

WOLVERLEY & COOKLEY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council
Held at Wolverley Church Hall, Wolverley on Tuesday 1st May 2018 at 7.00pm

Present:

Mr D Jones (Chairman)
Mr D Cox
Mr R Drew
Mr J Hart
Mr M Hart
Mrs L Jones
Mrs C Lewis
Mr C Nicholls
Mr S Sherrey
Mr P Smith
Mr W Southam
Mr J Wood

West Mercia Police: Kate Easthope
County Councillor: Ian Hardiman
District Councillors: Ian Hardiman / Marcus Hart

The Chairman proposed an item be discussed as Urgent Business - Red Lion Cookley. This was agreed.

1. **Election of Chairman**

On the proposal of Councillor S Sherrey, seconded P Smith
RESOLVED that Councillor R Drew be elected Chairman of the Council for the ensuing year.

2. **Chairman's Declaration of Acceptance of Office**

Duly completed.

3. **Election of Vice Chairman**

On the proposal of Councillor D Jones, seconded Councillor J Wood
RESOLVED that Councillor D Cox be appointed Vice Chairman for the ensuing year.

4. **Apologies**

Councillor Mr T Botterill, Mr C Sherrey and Councillor S Williams.

5. **Declarations of Councillors Interests**

- a) Register of Interests: Councillors are reminded of need to update their register of interests.
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. None Declared.
- c) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.

Councillors D Cox, D Jones and J Wood declared an interest in 22a) Events being held on Cookley Playing Fields as involved with the Playing Fields as staff or committee member.

The meeting will now be adjourned for PUBLIC QUESTION TIME

The Chairman welcomed members of the Public.

The frequency and quality of cutting of the grass verges in Cookley was raised with concerns expressed that the number of cuts has dropped and the verges are left too long and they get too overgrown then look messy when they have been cut. It was queried what are we paying for? Chaddesley Corbett Parish Council manage their own grass cutting and don't have any problems, have we gone for a cheaper option and can we improve it? With Cookley entering Cookley in Bloom it is crucial that the verges look neat and tidy and well kept.

Councillor Marcus Hart advised that the Parish Council took on responsibility for bin emptying and litter bin emptying four years ago and at this time did look into taking over responsibility for grass cutting but funds offered for this were not considered enough so they do not have responsibility for this.
Worcestershire County Council own the grass verges and they have responsibility to cut them, they have let a contract for this to Wyre Forest District Council who do 4/6 cuts a year, it did used to be more.
Chaddesley Corbett use Oakleaf Ground Services - Wolverley and Cookley Parish Council can look into this but would only fund 4/6 cuts per year.

A resident from Honeybrook Stud, Bridgnorth Road advised that he cut the grass and the council moaned and said they would be liable, there is also a lot of problems with ragwort.

Councillor Nicholls expressed concerns that if residents cut verges outside their properties this often stops Worcestershire County Council from doing it, there are people able to cut their verges and there are also elderly people that cannot do this, it is the responsibility of the Worcestershire County Council.

With regard to Litter Picking, there are now several groups and individuals in the Parish that undertake litter picking on a regular basis. Hot spot areas or litter around bins are also picked up by the Parish Lengthsman.

Cookley Bus Service - there are still major concerns over this, lack of service, poor times, having to travel on the school bus in an afternoon, get off in the village, stand on side and then get back on again.

County Councillor Ian Hardiman confirmed that every communication received on this has been sent on to person in charge of bus commissioning, there are serious problems that need resolving and Worcestershire County Council are looking into this.

The meeting now reconvened to conduct the items of business listed below;

6. **To consider the adoption of the minutes of the Parish Council meeting held on 3rd April 2018 at 7.00pm**

These having previously been circulated it was resolved unanimously to receive and adopt the minutes as a true record of the meeting and these were signed as such by the Chairman.

