

**MINUTES OF A MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 3<sup>rd</sup> DECEMBER 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 Small & 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**

Cllr Gardner, Cllr Proctor, Cllr Turner & Cllr Wynn are on leave of absence until 31<sup>st</sup> January 2021.

**2) COVID -19 MEASURES IMPLIMENTED**

Nothing further to report.

**3) DECLARATIONS OF INTEREST**

None.

**4) MINUTES**

The minutes of the Parish Council meeting of 5<sup>th</sup> November 2020 were proposed by Cllr Pell, seconded by Cllr Crouchman, 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.

- Asset Register – annual condition review. The Chairman advised members that the asset register had been updated to include the new play park equipment. It is worth noting that this document is not used for insurance purposes, it is something that has to be produced as part of the PC annual financial reporting. The Chairman advised that it was also used as an annual condition check and asked members to review any asset they were custodian of and report to the Clerk to update the register with a view to sign off in January's meeting.

**6) COMMUNITY BUS**

The Chairman advised that further to a meeting attended by Cllr Pell regarding the community bus, there has been a request for the PC to contribute £250 for the service to continue into the new year. Cllr Pell advised that it had run throughout lock down with 4-5 people using it as they had difficulties getting to the bus stops on the B4084. Cllr Pell advised there would be no funding from WDC until the transport review was complete and that the community bus was a stop gap until then. A discussion arose regarding the contributions the PC had made towards various youth provision. Cllr Adams advised that he had contributed £1500 from his Members budget and that WCC was funding a further £400, with the PC contribution this would see the service continue until Easter. It was confirmed that subject to space, the buses will pick up from Wadborough if requested. Cllr Pell proposed the £250 contribution this was seconded by Cllr Bessant and agreed by all.

**7) FINANCE**

- a) The monthly reconciliation of cash and other monies was completed by Cllr Tanfield for November
- b) The Chairman advised that the new financial reporting data base was ready, the briefing/demo is to be arranged this month.
- c) Draft Budget 21/22. The Chairman advised that she had circulated the draft budget. The headlines included increases to the playing field/park maintenance and increased insurance costs associated with the

instillation of the new Play Park. Decreased budget for general maintenance, removed grants for places of worship and website maintenance, there is a request for a £3000 community fund to be available for the upkeep of the Play Park. The final precept request would require agreement at January's meeting. The Chairman and the Clerk were reviewing the tax base calculations to ascertain increases due to the new housing developments.

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

a) Mrs N Nicholson – Clerk Salary – November	£488.45
b) Mr B Arrowsmith – Lengthsman Services – November	£220.00
c) Mr B Arrowsmith – Play Park maintenance – November	£66.00
d) WCC Contribution towards Roundels	£360.00
e) OPUS Energy Ltd – Streetlighting Electricity- October	£239.27
f) OPUS Energy Ltd – Streetlighting Electricity – October	£10.84
g) OnSite Central Ltd – CCTV Drainage survey	£360.00
h) Mr S Mitcham – Annual IT software renewal	£118.98

Remittance –WCC Lengthsman reclaim August £220.00

#### **8) DRAINAGE ON PLAYING FIELD – Progress update**

The Chairman advised Members that the CCTV survey undertaken by Onsite Ltd wasn't conclusive. Cllr Wild advised that the camera could only go 50m into the pipe as it is silted up. To date the PC have spent a total of £330 on investigative work. The Chairman advised that during the month parishioners have been in contact with the Parish Council to ask for a progress update as they are now in the position where the properties can't be registered with the land registry until the boundary fence is moved to the correct place; which can't happen until the Parish Council investigation is completed. A discussion arose regarding the next steps, options included asking AMY to try to do another CCTV survey; (worth noting that they got further than Onsite did). If we can get a survey the Parish Council will be able to make informed decisions about what to do next. If this fails they can then ask WDC and Elan Homes again to see if they will help – Cllr Wild suggested a meeting with Elan Homes and the affected residents be arranged. Another option is to start to investigate the possibility of excavation on a strip of land owned by Elan Homes to find the pipe and construct another manhole at this point. This would provide another access for inspection and cleaning. Cllr Wild advised that the area was currently too wet for machinery to be used and that further investigations may have to be delayed. Cllr Wild was in favour of taking some legal advice offered by the PC insurance company.

#### **9) PLAY PARK – sign for gate & planting**

The Chairman advised that the VHC had obtained a quote and draft sign for the gate closed notice. A discussion arose regarding the wording with a preference for 'Every Day' rather than 'Everyday' or 'Daily' a discussion arose regarding the livery and Cllr Wild suggested the price be shared between VHC and Parish Council (106 reclaim) as the signage protected both assets. Cllr Bessant stated that she thought the gate closure had been recommended by the police to keep the new play park secure and deter risky visitors, and therefore the PC should meet the cost, Cllr Crouchman agreed. The Members asked the clerk to notify the insurance company about the daily locking of the gate to see if it would reduce the premiums at all.

