

# BREDON, BREDON'S NORTON AND WESTMANCOTE PARISH COUNCIL

The minutes of Bredon Parish Council Meeting held by Zoom Video Conference on **Tuesday 14<sup>th</sup> April 2020**.

**Present:** Councillors: Mr Rob Bell, Mr Nick Bradley (Chairman), Mr Richard Coghlan, Mr Matt Darby, Mr Kevin Falvey, Mr Phil Handy, Mrs Jo Lawlor, Mr Neil Leyden, Mr Andrew Rhodes, Mr Declan Shiels, Mr Rob Sly and Mr Brod Whiting.

**In Attendance:** Mr Tim Drew (Clerk) and Cllr Mr Adrian Hardman.

## 1. Apologies for Absence.

None.

## 2. Declaration of Interests.

Councillors were reminded to update their Register of Interests with Wychavon.

## 3. Adoption of the Minutes for of the Meetings held on Monday 9<sup>th</sup> March 2020.

These minutes were **approved**.

## 4. Finances.

a) Invoices to be paid:

### Village Hall:

Jo Lomasney	Balance of Wages – March 2020	£219.53
CW Hygiene Services	Consumables	£29.16

### Parish Council:

David Gray	Lengthsman – March 2020	£396.00
Timothy Drew	Balance of Clerk's Wages – March 2020	£202.78
Greenworks	Grass cutting – March 2020	£1505.52
Packwood Printers	1500 x Leaflets (Covid-19 Food Outlets)	£270.00
Thomas Spry	Levelling Slabs & Fence Repair	£70.00
Worcestershire CALC	Annual Fees	£1149.54
Kevin Falvey	Telephone Conference Charge - 17/03/2020	£24.27
Neil Leyden	Telephone Conference Charge - 17/03/2020	£14.74
Declan Shiels	Telephone Conference Charge - 17/03/2020	£19.36

The above payments were **agreed**.

b) Financial Report:

The March 2020 bank statements and cash book were **approved**.

## 5. Planning.

a) For Approval:

- i. 20/00427/HP&LB Box Cottage, Watery Lane, Kinsham, GL20 8HT  
*Repair timber frame structure and infill panels, replace roof coverings, add pitched roofs to dormers, repair or replace windows and doors, demolish and rebuild porches with associated rainwater goods and internal modifications.*

**The parish council has no objections.**

- ii. 20/00592/HP 43 Blenheim Drive, Bredon, GL20 7LY  
*Single storey rear extension.*  
**The parish council has no objections.**

The parish council's comments for the above were **agreed**.

b) Approved:

- i. 20/00147/CU - Home Farm, Manor Lane, Bredon's Norton, GL20 7EZ

c) Amendment:

- i. 19/01355/FUL Field SO 9239 Eckington Road, Bredon's Norton  
*Buffer landscaping area of 20m deep now included (compared to 3m front hedge previously), achieved by deleting the plot nearest to the road.*  
*Amendment to plot layout with 2 static caravans and one tourer now placed on the plot nearest the road behind the landscaping area with one of the touring caravans stored on a piece of land at the rear of the site adjacent to the railway line.*  
**The parish council has no further comments to the objections already submitted.**

e) Other General Planning Matters.

It was reported by a parishioner that members of the Traveller Community are clearing and measuring the patch of land (Westhurst/Eckington Road) for which they own the freehold. Planning permission has previously been refused for a pony field and shelter, due to an objection by Worcestershire Highways because the access is directly opposite the Westmancote Road junction.

A retrospective planning application has been received by Wychavon for the erection of an agricultural building at Home Farm, Bredon's Norton.

## **6. BCPR – New Swings and Equipment.**

Cllr Lawlor provided an update and it was decided to include this as a May Agenda item to consider a plan of the area, the equipment materials and the safety surface to be used.

## **7. Environmental Credentials.**

It was **agreed** that Cllr Sly would draft an Environmental Policy, liaising with county and district, for consideration by the Assets Working Group. Areas to be covered include carbon reduction, air quality, solar panels, electric car charging points, ground source heat pumps, bio-mass boilers and waste/recycling.

## **8. Coronavirus Lockdown.**

The following proposals from the Executive & Finance Working Group were **agreed**:

- The Clerk to apply to Wychavon (via their portal) to seek rate relief (i.e. £10k grant) due to the Village Hall closure during the Coronavirus lockdown.
- The Village Hall Manager to be furloughed from 1<sup>st</sup> April 2020 but will continue to receive a monthly payment based on the average monthly remuneration during tax year 2019-20.
- Both the Clerk and the Lengthsman to continue to discharge their duties as normal during the lockdown, observing social distancing as applicable. The Lengthsman will not undertake Highways related tasks (although this only represents a small percentage of his average monthly workload).

