

SUCKLEY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL VIRTUAL ZOOM MEETING

Held on Monday 13th July 2020 at 7.15 pm

Present: Cllr P Whatley, Cllr C Luton, Cllr R Hill, Cllr R Hooper, Cllr A W Huband,
Cllr A Lewis, Cllr P Griffiths, Cllr L Devenish, Cllr J Green (via phone)

In Attendance: Mrs D Taylor (Clerk), Dist Cllr S Rouse, Co Cllr P Tuthill

One member of the public attended the meeting (via phone)

Election of Chairman Cllr P Whatley was Proposed by Cllr A Lewis
Seconded by Cllr P Griffiths

The Chairman signed the Declaration of Acceptance of Office & Code of Conduct

Apologies for absence – Mrs Helen Philpotts (Footpaths)

Election of Vice-Chairman Cllr J Green was Proposed by Cllr P Whatley
Seconded by Cllr R Hill

Declaration of any Disclosable Pecuniary Interests (DPI) or other Disclosable Interests falling within the terms of para 12(4)(b) of the Code of Conduct. (None made)
No requests had been received by the Clerk for any Dispensations relating to items on the Agenda. (Sec 33 of the Localism Act 2011)

The Chairman then adjourned the Meeting for Public Question Time/Participation

No public presentations were made to the Council

Report from County Councillor - Co Cllr P Tuthill reported on the Worcester Royal Hospital. Areas had been set aside for Covid 29 patients and separate areas for other patients needing care. Kidderminster Hospital had been designated for chemotherapy treatments. At the time of his report, the numbers of Covid deaths for Worcestershire were 500 – 300 of these in hospital and 200 elsewhere. At this stage the average deaths per week were 160 compared to the normal average of 110. Worcestershire County Council, together with District and Parish Councils, had been working hard to cope with the pandemic, with most Council employees working from home. WCC had set up a Here 2 Help single telephone number for people to use throughout the County. The new cycling and walking bridge was now in place across the Hams at Powick.

Report from District Cllrs – Dist Cllr Sarah Rouse thanked everyone for all their hard work and support during the lockdown period. The District area did very well, especially the bin men. Economy was the key going forward, and a County wide economic recovery plan was being put together. Tenbury Wells was still suffering from flooding problems. The Local Plan had been delayed due to the pandemic. She was on the Committee to deal with the Covid outbreak at a local farm in Mathon. Homeless people had been provided with secure accommodation during the lockdown and the Council was working hard to keep them secure and off the streets for the future.

Lengthsman - The Clerk reported on the activities of the Lengthsman during June which covered the White House Cross Roads, Church Lane, Acton road to Mousehole. He had looked at the drains report sent to him by the Clerk, and reported back re blocked drains. Due to restrictions, he had not been able to undertake any work in April or May.

Footpaths - The Clerk had circulated the report sent in by Helen Philpotts covering problem areas re footpath 555, 743 and 741. Cllr R Hooper reported that a local landowner had found damage caused to a wooden stile and wire cutting near to his house and adjoining field. Cllr P Whatley suggested that this matter be taken up with West Mercia Police as criminal damage. Co Cllr P Tuthill asked if Cllrs preferred replacement stiles or gates. The Council expressed a preference for gates, which is in fact the WCC policy (as and when possible).

Local Police – Cllr R Hooper had circulated the Police Crime Stats to all the Cllrs. Across all the 11 parishes covered, out of 196 incidents only 3 occurred in Suckley from January to June 2020. A high level of anti-social behaviour (134 incidents) was noted.

The Chairman then re-opened the Meeting

27/20 STANDING ORDERS

The Council noted the new Model Standing Orders (adopted in September 2018)

28/20 CODE OF CONDUCT

The Council **resolved to Adopt** the updated (MHDC) Code of Conduct. Proposed by Cllr R Hill and seconded by Cllr C Luton.

