

DRAFT MINUTES
ORDINARY MEETING OF THE PARISH COUNCIL
Held via Zoom
July 15th 2020 at 7pm

Present: Cllr M. Robinson
Cllr D. Reece (acting Chair)
Cllr G. Tunnell
Cllr P. Haywood

In Attendance: County Councillor R. Adams
Member of Public: 1
Clerk

PUBLIC QUESTION TIME – see addendum

Meeting Opened : 7:00pm

1. **Apologies** – District Councillor Ward due to other commitments, Cllr Walker due to technical difficulties.
2. **Declaration of Interest**
Disclosable Pecuniary Interest – none. Other Disclosable Interest – none recorded.
3. **Grants for Dispensation** – none requested
4. **To elect a new Chairman** – Cllr Haywood proposed Cllr Reece, Seconded by Cllr Tunnell. Cllr Reece was duly elected to the post of Chair, and accepted the office. *Action: The Declaration of Acceptance of Office to be signed by Cllr Reece.*
5. **To approve the Minutes**
The minutes of the Ordinary Parish Council Meeting held in January 2020 were approved as a true record by the Council. *Action: Chair to sign at a later date.*
6. **Progress Reports**
 - a) **Clerk** - Actions for previous minutes actioned. Various correspondence/emails actioned. Precept request submitted to Wychavon DC. Year End Financial Accounts prepared and distributed for approval. Internal Auditor contacted for quotation. Certificate of Exemption prepared for approval. Various Planning Applications consultations/decision notices circulated. Order placed for VAS with ElanCity. Liaison with Highways re post for VAS/Frogery Lane issue/Slip Road. Liaison with Rooftop re. Claverton/Play Area. Liaison with Birch Utility re. tree cutting for Play Area. Dog bin liaison and costing. Liaison re. Covid/Lengthsman Risk Assessment. Liaison with Police re. Windmill Lane abandoned vehicles. Liaison with Street Cleansing re. waste dumping issues. Liaison with resident/PCC/Wychavon DC etc. in relation to complaint re. Legacy Grant Funding. ICO liaison in relation to GDPR. Lengthsman Scheme Agreement submitted to WCC. Liaison with Wychavon re. Councillor Resignation and public notice actioned. Purchase of Zoom subscription to enable remote meetings. Letter to Parkway New Development Liaison Group issued. 2 expressions of interest re. Co-option received. Preparation for July Meeting. Agenda's and previous minutes issued.

b) Financial Summary – July 2020

Treasurers Account				
End of Year Balance (Statement no 21) - 31/3/2020	£8,814.36			
PLUS Receipts - since end of financial year				
Precept - 1	£4,301.00			
Worcestershire CC	£804.00			
Clerk - HMRC	£443.13			
Clerk - HMRC	£108.20			
Total of Receipts	£5,656.33			
	£14,470.69			
Payments to be ratified since previous meeting				
Clerks Salary Feb/Mar	£541.84	P19-39	chq 000845	24/03/2020
Expenses Feb/Mar	£30.00	P19-40	chq 000846	24/03/2020
Lengthsman Jan/Feb (cleared bank a/c before year end)	£312.00	P19-41	Chq 000847	24/03/2020
Lengthsman Mar	£156.00	P20-01	Chq 000848	15/05/2020
Lengthsman - Covid	£156.00	P20-02	Chq 000849	15/05/2020
New Farm Grounds - March (not cleared a/c)	£185.10	P20-03	Chq 000850	15/05/2020
New Farm Grounds - April (not cleared a/c)	£370.08	P20-04	Chq 000853	15/05/2020
Worcestershire CALC	£327.07	P20-05	Chq 000852	15/05/2020
Came & Co	£394.31	P20-06	Chq 000854	15/05/2020
Playground Inspection	£90.60	P20-07	Chq 000855	15/05/2020
Clerks Salary Apr/May	£541.84	P20-08	Chq 000856	15/05/2020
Parish Expenses Apr/May	£40.80	P20-09	Chq 000857	15/05/2020
ICO (info Commission) - (not cleared a/c)	£40.00	P20-10	Chq 000858	15/05/2020
Total to be ratified	£3,185.64			
Closing bank balance (Statement no 23) - 11/6/2020	£12,192.23	**		
Payments presented at this meeting for approval				
HMRC re. Sept 19 – Mar 20	£443.13	P20-11	Chq 000859	15/07/2020
HMRC – April/May 2020	£108.20	P20-12	Chq 000860	15/07/2020
Parish Expenses – June/July	£77.98	P20-13	Chq 000861	15/07/2020
ElanCity - VAS Sign	£2,266.80	P20-14	Chq 000862	15/07/2020
New Farm Grounds - June	£555.30	P20-15	Chq 000863	15/07/2020
New Farm Grounds - May	£370.08	P20-16	Chq 000864	15/07/2020
Lengthsman May & Weedkiller	£218.00	P20-17	Chq 000865	15/07/2020
Clerk Salary June	£349.02	P20-18	Chq 000866	15/07/2020
Clerk Salary July	£301.02	P20-19	Chq 000867	15/07/2020
Lengthsman April	£156.00	P20-20	Chq 000868	15/07/2020
Total to be approved for payment	£4,845.53			
NOTES:				
* There are 3 cheques still to clear				
Prior to Financial Year End WCC donated £1500 to assist with VAS Sign costs				
Cheque no. 843 dated 21/1/2020 for £3450.00 was not issued in respect of Westcotec - cheque destroyed				

