**Draft Minutes of the Parish Council Meeting held on Monday 1st November 2021 at 7.00pm in the Ockenden Suite, Bishampton and Villages Hall.**

**Present:** Cllrs Boocock, Poulter, Oakley, Davies, Wood and Amoroso.

**In attendance**: C.Cllr Boatright, D.Cllr L.Tucker, Mrs. N. Holland, Acting Clerk and 4 parishioners.

1. Apologies: Cllrs Hodgkiss and Tucker.

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. **LP Item 4k, FA 4j**

d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011). **LP Item 4k**

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| Adjournment for Public Question Time |
|  Four members of the public were present, meeting suspended at 7.00pm, reconvened at 7.30pm. Notes appended to these minutes. |

1. Minutes: The minutes of the meeting on 4th October were approved and signed.
2. District and County Councillors’ reports.

**County Cllr report:**Report on Visibility Fence in Throckmorton (opposite The Elms(: Anything inside of the boundary is not the responsibility of the County Council. They are only responsible for the area 1 metre in depth and the length of the area of 60m. Grass cutting contract carried out on the highway side by Smart Cut Ltd who have the equipment to carry out the work to the standard required by WCC.

Could also be carried out by qualified Lengthsman - Parish Council would need to look at cost in budget if agreed by both parties that the Lengthsman could do this work.

Lot of vegetation by the fencing which WCC has agreed, and promised, will be removed by February ‘22
.
Long Lane Fence issue is in the hands of the WCC solicitor - dispute over who owns what.

Long Lane - visibility poor in area with double yellow lines in place. Evidence of a 3-5 year history of problems registered with the Police. Passed to the Traffic Management Team at WCC.

WRubble - planning permission granted to move to Fladbury.

Health and Sanity report - looked at access to GP surgeries. Big marked difference less than 40 happy with consultation process; more than 40 would like face to face consultations.

Numbers of HGV drivers and timber supplies are still lacking.

History of odours in the area: nothing reported from the Environment Agency.

Pathway to the Village Hall has been reported.

**District Cllr report**:

Planning Application for 6 self-build properties**:**  Planning Officer is minded to approve the application. Cllr. Mrs. Tucker has requested that the application goes to the Planning Committee for decision at its meeting in November. She requested that a member of the Council speak on the application at this meeting, Cllr. Boocock to attend.

Vibrant Villages - event held at WDC. Main principle to get communities to work together.

Legacy Grant: Fourth round due to be released shortly. Project has to be of a long-term significance. Aiming for those Councils that have not put in applications on previous rounds.

1. Progress Reports: for information & discussion.

| Item | Description | Responsible |
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|  | Staffing Recruitment of Clerk -Update, working party, interview panel, advert budget?Working Group agreed as Cllrs: Boocock, Poulter and Amoroso. Post has been advertised on the CALC website, parish council website and other portals. Closing date end of November with interviews to be held in December. Costing for Advert to be placed in the Evesham/Cotswold Journal £438.00 +VAT.**Action:** Advert to be put on notice boards locally, in the Shop and local Facebook.Paid advertising to be reviewed December if light of received applications. | GB/LP |
|  | Long Lane VAS signs – changed options and decision on way forwardIt was previously proposed to upgrade the north sign current status to solar power but now a new Lengthsman is in post he will check the batteries on a weekly basis but has requested new batteries. A new one for the north sign battery will cost approx £80+VAT. It was agreed to purchase this and fund our share of an additional for the sign shared with Wyre Piddle Parish Council(£40). To consider asking West Mercia Police to contribute towards the new batteries retrospectively.The repair of the VAS on the south side was discussed and it was agreed to proceed: funding is available from the SMH Fleet solutions and has been approved for this purpose. | GB |
|  | Visibility fencing in Throckmorton (opp. The Elms). The Lengthsman remit would allow him to paint the fencing once the vegetation is cleared. Highways have committed to cleared by February 2022. This was confirmed to be a Highways issue (CCllr Boatright). | GB |
|  | Shorthorn Wood – Wetland –Legal opinion update noted. Following discussion it was agreed to purchase two signs, similar to ones already erected, for each entrance gate with appropriate wording. | GB |
|  | CIL Projects – update (public consultation delayed) Parishioners’ views on approved options to be invited via Newsletter, website and Noticeboards. Feedback to guide and prioritise spending on projects.  | GB |
|  | Unreliable and poor public transport through the villages. Timetable information has been obtained. Active Travel Officer has been emailed regarding presenting to council but no response received to date. | CW |
|  | Remembrance Day - arrangements/ attendance. Box hedge trimmed; backdrop completed; wreaths in the Church. Bugle player to confirm attendance. | GB |
|  | December Newsletter plan to go ahead but short of items. Has to be out to the editorial team by the middle of this month. requested to add in a piece on the Wychavon Carbon Challenge. Cllrs Boocock; Poulter and Davies to approve the copy. | GB/LP/MD |
|  | Christmas Trees, Trees to be purchased of trees for villages and delivery dates confirmed. Lights are being checked (GB to liaise with B. Young). Parishioners will provide the electricity to the tree to be sited in Throckmorton. GB will liaise with neighbours in Bishampton and Cllr. Argyle and a parishioner to instal the Bishampton tree. | GB/MA |
|  | History Society – Grant request (repayable) Grant request of £280, repayable, agreed by all. | EM/GB |
|  | Parish Pathways team – equipment storage proposed solution report noted. Storage of the equipment for the Team will be stored in one of the Dolphin outbuildings. The Stoneland Trust are to give a donation to secure the building. Equipment added to the Parish Council Insurance Policy. It was resolved by all to allow Pathways to store the equipment as stated above. Cllr. Poulter to inform the landlords at The Dolphin Inn of outcome. | GB |
|  | Use of Wychavon Payroll support – approval to maintain for present until new clerk is in post. |  |

