**Minutes of the Parish Council Meeting held on Monday 2nd October 2017 at 7.30pm in the Bishampton and Villages Hall**

**Present:** Cllrs Hodgkins, Cheetham, Tucker, Blears, Argyle, and C. Cllr Tucker.\*

 (\* arrived at 8.50pm).

**In attendance**: Clerk.

**Apologies:** Cllr Beever, Merrett, Davidson.

**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. **MA 5.f.**

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.

**It was agreed to grant a dispensation to Cllr Argyle relating to the Community Speedwatch Group, item 5f.**

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| The meeting opened @ 7.30 pm, 2 parishioners standing for co-option were present and Derek Ruskin who has been assisting the Parish Council in the creation of a new website.  |

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

C.Cllr Tucker reported on Wychavon’s ‘door knock exercise’. Enquiries are being made into the cause of mud on Babylon Lane. A update was given on the Northern link and Goodwood Road in Pershore.

The Throckmorton Parish Traffic Group letter to the Traffic Commissioner relating to Marshalls on Long Lane, was briefly discussed.

An update was given on Worcestershire County Council’s Children’s Social Care services and the late submission of County Council’s annual accounts.

1. **Progress Reports: NB. Items were not discussed in the order of the agenda but are recorded in the same way for clarity.**
2. **Co-option of new member of the Parish Council. RH**

Standing orders were suspended and a ballot took place. Mrs Juliet Burnham was formally co-opted onto the Parish Council. The Declaration of Acceptance was signed by Cllr Burnham and the clerk.

1. **Village Hall – Approval of wording of Equipment Loan Agreement NM**

The wording of the Equipment Loan Agreement was approved. Cllr Beever to report on ownership of the Village Hall at the November meeting.

1. **Update on Shorthorn Wood. Decision required on committing funds for purchase and maintenance budget going forward. CT**

Cllr Tucker reported that conveyancing is ongoing by Wychavon’s Legal Department.

The council formally agreed to contribute £5,000 from reserves the purchase of the site.

The Parish Council will lease the site, a Management Plan must be generated within 6 months of the start of the lease. The Parish Council will be responsible for full maintenance costs from the start of the lease. Cllr Tucker indicated support could be forthcoming from organisations such as the Woodland Trust.

Cllr Tucker reported that the annual costs are approximately £1000 per annum and it was agreed that Cllr Tucker will forward information relating to this fact to council members.

The clerk reported that in minutes from the meeting of involved groups at Wychavon DC, on July 10th 2017 Stoulton Wood management costs were quoted at approx £3000 to £5000 per annum.

It was stated that Stoulton Wood is younger and therefore maintenance requirements are different to Shorthorn.

Cllr Tucker agreed to make contacts with Liz Etheridge of Wychavon DC and seek her view on annual maintenance and management costs. This information is needed prior to the setting of future budgets. Wychavon indicated on 10th July 2017 that Liz Etheridge would be available for the Parish Council on a one day a month basis from the start of the lease.

1. **Lease for Shop, decision on legal costs, review of Heads of Terms. EM**

The tenant’s comments on the Heads of Terms were briefly discussed. See Appendix 1 for council agreements and comments to be forwarded to the solicitor on October 5th by the clerk.

1. **Christmas Tree and lights for Throckmorton RH/CT**

Cllr Tucker reported that lights are available for a new tree next to the telephone box and a parishioner may donate a tree. If this is not forthcoming Cllr Hodgkins to contact Smart Cut Ltd.

Cllr Tucker to confirm.

1. **Community Speed Watch, concerns over accidents in Bishampton. Decision on purchase of new signs.** **RH**

Cllr Hodgkins gave a brief report on results- 462 cars monitored, 7 over 35mph, 1.5% speeding.

A discussion took place relating to traffic issues in the villages including volunteers’ frustration at results of CSW not reflecting true traffic speeds, the use of signage, 20mph zones, parking on the pavements, and accidents in Bishampton.

It was agreed to purchase 6 A3 correx signs for the village planters or white gates at £8.95 each ex VAT, in-keeping with guidance received from Worcestershire Highways Dept.

To date, no information has been extracted from the data logging unit within the new VAS.

CT to action.

1. **Throckmorton Parish Traffic Group report and request to clean signs, VAS location. CT**

It was requested that the Lengthsman cut back vegetation over signs and the VAS returns to Throckmorton. RH to action.

