

**MINUTES OF THE REMOTE PARISH COUNCIL MEETING OF  
RUSHWICK PARISH COUNCIL HELD ON  
WEDNESDAY 10 JUNE 2020 AT 7.30 PM**

Present: Cllr Deakin, Cllr Parker, Cllr Khan, Cllr Jenkins, Cllr Williams, Cllr Wigglesworth, Cllr Rowley

In Attendance: Sharon Baxter (Clerk & Responsible Financial Officer)  
District Councillors Walton & Chambers plus 3 members of the public

1. Election of Chairman and signing of Declaration of Office  
The Chairman Cllr Andrew Deakin opened the meeting confirming his resignation due to retirement not only from this post but also from the Parish Council with immediate effect. Words of appreciation and good luck were expressed to him for a long and happy retirement.  
Cllr Robert Jenkins was nominated as Chairman and accepted the position to Chair the meeting tonight only. Completion of Declaration of Office to follow, however verbally agreed by him for the purpose of this meeting.  
  
(Andrew Deakin left the meeting)
2. Co-option of a Parish Councillor – one vacancy  
There are now two vacancies following the resignation of Andrew Deakin this evening. One application has been received to date. Councillors agreed to defer the appointment this evening due to trialling Zoom for the first remote Parish Council meeting and proceed to co-opt in July.
3. Apologies for absence: Cllr Haywood (Personal) – Accepted
4. Declaration of Interests
  1. Members were reminded to update their register of interests (ROI).
  2. Declaration of Disclosable Pecuniary: None
  3. Other Disclosable Interests: None
5. To consider written requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011): None requested.

Public Question Time.

Three members observed the Parish Council meeting

One parishioner asked for an update on the Gift of Land from Kier. The Chairman confirmed further update to follow.

Reports were received from County and District Councillors. Both of which are appended to these minutes.

6. Councillors were appointed to the following positions: -
  - Vice Chairman plus signing of Declaration of Office – Cllr Parker was re-elected. Completion of Declaration of Office to follow, however verbally agreed for the purpose of this meeting.
  - School Representative- Cllr Wigglesworth was re-elected.
  - Village Hall Committee representative – Cllr Rowley was re-elected.
  - Footpath Officer – Cllr Williams was re-elected.
  - Playscape representative – Cllr Parker was re-elected.
7. Members to the following were appointed:
  - a) Staffing Committee – To comprise of the Chairman and Vice- Chairman
  - b) Planning Committee – To comprise of all members of the Parish Council
    - (i) **RESOLVED** - Delegated powers were granted to the Planning Committee to submit comment

on planning applications.

8. Minutes: Having been previously circulated the minutes of The Parish Council meeting of 11.03.2020 were signed as a true and correct record.
9. Progress Reports: No Matters arising from previous minutes. The Action Plan was reviewed and updated. The mobile speed sign has been repaired and will be installed in Claphill Lane next week.
10. Parish Lengthsman Scheme: The Lengthsman has resumed duties following a Risk Assessment to incorporate Covid 19 measures. Update presented as per timesheet.
11. Finance
  1. Three quotations had been circulated in respect of the annual insurance renewal.
    - a. Resolved to enter into an annual agreement from 01/06/2020 with Hiscox at a cost of £919.86.
  2. Payment of accounts were authorised as per schedule.
  3. The Bank Reconciliation Statement to 31.03.20 was reviewed and approved.
  4. Monthly Budget Monitoring to 31.03.2020 – For Information Only
  5. Annual Internal Audit Report 2019/20 – For Information Only
  6. **Annual Governance and Accountability Return (AGAR) 2019/20 Part 3**
    - a. **RESOLVED:** Section 1 - Annual Governance Statement 2019/20 was approved and agreed to be signed by the Vice- Chairman
    - b. **RESOLVED:** Section 2 - Accounting Statements 2019/20 was approved and agreed to be signed by the Vice - Chairman
  7. **RESOLVED:** To engage Mr. A Sharp as Internal Auditor for 2020/21 with Terms of Reference.
12. Planning: *Cllrs are reminded to view MHDC for full details*  
Planning Application No: 20/00413/FUL  
Location: Land at (Os 8122 5475), Crown East  
Proposal: Proposed construction of single live work unit  
Consultation Ends 13.06.2020 – Comments to be circulated to all Councillors by Cllr Jenkins and once agreed will be submitted via the Clerk to MHDC.
13. Reports from representatives: To receive an update
  1. Report from Village Hall Committee: Cllr Rowley  
'The minutes of the last AGM were approved and signed off.  
There were three resignations from the Committee, Abigail Tilling (Chair), Andrew Deakin (Treasurer) and Alison Khan (Secretary). The Committee thanked them for all their hard work. So, we now have three new people filling the vacancies: -  
Kay Poole was appointed Chair, Debbie Rogers was appointed Secretary and Dave Finch was appointed Treasurer  
An application has been made for a Business Grant from MHDC for the Village Hall, and are awaiting a response.  
Treasurer's Report:  
The Accounts have been audited for 2018/2019 and 2019/202 and will be signed off.  
It was confirmed that there were sufficient funds in the account to cover the period of lockdown.  
All bookings for the Village Hall have been cancelled until the end of August. When the Government has given the go ahead for Village Halls to re-open, it was agreed not to rush into reopening and give the Village Hall a deep clean. It was agreed that no Booking will be taken at this time.  
An update on the work of the Development was given by Alison Khan which was moving forward and preliminary designs for a proposed feasibility study had been produced. This work is on hold due to the lockdown'.

