

BROOME PARISH COUNCIL

Minutes of the Annual Meeting of Broome Parish Council held on Wednesday 5th May 2021, 8.00pm via ZOOM.

Present: Cllrs. N Norton (NN) (Chairman), D Billingham (DB) (Vice Chairman), A Allen (AA), M Billingham (MB), S Breeden (SB) and W Edwards (WE).

Also present were: The Clerk Mrs B J Drew, County Councillor Mr M Hart (MH), District Councillor Mrs L Jones (LJ).

1. Election of Chairman: It was proposed by DB, seconded MB, and unanimously agreed that Cllr Nick Norton be re-elected as Chairman.

2. Election of a Vice-Chairman: It was proposed by NN, seconded MB and unanimously resolved that Cllr Don Billington should continue as Vice-Chairman.

3. Apologies: District Cllr. Mr I Hardiman and West Mercia Police. The Council consented to the absence of Cllr. Michael Clark due to continued health issues.

4. Declarations of Interest and dispensations:

DB and SB in village hall as members of the committee.

5. Public Question time:

Following discussion in residents open forum in the Annual Parish Meeting dialogue resumed on Planning Application 21/0154/Full.

There was much discussion on this planning application with many concerns expressed.
Large vehicles in the lane causing damage to fencing and hedging on a resident's property,
Concerns over vehicular access to the site and increase in traffic,
Usage of site, will it start as one purpose and end up another,
Wildlife displaced due to works to trees,
Increase in rubbish, plastic, dirt and debris in stream, being carried into ponds,
Ruin tranquillity of Broome as a quiet place to live.

The applicant again stressed that they do not want it as a commercial livery, they want to improve the beautiful piece of land and want to be part of the community.

The Chairman interjected and advised that the Parish Council had submitted a response of recommend refusal which is available to view on the Planning Portal and they are awaiting answers to further questions from Richard Jennings, Case Officer. The applicant has offered to meet local residents to discuss the plans if they wish to take up this offer. The discussion on this matter was therefore brought to an end. The Public were asked if there were any other matters for discussion and they were thanked for their attendance.

6. Minutes of the last meeting held on 27th January 2021: These were duly approved and will be signed by the Chairman as a true record once "lockdown" measures have been lifted.

7. District / County Councillors Reports: **County Cllr M Hart reported,**

Broome Issues

I am very pleased to have secured the funding for the banking up of the stream to be undertaken by the PC in order to get this longstanding job done. I have inspected the bank and the sandbags are doing the job and Paul Green is happy too.

The other Egg Lane flooding issues are ongoing but I am determined to tackle them.

The lay-by outside Cloisters on the A450 is ongoing but I am making progress and am very hopeful this can be closed off but at present, options are being considered and we are still looking at a potential speed reduction to 50 mph on this stretch and more junction warning signage from the Hagley direction. I am to have a further site meeting in May and I am aware of a recent RTC there.

I have been in liaison with the WCC countryside service in respect of the styles Warren raised and they have tracked down the landowner thanks to the information provided and new styles have been installed.

I have reported a wobbly style on the footpath by End Cottage for attention too.

Wyre Forest Issues

WCC highways work on the Churchfields is virtually completed and the new network is flowing well.

As reported previously, the additional funding for the Hoobrook island has now been agreed as part of the budget and we should see this scheme commence this year to tackle this major congestion hotspot in Kidderminster. This work which is a £3.6 million project is starting now and will see the 3 A road arms be signalised.

Strategic Issues County Wide

The County Council has been heavily involved in the response to the Coronavirus pandemic working with our other statutory partners.

Worcestershire has a fantastic website Here2Help which is a community action response to Coronavirus. There is also a dedicated phone number 01905 768053 for those without access to the internet. There is now a Here2Helpbusiness scheme as well. (simply google Here 2 Help Worcestershire and it comes straight up.)

Our household waste sites both remain open and the Worcester Road is still operating a booking system.

Libraries are open.

Council meetings are still taking place virtually but the AGM on 20th May will take place at County Hall.

Elections for the PCC and County Council take place as planned this Thursday, don't forget to take your mask and a pencil!

The last 4 years have flown by and I hope, subject to passing my job interview on Thursday for continuing to work with you for another 4 years!

District Councillor Mrs L Jones reported,

Local Issues

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

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 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.