The terms of reference for the planting day had been created and circulated. Cllr Wild had joined Cllr Pell and Cllr Butterworth for the first meeting, a meeting with the School was arranged. and Cllr Butterworth for the first meeting, a meeting with the School had been arranged.

#### **10) OPEN SPACE – next stages**

Cllr Wild advised that since receiving the play park equipment manuals he had ascertained that a number of safety checks would be required and he had created a schedule, examples were swing greasing, tightening of bolts etc, some at a high level. He proposed contracting someone with the correct equipment and skill set (preferably local resident). Cllr Wild advised that there would also be a need for an annual safety check costing

circa £140, Cllr Wild recommended the firm who did the final safety check on instillation completion. Cllr Wild advised that he was seeing organised groups attending the Play Park, disabled groups and others arriving in minibuses and asked if WDC would contribute towards the maintenance budget.

Cllr Wild advised that the Open Space Committee had a meeting planned for 15<sup>th</sup> December. The committee now had a FC representative. They were still focused on the bike facility. A revised terms of reference for the committee would be available for January's AGM.

#### **11) PLAYING FIELD – update on discussion with parishioner**

The Chairman advised Members that a resident bordering the Playing Field had requested to realign his boundary hedge and replace it with a fence. Cllr Roberts, Cllr Small and Cllr Wild had met with the parishioner and reviewed the boundary maps. They were happy that the alignment was back to the original positioning and in accordance with the boundary map, rather than the rather overgrown hedge and the parishioner had been given permission to go-ahead.

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

The Chairman advised that the PC are talking with WDC about the delays in the project that impact on the dates in the project milestones and payment schedule sent to the PC recently. The Chairman advised that providing things run to plan that the project will complete in March 2022. Work continues to get the surveys done that are needed for the ITT. A copy of the up dated budget for this work has been circulated to Members. The Chairman thanked Cllr Wild for the work he is doing to help progress with this important work.

#### **13) TRAFFIC ISSUES – old VAS**

The Chairman advised that there is a problem with accessing data from the VAS sited in Drakes Broughton. Cllr Bessant is addressing this.

The Chairman advised that the old VAS is being shipped back to the manufacturer to make sure that in future batteries cannot discharge to zero; this may require a new part to be fitted. New batteries are being purchased and so hopefully it will be working again. The total cost of this rejuvenation will be circa £306.

Cllr Bessant advised that there are speed monitoring strips by the bridge in Drakes Broughton, but she could not ascertain who was collecting the data, Cllr Adams thought perhaps they were part of SWDPR.

Cllr Crouchman advised that cyclists cycling two a breast on the narrow lanes of Wadborough and surrounding areas were causing a road safety risk – The Clerk advised that she had recently read that legislation had changed to allow the cyclist to use as much of the road as a car.

Cllr Small asked County Councillor Adams if the B4084 could be regraded back to an A road considering the new developments and the Parkway Station.

The Chairman asked County & District councillors if they knew when the road infrastructure improvements on B4084 and the crossing would be put in – the houses are being occupied and it is a perilous road to cross safely. Councillor Adams would follow this query up.

#### **14) PERIODIC REVIEW AND TASKS FOR LENGTHSMAN**

The Chairman thanked Cllr Roberts for the periodic highways report.

The Chairman and Members wanted to raise thanks to WCC for the deep clearing of the ditches at Sidings Road a long-standing flooding area, this clearance should see a great improvement in that area.

Cllr Small raised the issue of litter at the Playing Fields, he felt the contractor was not clearing sufficiently. The Chairman advised that a recent inspection had not found there to be any surface litter. Cllr Small advised the litter was in the hedges around the playing field. The Clerk would raise this with the contractor.

Cllr Small raised the possibility of a bin at the entrance to Holly Blue close. A discussion arose regarding moving the existing bins to more suitable locations. Cllr Wild advised that there were already 5 bins located along Walcot Lane he did not feel there was a need for another one. Cllr Wild advised that the developer should provide a bin for the Holly Blue Close residents. When they have a management committee the matter could be raised there.

## **15) REPRESENTATIVES REPORTS**

### **(a) County Councillor – R Adams**

Cllr Adams welcomed back Cllr Small.

Cllr Adams advised Members that the winter maintenance schedule had started with preparations for flooding and gritting – the gritters had already been out in the area.

Cllr Adams reported that The Parkway Station had won a civil engineering award.

Cllr Adams advised that veteran gift boxes were being distributed for Christmas and if anyone knew of someone deserving one, they should let the British Legion know.

### **(b) District Councillor – M Ward**

Cllr Ward advised that WDC was now under tier two restrictions and that WDC were campaigning for people to shop locally and were supportive of longer trading hours, there will be relaxed trading regulations allowing shops to open as long as they like throughout December & January.

WDC have granted over a million pounds to business affected by the lockdowns. Cllr Ward reported a new scheme was being set up to support business affected by tier 2 specifically. Cllr Ward reported WDC pay and display car parks were now free until 3<sup>rd</sup> January to support local businesses.