## **9. Emergency and Continuity Planning.**

After discussion it was agreed that Cllr Handy and a representative from each Working Group would meet and make proposals. Issues to include immediate response to future events (e.g. flooding, travellers), with a need for emergency first responders, data and communications.

## **10. Tree Surgery Works.**

It was **agreed** that the Clerk would contact Matt Hale to accept his quotation for Tree Surgery to the seven trees at the side of the Village Hall and the Maple tree at the main car park.

## **11. Correspondence for Information.**

The Clerk provided the following update:

- Community heroes across Wychavon, recognised at awards ceremony.
- Road Closure - Hardwick Bank Road Bredon's Hardwick.
- A request to Bredon Parish Council for help with the Local Electricity Bill.
- Macmillan Haematology Support – to help People who need meals.

## **12. Progress Reports and Updates**

### a) Clerk:

- No report.

### b) County & District Councillor:

- Update on issues relating to COVID-19 at county and district level.
- There are no issues with power supplies in the County.
- Emergency dentistry is an issue which needs resolution.
- Need to review the parish council's charity policy specific to donations.
- Wychavon enforcement is monitoring the land adjoining Millstone, Eckington Road, although the owner has assured Wychavon Planning the site is only being tidied with laurel trees planted.
- Sally Brown has requested a £500 grant to support the Luncheon Club.
- Curlews are nesting between Mill End and the Sailing Club although one pair has been disturbed by a dog.
- Update on A46 and new Bridge at Northway to be followed-up.
- Large wooden building in Fox & Hounds car park (conservation area) to be raised with Wychavon Planning.

### c) Defibrillators and SmartWater.

- No report.

### d) Transport & Organisations Working Group.

- There is no Police report for the last month.
- A letter has been sent to Worcestershire Highways confirming the issues covered at the last meeting in December 2019.

### e) Assets Working Group.

- Bredon AFC had enquired if any rental payment options are available during closure due to the coronavirus. Clerk to respond advising the parish council are in contact with Wychavon for guidance but would be agreeable to deferring monthly payments until a later date once the pandemic/lockdown has ended.
- Clerk to write to all clubs asking their intentions and proposals for opening facilities when released from lockdown, including adherence to Government Guidelines (i.e. sanitization, cleaning regime, social distancing).

### f) Executive and Finance Working Group.

- Chairman will prepare a draft lease, based on the first draft of the recent Tennis Club lease and then contact Cox & Hodgetts Solicitors to produce a standard lease template for the future use by all Bredon clubs.
  - Clerk has received a schedule from Came and Company to review for the 2020-21 renewal from 1<sup>st</sup> June 2020. BHIB Insurance Brokers (Council Specialists) have been contacted to provide an alternative quotation based on the schedule.
  - Clerk advised that Xero had been downloaded for a free trial during April 2020 when it would run in parallel with Sage 50 Cloud.
- g) Technology and Media Working Group.
- COVID-19 Coronavirus and Foodbank Details to be Parish Magazine (electronic only) content for May 2020.
  - Collaboration Software an Agenda item at May meeting.
  - ID cards were **agreed** and will be distributed with plastic holders and lanyards.
  - Hallmaster software now under review again. Cllr Leyden to investigate if the mobile version of the calendar will be improved in a later version of the software. Clerk to check if Hallmaster can integrate with Xero financial software.

### **13. Councillor's Reports and Items for Future Agenda.**

Cllr Falvey indicated that two residents have 100<sup>th</sup> Birthdays pending (Marion Rolls and Joyce Rose) – May agenda Item.

Cllr Bell will advise locations of three potholes in the Cheltenham Road footpath near Kinsham, for the Clerk to notify Worcestershire Highways.

Cllr Leyden requested an Art & Craft Exhibition (fundraising post lockdown) be considered as a May agenda item.

Clerk to send suitable sympathy card to Claire Greenwood. Sadly, her mother Erica Hughes, a former Bredon parish councillor, recently passed.

### **14. Date of Next Meetings.**

Monday 27<sup>th</sup> April 2020 (Annual Parish Meeting)

Monday 11<sup>th</sup> May 2020 (Annual Parish Council Meeting)

Meeting closed at 09:05pm.