

Wickhamford Parish Council

Minutes of the Meeting, 10th September 2025.09/25.

Clerk to the Council, Andrea Evans, Ty Gwyn, Church Street, Offenham, Worcs, WR11 8RW.
07591533557 email wickhamfordpc@gmail.com website: www.wickhamfordpc.co.uk

Present: Councillors, T Hemming, R Gutteridge, T Cumberland, J Neal, S Wride,
N Austin, CC Emma Kearsey.

Clerk, A. Evans.

1. **Apologies** –

DC Emma Sims.

2. **Declarations of Interest**

None.

3. **The meeting was adjourned for the Public Question Time.**

2 members of Wickhamford Sports Club attended to raise a suggestion of works on playing field to level the ground and try to prevent cracking in the summer. The club are attracting teams from out of the village and want to encourage this but the pitches need work. Cllrs requested that they investigate costs and works required and present to PC for consideration. In the meantime, the clerk will check lease agreement. A request was also received to install a noticeboard at the playing field perimeter; this was supported and costings requested.

4. **The Minutes of the meeting** held on the 2nd July 2025 were agreed, proposed by RG, seconded by JN with a unanimous vote in favour. Signed by SW.

5. **District / County Councillors Report**

Reports will be added to the minutes and website when provided.

a. ROWIP-Rights of Way Improvement Plan- Councillors considered their responses and clerk will submit on behalf of PC. Advert will be in newsletter for individuals to complete.

b. Cllr Kearsey provided an update on appeal application at Murcot Turn for siting of caravans.

The new service from Worcs CC was outlined as follows:

About Worcestershire on Demand

The Worcestershire on Demand bus service is a flexible, app-based service for essential local journeys within defined zones, operating Monday to Saturday from 7 am to 7 pm. Users book shared rides via the [Worcestershire on Demand app](#), which matches passengers heading in a similar direction to a shared vehicle at nearby "virtual" bus stops. Journeys are capped at a flat fare of £2.50 per person, with concessions accepted after 9:30 am. The service currently operates in areas like [Malvern Hills](#), [Bromsgrove](#), and a new pilot in [Wychavon](#), with plans to expand to more areas like Hartlebury, Ombersley, and Bewdley in the future.

How it works:

1. **Download the App:** Get the Worcestershire on Demand app for your iPhone or Android device.
2. **Book a Journey:** Select your pick-up and drop-off locations within a service zone, and the app will direct you to a nearby virtual bus stop.
3. **Shared Rides:** The service matches you with other passengers heading in a similar direction for a shared ride.
4. **Track Your Bus:** Receive real-time updates on the bus's arrival time.
5. **Board and Pay:** Board a 13-seat, fully accessible bus and pay the flat fare.

Key features:

- **Flexible Journeys:** Alternative to fixed-route buses, offering flexible pick-up and drop-off points.
- **App-Based Booking:** Manage your travel through an easy-to-use app.
- **Shared Transport:** Maximizes efficiency by combining multiple passengers on the same route.
- **Affordable Fares:** A flat fare of £2.50 per person, with first journeys often free and concessions accepted.

Accessible Transport: Buses are fully accessible for all passengers

6. Police Report:

Update from www.police.uk

No report received.

7. Parish Council:

a. Whole Village event- Cllrs discussed possible events that could be set up in Wickhamford to draw together residents. SW suggested some kind of Christmas event, Cllrs supported this idea and TC offered Wayside as the venue. This is likely to be on Saturday 13th December 2025 with carol singing, mince pies, father Christmas giving our presents to children and mulled wine. As soon as date is confirmed this will be advertised with plans arranged at the PC meeting on 12th November 2025.

b. Review of burial ground rules and fees- Clerk has amended rules and fees in line with local cemetery rules. SW proposed, seconded by RG with a unanimous vote in favour to approve the rules and fees. Clerk will let all funeral directors and stonemasons have an up to date copy and add to webpage.

c. Request for funding from Wickhamford Memorial Hall for rendering of external walls- A request has been received to provide funding for this work, the work has been completed. Cllrs considered the request and unanimously agreed the following: PC requires 3 quotes for any work it consider (previously advised) or 2 if it specialist works. PC will not pay for projects retrospectively, the PC cannot claim VAT for a project that they have not been involved in, therefore they are unable to support this request. Proposed by SW, seconded by JN

d. Land transfer- Process is progressing, with paperwork being signed by SW and AE and submitted to solicitor. Vendor's representative has chased the process to get a speedy conclusion.

