

MINUTES OF THE ANNUAL MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 6th MAY 2021 AT 7.30 PM. VIRTUAL MEETING DUE TO COVID 19.

PRESENT: Cllr J Butterworth (Chair), Cllr T Pell, Cllr R Bessant, Cllr S Boniface, Cllr M Williams, Cllr M Griffiths, Cllr J Yeo, Cllr A Tanfield, Cllr P Crouchman & Cllr R Roberts

IN ATTENDANCE: Mrs N Nicholson (Clerk) & District Councillor Mark Ward.

PUBLIC: No members of public requested to attend.

1) ELECTION OF CHAIR

Cllr Crouchman proposed Cllr J Butterworth, Cllr Roberts seconded the proposal, which was agreed by all.

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 Chair.

3) APOLOGIES

Cllr R Small and on leave of absence Cllr Turner

4) ELECT A VICE CHAIR

Cllr Bessant proposed Cllr Pell, Cllr Roberts seconded the proposal, which was agreed by all.

5) CO-OPTION of NEW MEMBERS

Cllr J Murphy was co-opted to represent Wadborough Ward – the Co-option declaration was signed and would be returned to the Clerk via post. Cllr Murphy was welcomed to the meeting. Cllr S Quinton was co-opted to represent Pirton Ward – the Co-option declaration was signed and would be returned to the Clerk via post. Cllr Quinton was welcomed to the meeting.

6) REGISTRATION AND DECLARATION OF INTEREST

- (i) The Clerk advised members of the need to update their Registration of Interest forms which are provided and kept by the monitoring officer of the Wychavon Standards Committee.
- (ii) No declarations were declared.

7) 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 2020/2021, and the Council's Standing Orders and Financial Regulations, which had been adopted by the Council also in 2020/2021 were noted.

8) 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/Chair should a planning matter need consideration of the full Council.
- (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.

9) REPRESENTATIVES TO BE APPOINTED

It was agreed to appoint the following representatives:

Playing Field Inspectors - Mr L Wild (Drakes Broughton) and Cllr S Quinton (Pirton) (fortnightly Inspections)

Drakes Broughton Street Lighting – Cllr R Roberts

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

Highways/Flooding/Drainage – Wadborough – Cllr Yeo

Pirton – Cllr A Tanfield

Drakes Broughton – Cllr R Small & Cllr R Roberts

VAS Data – Cllr Bessant

Dog Waste/Litter Coordinator – Cllr R Turner

Planning Coordinators - Wadborough – Cllr J Yeo

Pirton – Cllr J Butterworth

Drakes Broughton – Cllr S Boniface

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

Website/Social Media – Cllr S Boniface

Finance Group – ALL MEMBERS

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

Open Space review – Mr L Wild (Chairman) Mr Jason Marshall, Ms Lucy Wood, Ms Heidi Deacon & Ms Emma Webster (DBFC), Cllr M Griffiths & Cllr Quinton.

Village Hall rejuvenation team – Cllr Butterworth, Cllr Pell, Cllr Sheila Boniface, Mr Martin Boniface and Cllr Maureen Williams.

SWDP Monitor – Cllr Williams

10) 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 2023. The contract with Worcestershire County Council to provide a Parish Lengthsman is effective until 31 March 2022, and the Parish Council's contract with Mr B. Arrowsmith to provide the services of Parish Lengthsman is effective until 31 March 2022. The contracts with Mr B. Arrowsmith for bus shelter cleansing in Drakes Broughton continue until 31 March 2022. The Play Park groundwork and litter clearing contract is currently under review. 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 OPUS Energy Ltd for street light electricity continues until 4th June 2022. The insurance contract negotiated via Came & Company will run until 1st June 2022.

Cllr Yeo joined the meeting.

11) MINUTES

The minutes of the meeting held on 1 April 2021 were proposed by Cllr Pell, seconded by Cllr Roberts, agreed by all and signed by the Chair as a true record.