Matters for Discussion / Decision:

7. Urgent Business

Councillor D Cox advised that the car park at the former Red Lion Public House, Castle Road, Cookley is a health hazard. It is rat infested causing environmental issues, there are fridges, cupboards, mattresses. Councillor Ian Hardiman advised that Worcester Regulatory Services did send out an Environmental Officer six months ago and items were instructed to be removed but he will take this up and arrange another inspection.

8. **Item 22 - To discuss items raised at The Annual Parish Meeting (brought forward)**

- a) Events held on Cookley Playing Fields - Councillor D Jones advised that a lot of concerns were raised at The Annual Parish Meeting about the forthcoming events being held. Club committee have met up with Worcestershire Regulatory Services and with District Councillors Ian Hardiman and Marcus Hart. They have agreement from the trustees meeting that a letter will be sent to all residents outlining events, they also agreed to do a reporting system for any problems.
Councillor Mrs L Jones raised security at events - this was raised at a previous meeting of trustees, all issues have been looked at and matters will try and be resolved.
Councillor John Wood confirmed that security will be looked at and traffic management.
Kate Easthope advised that there were altercations on the field at the bonfire which spilled out into the village.
- b) Re painting of bus shelter - Councillor D Cox will obtain quotes or arrange working party.
- c) Re location of Noticeboard from Elizabeth Bache Corner - Councillor D Cox will canvass views before a decision is made.

Speeding - Castle Road, Cookley. The Police have events planned.

9. **To receive Councillors Reports:**

County Councillor:

Councillor Ian Hardiman reported;

- Two sunken drains in Blakeshall Lane, Wolverley after the bridges - awaiting attention by Highways,
- Lea Lane - Wolverley/Cookley road edge subsidence - This is on Highways list for attention but is delayed by a need to have a road closure agreement in place,
- Church Bank, Wolverley - Delayed drainage works awaiting a solution on how to avoid underground cables which are impeding the route to drain connections,
- Potholes Gaymore Road/Kimberlee Avenue - The Highways Engineer has agreed to meet me on a site visit,
- Wolverley Bridges Paintwork incomplete - The Highways Engineer will meet me to decide on the completion of the rails painting,
- Cookley and Caunsall Speeding Vehicles - I have asked the safer roads partnership to carry out speed checks here,
- Wardle Way - I have again asked Highways to remove the red and white fence barriers that are still on the grass verge where subsidence has occurred, or that safety remedial work here is carried out to resolve the dangers here,
- Two bridges between Austcliffe and Caunsall. Worcestershire County Council have agreed to carry out maintenance on the brick bridge over the canal and the metal bridge over The Stour and will repair the footpath from the caravan park,
- Fairfield Lane pavement - works undertaken today

Councillor Cox - Lengthsman will address drains on Castle Road and Lea Lane

Speeding - Councillor Nicholls advised this has been an issue for 20 plus years, Councillor Southam has raised this at PACT meetings, Kate advised it is more of a public perception than fact when cables were put down it did not demonstrate speeding. Councillor D Jones thanked Ian for addressing the issue of the bridges and asked if there was any time span? He also queried why siding out of A449 between Crescent and Cookley Arms pub has ceased. Ian Hardiman to check.

District Councillor:

Councillor M Hart reported as follows:

Met with Yvonne Benbow and others on 18th April re Cookley events - very useful discussion.

The main concerns from local residents were about noise. Worcestershire Regulatory Services have given Cookley lots of advice on how to manage noise and they will have a noise action plan in place, Regulatory Services will also put a sound monitor in houses to monitor the events. The committee are taking on board the concerns from the local residents and appreciate it's a balancing act. They are arranging a meeting with residents to see if they are happy, the beer festival Friday for CAMRA and they are reducing hours on Monday. There are no plans for camping for the public for party in the park - for security reasons stall holders may sleep in their stalls and next year the bonfire will finish at 9.00pm.

Ongoing sewerage issue at Drakelow Lane - effluent onto public highway - progress is being made.

Street nameplates damaged etc - list given to Wyre Forest District Council to repair.

