**BROOME PARISH COUNCIL**

**Chairman – Mr Don Billington**

**Clerk – Mr Marcus J. Hart**

**Minutes of the Meeting of Broome Parish Council held on Wednesday, 6th December 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) and District Councillor Ian Hardiman (IDH).

**1. Apologies:-**

Cllr Nicky Speakman (NS), District Councillor Stephen Williams (SJW) and PCSO Rebecca Ruston (RR) conveyed their 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, subject to three minor alterations, style be amended to stile in agenda item 15, agenda item 6 not 8 as there were two agenda item 8’s and, regarding agenda item 15, the stile is impassible, but not because of the nettles

**5. Police Report:-**

None as no one from the team was able to attend but they had sent in a report in which said that there had been two crimes since November in the Broome area, a burglary dwelling on the Worcester Road and a blue Audi was taken and there was also another vehicle stolen nearby.

**6. District Councillor’s Report:-**

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

In respect of the Lion Fields development, the site of the former Glades Leisure Centre, WFDC is about to award a contract for the construction of a new cinema an leisure hub.

WFDC is in talks with Kidderminster College who have acquired the former Levines site in order to so a potential land swap in order that the College can expand on WFDC’s Market Street car park and WFDC provide a car park on the former Levines site.

Crown House is finally set to be demolished as the tenants Tellereal Trillium have agreed to pay for the demolition of the building at no cost to the Council. The legal documents have yet to be signed but at last this project is finally moving forward.

The Green Street depot is to be transformed into a modern, fit for purpose suite of offices. New industrial units will be provided for leasing to generate income. The hub, currently located at the town hall is to move to Green Street, where our revenues and benefits will also be located to provided a more joined up service.

The opening up of traffic in Worcester Street should commence next spring. This is a £1 million joint project between WFDC and WCC to improve the public realm and attempt to increase footfall in that part of the town.

WFDC and WCC hope to secure funding from the GBSLEP and Worcestershire LEP to create an access road off St Mary’s Ring Road in Kidderminster to open up what is called Churchfields (the former Tomkinson Carpets site). It is allocated for housing and this will mean that the Horsefair junction will be one way into the town and out will be via the new access road. This will also tackle the air quality issue and should ease congestion.

**7. County Councillor’s Report:-**

MJH had circulated a written report which he also spoke to and was as follows:-

**Strategic Issues County Wide**

As previously reported, our Children’s Services continues to be a great worry for us as a result of our inadequate OFSTED and we currently have a commissioner appointed to assist with improving our social work practice and outcomes for children. We have some 760 ‘Looked After Children’ in Worcestershire, a rise of about 50 in the last 6 months. The additional 50 has an additional cost pressure of circa £5 million on the overall budget. What is even more important than the money, however, is outcomes for children and better outcomes is what we are striving to achieve. We are now working with Essex County Council and Cabinet has now approved that they will go into an Alternative Delivery Model (ADM), structure and there is a project board set up to see how this will operate.

A £4 million investment into Kidderminster Railway Station has been approved and Cabinet met last week to agree to a contract being let, with the work starting next year and being completed in 2019.

We have received circa £55 million of Government funding to complete the Southern Link Road and dual Carrington Bridge. This is a major piece of infrastructure funding for Worcestershire.

There was an extra ordinary meeting of Full Council held on Thursday 19th October, as a result of the Labour Group tabling a motion effectively stating that they had no confidence in the Conservative Cabinet. With Labour having 10 members, the other groups 7 members and the Conservatives having 40 members, I am sure you can work out which way the vote went!

Full Council met for its normal scheduled meeting on 9th November and Local Transport Plan 4 was approved. This is a high level strategic document in respect of the infrastructure plan for the County moving forward. I will be keeping a keen eye on any proposals for our area.

There is a further extraordinary meeting of Full Council this Thursday in order to formally appoint the new chief executive, who is currently chief executive of Derby City Council.

**Broome Issues**

I had a site visit with your Chairman, Cllr. Don Billington and Barry Barnes from WCC on 10th October to look at the location of the Parish Gateways. We also saw the leaning trees in Broome Lane on private land. Barry has written to the landowner in order to take action.

I am currently collecting feedback on the Velo event in order to report back to Cllr. Ken Pollock and highways officers as they assess whether to support next year’s event or not and you may have seen the article in my recent newsletter.

**Wyre Forest Issues**

You will be aware of the £2 million public realm investment which was a jointly funded project between Wyre Forest District Council and Worcestershire County Council which saw a much needed makeover for the town centre in High Street and Vicar Street and the new town square and shared space outside the town hall. This work has now been completed and we are looking at linking this scheme up to the junction of Coventry Street and down Worcester Street, including the creation of on street car parking bays and opening this part of the town up to traffic. The second phase is again jointly funded and will cost £1 million and should begin in 2018. I fully support this second phase which is much needed investment in our town centre. By opening up Worcester Street to traffic this will open this end of town and I sincerely hope it opens up the market and we see some of the many redundant shops being brought back into life, including some residential conversion.

