SEDGEBERROW PARISH COUNCIL

The minutes of Sedgeberrow Annual Parish Council meeting held Wednesday 27th May 2026 at 7.15pm

Present: Cllr J Williamson (Chair), Cllr Chubb, Cllr Howe-Double, Cllr R Hunt & Cllr S Morris
In Attendance N Nicholson (Clerk) and 3 Parishioners.

1. **Election of Chairman.**

Cllr Howe-Double proposed, Cllr Hunt seconded, and it was agreed to elect Cllr Williamson as Chairman. Cllr Williamson signed the acceptance of office.

2. **Election of Vice-Chair**

Cllr Chubb proposed, Cllr Hunt seconded, and it was agreed to elect Cllr Morris as Vice-Chair.

3. **Apologies**.

Apologies were received and accepted from District Council E Simms, Cllr White and Cllr Jackson.

4. **Declarations of Interest:**

a. Councillors were reminded to keep their Register of Interests forms up to date and report any changes to the Monitoring Officer at Wychavon. It was noted the Wychavon District Council had recently notified that residential addresses would no longer be published.

b. Cllr Howe-Double declared an interest as the Chairman of the Parsons Grove Management Company.
Cllr Chubb, Cllr Hunt, Cllr Howe-Double & Cllr Williamson declared interests as members of the Village Hall Committee

Public participation:
Mike Parker delivered historic SeSaMe awards and historical items as part of him retiring from his environmental endeavours. Members thanked Mike Parker for his long service and the work he had done over many years for the pursuit of better environmental impacts on the village and surrounding areas. It was agreed by the Parish Council to create an environmental working party to ensure this work continued. Cllr Hunt agreed to be the point of contact with EVER on this.

The other two attendees had nothing to raise in the democratic time but were taking the opportunity to record the meeting. There was a discussion regarding if this was permitted and if they should out of courtesy have notified clerk/chairman.

5. **Document review:**

The Code of Conduct for members, which has been adopted in 2022 was noted. The Standing orders which were adopted in 2021 were noted. The financial regulations which

were reviewed in 2024 were noted. The new IT policy required for assertion 10 on the AGAR was proposed by Cllr Chubb and seconded by Cllr Howe-Double and agreed by all.

6. Appoint representatives:

Representatives for areas of Council responsibility were agreed as follows:
Worcester Association of Local Councils – Cllr Morris
Village Hall Committee – Cllr Williamson, Cllr Chubb & Cllr Howe-Double
New Community Hall – Cllr Jackson
Police Liaison – Cllr Morris
Transport Issues, incl Highways – Cllr Hunt
Tree Warden – Cllr Hunt
Flood Warden – Cllr Hunt
Footpaths – Cllr Jackson
Play Parks –Cllr Chubb & Cllr Howe-Double
Defibs- Cllr Jackson
Village Assets – Cllr Howe-Double
Litter and dog waste bins – Cllr Chubb
VAS – Cllr Howe-Double
Newsletter – Cllr White
Notice Board – Cllr Jackson
Parish Games – Cllr Morris
Pentanque – Cllr Morris & Cllr Chubb
Isbourne Catchment Group – Cllr Williamson
Signatories – It was agreed to add Cllr Chubb as a signatory
Finance/Budget – Cllr Chub & Cllr Jackson

7. Minutes:

The minutes of the meeting on 18 March 2026 were proposed by Cllr Chubb, seconded by Cllr Howe-Double agreed by all and signed by the Chairman as a true record.

8. Policing matters – ANPR/CCTV

Cllr Morris advised that a tender proposal was being put together; she explained that there had been difficulty finding companies to tender as generally the companies contacted dealt with much larger areas requiring many more cameras. Thus far 2 companies had been identified willing to tender and a third was being sought.
Cllr kersey suggested that funding be sought from the OPCC.

9. Representatives Reports: See Annual Parish Meeting minutes.

There was a discussion regarding the increase in HGV's through the village and what could be done to reduce/re-route, the increase was thought to be due to applications for sites being accepted by Tewkesbury Borough Council, who were not seemingly taking consideration for the impact over their border. It was thought the newly established Palletex site was causing the most impact. Concern was raised that TBC had not demonstrated a duty

to cooperate when approving the Palletex site and Cllr Kearsey planned to pursue this with TBC.

District Councillor Kearsey reported on local matters as follows:
School parking issues – Cllr Kearsey would request that Wychavon District Council parking enforcement officers attend; she did explain that there was a lack of officers due to difficulty recruiting the numbers required.

S106 Cllr Kersey drew attention to s106 monies held by Wychavon District Council available to Sedgeberrow, it was thought there was £57K allocated for formal sports and £21K allocated for public open spaces, the clerk would contact the relevant officer to confirm the exact amounts available and the 'use by' time frames.

