

MINUTES OF A MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 2nd DECEMBER 2021 AT 7.30 PM AT ST BARNABAS FIRST & MIDDLE SCHOOL

PRESENT: Cllr J Butterworth (Chair), Cllr T Pell, Cllr A Tanfield, Cllr R Small, Cllr R Bessant, Cllr R Turner, Cllr J Murphy, Cllr S Boniface, Cllr M Williams & Cllr A Crouchman

IN ATTENDANCE: Mrs N Nicholson (Clerk)

PUBLIC: N/A

- 1) **APOLOGIES:** Cllr Roberts, Cllr Quinton, Cllr Yeo, County Councillor Robinson & District Councillor Ward.
- 2) **DECLARATIONS OF INTEREST**
None
- 3) **MEMBER VACANCY DRAKES BROUGHTON**
The Chair advised that despite advertisement on the notice board there has been no interest in the Vacancy yet. The Chair asked the Clerk to advertise the Vacancy in the Villager. Cllr Pell suggested putting the advertisement in the Shop, the Chair asked the clerk to send the advertisement to Cllr Pell.
- 4) **REORGANISATION OF RESPONSIBILITIES**
The Chair advised that due to a number of health issues she would need to resign from the role as Chair at January's meeting. The Chair advised that should Members decide she would be happy to fill the role of Vice Chair to ensure a smooth handover. Cllr Pell as the Vice Chair would seem the obvious choice to replace her, but the democratic process must be followed so if Members could email their nominations to the Clerk a vote can be held in the January meeting.
- 5) **MINUTES**
The minutes of the meeting held on 4th November 2021 were proposed by Cllr Pell, seconded by Cllr Murphy, agreed by all and signed by the Chair as a true record.
- 6) **MATTERS ARISING**
None
- 7) **FINANCE**
 - a) Draft Budget 2022/23. The Chair advised that she hadn't received any requests for funding to be allocated for any specific new activities. The Chair advised she was working on the budget requirement based on the existing commitments. Cllr Tanfield raised the improvements at Pirton Recreation field. The Chair asked for a specific sum to be detailed to her for inclusion in the budget. Cllr Tanfield would ask Cllr Quinton who had taken the lead on this.
 - b) Internal Auditor. The Chair reminded Members that the Council required an internal auditor. The auditor is required to be competent and independent and traditionally has been a local resident. The Chair advised that the avenues reviewed by Cllr Yeo had not provided a candidate. Cllr Williams could approach someone in Defford. The Chair would prefer to source the auditor from within the Parishes but would come back to Cllr Williams if someone within the community could not be found. Cllr Murphy would ask the Wadborough Community again and Cllr Tanfield would ask the Pirton community.
 - c) Risk Assessment. The Chair advised that the annual risk assessment had been reviewed and circulated to all Member. The Chair advised Members that the annual risk assessment provides the opportunity for the Parish Council to consider risk and take action to mitigate the risk where appropriate. The Chair asked if all Members were happy for her to sign off the risk assessment. All Members agreed and the risk assessment was signed by the Chair.

- d) WDC Clerk payslip cost increase – The Chair advised that WDC have notified that the cost of administering the Clerk’s payroll was to increase. The Chair advised that the Clerk already runs her own payroll with her other Council and proposed to bring the running of this one in house as the administration fee of £15.00 on top of the £3.60 per payslip was a considerable increase. All Members agreed.
- e) The monthly bank reconciliation was undertaken for November by Cllr Tanfield.

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

a) Mrs. N Nicholson – Clerk Salary –November	£488.45
b) Mr. B Arrowsmith – Lengthsman Services – November	£220.00
c) Mr. B Arrowsmith – Play Park grounds maintenance – November	£66.00
d) OPUS Energy Ltd – Monthly streetlight electricity	£10.79
e) OPUS Energy Ltd – Monthly Streetlight electricity	£193.58
f) Mr S Mitcham – Clerk annual software/anti-virus update	£118.98
g) Worcester Container Hire– VH Container hire - monthly (Legacy Grant)	£72.00
h) Paul Richardson -4 th Stage Payment VH Building work (Legacy Grant)	£38,660.13

Remittance: N/A

8) DRAKES BROUGHTON PLAYING FIELD ISSUES UPDATE

a) Flooding on the Playing Field – The Chair advised that WDC have served a Section 24 notice of the Land Drainage Act on Elan Homes which requires them to remove the recently installed pipework. Cllr Turner confirmed that the Pipework is still in situ. District Councillor Ward has been liaising with WDC on this but has yet to provide an update. The Chair advised that she had concerns about what happens once the pipework is removed as the residents there have still been unable to register their properties with the Land Registry.

