

MINUTES OF THE ANNUAL MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 2nd MAY 2024 AT 7.30 PM AT ST BARNABAS SCHOOL.

PRESENT: Cllr J Butterworth (Chair), Cllr R Bessant, Cllr D Skeys, Cllr Mark Williams, Cllr R Turner, Cllr Maureen Williams, Cllr R Booker, Cllr L Abercrombie & Cllr S Roberts

IN ATTENDANCE: Mrs N Nicholson (Clerk), County Councillor Linda Robinson & District Councillor Liz Turier and District Councillor Rob Adams.

PUBLIC: Four

1) ELECTION OF CHAIR

Cllr Abercrombie proposed Cllr J Butterworth, Cllr Mark Williams seconded the proposal, which was agreed by all.

***PUBLIC PARTICIPATION** – Two members of the public spoke about their concerns regarding the recent application for an additional slurry tank at Wheatlands Farm. Concerns were raised regarding the expansion of the dairy farm which had been seen over the last few years, which resulted in concerns regarding increased traffic, slurry and tankards. Those present asked the Parish Council to object on behalf of the residents and they suggested that perhaps the farm could create an access road to the B4084 so that so much heavy traffic was not concentrated on Walcot Lane and past Play Park & School. The Chair thanked the residents for raising their concerns and members would take the views into account when compiling the Parish Council response to the application. The Chair advised residents to also submit their own objection on the WDC planning portal.*

There was a further discussion on the noise levels of the farm traffic across a manhole, Cllr Grisdale offered to review this, and the clerk could then report this to be addressed.

The chair of Pershore Town council was in the Public Gallery to request a cross Parishes meeting regarding Walcot Lane ford. He wished to raise the idea of turning circles once again. It was noted that the rail replacement bus had taken this route! The Chair agreed a joint meeting was a good idea.

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) APOLOGIES

Cllr T Pell

4) ELECT A VICE CHAIR

Cllr Abercrombie proposed Cllr Pell, Cllr Roberts seconded the proposal, which was agreed by all.

5) MEMBER RETIREMENT

The Chair advised that after a period of ill health Cllr Roy Small was retiring from the Council. It was noted that Cllr Small had been representing Drake Broughton on the Parish Council over 43 year and in 2019 he had been nominated by the members for a lifetime achievement award. He attended the ceremony with his family and reported it was a lovely occasion. Cllr Small's advice on matters such as Highways and Flooding had been invaluable over the years, and he will be very much missed.

6) REGISTRATION AND DECLARATION OF INTEREST

- (i) The Clerk advised members of the need for ALL to review and update as appropriate their Registration of Interest forms which are provided and kept by the monitoring officer of the Wychavon Standards Committee.
- (ii) It was noted Cllr Pell had an interest in Planning Application W/24/00650/FUL and Cllr Grisdale declared was in a civil dispute with the applicant.

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

The Code of Conduct for Members, which had been adopted by the Council in July 2022, and the Council's Standing Orders and Financial Regulations, which had been adopted by the Council also in 2020/2021 were noted. The current Financial Regulations were being reviewed to enable a move to online banking Cllr Mark Williams was leading on this and they were currently waiting for the new updated model from NALC.

8) 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.

Planning Co-ordinators: Drakes Broughton – Cllr Maureen Williams

Wadborough – Cllr Mark Williams

Pirton – Cllr Butterworth

The Chair asked Cllr Maureen Williams if she was receiving timely responses from all the Drakes Broughton Councillors, she advised that she was.

(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.

9) REPRESENTATIVES TO BE APPOINTED

It was agreed to appoint the following representatives:

Playing Field Inspectors – Cllr R Turner (Drakes Broughton) & Mr. M Pell and Cllr Skeys & Cllr Butterworth (Pirton) (fortnightly Inspections)

Drakes Broughton Street Lighting – Cllr R Turner

Village Hall Representatives – Cllr T Pell, Cllr Butterworth & Cllr Maureen Williams

Highways/Flooding/Drainage – Drakes Broughton – Cllr M Griddale. Wadborough – Flooding Cllr S Roberts and Highways Cllr L Abercrombie. Pirton – Cllr Skeys.

