

WOLVERLEY & COOKLEY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council
Held via ZOOM on Tuesday 4th May 2021 at 7.00pm

Present:

Mr R Drew (Chairman)
Mrs V Bordewich
Mr A Carloss
Mr D Cox
Mr J Hart
Mr M Hart
Mr D Jones
Mrs L Jones
Mr B McFarland
Mr C Nicholls
Mr C Sherrey
Mr S Sherrey
Mr W Southam
Mr J Wood

West Mercia Police:	Apologies
County Councillor:	Councillor I Hardiman
District Councillors:	Councillor M Hart, I Hardiman and Mrs L Jones

1. **Election of Chairman**

On the proposal of Cllr Nicholls, seconded Cllr McFarland
RESOLVED that Councillor D Jones 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 Cllr C Sherrey, seconded Cllr S Sherrey
RESOLVED that Councillor R Drew be appointed Vice Chairman for the ensuing year.

4. **Apologies**

West Mercia Police.

5. **Declarations of Councillors Interests**

- a) Register of Interests: The Clerk reminded Councillors that it is their responsibility to update their register of interests forms as required. On looking at the website it appears some do need updating. If you require a new form, please contact the Clerk.
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.

The meeting will now be adjourned for PUBLIC QUESTION TIME.

The Chairman welcomed three members of the Public and invited them to speak.

A resident on behalf of the Stop the Quarry Group thanked the Parish Council for their support in opposing the proposed Quarry but asked if the existing Neighbourhood Plan being produced for Cookley and Caunsall could be amended to bring the area of Lea Castle farm into the plan or if not if the Parish Council would support a new Neighbourhood Plan for Wolverley including this area. It was agreed this would be put on the next Parish Council agenda for discussion.

A resident advised they have approached Worcestershire County Council requesting an additional crossing on Castle Road, Cookley and asked for the Parish Council to support this. It was agreed this matter be placed on the next agenda.

A question was asked regarding how Planning Applications are reviewed prior to discussion at meeting as there was some confusion last month over an application in Cookley. It was advised that Cookley nominate one Cllr to review the plans and report back to all other members with an opinion, Wolverley Cllrs meet prior to the meeting to discuss.

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 6th April 2021 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 will be signed as such by the Chairman.

Matters for Discussion / Decision:

7. To receive Councillors Reports:

District Councillor Report:

Local Issues

We have been dealing with the usual routine casework, fly tipping and litter picking on the main A roads and along the country lanes.

Enforcement Issues :- Wyre Mill House, Mill Lane - Unauthorised outbuilding, a planning application has now been submitted and is currently with the case officer awaiting a decision. We will keep you updated on this.

Motor Cross - The Enforcement officer is still working on this issue with Mr Strong and the Development Manager. We are attending a meeting regarding this and other issues in our ward and will update you in due course.

We are also attending a meeting this month with the Planning Officer regarding the stables to the rear of Kimberley Avenue, Cookley. We will update you on this issue.

Castle Barns, Cookley - Enforcement have received a complaint regarding a caravan and speedboat being stored on the adjacent land. They have written to Mr Strong to remove the items, the deadline for this is week commencing 3 May. This will be checked and appropriate action taken if they are not removed. We will update you on this issue.

Lisa has again asked The Environmental Manager how his presentation was progressing regarding Fly Tipping and how we can improve the situation and what additional equipment can be made available. She reiterated to him how important this issue is to our Parish Councils and residents and how the District Council can reimburse their costs through fines and obtaining evidence to prosecute more individuals. The department have made progress on this issue and we are pleased to hear that court cases have been won recently and large fines issued. Lisa will update you as soon as she receives a date for the presentation.

We have received an update from the local police team that they will be conducting various speed surveys within the area.

Wyre Forest District Issues

Wyre Forest House is still closed to the public as is the Green Street Hub save for dealing with housing and homelessness applications.