29/20 FINANCIAL REGULATIONS

The Council noted the Financial Regulations (adopted in September 2016)

30/20 RISK ASSESSMENT

The Council noted the Risk Assessment Schedule prepared by the Clerk and circulated to all Councillors. Included in this schedule was Insurance cover which was not due to be renewed until October 2020.

31/20 NOMINATION OF COUNCILLORS

Councillors were nominated to various posts as follows:-

Election of Councillor responsible for Planning -

Cllr Mrs P Griffiths

Proposed by Cllr C Luton
Seconded by Cllr P Whatley

Election of Council Representatives on Charities:-

John Palmer Educational Trust –

Cllr L Devenish

&

Cllr A Lewis

Proposed by Cllr C Luton
Seconded by Cllr P Griffiths
Proposed by Cllr R Hill
Seconded by Cllr P Whatley

Suckley Charities - Cllr A W Huband
&
Cllr P Whatley

Proposed by Cllr R Hill
Seconded by Cllr C Luton
Proposed by Cllr P Griffiths
Seconded by Cllr A Lewis

Alfrick Educational Charity –
Cllr L Devenish

Cllr A Lewis

Proposed by Cllr R Hooper
Seconded by Cllr P Griffiths
Proposed by Cllr C Luton
Seconded by Cllr R Hill

The Hill Trust – Cllr R Hill

Proposed by Cllr P Whatley
Seconded by Cllr C Luton

**Election of Council Representatives on the
Playing Fields Committee -**

Cllr P Griffiths

Proposed by Cllr P Whatley
Seconded by Cllr A Lewis

Cllr J Green

Proposed by Cllr P Griffiths
Seconded by Cllr P Whatley

Cllr C Luton

Proposed by Cllr P Whatley
Seconded by Cllr R Hooper

**Election of Council Representative on Worcs CALC
Area Committee**

(vacancy not filled)

Election of Councillors with special responsibilities:-

Police - Cllr R Hooper

Proposed by Cllr P Whatley
Seconded by Cllr C Luton

NHS - Cllr A Lewis

Proposed by Cllr P Griffiths
Seconded by Cllr R Hill

Suckley School Board of Governors

No automatic place on the School Board for a Parish Council representative. However, Cllr L Devenish had previously agreed to keep the Council informed on school matters.

32/20 CHARITY ACCOUNTS

The Charities had submitted their Accounts and these had been circulated to all Cllrs by the Clerk. Accounts had not yet been received from the Hill Trust, or the John Palmer Trust. However, the John Palmer Trust Charity had not met due to Coronavirus restrictions. Cllr R Hill asked the Clerk to make sure that a representative from Brookes Memorial Fund was invited to attend the next open meeting in the Village Hall. The Clerk drew the attention of the Council to the confidential/sensitive information contained in the Alfrick Educational Charity Report.

33/20 MINUTES

The Minutes of the Parish Council Meeting held on 9th March 2020 were approved and signed Proposed by Cllr R Hill and seconded by Cllr P Griffiths.

34/20 HIGHWAYS & BYWAYS - Clerk to contact Hannah Davies at WCC Highways re updated situation

35/20 VAS CAMERA

Due to Covid 19 lockdown no meaningful stats were available.

36/20 CHARITY REPORTS

The Clerk had circulated details of the Margaret Westwood charity to all Cllrs. Cllr A Lewis had applied to this Charity for some funding for the Good Neighbour Scheme, but so far no response. Cllr P Whatley reported that the meeting of Suckley Charities had been postponed until October 2020.

37/20 COMMUNITY

- (a) Superfast Broadband – Cllrs A Lewis and L Devenish were pushing ahead with a superfast broadband project for the Crews Hill area of the parish with as many as 26 properties possibly being eligible for government funding via the voucher scheme. Cllr P Whatley reported that unlike Crews Hill little progress was being made in Longley Green. Open Reach were adamant that the Bruff Business Centre had to be included in the scheme (despite very little interest from the businesses on that site). He would be taking this matter up with Open Reach and the WCC representative.
- (b) Parish Information Pack & Crowdfunding - Cllr A Lewis reported that so far £250 had been raised for the Good Neighbour Scheme/Parish Information Pack through a match funded Crowdfunding project backed by MHDC. Cllr C Luton confirmed that the cost of printing the folders was £340.00 inc VAT, but the art work still had to be decided. Cllr A Lewis agreed to be the focal point for collecting/collating parish information to go into the folders.

