

MINUTES OF THE ANNUAL MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 7th JANUARY 2021 AT 7.30 PM. VIRTUAL MEETING DUE TO COVID 19.

PRESENT: Cllr J Butterworth (Chair), Cllr T Pell, Cllr R Bessant, Cllr L Wild, Cllr Yeo, Cllr A Tanfield, Cllr P Crouchman & Cllr R Roberts

Cllr R Small – listening via telephone.

IN ATTENDANCE: Mrs N Nicholson (Clerk), County Councillor Rob Adams & District Councillor Mark Ward.

Apologies: Cllr Proctor-Nichols

PUBLIC: No members of public requested to attend.

1) ATTENDANCE

Cllr Gardner, Cllr Proctor, Cllr Turner & Cllr Wynn are on leave of absence until 31st January 2021.

1) ELECTION OF CHAIR

Cllr T Pell proposed Cllr J Butterworth, Cllr Crouchman seconded the proposal, which was agreed unanimously.

2) SIGNING OF DECLARATION OF OFFICE

Cllr J Butterworth signed the declaration of Acceptance of Office form, specified under Section 51 of the local Government Act 2000, as Chair.

3) VACANCY DRAKES BROUGHTON

The Chair advised members that after careful consideration Cllr Proctor-Nichols had decided to resign leaving a vacancy in the Drakes Broughton Ward. The chair asked the Clerk to notify WDC and start the official process of advertising the seat.

4) ELECT A VICE CHAIR

The Chair advised that Cllr T Pell and Cllr R Small had been nominated and that an anonymous ballot had taken place that day. Cllr Pell received the most votes. Cllr Tanfield proposed Cllr Pell for Vice Chair and this was seconded by Cllr Crouchman and agreed by all. The Chair thanked Cllr Small for his support as Vice Chair over the preceding 18 months.

5) REGISTRATION AND DECLARATION OF INTEREST

- (i) The Clerk advised members of the need to update their Registration of Interest forms which are provided and kept by the monitoring officer of the Wychavon Standards Committee.
- (ii) No declarations were declared.

6) TO NOTE THE CODE OF CONDUCT, STANDING ORDERS AND FINANCIAL REGULATIONS

The new Code of Conduct for Members, which had been adopted by the Council in January 2020, and the Council's Financial Regulations, which had been adopted by the Council in 2002/2003 were noted. New revised and updated Standing Orders were proposed by Cllr Butterworth, seconded by Cllr Pell and unanimously adopted by the Council.

7) DELEGATION OF PLANNING AND OTHER MATTERS

- (a) It was agreed by all members that the function of responding to the Local Planning Authority be delegated to the Clerk. Each Ward, via the planning co-ordinator, will provide a statement to the Clerk to publish on behalf of the Council for any given application within the specified time frame. Each Ward's planning co-ordinator will advise the Clerk/Chair should a planning matter need consideration of the full Council.
- (b) It was agreed by all to re-adopt the terms of reference for the Staffing Committee, including delegated powers for recruitment, performance reviews and disciplinary & grievance procedures.

8) REPRESENTATIVES TO BE APPOINTED

It was agreed to appoint the following representatives:

Playing Field Inspectors - Cllr L Wild (Drakes Broughton) and Cllr S Wynn (Pirton) (fortnightly Inspectors)

Drakes Broughton Street Lighting – Cllr R Roberts

Village Hall Representatives – Cllr T Pell, Cllr Butterworth & Cllr Wynn

Highways/Flooding/Drainage – Wadborough – Cllr M Gardner

Pirton – Cllr A Tanfield

Drakes Broughton – Cllr R Small & Cllr R Roberts

VAS Data – Cllr Bessant

Dog Waste/Litter Coordinator – Cllr R Turner

Planning Coordinators - Wadborough – Cllr J Yeo

Pirton – Cllr J Butterworth

Drakes Broughton – Cllr L Wild.

Staffing committee – Chair, Cllr T Pell (Vice Chair), Cllr M Gardner and Cllr R Small & Cllr Crouchman.

Website/Social Media – Cllr J Butterworth

Finance Group – ALL MEMBERS

Sub-Finance Group – Cllr Butterworth, Cllr Yeo, Cllr Wild and Cllr Tanfield (106/Grant & CIL monitor)

Open Space review – Cllr Wild (Chairman) Mr Jason Marshall, Ms Lucy Wood, Ms Heidi Deacon & Ms Emma

Webster (DBFC)

Village Hall rejuvenation team – Cllr Butterworth, Cllr Pell, Ms Sheila Boniface, Mr Martin Boniface, Ms Maureen

Williams and Ms Alison Cornelius.

