

**MINUTES of Offenham Parish Council meeting
held at Offenham Village Hall on Monday 7th July 2025**

Parish Councillors: Ian Graham, Chairman

As per attendance register:

Sheila Briers	Matthew Rea	James Moclair
Marc Farmer	Marcus Taylor	Martin Penny
Sam Muxworthy		

In attendance: County Councillor, Hannah Robson
Outgoing District Councillor Aaron Powell

25/067 **Apologies**
Cllr. Claire Allen

25/068 **To receive Declarations of Interest updates to Members' Register**
None

25/069 **Open Forum**
Appended to the minutes

25/070 **Meeting re-opened and the minutes of the previous meeting were considered.**
The minutes of the Parish Council meetings held on 2nd June 2025 were accepted as a true record and signed by the Chairman.

25/071 **To be advised of any urgent matters not herewith included (at the Chairman's discretion)**
Construction Traffic Concerns

Concerns have been raised on the Offenham Neighbourhood Watch Facebook page regarding lorry traffic associated with the Bromford construction site on Three Cocks Lane.

Issues mentioned include:

- Use of Main Street instead of Newtown
- Excessive speeds through the village
- Vehicle movements beginning at 7:30 AM, potentially outside agreed times

Diane has followed up with the site manager, who confirmed he was aware of the concerns and had already contacted suppliers asking them to use the Newtown route.

A lorry was observed parked on the pavement at the time of Diane's visit; the site manager has committed to ensuring this does not recur and was cooperative and responsive to the feedback.

25/072 **To receive Clerk's report and progress updates on current issues**

Clerk Contact and Website Access

I am now fully operational with the new parish council email address. I have spoken with Will regarding access to the parish council website, and once granted, I will be able to upload key information including:

- Agendas
- Minutes
- News items
- Important notices
- Road closures

I have also contacted all relevant organisations, departments, and key stakeholders to notify them of the change in Clerk and updated contact details, using the new email address.

Maintenance

Diane has been in communication with Marcus regarding the maintenance actions identified in the recent RoSPA report.

Additionally, I have placed an order for the new cradle seat, which will be delivered to Cllr Briers.

25/073 **To receive correspondence.**
Emails forwarded to councillors as received and distributed prior to this meeting.

25/074 **To consider any updates received for the Parish Council website.**
The clerk will arrange a meeting with the Website provider to go through the items listed in the clerks report.

25/075 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.

25/076 To receive feedback from to PC attendance on Wake Day

The general consensus was that Wake Day was a success, and the Parish Council stand was well received. There was strong public engagement, particularly on topics the Council is currently seeking feedback on. Positive responses were collected for the proposed pétanque pitch, and these have been passed to the Clerk, who will now explore potential Section 106 funding.

Interest was also shown in the proposed MUGA event, with attendees scanning a QR code to register. Numerous flyers were distributed, and conversations took place to update residents on the Neighbourhood Development Plan (NDP) and upcoming public meetings.

In addition, signatures were collected in support of the proposed roundabout at the Recreation Ground. The Wake Committee requested a donation towards the annual insurance to hold the event, the full cost of £715 as a donation from the Parish Council was proposed by Cllr Farmer and seconded by Cllr Moclair, all agreed.

25/077 To receive feedback from Cllr Briers after undertaking the annual check of the War Memorial.

Cllr Briers reported that the general condition of the War Memorial was good but it will need a clean. Cllr Penny requested that the Poppy Wreaths be removed, Cllr Briers will action.

25/078 To consider feedback from Cllr Briers after the annual maintenance check on bus shelters.

The Bus Shelters are in good repair with no maintenance required at this time. They do require a clean, seating area to be wiped down and swept out. Local resident Mr Keitley volunteered his help.

25/079 To consider holding another MUGA event towards the end of the summer.

Cllr Farmer has forwarded a poster from the Wake event to be used at the following proposed locations;

- Parish Website
- Parish Magazine
- Noticeboards
- Spotted
- First School
- Youth Club

A QR code on the poster can be scanned to register interest. Feedback has already started to be collected from the Wake Day event. The clerk will arrange for the advertising at the above locations.

25/080 To consider request from the Wake Committee for a donation to cover the cost of Insurance.

The clerk to confirm the requirement as previously approved.

25/081 To consider request from resident to attach a light guard to the street light located near the Maypole.

A local resident has requested that the Parish Council provide a guard for the streetlight outside their property. Councillors agreed to investigate the issue and will review it further as the darker evenings approach, in order to assess the level of light impact.

25/081 To consider a motion and letter regarding the Government's decision to end support and funding for Neighbourhood Plans, as outlined in materials provided by Worcestershire CALC.

It was agreed that councillors, along with the Chair on behalf of the Parish Council, will use the templates provided by CALC to write to the relevant government departments in support of continued funding for Neighbourhood Development Plans (NDPs).

25/082 To review Reorganisation of Council presentation.

Cllr Graham and Cllr Moclair attended the 'Shape Worcestershire' event on local government reorganisation. Their feedback confirmed the two main options being presented: a single unitary authority or two separate unitary authorities, as also outlined by the District and County Councillors.

There remain several unanswered local concerns, and councillors will continue to seek further updates as the process develops.

25/083 To consider inclusions for monthly Parish Magazine.