1. Planning

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|   | Reference | Description | **Comment**  |
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| Pending | 20/02113/FUL | Evesham Vale Carp Fishery, Broad Lane: 6 Lakeside Lodges | **Comment** |
| Approved | 20/02322/FU | Ridgeway Park Farm, Long Lane: Building to house 4 biomass boilers (Retrospective application) | **Commented.**  |
| Pending | WCC | Rotherdale Farm – Changes to ROW and landscaping | **No Comment** |
| Pending | 21/01504/CU | Church Farm House Long Lane, Tilesford: Proposed conversion of outbuilding to residential dwelling | **No comment** |
| Pending | 21/02215/OUT | Land off Main St: RESUBMISSION -Outline permission for 6 self- build dwellings with all matters reserved except for access. | **Commented** |

1. Progress Reports: Properties

| Item | Description | Responsible |
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|  | Dolphin Outbuilding, tree removal (update) After meeting with neighbour (Cllrs Boocock and Davies), the neighbours request for information fulfilled. GB to continue to liaise with neighbours, as no agreement to proceed yet received. |  GB/MD |
|  | Dolphin maintenance issues:-a) security fittings & sensor (MH) No update received.b) Gas Safety Certificate – R Parry arranging to conduct.c) Boiler – Tenants concerned that internal leak is worsening. Quotes for replacement requestedbut not yet received. Quotes to be on December agenda.d) Dampness – Chair to cross check with the condition report and also ask Cllr Argyle to obtain opinion from a builder. | a)MHb-d) MA/MD/GB |
|  | Housemartins –It was resolved to accept the quote for upgrading bathroom fan at a cost of £175 +VAT. Work to be ordered by clerk.**ii)** Alarm service for flat and Bishampton Stores actioned this week. Also agreed to provide a wooden sign with name of flat at a maximum cost of £10. | EM/GBGB |
|  | Shop – problem of lack of progress with electricians re.changes to the ring main. Clerk to seek alternative recommended contractors again. | MA/MD/GB |

1. Finance
	1. To review the bank reconciliation, approve new payments and any made during the month.
	2. To review the current year’s Budget in preparation for Financial Working Group preparing 2021/22 Budget prior to the December meeting.
	3. Interim payment process. Due to banking restrictions need to revert to cheque payment till new clerk in role.

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|  | £ |
| Current Account balance as 31st October 2021 | 56,003.64 |
| Savings Account, 30 Day notice account | 14,052.015 |
| Total cash assets for the PC stand at | 70,055.79 |

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| **Payments for Approval (inc. of VAT)** | **£** |
| Smart Cut Ltd, maintenance (Annual cost spread over 12 months) | 319.50 |
| E.Morrish, Reimbursement for flowers for Dolphin tenant’s marriage celebration | 35.00 |
| Replacement white village gate, Vinyl Fencing | 132.00 |
| DWS Pubs Limited, Bishampton Cares coffee morning | 60.00 |
| DWS Pubs Limited, contribution to security improvements | 350.00 |
| Carl Brassington, lengthsman, timesheet for October | 225.00 |
| Wreath donation to Royal Legion via St James’ Church | 25.00 |

1. Correspondence for Information (circulated prior to the meeting).
	1. Safer Neighbourhood Team - PC Ben Trowman to replace PC Paul Brown. With darker nights approaching asked if items on crime prevention and Neighbourhood Matters information be made available to residents.
	2. Parishioner Letter – Electricity supply. Council not sure how to address as practicality problems. Concluded to draft letter to distribution company.
2. Clerk’s report
	1. Grit bin relocated in Throckmorton, planter still to be moved.
	2. CALC Update circulated.
3. Completed items to close
	1. LGA/Planning Dept Forum (5/10/21)
	2. Replacement white village gate has been installed on Long Lane, Throckmorton.
4. Councillors’ reports and items for future agenda.
5. Cyclists: (Behaviour at cycle events). No response to council’s letter to organisers.
Village Hall Committee will no longer hire out the Hall to cyclists when events are to start at this location but will allow use it as a staging post.
6. War Memorial: to be cleaned Sunday November 7th in the afternoon.(Cllr Wood + helpers)
7. Date of next meeting:

The next parish council meeting is on Monday 6th December to be held in Throckmorton Parish Rooms at 7pm.

1. Confidential business

To resolve to close the meeting via Public Bodies (Admission to Meetings) Act 1960 to discuss matters relating to any of legal / staffing / contractual issues that, if discussed in the public arena, would be prejudicial to the public interest, following which members of the public will be asked to withdraw

* 1. No discussion took place as no correspondence has yet been received from the neighbour’s solicitor.

The meeting closed at 9.05pm.

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