Planning Enforcement - TG Hardwick Racking / Rubbish at rear - they have been written to and a meeting taken place, racking not yet removed as a planning application is being submitted to move to another location.

Complaints about field in Lowe Lane, Wolverley that looks like a builder's yard - being inspected again.

Sion Hill former school sites now demolished.

WFDC - have elections this Thursday, 11 seats up for election - please vote.

10. **To receive report from Local Representative, West Mercia Police.**

Kate Easthope reported on a good month;

Tack marking events - very successful

Tag Rugby Event, Cookley and Wolverley came in top 6 from 25 schools, Heathfield won, Wolverley second

Dementia Café - very good turnout, Councillor Cox confirmed there would be no charge for room, Councillor Nicholls said they may look at having 2 sessions per month.

Councillor Wood advised that speeding on Castle Road - majority is after 10pm at night and for 2/3 hours, speeds extremely excessive, Kate confirmed this will fall to Safety Roads Partnership at County Council as the Police can only help short term with gun in daylight.

11. **To discuss Cookley Bus service - (brought forward)**

Councillor Nicholls put this matter on the agenda for clarification. At the Annual Parish Meeting last month it appeared the service was safe and all was fine, now, however it appears this is not the case and is only safe for a period of 3 months.

Councillor Hardiman advised that it is in the hands of the officers at WCC, at one time he was told there would be no change, then it all seemed to change with earlier buses cancelled, Worcestershire County Council has now assured everyone the bus service will continue and the early service times. The 3-month term is correct as they will review the service and get things right, WCC have asked for us to bear with them, Ian passes all comments on to the commissioning officer.

Councillor D Jones said alot of people depend on the buses, Diamond are not the best company, we need to have a dependable service.

12. **Appointment of Statutory/Standing Committees.**

It was RESOLVED that the following appointments be made:

- | | | | |
|-----|---------------------------------------|---|---|
| (a) | Grants | - | Chairman, Vice Chairman, Mr C Nicholls and Mr S Sherrey |
| (b) | Risk Management | - | Chairman, Vice Chairman, Mr J Hart and Mr C Nicholls |
| (c) | County Association of Local Councils | - | Chairman, Vice Chairman |
| (d) | Parish Forum / Wyre Forest Area CALC- | - | Chairman, Vice Chairman |
| (e) | Cookley Playing Fields Association | - | Mr D Jones |
| (f) | Wolverley Memorial Hall | - | Mr R Drew |
| (g) | Wolverley Charities | - | Mr S Sherrey and Mr C D Nicholls |
| (h) | Flood Action Group | - | Mr C Sherrey |
| (i) | Community Emergency Committee | - | Mrs L Jones - Cookley Mr C Sherrey - Wolverley |

- (j) Liaison link with Lengthsman - Mr T Botterill - Wolverley
Mr D Cox - Cookley
- (k) Allotments - Mr P J Smith
- (l) Parish Council Police Liaison - Mr R Drew
- (m) Wolverley Playing Fields - Mr C Sherrey
- (n) Staffing - M Hart / C Nicholls

Unanimously approved.

13. **To agree any representatives to Sebright Educational Foundation.**

No representatives to be appointed.

14. **Financial Matters:**

- a) To agree Appointment of Internal Auditor. Unanimously agreed Mr A Hughes is re appointed.
- b) To discuss Parish Council Accounts 17/18. In Hand.
- c) Funding for Wolverley & Cookley Matters magazine. Unanimously agreed £300.

15. **To note arrangements in place for Risk Management and Chairman to sign Risk Review Log for the year ended 31st March 2018.**

Risk Meetings are held quarterly and reports to Full Council where appropriate. Chairman duly signed Risk Review Log.

