

**MINUTES OF THE ANNUAL MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 11<sup>th</sup> MAY 2023 AT 7.30 PM AT ST BARNABAS SCHOOL.**

**PRESENT:** Cllr J Butterworth (Chair), Cllr T Pell, Cllr R Bessant, Cllr D Skeys, Cllr M Williams, Cllr R Turner, Cllr R Small, Cllr R Booker & Cllr R Roberts

**IN ATTENDANCE:** Mrs N Nicholson (Clerk), County Councillor Linda Robinson & District Councillor Liz Turier and District Councillor Rob Adams.

**PUBLIC:** None

**1) ELECTION OF CHAIR**

Cllr Williams 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 J Murphy, County Councillor Robinson & District Councillor Adams were joining the meeting later due to attending Norton parish meeting prior.

**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 for ALL to complete new 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 July 2022, 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 Clerk asked Cllr Williams if she was receiving timely responses from all the Drakes Broughton Councillors, she advised that she was.

- (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 Cllr Skeys and Cllr Butterworth (Pirton) (fortnightly Inspections)

Drakes Broughton Street Lighting – Cllr R Roberts

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

Highways/Flooding/Drainage – Cllr Roberts advised that all the wards were reviewed by himself and Cllr Small as part of the periodic review and they were happy to cover all, local Councillors were to forward any highways/flooding issues to Cllr Roberts.

VAS Data - Cllr Bessant. Cllr Bessant advised that she was having difficulty accessing the VAS data as it required a laptop. It was agreed she could borrow Cllr Pell's and that the data should be reviewed quarterly.

Dog Waste/Litter Coordinator – Cllr R Turner

Planning Coordinators - Wadborough – Cllr J Murphy

Pirton – Cllr J Butterworth

Drakes Broughton – Cllr M Williams

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

Website/social media – Cllr R Booker

Finance Group – ALL MEMBERS

Sub- Finance Group – Cllr Butterworth, Cllr Williams, Cllr Booker and Cllr Murphy

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

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 2026.

The contract with Worcestershire County Council to provide a Parish Lengthsman is effective until 31 March 2024, and the Parish Council's contract with Mr B. Arrowsmith to provide the services of Parish Lengthsman is effective until 31 March 2024.

The Memorandum of Understanding with Drakes Broughton Rangers Football Club re its use of Drakes Broughton playing field is effective until July 2023.

The contract with SSE continues for street light electricity the Council has agreed a 4-year term with SSE to continue until 30<sup>th</sup> May 2026. Members thanked Cllr Roberts for advising on this last year; it has proved to be a very prudent move considering the current energy price issues.

The insurance contract negotiated via Came & Company will run until 1<sup>st</sup> June 2023, the Clerk advised that a LTA was in place and that this would be renewed and the insurance would be in place until June 2024.

## **10) MEMBER VACANCY FOR PIRTON, WADBOROUGH x2 and DRAKES BROUGHTON**

The Vacancies remain unfilled. Cllr Murphy is actively seeking new members for Wadborough. It was suggested the clerk readvertise on Drakes Broughton Village Facebook page. Pirton is widely advertised too.

## **11) MINUTES**

The minutes of the meeting held on 6 April 2023 were proposed by Cllr Pell, seconded by Cllr Williams, agreed by all and signed by the Chair as a true record.

## **12) MATTERS ARISING**

- Playing Field memorial trees.

The Chair advised that the clerk had contacted the Woodland Trust and that a site visit could be arranged. Cllr Pell advised that the damaged trees were showing shoots and regrowth. It was decided that first was a need to ascertain if the current trees could recover and what if any additional protection could be applied.

The woodland trust had advised that planting larger trees was costly and not in their experience any better at avoiding vandalism, bigger trees were often more affected by stress.

## **13) FINANCE**

- a) The monthly reconciliation of cash and other monies was undertaken for April by Cllr Skeys.
- b) 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 2023.
- c) Following a review of section 1 of the Council's annual return for year ending 31 March 2023, 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 2023.
- d) Following a review of Section 2 of the Council's Annual Return for the year ended 31<sup>st</sup> March 2023, 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 2023.
- e) 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 circa £100.
- f) It was agreed by members that the exercise of Public Rights would run from 19<sup>th</sup> June 2022 – 26<sup>nd</sup> July 2023.
- g) Streetlight Column 11 – The Chair advised that column 11 was unlit and asked members to consider whether to upgrade the column. The Chair noted that over £13K had been spent on the streetlights last year and that it would be much better if they could be adopted by WCC. The upgrade cost was £1388 due to it being one of the concrete column lights. Members agreed and that a lack of investment over many years had left the current upgrade costs so high. The Clerk advised that reserves of £26K had been allocated for the streetlighting. The members decided to continue with the current upgrade programme, noting it had a cost saving via more efficient lights that did slowly filter through to the supply certificate. The upgrade was proposed by Cllr Roberts, seconded by Cllr Bessant and agreed by all.
- h) CIL Priorities (£7451) – Members discussed and agreed that a notice board for the Bovis estate was probably required, the CIL to be used if further dog waste and litter bins were required when the review took place later this year and that the rest be allocated to the streetlighting upgrade programme.

