**Minutes of the Parish Council Meeting held on Monday 6th November 2017 at 7.30pm in the Throckmorton Parish Rooms**

**Present:** Cllrs Hodgkins, Tucker, Blears, Argyle, Cheetham, Burnham, Davidson, Merrett and Beever.

**In attendance**: Clerk.

**Apologies:** C. Cllr Tucker.

**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. **NM Item 5i,**

**RH Item 7, EB. Item 7.**

c)  To declare any Other Disclosable Interests in items on the agenda and their nature.

d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011).**EB requested a dispensation, re. Item 7, granted.**

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 on October 2nd were signed, once altered to include the following text from the Finance Section:

*‘It was agreed that reserves from the Dolphin Inn could be used for future contingencies on all 3 properties purchased by the Parish Council. The balance of the loan from the purchase of the Dolphin can be used for ANY capital project.’*

1. **District and County Councillors’ report.** None.
2. **Progress Reports:**
3. **Draft Budget Review DC/EM**

A discussion took place over the presentation of the Draft Budget, current year spending including legal costs still to be paid, contingency planning and ‘ring fenced’ amounts and ‘reserves’.

Clarification was requested by councillors. It was agreed that estimates of possible maintenance costs for Bishampton Stores, the flat and the Dolphin should be made for the purpose of the Budget by Cllr Davidson and Cheetham.

The possibility of a Properties Committee was dismissed.

Cllr Blears and Cheetham to research presenting accounts to the council in an alternative way, separating out amounts relating to the management of the properties. Clerk to assist if necessary and to produce new Budget sheets including Expected expenditure for next meeting.

A discussion over retention of reserves and capital expenditure took place but no decisions were made.

Cllr Tucker commented that the budgeted amount for Short Horn Wood of £3,000 was excessive.

1. **Capital Expenditure Projects for the Future, possible ideas include, football nets, signage on pub, blinds for shop, bus shelter DC/RH**

No discussion took place, councillors to bring suggestions to future meetings.

1. **Village Hall – Confirmation of ownership EB**

Cllr Beever confirmed that the Parish Council are custodian trustees of the Village Hall, on behalf of the Official Custodian- a government agency operated to own land that has been donated to charity. The Village Hall committee manage the building. Clerk to inform Village Hall committee of the details and request confirmation that the insurance policy for the Hall refers to the Parish Council’s interest.

1. **Update on Shorthorn Wood. Decision on lease, update on maintenance information. CT**

The first version of the Lease was discussed and a second draft is awaited with clarification on the Management Obligations/Agreement and the Management Plan included within the Lease. Wychavon staff’s involvement in the creation of the Management Plan and ongoing support is also being sought. Cllr Tucker to liaise with Wychavon DC and report back to the council.

Liability amounts were discussed and Cllr Tucker stated £1,000 a year for maintenance should be sufficient. Some concerns were raised over increased public usage of the area and parking spaces. A new sign was suggested as a priority.

Clerk to ask current insurer for quote for area.

1. **Lease for Shop, decisions required on solicitor’s changes to Heads of Terms. EM**

It was agreed to increase the deposit and include a Rent review amount within the Heads of Terms, Clerk to liaise with Ms Morel and solicitor.

1. **Christmas Tree for Throckmorton, confirmation required. CT**

Cllr Hodgkins to seek donation of additional tree for Throckmorton.

1. **Review of Updated Standing Orders, Financial Regulations. RH/EM**

Clerk commented that new versions allow for electronic payments. For adoption in January.

1. **Throckmorton Parish Traffic Group, report on use of donation for VAS and hedge cutting EB**

SMH Fleet Solutions have offered to donate funds for traffic calming measures including the purchase of an additional VAS, as requested by the Traffic Group.

The portable VAS sign is often uncharged and a discussion took place over parishioners being responsible for charging the batteries rather than the Lengthsman. Clerk reminded council of Lengthsman’s responsibilities and health and safety matters. Cllr Hodgkins to request Lengthsman installs charged batteries, as needed.

Clerk to seek quote for a new solar powered sign and necessary larger pole. Clerk commented on the possible need for traffic management when/if a new pole is installed. Clerk to liaise with Highways Dept. for information and quotes.

A brief discussion was held over the rotation of the portable sign between the villages, when a second sign has been purchased, but no decision was made.

It was agreed to order the cutting back of 3 metres of brambles and scrub on land opposite Throckmorton Parish Rooms to help improve the appearance of the centre of the village and increase visibility. This will also be covered by the donation and more funds are available for future projects.

