

**MINUTES OF THE ANNUAL MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON  
PARISH COUNCIL HELD ON THURSDAY 1<sup>st</sup> MAY 2025 AT 7.30 PM AT ST BARNABAS SCHOOL.**

**PRESENT:** Cllr J Butterworth (Chair), Cllr R Bessant, Cllr D Skeys, Cllr R Turner, Cllr Maureen Williams, Cllr Pell & Cllr R Booker.

**IN ATTENDANCE:** Mrs N Nicholson (Clerk), County Councillor Linda Robinson

**PUBLIC:** None

**1) ELECTION OF CHAIR**

Cllr Booker proposed Cllr J Butterworth, Cllr Bessant seconded the proposal, which was agreed by all.

**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**

District Councillor Liz Turier and District Councillor Rob Adams.

**4) ELECT A VICE CHAIR**

Cllr Williams proposed Cllr Pell, Cllr Bessant seconded the proposal, which was agreed by all.

**5) 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) There were no declarations of interest for the meeting.

**6) 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, which had been adopted by the Council 2020/2021 and the Financial Regulations adopted in August 2024 were noted.

**7) 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 Abercrombie  
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.

**8) REPRESENTATIVES TO BE APPOINTED**

It was agreed to appoint the following representatives:

Playing Field Inspectors – Cllr R Turner & Cllr Clarke & Mr M Pell (Drakes Broughton). Cllr Skeys & Cllr Butterworth (Pirton) (fortnightly Inspections)  
Drakes Broughton Street Lighting – Cllr Pell  
Village Hall Representatives – Cllr T Pell, Cllr Butterworth & Cllr Maureen Williams

Highways/Flooding/Drainage – Drakes Broughton – Cllr M Gridsale. Wadborough – Flooding VACANT 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 – VACANT  
     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 Bessant & Cllr Clarke  
 Finance Group – ALL MEMBERS  
 Sub- Finance Group – Cllr Butterworth, Cllr Maureen Williams, Cllr Booker and WAD VACANCY  
 Open Space phase 2 – Cllr Booker lead  
 SWDPR Working Party/Joint Parishes. – Cllr Butterworth and Cllr Pell  
 Neighbourhood Plan - Cllr Gridsale lead & Drakes Broughton. Wadborough - VACANCY. Pirton – Cllr J Butterworth and Mrs E Turner.  
 Public Transport/Buses – Cllr Pell.

## **9) 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 2026, and the Parish Council's contract with Mr B. Arrowsmith to provide the services of Parish Lengthsman is effective until 31 March 2026.

The Memorandum of Understanding with Drakes Broughton Rangers Football Club re its use of Drakes Broughton playing field is effective until March 2029.

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

The insurance contract negotiated via Gallagher will run until 1<sup>st</sup> June 2025, the Clerk advised that a LTA was in place and that this would be renewed and the insurance would be in place until June 2026.

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

## **10) MEMBER VACANCY FOR PIRTON, and DRAKES BROUGHTON and x2 WADBOROUGH**

The Chair advised the vacancies were widely advertised and encouraged members to actively seek volunteers. The vacancy's in Wadborough were particularly concerning.

## **11) MINUTES**

The minutes of the meeting held on 3 April 2025 were proposed by Cllr Pell, seconded by Cllr Gridsale, agreed by all and signed by the Chair as a true record.

## **12) MATTERS ARISING**

- Asset Register – Cllr Turner gave the updates on his items to the Clerk and the register would now be updated and circulated.
- White lines at car park – The Chair advised that B Arrowsmith was engaged to clear the car park in preparations for the lines to be painted at a cost of £50 to PC and £50 to VHC. The line marking will cost £900 to PC, this was proposed by Cllr Pell, seconded by Cllr Williams and agreed by all. Cllr Booker raised concerns regarding the surface at the PC end of the car park and the flooding, but it was decided this would take time to address and that the lines should be completed as planned.
- Annual Parish meetings – The Chair thanked those that attended Pirton APM on Tuesday and reminded members that Drakes Broughton and Wadborough would be held Friday 9<sup>th</sup> May 6pm.

- Walcot Lane Ford – The Chair advised that District Councillor Adams had met with the Highways liaison Officer on site, he had advised that the policy for closing the ford was only actioned when a vehicle was stranded in the ford and at no other time. He had agreed to repair the damaged warning sign and some remedial works to one of the gabian baskets.
- V.E Day – The Chair advised that Friday 9<sup>th</sup> Drakes Broughton were holding a celebration afternoon tea with free picnic for all children attending. Saturday 10<sup>th</sup> Wadborough were holding a celebration at the Masons Arms and Sunday 11<sup>th</sup> Pirton were hosting a ‘Big Lunch’ on the Pirton recreation field.