SWDP Monitor – TBA

9) LEGAL DOCUMENTS AND CONTRACTS

All legal documents regarding the purchase of Drakes Broughton Playing Field, and its former lease to Drakes Broughton and District Playing Fields Association, are kept with Thomson & Bancks LLP, Solicitors in Pershore.

The lease document for Pirton Playing Field is held by the Parish Council. The contract with Smart Cut for grass cutting continues until 31 March 2023. The contract with Worcestershire County Council to provide a Parish

Lengthsman is effective until 31 March 2021, and the Parish Council's contract with Mr B. Arrowsmith to provide the services of Parish Lengthsman is effective until 31 March 2021. The contracts with Mr B.

Arrowsmith for litter clearing & maintenance for Drakes Broughton playing field and Play Park and bus shelters cleansing in Drakes Broughton continue until 31 March 2021. The Memorandum of Understanding with Drakes

Broughton Rangers Football Club re its use of Drakes Broughton playing field is effective until May 2022. The contract with OPUS Energy Ltd for street light electricity continues until 4th June 2022. The insurance contract negotiated via Came & Company will run until 1st June 2022.

10) MINUTES

The minutes of the meeting held on 3 December 2020 were proposed by Cllr Pell, seconded by Cllr Roberts, agreed by all and signed by the Chairman as a true record.

11) MATTERS ARISING

- B4084 Pedestrian Crossing

Condition 10 of the outline planning permission (14/01419/OU) requires details of the proposed signalised pedestrian crossing on the B4084 to be submitted to and approved in writing by the Local Planning Authority and for the approved details to be implemented prior to the first occupation of the dwellings. This matter has been referred to WDC enforcement.

12) FINANCE

- a) The monthly reconciliation of cash and other monies was undertaken for December by Cllr Tanfield.
- b) Following a review of the proposed budget for 2021-2022 it was agreed by the Council for a 0% precept levy increase which required a precept request of £23029 which coupled with the WDC grant would provide an income of £24080. Any shortfall would be taken from the reserves this year. The Chairman advised that despite an increase in housing development it was not easy to predict the increase in revenue from this as there were many factors including single person discounts and Council Tax support that affected the tax collected.
- c) The updated asset register was reviewed and signed off by the Council.

- d) Legacy Grant. The Chairman advised that once the Parish Council have a better understanding of the timing of the spending for the Village Hall rejuvenation project, there will be a need to update the Milestone set for the project so that there is a sensible cash flow arrangement with WDC to be able to pay the contractors for the work that will be paid for by the grant.

County Councillor Adams advised that the Worcester route of the Community bus was not being used during lockdown and that it was proposed only to run the Pershore route for the time being.

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

(a) Mrs. N. Nicholson – Clerk’s Salary – December	£488.45
(b) Mr. B. Arrowsmith – Lengthsman – December	£220.00
(c) Mr. B. Arrowsmith – Playpark maintenance – December	£66.00
(d) Mr. B. Arrowsmith – Quarterly bus shelter cleansing	£30.00
(e) Pershore Volunteer Centre - Contribution to Community Bus	£250.00
(f) Signs Express (Worcester) -Gate closed signage for play park	£380.27

Remittance

WCC – lengthsman reimbursement September - £198.00

WPD – Wayleave Payment - £72.44

13) DRAINAGE ON PLAYING FIELD

Cllr Butterworth advised Members that in response to correspondence from local residents about concerns over an historic supposed unauthorised diversion of water run-off from the village playing fields, extensive research has been undertaken to see if there is any evidence that this unauthorised diversion has taken place. We can report that no evidence of any action was found and that no one from the community can recall anyone diverting the drains over the last 60 year and there is no evidence to suggest anything else, no visible excavations, no minutes, no invoices and no records. The land that is now the playing field was part of a small holding known a Firs Farm and we now know that back in the 1950s and 60s the site of the Elan Homes development was mainly allotments and the path that runs along the back of the development was created for access to the allotments. It is reported that the drainage used to go all the way down to Brickyard Lane, but that this drain was just one of several drains and crossings that served these agricultural holdings.

