

# BISHAMPTON AND THROCKMORTON PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Monday 22<sup>nd</sup> May 2023 at 7.00pm The Parish Room, Throckmorton

**Present:** Cllrs Boocock, Davis, Giel, Rolls, Tucker and Wallace

**In attendance:** County Cllr Boatright, District Cllr Tucker and Julie White, Parish Clerk

The chairman opened the Annual Meeting of the Parish Council.

### 1. To Elect a Chair and receive signed Declaration of Acceptance of Office

Cllr Davis nominated Cllr Boocock as Chair. The nomination was seconded by Cllr Tucker. There were no further nominations and all councillors were in favour of electing Cllr Boocock as Chair.

Cllr Boocock signed his declaration of acceptance of office.

### 2. To Elect a Vice Chair

Cllr Tucker nominated Cllr Rolls as Vice-Chair. The nomination was seconded by Cllr Davis. There were no further nominations and all councillors were in favour of electing Cllr Rolls as Vice-Chair.

**3. Apologies:** Apologies were received from Cllr Amoroso.

### 4. Declarations of Interest:

- Register of Interests: Councillors are reminded of the need to update their register of interests.
- To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. **None**
- To declare any Other Disclosable Interests in items on the agenda and their nature. **None**
- Written requests for the council to grant a dispensation (S33 of the Localism Act 2011). **None**

### Adjournment for Public Question Time

There were no members of the public present, so the meeting was not adjourned.

**5. Minutes:** The minutes of the meeting on 3<sup>rd</sup> April were unanimously agreed as a true and accurate record. The Chairman signed the minutes.

### 6. District and County Councillors' reports.

#### *District Councillor report:*

Cllr Liz Tucker noted that there is the potential for a large development at Nightingale Fields due to the amount of land.

There are still no decisions for a single storey extension at Huntsman Cottage nor for a rear link extension at The Cottages in Broad Lane, despite the applications being submitted several months ago.

Emma Kearsley is the new Executive Board Member for Planning, Infrastructure and Urban Design.

#### *County Councillor report:*

Cllr Dan Boatright reported that the review of the A44 corridor and B4084 will be developer led and not Government funded. Cllr Boatright is looking to arrange a meeting with the SWDPR working group due to his concerns about this.

The move to designate the Throckmorton Airfield as an ancient monument is progressing. There is a strong case due to the multiphase archaeology on the site.

Cllr Boatright is looking to clamp down on utility companies that dig up pavements and do not reinstate them to the same standard. Cllr Boatright asked that if anyone is aware of an incident of this to report it to him.

Cllr Boatright asked for Parish Council support in asking for a new data review for Long Lane as the one which is currently cited is from 2017. Everyone agreed that they were happy for Cllr Boatright to request this review.

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The move from a 3-tier school system to a 2-tier school system has stalled and the Government money is no longer confirmed. This uncertainty is making it difficult for Middle Schools to recruit staff.

There is a spate of shed break-ins with young men of 25-35 years of age driving a white Audi. People were advised to lock their sheds and be vigilant.

## 7. To adopt the General Power of Competence

Cllr Boocock proposed that the General Power of Competence is adopted. The proposal was seconded by Cllr Tucker. All in favour.

Bishampton & Throckmorton Parish Council meets the conditions set out to exercise the General Power of Competence. Therefore, it was RESOLVED to adopt the General Power of Competence and in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

## 8. Representation of Parish Council on outside bodies

Villages Hall Committee - The Chair asked for volunteers to attend the BATVHC meetings. There were no volunteers, so the item was deferred. In the interim period the Clerk agreed to attend the meetings.

PACT meetings. These meetings with the Police are not routinely happening currently but should one be convened Cllr Giel agreed to attend on behalf of the Parish Council.

## 9. Key documents for review and adoption or approval

The following key documents had been made available to all councillors prior to the meeting:

- 9.1. Financial Regulations – some modifications from last year
- 9.2. Standing Orders - unchanged
- 9.3. Code of Conduct - unchanged
- 9.4. Risk Management Scheme – some modifications from last year
- 9.5. Direct Debits - unchanged
- 9.6. Scheme of Delegation – some modifications from last year
- 9.7. Strategic Objectives – some modifications from last year. Cllr Tucker asked that Shorthorn Wood and the Nature Reserve are named in Item 5. All were in favour of this amendment.
- 9.8. Asset Register – Updated to reflect additions from financial year 2022-23
- 9.9. Bank Mandate and Signatories – signatories were confirmed as Cllrs Amoroso, Boocock, Davis and Tucker with two to sign/authorise payments.

