

# BRETFORTON PARISH COUNCIL

Minutes of the Meeting held on  
Monday 9th May 2016.  
At the Memorial Hall, Bretforton.

## PRESENT:

Cllr R Davis	Chairman
Cllr K Carter	
Cllr J Cleveland	Vice-Chairman
Cllr A Grant	
Cllr J Johnson	
Cllr N Smith	
Cllr P Lisney	
Cllr Alistair Adams	County Councillor.

## APOLOGIES;

Cllr K Wright	District Councillor
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## OPEN FORUM:

**No-one attended.**

## ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Parish Clerk took the Chair and invited nominations for:

**Chairman** : Cllr Davis was nominated by Cllr Grant, seconded by Cllr Smith.

Cllr Davis was elected Chairman and took the Chair.

**Vice-Chairman** : Cllr Cleveland was nominated by Cllr Smith, seconded by Cllr Lisney.

All in favour.

**Declaration of Acceptance of Office forms** were signed by Cllr Davis, Chairman and Cllr Cleveland, Vice-Chairman.

## SUB COMMITTEES:

**It was unanimously agreed that sub-committees were no longer required and that a working party would be set up as required to consider current projects. Proposed by Smith seconded by Cllr Lisney.**

## DELEGATION OF POWERS :

### Planning – Delegation to Clerk

The Council as statutory consultee, delegates all decisions arising under development control consultations with the Chairman and Vice Chairman. The Clerk will arrange for relevant papers to be circulated to the named Cllrs who should return the Council's responses within the prescribed consultation period.

Decisions made under this Delegation will be reported to and minuted at the next Council meeting.

Under this Delegation, and in particular with regard to controversial major development proposals, the Clerk in consultation with the Chairman, may decide that a Parish Council and/or Extra-Ordinary meeting be called to consider the matter or that the matter be referred to the next Parish Council Meeting, whichever is applicable.

Proposed by Cllr Lisney. Seconded by Cllr Cleveland.

#### **Burial Grounds – Memorial Headstones**

The Council delegate the approval of memorials and additional inscriptions to the Clerk. Under this Delegation any request, which is considered to be unusual and requires further consultation will be referred to the next Council meeting.

Proposed by Cllr Lisney. Seconded by Cllr Cleveland.

#### **Urgent Decisions of the Council**

Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman and Vice Chairman of the Council. Under this delegation, where appropriate the Clerk may decide that an Extra-Ordinary meeting of the Council be called to deal with this urgent matter.

Proposed by Cllr Lisney. Seconded by Cllr Smith.

#### **CALC REPRESENTATIVES**

It was agreed that Cllrs Lisney and Cleveland would take this role jointly.

#### **PARISH COUNCIL MEETING**

##### **County Council:**

Report to follow.

##### **District Council:**

**No report.**

##### **MINUTES:**

Minutes of the Meeting held on 11<sup>th</sup> April 2016 were circulated. Proposed by Cllr Lisney seconded by Cllr Smith. All in favour to accept the minutes.

##### **DECLARATIONS OF INTEREST;**

Cllrs Cleveland, Carter and Lisney-Item 1. Community Shop Committee.

##### **OPEN FORUM ITEMS.**

##### **PROGRESS REPORTS FOR INFORMATION.**

#### Clerk;

- Clerk advised of cheque for Bretforton Show request that chq be amended to pay Mark Chambers- Agreed, proposed by Cllr Smith, seconded by Cllr Lisney.

#### Chairman;

- Chair advised that some jobs are outstanding by lengthsman that had been requested. It was unanimously agreed to ask for an up to date job sheet from lengthsman, to request from Worcs CC how an additional lengthsman can be organised and contact local handyman to carry out none-lengthsman tasks.

#### ITEMS FOR DISCUSSION.

1. **Rural Rate Relief-** It was unanimously agreed to pay Rural rate relief of £82.32 for Collingwood garage, proposed by Cllr Grant, seconded by cllr Johnson and £107.16 for Bretforton Community Shop, proposed by Cllr Grant, seconded by cllr Smith.
2. **Residents Village Improvements**—Correspondence has been received from a resident raising two issues: **a.** dog poo. It was unanimously agreed to request a map of bins and to look at provide more at hotspot areas such as Back Lane. Cllr Smith agreed to raise idea of school art project for ‘dog poo’ awareness with prizes of £25 total and winning poster would be put all around village. Proposed by Cllr Carter, seconded by Cllr Lisney.  
**b.** It was also suggested that a network of footpaths could be set up for safe walking, however, this is not within PC remit.
3. **Bretforton Play Areas- i.** The provision of additional play equipment for under 5’s was considered in view of residents’ comments. Clerk requested that this be deferred until next meeting to await 2<sup>nd</sup> quote. All agreed.
4. **Village Signs-** Deferred until next meeting, awaiting quotations.
5. **Roads & Footpaths-i. Back Lane-** Cllr Smith raised concerns about the narrowness of Back Lane which is used by large tractors. This matter is to be considered at a future date.
  - ii. **Main Street** – Site visit has been carried out with Worcs Highways who have confirmed that wide path is owned by Worcs CC but that vehicles are able to park on it. Clerk pointed out repair works required which will be carried out.
  - iii. **New Street-** Site visit carried out with Clerk, Cllrs Cleveland and Wright and Highways. PC suggestions were put forward but cannot be considered. It was agreed that we should consider ‘road narrowing’ signs as well as flashing VAS with ‘slow down’ message.
6. **Tesco Bags of Help Grant-** Cllr Carter agreed to find out information for next meeting.
7. **Village Litter Pick-** To consider inviting Planet Produce- It was unanimously agreed to send a polite letter to Planet Produce requesting that they keep the area litter free. Residents are welcome to litter pick but they cannot use this as an official scheme as they are not insured.