Cllr Les Wild advised that he regularly checks the level of water in the manhole cover and just before New Year he reported that water level had dropped by about 3 ft in the previous few days. This means that the outfall is flowing albeit not a quickly as we would like it to, but this is good news. Cllr Wild advised that football had been played on the field the previous weekend.

The next step is to get a CCTV survey completed so that the Parish Council better understands the layout of the drains and if there are any blockages that can be reduced – and if required, order another jet wash to see if that can improve the rate of flow. Cllr Wild advised that the ground would need to be dryer to proceed with this and thought that perhaps we should invite the Elan residents to attend to witness the findings.

14) PLANS FOR “COMMUNITY DAY” (May Day)

Cllr Butterworth advised that an initial meeting had been held. She advised that progress was now on hold until further COVID-19 lockdown easing becomes apparent.

15) OPEN SPACE REVIEW – progress update

Cllr Wild advised that the committee had met in December and are now reaching out to the community to prioritise between MUGA, Bike facility or Amphitheatre. A notice on Facebook brought in a disappointing 8/9 comments and there was only one response from the same notice in the Villager. The comments were mainly regarding noise and location. The committee are looking to conduct a survey via the school to get more input from the school children. Cllr Bessant said there were many comments on the FB post and offered to

summaries them to the Open Space committee. The Chair advised that the money allocated was to be spend on the playing fields and if the Open Space Committee wanted to spend it elsewhere it would need to be authorised by WDC and the developers.

Cllr Bessant advised that during the wet weather she had noticed that the yellow path at the play park was breaking down. Cllr Wild has already been in touch with Sutcliffe Play.

16) VILLAGE HALL REFURBISHMENT AND DEVELOPMENT – progress update

The Chair advised that work is continuing with the preparation of the ITT pack. Required drawing are now being prepared by the architect and preliminary meetings are taking place with builders and suppliers.

The Chair had previously advised that there is a need to remove 3 Parish Council owned trees that are at the back of the Village Hall. This had been advised by the structural engineer who is looking at the new plans for the Village Hall, as the roots will affect the new foundations. Removal of the trees was included in the documents submitted for the approved planning permission and we have plans to plant trees in the new beds.

Cllr Wild advised that further structural investigation was required into the structure of the existing hall building. He was meeting a local builder to discuss what was required and would envisage this costing £2-300. The Chairman advised that this was within the £10,000 spend authorised last year.

17) TRAFFIC ISSUES - VAS

The Chair advised Members that the old VAS has been shipped back to the manufacturer to make sure that in future batteries cannot discharge to zero; this may require a new part to be fitted. New batteries are being purchased and so hopefully it will be returned in full working order. The total cost of this rejuvenation will be circa £306.

The Chair advised that there were still data download issues with the solar panel VAS and that Cllr Bessant required a SWARCO engineer and that there maybe a cost associated with the call out.

The Chair advised that the speed of traffic in Wadborough is becoming more of an issue and WCC Highways have been asked for advice about the siting of a pole for a VAS. Unfortunately, the location preferred by residents doesn't comply with Highways safety guidelines.

18) WALCOT LANE FORD

County Councillor Adams advised that automatic barriers for fords were being trialled in the north of the County and he would be recommending Walcot Lane as a perfect site for these, but he didn't know how long that would take. A discussion arose regarding what should or could be done in the meantime. The numbers of incidents are high and there has already been a death at the location in recent years. Members asked if WCC Highways could review the warning signage as there wasn't significant staggered signage and from one side the depth marker is not clearly visible until its too late. County Councillor Adams advised he would contact Highways dept.

19) SURFACE DRAINAGE

The Chair advised Members that a resident has contacted the Parish Council regarding the surface drainage in Drakes Broughton. Records show that in 2014 the Parish Council used a flood alleviation grant to pay for minor repairs required to the culverted watercourse running between No. 31 and 45 Shrubbery Road, No. 2 and 24 Lewis Close & No. 5 and 19 Beech Avenue. Residents report that problems have arisen here again, and they have been investigating to see who will help to resolve the problems. We understand that they have already been in touch with WDC, WCC and Severn Trent. Our correspondence show that the Parish Council provided the funding for the work as a "one-off gesture of goodwill and as such no further responsibility or liability will be taken for any future or additional works required". The Clerk advised that R Swan of Severn Trent has directed this to the District Councillor. District Councillor M Ward advised that it the issue was covered by Riparian law and that it was the responsibilities of the landowners to ensure the pipework was kept in good repair. Cllr Ward would contact the resident to advise of this.

