

WOLVERLEY & COOKLEY PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council
Held via ZOOM on Tuesday 5th May 2020 at 7.00pm**

Present:

Mr D Cox (Chairman)
Mrs V Bordewich
Mr R Drew
Mr J Hart
Mr M Hart
Mr D Jones
Mrs L Jones
Mr B McFarland
Mr C Nicholls
Mr C Sherrey
Mr S Sherrey
Mr W Southam
Mr J Wood

West Mercia Police:	Apologies
County Councillor:	Apologies
District Councillors:	Councillor M Hart and Mrs L Jones

1. **Election of Chairman**

On the proposal of Councillor C Sherrey, seconded S Sherrey
RESOLVED that Councillor R Drew be elected Chairman of the Council for the ensuing year.

2. **Chairman's Declaration of Acceptance of Office**

Duly completed.

3. **Election of Vice Chairman**

On the proposal of Councillor B McFarland, seconded Councillor D Cox
RESOLVED that Councillor D Jones be appointed Vice Chairman for the ensuing year.

4. **Apologies**

Councillor Mr A Carloss, County Councillor Mr I Hardiman and West Mercia Police.

5. **Declarations of Councillors Interests**

- Register of Interests: Councillors were reminded to update their register of interests as required.
- To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.
Councillors M Hart, J Hart and S Sherrey declared an ODI in Planning Application WF/20/0150 as they have family that attend Heathfield Knoll School. They will leave the Zoom meeting and enter the waiting room, so they do not take part in the discussion on this planning application.

The meeting will now be adjourned for PUBLIC QUESTION TIME. No Public Present.

The meeting now reconvened to conduct the items of business listed below.

6. **To consider the adoption of the minutes of the Parish Council meeting held on 7th April 2020 at 7.00pm**

These having previously been circulated it was resolved unanimously to receive and adopt the minutes as a true record of the meeting and these were signed as such by the Chairman.

Matters for Discussion / Decision:

7. **To receive Councillors Reports:**

District Councillor Report:

Wolverley and Cookley Issues

We have been dealing with the usual routine casework, reporting litter on the main A roads, and indeed fly tipping. Our time as district councillors seems to be spent on planning enforcement matters. Lisa has been leading on behalf of the three of us in respect of the motor cross activity on the three separate locations. It would now seem that there have been more than the 14 events, the amount permitted in any one 12 month period at Court Farm and Lisa is liaising with the local resident in order to obtain the necessary log in order that this can be passed onto officers for potential enforcement action. There are ongoing issues with waste and rubbish being stored in a field off Copse Lane and Marcus has been liaising with enforcement officers about this.

There has been an increase of rubble dumped in a field off Lowe Lane and again we have reported this to the enforcement officers at WFDC.

There appear now to be horses and stables in a field towards the top end of Lowe Lane and again we have reported this to enforcement officers at WFDC.

We have been liaising over the ongoing issues of stables at land off the A449 and the case officer is planning to bring everything in a report to the planning committee meeting on 16th June.

We understand that the Lea Castle reserved matters application is coming to the 19th May planning committee.

In respect of the street names for Sion Hill, we have decided to agree with the developer proposals, which is what was supported by the Parish Council.

Wyre Forest Issues

Kidderminster Train Station

Work on the £4,000,000 transformation and redevelopment of Kidderminster train station continues. The station forecourt has recently been demolished. Obviously as a result of Coronavirus this has affected work.

Obviously, since we wrote our last report the world has changed! We are very pleased that WFDC has received substantial government grant, circa £1.1 million to continue to provide services and compensate for loss of income. WFDC has also been administering and handing out substantial grants from Government to local businesses.

Car Parking charges have been suspended and this was really done to start with in response to the flooding issues.

All refuse, recycling and garden waste collections are carrying on as normal.

Wyre Forest House is closed to the public.

Full Council met virtually over zoom on 21st April and will be meeting on 13th May at 6pm over zoom and there will be public access. Planning DC met virtually on 23rd April and will do so again virtually for its May meeting.