Cllr Kearsey advised that the changes to the NPPF included suggestion that any development applications refused locally for 150 dwellings can ask for a ministerial review. She also advised that the government was not supporting Neighbourhood Plans but was putting more emphasis on green space policies that are very well provided for in the current Sedgeberrow Neighbourhood Plan.

Cllr Kearsey advised that Wychavon District Council was expecting an announcement regarding the local government reorganisation in June detailing if there would be one or two Unitary Authorities in Worcestershire. She felt it was looking more favourably towards the North/South option.

Cllr Kearsey advised that £5 million had been set aside by Wychavon District Council as legacy grant money, it was something that would not require application but distributed by Wychavon District Council where they see a need.

The s106 bus allocation was discussed and the clerk would chase up the Worcestershire County Council MIP team or legal to try and ascertain if the Parish Council could access the funds to improve the bus stop access in Sedgeberrow.

10. Highways Matters – Traffic monitoring/HGV's

The topic had already been discussed in representatives' reports, the Worcestershire County Council were not inclined to do the monitoring. Cllr Chubb suggested the Parish Council could source their own monitoring, cost dependant, and members agreed for Cllr Chubb to investigate this.

11. Recreation Grounds

Jubilee Park:

Cllr Howe-Double advised that since the last meeting, no ball games signage had been installed, following a complaint regarding damage to adjacent properties, noting there was facilities for football at Glebe Meadow.

Cllr Howe-Double advised that the wooden multi-play had been raised to monitor during the ROSPA inspection and that the wood was rotting, it would need replacing in the future, potentially using some of the remaining CIL.

Glebe Meadow:

Cllr Chubb advised that he was working through the repairs advised on the ROSPA report, the goal mouth grass had been re-seeded on one goal mouth and the rotten gate post replaced.

The permission for work on the sycamore with the TPO had been obtained and the price from the contractor A R Lewis was £800, members agreed to proceed.

Since the last meeting a rotten balance beam had been reported, Cllr Chubb had removed, the price to replace was £50 plus £50 delivery, Cllr Chubb would install, members agreed to proceed.

A steering wheel had come away from the equipment, this was £70 to replace, members agreed to proceed.

DDA Accessibility – Cllr Chubb is reviewing what is possible and obtaining quotations. Once that is complete, he would look into funding options/grant applications. The Mill Lane entrance was proving more difficult to find a solution due to obstructions, narrowness and gradient.

12. Planning:

a) Comments made on planning applications to Wychavon: W/26/00790/PIP Holloway Agri-Drain, Winchcombe Road. Permission in principle for 4 market dwellings and 1 affordable home. Objection had been submitted in the 14 day time frame as agreed unanimously by the members, regarding the application being within the flood zone.
b) Applications Approved: N/A
c) Applications refused: N/A
d) Holloway Yard Enforcement – Cllr Keasey was not aware of the outcome and asked the clerk to contact Wychavon District Council enforcement cc her for an update. The landowner was present at the meeting and advised members that it had been dismissed.
   Cllr Keasey advised that she would follow up on the listed building enforcement issue that she had raised regarding the erection of a fence at The Mill.

13. UPDATES:

Community Hall/Legacy Grant

The Chairman advised that Ben Price, Legacy Grant Officer had reached out to the Parish Council for an update.He noted that he & Cllr Jackson would arrange to meet, however Cllr Kearsey was due to meet with Ben Price so kindly offered to update him.

Neighbourhood Plan

Covered in representative reports.

Parish Games

Cllr Morris advised that Sedgeberrow had entered all 14 events and that Cllr Hunt had agreed to be the team captain for the angling.

Defibrillators

The chairman advised that Cllr Jackson had addressed the 'brightness' issue raised at the March meeting and installed a bleed kit in the new Sandfield defibrillator.

Pétanque

Cllr Morris advised that the new season had started well and the regular Friday night sessions were well attended.

14. FINANCE

a) Monthly Bank reconciliation March & April - had been checked and confirmed by Cllr Chubb and Cllr Jackson via email.

b) Budget review v actual spend 25/26 – it was noted that the review had been circulated and that an adjustment had been made to the 26.27 precept budget allocation for the recreation grounds.

c) NS&I Accounts administration – VHC endowment
The VHC had agreed for the Parish Council to close the NS&I account and move the funds to a higher interest Lloyds account for both administrative ease and to increase the interest earnt.

d) The internal audit report was reviewed and accepted – no advisories

e) Following a review of the draft accounts for the year ending 31st March 2026, including the annual bank reconciliation and statement of accounts it was agreed by all that the draft accounts be signed by the Chairman & the RFO and adopted as the Councils annual accounts for year ending 31st March 2026.

f) The Annual Governance Statement (AGAR 1) was reviewed and agreed by all and signed by Chairman & RFO

g) The Annual Statement of Accounts (AGAR2) was reviewed and agreed by all and signed by the Chairman.

h) Agree commencement for the exercise of public rights:
Members agreed to use the suggested dates 3rd June – 14th July 2024.

i) Insurance renewal – members had reviewed and agreed to the insurance renewal; it was noted the council were in the second year of a 3-year LTA. There was a discussion regarding the Fete insurance, but it was thought the Parish Council insurance would only cover this if the Fete was formally and wholly run by the Parish Council.