The Clerk advised that another resident had made contact regarding surface water not draining away at the upper end of Stonebow. The lengthsmen has been and checked the drains are clear.

20) REPRESENTATIVE REPORTS

Worcestershire County Councillor Rob Adams

County Councillor Adams advised that a recent Parkway station meeting held had been interesting with an intense amount of information almost too much to be assimilated in the meeting and Cllr Adams would ask that the slides be made available prior to any future meetings.

Cllr Adams advised Members that he had funded £1000 from his divisional fund towards the additional maintenance and safety costs of the new play park. The Chairman thanked Cllr Adams.

County Councillor Adams advised Members that he would not be standing for re-election in May and planned to retire from the County Council role. He advised that he had enjoyed working with the Council and its Members and he would miss coming to the meeting, but it was time to spend more time with the family. The Chair and Members expressed their gratitude for all the many years of work Cllr Adams had put in over the years and were unanimous in their sadness at seeing him go but wished him luck in his retirement.

Wychavon District Councillor Mark Ward

Cllr Ward advised that WDC free parking had been extended until at least the end of January.

Cllr Ward advised that a new raft of support from WDC for businesses affected by the COVID-19 lockdown were being put together and would be advertised on the WDDC website.

Cllr Ward would follow up regarding the B4084 pedestrian crossing and would contact the resident regarding the surface drainage.

Cllr Wild asked if District Councillor Ward would facilitate a meeting with the WDC rejuvenation officer regarding improvements needed at the Drakes Broughton shops. Cllr Ward agreed.

Members Reports

N/A

21) TASKS FOR LENGTHSMAN

N/A

22) INFORMATION SHARING – Social media

The Clerk is progressing this.

23) PLANNING

- a) Comments made on planning applications to Wychavon: 20/02516/HP Deerfold House, Mill Lane, Wadborough. Extend above existing garage to create home office and family accommodation.
20/02510/HP Rivington, Brickyard Lane, Drakes Broughton. 2 storey extension and detached garage. Comment of appearance.
20/02726/ADV Agricultural Land Adjacent, Glassier, Worcester Road, Drakes Broughton. No Objection with detailed comments.
20/02510/HP Rivington, Brickyard Lane, Drakes Broughton. 2 storey extension and detached garage. No Objection.
20/01607/HP Burgamot, Mill Lane, Wadborough. Detached garage with store and garden fence with gate. Amended plan with accurate location and scale. Comment made re appearance.
- b) Applications Approved: 20/02366/FUL Land Adj Burgamot, Mill lane, Wadborough. Erection of a detached dwelling (amendment to planning approval 17/01103/FUL) – variation of condition 2 on planning permission 18/02329/FUL.
- c) Applications Refused: 20/02198/OUT Masons Arms, Station Road, Wadborough. Erection of dwelling.
- d) Applications Awaiting comment: N/A
- e) Planning Correspondence:
PC to Sanctuary Housing re site entrance
WDC To PC Confirmation of 106 monies held.

24) CORRESPONDENCE

- X2 Residents regarding surface water drainage
- SWDP December Newsletter
- 1x resident regarding Bike facility
- WDC Bird Flu poster
- WDC Government response to standard method housing calculations
- PC to WPD re Street Light damage – The Clerk advised she had contact from the Worcester City office and was progressing this.
- WCC new roadworks reporting system
- WCC re annual footpath clearance
- Resident re Street Light cleaning
- Resident Street light 37 unlit – Re-reported to E'on awaiting repair date.
- Resident Re Playing Field Drainage and PC reply
- WDC Planning Training 11th January 2021
- WDC Planning Training 2nd March 2021
- Play Park user re The Bridge
- Public Health England re COVID-19 - Cllr Wild stated what an excellent letter this was and a discussion arose about how to get this out into the public domain. The Chair asked the clerk to put it on the PC website and a link on the Village Facebook notice board.

Cllr Adams advised that the COVID-19 vaccine was FREE and that the Members and public should beware of any scam trying to obtain bank details in conjunction with the COVID-19 vaccine roll out.

25) INFORMATION AND DATE OF NEXT MEETINGS

Thursday 4th February 2020 at 7.30pm – Monthly Parish Council Meeting – Via Video Conference.

Meeting Closed 9.05pm.