

MINUTES OF A MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 5th NOVEMBER 2020 AT 7.30 PM VIRTUAL MEETING DUE TO COVID 19

PRESENT: Cllr J Butterworth (Chairman), Cllr A Tanfield, Cllr A Crouchman, Cllr J Yeo, Cllr T Pell, Cllr R Bessant Cllr L Wild, & Cllr R Roberts

IN ATTENDANCE: Mrs N Nicholson (Clerk), County Councillor R Adams & District Councillor M Ward

Apologies: Cllr Proctor-Nichols

PUBLIC: No members of public requested to attend.

1) ATTENDANCE

The Chairman advised members that it was unlikely that the PC could return to 'live' meetings until after a government easing of lockdown and tier restrictions. She thought it was unlikely this year.

The period of leave for: Cllr Small, Cllr Gardner, Cllr Proctor, Cllr Turner & Cllr Wynn was extended to 31st January. Cllr Small & Cllr Turner are both active in their roles within the community on behalf of the PC and their period of leave was for virtual meeting attendance only. The Chairman asked the Clerk to get some further advice on this.

2) COVID -19 MEASURES IMPLIMENTED

The community support group set up during lockdown 1 was now back operational to support delivery of medicine and groceries to those in need within the community during lockdown 2. The Chairman thanked Corrina Wilcox and the volunteers.

The Village Hall would close during lockdown 2 but the guidelines allow the Play Park to remain open for family units and one person meeting one person outside.

3) DECLARATIONS OF INTEREST

None.

4) MINUTES

The minutes of the Parish Council meeting of 1st October 2020 were proposed by Cllr Pell, seconded by Cllr Bessant, agreed by all and signed by the Chairman as a true record of the meeting.

5) MATTERS ARISING

Only one item remains on hold now, which is the playing field use review, and this will be actioned as and when it is possible.

- Rooftop – The Parish Council have contacted Rooftop and await a response on the continued need to clear up the area.
- Memorandum of understanding with Football Club – The document has now been signed by the FC. The Clerk is awaiting a hard copy for the PC files.
- Grit Bins- The Grit bins will remain where they are and be monitored over the winter period. Cllr Roberts advised that the severely impacted grit at Station Road, Wadborough had not been serviced. The Chairman asked the Clerk to follow this up with WCC highways.

6) FINANCE

- a) The monthly reconciliation of cash and other monies was completed by Cllr Tanfield for September & October.
- b) The Chairman advised that the PC had received £6477.50 Community infrastructure levy (CIL) that needed to be spent on infrastructure in the Drakes Broughton & Wadborough Parish within the next 5 years. The Chairman asked Members to forward spending ideas to her. The Chairman advised that the legal reporting and compliance had been reviewed by Cllr Tanfield and put in place.

- c) The Chairman advised that a new financial database had been developed for the PC. This would enable needed reports and budget forecasts to be created much more easily than the current system. The Chairman advised there would be an online demonstration for any Members interested next week.
- d) The Clerk confirmed the PC were now in receipt of the Conclusion of Audit notice from PKF Littlejohn. The Clerk advised Members that the Conclusion of Audit notice was published on 2nd November but in a change of process it was for to the Council to decide the length of time to notice was displayed for. The Members agreed 30 days.
- e) The Half Yearly finance scrutiny had been completed by Cllr Tanfield who confirmed everything was in order.
- f) The asset register is currently under review due to new Play Park equipment, signage, and printer purchases. The Clerk would complete and have available for review at December's meeting.
- g) Precept 20/21. The Chairman advised Members to notify her of any suggestions for precept spending next year. The precept requirement would be due late January. The Clerk advised that Members should be mindful that with an increase in the numbers of Council Tax support claimants this would affect the real increase in Council Tax. The Chairman advised that she & the Clerk will review the Council Tax base, which should of increased with the development and occupation of the new housing within Drakes Broughton.