Green Street staff shortages due to COVID Isolation and illness are thankfully improving, we spoke to refuge staff this week whilst out in the ward and were pleased to hear that staff that were ill are on the mend and services are getting back to normal. We thanked them for their work and efforts during this difficult time.

The District Councils Management Review has been taking place and the Chief Executive and Leader of the Council will deliver a report to members at full council this month. We will update you with the details next month.

The new District Council corporate website was implemented this week, the website has a new look, it will be easier to navigate and they have improved the search function. There is information on the homepage to show the changes.

The Leisure Centre is now open to the public with a priority booking system for gym and swimming sessions.

Libraries are also now open using self-service machines and the reserve and collect facility is now available. There are revised opening times for each library and residents should check before visiting.

County Councillor Report:

Local Issues:

Lea Lane Landslip:

As previously reported, negotiations are still ongoing between the County Council and other parties involved; no commencement date has yet been agreed for the works.

Lea castle Quarry Application (19/00053/CM):

A date to consider this application has still not been announced.

Dropped Safety Kerbs A449:

Highways have informed me that whilst the introduction of Safety Dropped Kerbs has been agreed, this will have to be incorporated with the re-configuration of the Crossroads that have been agreed by the County, the District Council and the Developer of Lea Castle (former) Hospital Site.

Caunsall, Kinver Lane, Sand/Silt on Road: I have reported this for clearance.

Caunsall Traffic Parking Congestion: Local residents are upset by the recent excessive parking along Caunsall Road and New Road; because the Pub is presently using its car park for food serving, parking for vehicles is considerably reduced. I have reported this to the police, especially for them to investigate obstruction that is occurring.

B4189 Speed Analysis: I have asked Highways to carry out speed analysis using cables across the road; local residents near to Brown Westhead are concerned about the traffic speeds occurring here.

Wolverley High School, Highway Safety Concerns: Highways have drawn up plans to improve safety for pupils when arriving at and leaving school; this has been done in collaboration with the Head Teacher.

Wolverley, HighLow Bank Pavement: I have received assurance that the pavement overgrowth will be Sided - Out during the summer.

Hurcott Lane Potholes: Highways have agreed to do Patch Repairs this year and next year to carry out Surface Dressing.

Damaged Chevron Signage on the Wolverley Island: I have chased Highways as this has been unresolved for several weeks.

Mill Lane Overgrown Trees/Hedge: Following a Highways letter, to the resident, this has been trimmed back; however, this will be inspected by the Highways Officer as this may have been done insufficiently.

Solcum Lane, Ivy on Trees: Highways have agreed to inspect the trees on County land to establish whether tree-works are necessary to remove the excessive Ivy growth.

Cllr Southam commented on the Speed Analysis on the B4189 and enquired whether further speed analysis using wires could be done on Castle Road. Cllr Hardiman advised that the safer roads partnership do carry out speed enforcement checks on Castle Road and many people, some local have been caught exceeding the speed. He advised to contact the Police Crime Commissioner through the Clerk to pursue local residents undertaking speed checks.

8. Police Report

Written report circulated:

Police Ref; 0058_I_27042021 - Theft of motor vehicle - Wardle Way, Wolverley

Sometime between 00:00hrs and 05:30hrs on 27/04/2021 a Suzuki RS900 has been stolen from an address in Wardle Way. ****Vehicle has been found****

Police Ref; 270_I_27042021 - Burglary - Sandy Lane, Kidderminster

Sometime overnight on 27/04/2021 persons unknown have gained access to several sheds/outbuildings and also the main property. 2x petrol strimmer's have been taken and also a computer monitor worth £2000

Police Ref; 00185_I_27042021 - Anti - Social Behaviour - Wolverley Village- From around 15:00hrs school children have been seen throwing stones and eggs at properties in the village. Officers have attended the area along with staff from the school and youths responsible identified. School are dealing.

Police Ref; 00390_I_23042021 Sheepwash Lane - Reports received of Nottingham Knockers in the rural area. Officers attended but no sign of them in the area.

