

**MINUTES OF A MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 6<sup>th</sup> AUGUST 2020 AT 7.30 PM VIRTUAL MEETING DUE TO COVID 19**

**PRESENT:** Cllr J Butterworth (Chairman), Cllr A Tanfield, Cllr A Crouchman, Cllr J Yeo, Cllr T Pell, Cllr R Bessant, Cllr L Wild & Cllr Proctor-Nichols.

**IN ATTENDANCE:** Mrs N Nicholson (Clerk), County Councillor R Adams & District Councillor M Ward

**Apologies:** Cllr R Roberts

**Leave of absence:** Cllr Small, Cllr Gardner, Cllr Proctor, Cllr Turner & Cllr Wynn.

**PUBLIC:** N/A

**1) QUORUM ATTENDANCE**

The Chairman advised members that it had been decided to request the return of all Members if they were willing and able to attend meetings. She confirmed they were quorum.

**2) LEAVE OF ABSENCE**

The Clerk advised that a leave of absence had been requested by Cllr Turner, Cllr Wynn and Cllr Proctor until 31<sup>st</sup> October. This was agreed by all. The Clerk advised this superseded the 6-months non-attendance rule and that allowed for the Members to return at any time or for the period of leave to be extended upon review in October if necessary.

**3) COVID -19 MEASURES IMPLIMENTED**

No further updates.

**4) DECLARATIONS OF INTEREST**

N/A

**5) MINUTES**

The minutes of the Parish Council meeting of 2<sup>nd</sup> July 2020 were proposed by Cllr Pell, seconded by Cllr Bessant, agreed by all and signed by the Chairman as a true record of the meeting.

**6) MATTERS ARISING**

There are now several items that are on hold until further notice. These items will be listed in the minutes and actioned as and when it is possible.

Items include –

- Roof Top – follow up on progress with car parking areas, meeting has taken place and action has been promised.
- Repair to Pirton Notice Board -Cllr Turner is going to make the repair when it is possible to do so.
- Review of pavement by the school – WCC B Barnes has agreed to a meeting on site with Cllr Pell in 2 weeks' time.
- Playing field use review – ongoing.
- **Memorandum of understanding with Football Club** – The document has now been signed by the FC. The Clerk is awaiting a hard copy for the PC files.

**7) FINANCE**

- a) The monthly reconciliation of cash and other monies received was undertaken for June by Cllr Tanfield & July by Cllr Pell.
- b) The Clerk now has remote online access to view the bank accounts.

- c) Opus contract update –The broker has arranged for the correct name, address and billing going forward. OPUS will bill from contract start up to now, this bill will be raised on 15<sup>th</sup> August and ongoing on a monthly basis. The PC will pay by cheque.
- d) 106 Reclaim for Play Park – The Claim to WDC and HMRC (VAT) for things related to the purchase and instillation of the play park has been submitted. The Chairman explained that the payments to Sutcliffe (South West) Ltd, need to be authorised but the Clerk would send the payments once the money had been received in the PC bank account.
- e) Brian Arrowsmith has estimated that the price for undertaking the maintenance work for the play park will be £160 per month. It has been agreed that the PC will pay Brian £80 for the work undertaken in July and £160 for the work to be undertaken August. This work will include all the tasks listed in the draft schedule provided by Cllr Wild as well as daily emptying of bins and litter picking. Brian will also unlock the car park gate every day at circa 8am. The schedule will be reviewed by Brian and Cllr Wild, mid-August so that a contract can be prepared.

It was proposed by Cllr Butterworth and seconded by Cllr Pell to authorise the following payments:

a) Mrs N Nicholson – Clerk salary –	July	£481.39
b) Mr B Arrowsmith – Lengthsman –	July	£132.00
c) Mr B Arrowsmith – Pre park opening preparation & Litter clear.		£180.00
d) Mr B Arrowsmith – Quarterly bus shelter cleaning		£30.00
e) N Power – Street lighting Electricity (final bill)		£226.75
f) Signs Express – Play Park signage		£1756.43
g) Sutcliffe Play (South West) Ltd – play park equipment & installation		£169746.30
h) Sutcliffe Play (South West) Ltd – VAT payment		£33949.26
i) Mrs N Nicholson – OPE Quarterly Line rental		£60.00
j) Mrs N Nicholson – OPE Quarterly Sundries		£55.73
k) WDC – Annual litter bin cleanse and empty. Beech Ave & Walcot lane		£151.62

