

**MINUTES OF THE ANNUAL MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 5<sup>th</sup> MAY 2022 AT 7.30 PM AT ST BARNABAS SCHOOL.**

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

**IN ATTENDANCE:** Mrs N Nicholson (Clerk), County Councillor Linda Robinson & District Councillor Mark Ward

**PUBLIC:** One member of public in attendance.

**1) ELECTION OF CHAIR**

Cllr Crouchman proposed Cllr J Butterworth, Cllr Boniface 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 J Yeo, Cllr S Cullen & Cllr J Murphy

**4) ELECT A VICE CHAIR**

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

**5) 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.

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

The 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.

**7) 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.

The Chair asked Cllr Boniface if she was receiving timely responses from all the Drakes Broughton Councillors, she advised, not always. The Chair reminded Drakes Broughton members of the need to review and respond to each application even if they had no comment.

- (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.

**8) REPRESENTATIVES TO BE APPOINTED**

It was agreed to appoint the following representatives:

Playing Field Inspectors – Cllr R Small (Drakes Broughton) and Vacant (Pirton) (fortnightly Inspections)

Drakes Broughton Street Lighting – Cllr R Roberts

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

Highways/Flooding/Drainage – Wadborough – Cllr Crouchman

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 Williams, Cllr Yeo, Cllr Murphy and Cllr Tanfield (106/Grant & CIL monitor) – It was suggested that the clerk approach Cllr Cullen to see if he would like to join.

Open Space review – Mr L Wild (Chairman) Mr Jason Marshall, Ms Lucy Wood, Cllr Bessant & Cllr Butterworth

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

SWDPR Working Party – Cllr Murphy, Cllr Butterworth, Cllr Pell and Cllr Williams

## **9) 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 2023, and the Parish Council's contract with Mr B. Arrowsmith to provide the services of Parish Lengthsman is effective until 31 March 2023.

It was agreed that the contracts with Mr B. Arrowsmith for bus shelter cleansing in Drakes Broughton would be reduced to the two bus shelters on the Worcester Road as the Wadborough bus shelter was no longer used. A new contract would be issued to reflect this and would be effective until 31 March 2023. Cllr Small raised a concern regarding glass in the bus shelter on the right and it was noted that the left-hand side one was very overgrown. The Clerk was to ask the contractor to note when he had worked on the bus shelters on his invoice for review going forward.

The Play Park groundwork and litter clearing contract has been reviewed and with the WDC litter bins in situ the contract would reflect this, the contractor had asked for the hourly rate to be increased to £12 per hours which members agreed to. The contract would be issued and be effective until March 2023.

The Memorandum of Understanding with Drakes Broughton Rangers Football Club re its use of Drakes Broughton playing field is effective until May 2022. It is currently being reviewed to reflect the changes in the open space (See separate agenda item)

The contract with OPUS Energy Ltd for street light electricity comes to an end on 30<sup>th</sup> May 2022 and the Council has agreed a 4-year term with SSE to continue until 30<sup>th</sup> May 2026.

The insurance contract negotiated via Came & Company will run until 1<sup>st</sup> June 2022, the Clerk advised that a LTA was in place and that this would be renewed and the insurance would be in place until June 2023.

## **10) MEMBER VACANCY FOR PIRTON**

The Vacancy remains unfilled but is widely advertised.

## **11) MINUTES**

The minutes of the meeting held on 7 April 2022 were proposed by Cllr Pell, seconded by Cllr Roberts, agreed by all and signed by the Chair as a true record.

## **12) MATTERS ARISING**

- Trees on Playing Field

The Chair advised that local tree surgeon Martyn Harley has reported back about the trees on the playing field. One tree by the garages (owned by the Parish Council) is diseased and it is recommended that this is removed. It is proposed that this is attended to after the garages have been removed. Two larger trees, further along the boundary, that don't belong to the Parish Council, need some more urgent attention. The Clerk has written to

the landowner, she will explain the findings and ask the owner to make arrangements to get the work done. Mr. Harley also recommended that the 2 Parish Council owned silver birch trees, located by the garages, need to be protected if and when any arrangements are made for the field to be accessed through the locked access gate at the side of the hall.

- Litter bins on the playing field

The Clerk advised that WDC can remove the current bins for £24 each, these can then be replaced by the two WDC litter bins already at the Playing Field as agreed last month. The Clerk recommended using WDC to remove and install, thus ensuring a smooth switch over and avoiding any period of time with no litter bins available. The members unanimously agreed. The Chair asked the Clerk to confirm there was no objection from the Open Space Committee and then make the arrangements with WDC.

