**BROOME PARISH COUNCIL**

**Chairman – Mr Don Billington**

**Clerk – Mr Marcus J. Hart**

**Minutes of the Meeting of Broome Parish Council held on Wednesday, 6th September, 2017 at Broome Village Hall at 7:30pm**

**Present:-**

Cllr Don Billington (DB) (Chairman),

Cllr Michael Clark (MC),

Cllr Sherida Breeden (SB),

Cllr Warren Edwards (WE)

Cllr Mark Billingham. (MB)

Cllr Nick Norton (NN) (Vice-chairman )

Also, present were Mr Marcus Hart (MJH) (clerk) District Councillor Ian Hardiman (IDH) and PCSO Rebecca Ruston (RS).

**1. Apologies:-**

District Councillor Stephen Williams (SJW) conveyed his apologies.

**2. Declarations of Interest:-**

DB, MC and SB declared an ODI in respect of Broome Village Hall.

**3. Public Question Time:-**

None.

**4. Minutes of the Previous Meeting:-**

These were agreed as a true and accurate record and signed by the Chairman.

**5. Police Report:-**

PCSO Becky Ruston said there had only been two crimes in Broome in the last month,, one was a shed broken into in New Wood Lane and the other was a drugs offence where a vehicle was stopped on the A450.

There was a question posed regarding the theft of number plates at Broome House which was not on the latest police report or the one before. RS was unsure as to why and would look into this.

RS left at 7:34pm.

**6. District Councillor’s Report:-**

IDH gave the following report on behalf of the Wyre Forest Rural councillor team:-

The District Council reports that about 2,000 people responded during the 8 week consultation on its emerging Local Plan and more than 1,800 people attended the drop-in sessions to give their views on the Proposed Options and to ask questions.

Having a Local Plan helps the District Council to turn down development proposed by land owners and developers where the Council considers the proposal inappropriate.

Once all the feedback from this initial consultation has been considered, the Council will progress to the next ‘Pre-Submission’ stage in early 2018 at which there will be another Public Consultation before the Plan is submitted to the Secretary of State for final approval.

WFDC is continuing discussions with the owners of Crown House to find a long term solution for this site.

**7. County Councillor’s Report:-**

MJH had circulated a written report and spoke briefly to it and it is attached to the minutes.

**8. Matters Arising:-**

It was agreed that the ponding on Egg Lane was an ongoing issue. MB indicated that there had been no further progress.

DB said that he would carry on and discuss this matter further with ACE from WCC highways. DB had still not done this as ACE had been off on leave. It was agreed that we would leave it on the agenda until DB had spoken with ACE.

The stream in Broome Lane is silting up again. DB has spoken to DP and he would do it again, pretty much at the same cost. MJH has yet sto speak with ACE to see if WCC would fund this again and ask if they need a formal quotation. It was £876 last time. This matter is still ongoing as ACE is away.

MJH has reported the ponding and sunken road surface outside the village hall to WCC for inspection.

SB stated that the potholes about ¼ mile from Thicknall Lane are still bad in Broome Lane. MJH to report.

An additional litter bin was requested by NS and as she was not present it was agreed that this should be on going.

**9. Community Speed watch/Speeding in Broome Lane Update:-**

DB reported that he has spoken to Paul Brown yesterday and that he has been unable to ‘drum up’ sufficient support to undertake this. It was agreed that DB would ask Paul Brown if he would co-ordiante the scheme if the PC could find other volunteers.

It was agreed to discuss this matter further at the next meeting.

**10. Lengthsman’s Update:-**

MJ was not present. DB reported that MJ has recently submitted some work sheets which would be considered under finance.

**11.** **Councillors** **Complaints:-**

DB reported that since our last meeting a new Lime tree had in fact been installed without us knowing by WCC’s contractor. WCC had not asked them to do this either.

As a gesture of goodwill, WCC said that if the PC were happy with the new tree then there would be no charge to the PC for the new tree. The PC confirmed they were happy but a local resident is concerned it may be being eaten by grubs but DB is concerned that it may be the disease and asked MJH to ask WCC to get their aborist to look at the tree. MJH will action this.