12) MATTERS ARISING

- Area Outside the shops

Cllr Roberts updated Members following the meeting of the subgroup. Cllr Roberts has obtained clear ownership information for each property and the joint responsibilities. Cllr Roberts is working with the Clerk to word a letter outlining the main areas of concern regarding the steps and the service access to begin a dialogue and encourage some improvements.

- Rooftop Car Park

Cllr Roberts confirmed that the eco-clearing has been scheduled for 17th May and the surveying of the guttering in Car Park 2 had been booked by Rooftop.

- Summer Community Event

The Chair advised Members that a small working party had recently agreed to hold a small low-key event to provide an opportunity for local residents to come together for a community picnic. This would be a joint venture between the VHC & The Parish Council. A flyer is being produced and the date has been set as Sunday 18th July.

13) FINANCE

- a) The monthly reconciliation of cash and other monies was undertaken for April by Cllr Tanfield.

- b) Following a review of section 1 of the Council's annual return for year ending 31 March 2021, it was agreed by all to authorise the Chair and Clerk to sign section 1 of the Council's annual return for the year ending 31 March 2021.
- c) Following a review of Section 2 of the Council's Annual Return for the year ended 31st March 2021, it was agreed by all to authorise the Chair and Clerk to sign Section 2 of the Council's Annual Return for year ending 31st March 20201
- d) It was agreed that the Parish Council would use the services of Mr D Pickering as internal auditor. The Clerk advised that he has asked to retire and that following the completion of this year's audit a new internal auditor would need to be appointed.
- e) Following a review of the draft accounts, it was agreed by all that the draft accounts should be signed by the Chair and Clerk and adopted as the Council's annual accounts for the year ending 31 March 20201
- f) It was agreed by members that 14th June 2021 would be the commencement date for the exercise of Public Rights.
- g) Ward Maintenance fund – The recently circulated process for reclaiming from the ward maintenance fund was proposed by Cllr Butterworth, seconded by Cllr Pell and agreed by all.
- h) Drakes Broughton Notice Board – The Chair advised that B Arrowsmith can change the broken locks and re-varnish both the notice board and the bench for £55. It was proposed by Cllr Butterworth, seconded by Cllr Griffiths and agreed by all to go ahead with this.
- i) Sanctuary Housing Community Fund – The Chair thanked Sanctuary Housing for the £250 pledged towards the tree felling, the Chair advised that other ideas currently hadn't met their criteria but they were working with the PC to assist with improving community assets. They had recently undertaken some painting for the School and were advertising vacancies in the local community.

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

a) Mrs N Nicholson – Clerk Salary – April	£488.45
b) Mr B Arrowsmith – Lengthsman Services – April	£220.00
c) Mr B Arrowsmith – Play Park maintenance – April	£176.00
d) OPUS Energy Ltd – Monthly street light electricity	£11.09
e) OPUS Energy Ltd – Monthly Street light electricity	£216.58
f) Wychavon District Council – annual admin charge clerk payslips	£43.20
g) Drakes Broughton Village Hall – annual contribution, trade waste bins	£100.00
h) E.on Energy Solutions Ltd – Bulb replace col 37, clean col 37, 30 & 31	216.60
i) GCA (UK) Ltd – Structural engineering report VH – Legacy Grant	£2400.00
j) Mrs N Nicholson – Quarterly contribution to line rental	£60.00
k) Mrs N Nicholson – Quarterly OPE	£46.98
l) Four Acres Nursery – Supply 3 trees for Play Park (106)	£150.00
m) Ms Carla Scott-Hurst – Service of planting three trees at Play Park (106)	£50.00
n) Smart Cut Ltd – Grass cutting April	£333.70

