

**MINUTES OF THE ANNUAL MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 9th MAY 2019 AT 8.30 PM AT DRAKES BROUGHTON VILLAGE HALL.**

**PRESENT:** Cllr J Butterworth (Chairman), Cllr R Small, Cllr R Turner, Cllr D Proctor, Cllr Proctor-Nichols, Cllr L Wild, Cllr S Wynn, Cllr Gardner, Cllr A Tanfield and Cllr P Crouchman.

**IN ATTENDANCE:** Mrs N Nicholson (Clerk), County Councillor Rob Adams & District Councillor Mark Ward.

**PUBLIC:** Mr & Mrs D Rhodes, Mrs S Skilling.

**1) ELECTION OF CHAIRMAN**

Cllr M Gardner proposed Cllr J Butterworth, Cllr R Small seconded the proposal, which was agreed unanimously.

**2) SIGNING OF DECLARATION OF OFFICE**

Cllr J Butterworth signed the declaration of Acceptance of Office form, specified under Section 51 of the local Government Act 2000, as Chairman.

**3) CO-OPTION X1 MEMBER FOR DRAKES BROUGHTON**

The Chairman advised members that due to a misunderstanding of the paperwork Cllr Turner hadn't retained his seat. He had requested last month to be co-opted and members had all agreed. Cllr Turner was co-opted onto the Council to represent Drakes Broughton Ward.

The co-option forms were signed in front of the Clerk and Cllr Turner welcomed to the meeting.

**4) VACANCIES DRAKES BROUGHTON**

The Chairman advised members there remain x2 vacancies for Drakes Broughton Ward. These have been widely advertised and three applications had been received to date. Members agreed to invite candidates to the June meeting

**5) APOLOGIES**

Cllr Tina Pell & Cllr John Yeo

**6) ELECT A VICE CHAIR**

Cllr R Small volunteered for this position as it is his 40<sup>th</sup> year as a member of the Parish Council; it was agreed unanimously

**7) REGISTRATION AND DECLARATION OF INTEREST**

(i) The Clerk advised members of the need to complete their Registration of Interest forms which are provided and kept by the monitoring officer of the Wychavon Standards Committee. The Clerk reminded members that they would all be required to complete a new form as this was now a new council.

(ii) No declarations were declared.

**8) TO NOTE THE CODE OF CONDUCT, STANDING ORDERS AND FINANCIAL REGULATIONS**

The new Code of Conduct for Members, which had been adopted by the Council in 2007/2008, and the Council's Standing Orders and Financial Regulations, which had been adopted by the Council in 2002/2003 were noted.

The Chairman drew members' attention to the need to re-read these and advised members they were available on the Parish Council website.

## 9) DELEGATION OF PLANNING AND OTHER MATTERS

- (a) It was agreed by all members that the function of responding to the Local Planning Authority be delegated to the Clerk. Each Ward, via the planning co-ordinator, will provide a statement to the Clerk to publish on behalf of the Council for any given application within the specified time frame. Each Ward's planning co-ordinator will advise the Clerk/Chairman should a planning matter need consideration of the full Council. The Drakes Broughton process will continue with Cllr L Wild as the planning co-ordinator. Cllr Wild noted that there were many planning applications for Drakes Broughton Ward.
- (b) It was agreed by all to re-adopt the terms of reference for the staffing committee, including delegated powers for recruitment, performance reviews and disciplinary & grievance procedures.

## 10) REPRESENTATIVES TO BE APPOINTED

It was agreed to appoint the following representatives:

Playing Field Inspectors - Cllr L Wild (Drakes Broughton) and Cllr S Wynn (Pirton) (Weekly Inspectors)

Drakes Broughton Street Lighting – Cllr T Pell

Village Hall Representatives – Cllr T Pell, Cllr Butterworth & Cllr Wynn

Highways/Flooding/Drainage – Wadborough – Cllr M Gardner

Pirton – Cllr A Tanfield

Drakes Broughton – Cllr R Small

Dog Waste/Litter Coordinator – Cllr R Turner

Planning Coordinators - Wadborough – Cllr J Yeo

Pirton – Cllr J Butterworth

Drakes Broughton – Cllr L Wild.

Staffing committee – Chairman, Cllr T Pell, Cllr M Gardner and Cllr R Small (Vice Chair) & Cllr Crouchman.