8. Police Report:

Written Report circulated,

Sexual Offence – We have had a few reports of a male in this area committing a sexual act. Officers have now arrested a male in relation to this and the investigation is ongoing.

Criminal Damage/ Theft – Worcester Road - Police Ref 00324_I_19032021- At approx. 13.30pm two 4x4 with families inside were seen to pull up alongside a field in this location. They then proceeded to steal the crop that was growing, causing a lot of damage in the process.

Broome – Criminal Damage – Police ref 00361_I_28032021- Between 1400hrs and 1500hrs on 28th March, unknown persons have gained entry to the grounds of a property in Broome causing damage to a fence. They were then seen by the occupants of the property leaving in the direction of Belbroughton.

Suspicious Circumstances – Rural Watch

At around 7pm on 14/04/2021 a black Mercedes hatchback with blacked out windows, containing Asian occupants was seen to drive down the bridleway to Red Hall Farm. It was flying a drone alongside the vehicle looking into farmhouse windows. It left towards Hackman's gate. No VRM.

The Clerk advised that the Police have requested the Parish Council identify their top 3 Policing Priorities are for Broome. These can be reviewed and changed at any time.

After discussion it was agreed Crop Thefts, e.g. taking flower heads off private land, Animal Thefts, e.g. sheep being stolen and Increase in Rural Patrols thus increasing visibility in the Parish.

9. Planning Report:

The Planning Spreadsheet had been previously circulated. Clerk reported on Planning since last meeting:

21/0096/FUL (01.02.2021) MANOR HOUSE FARM, HACKMANS GATE LANE, Replacement of dwelling house, following demolition of existing dwelling house.

21/0154/FUL (23.02.2021) LAND AT OS 390286 278171, REDHILL FARM ROAD, BROOME, Change of use from Agricultural to Equine Use.

21/0211/S73 (02.03.2021) LAND AT YIELDINGTREE NURSERY, WATERY LANE, BROOME, Minor Material Amendment to Planning Permission application to vary condition 3 (Landscaping), condition 4 (access point) and condition 6 (car parking layout) of planning permission 20/0646/S73 (pursuant to 08/1008/Full)

21/0224/FUL (02.03.2021) MINSTERLEY HOUSE, BELBROUGHTON ROAD, HACKMANS GATE, Change of use of existing outbuilding to form Granny Annexe linked to existing dwelling (Minsterley House), including minor alterations to windows and doors.

21/0350/PNH (31.03.2021) WINDLEHURST, BELBROUGHTON ROAD, HACKMANS GATE, Proposed larger homes extensions comprising side and rear extensions and loft conversions with dormer windows.

21/0353/NMA (01.04.2021) YIELDINGTREE NURSERY, WATERY LANE, BROOME: Amendment to the approved site boundary of Planning Permission 20/0250/FUL to match final legal land purchase boundary.

21/0395/FUL (21.04.2021) LAND AT OS 391010 279110, THICKNALL LANE, CLENT: Proposed Horse Menage.

The Planning Sub Committee was agreed to continue as MB, DB and AA.

SB asked if all Parish Councillors can be circulated with the Planning Consultation Notices rather than just the Planning Committee so they are aware of what is going on locally. It was agreed Clerk to send this to all and if Cllrs have any comments on applications they forward them to the Planning Committee.

NN enquired about Planning Training. Clerk advised that normally, Paul Round, Development Manager, WFDC provides this annually but obviously it has not been provided recently due to co-vid. Worcestershire CALC do also provide very good training sessions. Clerk to enquire and advise of any future courses.

10. Lengthsman Update:

BW has done a small amount of work in the Parish.

Clerk advised signed contract has been received. The timesheets have changed and now need to be coded and submitted electronically. BW is happy to code, and Clerk will submit when received.

Despite increasing financial pressures, WCC have been able to maintain funding at the same level as the previous year 1st April 2021 to 31st March 2022 £1916.80.

11. Footpaths Warden Update:

WE advised that he is seeking to handover the role of Footpath Warden in the next three months. He will liaise with Patrick White, WCC Countryside over this. Over the last twelve months there has been an increased footfall over the footpaths due to the pandemic and more people out walking. Several stiles have been replaced but some are still in need of attention, particularly footpath 528 going towards 529 is in urgent need of repair. This has been reported.

12. To agree representative to Chaddesley Education Foundation:

It was agreed SB be appointed as representative to Chaddesley Corbett Educational Foundation. Clerk to inform their Clerk. David Pheysey will liaise with SB to handover.