It was proposed by Cllr Pell and seconded by Cllr Wild to authorise the following payments:

a) Mrs N Nicholson – Clerk salary – October	£488.45
b) Mr B Arrowsmith – Lengthsman Services – October (Less £22 overpaid in September)	£198.00
c) Mr B Arrowsmith – Quarterly bus shelter cleaning	£30.00
d) Mr B Arrowsmith – Play Park litter clearing & Maintenance A query was raised regarding surface sweeping and strimming in October and preparation for winter – The Chairman asked The Clerk to review with the contractor.	£160.00
e) Ledbury Surveys Ltd – Asbestos Survey – Village Hall (Legacy Grant money)	£750.00
f) Worcestershire CALC – Clerk Training x8 toolkit sessions	£300.00
g) Worcestershire CALC – Clerk Training x3 CiLCA sessions	£195.00
h) SLCC – Charles Baker Local Council Administration book	£123.80
i) Smart Cut Ltd – Grass cutting September (Including half yearly Hedge Cut)	£785.10
j) PKF Littlejohn LLP – External audit fee	£240.00
k) Mrs N Nicholson – OPE Quarterly Line rental	£60.00
l) Mrs N Nicholson – Quarterly OPE	£55.27
m) Mrs N Nicholson – Printer	£156.00
n) Sutcliffe Play (South West) Ltd – Balance for play park equipment and installation (10% retention)	£22632.84
o) Smart Cut Ltd – Grass cutting October	£151.40
p) OPUS Energy Ltd – Site 1 monthly Streetlighting Electricity	£206.78
q) OPUS Energy Ltd – Site 2 monthly streetlighting electricity	£10.38

Remittance –WCC Lengthsman reclaim July £132.00

7) DRAINAGE ON PLAYING FIELD – Progress update

Cllr Wild advised Members that Onsite Ltd had been engaged to do a CCTV survey of the recreation field drains to include the outfall to Brickyard Lane and to plot the line of the drainage on a drawing. They have also agreed to survey the Village Hall drains at the same time at no extra cost. (£300+VAT)

Cllr Wild advised that the outfall had mysteriously started to flow again, which was very good news. It maybe as a result of some WDC gully work on another property in the locality but there is still a need confirm the route of discharge and detail if there is a buried manhole. The PC require paper records to show where the playing field drain is. The Chairman advised that several residents on the edge of the Elan Homes site are awaiting the outcome of the PC investigations as they wish to move the boundary fencing and infill the ditches.

8) PLAY PARK – snagging, gate opening, rubbish, maintenance contract, hedge cutting, sensory play, additional support for overseeing the Play Park, correspondence regarding the no dog’s rule.

The final invoice has been received and 106 money to cover the expense has been claimed from WDC the Clerk will complete a VAT claim to the Inland Revenue for the VAT element.

Gate Opening and closing – B Arrowsmith has agreed to open the gate on the 3 mornings he is on site to pick up litter and Cllr Small is opening the gate on the other 4 mornings. The Village Hall Committee will continue to close the gate in the evenings. Signage is required for the gate to advise that the car park is closed overnight, Cllr Pell advised a sign within the Play Park area will also be required and Cllr Wild suggested this was placed on the reverse of the current Play Park signage this would be visible to Play Park users.

The maintenance task list/ contract for the play areas is now in place.

Planting – Cllr Wild has spoken to Lily’s mother and shared plans for a Parish Council hosted “Lily Day” to be held sometime next spring. It will be a community day to plant trees, shrubs and plants in the prepared beds in the Play Park. It is hoped that 1 or 2 parishioners will join Cllr Butterworth, Cllr Pell, Cllr Bessant and Cllr Proctor in a small working party to share ideas and make plans for this event

Additional support is now in place for the playing field. Cllr Wild, Cllr Pell and Jason Marshall (Open Space committee) have all agreed to be a point of contact should the need arise for a representative of the Parish Council to undertake a visit if an incident is reported.

Cllr Wild advised that he would be receiving the play park equipment instruction manuals and would keep these for the time being.

9) OPEN SPACE – Mini ramp, next stages

Cllr Wild advised that Open Space committee had been unable to meet but are still looking at the next phases of Open Space development to include a cycle facility, MUGA and amphitheatre.

The priority was looking to be the cycle facility and locations for this were under review. Cllr Wild suggested a notice in the Villager to ascertain public views on the next stages.

