**Minutes of the Parish Council Meeting held on Monday 3rd October 2016 at 7.30pm in the Throckmorton Village Hall**

**Present:** Cllrs Hodgkins (Chair), Robertson, Cheetham, Tucker, Merrett, Dickinson, and Argyle.

**In attendance**: Clerk

1. **Apologies:** CC Liz Tucker, Cllrs Blears and Beever.

**2. Declaration of interest**

a)  Register of Interests: Councillors are reminded of the need to update their register of interests.

b)  To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. Cllrs Dickinson, Argyle and Robertson re. Item 7.

c)  To declare any Other Disclosable Interests in items on the agenda and their nature. None.

d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011).

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

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| The meeting opened @ 7.30 pm, no members of the public were present |

1. **Minutes**: The minutes of the meeting held in September 2016 were approved and signed.
2. **District and County Councillors’ reports**

Cllr Charles Tucker reported on meeting between C Cllr Liz Tucker and the Highways Department to discuss traffic issues in Throckmorton, including hedge trimming, insertion of white gates, the use of a Vehicle Activation Sign and the 30 mph zone.

Cllr Charles Tucker reported that Stanton Fields has been listed for resurfacing within the 2016/7 Highways budget.

1. **Progress Reports:**

* 1. The Dolphin DC

Cllr Hodgkins reported on Mr Jones’ erection of a Perspex roof and frame over the outside area at the rear of the pub. This provides shelter to staff in the outside prep area and refierators. This is at no cost to the Parish Council. A description was given of the meeting on 27th September between Cllrs Hodgkins and Cheetham and staff from Johnsons Estate Agents regarding the possible development of the outbuildings. Estimated costs of £200,000 to £250,000 were given by the agent to create flats upstairs and office/storage space below. Rental incomes of £10 per square foot per month were reported and this lead to further discussion.

It was agreed that Cllr Argyle will contact Steve Protheroe for estimated costs of converting the upstairs of the outbuildings to 2 flats. Access to these properties was discussed. It was agreed that information should be gathered on proposals for development of the outbuildings in time for the next Annual Parish Meeting, May 2017.

After a discussion regarding the disabled toilet it was agreed that the Parish Council will not proceed with reinstating the toilet in the outbuildings unless the leaseholder requests that this is done.

* 1. Ridgeway Park Farm, Meeting with Environment Agency at Pinvin PC Meeting 8th November The clerk will attend this meeting and members of the Council were requested to attend. Cllr Dickinson will attend. CCllr Tucker and Cllr Tucker will also be present.

* 1. Council’s response to Vale Green Energy/Rotherdale Farm application for 2 additional biodigester domes.

The clerk reported that the application has been approved by Worcestershire County Council.

* 1. Next Meeting of Working Party for Throckmorton and Tilesford re. Traffic Issues RH

The next meeting will be at 7pm on 11th October in Throckmorton Village Hall. Cllr Hodgkins to attend and it is hoped that a Community Speedwatch programme will be discussed at this meeting.

* 1. Update on Village Shop JD

The clerk reported on rental and insurance payments.

Trade is increasing, cold menu is still on offer in the café. More cyclists are using the café, especially on Saturdays. Parishioners are dropping off home produce to be sold. The new display trolley donated by a parishioner has been well received and sales of vegetables and fruit have increased. A brief discussion was held over ventilation in the shop but no actions were agreed.

* 1. Defibrillator Installation Update EM/RH/MA

It was agreed to move the Bishampton PC and Village Hall Noticeboard and the Pathways Warden sign to help with visibility. The location of the smaller Pathways sign was discussed and it was agreed to move it to the right side of the front of the shop, near the post box, inserted into the paved area. It was also agreed to purchase two new posts for this sign and to leave the original right post for the tethering of dogs. The purchase of postcrete was also agreed.

The clerk updated the council on defibrillator installation. West Midlands Ambulance Service have to approve the locations before the units can be used. Clerk will continue to liaise with the Service and Community First Responder over the installation of the units and future training events for parishioners.

* 1. Bishampton Village Sign Repair RH

Cllr Hodgkins described the work planned to be undertaken to renovate and repair the sign. It was agreed to allow Mr B Eaves to remove the sign and work on it at his property.

* 1. Electrical Safety Repairs to Housemartins and Bishampton Stores EM

Clerk reported that most of the work has been done by the electrician, he is liaising directly with the tenant and Zoe at the shop.

* 1. Progress report on update of the ‘My Parish’ page on Worc. C.C. website EM

Clerk has yet to complete the updating of the website.

* 1. Share of VAS parts, approval of expenditure required. EM

Payment for replacement fixings was approved for the Vehicle Activated sign.