Website – Cllr J Butterworth

Finance Group – ALL MEMBERS

Sub- Finance Group – Cllr Butterworth, Cllr Yeo, Cllr Wild and Cllr Tanfield (106/Grant monitor)

Open Space review – Cllr Wild

SWDP Monitor – Cllr Proctor-Nichols

Cllr Crouchman absented herself from the meeting at this point

## 11) LEGAL DOCUMENTS AND CONTRACTS

All legal documents regarding the purchase of Drakes Broughton Playing Field, and its former lease to Drakes Broughton and District Playing Fields Association, are kept with Thomson & Bancks LLP, Solicitors in Pershore. The lease document for Pirton Playing Field is held by the Parish Council. The contract with Smart Cut for grass cutting continues until 31 March 2020. The new contract with Worcestershire County Council to provide a Parish Lengthsman is effective until 31 March 2020, and the Parish Council's contract with Mr B. Arrowsmith to provide the services of Parish Lengthsman is effective until 31 March 2020. The contracts with Mr B. Arrowsmith for litter clearing from Drakes Broughton playing field and bus shelters cleansing in Drakes Broughton continue until 31 March 2020. The Memorandum of Understanding with Drakes Broughton Rangers Football Club re its use of Drakes Broughton playing field is effective until May 2022. The contract with NPower continues until 30 April 2020. The new insurance contract negotiated via Came & Company will run 1<sup>st</sup> June 2019 until 2022.

## 12) ANNUAL POLICE REPORT

The Clerk advised members that PC Darren Riley had been appointed to the area team.

The Clerk read the monthly police report as follows:

Four crimes were reported in the Parish between 26-03-19 and 26-04-19

On 27/03/19 between 0100hours and 0500 hours, person(s) unknown have entered the rear garden of a residential property on Walcot Lane and stolen a wooden fence post and spike

On 29/03/19 between 1530 hours and 1730 hours, person(s) unknown made an untidy search in a residential property on Hill Road. Offender(s) have stolen the car with keys, a drone, camera and coin collection. Porsche has been tracked and later recovered a few miles down the road, parked up no keys.

On 14/02/2019 at 16:30pm a white male was seen to jump out of a car and steal 2x mortar tubs then left the scene on Walcot Lane.

On 23/04/19 at 1200 hours, IP has been travelling between Worcester and Pershore in his company van when he has heard a loud crack, and his front n\`s window has shattered. The victim's vehicle has been driving past a field at the time, near the junction for Drakes Broughton. He has turned his vehicle around and travelled back towards the location, and could not see anyone in the field

The Clerk advised that she had received the annual annual report and advised members that she would circulate the full annual report which would also be available on the notice boards alongside the minutes. Cllr Wild asked if there had been an increase in crimes from the previous year. The Clerk read that there had been 66 recordable crimes 18/19 whilst there were 62 the year before, Cllr Wild stated this was not a significant increase.

### **13) MINUTES**

The minutes of the meeting held on 4 April 2019 were proposed by Cllr R Turner, seconded by Cllr Proctor, agreed by all and signed by the Chairman as a true record.

### **14) MATTERS ARISING**

- Location for VAS – Speeding continues to be an issue in Drakes Broughton and monitoring strips are currently being used at several locations to gather information that will inform decisions about where to site the Parish Council owned vehicle activation signs. District Councillor Ward advised that the new VAS is due to be delivered W/C 20<sup>th</sup> May. The Clerk suggested locating the new VAS on Stonebow and moving the older VAS to Wadbrough. The Chairman advised that Pirton would be grateful for use of the VAS in the future too.
- Insurance for Parish Council – The Chairman reminded the PC that at last month's meeting members had decided to leave Zurich due to price. The company had offered to match the price quoted by the agreed new insurance provider when they were advised that the contract was to be awarded to a new provider. The Chairman advised she was a little dismayed at this as the new price was nearly half of what Zurich had been wanting to charge.
- A44 Speed Petition – The signatures were passed to County Councillor Adams. The Chairman and County councillor Adams thanked the members who had taken the petition to the village.
- Hedges – Cllr Wild & Cllr Turner confirmed that hedges had been sufficiently cut back on Walcot Lane. Cllr Wild will review Mr Betteridge's hedge and confirm if the pavement is passable. It was advised by WCC highways that whilst nesting birds should be protected the safety of road users takes priority and pedestrians should be able to use the pavement easily without stepping into the road.

Cllr R Small absented himself from the meeting at this point.

### **15) REPRESENTATIVE REPORTS**

#### **Worcestershire County Councillor Rob Adams**

County Councillor Adams thanked the Chairman and members for their support on the A44 speed petition.

#### **Wychavon District Councillor Mark Ward**

Cllr Ward thanked his predecessor Cllr Paul Middlebrough.

## **Members Reports**

CLlr Proctor raised garden building work in Greenfield Close that appeared to be quite large and planning permission hasn't been sought. The Chairman advised Cllr Proctor to send the details to The Clerk and asked the Clerk to get WDC planning enforcement to investigate it.