### **(c) Other reports as necessary**

Cllr Pell asked if the VHC gate could remain open over the immediate Christmas period as it was being open/closed by volunteers. The Chairman thought as a minimum Christmas Day and Boxing Day it could remain open – she thought it was too much to expect of volunteers on those days.

Cllr Wild asked if the final payment to Sutcliffe Play had been made – The Clerk confirmed it was paid last month and the VAT reclaim had been submitted to HMRC as well.

Cllr Crouchman raised a query from Cllr Gardner regarding the overhanging tree's on Mill Lane. The Clerk was asked to raise this with WCC Highways.

## **16) INFORMATION SHARING – consideration of using social media, notices and notice boards, website**

The Chairman advised that the PC Facebook page was under construction.

The Chairman advised that the PC had now moved to My Parish Pages and that the old website no longer existed. The Clerk is in the process of fully populating the Web Page with all the required information.

The new webpages are accessed: [My Parish \(worcestershire.gov.uk\)](http://My Parish (worcestershire.gov.uk))

## **17) STANDING ORDERS**

The Chairman advised that a copy of the draft new standing orders has been circulated. Gender neutral terminology is being reviewed and a finalised document should be ready for adoption at January's meeting.

The new standing orders require that there are terms of reference in place for sub committees. Current TOR are being reviewed and updated and will be circulated during the month so that by the Parish Council AGM they should all be up to date.

#### **18) DRAKES BROUGHTON SEWERS – update**

The Chairman advised that a communication from Severn Trent had been received to reassure that the project to upgrade facilities in Drakes Broughton is still happening, a shortfall in capacity has been found and facilities would be expended accordingly.

#### **19) PARISH COUNCIL AGM**

The Chairman advised Members that ordinarily the PC would have held its AGM in May but due to Covid-19 it has not been held. The Chairman advised that one was required to complete business that is required to be complete each year. The Chairman proposed that the Parish Council AGM is held in January on Zoom.

At the AGM there is a need to note who is doing what for the year ahead. The Chairman asked Members to make the Clerk aware if you have any views on who does what in anticipation of the AGM meeting. Members have received a copy of the updated Parish Council roles for 2019/2020.

#### **20) WYCHAVON ELECTOROL REVIEW**

The Chairman reported that she had attended the briefing on this and that it is something the PC would need to be involved in. The Members Briefing Pack provided by WDC has been circulated. At this stage just being aware that the review is happening is probably enough, but the PC may want to set up a small working party to consider options. Thought needs to be had on why the wards are joined examples being the joint use of Pirton Church and the catchment areas for the Drakes Broughton School.

#### **21) FOOTPATH MAINTAINENCE – summer list**

The Chairman reported that this was an ongoing discussion with WC. It had been included for resident input in last month's Villager.

#### **22) VILLAGER UPDATE**

To include: Litter from playing field and the planting day.

#### **23) PLANNING**

- a) Comments made on planning applications to Wychavon: 20/02413/CU The Timber Yard, Crabbe Lane, Wadborough. Change of use of land for the erection of 3 no. timber chalets following demolition of existing pig pen buildings. No objection, detailed comments submitted.  
20/01607/HP Burgamot, Mill lane, Wadborough. Detached garage with store. Recommend refusal.  
20/02366/FUL Land Adj 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. Recommend refusal.
- b) Applications Approved: 20/01806/HP 4 Sydgate, Mill Lane, Wadborough. Demolition of rear conservatory and erection of two storey side extension, single storey rear extension and replacement porch.  
20/01655/CU Bow Brook farm, Brickyard Lane, Drakes Broughton. Change of use for siting two holiday lodges and construction of a holiday lodge and associated development.
- c) Applications Refused: N/A
- d) Applications Awaiting comment: 20/02516/HP Deerfold House, Mill Lane, Wadborough. Extend above existing garage to create home office and family accommodation.  
20/02510/HP Rivington, Brickyard Lane, Drakes Broughton. 2 storey extension and detached garage.
- e) Planning Correspondence:  
WDC – PC ENF/20/0403 – 46 Stonebow Road, Drakes Broughton  
PC – WDC Enforcement re 19/00666 The Old Smithy, Wadborough.  
20/02198/OUT Mason Arms, Wadborough additional info, letter from agent and highways visibility plan.  
PC to enforcement re Burgamot, Wadborough

#### **24) CORRESPONDENCE**

- PC to District Council re refuse lorries
- PC To Sanctuary Housing re Footpath Closure and reply
- Resident re MUGA and playing field proposals
- Street trading query
- FC Open Space query
- SWDPR Newsletter
- West Mercia Police – Catalytic converter theft poster
- WDC FAQ re planning

#### **25) INFORMATION AND DATE OF NEXT MEETING**

Thursday 7<sup>th</sup> January 2020 at 7.30pm – AGM & Monthly Parish Council Meeting – Via Video Conference.

The Chairman wished the Members a Merry Christmas and thanked them for their hard work and contributions throughout the year.

Meeting Closed 9.10pm.