* 1. Welcome Newsletter from PC to new residents NM

The example of a new residents’ newsletter was discussed, as circulated prior to the meeting by the Clerk. Such a newsletter was agreed in principal and Cllr Merrett will alter the content.

* 1. Bishampton and Throckmorton Telephone Boxes, painting and purchase RH/CT

It was agreed to reimburse the purchase of the paint for the telephone boxes. Cllr Hodgkins and parishioners will paint the Bishampton box as soon as possible. The map will be taken to Carolyn Morris for updating. No further progress has been made on acquiring the telephone box in Throckmorton. The clerk has been advised that this box is due to be decommissioned. Cllr Tucker will research the process and liaise with BT.

* 1. Newsletter Content NM

Cllr Merret asked for content for the newsletter and topics were discussed including refurbishment of the sign, the Throckmorton and Tilesford Working Group and a possible Litter Pick. It was agreed that content would be forwarded to Cllr Merrett as soon as possible.

1. **Finance** 
   1. A statement of the Council’s Finances were circulated.
   2. Council agreed the payments as per the list below:

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| **Cheques to be signed at meeting** | £ |
| Reimbursement to R Hodgkins for sign and bench renovations | 19.18 |
| Reimbursement to R Hodgkins for paint | 47.72 |
| Clerk overtime for study and mileage claim | 46.29 |
| Clerk reimbursement for Ink | 11.00 |
| Half share of new parts( clips) for VAS sign | 31.00 |
| Bishampton Village Hall Hire | 20.00 |
| Smart Cuts | 263.00 |
| Cardiac Science | 3321.60 |
| Worcestershire CALC, CilCA training | 200.00 |
| E Morrish reimbursement for ink | 11.00 |
| SLCC Registration for CiLCA | 250.00 |
| Total | 4220.79 |

1. **Planning**

* W/16/00470 Land to the West of Main St Bishampton, Reserved Matters application following outline planning permission W/14/00457/OU - Appearance, Landscaping, Layout and Scale.( ‘Malvern View’) **No new comment**
* W/16/01265/PN The Firs, Main St, Bishampton, Demolition of the existing dwelling (The Firs) and construction of 3 new dwellings.
* W/16/01543 The Firs, Main St Bishampton, Reserved Matters of Appearance. No new comment
* W/15/03224 Land between Rose Cottage and, Lynley, Broad Lane, Bishampton

Proposed erection of one detached cottage with car port and landscaping. Resubmission of planning application W/14/02709/PN. **Withdrawn by applicant.**

* W/16/01642 Rotherdale Farm, Long Lane, Tilesford, WR10 2LA. Development of an anaerobic digestion plant, beef unit and ancillary infrastructure (county ref 12/000008/district ref C/12/00819CM) not in accordance with condition 2 for the additional of two new digesters. Objection stands. **Approved**

1. **Correspondence for Information:** To note the attached appendix of items which haven’t been circulated or will be available for inspection at the meeting. (OR a list of items will be available at the meeting.)

* CALC training, dates in October
* CALC AGM invitation
* Email form Clare Elwell re. speeding, bin sticker request. Clerk has ordered 100.
* Complaint re mowing of Play areas
* Health Survey from Wychavon via email
* Invite to Pollinators Conference from Worcester CC

1. **Clerk’s report**

* Playground Inspections booked for November, date to be confirmed
* Audit return received, Clerk advised by the auditors that notices were on display for 31 not 30 days and the minutes regarding the signing of Annual Governance and Accounting statements should have shown the order of signing more clearly.

1. **Councillors’ reports and items for future agenda**: Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

* Cllr Hodgkins has received an invitation to a Pershore Public Transport Forum, to be held on 13th October. It has been arranged for Mary Averis and Pat Jenkins to attend and represent Bishampton.
* Defibrillator Training, it was agreed to ask for 2 sessions for Bishampton and 2 for Throckmorton, Clerk to organise with Jill Burtoft.
* The location of a replacement swing seat for the Play Area was discussed.
* It was agreed to move the December meeting to Tuesday December 6th in Throckmorton Hall starting at 7pm.
* Future Agenda Items- boiler at pub and ventilation at shop.

1. **Date of next meeting:** 7.30pm on 7th November at Bishampton and the Villages Hall.

The meeting closed at 9.20pm.

Signed ..………………………………………………… …………………………..

Chair Date

**Attachment to Draft Minutes of October 3rd 2016 Meeting.**

Re. Minute 5f . The Defibrillator Installation Update

In the meeting it was agreed to move the Pathways sign to the right of the front of the shop. Following difficulties in locating the sign to that site, it was decided by Councillors Argyle to relocate the sign onto the grass verge on Babylon Lane. The clerk was aware of this decision at the time.

E. Morrish

10th October 2016.