

# **BREDON, BREDON'S NORTON AND WESTMANCOTE PARISH COUNCIL**

The minutes of Bredon Parish Council Meeting held by Zoom Video Conference on **Monday 11<sup>th</sup> May 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. Election of Chairman.**

Cllr Handy proposed, Cllr Whiting seconded, and it was **agreed** to elect Cllr Nick Bradley as Chairman. Cllr Bradley duly signed the Declaration of Acceptance of Office and Undertaking to observe the Code of Conduct.

## **2. Apologies for Absence.**

None.

## **3. Declaration of Interests.**

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

Cllr Darby declared a prejudicial ODI for Item 11 a) i (a working relationship with the family).

Cllr Coghlan declared an ODI for Item 11 a) i (a neighbour).

Cllr Bell declared an ODI for Item 16 (an adjacent resident).

Cllr Lawlor declared an ODI for Item 16 (an adjacent resident).

Cllr Whiting declared a DPI for Item 22 (ownership land for tree surgery works).

## **4. To elect a Vice Chairman.**

As no Councillor wished to put their name forward, it was **agreed** not to appoint Vice-Chairman. The Clerk advised that if the Chairman were absent at a future meeting, an election of a Chairman for that specific meeting would be necessary.

## **5. To review the Working Groups established in September 2019.**

It was the view of Councillors that the Working Groups functioned well and provided a means to deal with issues outside parish council monthly meetings. Comments were positive and it was decided to keep the status quo.

## **6. Working Group Appointments.**

It was **agreed** that Councillors would continue in their current Working Groups, the exception being that Cllr Handy would stand down from Executive & Finance to be replaced by Cllr Bell, who would also join Technology & Media. The Working Group members are to be as follows:

- a) Planning: Cllrs Coghlan, Darby, Handy, & Rhodes.
- b) Executive & Finance: Cllrs Bell, Bradley, Falvey, Rhodes & Whiting.
- c) Transport & Organisations: Cllrs Bradley, Lawlor, Shiels & Sly.
- d) Assets: Cllrs Bradley, Coghlan, Handy, Lawlor, & Leyden.
- e) Technology & Media: Cllrs Bell, Falvey, Lawlor, Leyden, Shiels & Sly.

## **7. Direct Debit & Standing Order Payments.**

Cllr Rhodes proposed, Cllr Handy seconded, and it was unanimously **agreed** that the existing Direct Debits and Standing Orders from 2019-20 be retained for 2020-21, except for Wychavon Quarterly Trade Refuse Collections.

### 8. Approval of Parish Council Documents.

Cllr Handy proposed and Cllr Sly seconded that the following reviewed documents were approved:

- a) Standing Orders – **agreed**.
- b) Financial Regulations – **agreed**.
- c) Code of Conduct – **agreed**.
- d) Risk Assessments – **agreed**.

### 9. Adoption of the minutes of the meeting held on Tuesday 14<sup>th</sup> April 2020.

These minutes were **approved**.

### 10. Finances.

- a) Invoices to be paid:

#### Village Hall:

Jo Lomasney	Balance of Wages – April 2020	£117.38
CW Hygiene	VH Internal Cleaning & Gutter Clearance	£300.00

#### Parish Council:

Hallmaster Software *	VH Booking & Invoicing System	£224.40
Timothy Drew	Balance of Clerk's Wages – April 2020	£125.46
SJ Booth	VH Lights & Power Supply for Xmas Tree	£366.67
Greenworks	Grass cutting – April 2020	£1505.52
David Gray	Lengthsman – April 2020	£440.00
Phil Handy	Telephone Conference Charge - 17/03/2020	£10.94
Nick Bradley	Telephone Conference Charge - 17/03/2020	£11.27
Jo Lawlor	Telephone Conference Charge - 17/03/2020	£18.86
Rob Bell	Telephone Conference Charge - 17/03/2020	£13.25

\* Paid & ratified.

The above payments were **agreed**.

- b) Financial Report:

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

### 11. Planning.

- a) For Approval:

- i. 20/00702/FUL Home Farm, Manor Lane, Bredon's Norton, GL20 7EZ  
*Erection of Agricultural Building (Retrospective).*  
**The parish council has made general comments.**
- ii. 20/00681/CU The Coach House, Back Lane, Bredon, GL20 7LH  
*Change of use of a single room which includes bedroom, kitchen and bathroom, to be used as guest accommodation separate from the main dwelling.*  
**The parish council has made general comments.**
- iii. 20/00321/LB Southcroft, Manor Lane, Bredon's Norton, GL20 7EZ  
*Replacement of window.*  
**The parish council has no objections.**
- iv. 20/00749/HP 3 Kinsham Close, Kinsham, GL20 8JQ

*Demolish existing conservatory and toilet. Erection of part single, part two storey rear extension (amendment to extension approved under 20/00040/HP).*

**The parish council has no objections.**

- v. 20/00780/HP Hunters Gate, Lower Lane, Kinsham, GL20 8HT  
*Single storey side and rear extension.*

**The parish council has no objections.**

- vi. 20/00804/HP 33 Blenheim Drive, Bredon, GL20 7NQ  
*Proposed single storey rear extensions and porch to front.*

**The parish council has no objections.**

- vii. 20/00816/HP 10 Russet Close, Bredon, GL20 7QE  
*Two storey side extension.*

**The parish council has no objections.**

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

b) Approved:

- i. 20/00592/HP 43 Blenheim Drive, Bredon, GL20 7LY
- ii. 20/00357/FUL Thatchways, Lower Lane, Bredon's Norton, GL20 7FB
- iii. 20/00427/HP & LB - Box Cottage, Watery Lane, Kinsham, GL20 8HT

c) Other General Planning Matters.