VAS Data – Drakes Broughton - Cllr Bessant. Wadborough – Cllr L Abercrombie

Dog Waste/Litter Coordinator – Cllr R Turner

Planning Coordinators - Wadborough – Cllr Mark Williams

Pirton – Cllr J Butterworth

Drakes Broughton – Cllr M Williams

Staffing committee – Chair, Cllr T Pell (Vice Chair) Cllr Maureen Williams & Cllr Skeys.

Website/social media – Cllr R Booker

Finance Group – ALL MEMBERS

Sub- Finance Group – Cllr Butterworth, Cllr Maureen Williams, Cllr Booker and Cllr Mark Williams

Open Space phase 2 – Cllr Booker

SWDPR Working Party/Joint Parishes. – Cllr Butterworth, Cllr Pell and Cllr Maureen Williams

Neighbourhood Plan - Cllr Griddale lead & Drakes Broughton. Wadborough - Cllr I Abercrombie. Pirton –Mr I Butterworth and Mrs E Turner.

Public Transport/Buses – Cllr Pell.

10) 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 2026.

The contract with Worcestershire County Council to provide a Parish Lengthsman is effective until 31 March 2025, and the Parish Council's contract with Mr B. Arrowsmith to provide the services of Parish Lengthsman is effective until 31 March 2025.

The Memorandum of Understanding with Drakes Broughton Rangers Football Club re its use of Drakes Broughton playing field is effective until March 2025.

The contract with SSE continues for street light electricity the Council has agreed a 4-year term with SSE to continue until 30th May 2026.

The insurance contract negotiated via Gallagher will run until 1st June 2024, the Clerk advised that a LTA was in place and that this would be renewed and the insurance would be in place until June 2025.

It was noted that historical minutes had recently been located and most were held at the Hive Archives. There is still thought to be a few years in the 90's unaccounted for.

11) MEMBER VACANCY FOR PIRTON, and x2 DRAKES BROUGHTON

The Chair was hopeful a resident that attended the Pirton Annual Parish meeting was stepping forward to fill the Pirton vacancy.

She reminded Drakes Broughton members to actively recruit as it would help with spreading the roles and responsibilities and lessen members work loads.

12) MINUTES

The minutes of the meeting held on 4 April 2024 were proposed by Cllr Skeys, seconded by Cllr Mark Williams, agreed by all and signed by the Chair as a true record.

13) MATTERS ARISING

- Pirton Grouping Order - The Chair advised that there had been no more progress since the last report, and she was yet to visit the Hive to review the archives.
- Dog Waste Bin – The Clerk advised that the new litter and dog waste bins had at last been installed, litter bin on Walcot Lane and Dog Waste bin at the entrance to the footpath towards the school in Sanctuary estate. The old metal dog waste bin from Village Hall entrance had also been removed.
- The Chair advised that Pirton Parish meeting had been held on Tuesday with a good number in attendance and volunteers to assist with the Neighbourhood Plan as well as interest in the vacancy had resulted. The Chair advised that Drake Broughton & Wadborough Annual Parish meeting would take place Friday 10th May 5pm at Drakes Broughton Village Hall. The Chair asked for a DB&W member to present the boundary information, Cllr Maureen Williams agreed.

14) FINANCE

- a) The monthly reconciliation of cash and other monies was undertaken for April by Cllr Skeys & Cllr Maureen Williams.
- b) Following a review of the draft accounts, it was agreed by all that the draft accounts should be signed by the Chair and Clerk and adopted as the Council's annual accounts for the year ending 31 March 2024.
- c) Following a review of section 1 of the Council's annual return for year ending 31 March 2024, it was agreed by all to authorise the Chair and Clerk to sign section 1 of the Council's annual return for the year ending 31 March 2024.
- d) Following a review of Section 2 of the Council's Annual Return for the year ended 31st March 2024, it was agreed by all to authorise the Chair and Clerk to sign Section 2 of the Council's Annual Return for year ending 31st March 2024.
- e) It was agreed that the Parish Council would use the services of Ms S Carlisle as internal auditor.
- f) It was agreed by members that the exercise of Public Rights would run from 3rd June 2024 – 12th July 2024.
- g) Financial Regulations review – ongoing Cllr Mark Williams leading.