### 13) FINANCE

- The monthly reconciliation of cash and other monies was undertaken for April by Cllr Skeys & Cllr Maureen Williams.
- 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 2025.
- Following a review of section 1 of the Council’s annual return for year ending 31 March 2025, 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 2025.
- Following a review of Section 2 of the Council’s Annual Return for the year ended 31<sup>st</sup> March 2025, it was agreed by all to authorise the Chair and Clerk to sign Section 2 of the Council’s Annual Return for year ending 31<sup>st</sup> March 2025.
- It was agreed by members that the exercise of Public Rights would run from 3rd June 2025 – 14<sup>th</sup> July 2025.

Payment to BIGDUG for £419.35 to order the Piron bench, that had been made during the month, as agreed via email.

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

a) Mrs. N Nicholson – Clerk Salary – April	(S/0)	£632.54
Note £75.40 employee deductions to be paid to HMRC quarterly by 22 <sup>nd</sup> July		
b) Mr B Arrowsmith – Lengthsman Services – April		£TBC
New rate agreed, paperwork not received.		
c) CALC – Annual subscription		£1308.15
d) Drakes Broughton Village Hall – Annual room hire		£300.00
e) Arthur J Gallagher Insurance Brokers Ltd- annual premium		£TBC
Clerk advised the invoice hadn’t been received but was anticipated, the PC had a long-term agreement in place.		
f) Mrs N Nicholson – Quarterly contribution to line rental and internet		£60.00
g) Mrs N Nicholson – quarterly OPE		£56.07
h) WDC – Install litter bin at Lewis Close and annual emptying		£396.05
i) Smart Cut – Grass Cutting April		£TBC
j) Lloyd’s bank – monthly banking fee		£4.25
k) Wadborough Association – VE Day grant		£125.00
l) Drakes Broughton Village Hall – VE Day Grant		£250.00

Remittance: WDC – CIL Payment £452.94  
WDC Precept 1 £14880.00 & Precept Grant £526.00  
WCC Lengthsman reimburse March £280.00

### 14) OPEN SPACE – Phase 2 update

Cllr Booker advised he was meeting with representative from One Ltd the next day and first priority would be prices for MUGA and the running track/path. The news that the MUGA can be funded via the formal sports allocation would free up more Open Space funding for the other items. The clerk had reclaimed £5662.66 from

the current released s106 money, there remained £5976.34 available. A plan to apply to have a new release would be discussed at the next Open Space meeting once prices had been obtained by One Ltd.

**15) NEIGHBOURHOOD PLAN – Update**

Cllr Grisdale advised there was a group read though session planned for W/C 12<sup>th</sup> May. The next stage was to apply for the grants.

**16) ROAD SAFETY -**

Cllr Bessant advised that re vetting was in process, but West Mercia had agreed the Speed Watch can continue during vetting.

**17) PLAY PARK – Signage & repairs**

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; he and Cllr Pell would review if this could be placed instead of the COVID sign or on a wall and bring a proposal to the June meeting.

A request for an additional litter bin at the Stonebow Road pedestrian entrance had been received during the month, members discussed options and asked the clerk request installation of a floor mounted bin in the area from WDC, to match all the other bins at the Playing Field.

Repairs –Cllr Clarke advised that he could not remove the cable at the monkey bar, B Arrowsmith could remove using an angle grinder for £25, members agreed to do this.

Cllr Clarke was working with Cllr Butterworth to create the winter maintenance spec for Zip Line and Oreo swing which needed reviewing mechanisms and tightening working parts each year.

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

**County Councillor Linda Robinson**

Cllr Robinson advised that her report was much the same as last month as they were in Purdah with elections being held today!

**Members Reports**

Cllr Pell advised that the blockages at Beech Avenue reported last month had not been satisfactory addressed.

Cllr Pell advised that the damage to the stays of the National Grid pylon in the field was concerning.

Cllr Bessant drew attention to some lovely new and well maintained allotments that had been installed adjacent to a new development in Pershore and asked if this was something Drakes Broughton could look into with all the new developments in the pipeline, Cllr Grisdale advised it can be added as an aspiration to the Neighbourhood Plan and Cllr Butterworth advised she would look to gather further information on this from Pershore Town Council and those that allocate the s106 monies.

