**Minutes of the Parish Council Meeting held on Monday 7th September 2020**

**at 7.00pm via Zoom**

**Present:** Cllrs Barker (Chairman), Poulter (vice-Chairman), Amoroso, Boocock, Davis (due to technical issues arrived at point \* during meeting), Tucker, Young.

**In attendance**: C.Cllr Tucker

One member of the public

Locum Clerk Mrs G Lungley

1. **Apologies:** Cllr Argyle.
2. **Declarations of Interest:**

a)  Register of Interests: Councillors were 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.

c)  To declare any Other Disclosable Interests in items on the agenda and their nature.

No interests, neither DPI nor ODI, were declared.

d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011).

No written requests for dispensation had been received prior to the start of the meeting.

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| Adjournment for Public Question Time |
| The member of the public stated his interest in filling the casual vacancy (Throckmorton ward), but as a newcomer to the village was unsure of the qualification required. It was explained that if his name was on the electoral roll then he could be co-opted onto the council to fill the vacancy; if the electoral roll is updated in the next month then it would be possible to co-opt at the next meeting.Details on the qualifications required and the co-option process would be circulated. |

1. **Minutes:** The minutes of the meeting held 20th July 2020 were approved and signed.
2. **District and County Councillors’** **reports.**

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| C.Cllr Tucker spoke at a point later in the meeting, but comments are recorded here:1. Watersedge Leisure: concerns about non-approved activities taking place have been reported to the Enforcement Officer who is now waiting a response from the owner. Members were advised to keep a diary of any nuisance activity
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| 1. South Worcestershire Development Plan, SWDP review. An invitation has been issued to parish councils to attend a briefing on 7th October where the planning legislation changes will be reviewed. It appears these changes are to remove the ordinary planning system and replace it with a centralized system that will reduce restrictions imposed on developers.

Delay to the SWDP review is due to lack of data to inform the report, eg current traffic data cannot provide an accurate picture. The review is to be put to the three councils September 2021 and if approved will become the submission draft for inspection February 2022. |
| 1. The road to Lower Moor is to be closed 14/09 – 18/09 for flood alleviation works.
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1. **Progress Reports:** for information & discussion.
2. **Nature Reserve, update on approved work at the nature reserve.**

Cllr Amoroso provided an update on the work carried out by the tree surgeons and volunteers at the nature reserve, including the provision of well-received attention to the neighbouring properties.

Work on the orchard trees would be combined with an educational opportunity for residents and the fruit is being put to good use.

1. **Further update on status of deferment of loan repayments for Dolphin Inn, following Covid-19. Clarification of status**

Cllr Barker explained that despite the bank’s assurances the direct debit for the loan repayment had been cancelled, it had in fact been taken out of the council’s account. The Clerk has been asked to follow this up with the bank and find out what went wrong. Members agreed they would need to take stock of the situation when the Clerk resumes duties.

1. **Accessibility Statement for web site to comply with Public Sector bodies (Websites and Mobile Applications) (No 3) Accessibility Regulations 2018.**

Cllr Boocock updated the meeting on measures taken to update the accessibility statement on the website including an indication of disproportionate burden in order to comply with the regulations which take effect from 23/09/2020 and was thanked for his efforts.

\*Cllr Davis joined the meeting.

1. **Shorthorn Wood Management Plan – Construction of wet area**

Cllr Tucker provided information about the management plan and the preparations being made for construction of a wet area. As it was expected to cost no more than £2,000 it was agreed to seek three estimates for the work to be undertaken during the autumn/winter months.

The recent survey had shown an encouraging number of visits and whilst no voluntary work had been carried during the coronavirus lockdown, basic maintenance work will restart subject to appropriate Covid-19 precautions.

1. **Newsletter**

Cllr Boocock led on this item. After discussion it was agreed the next issue of the newsletter will be prepared for October with a return to the ‘proper’ size.

1. **Vehicle Activated Sign (VAS) in Broad Lane, update and to note correspondence received**

Cllr Barker reported the funds have been received from the Police and Crime Commissioner to pay for the new VAS and WCC Highways have agreed its location (approximately 50m before the village hall entrance). The pole will be installed through partnership with WCC Highways Officer.

The status of the other VAS’s in the parish was queried and would be investigated.

1. **Village Hall opening / Zoom meetings or face-to-face meetings update**

Cllr Poulter advised the meeting the Village Hall has re-opened under strict adherence to Covid-19 guidance and regulations; all users, including the parish council, have been issued with relevant information to ensure compliance. Current social distancing guidance means the Ockenden suite cannot be used for a parish council meeting and therefore the hall would have to be used, however NALC guidance is for parish councils to continue to meet online for the rest of this year. No member dissented to this and Cllr Poulter would liaise with the Village Hall committee to notify them of the council’s position.

With regard to the overhanging tree, the offending branch had been lopped as part of ongoing maintenance. The Village Hall committee were thanked for doing this and WCC Highways would be notified the matter has been dealt with.