The site adjacent to Millstone Lane, Eckington Road has been cleared and the gateway widened, repositioned, and set back. This may be a highways breach of Section 3 of the Town & Country Act. Clerk to write to WCC Highways to establish the position.

The proposed railway bridge at Ashchurch, which replaces the existing level crossing, will free up land for 500 houses at the rear of the Army Camp and accessibility for the Tewkesbury Garden Town project. This will result in increased traffic in the parish and an objection needs to be lodged in advance of Gloucestershire County Council's August planning meeting.

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

This item was deferred to July.

## **13. 2016 Village Hall Insurance Claim.**

In January 2016, a lady had fell outside the Village Hall. Up until recently it was not known that the resultant personal injury claim was settled by the parish council's insurer at a cost of £57,542. As this seems excessive, Cllr Falvey will research the incident which will be also discussed at the next Assets Working Group.

## **14. Insurance Provision for 12 months from 1<sup>st</sup> June 2020.**

Three 'like-for-like' quotations were reviewed, and it was **agreed** that BHIB would provide cover for the next 12-month period.

## **15. Coronavirus Lockdown.**

The play areas, MUGA and public toilets are to remain closed until July or when government advice permits their use. It is understood that Wychavon are preparing to reopen their facilities with social distancing rules in place.

## **16. Queensmead Grass Cutting.**

Some residents are cutting the grass rather than wait for Rooftop. Cllr Sly to contact Rooftop and discuss feasibility of adding Queensmead grassed areas to the tender in October 2020.

### **17. 5G Mast in Cheltenham Road.**

Given concerns over Health & Safety, location, and effect on the footpath, it was **agreed** the Clerk should write to the consultants requesting further information to enable consideration of the proposals and the impact on the parish.

### **18. Use of Village Hall by individual ballet dancer.**

It was **agreed** to allow a local First Soloist of the Royal Ballet limited use of the Old Hall for exercise and training, subject to social distancing and a signed insurance liability waiver.

### **19. Collaboration Software.**

Use of a web-based collaboration suite by Councillors was discussed. This includes document sharing, file libraries, discussion threads, group and one-on-one chat and file sharing. Likely cost is £50 per councillor. The Technology & Media Working Group will propose which system to adopt.

### **20. Parishioner's Centenary Birthdays.**

Three residents of Bredon have 100<sup>th</sup> Birthdays pending. Marion Ralls in June 2020, Henry Ducker in July, and Joyce Rose in March 2021. It was agreed to mention in the Parish Magazine and provide a card and flowers (subject to family agreement).

### **21. Art & Craft Exhibition.**

An event is to be held at the Village Hall post-lockdown, to raise funds for charity, encourage creativity and attract users to the Hall. The Parish Website is to have a page of examples of arts and crafts, to promote the event in advance.

### **22. Correspondence for Information.**

The Clerk provided the following update:

- The adjacent owner requested permission to reduce the height of conifers on Eckington Road car park adjacent to Chelm House – **agreed**.
- WCC Highways have requested for permission to work on parish owned land on the Eckington Road – **agreed**.
- There was no interest amongst Councilors to respond to the invitation for an Independent Lay Member of the West Mercia Police and Crime Panel.

### **23. Progress Reports and Updates**

a) Clerk:

- Initial furlough payment had been received but the Business Rates Grant was unlikely to be approved, because only village halls **not** owned by a parish are eligible for existing business grant support payments.

b) County & District Councillor:

- Worcestershire Highways' Surfacing/Surface Dressing Programme to be undertaken by the end of Summer.
- Highways are also looking to restart the footway programme in June.
- Wychavon have now re-opened Household Recycling Centres.

c) Defibrillators and SmartWater.

- No report.

d) Transport & Organisations Working Group.

- There was no Police report.
- The letter to Worcestershire Highways, confirming the issues covered at the last meeting in December 2019 was **approved** (ratified).

- e) Assets Working Group.
  - Meeting later in May when the Bowling Club Lease, Natural Networks and Insurance will be on the agenda.
- f) Executive and Finance Working Group.
  - No update.
- g) Technology and Media Working Group.
  - The purchase of Hallmaster software was **approved** (ratified). Councillors are to evaluate the booking process.
  - It was **agreed** to purchase Lanyards and plastic IDs for Councillors.
  - Content for the June online Parish Magazine is COVID-19 Coronavirus Update, Re-election of Chairman, Safe Driving and 100<sup>th</sup> Birthday (Marion Ralls).

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

Cllr Leyden requested renaming of the Village Hall rooms for Hallmaster and provision within the IT Policy – June agenda.

Cllr Coghlan raised the issue of the Bishop of Dudley's temporary move to the Bredon Vicarage, which is a matter for the Parochial Church Council.

Cllr Falvey advised he had received several complaints of speeding throughout the parish.

#### **25. Date of Next Meetings.**

Monday 8<sup>th</sup> June 2020.

Meeting closed at 10:05pm.