Items to be included in the next Parish Magazine;

- NDP Update – Cllr Penny
- MUGA Event Update – Cllr Farmer
- New Clerk Intro – Becky Bowser
- New Website – Becky Bowser

25/084 **Member & committee reports:**

Report from Footpath Warden – None

Report updates on Rural Communities – None

VHC – Cllr Moclair reported that the interior painting has been completed, with satisfactory results. At the Jubilee Garden, some of the timber is in poor condition. Cllr Marcus Taylor has assessed the damage and confirmed that some timbers need replacing, which he will arrange. A gardener is now in place to maintain the area.

The Village Hall Committee is experiencing difficulty obtaining quotes for the planned kitchen extension, despite having secured funding. They will continue to pursue this.

Issues also remain with the soundproof cladding, which is now leaving a visible residue on surfaces since drying out. Cllr Moclair will follow up further with the supplier.

Disaster Emergency Plan (only if updates have taken place) – None

To receive progress report from The Neighbourhood Plan Steering Group

The Steering Group met on 3rd April 2025, with 21 attendees—exceeding expectations. Andrew Ford and Ernie Edwards from Wychavon and Malvern Hills District Councils attended and provided a detailed overview of the NDP process, expected requirements, and timescales.

It was clarified that the Steering Group may make recommendations, but all decisions must be approved by the Parish Council. Parish Council representatives are responsible for bringing these recommendations forward for approval.

Stage 1 is for the Parish Council to formally approve the Parish Boundary, as circulated prior to the meeting.

The withdrawal of central government funding was also discussed. Cllr Penny confirmed that Wychavon District Council has allocated £10,000 to support NDP-related costs. The overall estimated cost is around £30,000, with the remaining funds already earmarked by the Parish Council.

Outgoing District Councillor Aaron Powell has confirmed he will continue to support the NDP process despite stepping down.

It was agreed to continue advertising for additional Steering Group members via noticeboards, the parish website, magazine, leaflet drops, and social media. The NDP Facebook page, website section, and dedicated email address are now active.

The group acknowledged the excellent progress made in a short period.

The adoption of the Parish Boundary was proposed by Cllr Graham, seconded by Cllr Briers, and unanimously agreed.

25/085 **To receive financial update and approve bills for payment etc**

At bank:

Current account 0649818	£16,568.75	as at 20.06.25
Deposit account 7277881	£63,084.91	as at 20.06.25
FTD 3 Month	£10000.00	

V no.	CHQ No.	PAYEE	NET	VAT	TOTAL
24	002153	Wychavon District Council	97.37	19.47	116.84
25	002154	Wychavon District Council	97.37	19.47	116.84
26	002155	Rebecca Bowser – Salary	340.04		361.64
26		- Mileage	21.60		
27	002156	Diane Cox – admin	49.65		755.90
28		Diane Cox – mileage	36.45		
28		- Salary	669.80		
		Sub Total	1312.28	38.94	1351.22
29	002157	Smart Cut	575.00	115	690
		Total	1887.28	153.94	2041.22

25/086 **To be advised of planning matters including:**

Applications:

W/25/01100/FUL Sunrise, Leasowes Road, Offenham

Proposed single and two storey extensions to form additional living accommodation to include render to walls with brick plinth, demolition and replacement of glasshouse with outbuilding (garage, bike store, tool/potting shed, glasshouse, log store) and change of use of land.

OPC Comment – No Objection

- 25/087 **To advise items for the next meeting.**
- Neighbourhood Plan progress report – Cllr Penny
 - MUGA Event – Cllr Farmer
 - Petanque Pitch discussion - All
 - Playground Roundabout – Cllr Muxworthy
 - Good Garden Competition Judging – Cllr Briers & Cllr Muxworthy
 - VAS Warranty (Elan City) - Clerk
- 25/088 **To consider date and time for next meeting** – The Parish Council meeting will commence at 7.30pm on Monday 4th August 2025 to be held at Offenham Village Hall.

Meeting closed at 9.50pm

Signed
Chairman, Offenham Parish Council

Date.....

Open Forum

Report from County Councillor

County Councillor Hannah Robson confirmed she is happy to provide support following the departure of the District Councillor.

She has recently toured the parish with the Highways Liaison Officer to log defects and issues, and also attended the Police 'Drop-In' session in Offenham.

Cllr Matthew Rea raised a concern about an overgrown hedge narrowing the pavement at the railway bridge. Cllr Robson will investigate.

Cllr Marcus Taylor reported damage to the road surface on Merry Lane (last 10m near Station Road). Cllr Rea will provide further details by email, and Cllr Robson will follow up.

Report from District Councillor, Aaron Powell

District Councillor Aaron Powell has announced he will be stepping down due to accepting a politically restricted role with the West Midlands Combined Authority. He has assured the parish council of his continued informal support for the Neighbourhood Development Plan (NDP).

An election petition has been filed regarding the results in *The Littletons* division, seeking to overturn the outcome. A directions hearing will take place at the High Court next week. The petition is publicly available on the Wychavon District Council website.

The Local Government Reorganisation public engagement exercise has now closed, with 4,300 responses received—1,000 from Wychavon, the highest number across districts.

Early results show 57% support for two Unitary Authorities, and 22% for a single one. This is part of an ongoing process seeking consensus from District and County Councils.

Members of the Public – 2

Two members of the public attended the meeting, both of which wished to send their good wishes and thanks to outgoing clerk, Diane Cox.