Councillor Boocock proposed that the key documents are adopted en bloc. Seconded by Councillor Wallace. All in favour.

## 10. To review and adopt the following new policies/procedures

The following policies and procedures had been made available to all councillors in advance of the meeting:

- 10.1. General Power of Competence Policy
- 10.2. Health & Safety Policy
- 10.3. Dispensation Procedure Guide
- 10.4. Retention & Archiving Policy

Councillor Boocock proposed that the above new policies and procedures are adopted. Seconded by Councillor Tucker. All in favour.

## 11. To re-adopt the following existing policies and procedures

- 11.1. Freedom of Information - unchanged
- 11.2. General data and privacy policy - unchanged
- 11.3. Complaints policy – unchanged

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11.4. Grant awarding policy – modified to enable retrospective grants in exceptional circumstances.

The above policies and procedures had been previously made available to all councillors. Cllr Boocock proposed that they are adopted. Seconded by Cllr Davis. All in favour.

## 12. To review the following policies:

The following policies are not due for re-adoption until May 2024 but were reviewed.

- 12.1. Publications (updated to reflect additional online publications)
- 12.2. Disciplinary, Dismissal and Grievance
- 12.3. Equality and Diversity
- 12.4. Grant Application forms
- 12.5. Press & Media
- 12.6. Reserves
- 12.7. Social Media
- 12.8. Training & Development

All current policies and procedures can be found at [www.batpc.org.uk/documents](http://www.batpc.org.uk/documents)

## 13. To confirm:

- 13.1. **Planning team members** – Cllr Tucker is currently the only member of the planning team. There were no more volunteers, so this was deferred until the next meeting.
- 13.2. **Communications Lead** – It was unanimously agreed that Cllr Boocock should continue in this role which includes keeping the website current and parishioners informed as required. Councillor Rolls offered her help if required. All in favour.
- 13.3. **Buildings/properties team members** – The property team was confirmed as Cllrs Davis, Boocock and Wallace. All in favour.

All the above teams are classed as working parties.

## 14. Finance

- 14.1. The bank reconciliation for April had been previously circulated. All were in favour of accepting it.
- 14.2. The list of April receipts and current payments was received. Cllr Boocock proposed that the payments were approved en bloc. Seconded by Cllr Rolls. All in favour.
- 14.3. The reserves at 31<sup>st</sup> March 2023 had been previously circulated. Cllr Boocock proposed that they were accepted. All in favour. The Clerk said that £80 for Shorthorn Wood bird boxes which was approved at the end of the previous financial year would be added to this year's reserves.

The Clerk recommended that due to the rise in interest rates, money should be moved from the current account to the interest-bearing deposit account. Money could then be transferred each month to the current account to cover the cost of payments. It was agreed to put this on the next agenda.

## 15. Progress reports - for information and discussion:

- 15.1. La Serra. Cllr Amoroso had sent an update which the Clerk read out to the meeting. It confirmed that there would be no requirement to burn crops this year. It was agreed that no further action is needed at this time.
- 15.2. It was agreed to defer the re-valuation of properties. The matter will be revisited in October. All in favour.
- 15.3. Cllr Boocock said that the relaunch of the community coffee mornings in April had been a success. The next one is on bank holiday Monday 29<sup>th</sup> May. Cllr Giel offered to help on May 29<sup>th</sup>.