As a result of the tree being brought down by storm Doris the hexagonal oak bench installed in 1965 by the WI has been completely demolished. It was agreed that the PC should replace the bench as it was ‘handed over’ to the PC. The bench is insured and there is a premium of £125 to pay. WE was able to provide MJH with a photo of the damaged bench to pass onto the insurers. At present we are awaiting for a quote from Stephen Wall. MJH advised that we should have 3 quotes, especially given the high value. It was agreed we would also secure a quote from Memorial Benches and WE has another supplier to obtain a quote as well. It was agreed that when we have the 3 quotes we can choose who to proceed with. If, for any reason, the insurers will not pay out, it was agreed that the PC would still replace the bench out of unallocated reserves and a limit of £1500 inclusive of VAT has been agreed, in order for DB to have delegated authority to place the order with the preferred supplier. SB raised the issue of cars sweeping round the bend when people were crossing. Could we have a 30 mph on road. MJH said now black not red.

SB raised the issue of a row of dead Silver Birch trees in the field adjacent to Broome Lane before 100 Acre Farm. MJH to look into this matter.

**12. Planning:-**

The planning schedule was duly circulated. There have been two applications since the last meeting. It was noted that the first planning application in relation to Doveleys 16/0546/FULL had been formally revoked.

It was proposed by MC and seconded by MB that we increase the planning sub-committee to 3 and that in the event of someone having an interest or being on holiday, there are still two people who can determine the application.

It was duly agreed that MB, NS and WE form the planning sub-committee for the next quarter.

DB reported that he had submitted a ‘no comment’ response to WFDC’s Local Plan consultation on behalf of the PC.

**13. Financial Report:-**

The financial spreadsheet was duly circulated, together with the bank statements. It was agreed that the bank statements balanced and agreed with the spreadsheet.

There were two payments for approval:-

£836.00 worth of lengthsman’s invoice.

£199.54 clerk’s annual expenses

MC duly proposed that the payments be made and MB seconded and these were unanimously agreed.

MJH advised that the external auditor’s had given the PC an unqualified audit and the conclusion of audit notice was now on the website and notice board. They just made one comment in respect of our level of reserves which they felt were too high, but they had not taken into account, despite MJH advising them that the HMRC payment of £2,691.07 was only a temporary ‘in’ as it was paid to the PC in error and if you looked at the bank balance in line with the precept then our reserves were substantially less. The PC noted this and resolved that they were satisfied that our bank balance and level of reserves was entirely appropriate.

MJH reported that he had made a claim for our VAT repayment for 15-16 and 16-17, which totals £60.96 and that we are currently awaiting for this to be approved.

**14. Meetings attended:-**

DB duly read his report on meetings attended. The report is attached to the minutes.

**15. Footpaths Officer:-**

WE reported that a new stile had been installed on Ernie Lane’s land near 100 Acre Farm at no cost to the PC.

There have been some waymarking’s installed.

The stile by Broome House and Broome Meadow Cottages, was discussed and this is impassable. It was noted that the gate is padlocked when there are sheep in the field, but provided the stile is passable, the gate could be locked all of the time.

WE agreed to look into the provision of a new stile/gate.

**16. Correspondence:-**

The schedule was duly circulated and noted. MJH stated that he had received a letter from HMRC on our VAT refund yesterday so this was not on the schedule.

**17. Councillor’s Reports:-**

DB raised that Phil Abel was asked by WCC to cut back his holly hedge adjacent to the footpath in the village. He has cut the hedge back but it does look unsightly as a result of being cut back and he has installed railway sleepers as an interim measure. DB reported that Phil’s intention is to have a brick wall. DB is going to liaise with Rachael Benson at WCC and also reported to the meeting that MJH had advised to speak with WFDC’s conservation officer Peter Bassett. MB said that as this is in a Conservation area planning permission may be required.

SB raised the Village Hall fundraiser and reported that it was a very successful event and made £1,600. It was agreed by all that this was a

good village event.

**18. Parish Makeover:-**

MJH reported etc.... telephone box. Bench etc....It was made by Eric Clement and installed circa 30 years ago.

WFDC came around on Monday morning.

NN is looking at cast iron ends for a new bench.

**19. Emergency Plan:-**

This is still ongoing and DB/MB/WE are still to meet and it was agreed that this should remain on the agenda. DB had circulated a sample of an emergency plan that we have to the sub-committee. DB reported that Rebecca Pritchett was still on maternity leave but was due back in October. DB would then have a discussion with her.

**20. Parish Localism Fund:-**

We needed to consider at the next and subsequent meeting if we were going to make an application for this year and if so for what.

Gateways, MJH to arrange site visit for MJH/DB and ACE.

PC’s to think of any items for the next meeting.

**24. Date of Next Meetings**:-

The following date was agreed for 2017:-

Wednesday 6th December

Meeting closed at 9:08pm.

Signed…………………………………………(Chairman)

Dated…………………………………………..