Remittance – N/A

### 8) DRAINAGE ON PLAYING FIELD – Progress update (Cllr Butterworth)

The most recent correspondence from Elan Homes reports that they have not been able to find the manhole cover. The PC are still awaiting a response to the most recent enquiry to try to find out what their investigation has found and when they are going to restore the ditch. The Chairman asked District Councillor Ward if WDC enforcement could be involved in ensuring the ditch is restored. Cllr Ward advised that A.Fell was on holiday until next week and M.Cross didn't know about the issue. The Members were surprised by this as M.Cross had been involved with the correspondence. Cllr Ward asked for all the correspondence to be sent to him. Cllr Wild asked if the site had now been formally handed over to the management committee, Cllr Ward was not sure but would find out.

### 9) OPEN SPACE – PROGRESS UPDATE

The Chairman advised It was good to see so many PC members at the official Play Park opening on 11th July. To get it opened – and in time for the summer holidays was a remarkable feat. It looks amazing and everyone is really enjoying the equipment and the park. It is in constant use. The Chairman thanked those who helped in the final stages Brian Arrowsmith, Cllr Pell, Mick Pell, Cllr Wild and Cllr Turner and for those involved in meetings and preparation for the opening - Lucy Wood, Cllr Bessant, Cllr Wild and Cllr Pell. Thank you to Ian Butterworth for being the official photographer for the opening. There was a nice article in the Evesham Journal. An extra big Thank You was made to Cllr Wild and a round of applause.

106 Money – Claims have been submitted for planning costs, signs and play equipment. There will be further claims for other things that are need. Cllr Wild, Cllr Tanfield and the Clerk have a copy of the record of 106 money, that shows what is unlocked, what is left to unlock and what is spent of the unlocked money. If anyone wants a copy, please let The Chairman know.

Cllr Pell, Cllr Wild and Cllr Butterworth met with the police and someone from the Design Out Crime team on 21st July 2020. A copy of the file note from the meeting has been circulated separately.

The police advised that the locking the gate to the car park would help to keep the area safer. Brian Arrowsmith will open the gate each morning and a team of volunteers (coordinated by Cllr Pell) will close and lock the gate each day at circa 8pm. The service gate now has a new lock.

The police also advised that the hedges along Walcot Lane should be cut so that local residents can provide natural surveillance. However, the PC have received requests from two residents living on Walcot Lane, opposite the play park who want the hedges be allowed to grow as they are concerned that people can see into their properties from the play equipment. A discussion arose and the Clerk was asked to respond to the correspondence.

The revised maintenance schedule will be reviewed in mid-August before a formal contract for the work is prepared.

The Clerk has been in touch with WCC Highways about the possibility of having a “slow children” sign on the road by the service entrance and also the possibility of having a crossing there to make it safer for the children to cross as they are going to and from the park.

#### **10) FOOTBALL CLUB PITCH MAINTAINANCE**

Cllr Wild, Cllr Pell and Cllr Butterworth met with a representative of the football club on 21<sup>st</sup> July 2020 to talk about some maintenance work that they had commissioned for the football pitches. Cllr Wild will be overseeing this.

#### **11) SKATEBOARD RAMP**

The Parish Council have received a request from a member of the community for a skateboard ramp in the Play area. The person has said he’s happy to build one for the purpose. Cllr Wild is investigating the possibility. The Chairman advised it was a really welcome input from the community. Cllr Wild agreed to arrange a meeting and that the Open Space Committee would take this forward.

#### **12) NEW SITE FOR PLAYPARK PLAQUE**

The Chairman advised that Cllr Wild had removed and retained the plaque from the old play park that was placed in recognition of the contribution made by Quita Parsons for getting the old play park built. The PC had thought about putting the plaque on a bench in the park, however the family have asked if the VHC would consider siting the plaque somewhere in the Village Hall once it is refurbished. The VHC have agreed to the request.

