

BREDON & BREDON'S NORTON PARISH COUNCIL

The minutes of Bredon Parish Council Annual Meeting held at Bredon Village Hall on **Monday 12th June 2023 at 7:00pm.**

Present: Councillors: Mr Nick Bradley (NB) [Chairman], Mr Colin Davidson (CD) (from Item 3), Mr Matt Darby (MD), Mr Kevin Falvey (KF), Mr Declan Shiels (DS), Mr Rob Sly (RS) and Mr Brod Whiting (BW).

In Attendance: Mr Tim Drew (Clerk), Cllr Adrian Hardman and Mr Peter Whitehead.

1. Apologies for Absence.

Cllrs Ms Karen Brooks (KB) [Holiday], Ms Katie Hall (KH) and Mr Andrew Rhodes (AR) [Holiday].

2. Declaration of Interests.

Cllr Sly has an existing dispensation for SWDP related matters (11 a).

Cllr Whiting declared a non-prejudicial ODI for Item 11 a), as a friend of a Tewkesbury Borough Council (TBC) Council Solicitor (Sara Freckleton).

All applicable Councillors signed a Declaration of Office acceptance form.

3. Co-Option of 10th Parish Council Member.

Following the Uncontested May 2023 Election, the Clerk received an application for co-option from Mr Colin Davidson. It was **agreed** unanimously by Councillors to support the application and Cllr Davidson duly signed the Declaration of Acceptance of Office.

4. Annual Governance Statement 2022-23:

Proposed by Cllr Darby, seconded by Cllr Falvey and **agreed**. The document was signed by the Chairman and Clerk.

5. Accounting Statements for 2022-23.

Proposed by Cllr Darby, seconded by Cllr Falvey and **agreed**. The document was signed by the Chairman and Clerk. The Annual Internal Audit Report from DKE Audit Services was circulated and noted.

6. To determine membership of the various working groups and representative functions.

- a) Planning Committee – it was **agreed** to decide responses to planning applications by the full council (with two meetings per month as required). Strategic applications are to be referred to the Mitton Group (Cllrs NB, CD, KB, MD & RS).
- b) Executive & Finance Working Group – Cllrs NB, KF, AR* & BW.
- c) Transport & Organisations Working Group - Cllrs NB, KB*, DS & RS.
- d) Assets Working Group (incl. Village Hall) – Cllrs NB, KB*, CD, KF, KH & DS.
- e) Technology & Media Working Group – Cllrs KB*, KF, DS & RS.
- f) Other Functions:
 - i. Bredon Hill Planning Group – Cllr NB.
 - ii. Hancock's Trustee – Cllr RS.
 - iii. Reeds Close Trustees – Cllrs RS & BW.
 - iv. Worcestershire Parish Councils Association – Cllr NB & Clerk.
 - v. Bredon's Norton Village Hall – Cllr KB.
 - vi. Police Liaison – Cllr KF.
 - vii. Bredon Community Play & Recreation (BCPR) – to be advised.
 - viii. Grass Cutting – Cllr RS.

- ix. Social Media – Cllrs DS & RS.
- x. Defibrillator – Cllr KF.
- xi. Parish Magazine – Cllr DS.

* Clerk to seek confirmation of agreement to serve on Working Groups/Other Functions from these Councillors.

7. Direct Debit and Standing Order Payments.

Cllr Falvey proposed, Cllr Sly seconded, and the existing Direct Debits and Standing Orders, as shown on the Clerk's document, were **agreed**.

8. To approve reviewed parish council documents.

- a) Standing Orders.
- b) Financial Regulations.
- c) Code of Conduct.
- d) Risk Assessments.

The above reviewed documents [a) to d)] were proposed by Cllr Sly and seconded by Cllr Darby and **agreed**.

9. To consider the Adoption of the Minutes of the Meeting held on Monday 15th May 2023

The minutes were **agreed**.

10. Finances:

- i. Invoices to be paid:

Village Hall:

| | | |
|--------------------------|---|----------|
| Jo Lomasney | Balance of Wages – May 2023 | £240.17 |
| Darren Rosser | Bar Work – May 2023 | £93.83 |
| Screwfix | VH Kitchen Radiator | £87.40 |
| RPK Maintenance | Paint & Materials for VH Kitchen | £82.71 |
| Kevin Falvey | Materials & Labour (RPK) for VH Kitchen | £1534.14 |
| Kevin Falvey | Labour (RPK) for VH Kitchen & Repairs | £540.00 |
| CW Hygiene | Consumables | £93.13 |
| Bredon WI (Joan Needham) | Coronation Tea Expenses | £36.00 |
| Sheldon Inns Ltd | Warm Room – 40 x Stroganoff | £240.00 |
| Tewkesbury Garden Centre | Warm Room – 35 x Picnic Box | £472.50 |