- Platinum Jubilee Grant

The Clerk confirmed she had received all the information required and would apply for the Grant next week.

- Flooding on the Playing Field

The Chair advised that the PC have received various communications on this topic and the latest indicates that Elan Homes will need to include WDC in discussions before they take any further action on this. Cllr Turner advised of hearsay regarding a newly found drain under the footpath.

- VAS

Cllr Bessant advised that the new VAS, clips and padlock are now with the lengthsman, The Clerk advised that he had raised a concern regarding over hanging trees restricting the solar panel in Wadborough. County Councillor Robinson advised that pole relocation could be lengthy as there was a back log of work for the Parish gang. Members decided the VAS should be tried in Wadborough and reviewed over time.

- Community Litter Pick

The Members agreed to have a community litter pick on Thursday 2<sup>nd</sup> June in preparation for the Jubilee celebrations. Cllr Boniface would co-ordinate.

### 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 2022, 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 2022.
- c) Following a review of Section 2 of the Council's Annual Return for the year ended 31<sup>st</sup> March 2022, it was agreed by all to authorise the Chair and Clerk to sign Section 2 of the Council's Annual Return for year ending 31<sup>st</sup> March 2022
- d) It was agreed that the Parish Council would use the services of Ms S Carlisle as internal auditor. The Chair advised that the agreed fee was £70.
- 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 2022.
- f) It was agreed by members that the exercise of Public Rights would run from 13<sup>th</sup> June 2022 – 22<sup>nd</sup> July 2022.
- g) Village Hall rejuvenation – The Chair confirmed that the project was coming in only slightly delayed and within budget. Detailed financial update will be circulated to members as the project nears completion. There were no queries.

Cllr Crouchman requested that the reports were circulated earlier in future to allow greater time for Members to view the documents.

It was proposed by Cllr Williams and seconded by Cllr Tanfield to authorise the following payments:

- |  |         |
|--|---------|
| a) Mrs. N Nicholson – Clerk Salary – April (S/O) | £501.55 |
| b) Mr B Arrowsmith – Lengthsman Services – April | £240.00 |

c) Mr B Arrowsmith – Play Park grounds maintenance – April	£192.00
d) OPUS Energy Ltd – Monthly streetlight electricity	£11.00
e) OPUS Energy Ltd – Monthly Streetlight electricity	£209.82
f) Drakes Broughton Village Hall – Trade Waste contribution	£100.00
g) Mrs N Nicholson – contribution to line rental and internet	£60.00
h) Mrs N Nicholson – Clerk OPE	£33.23
i) Gallagher – Annual insurance premium (Insurance provided by Hiscox in an LTA)	£2396.09
j) Mr B Arrowsmith – Sand and teak oil wooden elements of Play Park (As required by annual safety inspection.)	£60.00
k) Worcester Container Hire – VH Container Hire – April (Legacy Grant)	£90.00
l) Smart Cut Ltd – Grass cutting April	£333.70
m) Ms R Bessant – Padlock & Clips for new VAS	£13.61

Remittance:

WDC Precept £12,579.00

WDC precept Grant £526.00

WDC CIL Money £1683.57

WCC Lengthsman reclaim March £220.00

**14) VILLAGE HALL REFURBISHMENT AND DEVELOPMENT – re-opening plans**

The Chair advised members that the transformation of the building is progressing and is very nearly complete. The project is only slightly delayed and is within budget; this is a remarkable achievement. Plans for the opening are well underway and interest for bookings for the hall is good. There is a planned phased return to use for the hall with activities taking place to check that everything is working, and everything is in place before the formal event that's being planned for the end of May to officially declare the rejuvenated hall open. The Hall will also be open and available for everyone to visit during the Big Lunch event on 5th June. As part of the reopening the Trustees and management group for the Hall would like to gift three Community vouchers giving free use of the hall for a Community Event to each of our three Villages/hamlets. It is intended that the vouchers will be passed to the Parish Council members representing each area for them to discuss with the local community to make plans for a community celebration event.

The Chair advised that the Village Hall AGM was being held at the Hall on the 19<sup>th</sup> May those attending would get a preview of the Hall and a hear about plans going forward.

