

**MINUTES OF THE ANNUAL MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 4<sup>th</sup> FEBRUARY 2021 AT 7.30 PM. VIRTUAL MEETING DUE TO COVID 19.**

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

Cllr R Small – via telephone.

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

**Apologies:** County Councillor Adams (Joined the meeting at Agenda item 11)

**PUBLIC:** No members of public requested to attend.

**1) ATTENDANCE**

The Chair advised that Cllr Proctor, Cllr Turner & Cllr Wynn had requested to extend their leave of absence. The legislation on virtual meeting was only in place until 7<sup>th</sup> May so the Chair suggested their leave of absence was extended until May as she was hopeful the Council could meet in person on 7<sup>th</sup> May. This was agreed by the Members.

**2) VACANCIES**

The Chair confirmed that there were now two vacancies following the retirement of long serving Member M Gardner after 50 years on the Council and recently turning 80. The Members agreed this was a remarkable achievement and the Chair confirmed that letters of thanks had been sent to M Gardner from the Parish, District and County Councils. The vacancies are 1x Drakes Broughton ward and 1x Wadborough ward, following the formal notice period by which 10 parishioners can call an election the monitoring officer has now confirmed that the seats can be filled by co-option. The Chair advised that two people had expressed an interest in the Drakes Broughton seat, the normal process would be to invite to do a presentation but with meetings virtual she thought perhaps a written application letter with details of their interest in the role and their skill set that could be voted on by secret ballot before the March meeting. The members agreed. The Chair asked the Clerk to contact the candidates accordingly.

The Chair asked the Clerk to liaise with the Wadborough Members to ensure their vacancy was widely advertised.

**3) DECLARATIONS OF INTEREST**

None were declared

**4) MINUTES**

The minutes of the meeting held on 7th January 2021 were proposed by Cllr Pell, seconded by Cllr Bessant, agreed by all and signed by the Chair as a true record.

**5) MATTERS ARISING**

- Asset Register

The 17-year-old brush cutter used in Wadborough has reached the end of its working life and has been removed from the asset register – The Chair advised that issues surrounding safety and insurance legislation meant it was not appropriate for the PC to own machinery to be used by non-contracted Members of the community.

**6) FINANCE**

- a) The monthly reconciliation of cash and other monies was undertaken for January by Cllr Tanfield.
- b) The Chair advised that the Council's Financial Regulations adopted in 2003 were being reviewed by Cllr Tanfield.

- c) The Chair advised that following M Gardner's retirement the Council need to add a replacement cheque signatory. The Chair recommended Cllr Tanfield, her location made it easier for signature collection during ongoing Covid-19 restrictions. She also proposed in due course to add Cllr Pell as Vice-Chair. This was proposed by Cllr Pell seconded by Cllr Roberts and agreed by all. The Chair asked the Clerk to generate the necessary paperwork.
- d) The Clerk confirmed that the out of contract refund from OPUS Energy Ltd of £21.01 had been agreed and would be shown as a credit on the next bill.

It was proposed by Cllr Butterworth and seconded by Cllr Crouchman to authorise the following payments:

(a) Mrs N Nicholson – Clerk Salary – January	£488.45
(b) Mr B Arrowsmith – Lengthsman Services – January	£220.00
(c) Mr B Arrowsmith – Play Park maintenance – January	£66.00
(d) OPUS Energy Ltd – Monthly street light electricity	£11.18
(e) OPUS Energy Ltd – Monthly Street light electricity	£286.70
(f) Mrs N Nicholson – Quarterly OPE	£63.65
(g) Mrs N Nicholson – Quarterly contribution to line rental	£60.00
(h) Mrs N Nicholson – reimburse for filing cabinet purchase	£57.97

Remittance

WCC – Members divisional fund - £1000.00 (County Councillor Adams contribution to the increased play park running costs)

#### **7) OPEN SPACE REVIEW – progress update**

Cllr Wild advised that the committee had conducted a survey via the school, that had a very good response rate added together with the responses from Facebook and the Villager the raw results looked like a bike facility was most popular with MUGA and outdoor gym next. Some other ideas had arisen including in ground trampoline or fixed table tennis. There was a concern that the older members of the community were not being catered for and a concern regarding consulting with the 12-16 age group. There is a serious concern raised from within the Open Space Committee regarding the Bike facility attracting antisocial behaviour and the committee are contacting Parish Councils that have installed similar facilities to get feedback and advice. The next planned meeting is an outdoor walk about to think about the location of the facilities.