It was proposed by Cllr Mark Williams and seconded by Cllr Maureen Williams to authorise the following payments:

a) Mrs. N Nicholson – Clerk Salary – April	(S/0)	£600.00
b) Mrs N Nicholson – balance of clerk salary		£26.28
Note £69.60 employee deductions owing to HMRC to be paid quarterly by 22 nd July.		
c) Mr B Arrowsmith – Lengthsman Services – April		£280.00
d) CALC – Annual subscription		£1241.88
e) Drakes Broughton Village Hall – Annual room hire		£300.00
The Chair advised that the annual fee had been increased by £100 to allow for more use for additional meetings.		
f) SSE – Streetlight electricity		£307.44

The clerk advised that this would be collected by Direct Debit for future payments.	
g) Arthur J Gallagher Insurance Brokers Ltd- annual premium	£2484.79
h) Mrs N Nicholson – Quarterly contribution to line rental and internet	£60.00
i) Mrs N Nicholson – quarterly OPE	£73.45
j) Smart Cut – Grass Cutting April	£357.07

Remittance: Precept 1 £1348.00 & Precept Grant £526.00
WCC Lengthsman reimburse March £263.25

15) OPEN SPACE – Phase 2

The Chair advised the working party had held their initial meeting. The members of the steering group all had actions and research to do, and a second meeting date had been set. It was noted that information requested from Doddenham and Rushwick Parish Council's had yet to be received.

Cllr S Roberts left the meeting.

16) ROAD SAFETY -

Cllr Bessant advised that x2 Community Speed Watch sessions had taken place, less than she would of liked, but illness and vetting made scheduling problematic. Cllr Bessant advised she had downloaded the first set of data from the new B4084 VAS and it was pleasing to note that the majority were adhering to the limit but there were some high speeds recorded. The Chair advised that it was not the Parish Councils' role or remit to enforce the speed limit, but they would continue to lobby for a review of the speed limit on the B4084. District Councillor Turier had gathered signatures and would be submitting her petition regarding speeding in the coming weeks. It was noted that the Parish Council had been cc'd into correspondence sent to the County Councillor raising not only speeding on the B4084 but there was a number of incidents with people ignoring red lights on the pedestrian crossing.

17) PLAY PARK – Signage, repairs & hire/private use of playing field.

Signage – Members discussed and agreed there was a need to remove the COVID sign and add a disclaimer notice. Cllr Turner would like to see the Car Park Closure sign re-instated.

Repairs – Members discussed and agreed the zip line spring required replacement and that prices should be sought; there was no need to close the item. Cllr Bessant raised the bowed benches and that the DDA complaint gaps on ALL benches meant difficult for family of four to sit together,

Private Hire/Use of Playing Field – The Chair advised there had been a few requests for use of the field when hiring the hall for children's parties, namely a football party and a pony party. Members discussed and decided that whilst the Open space phase 2 was being addressed this was not something the PC could accommodate. There were concerns regarding cordoning off as it is a public space, accident, and other responsibilities. It was noted that an area for bouncy castles to be used in conjunction with the Village Hall had already been designated and agreed.

18) REPRESENTATIVE REPORTS - Reports from County & District Councillors had been circulated prior to the meeting.

County Councillor Linda Robinson

Cllr Robinson drew attention to the orange button campaign, bringing awareness of suicide and the biggest killer of under 35 in the Country. The campaign is regarding signposting and know there is help available.

District Councillor Liz Turier

Cllr Turier drew members attention to the WRS air pollution survey.

Cllr Turier advised that the new splash pads at Abbey Park, Pershore were complete and due to be opening soon.

The Chair thanked Cllr Turier for her supportive comment regarding the Parish Council in her recent leaflet drop.

Wychavon District Councillor Rob Adams

Cllr Adams advised that Whittington Parish Council had also signed up to the Veterans Chartered.

Cllr Adams advised that if the Chevington Mead planning application was recommended for approval he would request it go to Planning Committee with a site visit.

Cllr Adams drew members attention to the 50 years of Wychavon District council leaflet.

Cllr Adams drew members attention to 'Project Treasure' regarding a really simple seat belt accessory for neurodivergent children. Members asked the Clerk to send this information to the school for cascade to parents.

Members Reports

Cllr Skeys advised it was pleasing to vote at the reinstated Pirton Polling Place.