**15) AREA OUTSIDE THE SHOPS – progress update**

County Councillor Robinson advised that the dropped curbs work was scheduled for August. Members noted that there has been correspondence received from one of the shop keepers expressing concerns regarding the limited waiting time proposal and subsequent consultation. It was noted that there had been negativity regarding the proposal on social media too. The Chair advised that the consultation had been formally started in January with no comments being received until this month, there was a general feeling amongst members to try and stop the proposal, however as the consultation had passed it was unclear if this was possible. County Councillor Robinson would raise it with the Highways liaison officer. There was still a concern that the parking area was being used by some people all days rather than use the car park at the rear of the shops.

The general disrepair of the area was discussed. Members noted that there seemed a general feeling from social media that the public wanted action but to date only one resident had raised it to the PC. There was a Parish meeting the following week, where the PC can gauge the public interest. The Chair noted that although there were comments on social media, it was not a simple task that the Parish Council could undertake. The area was not Highway or Council owned but privately owned and the responsibility for upkeep and repair lay jointly with the shop keepers.

The Clerk would chase the builder she had approached for a basic quote to tidy and repair the area.

District Councillor Ward would talk with urban regeneration links within WDC for advice and Cllr Williams would approach One Ltd for a design cost.

Members agreed that there was a real concern now regarding Health and Safety.

#### **16) SEVERN TRENT CAPITAL PROJECT – Drainage Drakes Broughton**

The Chair advised that when the Parish Council enquired about the markings on the roads in Drakes Broughton Severn Trent advised that there is a topographical survey taking place to feed information into a capital project which is being promoted to cater for future housing development planned for the area. The Chair raised her concerns regarding additional houses noted by Severn Trent but not advised via WDC planning or included in the proposed SWDPR. District Councillor Ward expressed surprised and took an action to look into this, much of the other 'future housing' was actually already built. The intention is to complete the design of the growth project in 2025, with construction to follow on in 2025/2026.

#### **17) SWDPR**

The Chair advised that the Wychavon consultation on the SWDPR that was planned for July and August is delayed. It is still the Parish Councils intention to mention the proposal for the Garden Town development by Worcestershire Parkway at the Parish meetings and also to share the draft plan for the area which is being made available for the occasion. This will be shared using A2 or A3 copies as the Parish Council are only allowed to show the documents and not able to provide copies at this point. As soon as we have the dates for the Wychavon consultation the Parish Council will organize and run some community events to share information ahead of the consultation, to try and aid understanding of the areas of concern and impact for the local communities.

#### **18) MEMORADUM OF UNDERSTANDING – DBFC**

The Chair gave an overview of the Memorandum that had been in place since 2004 – 2020, covering 3 teams initially. It was reviewed in 2020 to include an adult team that subsequently moved elsewhere. DBFC has grown from small roots into a very large active club, which whilst this is a huge credit to them and the youngsters of the villages gain, it has increased to 10 teams. It was noted that just under 50% of the members are from the three parishes. The club now trains three evenings a week at the Playing Field and holds back-to-back matches Saturday mornings. Currently there is no charge from the PC to DBFC for the use of the pitches. There is now an urgent need to review the memorandum with the new hall reopening in a matter of weeks, there is a concern regarding the FC parking affecting hirers of the hall as well as the residents of Walcot Lane and local people using the Play Park. A working group was formed to include Cllr Butterworth, Cllr Pell, Cllr Bessant and Cllr Williams to review the memorandum and the PC offer to DBFC. Members noted that the school was available for parking but was not being utilised effectively by DBFC. Discussion was had regarding the Playing Field as a whole community asset.

#### **19) PARISH MEETINGS 2022**

The Chair advised the dates for the Parish meetings are Drakes Broughton and Wadborough 12<sup>th</sup> May (7.30pm St Barnabas School) and Pirton 24<sup>th</sup> May (7.00pm at St Peters Church). Agenda items for both meetings will include:

- Reports from the Parish Council, District Council and Worcestershire Council
- A short SWDPR community briefing session

Members were encouraged to attend and also to encourage members of the community to attend.

#### **20) DIFIBRULATOR WADBOROUGH**

A short discussion of costs and ownership was had, the ownership of the defibrillator would need to be decided, as well as who was responsible for the ongoing maintenance and how much this was. The funding for the defibrillator had been granted to Wadborough by the Country Councillor, those funds had been transferred to the Parish Council. The item was then moved to June agenda.

#### **10.) REPRESENTATIVE REPORTS - Reports from County & District Councillors had been circulated prior to the meeting.**

##### **County Councillor Linda Robinson**

Cllr Robinson apologised for the delay regarding securing the bench in Pirton, Pirton Members advised that a very nice plinth had been created but despite correspondence regarding securing the bench it had been left free standing and as it was replacing a stolen bench it needs securing before it can be used.