- a. Update on the Gift of Land from Kier  
Our solicitor has advised that once he has the engrossed documents for the solicitors acting for Kier Homes they will need to be executed by the Clerk/RFO and the Chairman of the Parish Council.  
**RESOLVED:** That the Chairman and Clerk/RFO are authorised to execute the legal documentation for and on behalf of the Council.
  
2. Footpath Officers report: Cllr Williams  
‘I have been stood down from footpath duties by Countryside Access for about two months, due to Covid, but I have now just started my patrols again.  
Since May 31st, I have cut back nettles and brambles at:-
  1. The Ash Path
  2. From Bransford Bridge lay-by along the Teme
  3. Either side of the pedestrian Level Crossing
  4. Adjacent to Summer Hollow
  5. From Rushwick Cricket Club to the far end of the Hams Way footbridge
  6. From Brookfield’s Farm down to the brook and up to Roots field
  7. The gateway near the fishing pools below Aymestrey Court.
  
3. Report from Playscape: Cllr Parker  
Anti-social behaviour, congregation of large groups of youths and breaches of social distancing measures had been reported to the police. People were ignoring the closed signs, were lighting small fires, and littering and being abusive when asked to stop and move away.  
The Clerk to request if the CSO could be extra vigilant when next patrolling the area.  
As a safety measure the car park to Playscape will be closed. Cllr Wigglesworth will inform the school of the situation.
  - a. To review ROSPA report  
The ROSPA inspection was carried out on 17.03.2020, The Clerk had circulated the report for review to all Councillors. It had been identified that there was some rot to the wooden frame of the swing basket. This piece of equipment will be completely removed.  
Cllr Jenkins confirmed a complete overhaul of the play area is due to take place once the S106 application has been granted.
  
  - b. Update on S106 application for Playscape  
The application is in the MHDC system and it is anticipated there should be some progress next week. Due to the Covid 19 pandemic this has resulted in some delay.
  
  - c. Update on bicycle trail for Playscape – Clerk to distribute information and quotations to all councillors. To discuss further next month.
  
4. School Representative report: Cllr Wigglesworth  
‘ Rushwick Primary School closed in March, due to the Corona Virus, to all children except those of key workers or vulnerable children. A maximum of seven children attended. Credit must go to all the staff for keeping the school open even during the Easter holidays.  
The school reopened for Reception, Year 1 and Year 6 children of key workers and vulnerable pupils on 1<sup>st</sup> June. An enormous amount of work went into making the school safe for both children and staff. There have been five bubbles of children, with siblings being in the same group. Each bubble is self-contained with a teacher and TA. They keep to their own classroom, play time and eat lunch in their classroom.  
From Monday 8<sup>th</sup> May to Friday 3<sup>rd</sup> July Reception will return to school on a daily basis for a four week block period. From Monday 15<sup>th</sup> June to Friday 10<sup>th</sup> July Year 6 will return for a four week block period. From Monday 6<sup>th</sup> July Year 1 will return into school for the final two weeks of term. From Monday 6<sup>th</sup> July the new Reception induction processes will begin. The key worker/vulnerable children bubble groups will be maintained until the end of the school year.  
A huge thank you and much appreciation must go out to Mr Jeffrey and the staff for all their hard work in ensuring the children are kept safe, well and happy. We must not forget that they have had

to continue with lessons online for the children not in school as well. Their health and wellbeing are of the most tantamount importance too.'

5. Village Hall Development Committee: Cllr Khan – Nothing to report

14. Update on the Parish Neighbourhood Plan: Cllr Jenkins

'The production of the NP has been suspended because the original proposed content was likely to be in conflict with the new SWDP proposals for Rushwick meaning that either it would not be accepted or no value assisting uncontrolled development.

Consequently, we have reviewing the best way forward with consultants and the local authority (LA). We have had one meeting with the LA to understand their strategic plan for Rushwick and another one is scheduled for tomorrow (11 June).

The objective is to use this information to establish a new scope for the plan. This is likely to include how to maintain Rushwick as a village community and the protection of green space, views and environment.'

Advice from the District Councillors was to continue to progress with the NDP as this will add strength moving forward.

15. **RESOLVED:** - To hold ten monthly meetings for the year ahead to take place on the second Wednesday of each month except for August and December when no meetings will take place.

16. Correspondence for Information: Circulated by the Clerk

17. Councillors' reports and items for future agendas

Parishioner request seeking support from the Parish Council to offer local children, adolescents, and adults fishing lessons. To invite to the July Parish Council to present this initiative.

Meeting closed at 8.33pm

Signed ..... Chairman..... Date.....