13. To nominate Councillors to Worcestershire CALC Area Meetings:

Clerk advised meetings are every three months and are often very useful. It was agreed Clerk and Chairman attend and Clerk notify all Cllrs prior to a meeting to ascertain if any other Cllr can attend, this to be rotated.

14. To review the model Code of Conduct: The Model Code of Conduct was noted.

15. To review the adopted Financial Regulations: The Financial Regulations were noted.

16. To review the Standing Orders including the revised NALC model Standing Orders: The Standing Orders were noted. The model Standing Orders are used by the Parish Council.

17. To approve the Risk Review Log: The Risk Log was discussed. It was agreed the Fixed Asset Register needs to be reviewed, agenda item 22. The Risk Log was duly approved subject to any amendments to the Fixed Assets and will be signed by the Chairman once "lockdown" measures have been lifted.

18. To agree Risk Assessment for holding covid safe council meetings after May 7th:

As the next meeting is not until 1st September it was agreed to review whether a risk assessment is needed closer to the date.

19. To note the Insurance Requirements: The Insurance Renewal had been circulated and it was agreed to proceed as per previous cover.

20. To approve the actions taken and processes and templates to be used to comply with the GDPR regulations:

Clerk to obtain documents produced by previous Clerk in May 2018, review if necessary and ensure they are put on the Parish Council Website.

21. To review Internal Audit Report:

Clerk had circulated the report which was noted. Only action required was review of Fixed Asset Register.

22. To review Fixed Assets Register:

Assets previously included on the register were Laptop, Projector and Scanner valued at £800.

After discussion it was agreed Register should include;

2 Benches
Parish Council Noticeboard
Village Gateways
VAS
Phone Box

The computer equipment should be removed as it is unfit for purpose.

23. Financial Matters

i) To consider bank reconciliation and bank statements since last meeting.
The financial spreadsheet was duly circulated, and it was in accordance with the bank statements. The bank balance as at 31st March 2021 was £10, 244.36 (Community Account) and £954.00 (Business Money Manager Account).

ii) Approved schedule of Accounts for Payment.

Already Paid;	
Mr W Waldron (Lengthsman Jan 21)	105.00
Mr W Waldron (Lengthsman Feb 21)	127.50
Mrs B J Drew (Expenses to 31st March 21)	66.51
Mr W Waldron (Litter)	360.10
Print Serve (End of Year Payroll)	25.00
T A Clifford (Watery Lane Labour)	450.00
M Billingham (Watery Lane Materials)	306.98
For Approval;	
Worcestershire CALC – Annual Subs	£242.34
DM Payroll Services Ltd	£55.00
Broadcast Magazine	£40.00
BHIB Insurance	£237.45

On-line banking with HSBC was discussed, this may be a consideration in the future once further information has been obtained.

- iii) Adoption of the Accounts and Approval of Annual Return.
It was unanimously agreed to approve the accounts for the year 1st April 2020 – 31st March 2021, firstly (a) certificate of exemption (b) the annual governance statement and (c) the annual accounting statements.
- iv) To agree further signatories to add to Bank Mandate.
It was agreed WE and AA be added to the two current signatories. Clerk to liaise.
- v) To discuss Telephone Banking.
After discussion it was agreed not to pursue.
- vi) To update on HSBC Safeguarding Review.
Clerk, MB, and DB completed.

24. To discuss Joint Practitioners Advisory Group (JPAG) Practitioners Guide 2021 Changes – New Section guidance on e-mails.

Clerk advised that although not currently mandatory, JPAG are strongly recommending that Parish and Town Councils should use Council e mail addresses and not private e mail addresses for Parish Council business. This enables more control over protection of data processed by the Parish Council. Clerk to investigate this and advise.

25. Schedule of Correspondence.

Schedule of correspondence circulated and noted. AA referred to the Broadcast Magazine and asked if Broome could expand submission to include Planning Applications received like Churchill & Blakedown do, agreed this will be included in future.

26. Councillor Reports.

NN advised replacement bench will be sited shortly once it can be safely secured.

27. Agenda items for future meetings.

Notify the Clerk.

28. Date of Next Meetings.

Broome Village Hall

1st September 2021,

1st December 2021

Clerk to confirm with Carol Hingley.

Meeting closed at 10.00pm.