There have been a number of changes to the constitution and delegations to the Chief Executive during this emergency period.

It is hoped to hold the formal meeting of annual council over the next couple of months and in any event by 30th September.

We are delighted that Crown House has been demolished, something that Ian and Marcus were heavily involved in instigating prior to May 2019.

We all have our £1,000 community leadership fund so please spread the word to local groups who can make an application to us. Details on how the scheme works and to download an application form are on the WFDC website.

County Councillor Report:

Business

WCC appreciate that this is a particularly challenging time for many of Worcestershire's businesses, whether they are large or small. Business support and advice is being provided jointly by the County Council, District Councils, Worcestershire Business Central, One Worcestershire, the Chamber of Commerce and the Worcestershire LEP. This dedicated page on the One Worcestershire website <http://www.oneworcestershire.com/COVID19businesssupport> provides all of the latest information and is updated regularly. Worcestershire Business Central have set up a Business Support hotline. The number to call is 01905 677888.

Children and Families

Worcestershire Children First (WCF) is working closely with mainstream and special schools. This will help to ensure children with Education Health and Care Plans are safe and where needed, attending educational settings. WCF has asked all early year settings, schools and colleges to do a risk assessment for each of these children to be sure they understand their needs and are doing the right thing for them. This will involve talking to families to understand what they need and want to happen for their child. Information has been added about Coronavirus to the SEND Local Offer web pages in response to questions from parents. We have worked with Worcestershire's Parent carer forum, Families in Partnership (FiP) and SENDIASS to coproduce these Covid-19 pages. We wanted to understand what sort of information families would want and the sorts of questions they would be likely to ask. The Council is supporting care homes across Worcestershire and working closely with providers to ensure that care homes have adequate PPE.

Health and Wellbeing

Within Adult Social Care, demands on our staff are very high. We're running a recruitment campaign, which is looking for people to come in and provide support to our frontline social workers. We're looking for relief workers to join us for a short period of time to backfill and support a number of caring roles across the county, whether that be in our care homes, residential care settings and in people's homes. The campaign has proved successful, so far, but we're still on the lookout for people and more information can be found at www.worcestershire.gov.uk/makearealdifference We have added our support to the Step up Now campaign, which is encouraging final year social care students to step up and take on a role now to support those most in need at this time. More about this campaign can be found at <https://stepupnow.org.uk/>

We're also supporting the Come Back to Care campaign, which is appealing for former social workers to come back and support services with their much-needed skills and experience. Find out more about this campaign at <https://comebacktocare.org.uk/>

The Environment

Whilst most planned highway works have been suspended since the Coronavirus lockdown, essential maintenance work such as pothole repairs and drainage clearance have been ongoing observing social distancing where possible and following the construction industry guidelines regarding sanitising, use of PPE and disinfecting. We are planning the future restart of footway works, surfacing dressing and major resurfacing as guidance develops. Highways Liaison Engineers will advise when further information is known.

Initially, work by Parish Lengthsman had been suspended but we are now in discussions with Parish Councils regarding a limited and safe restart of works where possible. Essential works by utility companies have continued to maintain services and we have

seen some utility works recently restart on works at our project sites at Churchfields, Kidderminster. Restart of works on major projects and improvements schemes will be notified when known.

8. **Appointment of Statutory/Standing Committees.**

(a)	Grants	-	Chairman, Vice Chairman, Mr C Nicholls, Mr S Sherrey
(b)	Risk Management	-	Chairman, Vice Chairman, Mr J Hart, Mr C Nicholls
(c)	Staffing	-	Mr M Hart, Mr C Nicholls
(d)	Parish Forum / Wyre Forest Area CALC Meetings	-	Chairman, Vice Chairman
(e)	Cookley Playing Fields Association	-	Mr D Jones
(f)	Wolverley Memorial Hall	-	Mr J Hart
(g)	Wolverley Playing Fields Association	-	Mr C Sherrey, Mr S Sherrey
(h)	Wolverley Charities	-	Mr S Sherrey (Wolverley), Mr C Nicholls (Cookley)
(i)	Wolverley Flood Action Group	-	Mr C Sherrey
(j)	Community Emergency Committee	-	Mr C Sherrey (Wolverley), Mr D Jones (Cookley)
(k)	Liaison link with Lengthsman	-	Mr R Drew (Wolverley), Mr W Southam (Cookley)
(l)	Allotments	-	Mrs V Bordewich
(m)	Parish Council Police Liaison	-	Mr R Drew

