/or vote. If a dispensation is not granted, the councillor must leave the meeting when relevant.

5. **Public Forum (maximum duration for this agenda item will be 15 minutes).**
  - a) Residents and members of the public.
  - b) Stratford District Ward members are invited to report to the meeting.
  - c) Warwickshire County Division member is invited to report to the meeting.
  
6. **To Approve the Minutes of :**  
113<sup>th</sup> meeting of the Parish Council on 27th February 2023.
  
7. **Finance: - To discuss and agree;**
  - a) The previous Clerk's card has been cancelled resulting in failed payments. A temporary measure for payments must be put into place until the current Clerk's bank card and banking user ID has been issued.
  - b) To agree temporary system of making bank payments. The Clerk is awaiting setup on the Unity Trust Bank account and is unable to load payments, including staff salary and expenses.
  - c) To approve payments list – circulated separately.

**8. To note decisions on planning application consultations from Stratford DC (SDC)**

<b>Application Reference:</b>	<a href="#">22/03695/VARY</a>
<b>Proposed:</b>	Variation of Condition Numbers: 1,2,5,8,10 to enable revision of drawing numbers to reserved matters permission 22/01142/REM, dated 12/09/2022. Revision to the design of the roofs and cladding pattern of buildings A&B, revised position of gatehouse to building A, re-positioning of car parking spaces serving building A, rearrangement of dock levellers to building A and new canopy to building A. Increased car parking spaces and cycle stands and arrangement of spaces revised for Building B for B2 Use .
<b>At:</b>	Land At Redditch Eastern Gateway Development Gorcott Hill Beoley
<b>Decision:</b>	<b>PERMISSION</b>

9. **Annual Parish Meeting – To discuss and agree date and detail for the Annual Parish Meeting for Mappleborough Green.**
  
10. **Clerk's Report: Updates from council officer to previous meetings and ongoing matters.**
  - Standing Orders for MGPC are under review, to be presented at the Annual Parish Council Meeting.
  - Financial Regulations for MGPC are under review, to be presented at the Annual Parish Council Meeting.
  - To receive and note an update regarding internal audit.
  - Thank you received from Mappleborough Green School for the newly installed Trim trail equipment.
  
11. **To agree actions of any work around the Parish**
  
12. **To note any items for Future Agenda**
  
13. **To Note Date of Next Full Council Meeting : T.B.C**
  
14. **To resolve to close the meeting to the public to allow for discussion of matters relating to staff. Public Bodies (Admission to Meetings) Act 1960.**

To review and agree items relating to the Clerk/RFO.

**DRAFT MINUTES OF THE 113th MEETING OF MAPPLEBOROUGH GREEN PARISH COUNCIL**  
**Held on Monday February 27th 2023 at 7:00pm, at Ankcorn House, Birmingham Road**

**PRESENT:** Cllrs Berry, Chadwick, Leyland and Badwal  
District Cllr Hencher-Serafin  
Becky Howes Clerk

1. Acting Chair, Cllr Berry declared the meeting open at 7pm
2. Acceptance of apologies for absence from Cllr Lyon, County Cllr Kerridge and resident Mr Cameron.
3. Declarations of Interest noted from Cllr Berry declares an interest as she is Chair of the Board of Governors at Mappleborough Green Primary School.
4. Public Forum at the Chairs discretion :  
2 members present, nothing to report.
5. To Approve the Minutes of :
  - 112<sup>th</sup> meeting of the Parish Council on 9<sup>th</sup> January 2023  
Proposed by Cllr Badwal, seconded by Cllr Chadwick all agreed, signed by Cllr Berry

**6. District & County Councillors Reports**

Clerk stated that County Cllr Kerridge sent apologies, Cllr Berry stated her disappointment in Cllr Kerridge's poor attendance at meetings. Clerk read following emailed report : *I note in the minutes some problem with pathways around Amazon. If i can have particulars about which pathways they are, I will look into it.* Cllr Berry advised the Clerk to refer Cllr Kerridge back to the steering group meeting, which he attended, regards moving the original pathway, which Worcestershire have complied to but Warwickshire have not. *WCC budget has been set at an increase of just under 4% (approx £1.20 a week for band D). This is one of the lowest in the country and services are planned to be maintained and improved. I am as ever very impressed with our children and family services which is the largest chunk of the budget. protecting vulnerable children and young adults and giving them the best start in life we can. Lots of exciting work going on in this field and things are getting better. A quick plug for anyone interested in fostering. This is an immensely big part of giving children a good start in life and Warwickshire County council have a very flexible and well supported approach for anyone interested.* <https://fostering.warwickshire.gov.uk/>

District Cllr Hencher-Serafin stated he had messaged Gary Goodwin from Morris Homes a number of times regards the Queens Canopy tree planting, which the Parish Council wish to do at the rear of the care home, but he had not received a response. He was hoping to request that planting begins immediately. Cllr Hencher-Serafin confirmed he would liaise

further with Louise Koelman, Case Officer for the development regards this matter and will report updates back to the Parish Council via the Clerk. Cllr Hencher-Serafin also stated he had made an official complaint to SDC regards the change in colour of the Gateway development.

