**Minutes of the Parish Council Meeting held on Monday 3rd July 2017 at 7.30pm in the Bishampton and Villages Hall**

**Present:** Cllrs Hodgkins, Cheetham, Tucker, Merrett, Davidson, Argyle, Beever\* and C. Cllr Tucker.\*

(\* arrived late to the meeti).

**In attendance**: Clerk

**Apologies:** Cllr Blears ( H).

**2. Declaration 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.

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

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 @ 7.30 pm, 18 members of the public were present.  5 members of a group intending to set up a Community Interest Company to take on the lease of the Dolphin Inn gave a presentation and took questions. Summary notes are contained in Appendix 1. |

1. **Minutes**: The minutes of the meeting held in June 2017 were signed.
2. **District and County Councillors’ reports (given in the middle of the meeting).**

An update was given on changes of senior staff at Worcestershire County Council. C.Cllr Tucker reported on Wychavon’s case against Mr. Bruce of Ridgeway Park Farm. The burning of waste on near by land in Pinvin has been causing concern and it being monitored by Wychavon DC and Worcester Regulatory Services.

C.Cllr Tucker is continuing with enquiries into the containers with waste on Qinetiq land on Long Lane. Regular contact is being made with enforcement officers.

1. **Progress Reports: NB. Items were not discussed in the order of the agenda but are recorded in the same way for clarity.** 
   1. **Dolphin Inn -update, maintenance matters ceiling repairs needed, decisions required on terms of new lease and use of surveyor. RH/DC/CD**

The clerk reported on the collapse of the ceiling in the master bedroom. One quote for full replacement of the ceiling has been received. Clerk to seek further quotes. Clerk to contact the insurance company and consider claiming if covered by premium.

A discussion took place covering the creation of new Heads of Terms for a new lease.

It was agreed that the terms of a new lease should remain as similar as possible, with solicitors creating a short term provision for planning permission to be sought for the outbuildings.

Cllr Cheetham has created a new Inventory covering the Fixtures and Fittings in the Dolphin.

It was agreed that a schedule of condition should be created using a surveyor, who would also confirm the inventory and negotiate the new lease. It was agreed that the clerk would get 3 quotes from surveyors.

It was agreed that there should be no costs to the Parish Council for the exchange of leases.

* 1. **Delegation to working party and the clerk for the creation of a new lease(s) RH/EM**

It was agreed that Cllrs Beever and Davidson will act as a Working Party on the creation of the new lease for the Shop, with support from the clerk and Cllr Merrett.

It was agreed that Cllrs Cheetham and Davidson will act as a Working Party on the creation of the new lease for the Dolphin, with support from the clerk and Cllr Hodgkins**.**

* 1. **Bishampton Stores- update, maintenance matters RH/CD**

Bishampton Stores closed on 29th June following the resignation of Zoe Morel, the shop manager. Mr Hanif, has stated that he will not reopen the shop.

Cllr Davidson gave an update on the discussions taking place between Ajmal Hanif and an interested party over the sale of fixtures and fittings at the shop. Once this is agreed a Deed of Surrender will be requested for Mr Hanif’s lease.

The clerk gave an update on the Public Works Loan Board loan on the flat and shop.

As at 1st June the outstanding loan is £128,821.78. Two repayments are paid a year totalling £10,598.26, this year £6466.86 is for interest.

The Parish Council resolved to keep the shop open, serving the community.

It was stated that the value of the property has increased since purchase.

A report was given on the situation with the Post Office now the shop is closed.

Clerk reported that as rent has been paid in arrears since 2013 the total amount outstanding for rent is £1875.00 and there is also an outstanding insurance payment of £328.22 (for the period until 31st May 2017). Discussions took place over this debt and reluctantly it was agreed to write off the debt in view of alterations to the shop and the wish to reopen the shop with a suitable new lessee as soon as possible.

A discussion over the creation of a Tenancy at Will took place. This would enable the shop to reopen whilst creating a new lease. Ms Morel’s requests for features of a new lease were discussed and her proposals for length of lease and rental payments over the first 3 years were agreed. Rental payments in the future to be by standing order and in advance.

The clerk reported the difficulty of getting tradesmen to quote for maintenance such as replacing guttering, fascias and painting at the shop and the Dolphin. Cllr Merrett to assist with this over the summer.

* 1. **The Flat- update, decision required on management of tenancy, maintenance RH/CD**

It was agreed that the flat shall be re-let on a managed tenancy through the agent. Cllr Cheetham to help with some minor maintenance tasks.

