

# Bredon, Bredon's Norton and Westmancote Parish Council

The minutes of Bredon Parish Council Meeting held at Bredon Village Hall on **Monday 12<sup>th</sup> June 2017**.

**Present:** Councillors: Mr Richard Coghlan, Mr Kevin Falvey, Mr Phil Handy (Chairman), Mr Mike Johns, Mr Ian Rowland-Hill, Mr Andrew Rhodes and Mr Declan Shiels.

**In Attendance:** Mr Tim Drew (Clerk) and Mr Peter Whitehead, Mr Martin Miles, Mrs Debra Lincoln, Mr Robin Wilson.

Before the meeting commenced, **Public Question Time** was held; the notes of which are appended to these minutes.

## 1. Apologies For Absence.

Apologies were received and accepted from Cllr's Mr Matt Darby, Mrs Diane Kemple, Mr Rob Sly and Mr Brod Whiting.

## 2. Declaration of Interests.

Cllr's were reminded to update their Register of Interests with Wychavon. Cllr's Mr Handy and Rhodes declared their interests in Item 17 VI Planning Application 17/00925/FUL.

3. **Minutes:** the minutes of the meeting held on Monday 3<sup>rd</sup> April 2017 were **approved**.

4. **Minutes:** the minutes of the meeting held on Monday 8<sup>th</sup> May 2017 were **approved**.

5. **Annual Governance Statement 2016-2017:** approved and signed by Chairman and Clerk/RFO (see also Item 7 b) below).

6. **Accounting Statements 2016-2017:** approved and signed by the Chairman and Clerk/RFO (see also Item 7 b) below).

## 7. Finances.

a) Invoices to be paid:

### Village Hall

MET Electrical	Window Control Unit fault	£50.00
CW Hygiene	Consumables	£30.53
J Lomasney	May 2017	£417.14
D Rosser	Bar – May 2017	£60.00
Mark Farey	VH Maintenance	£210.00

### Parish Council

Worcestershire CALC	Clerk's induction Training	£64.70
S Merrett Services	Herbicide & Fertiliser for PF	£456.00
SafetySigns4Less	Health & Safety Law Poster	£15.54
Marmax	3xPicnic Benches (from Playing Field Grant)	£1190.64
Business Supported	Clerk's Handover Expenses (April)	£264.86
Packwood Printers	1500 x A5 Leaflet + Neighbourhood Plans	£191.70

S Gwilliam	Lengthsman – May 2017	£323.00
Business Supported	Clerk's Wages (May)	£764.39
CJ Washbourne	Concrete Pads (from Playing Field Grant)	£924.74
Greenworks	Grass cutting (May)	£1392.00
J Shields	Handover / Year End Accounts	£131.25
Pippins Accountancy	Year End Accounts Audit plus Q1 VAT	£560.00
In2Print	NP Referendum Banner	£175.20

All payments approved and **agreed**.

b) Financial Report:

Online Banking: The Council's Bank Account access process requires an application for online banking (i.e. BACS payments), which could reduce the current average of 17/18 countersigned cheques per month. After discussion it was agreed the Clerk will have online authority to make online payments to suppliers for up to a £500 limit for payment of invoices which had been agreed at the PC meeting. This would reduce the present number of cheques by 75% with resultant savings on administration (e.g. postage, stationary). Any amounts above £500 to be made by cheque as per existing arrangements.

Auditor: Mary Adlard has tendered her resignation as Auditor and the Finance Support Group (FSG) has **agreed** to her offer to assist the Clerk with VAT accounting issues. The Clerk has asked CALC for recommendations for a future Auditor as Mary Adlard has no recommendation. FSG proposes advertising in Parish Magazine and Council Website as next step.

Date of Monthly Parish Council Meeting: Now the Clerk is required to circulate documents the Tuesday before the next Monday's PC Meeting, future PC meetings should be moved to the **second Monday in the month**. This would enable the Clerk to present the full previous month's finances (payments due & month on month balances) and correspondence for consideration by the Council. The deadline for Parish Council contributions to the Parish Magazine has been reviewed with the Editor. After further discussion it was **agreed** to move meetings to the second Monday with immediate effect (see also Item 20 below).

