**Draft Minutes of the Parish Council Meeting held on Monday 2nd July 2018 at 7.30pm in the Bishampton and Villages Hall**

**Present:** Cllrs Hodgkins, Tucker\*, Merrett, Davidson, Burnham, Blears and Argyle. ( \*Arrived at 7.40pm)

**In attendance**: Clerk and C.Cllr Tucker.

1. **Apologies:** Cllrs Beever, Burnham**.**
2. **Declarations 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. **None.**

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

**RB Item 6d. NM Item 6g.**

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 @ 7.30pm, 2 members of the public were present, to express an interest in using Shorthorn Wood for educational purposes. |

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

C.Cllr Tucker reported on the New Homes Bonus scheme and that the new solar powered vehicle activated sign in Throckmorton appears to be working well. A report was given on meetings with tenants on the Airfield and Qinetiq staff. New high quality, longer term tenants are being sought for the vacant buildings on the site.

1. **Co-option of New Councillor.** Mrs Elizabeth Poulter was co-opted onto the council.
2. **Progress Reports:** for information & discussion
3. **Survey feedback to date, project choice and planning for future expenditure. NM/RH**

The main suggestion across the surveys was to add an outside table tennis table to Bishampton play area. Other results require further analysis and it is hoped more surveys will be returned, possibly during the village fete. It was agreed to research outside table tennis tables. EP to action.

1. **Youth Representative for Council** **RH/JB**

A suitable representative is still being sought.

1. **Traffic Group update,inc. report from K.Hemstock of Highways, 20mph speed limit EB/RH**

Cllr Hodgkins and the clerk met staff from Vale Green Energy, Rotherdale Farm to discuss the use of a one-way system through the parish. The clerk will be notified of planned journeys of harvesting tractors through the villages.

K.Hemstock of Worcestershire CC Highways has produced a report indicating possible changes to traffic signs in Bishampton and the addition of a new VAS pole on Abberton Rd.

1. **Donation request from St James’ Church/PCC, decision required. RH**

It was agreed to donate £500 towards the community event, Bish, Bash Bosh on July 14th, in Bishampton, as requested by the PCC.

1. **Wheelwright equipment, possibly to be donated to Parish Council, decision required. RH**

Historic wheelwright equipment has been offered to the parish council via Bishampton History Society. It was agreed that Cllr Argyle will research a suitable site for the equipment with local organisations and report to the council at the next meeting.

1. **New road in Bishampton, agreement on name suggestion for Wychavon DC. RH**

It was agreed to forward the suggestion of the name ‘Manor Fields’ to Wychavon DC.

1. **WW1 memorial, decision required on proposed action, budget and donation to charity MA**

Local artist C.Morris has drafted a design for the memorial art work to be placed at the memorial in Bishampton to mark the centenary of the end of WW1.

This will be temporary and removed before the Christmas tree is installed.

It is hoped that it could be used over several years. A budget for the project of upto £1,000 was agreed, to cover the costs, the artist’s fee of £100 and a donation to the Help the Heroes charity.

It is hoped that the memorial art work will be created as a community project, with parishioners being encouraged to help decorate some of pieces of the installation.

The clerk informed the council that any sum was not covered by the annual budget for donations. The funds involved will be taken from the council’s reserves.

1. **Shop update, order placed for awnings, survey and total cost. CD**

2 awnings have been ordered with 50% payment. A survey will take place on the 10th July, to check the structures behind the plastic fascia. If additional fixings are required the additional cost will be no more than an extra £1,000.

1. **Flat update, change of tenants and rental payments from last tenant. EM**

New tenants have moved in. The £30 letting fee has been taken from the initial rental payment. No loss in rent has occurred between tenants. The letting agent will retain £225 of the previous tenants’ deposit and forward it to the council. This is for repairs to the heating system.

1. **Shorthorn Wood Management Plan, update CT**

The working party continue to meet, Liz Etheridge of Wychavon DC has been asked to research grants. Fire Hazard signage to be moved to the wood due to weather conditions.

It was agreed to make a delegation to Cllr Tucker and the Clerk to spend upto £100 between meetings. Immediate requirements include a First Aid kit for volunteers. The location and use of the council’s brush-cutter was discussed, it was agreed that it will need to be serviced in the near future.

1. **Nature Reserve, update MA**

Cllr Argyle agreed to cut back some vegetation, to increase accessibility to the site.

1. **Finance**

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|  | £ |
| Current Account balance as at 30th June 2018 | 70,436.56 |
| Savings Account, 30 Day notice account | 6,543.79 |
| Total cash assets for the PC stand at | **76,980.35** |
| Savings with Treasury Dept- Dolphin Inn Deposit, invested until 2019 | 13,000.00 |

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| **Cheques for Signing ( inc. of VAT)** | £ |
| 50% Deposit for awnings at Bishampton Stores, **cheque written 21/06/2018** | 1,500.00 |
| Reimbursement for J.Burnham, refreshments for ‘BAT Cares’  | 6.30 |
| Westcotec- New solar powered VAS, (*covered by SMH Fleet Soln. donation)* | 4,806.00 |
| Bishampton Village Hall- Hire for PC and Speedwatch meeting(s) | 54.00 |
| Reimbursement for R.Hodgkins, purchase of 2 maps, as per June mtg. 2018 | 24.00 |
| E.Morrish, Clerk’s expenses- as approved by E.Beever | 8.97 |
| Smart Cuts, Mowing (Annual cost spread over 12 months)June Maintenance | 279.13 |
| Mark Cole, Lengthsman, June timesheet | 142.20 |

1. **Planning**
* W/18/01139/FUL, Glebe Farm, Church Lane, Bishampton, WR10 2FA.

Change of use of agricultural building (retrospective) and proposed extension to accommodate commercial storage and ancillary office. **Comment to be lodged on-line.**

1. **Correspondence for Information.**
* Email about horses in Shorthorn Wood
* Email from parishioner about parking in Main St opposite junctions.
1. **Clerk’s report**
* Complaint re. Lloyds Bank regarding alteration of signatories. Formal apology received from Lloyds.
* PAYE refund requested from HMRC. Second letter sent.
* CALC training courses in July. No members to attend.
1. **Councillors’ reports and items for future agenda**:
* Survey results and project planning session to lead to action plan of future expenditure.
* Horses in Shorthorn wood- decision on access routes.
* Update from Dolphin Inn CIC.
1. **Date of next meetings:** The next Parish Council meeting will be on Monday 3rd September 2018 at 7.30pm in the Throckmorton Parish Rooms.

The meeting closed at 9.35pm.

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

Chair Date