The following previously authorized payments that had been made during the month were noted:

Mr B. Arrowsmith for lengthsman services March £240.00, SSE Monthly electricity for streetlighting, £489.94, One Creative Environments £1200 for creation of phase 2 Open Space master plan and £118 Coronation grant to Wadborough Village Fund.

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

a) Mrs. N Nicholson – Clerk Salary – April (S/O)	£559.64
b) Mr B Arrowsmith – Lengthsman Services – April	£247.00
c) CALC – Annual subscription	£516.23
d.) Drakes Broughton Village Hall - Coronation Grant	£316.00
e.) Pirton Events Committee - Coronation Grant	£118.00
f.) Arthur J Gallagher Insurance Brokers Ltd- annual premium	£2396.09
g.) Mrs N Nicholson – Quarterly contribution to line rental and internet	£60.00
h.) Mrs N Nicholson – quarterly OPE	£32.50
f.) SSE Monthly streetlight electricity	£435.50
g.) Smart Cut – Grass Cutting & DB Playing field grounds work - April	£504.91
h.) Mr B Arrowsmith – annual weed killer	£70.00

Remittance: WDC Precept £1234.00 and WDC rural grant £526.00= £13060.00

#### 14) OPEN SPACE -

Community Liaison meeting: The Chair advised members that a very positive meeting had taken place with WDC community liaison officer regarding the phase 2 plans and how to reduce vandalism and antisocial behaviour. Advice had included that we might consider moving the pump track closer to the Village Hall so can be viewed more easily and we should consider increased lighting all around. The officer did advise that the

residents backing onto the playing field would be considered to be adequately protected from noise due to the trees and shrubbery. The officer advised that although there had been some incidents of anti-social behaviour and vandalism it was very infrequent and not considered to be persistent.

Open Space phase 2 & additional fee for One Ltd – the Chair advised that it was time to move forward with phase 2 of the Open Space development. She advised that due to a time lapse from the original contract with One Ltd to develop the master plan and now, where we want to restart and finish master plan phase 2, due to the delay causing additional work, an additional day fee would be required of approx. £500 possibly more, depending on integrating any further changes. The Chair advised she had spoken to the Chair of the Open Space committee and a meeting of the interested parties would be held end May/early June to plan a route forward. There is still a need to find a project manager for the project, but a staged approach would be needed with the initial stage being to complete the master plan and then move onto costings, once costing were in place WDC can be approached to release the 106 monies.

Football garages – The chair advised she was awaiting a proposal regarding the garage move from DBRFC.

County Councillor Robinson & District Councillor Adams joined the meeting

#### **15) ROAD SAFETY -**

Road Safety Markers for the school – Cllr Bessant advised the new District Councillors that the school had borrowed the current road markers, and that the previous District Councillor had thought he could obtain some funding for the school to have their own set permanently. Cllr Bessant advised that they were £360 for x2 signs. County Councillor Robinson advised that she would fund the purchase from her divisional fund. The Chair and members thanked the County Councillor. Cllr Bessant would advise the school and order the signs. County Councillor Robinson advised that there was a new scheme regarding school flashing lights that were persistently not working, she had put Drakes Broughton forward onto the list along with Norton School who also had persistently faulty lights.

Community Speed Watch – Cllr Bessant advised that they were still, awaiting the final vetting of the volunteers. She advised the new District Councillors that this had been delayed due to the recent police recruitment. The Chair advised for the benefit of the new District Councillors that despite it being widely advertised to Parish Councils to set up a community speed watch, setting up of the community speed watch had been in progress at Drakes Broughton for over three years, which is just unacceptable!

#### **16) WALCOT LANE FORD**

The Chair advised that the latest recording of a lady trapped in her car having inadvertently driven into the ford, was shocking to watch, and how close the lady had come to losing her life, let alone the resources deployed from police and fire and rescue, resources that could not be helping others if deployed at the ford. County Councillor Robinson agreed that action was needed and planned to bring the topic to the attention of the leader and the full council. She has a meeting arranged with M Rouse cabinet member for highways on 23<sup>rd</sup> May. She requires a log of incidents and the number of times fire and rescue had attended etc. Cllr Bessant advised that she already had the fire and rescue information as she had requested it via a freedom of information request and had emailed it to Cllr Robinson already. Cllr Roberts and Cllr Small volunteered to create a log of those entering the ford and getting into trouble that didn't require a full emergency call out alongside the log of those that did. Cllr Roberts asked that County Councillor Robinson send him a brief of what was required to be recorded in the log. Cllr Booker advised that the recent storms had dislodged the current signage, making things even more perilous.