#### Wychavon District Council.

- **Rural Communities programme-** Village door knocking scheme was considered, it was unanimously agreed to take part in this scheme, proposed by Cllr Carter, seconded by Cllr Smith.
- **NHB Allocation-** Clerk confirmed that NHB amount £25368 is now available under this scheme. It was agreed that a piece shall be put in the magazine and on next agenda to consider open evening date and possible project ideas.

#### Worcestershire County Council.

## CALC

### PLANNING - APPLICATIONS:

#### Parish Council comments recorded on Planning Register

**Mr M Gavriluk, 1 Drinkwater Lane, Bretforton, Evesham, WR11 7JQ**

Insertion of a new window at the rear of the property.

**Mr M Springett, The Dovecote, 71 Main Street, Bretforton, Evesham,**

Removal of a glass roof to a conservatory and the construction of a first floor bedroom over, as approved planning permission W/15/02867/PP, without compliance with condition 5 to allow a substitution of drawing 2015/18/02 (change of materials from stone to waney edged boarding on north elevation).

**REFUSED:**

**APPROVAL:**

**APPEAL:**

**WITHDRAWN;**

**Mr W Down, 65 Weston Road, Bretforton.**

Change of use of agricultural land to domestic use and construction of a pond.

- OTHER ITEMS
- ENFORCEMENT-

### CORRESPONDENCE For Information.

#### Publications

### CLERKS REPORT on Urgent Decisions Since Last Meeting.

### COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDA.

- Stoneford Lane junction-Visibility.
- Tree planting.
- Flashing signs.

### Finance:

**May 2016.**

<b>FINANCIAL STATEMENT AND CHEQUES TO BE DRAWN</b>			
Bretforton Parish Council	1st May 2016	<b>B/F</b>	<b>01.04.16</b>
			27,502.28
		INTEREST	<b>0.01</b>
Current Account	30,434.18		
Business deposit	9.23	CREDIT	<b>13,427.57</b>
Fixed Deposit	23,163.54	PRECEPT	<b>14613.00</b>
	53,606.95	TOTAL	<b>55,542.86</b>
LESS			
AS LIST	<b>53,066.95</b>		
Cheque No.		PAYMENT	2,403.13
			<b>53,066.95</b>
outstanding			-
	1937		-
			250.00
	1938		-
			250.00

		1940	40.00		-		
Credits	HMRC/Vat		9294.46		-		
	Wychavon/precept		14613.00		-		
	Zurich/ins		2716.10		-		
						0.00	
Payments to be made				May-16	NET	VAT	GROSS
Date	Name	Product	Chq				
09.05.16	Play & leisure	play equipment *****	1943	2816.1	563.22	3379.32	
09.05.16	Wychavon DC	RR Relief/Collingwood	1944	82.32	0	82.32	
09.05.16	Worcs CALC	Annual Membership	1945	531.8	93.36	625.16	
09.05.16	Mark Chambers	replace chq 1938 *****	1946	250	0	250	
09.05.16	Terry Miles	Internal Audit	1947	250	0	250	
09.05.16	Wychavon DC	RR Relief/Comm Shop	1948	107.16	0	107.16	
23.04.16	Npower	energy	D/D	636.8	127.35	764.15	
06.05.16	Npower	energy	D/D	58.42	11.68	70.1	
09.05.16	Limebridge Rural	Grass cutting	1949	240	48	288	
09.05.16	A Evans	Salary	BACS	254.4	0	254.4	
09.05.16	A Evans	VAT/Audit hours	BACS	147.56	0	147.56	
09.05.16	HMRC	Tax & NI	1950	100.4	0	100.4	
09.05.16	P Moxon	Play inspection	1951	40	0	40	
		***** if PC authorises payment					
09.05.16	Getmapping	online maps	1952	28	5.6	33.6	
		<b>TOTAL</b>				<b>6392.17</b>	

Cllr Smith proposed, Cllr Lisney seconded with a unanimous vote in favour to send cheque to Play & Leisure for replacement play equipment and replacement cheque to be made payable to Mark Chambers in respect of Bretforton Show.

A letter of thanks has been received for donation to Bretfest 2016.

Invoices and payments approved for settlement. Proposed by Cllr Johnson. Seconded by Cllr Carter.

All in favour. Meeting closed at 9.04pm

- **The Annual Governance Statement on the annual return for the year ending 31<sup>st</sup> March 2016 was authorised, proposed by Cllr Smith, seconded by Cllr Grant with a unanimous vote in favour to accept the annual governance statement.**
- **The accounting statements for the year ending 31<sup>st</sup> March 2016 were approved, proposed by Cllr Lisney, seconded by Cllr Johnson with a unanimous vote in favour.**
- **The Internal Auditor Report on the annual return for the year ending 31<sup>st</sup> March 2016 was approved, proposed by Cllr Lisney, seconded by Cllr Johnson with a unanimous vote in favour.**
- **The new lengthsman scheme budget for 2016/17 of £1925.00 was noted.**

**Date of the next meeting; 13<sup>th</sup> June 2016.**

Signed: .....

Date: .....