- c) Village Hall Committee** – Cllr Tunnell reported that the VHC applied for a grant of £10k from Wychavon which was successful. Funds used to re-floor the hall. Carpenter repairing joists

etc. Re-opening on September 5th with a coffee morning following the closure during lockdown. When financial accounts are signed off Cllr Tunnell will present to PC.

- d) **County Councillor** – Government grants in region of £29M have been issued in discretionary awards to help businesses. District and County Councils are working closely together for the benefit of community during Covid. 8am – 6pm each day the ‘Here to Help’ advisory programme is in situ. Concerns re. the latest Covid outbreak – many of the individuals effected had been in Worcester for shopping etc., group of workers are contained on one site. Leicester cases 125 cases per 100,000 population. For Worcester 2.5 people and for Wychavon 0.8. Viability of Care Homes is a concern, as people are reluctant to put loved ones in Care Homes currently. Surface dressing work is returning. Speeding concerns on A422 and the A44, particularly motorbikes on a Sunday.
- e) **District Councillor** – Clerk read out the report. Currently there is free parking in Wychavon Car Parks to help with town centre recovery. This will end on August 3rd. all of Wychavon’s public toilets are now open. Additional bike racks are being installed in car parks. More than £28.8m has been paid out in support grants to small business. Plans are being made to reopen Droitwich Lido from August 1st. The pool will open for a six week period up to 13th September with reduced numbers and limited session times. From 11th July team and other grassroot sports can be participated in, within guidance. Outdoor swimming pools and water parks can reopen. From 13th July close contact services, eg nail bars and salons can open. From 25th July Indoor gyms, fitness and dance studios and indoor swimming pools can reopen. Wychavon Customer Contact Centres remain closed but if urgent face-to-face contact is needed then appointments are now available at the Civic Centre, Pershore. The Eat Out to Help Out Scheme with discounts Monday to Wednesday – Food establishments need to register. MOT Changes, if your MOT expires on or after 1st August 2020 it will NOT be extended and you must book an MOT as usual. Your MOT will be extended by six months if it expires on or after 30th March 2020 and up to and including 31st July 2020 and your vehicle is a: Car, Motorcycle, Van. You MUST still make sure your vehicle is roadworthy.
- f) **Parkway Station** – nothing to report.
- g) **Crime Report** – Clerk read out the report for West Mercia – 2 dogs were stolen from a property on Windmill Lane. Cllr Robinson reported that a puppy was stolen from Stoulton Woods.

7. **Legacy Grant Funding** – for the minutes. It is recorded that a communication was issued in relation to a Legacy Grant Funding Community Consultation without the appropriate approval of the Parish Council. The Parish Council and Parish Clerk have received apologies from the individuals concerned, legal advice has been sought from Wychavon DC and this matter is now closed.

