

**MINUTES of Offenham Parish Council meeting
held at Offenham Village Hall on Monday 2nd June 2025**

Parish Councillors: Ian Graham, Chairman

As per attendance register:

Sheila Briers	Matthew Rea	James Moclair
Marc Farmer	Marcus Taylor	Martin Penny
Claire Allen		

In attendance: County Councillor, Hannah Robson

25/047 Apologies

Cllr. Muxworthy & District Councillor, Aaron Powell

25/048 To receive Declarations of Interest updates to Members' Register

None

25/049 Open Forum

Appended to the minutes

25/050 Meeting re-opened and the minutes of the previous meeting were considered.

The minutes of the Parish Council meetings held on 12th May 2025 were accepted as a true record and signed by the Chairman.

25/051 To be advised of any urgent matters not herewith included (at the Chairman's discretion)

- **To approve and adopt Disciplinary Policy as mentioned in the Contract of Employment**

The clerk has emailed a copy of the Disciplinary Policy as supplied by NALC to all councillors as there is some urgency because of a new Contract of Employment which includes certain policies within the content.

It was agreed to adopt this policy. Proposed IG, Seconded JM

- **To approve and adopt Grievance Policy as mentioned in the Contract of Employment**

The clerk has emailed a copy of the Grievance Policy as supplied by NALC to all councillors as there is some urgency because of a new Contract of Employment which includes certain policies within the content.

It was agreed to adopt this policy. Proposed IG, Seconded JM

- **To receive feedback from Cllr Penny after the meeting of the Offenham Neighbourhood Plan Group**

Cllr Penny advised that the first meeting of the ONP group had taken place and a Steering Committee was set up and Chairman, Vice Chair and Secretary were elected. He distributed the draft "Terms of Reference" and requested that they be approved at this meeting. It was agreed that the Terms of Reference should be accepted and approved. Proposed JM Seconded SB.

A copy of the Terms of Reference and minutes of the Steering Committee meeting held on the 29th May are appended to the minutes.

The Chairman thanked the NHP Committee for their work and commitment.

25/052 To receive Clerk's report and progress updates on current issues

Offenham Wake

- Sue Rogerson from the Wake Committee has confirmed that a stall will be made available for the Parish Council.

8.

Maintenance

- Marcus has installed a new gate and made repairs to the fencing around the play area in the recreation ground. The netting to the boundary of the cricket ground has been secured but it may require new netting shortly.
- The grass triangular islands on Bennetts Hill and Three Cocks Lane have been strimmed and the PROW from Ferry Lane will be sprayed and strimmed once the weeds have died down. Unfortunately, due to windy conditions spraying has been deferred to this week.
- The uneven paving at the Wharf has been addressed but 2 blocks are missing but will be replaced shortly.

Interviews for a new Clerk & RFO

- Interviews took place on the 21st and the 27th May. It was agreed that both applicants were well received, a report will be given by the Chairman during this meeting.

New email address

- Will Saunders has set up a new email address which will be made available to the new clerk and will need to be advertised at that point.

25/053 To receive correspondence.

Emails forwarded to councillors as received and distributed prior to this meeting.

25/054 To consider any updates received for the Parish Council website.

The clerk has liaised with Will Saunders for him to make additions to the website. He has also improved accessibility for users. It is suggested that councillors look at the website to see if there are any suggestions for additions and/or news items that can be displayed. Cllr Allen advised that her details do not appear on the website. Cllr Penny advised that the ONP group will need to be able to make regular updates and requested an email address specifically for ONP. The clerk will contact Will Saunders with the request.

25/055 To receive update of community speedwatch scheme

Cllr Rea advised that he is waiting to hear from West Mercia about the vetting process, nothing can proceed until they have given permission. He did ask the County Councillor when the 30 mph speed limit would become official.

25/056 To receive update from the staffing committee.

The Chairman updated members on the recruitment process and explained that two good applicants were interviewed but the decision to offer Rebecca Bowser the position was due to her having experience with a larger parish. Rebecca was present at this meeting.

25/057 To consider actions required for PC attendance on Wake Day.

Cllr Rea will deliver his gazebo for PC use at the Wake to Cllr Briers where it will be collected by Cllr Moclair who is helping to set up the stall with Cllr Farmer.