**8. Matters Arising:-**

DB reminded the PC that we had previously asked some questions of the police of missing reports, ie crimes that had been reported but when they came to the meeting they were not included in their report. There was an email several days later clarifying that the police had overlooked the matter and in fact it had been reported.

It was agreed that the Ponding in Egg Lane should remain on the agenda as an ongoing issue.

It was agreed that the flooding in Broome Lane should remain on the agenda as an ongoing issue. DB reported on the email exchanges between MJH and WCC highways in respect of this matter in order to try and progress it. WCC highways appeared not be aware of the issue, despite the flood gauge in Broome Lane and that it was on WCC highways land and they had previously funded the dredging works that David Pheysey had undertaken about 4 years ago and MJH and DB had pointed it out to Barry Barnes from WCC highways when he met them for the site visit on 10th October.

The issue of tree roots in Broome Lane heading towards Thicknall Lane end before the lane on the right to Holy Cross was further raised and it was agreed that MJH would liaise with Alex, our highways liaison engineer about this matter.

It was agreed that the litter bin proposed for the no through road near Nicky’s house is to remain on the agenda as an ongoing issue.

A local resident is concerned about the condition of the new tree. It was agreed that MJH would raise this with WCC for inspection.

In respect of the Silver Birch trees, the landowner has been written to and they were to be done by the end of November. They haven’t been as yet and it was agreed that MJH would chase.

NN was looking at two cast iron ends for a new bench to replace the one that was rotten at the far end of the village. It was agreed that NN should progress this and order the wood and was agreed that at the end of the formal meeting the PC were to look at the two types of cast iron ends that NN had brought and select the preferred one. DB said the PC would be prepared to cover the costs of this replacement and this was agreed.

The emergency plan is still ongoing. It was agreed that DB was to have a conversation with Rebecca Pritchett at WFDC to discuss this matter.

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

DB had spoken to Paul Brown who said he was prepared to coordinate and run the scheme if the PC could recruit sufficient people to run the scheme. He will do this but we need to secure approximately another 5 volunteers. SB is prepared to volunteer and as is her neighbour. It was agreed the PC members were to ask more local residents with a view to progressing this at the January meeting.

**10. Village Gateways:-**

DB and MJH reported on the site visit that they had held with Barry Barnes from WCC highways. It was proposed that we had two gateways, one either end of the village, both 1metre in width one off the A450 on the right by the 30mph sign and the Broome Village sign and coming into the village from Clent on the left by the Broome Village sign.

It was proposed that MJH progress this. MJH proposed that on his investigation, Vinyl Fencing who supplied Rushock PC with their gateways, were by far the cheapest but he would secure a fixed quote and secure a further quote to ensure best value. We had received a grant of £750 from last year’s WFDC localism fund and the money is therefore already in the budget and it was agreed MJH would have delegation to spend up to this amount, although it was anticipated that they cost would be substantially cheaper.

**11. Lengthsman’s Update:-**

MJ was not present. DB reported that MJ has recently submitted some work sheets and his litter picking invoice for the last 6 months which would be considered under finance.

**12.** **Councillors** **Complaints:-**

DB reported back on the position with the bench that was demolished by the fallen tree.

He had received 3 quotes, one from Paul Poole which was £3870 plus VAT one from Classic Memorial which was £3595 inclusive of VAT, and one from Woodcraft which was £3870 plus VAT. Stan Wall at Blakeshall, who had the piece of wood with the plaque on had still not quoted despite DB chasing him about 12 times. DB proposed that he would not pursue him any further as he had had ample opportunity to quote.

DB stated that he felt that Classic Memorial was the best as they had gone into the most detail into their quote and they were also the cheapest, It was unanimously agreed to delegate the decision on who to use, to DB in consultation with MJH to place the order and for MJH to liaise with the insurance company on the claim for this. The PC was reminded that save for the excess of £125.00 it was hoped the PC would recover the full cost of the replacement bench. It was unanimously resolved to authorise the expenditure of £125 to pay the excess.

SB raised concern that the bin in the village is not being emptied and is overflowing. It was agreed that DB will speak to MJ about this.

DB said that there is a dead Oak tree on the right hand side of Broome Lane in Church House grounds boundary. It may possibly be on highway land. MJH to chase Barry Barnes.

**13. Planning Report:-**

The planning schedule was duly circulated. There have been 5 applications since the last meeting.

MJH advised the PC that the Garden House and Broome Meadow Cottages were still to be determined by WFDC.

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

MB raised the Yiledingtree Packers site and indicated that an application will be coming forward soon to WFDC for a revised planning application for 9 units on the existing footprint and that the house builders have offered to show what the proposals are to the PC in advance. It was felt that the PC should await the application and look at it in the normal way. MB made it clear that he had a DPI in respect of this matter and would play no part in the decision making process.