1. **Throckmorton Phone Box refurbishment, update CT**

The Parish council expressed gratitude to Peter Chatterton for his time and effort spent on the refurbishment of the telephone box. The signage will be changed and it is planned to install a map as in Bishampton. Clerk to seek a quote from the local artist.

1. **Newsletter – timing and content NM**

Content requested, to Cllr Merrett within 2 to 3 weeks.

1. **Website for the villages- update NM**

Cllr Hodgkins invited Derek Ruskin to speak to the council on the creation of the new website.

A description of the website content including events calendar was given. The process of setting up administrators and training sessions was described and Cllr Burnham and the Clerk agreed to assist in this process, presumably with Cllr Merrett.

The authorisation of potential users was discussed. It was agreed that anyone adding links to the website should be a resident of the parish. Access to the events calendar will be controlled through the training and password process. Only 2 members from each village organisation or group will be able to access the events calendar.

A discussion took place as to whether events on the calendar would be deleted after a period of time.

Clerk to clarify the appropriateness of a Parish Council funded website promoting events at Parish Churches.

1. **December meeting, and Christmas Event RH**

It was agreed to move the December meeting to a 7pm start followed by a meal at the Dolphin Inn. Clerk to action.

1. **Litter Pick, dates RH**

It was agreed to hold this event over the weekend of October 28th/29th. Clerk to contact Wychavon DC for bags and waste collection. Cllr Hodgkins to seek volunteers and organise rota.

1. **Capital Expenditure Projects for the Future DC**

To be discussed at next meeting.

1. **Shop Maintenance – Quotes for decorating windowsills and Fascia work RH**

It was agreed to proceed with a quote for repairs to the fascia on the garage at the rear of the shop and to proceed with painting the front windowsills plus the fascia of the boiler house. Clerk to liaise with tradesmen.

1. **Finance**
* **To view the bank reconciliation & approve cheques for payment.**
* **Review of accounts and decision on investment of reserves.**

Cllr Cheetham’s comments on the fall in shop income were acknowledged. No discussion took place regarding the investment of reserves.

* **Discussion over ‘ring fenced’ funds being used for all council owned properties.**

It was agreed that reserves generated and remaining from the purchase of the Dolphin Inn could be used for future capital expenditure on all 3 properties purchased by the Parish Council.

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|  | £ |
| Current Account balance as at 30th Sept 2017 | 67,453.80 |
| Savings Account, 30 Day notice account | 6,541.33 |
| Total cash assets for the PC stand at | **73,995.13** |
| Savings with Treasury Dept- Dolphin Inn Deposit, invested until 2019 | 13,000.00 |

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| **Cheques for Signing** | £ |
| Martyn Cole- outbuildings advice | 200.00 |
| M. Harris- Ceiling painting | 112.00 |
| Grant Thornton- Audit | 360.00 |
| Smart Cut Ltd, mowing | 279.13 |
| Reimbursement to D Ruskin for new website domain | 6.99 |
| E. Morrish expenses, stamps and mileage  | 22.82 |
| Mark Cole | 112.20 |

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

New Applications:

* 17/01791/LB, The Thatch, Main Street, Bishampton, WR10 2NL. Removal of an internal wall. **Observation to be lodged on-line- no comment.**

Exisiting Applications:

* 17/01104/FUL, Verona, Abberton Road, Bishampton, construction of a detached dwelling in the rear garden. **New plans being submitted.**
* 17/01597/CU, Dean Lodge Farm, Seaford Lane, Naunton Beauchamp, WR10 2LN- Change of use of agricultural building to commercial use to allow for on the farm processing of rape seed oil.

**Comment lodged on-line re. lighting.**

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.)
* Quotes from tradesmen- Shop garage and shed fascia and windowsill painting.
1. **Clerk’s report**
* Jubilee Walk – leaflets being circulated
* Maintenance update on Dolphin, items previously ordered.
* Dates for 2018 Meetings.

1. **Councillors’ reports and items for future agenda**:
* CIC to update council of recent activity at Dolphin Inn.
* Decisions on Capital Expenditure projects.
* Use of emails between council meetings, clarification required.
* Budget Proposal for 2018/9.
1. **Date of next meeting:** The next Parish Council meeting will be at 7.30pm on 6th November 2017 in the Throckmorton Parish Rooms.

The meeting closed at 10.10pm.

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

Chair Date