The rota for attendance on the stall is:

2pm to 3pm Cllrs Moclair and Graham

3pm to 4pm Cllrs Farmer and Taylor

4pm to 5pm Cllrs Penny and Allen

Cllr Briers will also attend.

Cllr Graham will assist in taking down the stall.

25/058 To consider purchasing 2 additional solar panels for VAS.

A quotation was received from Elan City Ltd to supply 2 additional solar batteries at a cost of £769.60 plus vat. It was agreed to accept this quotation. Proposed MF Seconded JM

25/059 To consider undertaking the annual check of the War Memorial.

Cllr Briers agreed to check the condition of the War Memorial and give feedback at the next meeting.

9.

25/060 **To consider annual maintenance check on bus shelters.**

Cllr Briers agreed to check the condition of the bus shelters and will give feedback at the next meeting.

25/061 **To consider inclusions for monthly Parish Magazine.**

- Neighbourhood Plan entry from Cllr Peny
- Advise change of clerk
- Website update

25/062 **Member & committee reports:**

Report from Footpath Warden – Roy Betts contacted the clerk to advise that a resident had told him that the PROW from Ferry Lane was overgrown, he stated that he had inspected the area of concern and reported that there were some areas that may need strimming.

Report updates on Rural Communities – None

VHC - Moclair reported that the kitchen extension is likely to go ahead and that the VHC had had interior designs completed for the new kitchen. He added that part of the wooden surround for the Jubilee Garden was coming apart and needs repairs. He also mentioned that there appears to be issues with the cladding to the hall in that it absorbs water. He stated that Martin Roberts is contacting the contractor to get this rectified.

Disaster Emergency Plan (only if updates have taken place) – The clerk advised that the contact list has been updated.

25/063 **To receive financial update and approve bills for payment etc**

At bank:

Current account 0649818	£34390.79	as at 20.5..2025
Deposit account 7277881	£53048.20	as at 20.5..2025
FTD 3 Month	£10000.00	

V no.	CHQ No.	PAYEE	NET	VAT	TOTAL
16	002146	The Maypole Club	300.00		300.00
17	002147	HMRC	691.29		691.29
18	002148	Smartcut Ltd	345.00	69.00	414.00
19	002149	Fortitude IT Ltd	10.00	2.00	12.00
20	002150	Offenham Village Hall	30.00		30.00
21	002151	Diane Cox - admin	54.92		746.32
22		- mileage	21.60		
22		- salary	669.80		
23	002152	Offenham Village Hall	250.00		250.00
		Sub Total	2372.61	71.00	2443.61
15	002145	Clear Insurance management Ltd	1949.45		1949.45
		Total	4322.06	71.00	4393.06

n.b Cheque number 002145 payable to Clear Insurance Management Ltd for £1949.45 was issued on the 12th May for payment to be received prior to the renewal date 1st June.

25/064 **To be advised of planning matters including:**

Applications:

None

Decisions:

W/25/00882/PIP Land between Hawthorne Villa and 1 Linwood Cottage, Station Road, Offenham
Permission in Principle for up to 2 dwellings – **Approved**

W/24/02499/TDC5 14 Newtown, Offenham, Evesham, WR11 8RZ

Technical Details Consent for a site that has been granted Permission In Principle reference

W/22/02574/PIP for two dwelling houses – **Approved**

10.
25/065 **To advise items for the next meeting.**

- Neighbourhood Plan progress report
- MUGA Event

25/066 **To consider date and time for next meeting** – The Parish Council meeting will commence at 7.30pm on Monday 7th July 2025 to be held at Offenham Village Hall.

Meeting closed at 9.20pm

Signed
Chairman, Offenham Parish Council

Date.....

Open Forum

Report from County Councillor

- Hannah Robson reported that she had been busy over the last couple of weeks attending induction meetings for WCC.
- She stated that it was a minority administration.
- She added that WCC had approved the use of car parking space at County Hall for use by the Worcester Royal Hospital staff.
- She mentioned that the hedging issues raised at the last meeting were being investigated.

Report from District Councillor, Aaron Powell

- Whilst Cllr Powell was unable to attend this evening, he forwarded information supplied from Wychavon DC about the changes to local councils and a request for feedback from residents.

A resident was concerned about the possibility of future development on a ridge and furrow site.