16. **To agree approval of Annual Subscriptions.**

Unanimously RESOLVED to approve Annual Subscriptions below;

Worcestershire CALC - £1148.03 AIF

Zurich Insurance - £1814.94, 5 year agreement, increase due to increased Insurance Premium Tax and insured additional items AIF

17. **To agree approval of Contracts.**

Lengthsman

Clerk advised £2806.00 funding for the year April 2018 to March 2019 has been secured from Worcestershire County Council. Clerk outlined matters for consideration by the Council and on the proposal of Councillor I, seconded Councillor it was RESOLVED;

- a) Mr T Dale be re-appointed Parish Lengthsman for a period of one year,
- b) Mr T Dale to continue to be paid £13.25,
- c) Lengthsman to be given Contract for Services, one year fixed term, April 18 - March 19,
- d) Contract to include paragraph stating Lengthsman must attend any mandatory training courses provided by Worcestershire County Council,
- e) Hours of Work to be up to 17 per month, alternating Wolverley / Cookley, Parish Council to fund any shortfall not reclaimable from Worcestershire County Council,
- f) Lengthsman must advise Council of any materials required for a job and cost involved prior to work being undertaken, Council RESOLVED a limit of £750.00 for materials for the year 17/18.
- g) Lengthsman to provide satisfactory insurance documents,
- h) Lengthsman to liaise with Councillor Mr D Cox for Cookley work and Councillor Mr T Botterill for Wolverley work.

Councillor P Smith proposed a 2.3% increase to Lengthsman Pay, seconded Councillor J Hart and unanimously agreed.

Bin Emptying/Litter Picking

Three year agreement in place for Bin Emptying and Litter Picking 1st April 2016 to 31st March 2019.

The Pound, Wolverley

Unanimously agreed Marvin Cox to continue work to The Pound, 2 weekly cuts during the growing season 2018, £30.00 plus VAT per cut.

18. **Accounts for Payment - to agree the schedule of cheques to be signed.**

RESOLVED that the following accounts be paid;

| | | |
|---|---|-----------------------|
| 3 | Mrs B J Drew (Salary April 18) | 904.72 |
| 4 | T & A Dale (Lengthsman Fee April 18) | No Account this month |
| 5 | Wyre Forest District Council (Cookley Parish Council Election) | 5562.88 |

| | | |
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| 6 | Worcestershire CALC (Annual Subs) | 1148.03 |
| 7 | Glasdon (Gateways) | 2005.09 |
| 8 | Marvin Cox Lubricants (The Pound) | 36.00 |
| 9 | Mrs B J Drew (Stationary/Stamps) | 52.01 |
| 10 | DM Payroll Services Ltd (Data Protection Office Fees) | 600.00 |
| 11 | Zurich Municipal (Insurance) | 1814.94 |

19. **Planning Applications for Consideration:-**

PC No **WFDC No/Details**

3327 WF/18/0163/Full: Full planning application for a residential development of 91 dwellings, public open space, vehicular and pedestrian access and associated infrastructure at land off Stourbridge Road, Kidderminster,

Recommend Deferral - awaiting Planning Officer comments

3334 WF/18/0233/Full: Change of use and conversion to residential dwelling at workshop building, Brown Westhead Park, Wolverley,

Recommend Approval

3335 WF/18/0235/Full: Single storey rear extension with internal alterations and terrace and ramp to side at 38 Fairfield Lane, Wolverley,

Recommend Approval

3336 WF/18/3026/PNH: Single storey rear extension at Sunrise, Sheepwash Lane, Wolverley,

For Info Only

3337 WF/18/0258/Full: Proposed two storey side extension at 7 Westhead Road North, Cookley,

Recommend Approval

3338 WF/18/0260/TCA: Fell Twisted Willow at Piperscroft, Wolverley Village,

Recommend Approval subject to Arboricultural Officer comments

3339 WF/18/0267/Full: Detached garage to replace existing garage at 42 Beehcote Avenue, Wolverley,

Recommend Approval

3340 WF/180277/CERTP: Lawful development certificate for a proposed single storey rear extension at 2 Beehcote Avenue, Wolverley.