Cllr Bessant asked if the children using ramps at the park currently had been consulted and Cllr Wild confirmed they had, Cllr Bessant asked if there was anything that could be installed fairly quickly and inexpensively to give the older children something whilst the project progresses, Cllr Bessant suggested a wall on the edge of the field for ball kicking, and maybe install a few mounds of earth on the edge of the field for bike riding. Cllr Wild said he was focusing on the next phases he had already outlined however he is very happy for anyone else to do work to investigate the suggestions.

10) VILLAGE HALL REFURBISH AND DEVELOPMENT – COVID, progress update to include tender process for builder.

The Chairman reported that good progress is being made and the required surveys are being organised, the asbestos survey had taken place. The architect Jim Loudon is very busy at the moment which means that work on the drawings for the invitation to tender that are needed, won’t start until the New Year. Arrangements are currently being made to meet with the firms that have shown an interest in tendering for the work on site as a precursor to receiving an invitation to tender.

The VHC are reviewing the management processes and intend to reopen with a 3 C’s event on 7th December. Cllr Pell confirmed that during the lockdown closure a deep clean of the kitchen would take place to enable this to be brought back into use.

Cllr Wild advised that he had met onsite with the structural engineer and he had suggested that following the drainage survey the trees that need removing could be removed and that investigation on the subsidence near the kitchen could start.

11) TRAFFIC ISSUES – Relocation of VAS, signage Walcot Lane, Bus Shelter

The solar panel VAS is now located at the top of Stonebow Road. Cllr Bessant reported issues with Wifi affecting the downloading of the data from it. Cllr Butterworth agreed to meet Cllr Bessant onsite with an ipad to progress this.

The old VAS has been experiencing battery charge issues. Cllr Butterworth is going to try and recondition the batteries. The lengthsmen reported that new batteries if required would cost £87 each. Cllr Bessant asked if the old VAS could be converted to solar charging – the Clerk thought this was unlikely but would ask the manufacturer.

Cllr Bessant asked if a further solar VAS could be purchased to locate at Williamson Way so that a VAS was at each end of Stonebow Road – The Chairman asked her to email this request as part of the precept setting discussions.

12) PERIODIC REVIEW AND TASKS FOR LENGTHSMAN

The periodic report had been circulated to Members and The Chairman thanked Cllr Roberts and Cllr Small for their management of Highways issues.

Cllr Roberts advised that a resident of Holy Blue Close had approached Cllr Small about the possibility of a litter bin and low level footpath lighting. A discussion arose regarding this and the fact that there is a residents committee for this area. The Chairman would consider the litter bin request as part of the precept setting. The low-level lighting had not been a requirement from WCC for the area and the developer had declined to put in low level footpath lighting. The PC had been asked if they wished to install and maintain low level lighting which the Members had decided not to, due to rural village location and darker sky campaign.

13) REPRESENTATIVES REPORTS

(a) County Councillor – R Adams

Cllr Adams advised that Whittington Parish Council were likely to host an inter Parish liaison meeting to discuss and consolidate local PC responses on the proposed major development around the Parkway Station.

Cllr Adams noted that he thought Cllr Wild's work on the Play Park and Open Space development deserved to be recognised.

Cllr Adams confirmed that the Community Bus was up and running and he would support this continuing, he had been advised from WCC that it would.

Cllr Adams gave the Members an update on the Covid figures, locally the cases were increasing with many of the cases appearing in the over 65 age group. There were 31 cases in Worcester Hospital.

Cllr Adams advised that he had received a number of complaints about the continuing work at Pinvin Crossroads and was hoping to get advice on an end date to the works.

(b) District Councillor – M Ward

Cllr Ward advised that WDC had suspended car parking charges until 3rd January.

Cllr Ward advised members on the revised timetabling for the SWDP review – this had been pushed back by approx. 12 months to allow for further traffic modelling due to changes in traffic movement brought about by Covid – 19.

Cllr Ward advised he still had a small discretionary fund for Covid-19 recovery available to local groups/businesses – see WDC website.

Cllr Ward advised that the WDC business grant aid was still available as part of the WDC Covid 19 recovery plan.

Cllr Wild asked why WDC made no objections to the Bow Brook Farm planning application – Cllr Ward advised this was due to changes in the planning regulations.

(c) Other reports as necessary

Cllr Pell advised that the Community Bus was being used and that it would continue to run throughout the national lockdown.