#### **17) PIRTON POLLING STATION**

The Chair advised the new District Councilors of the situation with the unexpected removal of the Pirton polling station and advised that discussions were ongoing with WDC to reinstate the polling station. The reasoning behind closing the polling station was based on false and misleading information. District Councillor Adams thought perhaps there was security concerns regarding the use of a private home. County Councillor Robinson advised that the Church was used in Upton Snodsbury and in other small parishes. Cllr Skeys advised that the private home had been used for many years and that Pirton was a Parish in its own right. Cllr Booker thought that the full Council should get behind the movement to reinstate as access to local polling stations increased democracy and democratic rights for all.

**18) PIRTON PLAYING FIELD – Proposal to level**

The Chair advised that the proposal from Pirton Village Committee had not been received and moved this item to the June agenda.

**19) PARISH MEETINGS 2023**

The Chair reminded members that the dates for the Parish meetings are Pirton Tuesday 23rd May (7.00pm at St Peters Church) & Drakes Broughton and Wadborough Thursday 25<sup>th</sup> May (7.30pm Drakes Broughton Village Hall) and Agenda items for both meetings will include:

- Reports from the Parish Council, District Council and Worcestershire Council
- Reports from community group and activities.

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

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

**County Councillor Linda Robinson**

Cllr Pell advised that the Parish Gang had been cutting the hedges despite the road being in flood!

**Wychavon District Councillor Rob Adams**

Cllr Adams advised that a member of the public had contacted him regarding rubbish in the Rooftop car park at Woodleigh. The responsibility lies with Rooftop and Cllr Adams would liaise with Trevor Clark the Community officer. Cllr Roberts advised that there was some other debris in the car park that he had contacted Rooftop about but had had no response as yet.

**District Councillor Liz Turier**

Cllr Turier thanked the public for voting for her; she had nothing to report as she had only just started in the role but would be familiarising herself with the issues over the coming weeks.

Cllr Bessant advised that the previous DC had been investigating getting a TPO on the entire of 'Josies orchard' which is referred to as /ancient and should be protected from development. It was suggested to make contact with Eileen Marshall the TPO Officer at WDC.

**Members Reports**

Cllr Booker advised that the public footpath in Brickyards Lane had flooded during the recent bad weather and remained boggy. Cllr Booker advised that the playing field wasn't too bad considering the weather but there was some lying water around the memorial trees.

Cllr Williams advised that there was a drain blocked on the B4084.

Cllr Bessant advised that the wall in the alleyway from Woodleigh to Woodland Close was looking precarious and could be a safety concern. It is a public right of way, but likely the wall was a resident responsibility, County Councillor Robinson asked that the Clerk contact the highways liaison officer and request a safety survey.

**20) PERIODIC HIGHWAYS REVIEW**

The Chair thanked Cllr Roberts & Cllr Small for continuing to monitor the roads within the parishes.

**21) VILLAGER SUBMISSION – The Chair advised this had been submitted.**

**22) PLANNING**

a) Comments made on planning applications to Wychavon: W/23/00596/HP Woodground Cottage, Chevington Lane, Drakes Broughton. Proposed extensions and new gated access for improved highways visibility. No Objection, comments about entrance visibility.

W/23/00618/FUL Soulton Farm Shop, Pershore Road, Stoulton. To gain class E and Sui Generis planning consent to add a cafe/deli to the already operating business. No Objection.

b) Applications Approved: W/23/00379/FUL Bow Brook Lodges, Hyde Farm, Pinvin. Installation of solar panel array.

- c) Applications Refused: W/22/02728/PIP Land at (OS 9311 4892) Beech Ave, Drakes Broughton. Permission in principle for up to 6no dwellings.
- d) Applications Awaiting comment: Amended plans for 30 houses applied for on Stonebow Road.

The Chair advised that due to making no changes to any of the policies in the Neighbourhood Plan WDC won't accept it as updated and will only refer to it as the 2017 version. Parish Council will re review the plan with a to see if any policies should be revised to make the Neighbourhood more up to date and relevant so that the up to date version cannot be dismissed by developers trying to build outside of the village boundaries for being considered to be out of date.

### **23. CORRESPONDENCE**

- X2 Residents enquiring regarding allotments. Cllr Small advised that Drakes Broughton residents can have access to allotment allocation in Pinvin.
- DB Resident regarding BT ultrafast fibre roll out, the clerk explained that until recently DB had been on Open Reach roll out listing as scheduled for 2024, it now appears that this date has been removed and there is no date or plan for the village to receive ultrafast fibre despite the new developments having access to it.

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

The Annual Parish Meeting for Pirton will be held on Tuesday 23<sup>rd</sup> May at 7.00pm in St Peter's Church, Pirton.

The Annual Parish Meeting for Drakes Broughton & Wadborough will be held on Thursday 25<sup>th</sup> May at 7.30pm at St Barnabas School.

The next Parish Council Meeting will be held on **Thursday 8<sup>th</sup> June 2023** 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)

ing Closed 9.35pm.