8. **SWDP** – Zoom meeting with Wychavon on 31st July, which will be attended by Chair and Cllr Tunnell. The PC have written to the Parkway Development Liaison Committee to record the concerns of the community. An email from had been received in response and was read out by Chair. Chair explained the concerns that we have highlighted previously and the frustrations of the way complaints are received. *Action: Chair will report back after meeting Wychavon.*

9. **Highways** –

- a. Denial of Access to slip road – Cllr Adams suggested wires to measure the speed and collect data to establish the issue. It is on the list for this work to be done. Possible data will lead to chicanes. *Action: Bring forward.*
- b. Complaint re. restrictions on Frogger Lane. A single yellow line restriction for 2 spaces to be in force Mon to Fri 8am – 5pm. It was reported that the garage premises is no

longer in use – *Action: Cllr Adams to notify Highways and take a view on whether to proceed with restrictions change or leave as is.*

10. VAS (Vehicle Activated Speed Sign) – the new VAS is being stored awaiting installation of pole with ability to bear the extra weight of solar. B. Barnes is aware of the location and will supply the pole which is to be installed on the Claverton side of the road.

11. Dog Bin – Proposal. Clerk presented costings for the installation and cleaning/emptying charge of a dog bin as per discussions held at January meeting. *Action: Chair is to visit the proposed site and report back to next meeting for a decision to be taken.*

12. Lengthsman – nothing to report.

13. Planning

Discussion was held re. the way in which Parish Council gives comments

a. Applications to be discussed			
i.	20/01278/HP The Lodge, Church, Stoulton	Single storey extension, side porch and raising the roof above existing kitchen to create first floor bedroom and replacement of detached garage at the Lodge. No comment/objection from SPC	
	20/01206/FUL The Old Coal Yard, Windmill Lane, Stoulton	Demolish existing cottage and construction of replacement bungalow No comment/objection from SPC	
b. Since previous meeting			
20/0746/HP	Dampiers Windmill Lane Stoulton Worcester WR7 4RR	Erection of two-storey front extension and single storey rear extension	Pending decision
20/00272/HP	Thorndon Windmill Lane Stoulton Worcester WR7 4RP	First Floor Extension	Approved
20/00663/FUL	Land between Manor Cottage and Hightrees Merriman Close Stoulton	Proposed construction of a new self build dwelling and garage	Pending decision
20/00678/HP	Thorndon Barn Windmill Hill Stoulton Worcester WR7 4RR	Single storey rear extension to enlarge existing utility room and provide additional storage.	Approved
20/00558/HP	1 Malvern View Pershore Road Stoulton Worcester WR7 4RD	Proposed single-storey rear extension and detached garage. Proposed alterations to an existing porch.	Approved

14. Finance

- Council approved Financial Year End Accounts – *Action: Chair to sign and Clerk to publish to website*
- Council approved the Certificate of Exemption – *Action: Chair to sign and Clerk to publish to website*
- Internal Audit – Clerk gave an update. *Action: Clerk to progress*
- Council ratified the payments since previous meetings as per Clerks Report, item 6b.
- Council approved payments presented as detailed in Clerks Report, item 6b. *Action: Clerk to arrange for signatures and make payments.*

15. Claverton Play Area –

- the Council deferred signing the lease. *Action: Chair to speak with a Community Officer to discover the benefits/implications of taking on the Play Area. Chair to report back.*

- b. Reopening of Play area – it is closed and to remain closed currently. *Action: Cllr Robinson to look at safety inspection work. Cllr Tunnell to put a new notice up.*

16. Telephone Kiosk, the ex-Chair had received a quote for work to refurb the kiosk for £492. Approved by Council previously. *Action: Cllr Robinson to contact the contractor.*

17. Correspondence –

- a. Expressions of interest for Co-option – *Action: to be on September agenda*
- b. Email from Rooftop re. 31 Claverton – *Action: Clerk to forward to Chair*

18. Councillors Reports and Items for future agenda –

- a. **Speeding on the A44 and B4084** raised with Cllr Adams, he suggested that the PC bring to attention of Mr Campion, Police Commissioner. Cllr Adams to request for speed measuring wires by Farm Shop and also on A44. Cllr Robinson raised issue of a planning application to extend the travellers site which will create increased risk with vehicles turning. *Action: Clerk to compose a Letter to Mr Campion for Chair to sign.*
- b. **Website** – Chair asked if the PC should invest in our own website. Asked the Council to look at the websites of other PC's.

19. Date of Next Meeting -The next Ordinary Meeting of the Parish Council will be on September 17th.

Meeting closed at 21:27

.....
Signed - Chairman

ADDENDUM

PUBLIC QUESTION TIME

A resident attended the Zoom meeting and spoke about his concerns relating to a recent Legacy Grant Funding application. The Parish Council responded that the matter had been documented, apologies had been received from the individual concerned, legal advice had been sought by the PC and that as far as the Parish Council are concerned the matter is now closed.