14) INFORMATION SHARING – consideration of using social media, notices and notice boards, website

Social media – The Members discussed the name that should appear on the new PC Facebook page. Due to a word limit it was decided to use DBWPPC as the title (same as the email prefix). The Clerk suggested that initially the new page hosts The Villager update once a month and any other urgent information that requires cascading and that it links with the existing DB Facebook notice board. The title description and each post will include advice that any comments or queries to be directed to the Parish Council email address rather than via comments or direct messenger. The Members agreed and ask the Clerk to set up the page.

Website. The Chairman advised that the Clerk has started to post information on the MyParishPages website, and the intention is to not renew with godaddy for the website on 24th November 2020. Hopefully, there will be sufficient time to ensure that all the necessary information to ensure that the PC is legally compliant will be available on the MyParishPages site from 24th November 2020.

15) STANDING ORDERS

The Chairman thanked Cllr Crouchman for reviewing the Standing orders and advised Members that the updated Standing Orders would be circulated for review prior to December's meeting.

The Code of Conduct adopted in February had been placed on MyParishPages and circulated to all Members.

16) VILLAGER UPDATE

The Chairman asked the Clerk to compile and submit a report covering the main topics the PC are involved in. To include: Play Park open during national lockdown and reminding users to socially distance.

The gate to the car park will be unlocked at 8am and locked every evening at dusk. A small working party is continuing to make good progress with the Village Hall rejuvenation project. The Parish Council have recently commissioned a survey of the drainage on the playing field and a reminder of the change to a new website from 24th November.

17) PLANNING

- a) Comments made on planning applications to Wychavon: 20/01991/HP Dingley Dell, 46 Stonebow Road, Drakes Broughton. Extension of detached garage as approved under 20/00110/HP to amend condition 2. No Objection.
20/01806/HP 4 Sydgate, Mill Lane Wadborough. Two storey side extension, single rear extension and replacement porch. No Objection.
Bow Brook Farm, Brickyard Lane, Change of use for siting two holiday lodges and construction of a holiday lodge and associated development. Comments made regarding the details of the application.
20/01935/HP 9 Lewis Close, Drakes Broughton. Single storey side and rear extension. Recommend approval.
20/02198/OUT Masons Arms, Station Road, Wadborough, WR8 9HA. Erection of dwelling. Objection.
20/02043/FUL St Barnabas C of E first and Middle School, Stonebow Road, Drakes Broughton. Demolition of temporary 2 classroom unit and erection of single storey classroom block. No Objection
- b) Applications Approved: 20/01935/HP 9 Lewis Close, Drakes Broughton. Single storey side and rear extension.
20/01991/HP Dingley Dell, 46 Stonebow Road, Drakes Broughton. Extension of detached garage as approved under 20/00110/HP to amend condition 2.
- c) Applications Refused: N/A
- d) Applications Awaiting comment: 20/02366/FUL Land Adj To Burgamot, Mill Lane, Wadborough. Erection of a detached dwelling (amendment to planning approval 17/01103/FUL) – variation of condition 2 on planning permission 18/02329/FUL
- e) Correspondence:
WDC enforcement acknowledgement regarding demolition of The Old Coal Yard, Stoulton.
PC to HSE regarding the demolition of The Old Coal Yard, Stoulton.

WDC Enforcement re Croome Close development

PC to Sanctuary Homes re site working hours -Cllr Ward advised site working hours extended from 1st April.

Cllr Wild advised they were still outside of these with Sunday working, but had replied and apologised.

SWDPR Timetable update

WCC response to planning for the future white paper

PC to enforcement re Car sales at 46 Stonebow – enforcement acknowledgement received.

18) CORRESPONDENCE

- PC to WCC Highways regarding Walcot Lane resurfacing/road gullies and bell mouth cabling.
- SWDP Traveller and Travelling showpeople site allocations.
- West Mercia PNN Business crime autumn newsletter
- WDC Rural lettings consultation.
- Charity request for Xmas tree recycling.
- Resident re speed review Worcester Road

19) INFORMATION AND DATE OF NEXT MEETING

Thursday 3rd December 2020 at 7.30pm – Monthly Parish Council Meeting – Via Video Conference.

Meeting Closed 9.10pm.