Wadborough Members advised that a number of Wadborough residents would be attending the Parish meeting to raise concerns regarding Highways safety at Wadborough crossroads following a recent accident.

Cllr Williams asked if there was a date for the pedestrian lights to be operational on the Worcester Road, there was not at this stage.

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

Cllr Ward advised that the energy rebate payment scheme was in place and all those eligible households that pay Council Tax by direct debit would receive their payment by the end of May. Those that did not pay by direct debit would be contacted by letter and a voucher would be issued to be redeemed the Post Office. A discretionary scheme for households in higher bands but on low incomes would be introduced and could be applied for by emailing revenues and benefits at WDC directly.

Cllr Ward advised there had been reports of fraudsters trying to obtain householders bank details by pretending to be WDC, it was noted that WDC would not ask for bank details direct and residents should report frauds to the fraud line of West Mercia Police.

#### **Members Reports**

Cllr Crouchman advised there had been a crash at Wadborough crossroads and requested that The Cross Road were included as an item on the June agenda.

Cllr Tanfield advised that illegal burning of manure was taking place in Pirton, regulatory services had been notified.

Cllr Williams advised that if Drakes Broughton residents had days/weeks with no post they should use the official channels to complain and will be given a swift service, delays are due to Covid and staffing.

Cllr Bessant raised concerns regarding splintering of the wood at the Play Park and advised there had been some anti-social behaviour that had been reported via 101. The Chair asked Cllr Bessant to review the sanding and teak oil that had been contracted at the Play Park and report back to the Clerk to act in conjunction with the Open Space Committee on the splintering.

Cllr Turner advised he was as PPW (Parish Path Warden) in discussions with WCC countryside Centre and Bovis/Sanctuary Homes regarding the re-opening of the closed footways across each site. It was likely that Bovis would extend the closure over their site, as work was still in progress, however residents were walking freely about the 'site'.

Cllr Butterworth advised that with Cllr Roberts help one tree in Pirton had been felled however it had not fully resolved the danger and the contractors were due to return and review.

Cllr Williams asked regarding the TPO of the Oak by the Pub in Drakes Broughton – Cllr Ward advised he was following this up with WDC.

#### **21) 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.

#### **22) VILLAGER SUBMISSION – The Clerk would compile the report for Saturday's deadline.**

#### **23) PLANNING**

a) Comments made on planning applications to Wychavon:

W/22/00330/FUL Crabbe Farm, Wadborough. Provision of stable block and tack room to replace existing. No Objection.

- b) Applications Approved:  
W/22/00371/HP Fir Tree Cottage, Worcester Road Drakes Broughton. Rear extension to replace conservatory, alterations to side entrance.
- c) Applications Refused: N/A
- d) Applications Awaiting comment: W/2/00649/HP The Old Coal Yard, Windmill Lane, Stoulton. Conversion of roof space and dormers to front and rear roof elevations.
- e) Appeals: N/A

### 23. CORRESPONDENCE

- Resident regarding litter bin re-location - The Clerk advised that a resident on Stonebow Road had asked the members to consider relocating the litter bin from outside his house. The Clerk advised that the litter bin had been there since 2017 and was mounted legitimately on a Highways sign. The resident has suggested relocating to mount on Col 34 a streetlight near the pub and away from residential properties. Drakes Broughton members noted that there was quite some distance between the locations and it was a well-used litter bin as there was no other litter bins in the vicinity. Cllr Bessant & Cllr Turner volunteered to have a look at the locations to see if there was a suitable alternative. Members also discussed and agreed that any cost for the move should be borne by the resident.
- WDC Regarding streetlight 28 Woodleigh – The Clerk advised there had been urgent correspondence from WDC and a resident regarding a danger with the column, but within hours this was confirmed to be safe, and no action was required. Noted for the record.

### INFORMATION AND DATE OF NEXT MEETING

The Annual Parish Meeting for Drakes Broughton & Wadborough will be held on Thursday 12<sup>th</sup> May at 7.30pm at St Barnabas School.

The Annual Parish Meeting for Pirton will be held on Tuesday 24<sup>th</sup> May at 7.00pm in St Peter's Church, Pirton.

The next Parish Council Meeting will be held on **Thursday 9<sup>th</sup> June 2022** 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 \(worcestershire.gov.uk\)](http://www.worcestershire.gov.uk)

Meeting Closed 9.40pm.