Police Re; 00281_I_23042021 Honeybrook Close- Report of Nottingham Knockers in the area where elderly residents live. Reassurance given to residents not to answer the door. Officers conducted an area search no one seen in the area.

9. Appointment of Statutory/Standing Committees.

Current Representatives;

(a)	Grants	-	Chairman, Vice Chairman, Mr C Nicholls, Mr S Sherrey
(b)	Risk Management	-	Chairman, Vice Chairman, Mr J Hart, Mr C Nicholls
(c)	Staffing	-	Mr M Hart, Mr C Nicholls
(d)	Parish Forum / Wyre Forest Area CALC Meetings		Chairman, Vice Chairman
(e)	Cookley Playing Fields Association	-	Mr D Jones
(f)	Wolverley Memorial Hall	-	Mr J Hart
(g)	Wolverley Playing Fields Association	-	Mr C Sherrey, Mr S Sherrey
(h)	Wolverley Charities	-	Mr S Sherrey (Wolverley), Mr C Nicholls (Cookley)
(i)	Wolverley Flood Action Group	-	Mr C Sherrey
(j)	Community Emergency Committee	-	Mr C Sherrey (Wolverley), Mr D Jones (Cookley)
(k)	Liaison link with Lengthsman	-	Mr R Drew (Wolverley), Mr W Southam (Cookley)
(l)	Allotments	-	Mrs V Bordewich
(m)	Parish Council Police Liaison	-	Mr R Drew

Cllr C Sherrey advised that as Wolverley Playing Fields Association now has the freehold of the land Parish Council representatives are no longer needed so item (g) will be deleted. Cllr D Jones requested to step down as representative to Cookley Playing Fields Association and suggested Cllr D Cox as replacement. This was proposed by Cllr Nicholls, seconded by Cllr Southam and agreed. With these amendments the list of appointments was approved.

10. Appointment of representative to Sebright's Educational Foundation

The term of office of Mr Charles Sherrey ends on 31st May 2021. It was proposed Cllr S Sherrey, seconded Cllr C Nicholls and unanimously agreed he be re-appointed for a term of 4 years commencing 1st June 2021.

11. **Financial Matters:**
- To agree Appointment of Internal Auditor. - Unanimously agreed Mr Allen Hughes be reappointed.
 - To discuss Parish Council Accounts 2020/2021. - In Hand. To be approved at meeting 1st June 2021.
 - To agree Gateway Cleaning. Already agreed and budgeted for, works commence tomorrow.
12. **To note Model Standing Orders and Model Financial Regulations.** Noted
13. **To review GDPR documentation.**
Clerk advised of recent attendance at GDPR refresher training where it was advised that documentation is reviewed annually. Cllr. S Sherrey agreed to review.
14. **To review Scheme of Delegation.**
It was agreed to retain the Scheme of Delegation as agreed 7th April 2020.
Finance - Cllrs J Hart, S Sherrey, D Jones, B Southam
Urgent Business - Chair, Vice Chair, Cllrs M Hart, J Wood
Planning - Clerk following majority decision after consultation and comments from Councillors.
15. **To note arrangements in place for Risk Management and Chairman to sign Risk Review Log for the year ended 31st March 2021.**
Noted. Chairman to sign Risk Review Log.
16. **To discuss Risk Assessment for holding co-vid safe council meetings after May 7th.**
Cllr C Nicholls advised that Worcestershire County Council have informed the school they cannot let out any classrooms yet for meetings and Rev N Taylor has advised that although Wolverley Church Hall is open for use a Risk Assessment would need to be undertaken and approved by the Churches insurers and limits on numbers, social distancing, cleaning rules etc observed. After much discussion on this it was agreed to give delegated powers to the Chairman and Vice Chairman to organise the June meeting in line with co-vid guidelines and legal legislation and inform all Parish Councillors.
17. **To discuss Joint Practitioners Advisory Group (JPAG) Practitioners Guide 2021 Changes - Guidance on e mails.**
The Clerk advised that although not mandatory the JPAG are strongly encouraging Parish and Town Councils to have individual council e mail addresses for Parish Council business rather than use personal private e mail addresses. This is to reduce risk of correspondence going astray and protecting data better. It would involve a cost to purchase a domain name, Clerk to investigate. It was agreed to move ahead with this in due course.
18. **To discuss and agree approval of Annual Subscriptions.**
Unanimously RESOLVED to approve Annual Subscriptions below:
- Worcestershire CALC £1272.64
 - Insurance £1956.09 (5-year LTA)
 - ICO £35.00
- It was agreed to enter a 5-year Long Term Agreement for Insurance. Clerk will ask Zurich for a reduction.
19. **To discuss Contracts.**
Lengthsman - Clerk advised of £2806.25 funding for the year April 2021 - April 2022. Signed copy of contract has been received and copy of Insurance but still awaiting copy of training card.