Cllr Turner asked for clarity regarding the residents requests for dog waste bins at the Bovis site – The clerk advised that the request was for more dog waste bins at the entrance to the footpath on the far side of the estate as it enters the PROW, the request was due to the Bovis management group not emptying the existing ones regularly enough on their site, members thought this would be better addressed by putting pressure on the management company to empty more regularly or even suggest they purchase the emptying as PC would from WDC. Clerk to reply accordingly.

Cllr Williams advised there had been resident complaints and long tailbacks caused by malfunctions of the temporary three-way traffic lights at the Stonebow/B4084.

Cllr Williams advised she had made an initial approach to the landowner regarding a field to be brought as a Community Wildflower meadow.

Cllr Grisdale advised he and a few other local residents had completed the Earth Watch water sampling at Bowbrook with some very high phosphate levels recorded, the levels normally only seen in industrial areas, he advised there would likely be a need to involve the Environment Agency.

### **19) PARISH COUNCIL WEBSITE**

The Chair thanked Cllr Bessant and Cllr Clarke for their work on reviewing the offer regarding the Parish Council requirement to move to a .gov website. The spreadsheet with prices and details of the options had been circulated, Cllr Bessant advised it contained 4 quotes from companies specialising in Parish Council websites, she thought this would be the best way to keep across the ever-changing accessibility legislation. Her top two were 'Eyelid' and Parish Council online'. Cllr Bessant advised that Eyelid had been set up and was run by a Parish Councillor to deliver what Parish Councils require in an easy and manageable way. Parish Council online was already used by the clerk in another parish. The chair asked that members go away and review the spreadsheet and the links to the websites hosted by the various companies and email in with thoughts and preferences, she reminded them to review with compliance in mind rather than what was 'pretty' or 'nice' to have. The clerk would contact a clerk using Eyelid to review the ease of use of the back office.

### **20) HIGHWAYS MATTERS – tasks for lengthsman**

There were no additional lengthsman tasks, the clerk noted that a request for Station Road passing bays to be cleaned had been received and passed on to the lengthsman.

### **21) VILLAGER SUBMISSION**

The Clerk & Chair would compile the submission for the deadline, 7<sup>th</sup> May

### **22) PLANNING**

Report back from Planning Committee -W/24/01485/OUT 45 houses Worcester Road, Drakes Broughton. The Chair advised that it had been an extremely long meeting and due to the lack of housing land supply and no current up to date Neighbourhood Plan it felt like no matter what objection was given it was overruled, and the planning was granted. The Chair thanked all involved and members thanked the Chair who had now addressed 7 of the 12 monthly Planning Committees to either be granted by the Committee or, in the cases where the Planning committee had refused the permission, the developers had got these decisions overturned on appeal. The Chair advised that it felt very futile. Members discussed the disheartening situation regarding the planning and development being applied for in Drakes Broughton and the numbers approved.

- a) Comments made on planning applications to Wychavon: application W/25/0049/FUL as well and 00436 and 00438, same objections submitted to three proposed dwellings at Windmill Lane Stoulton. Following PIP being granted.

W/25/00640/RM associated ref W/16/02162/RM Land Opposite Longfield, 78 Stonebow Road. Condition variation, part retrospective. Parish Council have requested the developers meet with local residents to address their concerns.

- c) Applications Approved: W/25/00167/HP 1 The Firs, Worcester Road, Drakes Broughton. Erection of two storey extension. Conversion of existing garage to habitable room with a new bay window. Erection of small single storey extension.

- c) Applications Refused: N/A

- d) Applications Awaiting comment:

W/25/00755/FUL Keepers Lodge, Worcester Road, Drakes Broughton. Portal building for rehabilitation room to serve existing physiotherapy clinic.

W/25/00863/AGR Kites Farm, Pirton. Steel portal framed building for storage of straw, fodder and machinery.

### **23. CORRESPONDENCE**

- Litter bin request Play Park – as agreed under item 17
- Dog Waste bin request Bovis estate – as discussed under item 18

### **INFORMATION AND DATE OF NEXT MEETING**

The Annual Parish Meeting for Drakes Broughton & Wadborough will be held on Friday 9<sup>th</sup> May at 6.00pm at Drakes Broughton Village Hall.

The next Parish Council Meeting will be held on **Thursday 5<sup>th</sup> June 2025** 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 9.40pm.