* 1. **Table of Responsibilities, comments from councillors. RH**

No comments were received other than the need for a PACT representative.

* 1. **Shorthorn Wood, update. CT**

Cllr Argyle has increased the gap at the right of the gate to enable Motability scooters to access the site. Cllrs Tucker, Hodgkins and the Clerk to attend a meeting at Wychavon on Monday 10th July 2017 to discuss the land purchase, funding and management.

* 1. **Dolphin Inn outbuildings, update. MA/DC/CD**

Cllrs Cheetham, Argyle and Davidson have met with Martyn Cole and discussed preparation of a planning application for two one bed dwellings in the outbuildings. A two step fee arrangement has been proposed.

**It was agreed** that the Parish Council would proceed with the initial step of creating documents that investigate the context of the building in relation to the pub, the external areas and its viability. Mr M.Cole would liaise with Wychavon Planning staff to create an application in principle. The costs for this step would be no more than £1,200.

The second step would be to develop a full planning application including a bat roost survey and to cost no more than £3,000 in total.

* 1. **Waiver System. Decision on wording and amount. RH**

This was not discussed.

* 1. **Jubilee Walk, addition of new waymarkers, decision on budget required. Leaflet redraft. RH/MA/NM**

New waymarkers were not discussed. Cllr Merrett has completed the new leaflet in draft format and will circulate it via email. Clerk to organise quotes for printing.

* 1. **Nature Reserve- Maintenance undertaken, ongoing RH**

The bridge has been replaced after it collapsed recently.

* 1. **Traffic Issues, Community Speedwatch, the White Gates, Throckmorton Parish Traffic Group next meet on 4th July 8pm EB/ RH**

Cllr Hodgkins reported on correspondence from West Mercia Police stating a representative will not attend this meeting. A brief discussion took place over the use of County Council’s speed tape readings and the use of the data on the new VAS.Cllr Beever will report to the Parish Council in September.

* 1. **Village Hall Agreement, redraft NM/RH**

Cllr Merrett will present the new draft agreement to the Village Hall Committee for discussion on the 5th July.

* 1. **Approval of new Complaints Handling Procedure. EM**

Approved.

1. **Finance** 
   1. To view the bank reconciliation & approve cheques for payment as well as approve payments made during the month.

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|  | £ |
| Current Account balance as at 30th June 2017 | 53.841.65 |
| Savings Account, 30 Day notice account | 6540.48 |
| Savings with Treasury Dept- Reserves, invested until 4th July 2017 | 24,000.00 |
| Total cash assets for the PC stand at | 60,382.13 |
| NB. Dolphin Inn Deposit, that was separate with Lloyds Treasury Dept- now in current account- included above. |  |

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| **Cheques for Signing (inc of VAT)** | £ |
| Smart Cut, June 17 | 279.13 |
| E. Morrish mileage, expenses | 23.46 |
| Reimbursement for Rodney Hodgkins for equipment needed for repairs to bridge in Nature Reserve | 45.29 |
| Westcotec- VAS and data collection unit (NHB funds are in account) | 3660.00 |
| Mark Cole | 104.70 |

1. **Planning**   **MA**

New Applications:

* 17/01104/FUL, Verona, Abberton Road, Bishampton, construction of a detached dwelling in the rear garden. **Objection to be lodged online.**

Exisiting Applications:

* W/17/00987/ FUL, The Paddocks, Main St, Bishampton, Amendments to the elevations of house previously approved under application no W/15/00532/PN- retrospective. **No objection.**
* W/17/00406 Willow Close, Main Street, Bishampton, WR10 2LX New 4 bed dwelling to south of existing house at Willow Close and change use of attached orchard to domestic curtilage.

**This application has been amended- reduction in size and removal of garage and bedroom over [sic]. Further comment lodged online regarding the orchard and curtilage.**

1. **Correspondence for Information:** To note the attached appendix of items which haven’t been circulated or will be available for inspection at the meeting. (OR a list of items will be available at the meeting.)

* Management of letting the flat, fee quotes for comparison.
* Quotes from tradesmen.

1. **Clerk’s report**

* Audit advice- new accounting system- to be actioned over next 3 months.
* Communication with solicitor over lease for Dolphin.
* Ceiling replacement at Dolphin Inn.
* Clerk’s leave

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

None.

1. **Date of next meeting:** 7.30pm on Monday 4th September at Throckmorton Parish Rooms.

The meeting closed at 10.30pm.

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

Chair Date