1. **Throckmorton Phone Box refurbishment, quote for map and ‘repairs’ to Bishampton box. CT/EM**

The quote for the creation of a new map for Throckmorton’s telephone box and improvements to the Bishampton map was approved.

1. **Wychavon Door Knock Results RH**

No discussion occurred.

1. **Website for the villages- update JB/NM**

Positive comments have been received, calendar is clear and easy to use.

1. **Review of Table of Responsibilities RH**

Councillors to review updated table and comment to Cllr Hodgkins.

1. **Proposal to run a trial of ‘Bishampton and Throckmorton Cares’ Event, decision on expenditure. RH**

Cllr Hodgkins to organise a trial of a monthly social event for residents funded by the Parish Council, to be held in the Dolphin Inn, free of charge to parishioners. It was agreed that the council would fund this to a maximum of £25 per month. Parishioners have volunteered to run the event and lifts will be offered to anyone needing assistance. The aim is to reduce isolation and increase community links within the parish. Cllr Hodgkins to organise and promotion will be through the newsletter, website and Facebook.

1. **Finance**

* To view the bank reconciliation & approve cheques for payment.

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|  | £ |
| Current Account balance as at 31st October 2017 | 72,548.91 |
| Savings Account, 30 Day notice account | 6,541.58 |
| Total cash assets for the PC stand at | **79,090.49** |
| Savings with Treasury Dept- Dolphin Inn Deposit, invested until 2019 | 13,000.00 |

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| **Cheques for Signing ( inc. of VAT)** | £ |
| MPB Sound and Light – Bishampton and Villages Hall ( chq written 30th Oct)  (Donation received ) | 4,014.88 |
| MFG Solicitors- Tenancy change –lease, Deed of Surrender (pd.by L Jones) | 1,770.00 |
| Mark Cole, Builder- Shop and Dolphin repairs | 414.00 |
| Star Signs, Speed Monitoring Correx A3 signs | 64.44 |
| Smart Cut Ltd, mowing | 279.13 |
| Caroline Morris, external decorating at Village Stores | 235.00 |
| Wychavon D.C. Housemartins council tax (whilst empty) | 20.34 |
| Mark Cole, Lengthsman, October timesheet | 67.20 |
| E. Morrish-reimburs. month 1 payment for domain of new PC funded website | 5.99 |
| E.Morrish- overtime and mileage as approved by E.Beever | 227.59 |

1. **Planning**

* W/17/02034/RM Marshalls Transport, Pershore Airfield, Long Lane, Tilesford, Throckmorton WR10 2JX. Reserved Matters re. W/13/01699- erection of industrial building B1( c), B2 and/or B8 of up to 6000 sq.mtrs and associated car parking.

**Clerk to submit comment on-line.**

* W/17/02178/TC Land to the Rear of Grove Farm, Broad Lane, Bishampton. Application for prior notification of proposed development- 15 mt Phosco phase 4.05 monopole, 3 no. antennas, 2no. microwave dishes, 2 equipment cabinets. Telefonica UK Ltd.

**Awaiting requested info on wattage of transmitters from applicant, via planning officer. No further comment.**

* W/17/02151/OUT, Elsewhere, Broad Lane, Bishampton, WR10 2LY, Outline planning application with all matters reserved for the erection of 2 detached dwellings.

**Clerk to submit comment on-line.**

* W/17/02105/FUL, Rotherdale Farm, Long Lane, Tilesford, Pershore, WR10 2LA. The erection of an 142,596 M2 Glasshouse including 3,488M2 offices and plant room with toilets, staff canteen, holding area; formation of an attenuation reservoir; provision of up to 5 (3 bed) bungalows for horticultural workers; and associated infrastructure such as 1 x 380m2 buffer tank for heating and 6 x 177m2 water tanks for irrigation. The application includes the permanent diversion of a right of way.

**Clerk to submit comment on-line.**

1. **Clerk’s report**

* December meeting, and Christmas Event, earlier start time.
* Emergency Contact List
* Council tax bill for flat.

1. **Councillors’ reports and items for future agenda**:

* Community Speed Watch results were given – 1.5% of cars recorded as speeding
* Dolphin Inn CIC to attend January meeting as unable to attend this meeting.
* White line on Abberton Rd, clerk to request quote from Highways DC.
* Attendance at Memorial Service, request for councillors to join Cllr Hodgkins.
* Newsletter draft, comments to Cllr Merret as soon as possible please.
* Donation for Christmas Eve Event in Bishampton. Clerk to contact Dr. Ellis.

1. **Date of next meeting:** The next Parish Council Meeting will be on December 4th 2017 at Bishampton and Villages Hall at **7.00pm.**

The meeting closed at 9.50pm.

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

Chair Date