#### **13) MEETING WITH SANCTUARY HOUSING – Community benefits programme**

Cllr Pell, Cllr Wild and Cllr Butterworth met with Sanctuary Housing on 21<sup>st</sup> July 2020 to talk about ideas for how Sanctuary might contribute to any community projects during the build stage of the development. It was a positive meeting and The PC are hopeful that Sanctuary may help with one or more projects. A file note from the meeting has been circulated separately.

#### **14) VILLAGE HALL REFURBISH AND DEVELOPMENT**

The Village Hall re opened on 3<sup>rd</sup> August 2020. Some users are returning immediately and more will be back in September. Users will have access to the main hall and the disabled toilet (where there is a sink). The Lewis room, main toilet areas and kitchens will remain closed. All users will complete a comprehensive booking form that references responsibilities of the user groups and requires that users have completed a COVID risk assessment.

Work continues to develop both an expression of interest form and the tender documentation.

The process has now been agreed for signing off and adopting new working practices recommended by the working party. Work continues to ensure that the practices and processes are appropriate and will enable the hall to be run effectively and efficiently.

#### **15) VILLAGE HALL COMMITTEE, TRUSTEES, ANNUAL ACCOUNTS**

The trustees for the Village Hall are Janet Butterworth, Tina Pell, Sheila Boniface and Lucy Wood.

There has been a change to the structure of the committee that will need to be formalised at an AGM when it is possible to hold one. In the interim Tina Pell has taken over as Chairman, Alison Cornelius is now Vice Chairman. Martin Boniface is the new Treasurer. Tina remains as booking secretary and Claire Atkin continues as secretary.

In line with their constitution the VHC have provided the Parish Council with a copy of the annual accounts. A query was raised regarding the water bill being substantial. This was due to the urinals in the Gents toilet running permanently, it is now on a sensor and the bills will reflect this going forward.

#### **16) TRAFFIC ISSUES – relocation of VAS**

The next site for the VAS has been safety checked and agreed by WCC. The VAS will be relocated just as soon as a new post is in place, which is being provided at no extra cost to the PC. The Lengthsman has removed the old VAS and it is to be moved to a site on Worcester Road in Pirton.

#### **17) STREETLIGHTS**

The Clerk is progressing a claim to the insurance company for damage caused to one of the lights.

The upgrade work is now scheduled to replace/ make good the columns. The work will take 3 days to complete, but the materials have a nine-week lead time. Lights where faults had been reported have been repaired.

#### **18) SWDPR – Update from Wychavon meeting 31<sup>st</sup> July**

The Chairman and Cllr Wild attended a virtual meeting with Wychavon and representatives from other local Parish Councils on 31<sup>st</sup> July. It was confirmed that the SWDPR would be continuing with the proposed plans despite changes to working practices. It centred around three new town centres with three new primary schools. Although the timetable had slipped by 12 months, they were still planning on 5000 new homes by 2041. Cllr Wild suggested a letter from the PC regarding the site for 10 houses on Walcot lane, formalising an earlier discussion with WDC CEO. Cllr Adams advised that Cllr Ward had been lobbying hard regarding this site at all the Council SWDPR meetings.

#### **19) PERIODIC REVIEW AND TASKS FOR LENGTHSMAN**

Cllr Roberts had undertaken the review and there had been some work required in Wadborough. The Clerk confirmed all work was progressing satisfactory.

Cllr Adams asked The Clerk if the lengthsman was fully trained – The Clerk confirmed he was and that all training opportunities were offered to him.

#### **20) CLERK ADDITIONAL EMPLOYMENT**

In accordance with contractual requirements the Clerk asked for permission from the PC to accept two part time job offers that she had received. Permission was given and the Clerk starts her new role as Parish Clerk for Earls Croome Parish Council on September 1<sup>st</sup> 2020. The role for Home Instead would start later in September.

#### **21) REPRESENTATIVES REPORTS**

##### **(a) County Councillor – R Adams**

Cllr Adams advised that a large employer had reduced staff numbers in Evesham as a result of Covid-19. There appeared to be a high number of the tests that didn't work.

Cllr Adams confirmed that the number of deaths remained unchanged.