For Info Only

20. **General Data Protection Regulations**

The Chairman reported on a meeting held with DM Payroll who will act as Wolverley and Cookley Parish Council Data Protection Officer. They have produced a Data Protection Impact Assessment.

The Clerk and Chairman are working through this document to ensure compliance. Privacy Policy, Retention Policy and Cookie Policy will be circulated for approval at next meeting.

21. **To discuss progress with Community Governance Review.**

The Chairman reported this is now with Wyre Forest District Council.

22. **Neighbourhood Plan - progress, management and direction of funding for Plan.**

Councillor J Wood had previously circulated a written report. This outlined options for discussion and decision.

The issue of designation needs to be resolved at this evening's meeting. There are several options:

1. If Wolverley & Cookley Parish Council apply to designate Wolverley & Cookley Parishes as the Neighbourhood Area: then we guarantee designation; as then Wyre Forest DC have to designate this as a Neighbourhood Area and within a statutory timescale. The Neighbourhood Plan can then proceed without making any recommendations for Wolverley Parish, but designation will have taken place on a short timescale.
2. The Parish Council could designate a smaller area (i.e. Cookley & Caunsall); but neither designation, nor the timescale for designation, is guaranteed. We would need a commitment in writing from WFDC, that the designation of a Neighbourhood Area would be guaranteed and a timescale for them to complete this.

In addition to this is the matter of receipt of funding. The application for funding for The Neighbourhood Plan will be made in the name of the Parish Council (as the qualifying body). The Parish Council must receive the funding from My Community.

Councillor Drew referred to the financial part and suggested a new bank account needs to be in full Parish Council name but be a separate account for the Neighbourhood Plan, same level of signatories should remain, 2 from 4, 2 Cookley Councillors and 2 Wolverley Councillors. This was agreed. Clerk to arrange appointment with bank.

There was much discussion on the designation for the Neighbourhood Area. All were in agreement that they are happy and content for the Cookley people to set up a committee and have the existing Cookley Ward boundary as the designated area.

It was discussed what the timescale would be if the smaller area was designated rather than the whole Parish and it was agreed this would need to be ascertained.

Councillor C Nicholls proposed option 1, designate whole Parish, this was seconded, 5 in favour, 7 against, Councillor M Hart proposed option 2, designate Cookley and Caunsall, this was seconded, 11 in favour, 1 against.

Clerk to write to Wyre Forest District Council and ascertain likely timescale, if unsatisfactory Council can discuss again and go for Option 1.

23. **Report on Community Led Housing following recent meetings in both Wolverley & Cookley.**

Cookley - Councillor Wood reported that a group are looking at setting up a community land trust, working alongside Wyre Forest District Council Community Housing Team. Katrina Willetts is liaising, next meeting 8th May.

Wolverley - Councillor Drew reported that 2 meetings had been held and only 2 people turned up - these have been put in touch with Katrina at Cookley.

Wyre Forest District Council have asked if the Parish Council would consider a community Led Housing Scheme for Sebright or Wardle Way garage sites. Councillor M Hart suggested a response that the Parish Council have debated and would encourage those who own the land to put in a planning application to develop these. This was agreed.

24. **Cookley - Entry into Britain in Bloom.**

Councillor Southam is meeting with the RHS tomorrow who are quite keen for Cookley to enter this year - judging is end of June.

Councillor D Jones proposed the Parish Council pay the entry fee, this was agreed.

Parish Matters for Update Only - no decisions required

25. Clerks Report (Clerk) Noted
26. Annual Parish Meeting Report (Clerk) Noted
27. Update on Lengthsman Scheme (Councillor D Cox/R Drew) Noted
28. New Issues / Items for Next Meeting: Grass Cutting (MH) Speeding on Castle Road (JW)
29. Dates for Meetings:
Executive Committee, Wednesday 4th July 2018
County Council Parish & Town Council Conference, Tuesday 9th October 2018
30. Date of Next Meeting - to confirm the date of the next meeting which is scheduled for Tuesday 5th June 2018.

There being no further business the meeting closed at 9.00pm