Proposed C Sherrey, seconded C Nicholls and unanimously agreed.

9. **Financial Matters:**

- a) To agree Appointment of Internal Auditor. - Unanimously agreed Mr Allen Hughes be reappointed.
- b) To discuss Parish Council Accounts 19/20. - In Hand.

10. **To adopt Model Code of Conduct and Model Financial Regulations.**

Code of Conduct - Proposed M Hart, seconded C Nicholls unanimously agreed the Parish Council adopt the model code.
Financial Regulations - Defer to next meeting.

11. **To note arrangements in place for Risk Management and Chairman to sign Risk Review Log for the year ended 31st March 2019.**

Risk meetings are held quarterly and reports to Full Council where appropriate. Chairman duly signed the Risk Review Log.

12. **To discuss and agree approval of Annual Subscriptions.**

Unanimously RESOLVED to approve Annual Subscriptions below;

a)	Worcestershire CALC	£1258.47
b)	Insurance	£1907.64
c)	ICO	£35.00

13. **To discuss Contracts.**

Lengthsman - Clerk advised of £2806.25 funding for the year April 2020 - April 2021.

It was unanimously RESOLVED:

Mr T Dale be re-appointed Parish Lengthsman for a period of one year,

Mr T Dale to continue to be paid £13.50,

Lengthsman to be given contract for services, one-year fixed term, April 20 - March 21,

Contract to include paragraph stating Lengthsman must attend any mandatory training courses provided by Worcestershire County Council,

Hours of work to be 17 per month,

Lengthsman must advise Council of any materials required for a job and cost involved prior to work being undertaken,

Lengthsman to provide satisfactory Insurance documents,

Lengthsman to liaise with Councillor Drew for Wolverley and Councillor Southam for Cookley.

Bin Emptying/Litter Picking - Contract already approved

Grass Cutting - Contract already approved.

14. **Accounts for Payment - approved the following accounts be paid**

3	Mrs B J Drew (Salary April 2020)	889.23
4	Mrs B J Drew (Stamps/Ink)	17.11
5	Mr Keith Basketfield (Grass Cutting 1st Cut)	671.00
6	Zurich Municipal (Insurance 01/06/2020 - 31/05/2021)	1907.64
7	Wyre Forest District Council (Black Sacks)	94.50

15. **Planning Applications for Consideration: -**

PC No **WFDC No/Details**

- 3469 WF/20/0103/Full: Erection of two detached houses and associated works (resubmission of 15/0169 and 14/0628) at Rock Tavern, Caunsall Road, Caunsall, Recommend Approval
- 3470 WF/20/0150/Full: Proposal for a new build single storey, music classrooms and food technology teaching block at Heathfield Knoll School, Wolverley, Councillors M Hart, J Hart and S Sherrey were put in the waiting room and excluded from the meeting. Proposed C Sherrey, seconded V Bordewich, all agreed - Recommend Approval.
- 3471 FOR INFORMATION ONLY - WF/20/0294/CLP: Proposed single storey rear extension 18 Westhead Road, Cookley.

Parish Matters for Update Only - no decisions required

16. Clerks Report (Clerk) Noted
17. Update on Lengthsman Scheme. (RD/WS) Noted
18. New Issues / Items for Next Meeting. Wolverley Memorial Hall Lease (MH)
19. Date of Next Meeting - to confirm the date of the next meeting which is scheduled for Tuesday 2nd June 2020.

There being no further business the meeting closed at 7.35pm