**8. To Consider Reviewing Council's Standing Orders, Financial Regulations, Risk Assessment and Insurance Requirements.**

Clerk advised there had been no change to Standing Order legislation over the last 12 months, however, a review and update/rewrite of Risk Assessments (particularly for the Village Hall) is necessary and was raised in the annual audit. Insurance was recently renewed with Come & Company. It was **agreed** to defer this matter to the July meeting.

**9. To Receive an Update on the Staffing Group Report and New Clerk/RFO.**

It was brought to the Council's attention the implications of annual P11D declarations. This is the responsibility of both the Staffing Group and Finance Support Group. The Clerk confirmed PAYE system only covered 'Payrolled Benefit in Kind Car Details'. The Council **agreed** that this matter should be an Agenda item for the July meeting when the possible engagement of legal expertise would be discussed. Cllr Shiels expressed thanks to Ian Rowland-Hill for the hard work to date on this matter.

The previous Clerk had confirmed that Jo Lomasney had expressed an interest in receiving a workplace pension which needed to be in place by the August deadline. It was **agreed** to seek an

Independent Financial Advisor to provide guidance on pension provision, after an initial check by the Clerk and Vice-Chairman, up to a budget of £1,000.

Cllr Mr Mike Johns **agreed** to volunteer to join the Staffing Group as the 4<sup>th</sup> member.

Chairman proposed that future Agenda items would show either 'No Report', Verbal Report', or 'Written Report', depending on the Clerk being contacted by the relevant Councillor one week before the next Council meeting. Except in the case of emergencies, this was **agreed**.

**10. To Update The Council On The Future Of The Village Hall Working Party.**

No progress so this matter was deferred to the July meeting.

**11. To Discuss The Councils Vision/Plan For The Four Year Term – Objectives.**

Cllr Rowland-Hill will review the wording, to be agreed at the July meeting.

**12. To Discuss The Maintenance Of The Glebe Field Wall.**

Mr Richard Jones contacted the Clerk to confirm the fence would be repaired by 20<sup>th</sup> June 2017. Clerk to check if a signed lease is on file and if the £85 rent was a temporary incentive. Further discussion at the July meeting.

**13. To Discuss The Ongoing Maintenance Of The Playing Field. The Role of BCPR.**

A further meeting is to be held in June to draw up recommendations to the Council, defining relationships and functions. Bredon Community Play & Recreation (BCPR) to be an advisory body to the Council.

**14. To discuss New Homes Bonus 2017-2018.**

The Chairman advised that Tracy Perkins, Localism & Communities Officer of Wychavon DC had indicated the District Council were looking for larger projects and there may be a need for combining smaller projects.

All 8 applications were reviewed and considered and the votes cast were as follows:

No.	Applicant	Amount Rqd	For	Against	Abstain
1	Bredon Cricket Club	£18,500.00	5	0	2
2	Bredon Association Football Club	£10,000.00	5	0	2
3	Bredon Village Hall	£10,000.00	6	0	1
4	Bredon Playgroup	£2,014.00	6	0	1
5	Bredon's Norton Village Hall	£1,850.00	5	0	2
6	Bredon's Norton Residents	£242.00	5	0	2
7	Bredon's Norton Social Committee	£2,000.00	5	0	2
8	Bredon Community Care	£250.00	7	0	0
		Total	<b>£44,856.00</b>		

From the £30,826 available to draw down, it was **agreed** (Proposed Chairman, Seconded Cllr Mr Rowland-Hill) to approve No. 3 to No. 8 in full (i.e. £16,356) and allocate £7,235 to each of No. 1 and No. 2.

Clerk to contact Wychavon for application forms and consider combining applications. Cllr Mr Richard Coghlan to re-word the Bredon's Norton & Village Hall applications and forward to Clerk.

## **15. To discuss Co-opting a 12<sup>th</sup> Parish Council Member.**

The Chairman's request that we start process of advertising for an additional Parish Councillor, with a deadline for applicants of 31<sup>st</sup> August 2017, was **agreed**.

## **16. Correspondence for information.**

Geoff Harding, Chairman Bredon AFC - bench in memory of Dave Betteridge. **Agreed**, subject to Parish Council having ownership of bench, in accordance with established policy.

Rebecca Hitchman, Bredon Hancock's First School - Playing field use on Monday 10th July and Wednesday 12th July 2017 **agreed**. Has already liaised with Clubs.