Cllr Gridale advised he had met with Kirkwells, the consultants involved with the Neighbourhood Plan and it thought a grant of £9000 should be available in due course.

19) HIGHWAYS MATTERS – tasks for lenthsmen & thanks to the community for community litter picking.

There were no additional lengthsman tasks.

The Chair advised that it had been noted that many residents of the parishes took litter picking kits when recreational walking and there was a need to thank these people, it had been specifically noted on the B4084 and around drakes Broughton Village and in Pirton Village too.

20) VILLAGER SUBMISSION

The Clerk & Chair would compile the submission and include the litter picking thanks discussed.

21) PLANNING

DBWPPC Neighbourhood Plan update

Cllr Gridale advised that initial cost from the consultants, Kirkwells was £7020 but there were a few details to be confirmed before the contract could be signed.

DB – category 1 classification

The Chair advised there had been no further progress on this. Cllr Maureen Williams advised that Eckington was a category 2 village with similar amenities.

Worcestershire Parkway Development Joint Parishes Committee Petition "Healthcare and Infrastructure BEFORE Housebuilding"

The Chair advised that the petition was ready for circulation and signature gathering, the focus was predominantly on healthcare. She would mention at the Annual Parish meeting and paper copies would be made available at the Village Hall/Shop in Drakes Broughton, The Masons in Wadbough and The Phone Box in Pirton.

a) Comments made on planning applications to Wychavon: W/24/00637/TDC5 Lee Haven, Mill Lane, Drakes Broughton. Technical details consent for 1 no. self-build dwelling. Following grant of permission in principle W/23/00254/PIP to include re-orientation of existing outbuilding. No objections.

W/24/00473/PIP Chevington Mead, Brickyard Lane, Drakes Broughton. Permission in principle for the construction of 1 no. dwelling. Objection submitted.

b) Applications Approved: N/A

c) Applications Refused: W/23/000843/OUT Freshfields, 75 Stonebow Road, Drakes Broughton. Outline planning permission with all matters reserved except access for the erection of up to 25 dwellings.

d) Applications Awaiting comment: W/24/00650/FUL Wheatlands Farm, Walcot Lane, Drakes Broughton. Application for silage, muckstore, slurry storage and effluent tank facility.

W/24/00665/CU Bow Brook Farm, Brickyard Lane, Drakes Broughton. Change of use of agricultural land to residential land.

W/24/00517/FUL Pirton Gorse House, Worcester Road, Pirton. Agricultural building and yard area.

e) Appeals:

APP/H1840/W/23/3334104. Land at (Os 9215 4883) Windmill Lane, Stoulton. Permission in Principle for construction of up to 3 no dwellings. Reiteration of objections sent to Inspectorate.

APP/H1840/W/24/3336448 Land at (OS 9310 4833) Brickyard Lane, Drakes Broughton. Application for permission in principle for min of 6no dwellings and max of 8no dwellings. Reiteration of objections sent to Inspectorate.

Awaiting determination: 53 Houses at Thornleigh.

Cllr Mark Williams advised regarding a retrospective application for a large shed in Wadborough. Neighbours are not affected or concerned so no objection would be raised.

23.CORRESPONDENCE

- Letter to Chair from Harriet Baldwin MP re: Green Spaces funding
- Worcester Baseball request to make the Playing Field their home and convert to a baseball pitch.
- CALC Various, training opportunities, newsletters, and updates
- Resident regarding fractured sewerage main in Beech Ave.
- WCC - re Beltane Bash, concern was raised regarding numbers and the ill-advised WDC issue of licence, for 8am -2pm drinking at the event and it was noted that Peopleton Village shop would remain close for the duration of the event.

INFORMATION AND DATE OF NEXT MEETING

The Annual Parish Meeting for Drakes Broughton & Wadborough will be held on Friday 10th May at 5.00pm at Drakes Broughton Village Hall.

The next Parish Council Meeting will be held on **Thursday 6th June 2024** at 7.30 pm at Drakes Broughton Village Hall

Minutes of last months and previous meetings and other relevant information can be found at:

[My Parish \(worcestershire.gov.uk\)](https://www.worcestershire.gov.uk/my-parish)

Meeting Closed 9.25pm.