

## Minutes of the Parish Council Meeting held on Monday 13<sup>th</sup> May 2024 at 7.00pm in The Ockenden Suite, Bishampton Villages Hall

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

**In attendance:** Julie White, Parish Clerk, County Cllr Boatright-Greene and District Cllr Tucker (arrived later due to attending another meeting)

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 Rolls. 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 Boocock. There were no further nominations and all councillors were in favour of electing Cllr Rolls as Vice-Chair.

**3. Apologies:** Apologies were received from Cllrs Amoroso, Wallace and Hodgkiss.

### 4. Declarations of Interest:

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

### Adjournment for Public Question Time

There was one member of the public present who was observing the meeting but did not wish to address the council, so the meeting was not adjourned.

**5. Minutes:** The minutes of the meeting on 8<sup>th</sup> April were proposed by Cllr Boocock as a true and accurate record. Cllr Davis seconded the proposal. All were in favour. The Chairman signed the minutes.

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

#### *County Councillor report:*

Cllr Boatright-Greene said that he is still seeking clarification regarding the move from a 3-tier school system to a 2-tier system.

There have been numerous changes at County Hall with many cabinet ministers replaced.

There is still RAAC concrete present at County Hall with 1/3 of the building still not in use at all.

The condition of Long Lane is getting worse. Engineers are going to visit to make a report.

There has been contradictory information received regarding the Bishampton phone mast. Cllr Boatright-Greene has been told that the phone company has started conversations with other landowners despite also hearing that the mast is shortly due to be erected at Nightingale Farm. He is seeking clarification and will let the PC know as soon as he hears anything.

The move to designate the Throckmorton Airfield as an ancient monument is still progressing and it should be going to the Secretary of State before the Summer.

#### *District Councillor report:*

Cllr Liz Tucker did not have anything specific to report. She updated the Council on outstanding planning applications. There were no questions for Cllr Tucker.

## 7. Key documents to review for adoption or approval

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

- 7.1 Financial Regulations – no changes. (New model Financial Regulations have just been published which the Parish Council will look to adopt later in the year.)
- 7.2 Standing Orders – unchanged
- 7.3 Code of Conduct – unchanged
- 7.4 Risk Management Scheme - updated
- 7.5 Direct Debits – unchanged
- 7.6 Scheme of Delegation – unchanged
- 7.7 Strategic Objectives - unchanged
- 7.8 Asset Register – Updated to reflect additions from financial year 2023-24
- 7.9 Bank Mandate and Signatories - no change i.e. signatories are Cllrs Amoroso, Boocock, Davis and Tucker with two to sign/authorise payments.
- 7.10 Insurance Policy - The quote and associated documents from our current insurer had been previously circulated. It has not been possible to get any other quotes due to a recent subsidence claim for The Dolphin outbuilding. It was agreed that the PC should accept the renewal quote, but the Clerk to add a few items to the policy and any additional cost will be added to next month's payments.

Councillor Boocock proposed that the above key documents were approved en-bloc. Seconded by Cllr Rolls. All in favour.

## 8. To review and readopt the following policies/procedures

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

- 8.1. Equality & Diversity – updated
- 8.2. Publications Scheme – updated
- 8.3. Freedom of Information Policy – unchanged
- 8.4. Complaints Procedure – unchanged
- 8.5. Disciplinary/Grievance – unchanged
- 8.6. Press & Media – unchanged
- 8.7. Social Media – unchanged
- 8.8. Training & Development – unchanged
- 8.9. Data Privacy – unchanged
- 8.10. Reserves Policy - unchanged
- 8.11. Health & Safety – unchanged

Cllr Boocock proposed that the above policies and procedures are re-adopted. Seconded by Cllr Davis. All in favour.

## 9. To review the following policies/procedures

The following policies and procedures are not due for readoption but were reviewed.