Gordon and Grizelda Williams, Hillside, Dock Lane, Bredon, GL20 7LG - Pétanque: Parish Games on Sunday 23rd July, at 9.15am. to represent for Bredon Parish. **Agreed**, subject to liaison with Jo Lomasney who has already made an application.

Karen Maslen, Civic and Administration Assistant, Wychavon DC - Telephone Kiosk Libraries. Clerk to request Council are included in future correspondence.

Include 'Door Knock feedback to Bredon Parish Council' as an agenda item in July.

## **17. Planning.**

### a) For Consideration:

- I. 17/00956/HP 14 Gravel Pits Close, Bredon, Tewkesbury, GL20 7QL  
Single storey rear extension - PC has made general comments.
- II. 17/00936/HP 68 Blenheim Drive, Bredon, Tewkesbury, GL20 7QQ  
Replacement porch - PC has made general comments.
- III. 17/00464/HP 2, Hillview Cottages, Watery Lane, Kinsham, Tewkesbury, GL20 8HU  
The erection of wooden driveway gates, the erection of a wooden bicycle store and Bin Store retrospective - PC has made general comments.
- IV. 17/00757/HP 2 Broadacre Close, Bredon, Tewkesbury, GL20 7NW  
Replacement porch, removal of conservatory and erection of rear extension, re building rear wall to garage to form utility room - as approved under permission ref no. W/16/02363/PN, but without compliance with condition no. 1 (to allow material details) - PC has made general comments.
- V. 17/00925/FUL Greenacres, Kemerton Road, Westmancote, Tewkesbury, GL20 7EN  
Subdivision of single dwelling into 2 x dwellings - PC has made general comments.

### b) To Be Ratified:

None

### c) Decided By Wychavon:

APP/H1840/W/16/3163199: Land adjacent to Perwell Close, GL20 7LJ – Rejected on Appeal.

17/00450/LB - The Old Rectory, Church Street, Bredon, Tewkesbury, GL20 7LF – Approved.

17/00526/HP - St Ives, Chapel Lane, Westmancote, Bredon, Tewkesbury, GL20 7ER – Approved.

17/00614/HP - Church Cottage, Manor Lane, BREDONS NORTON, GL20 7EZ – Approved.

d) Neighbourhood Plan:

The Bredon Parish Neighbourhood Plan was approved at a referendum held on 8th June 2017 by 90% of those voting. The turnout was 71%.

The plan is expected to be approved by Wychavon DC on 29th June and adopted on 26th July 2017. Congratulations to the Bredon Parish Neighbourhood Planning Group on the referendum outcome, which was made possible as a result of all their excellent work.

**18. Progress Reports For Information.**

- a) Clerk.  
Report had been circulated.
- b) Bredon Village Hall.  
Quote received at £830 + VAT for the Velux windows in the Chandler Room not approved. **Agreed** no action required but monitor the windows/system.
- c) Bredons Norton Village Hall.  
Nothing to report.
- d) County and District Councillor.  
Adrian Hardman (County & District Councillor) not in attendance.
- e) Tennis Club Lease.  
Club has requested minor changes (date, schedule and wording to be determined by Council's solicitor) before signature.
- f) Assets of Community Value  
Clerk to circulate list to Councillors including those in Neighbourhood Plan.
- g) Bredon Community Play & Recreation (BCPR)  
See Item 13 above.
- h) Bredon Hill Conservation Group (BHCG)  
No report.
- i) Website and Parish Magazine  
To cover: Co-opting 12<sup>th</sup> member, office hours, referendum results, stage 2 NHB and parking on pavements.

**19. Councillors Reports and Items for Future Agenda.**

None.

**20. Date Of Next Meeting.**

Parish Council Meeting **Monday 10<sup>th</sup> July 2017** (in accordance with Item 7 b) above).

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**Notes of Public Question Time**

Peter Whitehead offered his sincere thanks for the support given by the Parish Council for the 'land adjacent to Perwell Close' successful appeal decision. The land has now been replanted to restore the trees which were originally felled.

Martin Miles and Debra Lincoln from BCPR covered the promotion of the 200 Club and a planned Fun Day for advertising on the Parish Website.