**14. Clerk’s Salary:-**

DB reported that since the last meeting there had been further discussions between himself, MB and NN to discuss changes to the hours of work and pay for the clerk. DB indicated that he had discussed this with all PC members and they had arrived at a situation of an increase of 12 hours annually, which was for 3 additional hours to service the additional work that every meeting generates and an increase in the hourly rate. This produced an annual salary of £2,501.52 and it was proposed that this be uplifted by 2% for next year, which therefore made the total salary £2,552.00, and that this will commence on 1st April, 2018 and would be paid in one annual lump sum in December 2018. DB confirmed that he had spoken to MJH and he was happy and all of the PC were. MC formally proposed this, NN seconded and this was unanimous.

**15. 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 6 payments for approval:-

£1394.60 Clerk’s Salary.(Net)

£928.40 HMRC (Tax on clerks salary)

£440.00 Lengthsman’s Payment

£143.00 Litter Picking Payment

£250.00 Churchyard Grant

£30.00 CALC training payment

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

DB said he intended to circulate the draft budget for next year in advance of the next meeting to give all PC members time to consider it before the next meeting.

DB also said he was in the process of submitting an application for funding under the transparency code. This is a NALC scheme which offer funding for small PC such as Broome to cover some costs of publishing their financial details etc. on our website. This is the last year the funding will be available. He thought a sum of more than £500 may be achievable.

**16. Meetings attended:-**

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

MJH reported that he attended the CALC AGM on 15th November at County Hall and said that the main topic of discussion was on the DCLG consultation on capping and on CALC fees and on how the plan to become self sufficient was well on target.

**17. Footpaths Officer:-**

WE reported further to the last meeting on the path at Broome Meadow Cottages and Broome House which is number 509 on the map, WE had now met Patrick White the WCC countryside officer on site and in his view path 509 is way off course and has been potentially for about 30-40 years.

The path runs alongside a wood, running to the right hand side on the map but in fact is running to the left. The stile shouldn’t be there. There are a couple of options, one is put the path back to where it should be but this would be a lot of work. There was a discussion in respect of this and the PC felt that this may open a ‘can of worms’ and WE proposed we leave it where it is and reported that Patrick had already indicated that he agreed with this.

WE has been using the portal on the WCC website and there are a few issues but nothing major, a fallen tree on track 529 and one or two issues of excessive foliage and a waymarking to report.

DB referred to path 543 which links to path 541 and that is very muddy. WE agreed that he would ask if this can be looked at.

**18. Correspondence:-**

MJH duly circulated the schedule.

DB indicated that the email from Ian Miller that MJH had circulated at the time was missing from the schedule and MJH stated that he will add in the email into the schedule. DB requested that the letter that MJH sent to the DCLG on behalf of the PC be circulated and MJH undertook to do this. DB considered this an important response by the PC on the issue of potential capping of PC precepts

MJH reported that he we had received a letter in today’s post from the Pensions Regulator re: the auto enrolment and confirming that this was successful. MJH stated that he would also add this to the schedule.

**19. 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 reported that there had been a bit of an issue in respect of this in that WCC highways had stated that he could not on the current line as he was encroaching on public highway. It was agreed that MJH was to facilitate a site visit at the location with Alex our highways liaison engineer, DB and Phil Abel to try and resolve. The DC conservation officer had confirmed that planning consent would not be required for the proposed wall

**20. 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. As reported above DB is to have a discussion with Rebecca Pritchett who is now back from leave.

**21. Parish Localism Fund:-**

MJH circulated the draft letter of application that he had prepared on behalf of the PC. This was asking for support to keep the parish tidy and the church yard and to support our litter picking of the Parish. MJH reminded the PC that last year we asked for £750 towards village gateways and that we were just about to progress these and that it would not be appropriate to ask for any funding for these therefore.

The PC were happy with the application but asked if we could add in that we would use some of the funding to contribute to the purchase of a new litter bin and also towards funding the bench which was rotten and had to be removed at the far end of the village. MJH agreed to do this and it was agreed we would ask again for just a contribution of £750 towards all of these projects.

The issue of a defibrillator was discussed and MJH stated that he did not feel that the localism fund was appropriate for this. The Village Hall committee was progressing this issue but it was not clear whether the sum set aside would cover the cost of the defibrillator and its cabinet

IDH indicated that he would contribute £200 towards the Defibrillator.

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

DB stated that he had made an error, as he had not booked the village hall for 31st January well enough in advance, despite having had the proposed dates and the village hall was now booked. It was agreed to change the date to 30th January, which would be the Tuesday. The following dates for 2018 were therefore agreed:-

30th January, 2018

2nd May (Annual Meeting and Annual Parish Meeting), 2018

5th September, 2018

5th December, 2018

The meeting closed at 9:32pm.

Signed…………………………………………(Chairman)

Dated…………………………………………..