Parish Council:

| | | |
|-----------------------|---|----------|
| Timothy Drew | Balance of Wages – May 2023 | £288.90 |
| All Season Gardens Co | Glebe Field Churchyard Extension (3 of 3) | £3264.00 |
| ElanCity | Packing Kit & Transport Fee | £56.45 |
| Hallmaster | Annual Licence 2023-24 | £238.80 |
| DKE Audit Services | Annual Internal Audit 2022-23 | £250.00 |
| Packwood Printers | 3000 x A5 Leaflets of Mitton Bank | £249.50 |
| Dor-2-Dor | Leaflet Distribution (Mitton Bank) | £300.00 |
| David Gray | Lengthsman – May 2023 (Highways) | £510.00 |
| David Gray | Lengthsman – May 2023 (Parish) | £150.00 |
| Greenworks | Mowing – May 2023 (x3) | £2733.59 |
| Greenworks | Civil Works for Car Park Barrier Installation | £2376.00 |

All payments above were **agreed**.

- ii. To approve the Financial Report.

The May 2023 bank statements and cash book were **approved**.

11. Planning:

a) Other Planning Matters:

Timescales and possible scenarios relating to the Mitton Bank applications, Ashchurch Bridge over Rail (ABoR) and South Worcestershire Development Plan (SWDP) were discussed in the light of the new councillor membership of both Wychavon District and Tewkesbury Borough Councils. Both Mitton Bank applications now have Consultation End dates of 8th August 2023 and preparations for the Public Meeting on 19th June 2023 were considered. The Chairman had received a communication from Richard Buxton Solicitors relating to a suggested approach to responding to Mitton Bank and SWDP, including ecology and flooding. It was **agreed** to accept the fee proposal relating to the ABoR from Ashchurch Rural Parish Council (Cllr Darby abstained). Clerk to write to Tony Davies to confirm.

12. Damage to Car in Main Car Park.

Cllrs Bradley and Falvey met with the claimants who have finally arranged for the repair works to be undertaken. Following a review and discussion, it was **agreed** that the Clerk would write to offer a full and final settlement of £500 without prejudice.

13. Progress Reports and Updates for Information.

a) County and District Councillor:

- Update on the planning applications relating to the Travellers site at Castle View.
- No update to report on Kemerton Road.
- 'No Mow May' restricted hedge cutting to only one meter but only for pedestrian safety.
- The 'Gully Sucker' has been requested for Westmancote following debris from the localised flooding on 10th June 2023.
- Severn Sailing Club are undertaking fundraising for their Jetty project.
- Wales and West Utilities to be contacted regarding the reinstatement of the footpaths and grassed areas at St Giles.

b) Police Report:

- Reports of drunken behaviour at The Cross Keys at closing time with cars damaged and police arrests.
- More vandalism on Playing Field with Rugby posts and fencing damaged and Quad Bikes used.
- Police patrols have been increased in Bredon.
- A van was broken into at Blenheim Drive / Plantation Crescent Junction and equipment stolen.

14. Correspondence, Progress Reports and Updates for Information.

The Clerk provided the following update:

- WCC Highways have provisionally scheduled improvement works on the Bredon to Kinsham Footway for October 2023.
- The Glebe Field Burial extension works have been formally accepted and the consecration of the new area will be later in the year.
- In response to a resident's enquiry, Wychavon Planning have advised the Airband Community Planning Notification of Works would be treated as a permitted development enquiry, which would be confidential and not for public viewing.

- The Local Government Boundary Commission for England, covering Worcestershire was circulated to Councillors.
- Bredon WI thanked the Council for supporting the Coronation Event at the Village Hall on 8th May 2023.

15. Councillors Reports and Items for Future Agenda:

Cllr Sly advised the Hancocks Trust have taken financial advice for their investments and a decision is pending.

Cllr Shiels will review and extension of Glebe Field re-wilding and will also arrange for brush cut and removal.

Cllr Falvey advised the Kitchen Refurbishment and a request of early payment to RPK Maintenance was **agreed**. The Hallmaster booking system is being monitored.

Cllr Falvey advised a new bollard at the top end of the car park would be included with the various improvements.

The Parish Magazine for July 2023 to include New Parish Councillor (Colin Davidson), Warm Welcome Summer Break and Police Update from West Mercia.

15. Date of Next Meeting:

10th July 2023

Notes of Public Question Time:

Peter Whitehead provided an update of the Glebe Field Burial Ground Extension project. He is liaising with the Diocese regarding consecration and the ownership process relating to change of use and possible fee structure.