## 16. Items for consideration

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- 16.1. Grant application from The Villages Hall for tree work. After a lengthy discussion, it was proposed by Cllr Rolls that £300 is awarded to BATVHC. This was seconded by Cllr Boocock. 5 votes in favour and 1 abstention.
- 16.2. Reposit Scheme – This was discussed and it was agreed that this would not be taken up at the current time. When the lease is due for renewal, more details will be sought and the matter will be considered again. Cllr Wallace offered to examine the scheme in more detail closer to the time. All in favour.
- 16.3. The Clerk’s annual review which was carried out by Cllrs Boocock and Poulter was summarised to the council.
- 16.4. It was proposed by Cllr Wallace and seconded by Cllr Boocock that the current insurance policy is renewed for 1 year. All in favour. As there is an ongoing claim it has not been possible to obtain a viable alternative quote.
- 16.5. It was proposed by Cllr Boocock and seconded by Cllr Tucker that the signing of the Declaration of Office for Cllrs Amoroso and Hodgkiss could be deferred. All in favour. All Cllrs present signed their Declarations prior to the start of the meeting.
- 16.6. The land adjoining the Villages Hall was discussed. The PC has made enquiries and are not able to add Public Liability for this land to their insurance policy. It was agreed that there is nothing further that the PC can do at this time.

## 17. Planning

	Reference	Description	Comment
<b>New</b>	W/23/00836/LB	Throckmorton Court – repairs to listed barn roof.	It was unanimously agreed to <b>Support</b> this application.

## 18. Properties

Item	Description	Responsible
a)	Dolphin Maintenance: <ul style="list-style-type: none"> <li>• Roof/guttering work. The first part of the approved work has been carried out.</li> <li>• Crack in outbuilding – a representative from the insurers has visited the site and we are waiting to hear back in this regard.</li> <li>• Fence between paddock and car park. A quote has been received for £500 to replace the fence. It was agreed that due to budget constraints there will be no decision to replace the fence for the time being.</li> <li>• The shower pump has been replaced.</li> </ul>	JGB/MD  JGB/MD
b)	Housemartins <ul style="list-style-type: none"> <li>• Boiler/oil lifter. There is no urgency to this matter. A further quote to replace the boiler is still being sought.</li> </ul>	

## 19. Correspondence for Information (circulated prior to the meeting).

The correspondence list was noted, the following items were highlighted.

- A grant of £900 has been obtained from Welcome to Our Future for work at Shorthorn Wood.
- Spacehive – The £500 for the community bus project has been refunded as insufficient pledges were received.

## 20. Clerk’s and Councillors’ reports and any items for future agenda

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- The Clerk reminded members that they need to return their DPI form and Election Expenses form as soon as possible to Wychavon District Council as both forms are time sensitive.
- The Lengthsman contract with Worcestershire County Council has been received and returned.
- The shared VAS sign has been redeployed on the Bishampton side of Throckmorton.
- The Big Help Out was a big success despite the weather. There is enthusiasm to repeat the event.
- Tony Dew has adjusted the gate in the play area as per the safety inspection. He has also adjusted the roundabout.

## 21. Date of next meeting:

The next Parish Council meeting will be held on Monday 5<sup>th</sup> June in the Ockenden Suite at Bishampton Villages Hall at 7.00pm

The meeting closed at 21:36

Signed .....

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## Bishampton & Throckmorton Parish Council - May Payments

Bank Balances as at 30/04/23	Amount	Interest
Lloyds Deposit	14,088.32	8.91
Lloyds Current (01289157)	30,828.01	
Lloyds Ounce Deposit	6,512.83	4.12
<b>Totals</b>	<b>51,429.16</b>	

Authority to pay	Description	Nett Amount	VAT	Total	Cost code	Invoice No
J White	Salary	736.00	0.00	736.00	1	n/a
J White	monthly allowance	17.50	0.00	17.50	2	n/a
J White	mileage	9.00	0.00	9.00	2	n/a
Smartcut	grounds maintenance	306.18	53.25	359.43	25	19520
Carl Brassington	Lengthsman Duties	170.00	0.00	170.00	31	Apr-23
Worcestershire CALC	Annual subscription	513.86	91.50	605.36	5	9024
Tony Dew	Playground gate repair	150.00	0.00	150.00	26	n/a
Viking	Stationery	54.07	10.81	64.88	3	2395361
Britania	Dolphin boiler service	110.00	22.00	132.00	24	2566
R H Parry (Huxley & Parry)	Repair pump to Dolphin shower	315.00	63.00	378.00	24	02/RHP/23
Ionos	webhosting	7.00	1.40	8.40	9	DD
Ionos	website content management	7.00	1.40	8.40	9	DD
		<b>2,395.61</b>	<b>243.36</b>	<b>2,638.97</b>		