



## ECKINGTON PARISH COUNCIL

**MINUTES** (subject to approval at the next meeting) of a virtual meeting of the Parish Council held Tuesday 17<sup>th</sup> November 2020 commencing at 7.00 pm

**Councillors Present:**

M. Hughes (Chairman), T Knight (Vice Chairman), G. Goodlad, G. Ransted, C. Yarnold J. Bees, M. Wood.

**Also Present:** M. Alexander (Clerk), Andrew Warner & Andrew Dorrington (Rooftop Housing), 1 member of the Public.

Item	Minute Recorded	Action
228	<b>Apologies:</b> None.	
229	<b>Declarations of Personal, Sensitive or Pecuniary Interests and Requests for Dispensations:</b> None received	
230	<b>Minutes of the Annual Meeting and Ordinary Meetings held 20<sup>th</sup> October 2020:</b> The Minutes of both meetings were unanimously agreed as true records.	
231	<b>Matters Arising from Previous Minutes:</b> 231.1 Hydroelectricity project - Cllr Bees confirmed that funding is in place for the feasibility study and for a future public meeting. A report is awaited, and Mr Jackson is to give a presentation.  231.2 Web accessibility compliance – D. Bainbridge is progressing.  231.3 Highways enhancements (Minute 221) to be retained on the agenda, awaiting County Cllr Hardman to update.  231.4 SWDP comments – Cllr Knight apologised for not meeting the submission deadline.	Cllr Bees to progress the future presentation. Someone from the hydro plant also to attend.  Clerk to retain highways enhancements on agenda.
232	<b>Public Participation:</b> No comments made.  232.1 A presentation was made by Andrew Warner, Development Manager and Andrew Dorrington, Development Officer at Rooftop Housing regarding land development at The Close / Glenmoor garage court. A copy of the presentation will be circulated afterwards to Councillors.	Rooftop agreed to circulate scaled plans to Councillors via the Clerk.
233	<b>County &amp; District Councillor Reports:</b> No reports received.	
234	<b>Finance &amp; Governance:</b>  234.1 Outstanding payments for October & November were proposed by Cllr Knight, seconded Cllr Bees. All agreed. £1537.33 Public Loans Board £169.66 WDC business rates (cemetery)	Clerk to pay invoices as agreed.

	<p>£30.00 Bredon Hill Conservation Group subscription  £2558.16 Greenworks – A L Gallagher – grass cutting  £450.00 D. Bainbridge data protection work  £50.12 D. Bainbridge email and website services</p> <p>234.2 Banking – confirmed balances deferred to Dec meeting. It was agreed that the Clerk &amp; Cllr Hughes be added to the bank mandate. G. Jennings to be removed.  £200k investment at Cambridge Building Society needs to be completed and may also need a second account.</p> <p>234.3 Draft budget 2021-22 – deferred to Dec meeting. Lengthsman Scheme to be included – next agenda item. It was noted that allotment fencing needs to be considered next year – Rec. Committee to feed back on this matter in Dec. Neighbourhood Plan revenue expenditure to be considered. Allotments – annual budget to be considered. Full budgets needed for capital and revenue expenditure to include s106, NHB, CIL and precept. It was agreed that a Finance &amp; Investment Committee should be formed to include the Clerk, Cllr Knight &amp; Cllr Bees and that Terms of Reference should be prepared for the next meeting.</p> <p>234.5 Data Protection compliance actions – a report had been circulated from D. Bainbridge. Recommendations from the report were accepted. It was noted that all Parish Council documents and emails are confidential and should be treated as such. It was also agreed that a short training session should be arranged for the Council. It was noted that guidance on General Data Protection Regs is available on the NALC &amp; CALC websites.</p> <p>234.6 Email accounts – a report had been circulated from D. Bainbridge. Recommendations from the report were accepted and it was agreed that emails should be moved to Gmail and sync to eckingtonpc.com.</p> <p>234.7 Grass cutting contract – two quotes have been obtained. Cllr Knight is liaising with the Recreation Committee re a third quote and/or joint procurement.</p> <p>234.8 Scheme of Delegation – a report as circulated by Cllr Hughes was noted. It was agreed that urgent business should be referred to the Clerk who will liaise with the Chairman and V/Chairman. It was noted that no Councillor should make decisions independently of the Council.</p> <p>234.9 Council Skills Audit – it was agreed that all Councillors should send a short summary of their skills to the Clerk for collation. These may then be circulated and used for portfolios on the website.</p>	<p>Clerk to confirm bank balances next meeting and arrange mandate changes.  Clerk &amp; Cllr Knight to arrange investment account/s.</p> <p>Cllr Knight to draft a budget with the Clerk.</p> <p>Cllr Knight to prepare T of R for the Finance &amp; Investment Committee.</p> <p>Cllr Hughes to liaise with DB re recommendations and to arrange a training session.</p> <p>Cllr Hughes &amp; the Clerk to liaise with DB re emails.</p> <p>Grass cutting contract – next agenda item. Cllr Knight to progress quote.</p> <p>All to send their skills summary to the Clerk.</p>
235	<p><b>Planning Matters:</b></p> <p>235.1 20/02358/FUL Land to the rear of Roman Way and East of Pershore Rd, Eckington – Cllr Goodlad to confirm response in line with the Neighbourhood Plan.</p> <p>235.2 20/02284/LB Flat 1, The Garden Flat, Woollas Hall – no objection.</p>	<p>Cllr Goodlad to confirm response by 24/11.</p>

