**Draft Minutes of the Parish Council Meeting held on Monday 7th October 2019 at 7.00pm in the Bishampton and Villages Hall**

**Present:** Cllrs Barker, Argyle, Poulter, Amoroso, Davis\*\*, Young, Boocock and Tucker\*. (\* arrived 8.05pm) (\*\*left at 9.00pm).

**In attendance**: Clerk and C.Cllr Tucker\*

1. **Apologies:** None.
2. **Declarations of Interest:**

a)  Register of Interests: Councillors are reminded of the need to update their register of interests.

b)  To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. **None.**

c)  To declare any Other Disclosable Interests in items on the agenda and their nature. **None.**

d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011). **None.**

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

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| The meeting opened @ 7.05pm, 2 members of the public were present. Feedback was given on the visit to Vale Green Energy at Rotherdale Farm and the best ways to contact them. |

1. **Minutes:** The minutes of the last meeting were approved and signed.
2. **District and County Councillors’** **reports (given at a later point in the meeting).** C.Cllr Tucker reported briefly on a SWDP Review meeting in Pershore. Limited information to be published on 14th October. A local parish council working group was suggested to prepare comments prior to the SWDP Review consultation later this year. Highways staff have yet to install the Bishampton sign on the finger post at the Broad Lane and Hill Furze junction. The damage to the bridge and verges along Abberton Road have been inspected.
3. **Progress Reports:** for information & discussion:
4. **Grant Application request, funds for gazebos to be used at community events. DB**

The application is for 2 new gazebos to be purchased by the ‘Bish Bosh Bash’ committee and then stored, insured and managed by BATVHT. The application for £1012.99 was discussed, it was agreed that the parish council will donate this amount for new gazebos, but from the next financial year’s budget. The applicant is to inform the parish council if the cost of the items varies before April 2020.

1. **Bishampton History Society, Wheelwright equipment, request for additional funds. DB**

It was agreed to support Bishampton History Society to complete this project and a donation of £350 was approved.

1. **SWDP Review, scoping report update. MA/CT**

Cllr Tucker reported a lack of progress using local advisors to create a scoping report. Research to continue.

1. **Drainage Issue on Babylon Lane, report and decisions on parish council’s involvement. MA**

Cllr Argyle gave a detailed report on the history of the ownership and maintenance of the ditch that runs across Babylon Lane. Wychavon District Council officers have met with Cllr Argyle to discuss the current state of the ditch and required improvements to improve drainage of the area and reduce the flood risk. The Highways department are proposing installing new road surface drains, after the ditch has been improved.

It was agreed that the parish council would take on responsibility for long-term maintenance of this ditch, after it has been cleared by the district or county council. Landowners of the field to the south of the ditch are aware of the need to dig/clear the ditch on their land. Cllr Argyle to continue to liaise with officers at Wychavon District Council and Worcestershire County Council.

1. **Shop security, update and decision on any further improvements required, if any. MD/BY/MA**

Cllrs Argyle and Davis reported on the quotes for additional security for the back door. Cllr Davis to obtain further information on the locks in quotes, and to proceed with order once satisfied. To be reviewed at the next meeting. The use of the grilles and opening hours were also briefly discussed.

1. **‘Housemartins’, report on maintenance issues. Decisions on improvements. BY/MD/MA**

Cllr Young reported on the replacement bath panel and the repair needed to the bedroom window. The lack of ventilation in the kitchen was reported and it was agreed to obtain quotes to install a new extractor hood and possibly remove the socket over the hob. Cllr Young to action the window repair, costs of up to £50 have been approved.

1. **Leaflet promoting local businesses. FA**

It was agreed to produce a leaflet to go out with the next edition of the newsletter, to be reviewed at the next meeting. Cllr Boocock commented more assistance with distributing newsletters is required.

1. **Contact Information for Noticeboards, final approval required. GB**

Approved, to be posted in noticeboards and on-line.

1. **Update on website review. GB**

Cllr Boocock reported on the review of the current website used by the parish council. It was agreed to create a new website, as per the demo site circulated to councillors prior to the meeting. The new domain/website (www.batpc.org.uk) would be at a maximum ongoing cost of £84 per annum, once introductory offers have finished. Cllr Boocock to liaise with Derek Ruskin. Cllr Boocock offered assistance to parish councillors setting up new email systems, if required.

1. **Formation of a Finance Working Party to consider budget, creation of reserves policy, action plan. DB**

It was agreed to form a finance working party, to include Cllrs Barker, Tucker, Davis and the clerk. Clerk to forward a report before first meeting, date to be arranged.