- 9.1. General Power of Competence Policy
- 9.2. Retention and Archiving Policy
- 9.3. Dispensation Procedure
- 9.4. Grant Application forms
- 9.5. Grant Awarding Policy
- 9.6. Staff Appraisal
- 9.7. Community Engagement Policy

It was proposed by Cllr Rolls and seconded by Cllr Tucker that all policies and procedures – except for the documents formally required to be reviewed annually – are reviewed every 3-years instead of every 2-years. All were in favour of this proposal. All current policies and procedures can be found at [www.batpc.org.uk/documents](http://www.batpc.org.uk/documents)

## 10. To confirm:

- 10.1. **Planning team members** – It was proposed that the Planning Team members remain unchanged with Cllrs Tucker, Boocock and Hodgkiss. All were in favour of this proposal. As Cllr Hodgkiss had sent his apologies the Clerk will confirm that he is happy to remain on the Planning Team.
- 10.2. **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. All in favour.
- 10.3. **Buildings/properties team members** – The property team was confirmed as unchanged ie Cllrs Davis, Boocock and Wallace. All in favour.
- 10.4. **Monthly Playground Inspection rota** – Cllrs Davis, Boocock and Rolls volunteered to carry out the monthly inspections. It was suggested that another volunteer should be sought. All in favour.

## 11. Finance

- 11.1. The bank reconciliation for April had been previously circulated. All were in favour of accepting it.
- 11.2. The list of April receipts and current payments was received. Cllr Boocock proposed that the payments were approved en-bloc. Seconded by Cllr Tucker. All in favour. The invoice for the wood chipping to come out of Reserves.
- 11.3. The suggested Reserves at the start of April 2024 had been previously circulated with money transferred to earmarked reserves for Legal and Professional fees, Properties and Shorthorn Wood. Cllr Boocock proposed that the suggested Reserves are accepted. All were in favour.

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

- 12.1. Unauthorised gate in the fence at The Dolphin – no update.
- 12.2. Update on creating a multi-agency forum. Cllr Rolls said that she has had positive feedback on the idea. It was agreed that Cllrs Rolls and Boocock would meet next week to compile a list of contacts for local groups.
- 12.3. Update from Infinis regarding the solar farm. The Clerk reported that Infinis had given the following report when asked for a general update on progress and also regarding reports that phone signal cuts out by the solar farm:

*The construction of the solar farm is very nearly complete. The Solar Farm started generating continuously in January 2024. It was switched on in December 2023. We are now tidying up the grounds and doing final checks and corrections on equipment. This will take a month or two to close off.*

*We are working to the 1<sup>st</sup> of June for the reopening of the footpath subject to the weather conditions allowing the remedial works to be completed to ensure its safe for the public.*

*There is no reason why phone signal should “die” in the vicinity of a solar farms as there is no equipment installed on site which would cause interference to phone signals.*

## 13. Items for consideration

- 13.1. It was proposed by Cllr Boocock and seconded by Cllr Rolls that the £1000 deposit is given back to the previous shop tenant. Cllrs Davis and Boocock looked around the premises and the condition at the time of handover seemed fine. Photographs of the premises were taken. All in favour.
- 13.2. The points made by RoSPA regarding the play areas were all minor. Cllrs Davis and Boocock to meet to formulate a plan on how to proceed.
- 13.3. To purchase an owl box for the Nature Reserve. This item was deferred.
- 13.4. Cllr Boocock proposed that the Parish Council meeting in July is moved from July 1<sup>st</sup> to July 8<sup>th</sup> due to the availability of the Clerk. All were in favour of this.
- 13.5. A request for a dog waste bin had been received from the church. The Clerk had been trying to contact Philip Childs at Wychavon for an idea of costs but has not heard back from him yet. Cllr Liz Tucker offered to try and speak to the relevant department. To be discussed at the next meeting.
- 13.6. It was agreed not to hold the Coffee Morning in May due to it being a bank holiday. All in favour.
- 13.7. Cllr Boocock said that he would circulate the Annual Action Plan and asked Councillors to consider and additions/amendments. To be reviewed at the next meeting.

## 14. Planning

14.1. The following decisions were received:

W/23/02541/HP – Hampton House, Abberton Road, Bishampton - **Approved**

W/24/00368/HP – Maple Cottage, Hill Furze Road – **Approved**

W/24/00462/HP – Sunnybank Cottage, Main Street – **Approved**

14.2. The following applications were considered:

Reference	Address	Description	Comment
W/24/00662/HP & W/24/00663/LB	Sunnybank Cottage, Main Street, Bishampton	Removal of previous single storey link extension and replacement with single storey garden room/ kitchen extension	Concern over the departure from the character of the cottage and size of the proposal.