	<p>235.3 20/02338/HP &amp; 20/02340/LB Elm House, Jarvis Street, Eckington. No objection.</p> <p>235.4 20/02081/HP Oatsley, Upper End, Eckington. Approved.</p>	
236	<p><b>Eckington Neighbourhood Plan (NP):</b></p> <p>236.1 Reports had been circulated from the NP Working Group and Brodie Planning Associates (BPA), which were noted.</p> <p>236.2 Eckington Neighbourhood Plan Working Group report and recommendations were considered / agreed as follows –</p> <ol style="list-style-type: none"> <li>1. The work of the Working Party to date was approved.</li> <li>2. The report from BPA was noted.</li> <li>3. The Council approved the establishment of an ENP Implementation Committee together with Terms of Reference as circulated. Members were confirmed as Cllrs Goodlad, Knight, Yarnold and the Clerk. Proposed Cllr Hughes, seconded Cllr Bees. All agreed.</li> <li>4. A survey of local residents is to be conducted and detailed arrangements are to be delegated to the ENP Implementation Committee. Proposed Cllr Hughes, seconded Cllr Bees. All agreed. The Council noted the need to involve local people and Cllr Yarnold explained outline ideas for the survey so far. The Working Group were asked for feedback and Cllr Yarnold will share with the Council in due course.</li> </ol> <p>236.3 Support &amp; guidance will be needed going forward, especially to manage proposed changes. Cllr Hughes' report and recommendations were noted, and it was agreed unanimously that the ENP Implementation Committee should take this forward.</p> <p>236.4 Brodie Planning Associates proposed advice and £500.00 budget re Jarvis Street proposed layout and revised planning application 20/02358/FUL for Pershore Rd and Roman Meadow sites – it was agreed that the decision should be referred to the ENP Implementation Committee.</p>	<p>ENP Implementation Committee meeting to be arranged.</p> <p>Cllr Yarnold to progress the draft survey / circulate.</p> <p>ENP Implementation Committee to progress.</p> <p>ENP Implementation Committee to progress.</p>
237	<p><b>Reports from Councillors and the Clerk:</b></p> <p>237.1 Village Hall – Cllr Ransted - no meeting held.</p> <p>237.2 Recreation Centre – Cllr Knight – AGM to be held next week.</p> <p>237.3 Tree Warden – Cllr Wood has submitted the application. Cemetery trees are looking overgrown and may need future work.</p> <p>237.4 Bredon Hill Conservation Group – Cllr Ransted – nothing to report.</p> <p>237.5 Church &amp; Bridge Trusts – Cllr Bees – nothing to report.</p> <p>237.6 Wychavon CALC – Cllrs Hughes &amp; Knight – reports as circulated.</p> <p>237.7 Cemetery &amp; Churchyard – Cllr Yarnold – plans to be progressed with Clerk.</p> <p>237.8 Allotments – Cllr Bees – nothing to report.</p> <p>237.9 Community Engagement – Cllr Yarnold – monthly Councils briefings to resume via the Clerk. NPlan briefing to be drafted. NPlan website to be updated. It was agreed that the Clerk should respond to all enquiries via the website / social media.</p> <p>237.10 Dementia Friendly Village – Cllr Hughes – no report.</p> <p>237.11 Neighbourhood Watch &amp; Community Speed Watch – Cllr Ransted – permission for CSW camera usage awaited. Nafford Rd 30mph speed signage still outstanding so cannot enforce. A programme of CSW appointments to be agreed after lockdown to ensure visibility of the scheme. Covid-19 guidance to be</p>	<p>Cllrs Goodlad and Yarnold to draft NPlan briefing update / update website.</p> <p>Cllr Ransted to progress CSW appointments and Covid-19 guidance. Recruitment info to be sent to the Clerk.</p>

	sought from Safer Roads Partnership. Volunteers for CSW still needed and details of recruitment to be sent to the Clerk. 237.12 Clerk's report – nothing to report.	
238	<b>Date of Next Meeting:</b> Next meeting to be held virtually on Tuesday 15 <sup>th</sup> December 2020 at 7.00pm by Zoom invitation.	Next agenda item – Councillor co-option.
	<i>An adjournment was called excluding the public to the following items as publicity may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
239	<b>Legal &amp; Confidential Matters:</b>  239.1 Minutes of the Staffing Committee held 30 <sup>th</sup> October 2020 were agreed as a true record.  239.2 It was agreed that HR Advisors will assist with ongoing matters regarding a previous employee.  239.3 It was agreed that following advice from HR Advisors and recommendation from the Staffing Committee, the Council take the decision regarding the appointment of a permanent Clerk.  239.4 The Council agreed to appoint Michelle Alexander as permanent Clerk with effect from 1 <sup>st</sup> November 2020 subject to a period of 13 weeks probation.	
	<b>There being no further business the meeting closed at 9.30pm</b>	