1. **Finance**
	1. **To review bank reconciliation to 19/08/2020 and approve cheques for payment as well as approve payments made during the month.**

Bank reconciliation to 19/08/2020

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| Opening balance | 70,381.11 |  | Current a/c | 49,338.12 |
| Add receipts | 27,988.88 |  | Deposit a/c | 6,550.36 |
|  | 98,369.99 |  | Other a/c | 13,132.73 |
| Less payments | 29,864.28 |  | Unpresented cheques | -515.50 |
|  | 68,505.71 |  |  | 68,505.71 |

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| --- | --- | --- |
| Payments agreed (inc VAT where applicable) | Chq no. | £ |
| Information Commissioners Office (Data Protection) | 002213 | 40.00 |
| Smart Cut Ltd: replacement of cheque no. 02209 | 002214 | 319.50 |
| Smart Cut Ltd: invoice no. 12586 for maintenance August 2020 | 002215 | 319.50 |
| Stockwell-Davies, invoice no. 414 for tree surgery at Nature Reserve | 002216 | 720.00 |
| Mr Don Cheetham, essential repairs at The Dolphin | 002217 | 390.85 |
| The cheques would be sent to councillors to sign and forward to payees |  |  |
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| Payments already made July to 01/09/2020 |  |  |
| 1&1 Internet Ltd (July) | DD | 8.40 |
| PWLB, load (July) | DD | 10,632.95 |
| 1&1 Internet Ltd (July) | DD | 1.20 |
| Salary to staff (August) | SO | 633.50 |
| 1&1 Internet Ltd (August) | DD | 8.40 |
| Salary to staff (September) | SO | 633.50 |
|  |  |  |
| Receipts during July to 19/08/2020 |  |  |
| Village Stores (July) |  | 200.00 |
| WCC x 2 receipts totalling |  | 232.20 |
| Johnsons, rent (July) |  | 572.00 |
| Village Stores (August) |  | 200.00 |
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**6.2 To decide upon the grant request received from local historian to restore an historical document for display at the Dolphin Inn.**

 A request had been received for a grant of £130 to restore the poster advertising the Bishampton Patriots Society day-long extravaganza in 1896 which could then be put on permanent display in the Dolphin Inn. There were questions relating to ownership and the need to add it to the inventory but there was agreement to support the project and the council would request two copies.

1. **Planning**

**7.1To comment on the following consultation received from WDC**

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| Ref | Description | Comment | Lead |
| 20/01453/RM | Elsewhere, Broad Lane, Bishampton, WR10 2LYReserved Matters application for 2 new detached dwellings to replace existing host dwelling as approved under planning reference 18/00645/OUT | No comment | CT |

**7.2 Bishampton Solar Farm – to receive report following site visit by Cllrs FA and CT**

 Cllrs Amoroso and Tucker reported on their site visit. It is likely the applicants will submit a full application to the planning authority at the end of September and they would also like to attend a parish council meeting.

 There had been concern that the application would take valuable agricultural land out of production, but it would appear the grade of land is such that there would be no great loss and sheep would still be able to graze, the hedgerows would be enhanced and a pond and wet areas introduced to develop the site’s wildlife diversity.

 The applicant has proposed to pay £350 pa for every mega watt produced, which could amount to £15,000pa for community projects for a period of up to 25 years.

1. **To consider arrangements for a litter pick in Throckmorton and to clarify how the parish council will work with WDC in this regard**

Throckmorton has keen volunteers and it is suggested to hold a litter pick during September however this contradicts an earlier parish council decision to hold only one litter pick each year. Members agreed a Throckmorton litter pick should go ahead and Cllr Poulter would assist with access to the litter pick equipment.

1. **Correspondence for Information.**
* E-mail from Charles Rigg regarding the crack in the wall of the outbuilding to be used for housing wheelwright equipment. The council is aware of, and addressing, a tree growing on the boundary.
* Spreading of digestate close to residences, Tilesford Park. The council is to make it known to whom similar concerns should be addressed.
* Letter from Parishioner regarding various matters had been circulated to councillors and dealt with.
1. **Clerk’s report**
* No report.

1. **Councillors’ reports and items for future agenda**.
2. Cllr Poulter noted the Clerk is to resume duties mid-September; the locum Clerk was thanked for standing in.
3. It was noted permanent information posted to the notice boards is fading and would benefit from being updated and replaced, and the map in the information kiosk needs refreshing; to obtain costs for refreshing from Carolyn.
4. A fallen tree behind the Throckmorton finger-post, Long Lane needed to be removed; Smart Cut would be asked to attend.
5. **Confidential Business**

Upon resolution to close the meeting to the public to allow for discussion of confidential business relating to contracts, all non-parish council members withdrew.

12.1 Dolphin Inn, issues for discussion/ decision included: -

1. Explanation of current occupancy rights: the current lease position was explained to members
2. Progress and status of Lease agreement: this is ongoing. Members asked questions relating to various clauses which needed clarification, following which members were broadly in agreement with signing the lease.
3. New Building Survey (Inc. Outbuildings): this has been recommended to establish a bench-mark position and inform the parish council’s maintenance plan. Cllr Davies, working with Cllrs Argyle and Young would obtain quotes for the survey.
4. Review of financial summary, support and emergency costs: members agreed the costs anticipated to be IRO £5,500 ex VAT were necessary to ensure commercial viability.

12.2 Dolphin Inn boundary access.

 The Chairman updated members on this issue. As the owner of the land, the council has a duty to ensure the safety of all visitors to the Dolphin Inn and its curtilage and would be required to act should anything put that duty at risk. It was agreed to respond to correspondence received relating to this duty and to delegate any such actions to the Clerk working with the Inn working party, the Chairman and vice-Chairman; any such actions to be reported back to the Council.

12.3 Dolphin Inn extraction fans

 In response to concerns raised by a neighbour about the noise of the cellar extraction fans, members agreed to discuss the matter with the neighbours and the Inn’s tenants to find out the extent of the nuisance and what can be done to improve it.

 Cllr M Davies was thanked for the extensive work he has put into preparing the lease agreement.

1. **Date of next meeting:** Monday 5th October at 7pm.

The meeting closed at 9.30pm.

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

Chair Date