38/20 FINANCE

- The following cheques had been paid and agreed via e-mail to Cllrs, but needed Minuted Approval. Proposed by Cllr L Devenish and seconded by Cllr R Hill :-
- (a) **Gen Fund** – M Baldwin (Quarry mowing/maintenance 2019) - £270.00; R Wilks Lengthsman March 2020 - £86.40; Worcs Calc Fee 2020/21 - £400.02; M Griffiths Payroll 2019/20 – £80.00; HMRC PAYE – April/May/June 2020 - £388.80; Duffy Regan (Auditors – audit fee 2019/20) - £84.00;
 - (b) **Playing Field** – RoSPA Inspection - £103.20; D Reynolds – DJR Services Inv 1356 £84.00 + Inv 1375 - £126.00 (Mowing & Topping Playing Fields) – total £210.00; Adam Cross (Mole Control – Playing Fields) - £55.00

- The following cheques to be approved at this meeting :-
Proposed by Cllr P Whatley and seconded by Cllr P Griffiths
- (c) **Gen Fund** – D W Taylor – Clerks Expenses – March/April/May/June 2020 - £74.05; D W Taylor – Clerk’s salary adjustment April 2020 - £11.69; R Wilks – Lengthsman June 2020 - £201.60; C Luton – regilding of memorial lettering - £80.00
 - (d) Agreement to the payment of an annual allowance to J Green of £288.00 in respect of supervision of the Parish Lengthsman’s activities and weekly inspections of “at risk” items (Local Authorities Members’ Allowances (England) Regulations 2003. This was approved. Proposed by Cllr P Whatley and seconded by Cllr A W Huband.

- (e) **Grants/Donations**
 - (i) Suckley PCC – maintenance of graveyards (2020/21) - £200.00 Proposed by Cllr A Lewis and seconded by Cllr R Hooper
 - (ii) Suckley Playing Fields Grant 2020/21 - £1000.00 Proposed by Cllr P Griffiths and seconded by Cllr L Devenish.
- (f) **Accounts to 31st March 2020** were approved. Proposed by Cllr C Luton and seconded by Cllr R Hooper. These were signed by the Chairman and the Clerk.
- (g) **Accounts to 31st May 2020** were approved. Proposed by Cllr C Luton and seconded by Cllr R Hooper.

**39/20 APPROVAL OF ANNUAL AUDIT for Accounts to 31st March 2020
(as an Exempt Authority)**

- (a) The Council resolved that as the income or expenditure of the Council was less than £25K p/a the Council met the criteria to be considered an “Exempt Authority” and did not have to forward a return to the External Auditors. Proposed by Cllr A W Huband and seconded by Cllr P Griffiths. However, the Annual Return did have to be completed and signed, and posted onto the Parish Council website. The statement of exemption was signed by the Chairman and the Clerk to be forwarded to the External Auditors.
- (b) **Section 1 – Annual Governance Statement** (Signed by the Chairman & Clerk)
Proposed by Cllr C Luton and seconded by Cllr A Lewis
- (c) **Section 2 – Accounting Statement.** (Signed by the Chairman and the Clerk)
Proposed by Cllr R Hooper and seconded by Cllr P Griffiths