Cllr Hencher-Serafin also stated that extra funding for enforcement has been sourced and that the service will be 'tightened up'.

#### 7. Matters Arising from previous meeting(s), not otherwise dealt with (including):

- To agree next stage of Neighbourhood Development Plan – after a brief discussion regards the Housing Needs Survey and the lead not able to attend the meeting it was agreed to defer this item to a future meeting. Cllr Hencher-Serafin agreed to speak to the case officer regards how the Parish Council request the findings to be taken into account in the 'Mappleborough woods' development.
- Update regards 'Mappleborough Woods' development
  - To retrospectively approve payment of transcribing development meeting minutes – Cllr Berry gave a brief regards sourcing a third party to transcribe the meeting minutes and retrospectively proposed the payment of £50 to cover time, seconded by Cllr Chadwick, all agreed.
  - Draft Notice of Decision and Conditions – The Clerk confirmed an email has been sent to SDC Planning querying why the notice of decision is only in draft form, no response received, Clerk to chase.
  - Development Name – Clerk confirmed receipt of email from John Careford, Head of SDC Development who stated –

*We can certainly pick up the site name/description in the next version of the Site Allocations Plan. Louise can pass on your concerns to the applicant although it will be up to the developer as to what branding and marketing they use for the site.*

Clerk instructed to reply, requesting the Parish Council have a say in the development name, as it has done for previous applications. The Clerk suggested The Haywoods, to connect with the care home development on the same site.

- Update regards HGV routing
  - Clerk confirmed she continues to chase the next report and stated she would update the case officer regards the deletion of the previous, incorrect version. A discussion also took place regards the surrounding areas laybys which are being used by what appears to be vehicles waiting for entry slots into the Amazon site.
  - Cllr Berry gave an overview of an email to the case officer, Louise Koelman re change of conditions at the Gateway, including colours and times of construction – confirming a request had been made regards to the Morris Homes development and Gateway starting at the same time, rather than 7 and 8 am. Cllr Berry stated she is waiting for a response and will report back at the next meeting with any further updates. A lengthy discussion ensued regards the agreed protection of the hedgerow opposite Hollyberry Close, the new site entrance and Cllr Berry stated she had submitted photographic evidence of trees that have already been removed, asking for the case officers comments.

#### 8. All other items:

- To receive feedback from Cllr Leyland regards Online Consultation event for the South Warwickshire Local Plan – Cllr Leyland stated that although the consultation meeting was interesting there was a lot covered and difficult to summarise, however she added that the consultation completion online is time consuming and difficult to

navigate. It was stated during the session that Neighbourhood Development Plans are valuable. The main point is that they have put forward approximately 550 sites in the Warwickshire District for development, which are listed on the website, however they are difficult to find. They mentioned HEDNA which looks at housing and employment needs assessment, which reported a need for 564 houses per year until 2050, which equated to 45,000 homes. In each year of the 564 requirement, the need for affordable homes will be 410. Cllr Leyland added that although she found the event 'very interesting' she 'was not much wiser'.

It was agreed that the Clerk would contact the Policy Manager of the consultation requesting confirmation that, after struggling ploughing through the consultation, that there are no proposed allocated sites in the area of Mappleborough Green Parish.

- Update regards litter issue and grass cutting schedule – The Clerk confirmed a letter had been sent to the Jet garage as previously requested and emailed SDC regards the litter picking schedule, once received this will be forward to the Parish Councillors. Cllr Leyland confirmed that the amount of litter had improved in the area surrounding the garage and stated that she will contact the volunteer litter picking group for the Spring Clean initiative.

The Clerk stated that Highways confirmed there should be three cyclical grass cuts across Warwickshire, but they only have estimates of those for beginning of May, middle of August and end of October. As soon as the programme is confirmed Highways will update the Parish Council. Cllr Berry suggested the Clerk make a request to Highways for additional cuts, using the money saved from the Parish Council maintaining The Dog island.