Remittance: WDC – Precept & grant £12041.00
WDC – CIL allocation £233.57

14) OPEN SPACE REVIEW

- a. Progress update – Work is continuing to detail the priorities for the next stage of the open space development.
- b. Litter picking project – The Chair thanked Cllr Boniface for organising the first community litter pick last month. The Chair suggested a second date should be planned. Cllr Boniface volunteered to organise this.
- c. Litter Bins – The Chair drew attention to the recently circulated proposal and associated costs compiled by the Clerk. The Clerk summarised her proposal and Members agreed initially to relocate the two WDC bins already in the vicinity to replace the two smaller bins in the heart of the Play Park at a cost of £49.09 each. The Chair asked the Clerk to arrange the WDC safety inspection and liaise with the Open Space Committee regarding this proposal.
- d. Signage - Further to continuing issues with users at the Play Park not adhering to the main rules and some indication that the signage is not clear enough on arrival from the car park, members decided to erect a further sign on the rear of the current signs reiterating the main 4 directives, NO SMOKING, NO DOGS, NO GLASS

& LITTER IN BINS. This was proposed by Cllr Griffiths and seconded by Cllr Pell. Members also decided to remove the tired and old Dog Exercising sign.

e. Flooding on playing field update – The Chair advised that Members of the Parish Council and the Open Space committee had met with representatives from Wychavon, Elan Homes and local residents on 15th April. Various actions were agreed, and it is hoped that the reason for the apparent blockage in the land drain that runs along the side of the Elan site will be identified by GPR (Ground Penetrating Radar) survey that Elan Homes are going to complete. Various other actions were agreed, and the Parish Council will continue work to ensure that things that were agreed at the meeting do happen. The Parish Council are arranging a meeting with residents with land the other side of the footpath that leads from the Playing Field to Brickyards Lane to talk about the land drains for the land on this side of the footpath.

f. Keeping the area safe and secure for everyone – The Chair advised that the Parish Council continues to receive communication from concerned people about keeping the Play Park, Playing Fields and Village Hall safe. The Chair advised Members to encourage people to report any unwanted and or antisocial behaviour to 101. Whilst there may not be an immediate police presence the incidents are logged. More people reporting separate incidents will influence the police presence. A discussion arose regarding this and it was suggested it be added to the new signage – “if you witness unwanted or antisocial behaviour at this location please report the incident directly to 101”

15) VILLAGE HALL REFURBISHMENT AND DEVELOPMENT – Progress update

The Chair advised that work is continuing to evaluate the responses to the invitation to tender for the rejuvenation project. The decision date has been re-scheduled for 17th May to allow further information to be gathered on the details of what exactly would be delivered for the money allocated. There will be a need to gain further funding to complete the full scope of the project and a sub finance committee group was scheduled for next week to review this. The building work would likely commence early August. The Village Hall committee are starting to make detailed plans for the closure of the Hall, it is likely to be closed for up to 6 months. Once the contract is in place with the builder the Parish Council will be in a position to agree the stage payment schedule with Wychavon for the funds allocated by them to pay for the work.

16) REPRESENTATIVE REPORTS

Worcestershire County Councillor was being elected today

Wychavon District Councillor Mark Ward

Cllr Ward updated Members on the current Covid-19 cases within the district. He advised there were 6 cases per 100,00 population. 77, 000 people had received their Covid-19 1st vaccine and the roll out to the over 40's was in progress.

District Councillor Ward advised that free lateral flow tests were available and encouraged all to take up this opportunity twice a week.

District Councillor Ward advised that Droitwich lido had re-opened as normal due to being an outside venue. District Councillor Ward advised that from 17th May meetings would resume at the Civic Centre. Cllr Griffiths asked if there was legislation likely to follow Scotland & Wales in preparation for a return to virtual meetings should Covid-19 infections rise. Cllr Ward was not aware of any plans.

Members Reports

Cllr Yeo asked District Councillor Ward for an update on the fact that despite an enforcement order the cattle sheds at Wadborough Park Farm had not been demolished. Cllr Ward was awaiting a timescale from the enforcement officer.

Cllr Pell advised Members that the fundraising for the Community Bus was now live on Spacehive. This was to raise £3000 and be match funded in order to continue the community bus service to the outlying villages including Drakes Broughton and was being led by Peopleton Parish Council.