1. **Litter Pick, date and volunteer organizer to be agreed. DB**

After some discussion it was agreed to postpone the next litter pick until the Spring. No new organizer has been identified.

1. **War Memorial, Remembrance service / ‘decoration’. LP**

Cllr Poulter asked about reinstalling the ‘backdrop’ for the War Memorial. Cllr Argyle to contact C.Morris and investigate. It is hoped that it willin-situ for the month of November. The clerk reported on the Act of Remembrance timing on 10th November and a suggested donation for the wreath.

1. **Finance**

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|  | £ |
| Current Account balance as at 30th September 2019 | 64,830.99 |
| Savings Account, 30 Day notice account | 6,547.89 |
| Total cash assets for the PC stand at | 71,378.88 |
| Savings with Treasury Dept. Dolphin Inn and shop deposits. | 13,840.75 |

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| **Cheques for Signing ( inc. of VAT)** | £ |
| Shutter and grilles for shop, Vogue security, **cheque dated 16th Sept. 2019** | 2,694.00 |
| Wychavon dog waste bin relocation, VAT element only | 4.12 |
| Reimbursement to C.Elwell, Bishampton Cares ( Sept) | 8.00 |
| External Audit, PKF Littlejohn | 360.00 |
| Reimbursement to B.Young, Shop lights x2 and bath panel replacements | 115.03 |
| Smart Cut Ltd, Sept. maintenance | 279.13 |
| Westcotec, Solar powered VAS | 5,256.00 |
| Mark Cole, Lengthsman duties, July | 169.80 |
| Newsletter printing x 400 | 62.00 |
| Byron Security, shop CCTV system | 1,846.56 |
| Mark Cole, Lengthsman duties, September | 138.60 |
| Reimbursement to G.Boocock, comments box | 28.30 |
| Reimbursement to C.Tucker, Shorthorn Wood noticeboard installation | 67.04 |
| Reimbursement to L.Poulter Noticeboard magnets and Bish. Cares groceries | 24.84 |
| Bishampton History Society, Wheelwright Equipment installation at Dolphin Inn | 350.00 |

1. **Planning**

* **19/01606/HP Manor Farm, Main St, Bishampton, WR10 2LX,** Listed building which requires repairs to the main roof and modifications to the dwelling to tailor to the new owners requirements including conversion of dairy storage area to annexe accommodation. **No comment, lodged on-line.**
* **19/01607/LB Manor Farm, Main St, Bishampton, WR10 2LX,** Listed building which requires repairs to the main roof and modifications to the dwelling to tailor to the new owners requirements. **No comment, lodged on-line.**
* **19/01898/FUL Whiston Fields Stud Farm, Seaford Lane, Naunton Beauchamp, WR10 2LN.** Use of 6 stables for livery, riding tuition, conversion of loft space of dwelling to form B&B accommodation. **No comment, lodged on-line.**

1. **Correspondence for Information.**

* Quotes for additional security items at Bishampton Stores.
* Attendance at SWDP Review Meeting on November 6th 2019, clerk to advise before 11th October.
* Bishampton Fields residents’ concerns over future use of Evesham Carp Fishery site.
* Community Views Box, comments received to date.
* Letter from BATVHT Committee re. boiler replacement and emergency expenditure.

1. **Clerk’s report**

* Gate on Jubilee Walk between Bishampton and Shorthorn Wood.
* Thank you to L.Teasedale and C Elwell for running Bishampton Cares in September.
* Email regarding removal of stiles on rights of way at Manor Fields.
* Comments Box, feedback.
* Christmas tree order
* Christmas tree lights, checking and replacement.

1. **Councillors’ reports and items for future agenda**.

Cllr Poulter commented on the large attendance figures at the last Bishampton Cares event and thanks to a parishioner for their donation of 36 mugs for future events. The presence of other councillors was requested.

The purchase of an additional comments/suggestion box for Throckmorton was suggested by Cllr Boocock. The phone box was suggested as a location, Cllr Boocock and Amoroso to report at next meeting.

Cllr Tucker reported on the dedication to Gordon Sallis on the new Throckmorton bench. The noticeboards have been refurbished and installed at Shorthorn Wood. Worcestershire Wildlife Conservancy are to begin work on the Management Plan for Shorthorn Wood by the beginning of November.

Roles and Responsibilities to be reviewed post Cllr Beever’s resignation.

Cllr Barker confirmed he intends to remain as Chair of the parish council.

1. **Date of next meetings:** The next Parish Council meeting will be on Monday4th November 2019 at 7.00pm in the Throckmorton Parish Rooms.

The meeting closed at 9.55pm.

Signed ..………………………………………………… …………………………..

Chair Date