- To discuss and schedule future meeting dates, venue and outstanding issues – The Clerk confirmed receipt of dates Ankcorn House is not available and scheduled those in the Parish Council outlook calendar. For the benefit of the new Clerk a brief was given regards the booking policy for Ankcorn House and requests made for a copy of the insurance policy, which is still ongoing and has not been made available. Cllr Berry reconfirmed that there had been a query with the Booking Form for Ankcorn House regards liability and before the Parish Council could sign the document it had requested a copy of the policy.

Cllr Hencher-Serafin stated he has been unable to make contact with the Bookings Secretary at the village hall, to enquire of usage for Council meetings, adding that the chair of the Village Hall Committee would allow meetings, but after 8:30pm. After further discussion regards venues, it was agreed that Cllr Berry would contact Haywood Lodge Care Home to request use of their facilities for meetings.

- Update regards Highways issues :-
  - Noticeboards – Clerk confirmed Highways have given the go ahead to erect a noticeboard in the layby opposite the village hall, on the understanding that the Parish Council will purchase, install and maintain it. The Clerk stated that she had requested DJ Bennett, local contractor, to quote for the installation of a new and replacement noticeboard.
  - Traffic calming – The Clerk stated that Traffic and Safety at WCC operate a Gateway Signs scheme, which relates to all relevant standards, guidance and policy, at a non-refundable cost of £500. The Clerk added comment from Cllr Kerridge received by email - *I am very much against the current gateway schemes that WCC implement. They are plastic and although they look like wood in dull weather, on a sunny day they look obviously plastic as the light shines through them. I think they look tacky and cheap (although they of course are not cheap). They also go mouldy in a few years and are difficult to clean. Currently WCC*

*do not clean them for free so an ongoing cost or local farmer with a powerful jet wash would be needed. If you were allowed real wood i would definitely go for that.*

Also discussed solar powered warning signs, and using CiL funding or grants available and road layout at The Washford Mill. Item of traffic calming for future agenda.

- Concealed entrance sign – the Clerk read email response from Traffic and Safety WCC following request for a concealed entrance sign at Ankcorn House, reply received –  
*please be advised that Warwickshire County Council does not supply or give agreement to the erection of Concealed Entrance or Private Access warning signs on the public highway. There are no authorised traffic signs or road markings available to warn drivers of the presence of the junction of a private access with a public highway. The County Council does not therefore provide or give permission for the erection of Concealed Entrance signs or similar, on the public highway. Such signs are not lawful under traffic signing Regulations issued by the Department for Transport. If placed on the public highway, a ‘Concealed Entrance’ sign would be considered an unlawful obstruction on the highway. Whilst Concealed Entrance signs can be seen near private accesses, they will have been placed on private property with the consent of the landowner.*

After discussion it was agreed Cllr Berry would contact the Church with the above response regards future action.

- Damaged sign at Abbeyfields – Clerk confirmed this had been reported.
- Meeting with Localities Officer, Highways, WCC – Clerk confirmed she was still waiting a ‘meet up’ with the Localities Officer, who emailed January 16<sup>th</sup> stating that he was really busy with enquiries and all over the area most days. He also stated that when the weather improves and things calm down he would be happy to meet. The Clerk confirmed that with time limitations this will be something Cllr Berry and the newly appointed Clerk pursue.
- Update regards Village Hall enquiries and website contact details – The Clerk confirmed that as far as she could identify, Steve Coleys details have been removed. The Clerk stated that she had a couple of village hall enquiries this week and confirmed details on the website clearly state to contact the booking secretary and not the Clerk. The issue was also raised that there appeared to be an incorrect or historical MGPC webpage, after discussion it was agreed the Clerk would investigate further, along with the new Clerk who identified the issue, and who will send a screenshot, and to report back findings to the Council.  
After a brief discussion it was agreed that Cllr Leyland would make enquiries regards attending the Village Hall Committee meetings and look at building a relationship with the Parish Council going forward.

9. To Consider Planning Applications and Enforcement Updates (*incl.any other plans received after agenda distribution*) and to note actions required or completed :

**Application(s)**

21/00204/FUL Morris Homes Homes England And Redditch Borough Council, Land Off Far Moore Lane And

West Of A435.

Cross boundary application for the erection of 236 homes with open space, landscaping, drainage, Infrastructure and other associated works. 210 homes falling within Redditch District and 26 homes within Stratford on Avon District. (Redditch application ref; 20/01650/FUL)

*Permission with Conditions* \*\*Clerk has queried why the Notice of Decision is in Draft form, but no response

from email 19<sup>th</sup> Feb, Clerk to chase

PREAPP/00135/22

Dog Hill Farm, Birmingham Road

Proposal Erection of 7no. static caravans to the rear of the existing bungalow, Doghill Farm

After discussion Cllr Hencher- Serafin agreed to investigate this application further and report back to the

Parish Council.