Bin Emptying/Litter Picking - Contract in final year. Will need review January 2022.

Grass Cutting - Contract in final year. Will need review January 2022.
20. **Accounts for Payment - approved the following accounts be paid**
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| 2 | Mrs B J Drew
(Salary April 2021) | 1067.71 |
| 3 | Mr Keith Basketfield
(1st Grass Cutting) | 688.00 |
| 4 | Mrs B J Drew
(Ink/Zoom/Paper/Stamps) | 40.34 |
| 5 | Worcestershire CALC
(Annual Subscriptions) | 1272.64 |
| 6 | Zurich Municipal
(Annual Insurance) | Awaiting renewal
(Will be received by meeting) |
| 7 | Cookley Playing Fields & Village Hall Association
(Re-issue of stopped cheque 200367) | 1441.29 |

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

PC No **WFDC No/Details**

- 3515 Dealt under delegated powers:
21/0066/S73: Minor Material Amendment to 19/0724/RESE to substitute house types in Phases E and F, make elevational changes to house types within Phases A and D and amend soft and hard landscaping at former Lea Castle Hospital, Park Gate Road, Wolverley.
- 3537 21/0345/CLP **FOR INFORMATION ONLY**: Proposed siting of caravan within domestic curtilage at 14 Gaymore Road, Cookley,
- 3538 21/0351/HOU: Erection of 3 bay oak framed single storey garage at Field House, Wolverley Road, Recommend Deferral until Arboricultural Impact Assessment (AIA) has been undertaken as requested by the Arboricultural Officer and comments from North Worcestershire Water Management have been satisfied. The Parish Council would also like clarification that it meets the criteria for development in the Green Belt.
- 3539 21/0379/HOU: Two storey extension to side, pitched roof over existing single storey rear extension and new entrance canopy at Plassey, Gipsy Lane, Blakeshall, Recommend Approval.
- 3540 21/0448/HOU: Single storey front extension with extend front dormers at 6 Beechcote Avenue, Wolverley, Recommend Approval.
- 3541 20/0539/HOU: Conversion of existing storage shed to the side of the garage into home office, together with internal and external alterations to dwelling house at Barn Cottage, Kingsford Farm Barns, Castle Hill Lane, Wolverley. Recommend Approval.

Parish Matters for Update Only - no decisions required.

22. Clerks Report (Clerk) Noted.
23. Annual Parish Meeting Report (Clerk) Noted.
24. Update on Lengthsman Scheme. (RD/WS) Concerns expressed over no timesheet received from new Lengthsman this month and little work completed. RD/WS/SS to meet with Lengthsman to discuss.
25. Update on bulbs for Cookley Clock (DC) Bulbs will be fitted shortly.
26. Update on site meeting Street Lighting Column Gaymore Road Cookley (DC) Prysmian are now happy to have a site meeting. Cllr Cox to liaise with resident and give dates to Clerk.
27. Update on Neighbourhood Plan/CLT (DJ/JW) Nothing to Report.
28. New Issues / Items for Next Meeting. None.
29. Date of Next Meeting - to confirm the date of the next meeting which is scheduled for Tuesday 1st June 2021.

There being no further business the meeting closed at 8.20pm