40/20 PLAYING FIELD COMMITTEE

Cllr C Luton thanked the Parish Council for its grant for the maintenance of the Playing Fields. Unfortunately another break-in had occurred at the Pavilion with damage being caused to the door. This had now been secured and a metal security gate would be installed. Paul (who mows the Play area) had agreed to pick up any litter, and to keep an eye on the all weather surface, weeding etc. Due to Covid 19 restrictions, the Play Area and Play Equipment had been taped off and Closed notices put up. Fortunately, Cllr P Whatley had taken photos of this as the tapes and notices had subsequently been removed. Replacement notices would be put up stating that the Play Area is officially closed and should not be used. Cllr C Luton suggested that the Play Area should not be mowed to discourage it being used. The Council agreed that Cllr C Luton could purchase some new litter bins. Proposed by Cllr P Whatley and seconded by Cllr L Devenish. The Playing Fields had passed a RoSPA inspection in March.

41/20 RISK ASSESSMENT

Cllr P Whatley had been undertaking the Risk Assessments during the lockdown as Cllr J Green was in a high risk category and had to be shielded. Nothing to report other than Playing Fields problems as above.

42/20 PLANNING (for information)

- (a) App No 19/00910/FUL
Location: Land at (OS 7120 5053) Suckley
Proposal: Proposed access and track to residential dwelling
MHDC Planning has **Approved** this application, subject to conditions

- (b) App No: 19/00897/FUL
 Location: Barn as (OS 7194 5285) Applegaard Fruit Farm, Suckley
 Proposal: Change of use and associated conversion of an existing agricultural building to a live/work unit
 MHDC Planning has **Approved** this application, subject to conditions
- (c) App No: 19/01403/FUL & 19/0140/LB
 Location: Baston Hall, Crews Hill, Alfrick, Worcs WR6 5HF
 Proposal: Change of Use of part of existing detached garage to multi-use space (recreational/meetings) with office space. Retention of two garage spaces with minor alterations to building. Change of use of main house to mixed use to include overnight accommodation and as B & B
 MHDC Planning has **Approved** this application, subject to conditions
- (d) App No: 20/00438/HP
 Location: 3, Bearcroft Cottages, Longley Green, Suckley, Worcs WR6 5EF
 Proposal: Removal of existing “external” canopy and replacement with single storey extension. New space to form a utility and downstairs wet room space.
 MHDC Planning has **Approved** this application, subject to conditions
- (e) App No: 20/00437/OUT
 Location: Old Hopyard, Suckley, Worcs WR6 5DG
 Proposal: Agricultural bungalow for supervision of lad. Removal of Condition 2 of 80/00449/OUT and Condition 1 of 81/01430/RM
 MHDC Planning has **Approved** this application, subject to conditions
- (f) App No: 20/00478/S106
 Location: Applegaard Fruit Farm, Suckley, Worcs WR6 5DJ
 Proposal: Application under Section 106A of the Town & Country Planning Act 1990 to discharge the requirements relating to legal agreement dated 05/04/2000 and Variation Agreement dated 29/09/09 associated with Planning Permission 99/01450/FUL and the legal agreement dated 24 May 1999 (ref: 98/01294/FUL)
 MHDC has **Approved** this application, subject to conditions

43/20 SUCKLEY CHURCH

Cllr A Lewis had circulated a report to Cllrs re Suckley Church. More people had been in contact with the Church since Covid 19 lockdown, with Suckley Church being at the forefront of Zooming and Streaming services. Old Ipads were needed for people to use for Zoom services. Phase One of the building work had finally been completed, with the Church now having a useful multi-purpose Space with underfloor heating. Phase Two would be installing a kitchenette and an accessible toilet. Unfortunately the BFG event for 2020 had to be cancelled due to Covid 19.

44/20 SUCKLEY SCHOOL

The Clerk had circulated a letter from Mrs Marshall who was retiring as Head Teacher. Cllr L Devenish had circulated a report re Suckley School, including a letter from the newly appointed Head Teacher Helen Field who would be starting in September. The aim was to get the whole school back in September, using the church Space for break-out groups and assemblies.

45/20 MATTERS FOR FUTURE AGENDA - none raised

DATE OF NEXT MEETING – Monday 14th September 2020 at 7.15 pm