The Chair asked Cllr Wild if he needed any further assistance.

The chair advised that the FC storage facility needs resolving, paperwork has been found that show that the garages used by the Football Club for storage of goals and grass cutting kit are owned by the Village Hall. The Parish Council and Village Hall Committee are talking with the Football club about future arrangements for storage. It is likely that the football club will look to seek funding to purchase a storage building for installation on the playing field. They have asked for guidance about what sort of building would be acceptable to the Parish Council.

Cllr Wild advised that he had completed x2 safety inspections and there had been some vandalism in the junior park and Sutcliffe's had still to repair the path surface. Cllr Bessant commented that the infant play surface didn't appear to be as porous as the older play surface.

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

The Chair advised that work was continuing to prepare the Invitation to tender, the Chair thanked Cllr Wild for his work on the Invitation to tender documentation. The Chair also expressed her thanks to the working party

who are working to progress this really important project. During the last month builders who had previously shown an interest were invited for a site visit. There is now a shortlist of preferred builders and four have confirmed that they will be submitting a tender. COVID-19 continues to cause delays and difficulties, but it is likely that the ITT documents will be published in February with submissions due by 15/22nd March. Once a building partner has been selected, they will contract with the Parish Council to do the work. Wychavon are aware that the project is delayed, and that the PC will continue to keep them informed of progress. More structural work is going to be needed than was first envisaged, the floor will be replaced, and the hall will require a new roof to make the hall sound – this work will be a priority however it may mean that some of the things originally included in the project can't be included and will need to be done at a later stage.

The Chair advised that 3 quotes to remove the trees as recommended by the VHC survey had been sought, Cllr Wild suggested getting a further tree removal quote from M Huxley who had been most helpful with various tasks on the recreation ground. The Clerk would ask M Huxley and circulate the quotes for review. The Chair advised that there was a plan for replacement of the tree's in another location on the field. Cllr Yeo suggested using local varieties sourced from the local nursery.

## 9) COMMUNITY LITTER PICKING

The Chair advised Members that following a report from Cllr Small regarding litter in the hedgerows at the playing field the Parish Council requested to join the Wychavon Litter picking scheme and have signed up to pick litter on the Drakes Broughton Playing field and the connecting footpaths at least 3 times a year. The equipment, enough for 10 volunteers has been received and will be stored ready for use in Drakes Broughton. Cllr Wild, Mrs Wild, Cllr Turner, Cllr Butterworth, Cllr Small & Cllr Roberts volunteered to take part in the first litter pick. The Chair asked for a volunteer to lead this and asked Drakes Broughton ward Members to notify the Clerk who would lead. Once a date was set the Clerk would organise with WDC to have the bags collected. Cllr Roberts queried why it was 3x per year and the Chair advised this was WDC stipulation of the minimum requirement. Cllr Roberts queried the litter clearing contract already in place and the Chair advised that there was not enough hours to keep the area litter free at all times and that she thought community litter picking would give the community some value and ownership in keeping their own recreation ground litter free.

## 10) REPRESENTATIVE REPORTS

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

Cllr Ward advised that WDC priorities currently were flooding and Covid-19 response.

Cllr Ward advised that the Boundary Commission review would aim to reduce district council members by 2, this would be achieved by redrawing of the district boundaries with a general aim for there to be 2500 residents to each district councillor – The PC and or individual parishioners can submit comments to the review team.

Cllr Ward advised that the District Council proportion of the Council Tax would be frozen again this year for the fourth year, and he advised that WDC was 5<sup>th</sup> lowest Council Tax in England.

Cllr Ward encouraged Members to complete the recently circulated survey regarding creating town centre prospectus for the 3 town centres in WDC, Evesham, Pershore & Droitwich.

Cllr Ward advised he was awaiting a response from planning enforcement regarding the pedestrian crossing on B4084.

Cllr Ward advised he would find out if replacement dog fouling stickers could be put up the Drakes Broughton following reports that the existing ones are very faded.

Cllr Ward was liaising the WDC rejuvenation officer regarding improvements needed at the Drakes Broughton shops.

The Chair asked Cllr Ward if he had heard anything further from Rooftop regarding clearing up around the garages at Woodleigh. Cllr Ward would contact WDC housing officer to progress this.

Cllr Crouchman enquired regarding the possibility of a delay to the boundary commission review in light of the proposed Parkway New Town development. Cllr Ward advised that WDC had asked for a delay, but it was not expected.