### **16) OPEN SPACE REVIEW \_ Progress update**

Cllr Wild advised members that he is in the process of organising a pitch inspection and soil quality report. This stage is required before spending on the new football pitches can commence. Cllr Wild advised that next month would see tender documents drawn up for the play park. Cllr Wild advised he was getting advice at each stage from WDC.

### **17) VILLAGE HALL REFURBISHMENT AND DEVELOPMENT – progress update**

The Chairman advised that draft plans had been produced and revised/updated on several occasions Hopefully they will be finalised in the near future. She advised the a VHC AGM meeting is on 15<sup>th</sup> May.

### **18) ANNUAL PLAYGROUND INSPECTION**

The Chairman advised that the play park is due for the annual safety inspection. Cllr Wild asked the Chairman to schedule it for August to enable internal safety check/remedial work prior to the inspection. The Chairman agreed and asked the Clerk to arrange the inspection for August.

### **19) TASKS FOR LENGTHSMAN**

The Chairman asked the Clerk to liaise with Cllr Small.

### **20) VILLAGER UPDATE**

The Chairman advised members that she and the Clerk had agreed and submitted this for this month as the deadline had been 7<sup>th</sup> May. This included the successful appeals dismissals as a direct result of the neighbourhood plan.

### **21) SEWERAGE UPDATE**

The Chairman advised that following contact from a resident regarding sewerage connections, Mr R Swan, the Severn Trent contact, has provided an update that says that the hydraulic model is near completion. Severn Trent are still trying to confirm the performance of the system, but current understanding is that additional foul only flows from the new properties will have a negligible impact on flood risk. The Chairman advised members that Severn Trent are communicating with The Parish Council and are reviewing the entire DB sewerage system to ensure it is fit for purpose. To date there is no evidence that the pumping station is overloaded.

### **22) FINANCE**

- a) The monthly reconciliation of cash and other monies was undertaken for April by Cllr Wild.
- b) Following a review of section 1 of the Council's annual return for year ending 31 March 2019, it was agreed by all to authorise the Chairman and Clerk to sign section 1 of the Council's annual return for the year ending 31 March 2019.
- c) Following a review of Section 2 of the Council's Annual Return for the year ended 31<sup>st</sup> March 2019, it was agreed by all to authorise the Chairman and Clerk to sign Section 2 of the Council's Annual Return for year ending 31<sup>st</sup> March 2019. Cllr Proctor Nichols asked why the precept figure on external audit section 2 was different to the figure on the Annual Statement of accounts. The Clerk explained that the external audit figure excluded the WDC grant as this was how the external auditor required it reported.

The PC receives £1051 in grant in addition to the precept; this is incorporated in the all other receipts figure.

- d) It was agreed that the Parish Council will continue to use the services of Mr D Pickering as internal auditor.
- e) Following a review of the draft accounts, it was agreed by all that the draft accounts should be signed by the Chairman and Clerk and adopted as the Council's annual accounts for the year ending 31 March 2019.
- f) It was agreed by members that 17<sup>th</sup> June 2019 would be the commencement date for the exercise of public rights
- g) The Chairman advised that Cllr Ward had been a cheque signatory and the PC needed another. The Chairman asked Cllr Wild as spending on Open Space would commence this year. Cllr Wild asked what the protocol was. The Clerk advised it was two signatures out of three authorised. Cllr Wild agreed and the Chairman asked the Clerk to remove Cllr Ward and Add Cllr Wild.
- h) The Chairman advised members that the Clerk and Chairman were undertaking a review of the fixed asset register to ensure it is up to date and correct values are insured. Condition survey information for assets will be added and the information will be used to inform maintenance decisions.

It was proposed by Cllr Wynn and seconded by Cllr Gardner to authorise the following payments:

(a) Mrs. N. Nicholson – Clerk's Salary – April	£473.40
(b) Mr. B. Arrowsmith – Lengthsman – April	£220.00
(c) Mr. B. Arrowsmith – Playing Fields – April	£100.80
(d) Npower – Quarterly electricity street lighting	£671.41
(e) WDC – Clerk payslips – Annual fee	£43.20
(f) Mrs N Nicholson – Quarterly line rental	£60.00
(g) Mr N Nicholson – Quarterly OPE	£55.90
(h) Came & Company – Annual insurance premium	£865.20
(i) Mr B Arrowsmith – Annual weed killer	£40.00
(j) Smart Cut Ltd – Grass Cutting – April	£324.00

