**Draft Minutes of the Parish Council Meeting held on Monday 3rd September 2018 at 7.30pm in the Throckmorton Parish Rooms**

**Present:** Cllrs Hodgkins, Tucker, Merrett, Beever, Davidson, Burnham and Poulter.

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

1. **Apologies:** Cllrs Argyle(H), Blears(H)**.**
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.

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

**RH Item 7- Elsewhere. NM Item 5g.**

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 @ 7.35pm, 3 members of the public were present for Public Question Time. The council were asked about community transport, and were given a report on the data collected from the new VAS and information on the wheelwright equipment was reported. |

1. **Minutes:** The minutes of the last meeting were approved and signed.
2. **District and County Councillors’** **reports.**

C.Cllr Tucker reported on the planned reduction in local bus services and the discussions at County Council to offer alternative routes, more information to follow during September. A discussion took place regarding the Volunteer Centre in Pershore and its Community Transport Scheme, and the possibility of the parish council being involved.

West Mercia Police and other organisations are hosting a crime prevention event on the 5th September at Fladbury Village Hall from 12noon until 9pm, open to all.

It is hoped that a PACT meeting will be organised for October, more information to follow.

Road closures are planned for the Lower Moor end of Long Lane in October.

C.Cllr Tucker is monitoring the SWDP review being undertaken by Wychavon DC.

1. **Progress Reports:** for information & discussion
2. **Survey feedback to date, project choice and planning for future expenditure. RB/NM/RH/LP**

Cllr Merrett reported on the broad range of responses received in the survey. Only 40 responses have been received to date.

The majority of responses were complimentary and suggestions for improvements to the parish included:

 For Bishampton Play Area:

* More picnic benches.
* Increased shade.
* Updates to play equipment including replacement football nets, improved playing surface, play houses.
* Additional play equipment including an outside table tennis table, adult exercise trail.
* Improved signage and new waste bins.

Suggestions for other areas:

* Childrens’ play area behind the Dolphin, or petanque/boules court.
* Support for local groups such as Tiddlers, Art group or the creation of new groups.

No survey responses suggested play equipment for Throckmorton or Tilesford.

Cllr Poulter reported on her research on outdoor table tennis tables as these were suggested most often in survey responses. A Cornilleau Park Outdoor which retails at £1599 has been identified as a suitable table for the Bishampton Play Area with additional costs for a base to be considered.

After a discussion it was resolved to move the decision on planning future projects, and budgeting for them, to the next meeting. Cllr Hodgkins has produced a costed list of possible items to be considered. Cllr Merrett to report possible projects to the Bishampton Villages Hall Trust committee. The Clerk commented that the current play equipment was installed in 2006 and 2008. Confirmation of the second instalment of the Community Infrastructure Levy will be available in time for the next meeting, currently £7,485 has been received.

1. **Dolphin Inn- discussions after presentation from CIC RH**

This did not occur as CIC were not present.

1. **Youth Representative for Council JB**

Cllr Burnham to contact Grace Gregory of Bishampton who has volunteered to be a youth representative. Only one other name was mentioned in a survey response.

1. **Traffic Group update, including information from K.Hemstock of Highways EB/RH**

The Throckmorton Parish Traffic Group have not met recently. Cllr Hodgkins reported on improvements to signage on Abberton Rd, Bishampton as planned with Worcestershire County Council.

Cllr Beever to contact the traffic consultancy working with SMH Fleet Solutions Ltd on Throckmorton Airfield.

1. **Wheelwright equipment, possibly to be donated to Parish Council, decision required. RH**

Councillors discussed the information presented by C.Rigg of Bishampton History Society during Public Question time. It was agreed that the council will support the relocation of the equipment to Bishampton. The Dolphin Inn CIC have offered the use of the end of the outbuilding at the rear of the pub. It was agreed that the parish council will take responsibility for the insurance of the equipment and that the History Society would need to install the wheelwright equipment with interpretation panels/signage and be responsible for its upkeep. It was agreed that other than insurance, there would be no cost to the parish council relating to the relocation of the wheelwright equipment.

1. **Shorthorn Wood Management Plan, update. Access for horses after comments from parishioner CT**

Cllr Tucker reported upon draft guidelines for users, listing 4 types of users: walkers, dog walkers, cyclists and horse-riders. The paths are all permissive only. No fires or camping to occur in the wood.

Temporary signage to be created to cost approx. £100.00, whilst a grant from Severn Waste’s environmental fund “Welcome to our Future” is sought for permanent signage.

Pershore College yet to confirm their plans to work on the site with Cllr Tucker.

3 parishioners are assisting in the creation of the management plan with Cllr Tucker, Worcestershire Wildlife Fund have agreed to prepare the Management plan.

Educators hoping to use the wood for school visits are to present to the parish council in November.

It was agreed to give permission to Mr P. Davis to fly his photography drone over the wood.