## **NOTICES**

22/03659/ADJCON (Bromsgrove District Council Reference: 22/01584/FUL) Toll House Farm, Birmingham Road, Mappleborough Green

Demolition of existing dwelling and stable building and erection of 2 new dwellings and creation of a new access

*Permission with Conditions*

Response from Case Officer regards applicants :

*I hope I can clarify what this consultation is in regards to. It is an adjoining authority consultation from Bromsgrove and Redditch Borough Council in regards to an application they are dealing with under reference 22/01584/FUL.*

*The reason for this, is that the planning site at Toll House Farm, has a very small portion of the site, just over the boarder in the adjoining district, so they technically need to apply to both districts for the permission which is what the applicants have done.*

*At Stratford, we are dealing with planning application 22/01693/FUL which has the majority of the application site within it and the Parish Council were consulted on this, with a no objection provided.*

*This ADJCON is a consultation from Bromsgrove and Redditch for their side of the site (albeit very small).*

*I hope this clarifies matters, but please contact me if you need anything further and I look forward to receiving the Parish Council comment on this.*

## **For information :**

**Email received from Chris Brook, Commercial Direct at The Heart of England Forest 30<sup>th</sup> Jan –**

We'd really love to give you all a tour once our flagship outdoor learning centre is completed. We'll be in touch during the summer. *Noted*

After a discussion regards the Appeal reference 21/00778/FUL Land Next To Oak Tree Farm Redditch Road, the Clerk was instructed to chase a response from the Case Officer.

## **10.To note and agree actions for items of Correspondence (*incl.any other items received after agenda distribution*)**

- Haywood Lodge Care Home activities leaflet - noted
- Email from Beaudesert & Henley in Arden JPC regards raising awareness – noted, no further action
- Thank you email from Mappleborough Green Primary School regards recent donations – noted and Clerk confirmed it had been diarised for the next Clerk to chase in a few months time (required : invoice paid, photographic evidence and permission to post on website) Cllr Berry agreed to monitor and liaise with the school accordingly.
- SWP consultation, issues and options and economic strategy - noted
- Levelling up and Regeneration Bill reforms - noted

11.Approval of Accounts – all items Proposed by Cllr Badwal seconded by Cllr Chadwick, Cllr Berry to sign relevant documents and copy attached to hardcopy of minutes. Agreed to review all items at the General Annual Meeting.

- Approved statements and end of year accounting process
- Agreed future CiL expenditure - noted
- Confirmed Internal Auditor notified of Clerk replacement and future planning
- Update regards bank account management form – confirmed bank authorisers are Cllrs Badwal and Chadwick (removed Cllr Berry and Alex Cameron), to consider appointing Cllr Leyland, diarised for six months for future discussion.
- Discussed Zoom subscription – items deferred for agreement with newly appointed Clerk and process for recording meetings to be addressed. The Clerk confirmed that recordings are used for minute taking purposes only and deleted after minutes are approved.
- Confirmed NEST representative is Cllr Chadwick
- Discussed and agreed revised Annual Payments, Risk Assessment and Asset Register – agreed removal of items no longer in use and to note change of values for the 22/23 external audit AGAR completion. The Clerk confirmed that both laptops are backed up on hard-drive (in storage) and the Dell laptop also on One-Drive. It was agreed the desk and chair would be scrapped and the newly appointed Clerk would take control of the printer and ink agreement, as well as the Parish Councils shredder, along with both laptops. It was agreed that Cllr Berry would borrow the PC for a short time for a Parish Council related project.

12.To agree actions of any work around the Parish  
Cllr Leyland agreed to replant flower trough – Clerk to forward expense form.

13.Items for Future Agenda  
Any outstanding items.

14.To Note Date of Next Full Council Meeting : to be agreed following consultation with newly appointed Clerk

15.*Members of the Public and non-Parish Councillors to be excused for private matters to be discussed:*

- To confirm the appointment of the new Clerk/RFO and confirm next steps  
Appointment of Liza Rose, proposed by Cllr Badwal seconded by Cllr Berry, all agreed. Agreed start date : Wednesday March 1<sup>st</sup> 2023 to allow time for handover and receipt of references. Liza to inform the Parish Council of planned working hours following appointment.
- To discuss outstanding issues and actions
  - Contract of employment – Cllr Badwal to arrange.
  - Agree handover of equipment etc.. – agreed as above
  - Agree meeting with Ankcorn House Booking Secretary – Clerks to liaise and to arrange handover date/s etc

\*\*\*Meeting closed at 9:15pm \*\*\*