Cllr Pell advised that Western Power Distribution might need to move pylons at the Playing Fields in conjunction with the Village Hall building project.

Cllr Bessant raised a concern regarding the proximity of the boulder near the bottom of the slide at the Play Park – The Chair thanked Cllr Bessant and suggested it was raised to the Open Space committee to review.

17) PERIODIC HIGHWAYS REVIEW

The Chair thanked Cllr Roberts for his comprehensive Highways report.

The Chair asked if there were any additional tasks for the Lengthsman this month – none were reported.

The chair advised that a location for the VAS post in Wadborough had been agreed and that WCC Highways would install the post free of charge, once the post was in-situ the battery-operated VAS would rotate periodically between Wadborough & Pirton. Cllr Bessant raised that a further VAS was included in the 21/22 budget and perhaps a fast purchase could get a VAS to Wadborough quickly. The Chair asked Cllr Bessant to start research into the next VAS purchase and associated costs.

It was reported that the proposed visibility mirror at Wadborough crossroads had not passed the WCC Highways safety rules could not be erected. A discussion arose regarding the safety at the crossroads and what further could be achieved to increase visibility and safety.

18) VILLAGER SUBMISSION – The Clerk would compile the report for tomorrow’s deadline.

19) SWDPR – REPORT BACK ON LETTER TO WYCHAVON, sustainability correspondence & boundary commission timetable

The Chair advised that as agreed DBWPPC a joint letter had been sent with Stoulton PC in response to the sustainability consultation, the letter asks Wychavon to review the SWDPR plans by taking the impact of Covid-19 including changes to working practices and commuting into consideration. The Chair thanked Cllr Crouchman for sending a letters to the local MP regarding this. The responses had not been positive but the objection and request for review had been logged.

The timetable was in place for the Boundary review. Cllr Ward confirmed the aim was to reduce the numbers of district councillors from 45 – 43 by merging certain areas with subtle adjustments to the boundaries so each DC represented approx. 2000 residents each. The chair advised the PC were monitoring this to ensure comments could be made on any ward boundary changes affecting DBWPPC.

20) PLANNING

- a) Comments made on planning applications to Wychavon: 20/00636/FUL Alley Garden, Brickyard Lane, Drakes Broughton. Construction of 2 detached two-storey dwellings. Objection submitted.
- b) Applications Approved: N/A
Applications Refused: APP/H1840/D/21/3267338 Deerfold House, Mill Lane, Wadborough. Extend above existing garage to create home office & family accommodation.
- a) Applications Awaiting comment: 20/00818/FUL Land between 38 and The Old Oak Public House, 40 Stonebow Road, Drakes Broughton. Erection of a single dwelling with associated car parking and double length garage.
- c) Appeals: APP/H1840/W/20/3266091 The Timber Yard, Crabbe Lane, Wadborough. Erection of 1 No. live/work unit following demolition of existing buildings.
- d) Planning Correspondence: Correspondence re 20/02366FUL enforcement issues.

23. CORRESPONDENCE

- Vale Transport newsletter
- WDC Rural lettings policy
- Resident DB regarding memorial tree planting
- Resident of Pirton re misleading road signage.

INFORMATION AND DATE OF NEXT MEETING

The Annual Parish Meeting for Pirton will be held on Thursday 20th May at 7.00pm in St Peter's Church, Pirton.

The Annual Parish Meeting for Drakes Broughton & Wadborough will be held on Tuesday 25th May at 7.00pm in Drakes Broughton Village Hall

The next Parish Council Meeting will be held on Thursday 10th June 2021 at 7.30 pm at Drakes Broughton Village Hall

Minutes of last months and previous meetings and other relevant information can be found at:

[My Parish \(worcestershire.gov.uk\)](https://www.worcestershire.gov.uk/my-parish)

Meeting Closed 9.20pm.