1. **WW1 memorial, update on design. Decision required on event proposed as workshop/lunch on October 27th. Decision required on payments including hall hire. Decision needed on delegation for purchasing.** **NM/ MA**

Details of Carolyn Morris’ planned art installation were circulated. There are several parts to the art work including decorated memorial stones being created by members of the public as on <https://bishamptonmemorialstones.wordpress.com/>.

An event is planned for Saturday 27th October from 12 to 3pm where women will be encouraged to make pieces for the installation including poppies, marking the role of women in Bishampton during, and after WW1.

It was agreed that the parish council will pay for the hall hire for this community event. A delegation was made to the Clerk and Councillor Argyle to spend up to £400 on materials if required. Parishioners can get involved with the project at the local ‘Time Out’ art/craft group classes held on Wednesdays.

1. **Shop update, awnings CD**

To be installed on 5th September 2018.

1. **Flat update, blocked drains EM**

The clerk reported on events that took place on the 18th and 19th August. Cllr Argyle assisted tenants by liaising with Severn Trent who then cleared the drains.

1. **Table of Responsibilities – comments RH**

The draft table was approved by the council. 3 laminated copies to be produced for noticeboards.

1. **Playground behind Bishampton Village Hall, tidy-up RH**

Cllr Hodgkins has asked staff at Amey to consider adding a clean-up of the Bishampton play area as a community day organised by the business. This could include pressure washing of the paved area at the rear of the hall.

1. **Defibrillator, donation of equipment to Village Hall and refresher training sessions RH**

Jill Burtoft, previously a First Responder, has offered the defibrillator (originally funded by the PC) to the Village Hall Committee. The Village Hall committee will decide where it should be placed and fund the necessary cabinet. Jill has offered to run a defibrillator training course in Bishampton and Throckmorton. The council agreed to fund the hire of the hall for these events. Clerk to liaise.

1. **Rotherdale Farm, update RH**

Cllr Hodgkins gave a brief report following a visit to Vale Green Energy. This included an update on the greenhouse development and the problems encountered. Phase 1 to be completed by April 2019, phase 2 ‘on hold’.

1. **Finance**

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|  | £ |
| Current Account balance as at **31st** August 2018 | 60,060.13 |
| Savings Account, 30 Day notice account | 6,544.32 |
| Total cash assets for the PC stand at | **66,604.45** |
| Savings with Treasury Dept- Dolphin Inn Deposit, invested until 2019 | 13,000.00 |

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| **Cheques for Signing ( inc. of VAT)** | £ |
| St James’ Church PCC – Donation towards village fete ( Bish Bash Bosh*), chq written 4th July 2018* | 500.00 |
| Smart Cuts, Mowing July and August maintenance | 558.26 |
| Information Commissioner- data protection annual fee  | 40.00 |
| Worcestershire CALC. GDPR event | 10.00 |
| E.Morrish, Clerk’s expenses- approved by E.Beever, stamps | 6.96 |
| Reimbursement to C.Tucker for Shorthorn Wood, padlock and First Aid kit | 29.94 |
| Reimbursement to R Hodgkins, for BAT Cares x2 | 19.88 |
| Maintenance Mark Cole, Lengthsman,  | 112.20 |

1. **Planning**

**New Applications:**

* W/18/01683/HP, 17 Babylon Lane, Bishampton, WR10 2NN, Extension to rear to replace existing conservatory.
* W/18/00645/OUT Elsewhere, Broad Lane, Bishampton, WR10 2LY. 2 new detached dwellings to replace existing host dwelling ‘Elsewhere’, Bishampton.

**Existing Application:**

* W/18/01139/FUL, Glebe Farm, Church Lane, Bishampton, WR10 2FA

Change of use of agricultural building (retrospective) and proposed extension to accommodate commercial storage and ancillary office. **Comment lodged on-line.**

1. **Correspondence for Information.**
* Burning rubbish at Marshalls. Email received 27/7/18, Cllr Hodgkins to contact Mr B.Simpson.
* Email from parishioner re. traffic in Throckmorton and airfield development.
* South Worcestershire Open Space Assessment. Survey needs completing by 5th October
* Approach by BBC Hereford and Worcester. Dolphin CIC to meet with researchers.
1. **Clerk’s report**
* New signatories added to bank account.
* Neighbourhood Watch event on 5th September in Fladbury Village Hall, 12 noon to 9pm. Range of representatives inc. PC Paul Brown to be there, all welcome to attend.
* ICO Registration, payment required each year.
* Road Closure planned for Long Lane, starting 1st October 2018.
* New Homes Bonus surveys completed.
* SWDP survey completed by Clerk and RH
1. **Councillors’ reports and items for future agenda**:
* Project planning for future expenditure such as improvements to Bishampton play area.
* Parking on pavements
1. **Date of next meetings:** The next Parish Council meeting will be on Monday 1st October 2018 at 7.30pm in the Bishampton and Villages Hall.

The meeting closed at 9.50pm.

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

Chair Date