e. Update on defib at hall and VAS and consider replacements- Defib is showing a fault which we are working on, the device still works but we are following manufacturer instructions. Despite the VAS being calibrated it is still showing the incorrect speeds and thanking motorists for speeding. Clerk requested that Cllrs considered sharing a new device with Bretforton PC who have the same issue. SW proposed, seconded by TC with a unanimous vote in favour to purchase this at an approx cost of £1600.

f. Resignation of newsletter deliverer- Resignation has been received. It was unanimously agreed to advertise in newsletter to commence from November newsletter at a rate of £40 each time on a first come first served basis. There will an initial trial of 3 deliveries over 6 months to ensure that it is working satisfactorily.

g. Civility & Respect Pledge- Clerk asked Cllrs to consider signing up for this as the PC has already put in place policy 'Dignity at Work, adopted the code of conduct and has a bullying and harassment policy all of which we re-affirmed in May. The PC is always looking for best practise and adopting this wherever possible. Cllrs unanimously agreed to sign up for this and request the clerk to deal with the matter.

● **8. Planning.**

a. To consider/note the following applications:

a	<p>Case No: W/25/01690/HP</p> <p>Location: Roselawn, 40 Pitchers Hill, Wickhamford.</p> <p>Proposal: Removal of existing single storey conservatories and replacement with single storey rear extension, including alterations to side window, removal of existing garage and replacement with proposed outbuilding.</p> <p>Parish Council Decision: No objections.</p> <p>Wychavon Decision:</p>
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b. To note the following decisions/appeal:

b	<p>Case No: W/22/02244/CU</p> <p>Location: Field Farm Longdon Hill, Wickhamford</p> <p>Proposal: Retrospective application for change of use from agricultural land to support a dog exercise field.</p> <p>Parish Council Decision: No objections</p> <p>Wychavon Decision: Approved.</p>
c	<p>Case No: W/25/00876/FUL & Appeal reference 6000603.</p> <p>Location: Whitfurrows Farm, Pitchers Hill, Wickhamford</p> <p>Proposal: Removal of condition 11 (removal of permitted development rights) of planning permission W/03/00670/PN (erection of replacement dwelling and new outdoor manege)</p> <p>Parish Council Decision:</p> <p>Wychavon Decision:</p>
d	<p>Case No: W/25/01059/FUL</p> <p>Location: Press Meadow House Murcot Lane, Wickhamford</p> <p>Proposal: Proposed part extension of a residential outbuilding to create a self-contained unit for use as short-term holiday accommodation.</p> <p>Parish Council Decision: No objections</p> <p>Wychavon Decision: Refused.</p>

9. Finance:

- a. A list of payments to be drawn this month were approved and cheques already signed and ratified and the statement of balance of accounts 2025 approved as follows, proposed by SW and seconded by JN with a unanimous vote in favour.