Remittance

WCC – Final lengthsman payment 18/19 - £198.38

Wychavon District Council – Precept Payment - £10,526

## 23) PLANNING

- a) Comments made on planning applications to Wychavon:
  - W/19/00666/FUL The Old Smithy, Mill Lane, Wadborough. 1 new detached dwelling in existing residential curtilage and replacement parking for the Old Smithy. Demolition of existing structure as approved under 18/01597/FUL – Variation of condition 2 to allow amendments to raise eaves on northern elevation, extend roof area on eastern elevation & revise floor plans. Recommend Refusal.
  - W/10/00771/HP 5 Lewis Close, Drakes Broughton, WR10 2BE. Build a single storey rear and side extension with pitched roof. Build a car port to the side of the house. Recommend Approval.
- b) Applications Approved:
  - W/19/00666/FUL The Old Smithy, Mill Lane, Wadborough. 1 new detached dwelling in existing residential curtilage and replacement parking for the Old Smithy. Demolition of existing structure as approved under 18/01597/FUL – Variation of condition 2 to allow amendments to raise eaves on northern elevation, extend roof area on eastern elevation & revise floor plans.
  - W/19/00554/ADV Land Adjacent, Langham, Worcester Road, Drakes Broughton. 6x Bovis Homes flags.
- c) Applications Refused:
  - W/19/00576/OUT Masons Arms, Station Road, Wadborough. Erection of 1 no. dwelling.

- d) W/19/00108/FUL Hyde Farm, Worcester Road, Pinvin, Pershore. Conversion of existing barn into 1 no residential property. Applications Awaiting comment:  
W/19/004656/HP Chaparral, 6 Stonebow Road, WR10 2AP. Erection of boundary fence and access gates, creation of new vehicular access.  
W/19/00922/FUL The Grange, Chevington Lane, WR10 2AE. Subdivision of The Grange to form two independent dwellings (C3)

e) Appeals:

APP/H1840/W/18/3212206 Land to the south of Walcot Lane, Drakes Broughton. Outline planning application for the development of up to 10 dwellings – Dismissed.

APP/H1840/W/19/3219858 Land adjacent to Wheelright Walcot Lane, Drakes Broughton. Construction of 2no. Bungalows. – Dismissed.

APP/H1840/W/18/3209690 Applegrove, Worcester Road, Drakes Broughton. Erection of a three-bedroom bungalow - outline permission – all matters reserved. – Dismissed.

The Chairman commented about the Neighborhood Plan and how it has been effective in successfully stopping developments outside the development boundary and thanked all those who worked so hard to put it in place and the electorate for voting on it.

Date of Bovis Play Park Meeting – The Clerk advised that the Bovis representative was unavailable on 24<sup>th</sup> May new date was to be arranged W/C 3<sup>rd</sup> June.

The Meeting was closed to allow representations from the Public.

Mr & Mrs Rhodes raised their strong objection to planning application W/19/004656/HP Chaparral, 6 Stonebow Road, WR10 2AP. Erection of boundary fence and access gates, creation of new vehicular access. They asked members to review the photos of the proposal. Cllr Wild advised Mr. & Mrs Rhodes that their points had been noted and that members are due to comment the following week. Once the official comment are made they will be viewable on the Wychavon planning portal.

## 24) CORRESPONDENCE

- Various residents – Speeding in Drakes Broughton, Stonebow & Shrubbery Road. The Clerk advised that as discussed in the Parish Meeting all residents had been responded too. The SRP have placed monitoring strips on Stonebow Road and WCC Highways have agreed to monitor Shrubbery Road and Walcot Lane. Suggestions regarding White Village gates and ringed 30MPH on the road have come from WCC highway dept. but funding for this would have to be from the Parish Council. WCC Highways are not keen to review the speed limits and or extend the 30 MPH zone.
- Resident re Wadborough Cross Roads – safety mirrors. The Clerk asked Wadborough members to review if Wadborough resident would like safety mirrors at Wadborough Crossroads.
- Residents re Bovis Road Cleansing - The Clerk advised that WDC enforcement had been involved and this was resolved.
- Resident Re Over hanging hedge – Walcot Lane, Cllr Wild advised this had been cut back.
- WCC consultation on 'Enforcement Plan'
- WDC Parishes Event 13<sup>th</sup> June The Clerk advised that Cllr Crouchman was interested in attending, awaiting agenda.
- WDC Cohousing Event 29<sup>th</sup> April
- WCC x2 Road Closures
- WCC Pershore Northern Link Road consultation
- Resident re Muckspreading - The Clerk advised of a letter asking the members to back a campaign to stop muckspreading. Members discussed this and it was agreed that whilst it wasn't pleasant it was a rural village, and this was a part of rural life. No action to be taken.
- Letter of Thanks for architects grant from Village Hall Committee.

## 25) INFORMATION AND DATE OF NEXT MEETINGS

Pirton Parish Annual meeting  
Thursday 16th May 2019 at 7.00pm at Pirton Church

Monthly Parish Council meeting  
Thursday 6<sup>th</sup> June 2018 at 7.30pm at Drakes Broughton Village Hall.

The Chairman thanked everyone for their attendance. The meeting closed at 9.50pm.