b) Football Club Storage

The Chair advised Members that the Football Club’s storage container had been re-sited on private land until it can be safely moved to the agreed location at the playing field. She advised that there were various pieces of admin to be completed and these would be actioned over the next month. The PC will be setting up a meeting for January with representative for the PC, Open Space Committee, and the Football Club to discuss the agreements and arrangements going forwards.

c) Play Park Snagging List and Safety Check

The Chair advised Members that Mr Wild (Open Space Review Group) had met with representatives from Sutcliffe’s who installed the Play Park and they are going to address the snagging list. There are also a few outstanding maintenance tasks that the PC need to undertake. Cllr Small advised there was a curb stone sticking up causing a hazard on the perimeter of the Car Park; the Clerk confirmed that this had already been raised as part of the snagging with Sutcliffe.

d) Play Park Groundworks Contract

A new agreement is needed, and the Clerk has been liaising with the contractor and Mr Wild. The contractor has advised that he will sign the agreement and accept the original terms if the issue regarding the open topped litter bins at the Play Park is addressed. The company who made the bins does not supply lids and Mr Wild has suggested getting some lids made ourselves. The Clerk advised the additional cost of litter clearance during the summer schedule without the lids was £70 pcm. Members suggested the Clerk contact Steven Cooper, a local blacksmith, to get a price to make some hinged lids.

Cllr Small advised that the WDC litter bin at the Worcester Road entrance to the Playing Field was not being emptied regularly and was overflowing. The Clerk would contact WDC to address this.

9.) VILLAGE HALL REFURBISHMENT AND DEVELOPMENT – progress update

The Chair advised that the building work was progressing as planned and she was hopeful that the new roof would be on before the builder breaks for Christmas. Cllr Pell advised that the roof still hadn't been delivered.

The Chair advised that there were three items to add to the total cost, with a total agreed additional spend £8,651.00

The Chair advised that other work continues to ensure that when the Hall reopens it is ready for business. The Village Hall Management committee are grateful to Mr Wild for overseeing the build programme and to Ms Niven fulfilling the role as Project Administrator and to all the other people who are working to rejuvenate the hall.

The Chair advised that volunteers are being sought to join the VHC to run a pop-up café at the Hall.

10.) OPEN SPACE UPDATE

The Open Space Committee's report for December was discussed. Their next meeting is scheduled for 11th January. Key points: the review of the Rushwick pump track. It cost circa 30k to install and is used by all ages 3–66-year-olds! Mr Wild has visited the track and urges Members to do the same. The Chair drew attention to the cost of £2450 from One Ltd to re-visit the master plan and gain professional input on what should be installed next. Members thought this was a high cost. The Chair advised that the pictures produced by One Ltd were a key part of communications with residents and public consultation and would be useful when time comes to release the 106 monies from WDC. The Chair asked Members if they would benefit from meeting at the Playing Fields to review what has been installed and the space left and see how it would all fit together. Members agreed this would be a good idea and Cllr Bessant asked that a size for the MUGA be obtained from the Open Space Committee so that a real look at the space it was to take up could be reviewed at the site meeting. The Chair would organise a site meeting.

11.) AREA OUTSIDE THE SHOPS – progress update

The Chair advised that the owner of Simply Fresh has now been in touch via email and that the next stage would be to arrange a meeting on site with the three shop keepers. There was a short discussion about the appropriate people to attend the meeting. The Chair would contact Cllr Roberts who headed up this objective.

Cllr Bessant asked if a second defibrillator could be considered at the shops as it was more central to the Village. The Chair made a note but thought the initial meeting should be limited to improving access and safety.

12.) SWDPR

The Chair advised that the Joint Parishes Committee SWDP are awaiting a response to an email sent to WDC asking for written responses to questions raised at the last meeting with WDC. There is an intention to pull information together to start to share material with Parish Councils and the wider community ahead of the formal consultation that WDC will be organising.

13.) STREETLIGHTING

The Chair advised that as agreed last month an order has been placed to upgrade column 24 outside the school on Stonebow Road. The Chair advised that a similar style column no 23 on Walcot Lane was now unlit. The Chair drew attention to the upgrade research presented by the Clerk giving each light's approximate upgrade cost and a guide to the need to upgrade e.g., low, medium, high. All the lights that were not LED currently (36 columns) would require the upgrade to LED. The Clerk and Cllr Roberts recommend that the best policy would be to upgrade as each light fails. This would lessen the risk of upgrading a column only to find another unlit and requiring an upgrade in a given budgetary year. It is a policy adopted by other Parish Councils. The Chair advised that this need to be built into future precept budgets. The current upgrades were coming from unbudgeted reserves. The Chair advised that decision

was needed regarding upgrade or not for Col 23. Cllr Bessant proposed it was upgraded, Members agreed, and the Chair asked the Clerk to organise the upgrade.

Cllr Turner advised that a further column in between col 34 and col 35 on Stonebow Road was flickering but he could not find it on WCC Hub. The Clerk thought it was likely a PC owned one and would investigate and report back in January's meeting.