**County Councillor Rob Adams joined the meeting.**

**Worcestershire County Councillor Rob Adams**

County Councillor Adams asked if the PC had received the ward grant, he had made for £1000. The Chair confirmed they had and thanked County Councillor Adams very much.

County Councillor Adams advised that there would be a 2.5% increase in the County Council proportion of the Council Tax, 1.5 % General and 1% for adult social care.

County Councillor Adams advised that the pavements at Egdon Lane would be cleared. Cllr Wild asked if this could be done sooner than the advised summer timescale.

**Members Reports**

Cllr Wild suggested that the town centre survey should be passed out to the community.

Cllr Wild asked regarding the planting date planned for the play park – the Chair advised this was on hold due to Covid-19 restrictions. Cllr Wild advised that the planting would need to take place anyway regardless of the restrictions due to growing periods of the plants required.

Cllr Wild advised that a resident had recently laminated and put up some anti dog fouling posters and suggested the PC should write a letter of thanks. The Chair asked the Clerk to write to the resident.

Cllr Pell advised there was a meeting regarding the buses planned for 10<sup>th</sup> February

Cllr Pell advised that there were 4-6 people regularly using the Pershore bus.

Cllr Butterworth advised that Cllr Wynn had raised that the bench in Pirton was in need of refurbishment. Cllr Tanfield thought it might need replacement rather than refurbishment. The Chair asked the Clerk to await contact from Cllr Wynn. Cllr Butterworth advised of a new launch of the 100 club to raise funds for the Village Hall.

Cllr Bessant advised that she was still addressing the issues surrounding data retrieval from the solar VAS and was liaising with SWARCO. Cllr Bessant asked if there was any update on the road traffic order for Drakes Broughton.

**11) TASKS FOR LENGTHSMAM**

Nothing to add

**12) VILLAGER SUBMISSION**

The Chair advised the Villager was not being produced during the current lockdown, however the Clerk offered to produce an update for the PC website, The Chair and Members agreed.

**13) INFORMATION SHARING – Social media**

The Chair advised that Cllr Crouchman had reviewed the social media guidance for Parish Councils, and this had been circulated, she asked Members to review and give any comments and feedback they had.

**14) FOOTPATHS**

The Chair advised that the footpath warden's strimmer had stopped working. He is able to loan one, at no cost, from WCC Countryside Centre to complete the tasks required in his role. The role is voluntary and this way there is no liability borne by the PC regarding machinery usage. The Clerk confirmed that some of the paths had been added to the County Council cutting back schedule too. Cllr Wild asked the District Councillor if he could investigate the long-term closure of the footpath across the Bovis site. Cllr Wild advised that the access re-opening could be easily achieved and with many more people walking it should be a priority.

## 15) BOUNDARY COMMISSION

The Chair advised that the PC would need to keep an eye on this review to see how the current structure fits into the boundary commission review and feedback.

## 16) PLANNING

- a) Comments made on planning applications to Wychavon: N/A
- b) Applications Approved: 20/02726/ADV Agricultural Land adj Glassier, Worcester Road, Drakes Broughton. Erection of 3 no. flags.  
20/02510/HP Rivington, Brickyard Lane, Drakes Broughton. 2 storey extension and detached garage.  
20/01607/HP Burgamot, Mill Lane, Wadborough. Detached garage with store and garden fence with gate. Amended plan with accurate location and scale.  
20/02413/CU The Timber yard, Crabbe Lane, Wadborough. Change of use of land for the erection of 3no. timber holiday chalets following demolition of existing pig pen buildings.
- c) Applications Refused: 20/02516/HP Deerfold House, Mill Lane, Wadborough. Extend above existing garage to create home office and family accommodation.
- d) Applications Awaiting comment: 20/00076/FUL Wheathlands farm, Walcot Lane, Drakes Broughton. Erection of an agricultural building (For housings cows)
- e) Planning Correspondence:  
PC to Enforcement re The Old Smithy, Wadborough  
PC to enforcement re Burgmot Plot, Wadborough  
PC to Sanctuary Homes re Community Funds – a meeting is planned.

## 17) CORRESPONDENCE

- Pirton resident re dog waste
- Worcester Community Rail Partnership
- Resident re WCC streetlight out – reported to Hub
- SWDPR Newsletter

## 18) INFORMATION AND DATE OF NEXT MEETINGS

Thursday 4<sup>th</sup> March 2021 at 7.30pm – Monthly Parish Council Meeting – Via Video Conference.

Meeting Closed 9.05pm.