The following payments and remittance made since the last meeting and payments for approval were noted as follows:

SEDGEBERROW PC PAYMENT AUTHORISATION & RECEIPTS APRIL/MAY 2026					
		Main Account			
Date	Payee	Details	Supplier Total	Payment by	Funding sourse
paid on 28.03.26	Mrs N Nicholson	clerk salary - March	£ 451.07	S/O	General
paid on 28.03.26	Mrs N Nicholson	clerk WFH allowance	£ 26.00	S/O	General
paid on 05.03.26	M Woodhouse	lengthsman services - March	£ 170.00	S/O	General
Paid on 14.04.26	Wickstead Leisure	Glebe play equipment parts	£ 145.74	bacs	CIL
Paid on 16.04.26	Evesham signs	Newsletter printing	£ 230.00	bacs	General
paid on 16.04.26	HMRC	querterly employers NIC	£ 15.17	bacs	General
paid on 17.04.26	Lloyds bank	banking fee	£ 4.25		General
paid on 20.04.26	BWP Creative	Annual domain name	£ 14.40	bacs	General
paid on 21.04.26	Worcestershire CALC	annual membership fee	£ 729.82	bacs	General
Paid on 24.04.26	C Jackson	reimburse bleed kits	£ 108.98	bacs	CIL
paid on 28.04.26	Mrs N Nicholson	clerk salary - April	£ 457.78	S/O	General
paid on 28.04.26	Mrs N Nicholson	clerk WFH allowance	£ 26.00	S/O	General
paid on 05.05.28	M Woodhouse	lengthsman services - April	£ 170.00	bacs	General
paid on 05.05.26	Evesham signs	update park signage	£ 50.97	bacs	CIL
paid on 05.05.26	Sdege Village Hall	meeting room hire 2025	£ 150.00	bacs	General
paid on 05.05.26	Sedge Village Hall	rest of 26.27 and ad hoc's	£ 100.00	bacs	General
paid on 05.05.26	Smart cut Ltd	Grass cutting	£ 302.40	bacs	General
paid on 18.05.26	A R Lewis	gate post replace Glebe	£ 421.00	bacs	CIL
paid on 20.05.26	S Carlyle	Internal audit fee	£ 80.00	bacs	General
		CURRENT ACCOUNT EXPENDITURE	£ 3,653.58		
		Receipts			
Date	Payee	Details	Total	Receipt by	
24.03.2026	Worcestershire County Council	Lengthsman reimbursement	£ 350.69	bacs	
27.04.2026	Wychavon District Council	precept & precept grant	£6,851.00	bacs	
27.04.2026	Wychavon District Council	CIL 90 Winchcombe Road	£229.13	bacs	
		TOTAL RECEIPTS	£7,201.69		

It was noted that the clerk had invoiced the VHC for £1500 as agreed for the legacy contribution for Glebe Meadow repairs as noted in the agreement between the VHC and PC.

15. Village Newsletter – Delivery & Printing

The Chairman would liaise with Cllr White regarding final copy and delivery of the Summer Newsletter

16. Village Maintenance –Bus Shelter and Community Litter Pick

Bus Shelter – As discussed under representative's reports

Community Litter Pick – Cllr Hunt was looking to involve the school children and was hoping to arrange for Saturday 20th June.

17. Environmental issues & Oil buying club

The Chairman advised that he would meet with Cllr White to discuss and review how to continue the legacy work of SeSaMe and Mike Parker with a view to creating an environmental sub-group to the Parish Council. Orchard preservation and creation of a Community Orchard discussed.

It was noted that the Oil Buying club was not in operation due to the Iranian conflict. The clerk was seeking clarity on the distribution of the 25.26 oil buying club dividends.

18. Correspondence:

Correspondence had been received regarding the Parish Council allegedly raising an enforcement issue at The Mill – this had not been raised by the Parish Council.

19. Future agenda items and minor reports:

WW1 Memorial tablet in the Old Rectory wall – Cllr Morris had ascertained that the tablet was not listed and was progressing the application to have it protected. It was also noted there would need to be budget allocation for cleaning and maintenance in the future.

Meeting closed 9.35pm

Date of next meeting:

TBC Wednesday 29th July 2025 at 7.15pm

Signed: _____ Date: _____