Bank Account Reconciled Statement

Treasurers

Statement Number	42	Bank Statement No.	42
Statement Opening Balance	£3,761.85	Opening Date	24/06/25
Statement Closing Balance	£5,989.36	Closing Date	30/07/25
True/ Cashbook Closing Balance	£5,989.36		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
30/06/25		Wychavon DC	10.00	0.00	3,751.85
30/06/25		Andrea Evans	50.00	0.00	3,701.85
30/06/25		Badsey PC	3.00	0.00	3,698.85
30/06/25		Andrea Evans	34.73	0.00	3,664.12
30/06/25		Andy Tyrrell	238.00	0.00	3,426.12
30/06/25		Westcotec	135.00	0.00	3,291.12
01/07/25		Bretforton Parish Council	0.00	7.50	3,298.62
01/07/25		Badsey & Aldington Parish Council	0.00	7.50	3,306.12
01/07/25	Transfer		0.00	3,000.00	6,306.12
04/07/25		John Taylor	70.00	0.00	6,236.12
04/07/25		Parkinson Wright	900.00	0.00	5,336.12
04/07/25		Andrea Evans	50.00	0.00	5,286.12
07/07/25		HMRC	130.20	0.00	5,155.92
07/07/25		HP Ink	28.99	0.00	5,126.93
07/07/25		C Blackbrough	0.00	270.00	5,396.93
07/07/25		Andrea Evans	521.14	0.00	4,875.79
07/07/25	500032	Merstow Green Funeral Home	0.00	200.00	5,075.79
08/07/25		Andrea Evans	50.00	0.00	5,025.79
08/07/25		John Taylor	70.00	0.00	4,955.79
08/07/25		Andy Tyrrell	65.00	0.00	4,890.79
08/07/25		Smartcut	94.58	0.00	4,796.21
08/07/25		Smartcut	253.22	0.00	4,542.99
10/07/25		Anastacia Wright	40.00	0.00	4,502.99
15/07/25		Worcestershire County Council	0.00	1,005.62	5,508.61
15/07/25		Worcestershire County Council	0.00	238.00	5,746.61
21/07/25		Lloyds Bank	4.25	0.00	5,742.36
21/07/25		ICO	47.00	0.00	5,695.36
29/07/25		Worcestershire County Council	0.00	294.00	5,989.36

Bank Account Reconciled Statement

Treasurers

Statement Number	43	Bank Statement No.	43
Statement Opening Balance	£5,989.36	Opening Date	31/07/25
Statement Closing Balance	£4,586.25	Closing Date	18/08/25

True/ Cashbook Closing Balance £4,586.25

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/08/25		Badsey PC	3.00	0.00	5,986.36
04/08/25		Andrea Evans	10.00	0.00	5,976.36
04/08/25		Andrea Evans	21.98	0.00	5,954.38
04/08/25		Andy Tyrrell	288.00	0.00	5,666.38
04/08/25	S/O	PKF Littlejohn	252.00	0.00	5,414.38
05/08/25		HP Ink	31.99	0.00	5,382.39
06/08/25		HMRC	204.40	0.00	5,177.99
07/08/25		Bretforton Parish Council	0.00	7.50	5,185.49
07/08/25		Wickhamford Sports Club	0.00	437.00	5,622.49
07/08/25	BACS	Badsey & Aldington Parish Council	0.00	7.50	5,629.99
12/08/25		Worcestershire County Council	0.00	288.00	5,917.99
12/08/25		Andrea Evans	609.76	0.00	5,308.23
12/08/25		Andy Tyrrell	430.00	0.00	4,878.23
18/08/25		HMRC	291.98	0.00	4,586.25

Wickhamford Parish Council

Expenditure transactions - payments approval list Start of year 01/04/25

No	Payment Reference	Gross	To pay	Heading	Invoice	Invoice	Details
1075	August	£26.49	£26.49		08/09/25		Andrea Evans - monthly expenses
1		£16.49	21700	expenses			
2		£10.00	21100	1x play inspection			
1076		£416.80	£416.80		08/09/25		Smartcut - mowing
1		£163.58	20100/1	BG mowing			
2		£253.22	20100/2	amenity and play area			
1077		£165.00	£165.00	20500	08/09/25		Andy Tyrrell - watering
1078		£366.00	£366.00	21300	08/09/25		Andy Tyrrell - vas
Sub Total		£974.29	£974.29				
Total		£974.29	£974.29				

b. The 2nd quarter balances were noted as follows: Account ending 2068 £7006.31.

Account ending 5168 £17321.36.

c. Audit conclusion as at 31st March 2025- Councillors noted a clear audit conclusion. All notices have been displayed.

10. Lengthsman:

a. Tasks required-

- **Strim path from Sandy's Avenue through allotment to A44.**

11. Items for the next Agenda

- **Playing field renovations.**
- **Land purchase and planning of site.**
- **Christmas Event.**
- **Village record of councillors past and present.**
- **Newsletter-Church appeal.**

12. Date of next meeting: Wednesday 12th November 2025- Wickhamford Memorial Hall.

Items for the next Agenda must be received 7 days prior to the above date.

Andrea Evans

Clerk to Wickhamford Parish Council.
Meeting Closed at 8.30pm.

Signed.....Chairperson

Date.....