Cllr Adams confirmed WDC had granted several permissions for additional outside seating to assist the Hospitality industry.

Cllr Adams advised that C Council member for Health had stepped in to improve waiting and queuing times at Pershore Medical Centre.

Cllr Adams thanked Cllr Pell for her attendance at a recent meeting regarding the bus services for Peopleton and Drakes Broughton.

Cllr Adams advised of a petition regarding speed and motorbikes along A422. Cllr Adams advised that a ward boundary review looked likely for May 2021.

Cllr Proctor-Nichols asked about the money being made available for the longer-term infrastructure that was being made available resulting from the pandemic.

**(b) District Councillor - M Ward**

Cllr Ward advised that the Covid easing had been delayed by 2 weeks, affecting Weddings amongst other activities.

Cllr Ward advised he still had community funding budget that could be claimed by any community groups up to the end of August. Cllr Ward advised that the WDC car parks were back charging from 1<sup>st</sup> August.

**(c) Other reports as necessary**

Cllr Bessant asked if the footpath through the Bovis site had been permanently closed. The Clerk advised it was a temporary closure until the site work was completed when it was due to be re-opened.

Cllr Wild advised that the VHC Car Park was being used by school staff as a smoking area – The Chairman asked the Clerk to write to the Head Teacher.

Cllr Pell advised of a pothole outside number 83 Shrubbery Ave.

Cllr Pell advised that she attended a meeting regarding the Peopleton/Drakes Broughton Village bus requirements. Peopleton already have a list of names from locals who require a bus service. Cllr Pell needs to compile a similar list of need from Drakes Broughton and establish what if any need there is from Wadborough.

**22) PLANNING**

- a) Comments made on planning applications to Wychavon: 20/01224/FUL 40 Stonebow Road, Drakes Broughton, WR10 2AP. Development of a single dwelling variation of Condition 11 – No Objection  
20/01220/FUL The Old Coal Yard, Windmill Lane, WR7 4RP, Extension to existing workshop to form timber store/WC/Office - No Objection  
20/01206/FUL The Old Coal Yard, Windmill Lane, WR7 4RP, demolish existing cottage and construct replacement bungalow – recommend refusal, the existing cottage demolition was a condition of the building already undertaken.  
20/01539/FUL Crabbe Tree Farm, Besford Road, Wadborough. Demolition of existing timber storage buildings and construction of single agricultural storage building. No Objection.
- b) Applications Approved. 20/00902/HP The White Barn, Brickyard Lane, Drakes Broughton. Erection of detached garage and associated working including new driveway.  
20/01169/HP 99 Shrubbery Road, Drakes Broughton. 2 storey rear extension and pitched roof over porch/garage.  
20/01220/FUL The Old Coal Yard, Windmill Lane, Stoulton. Extension to existing workshop to form timber store/WC/Office.
- c) Applications Refused: 20/00597/FUL The Timber Yard, Crabbe Lane, Wadborough. Erection of 1 No Live/work unit following demolition of existing buildings.
- d) Applications Awaiting comment: 20/01059/RM Applegrove, Worcester Road, Drakes Broughton. Reserved matters variation of condition 1
- e) Appeals: APP/H184/W/20/3251766 Alley Garden, Brickyard Lane, Drakes Broughton. Permission in principle for 2 dwellings.

### **23) CORRESPONDENCE**

- Green Space usage – drone filming - WITHDRAWN
- Regulatory Services – re Resident hedge/fence – NO WRITTEN REQUEST RECIEVED
- PCC Town & Parish Survey - Cllr Crouchman agreed to collate and respond to the survey.
- Pershore Town Council re Network rail footbridge – The PC had agreed to support the bridge proposal and the Clerk had written to Network Rail.
- WDC Rural housing newsletter
- Highways England M5 Bredon Ham repair
- To WDC Enforcement re Croome Close development
- To FC re incomplete goal removal
- Sanctuary Housing Newsletter
- Resident regarding Hedge by the Play Park

### **24) INFORMATION AND DATE OF NEXT MEETING**

Thursday 3<sup>rd</sup> September 2020 at 7.30pm – Monthly Parish Council Meeting – TBC.

Meeting Closed 21.15pm.