14.)BUS SERVICE UPDATE

Cllr Pell advised that the Community Bus service would continue until at least April. On average it was used by 5-9 residents and Wadborough residents only had to ring to be included on the service. Cllr Pell would compile an update for the Villager.

Cllr Pell advised that WCC were considering taking over the bus shelters and upgrading to notify the times of the next bus on a digital display as seen in some town centres.

15.)TRAFFIC SPEED WATCH/VAS

Cllr Bessant advised that there had been another issue downloading the data from the solar VAS which unfortunately, due to inclement weather had left the VAS non-operational. Cllr Bessant would resolve this at the weekend. Cllr Bessant advised Members that she had researched a number of options regarding the purchase of an additional VAS. The Chair asked Cllr Bessant to produce a written proposal for January's meeting.

The Chair asked Members if they felt the VAS's were having an impact on speeding. The majority of Members thought they were a useful tool, and it was worth purchasing a third VAS.

16.)REPRESENTATIVES REPORTS

County Councillor Robinson & District Councillor Ward had sent written reports in their absence.

Members Reports

Cllr Tanfield drew Member's attention to the funding call for the new Electric Vehicle for Pershore Volunteer Centre and suggested Members could donate individually. Cllr Tanfield asked the Chair if the PC could make a donation as the Volunteer Centre covered all of our Parishes and that the community would directly benefit from the use of the electric vehicle transporting the isolated Members of the rural communities. The Chair suggested a £100 donation. This was proposed by Cllr Crouchman, seconded by Cllr Williams and agreed by all.

Cllr Murphy thanked the Clerk for her action regarding the Woodland reported at Station Road, Wadborough.

Cllr Turner reported that the refuse lorries had ceased to use Stonebow Road as a cut through. Cllr Turner also advised as footpath warden that a kissing gate would be replacing the style near the brook at the bottom of Mill Lane.

Cllr Butterworth reported that Pirton Phone box had been converted into a book exchange as agreed at the Parish meeting and that Cllr Quinton has fitted the replacement telephone signs.

Cllr Butterworth advised of the Pirton Church Christmas tree festival running from 17th – 19th December.

Cllr Butterworth advised there was still issues regarding debris from the tree's falling on cars in St Peters Close Pirton. Cllr Roberts was liaising with WCC on the matter.

17.)PERIODIC HIGHWAYS REVIEW

The Chair thanked Cllr Roberts and Cllr Small for reviewing the Highways and submitting the reports to WCC. The Clerk advised that Wadborough had requested the passing bays be swept out by the lengthsman and this had been requested.

18.)VILLAGER SUBMISSION

The Chair advised that a submission was not made for the December issue, she & the Clerk would compile and submit a report for the January issue.

19.)PLANNING

- a) Comments made on planning applications to Wychavon DC: 21/01668/FUL Land to South of Walcot Lane, Erection of 12no dwellings – amended site plan. Comments objecting as before and noting that the amended site plan does not address said objections.
- b) Applications Approved: 21/01873/HP and associated 01874/LB The Smithy, 2 Caldewell Farm Barns, Stoulton. Erection of a single storey extension to the rear of the property to form a garden room.
- c) Applications Refused: N/A
- d) Applications Awaiting comment: 21/02687/ADV Agricultural land adj. Glassier, Worcester Road, Drakes Broughton. 8no. Sanctuary flags (3 no. relocated and 5 no. additions) and 2 no. stack signage boards. 21/02520/HP 99 Shrubbery Road, Drakes Broughton. First floor extension over existing garage and 2 storey and single storey rear extension. 21/02531/HP 20 Magnolia Close, Drakes Broughton. Front extension and façade alterations.
- e) Appeals: Appeals: APP/H1840/D/21/3282118 Deerfold House, Mill Lane, Wadborough. Extend above existing garage to create home office & family accommodation. Dismissed
- f) Planning Correspondence: N/A

A discussion arose regarding commenting on planning applications in Drakes Broughton, the Clerk advised that a couple of consultations relating to properties in Drakes Broughton had passed with no comment being received. The Clerk suggested that perhaps it would be better to expect a majority or a certain number of Comments rather than all Members, and that maybe once 4/5 Members had submitted their views to Cllr Boniface that was sufficient for Cllr Boniface to then summarize for the Clerk. The Chair suggested that 5 out of the 8 Drakes Broughton Members must have made comments before a summary was submitted for the Clerk. Cllr Boniface thought this would be helpful and all Members agreed.

20.)CORRESPONDENCE

- Resident reporting Col 23 as unlit
- West Mercia Police regarding Councillor Safety

21.)INFORMATION AND DATE OF NEXT MEETINGS

Thursday 6th January 2021 at 7.30pm – Monthly Parish Council Meeting – St Barnabas First & Middle School.

Meeting Closed 9:05pm.