## 15. Properties – any updates:

- The Dolphin - The problem with the control valve at The Dolphin has been sorted. There is a leak in the Gents' toilets which The Manager is trying to get a plumber in to fix.
- Bishampton Stores – The new tenants took over on the afternoon of 26<sup>th</sup> April.

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

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

- 16.2. BATVHC not doing anything specific for the D-Day 70<sup>th</sup> anniversary.
- 16.30 – Worcs CALC issuing revised reduced invoice due to the PC gaining the Quality Award.
- 16.37 Cllr Boocock – Throckmorton South VAS not syncing.

## 17. Clerk's Report

The Clerk reported that the portrait of the King is hanging in Throckmorton Parish Rooms. It was agreed that this would be placed on the PC's asset register.

There is to be a meeting regarding the bus scheme and this will appear on an agenda following the meeting, when more information is available.

## 18. Councillors' reports and any items for future agenda

Cllr Tucker reported that kiln is currently doing it first burn to produce charcoal. This will then be graded and bagged.

Cllr Tucker asked if money left over from a 4 parishes archaeological group set up in 2002 could be paid into the parish council account and then distributed back to the other 3 parishes. Advice on this would need to be taken, in the meantime, Cllr Tucker will explore other possibilities.

The Clerk read out an email from Cllr Amoroso which stated that the ditch surrounding the nature reserve is blocked and the ditch in the orchard is also blocked. Cllr Amoroso will provide more details in due course.

Cllr Rolls asked that a rent review for the flat above the shop is placed on the next agenda.

Cllr Rolls is stepping down as PC representative on the Village Hall Committee due to work commitments – finding a replacement to be placed on next agenda.

Cllr Davis asked about the broken plank on the ditch crossing behind The Dolphin. The Chair advised that the Footpaths Warden has the matter in hand.

**19. Date of next meeting:** Monday 3<sup>rd</sup> June in the Parish Room, Throckmorton at 7.00pm

The meeting closed at 20.55

Signed .....

## Bishampton & Throckmorton Parish Council - May Payments

Bank Balances - 30th April 2024	Amount	Interest
Lloyds Deposit	24,881.82	25.67
Lloyds Current (01289157)	30,599.49	
Lloyds Ounce Deposit	6,584.80	6.79
<b>Total</b>	<b>62,066.11</b>	

Authority to pay	Description	Nett Amount	VAT	Total	Cost code	Invoice No
J White	Salary	776.40	0.00	776.40	1	n/a
J White	monthly allowance	17.50	0.00	17.50	2	n/a
J White	mileage	41.85	0.00	41.85	2	n/a
J White expenses	Parking at Solicitors X2	5.00	0.00	5.00	2	n/a
J White expense	land search charges	7.00	0.00	7.00	9	n/a
Smartcut	grounds maintenance	306.18	61.24	367.42	25	22150
Carl Brassington	Lengthsman Duties	220.00	0.00	220.00	31	n/a
BATVH	Grant awarded at last meeting	300.00	0.00	300.00	30	n/a
MFG Solicitors	Bishampton Stores Lease	950.00	190.00	1140.00	22	163349
HM Land Registry	FR1 fee - Villages Hall	330.00	0.00	330.00	36	n/a
The Woodsman	Shorthorn Wood - Wood Chipping	350.00	0.00	350.00	33	2008
Paul Blackburn	Rental refund	198.00	0.00	198.00	22	n/a
Paul Blackburn	Buildings Insurance refund	23.56	0.00	23.56	22	n/a
Paul Blackburn	*Return of Shop deposit	1000.00	0.00	1000.00	22	n/a
Ounce	Coffee Mornings Feb, Mar, Apr	125.00	25.00	150.00	9	n/a
Zurich	*Annual Insurance	2486.47	0.00	2486.47	4	533274004
Ionos	webhosting	10.00	2.00	12.00	9	DD
Ionos	website content management	7.00	1.40	8.40	9	DD
		<b>7,153.96</b>	<b>279.64</b>	<b>7,433.60</b>		

\*to be approved at the meeting