

Wickhamford Parish Council

Minutes of the Meeting, 12th July 2017, 07/17

Clerk to the Council, Mike Smith, 12 Pitchers Hill, Wickhamford WR11 7RT

01386 830676 email wickhamfordpc@sky.com

website <http://worcestershire.gov.uk>

Present

1. **Apologies** Councillor, K. Nash, N. Milward, Sports Club, District Councillor, B. Thomas
PCSO, P. Schroenrock & County Councillor L. Eyre
Member(s) of the public, S James

2. **Declarations of Interest**

Councillor DH Item 17

Councillor JP declared an interest in all items

3. **The meeting was adjourned for the Public Question Time.**

4. The Minutes of the meeting held on the 10th May 2017 were agreed

Matters arising from the previous meeting

None

6. **District / County Councillors Report**

The County Councillors report is available on the website

There is no District Councillors report this month

7. **Police Officers Report.**

Since the 8th June last, West Mercia has only received 9 calls from residents in the Wickhamford area.

This has resulted in no criminal offences being recorded as committed in the area.

The only issue raised related to 1 Anti-social behaviour. Relating to a disagreement over dog fouling in the Drysdale Close/Sports Club area. Could we ask that mention is made in the village PC newsletter of the issue to hand for dog owners to be more considerate to others in where they allow their dogs to foul and clear up after.

The other remaining 8 calls were concerning traffic incidents x 3 information logs x 3, highway incident x 1 and 1 hoax call.

8. **CPALC**

As Councillor TW did not attend the meeting this item has been closed

9. **White Gates Update**

With reference to the email sent to all Councillors requiring their preference, the general consensus of opinion was to purchase three pairs of the 4 Rail Gate style

If these are purchased, taking into consideration the Grant, Installation by the Lengthsman and the Vat reclaimed the cost to our account would be minimal.

The Clerk will raise a purchase order for the goods.

10. Benches / Seats, Sites Update

Councillor DH had identified possible sites for the Benches but asked if Seats would be a better option. The Clerk had pre-empted this and obtained an estimate from Broxap for 4 Galvanised, Powder Coated Seats at a cost of £2,649.60 including Vat and Delivery. (Supply only). The next step will be to agree sites with Highways, Clerk will arrange this.

11. Play Area / Sports Arena Estimates

The Chairman met with Proweld to discuss the repairs to the Play Area railings and requested a quotation. Quotation received, which was deemed excessive. The Chairman agreed to take on the repair of the railings with the Parish Council agreeing the hire of a suitable generator welder

The Clerk and the Chairman met with a representative from "HAGS" to discuss the proposed "Sports Arena" and requested a quotation, now received

The Chairman and Councillor DH met with representatives from Playdale and RTC to discuss the installation of the Wetpour surfaces recently laid. It was agreed these areas were not acceptable and would be corrected at their cost

12. Telephone Kiosk Materials

Councillor TW agreed at the last meeting to assess the Kiosk for refurbishment work materials required. The Clerk informed the meeting of the cost of the materials for the refurbishment, It was agreed by all to place an order

Power is required to the Kiosk. If the power is still connected we will need to contact BT to inform them of our intention to install the defibrillator.

A qualified electrician is required to assess the power connection and to then complete the install

13. Smart Cut Meeting Update

The Chairman & the Clerk met with Smart Cut to discuss replacing a section of damaged fencing, or repair, and to install a new gate for Footpath 509 access.

The quote was received and accepted by all

The damage to the Play Area railings caused by the grass cutters machinery was also discussed.

A quotation was also requested for the hedge trimming in the Cemetery, for a future date. This quote was also accepted

Continuation of the cutting plan to include up to Leystones Garage was agreed.

On further inspection of the Play Area railings Smart Cut were notified on the 22nd May that no further cuts in the Play Area are to be carried out until further notice, and then not to use the gang mower. The Play Area has again been mowed on the 20th June, without agreement, with more damage to the railings being caused.

Smart Cut have been asked why this has been allowed.

They apologised for this error and will issue a credit. It was agreed to have the Play Area "hand mown" at an extra £30.00 per cut

The quote to repair the fencing and to install a new gate for footpath 509 access will be £534.00 and the Cemetery Hedge cutting (in October) would be £198.00, both totals are inclusive of Vat.

14. S106 Monies

The Clerk informed the meeting that an applicable submission is required for a specific project (related to the Playing Field) to be agreed by WDC, before the funds of (£4,415.00) can be released to the Parish Council.

15. Manor Close Parking Meeting Update

The Chairman & the Clerk met with T. Collins from Rooftop Housing to update him as to the complaints being received from residents.

It was agreed there was an issue and that he would source quotes to possibly create more parking spaces. He did however say that their funding for this type of problem is limited therefore this may be an issue.

He will also be sending out letters to all their residents regarding the parking complaints, especially those blocking the bridleway entrance.

Rooftop have now received three quotations to make improvements to the parking issue but will not be proceeding as the quotes were not acceptable (too expensive)

The sign to keep the Bridleway access clear is in place and should be adhered to.

Rooftop also agreed to the siting of the Dog Waste Bin on their property leading to the Bridleway, if agreed with WDC

16. Defibrillator

The cheque has already been signed and mailed, and they have now been delivered.

Volunteers are needed for the training package as no responses from the request in the May Newsletter had been received. The Training session is booked for the 27th of July, with Flyers being posted throughout the village, the Sports Club and has also been posted on the website

17. Sports Club / Trees / Footpath 506/507/510, Bridleways WF-518 & 519

It had been noticed that on at least four occasions cars / vans were parked, blocking the footpath between the rear end of the Sports Club and the Play Area. This practice has to cease. As part of their lease (para, 5.6.11) it clearly states **“Not to obstruct the footpath and to keep the footpath maintained at all times including the cutting of any grass and to keep the footpath clear at all times and available for use by all members of the public”**

This also applies in the Car Park area where vehicles are constantly blocking the footpath, also blocking the footpath along the side of the drive from the entrance along to the car park.

As a responsible Leaseholder, and in conjunction with the terms of our lease with WDC, a resolution to alleviate this issue would be to separate the footpath from the main leased land by way of a Post and Rail type fence from the entrance at Sally Close around to the Play Area, thus meaning the sheds, which were sited without permission and no planning permission can be found, will need to be removed and/or re-located to an appropriate area, with our agreement.

As Councillor JP has not responded to letters and emails regarding the original request of “An application for a Definitive Map Modification Order” to downgrade Bridleways 518 & 519 to Footpaths in the name of Wickhamford Parish Council, it has been agreed with the Countryside Access Mapping Officer to no longer pursue this matter with immediate effect. Two trees affecting the property next to the entrance to the Sport Club were discussed at the meeting with the club at which we expressed our intention to remove them however, we were informed that they are in fact the property of the club as are all the trees surrounding the Playing Field. No further action will be taken by the PC. A memorandum increasing their rent by 2.854 % equating to an increase of £24.00 per annum, to £874.00 per annum effective from 5th July 2017 as per clause 1.7. This falls within the criteria of the lease (increase not to exceed more than 12 % in any one period) dated 8th July 2014. This is to be signed by all parties, witnessed and dated and a copy filed with the original lease(s)

18. Lengthsman

The Chairman & the Clerk met with the prospective Lengthsman who was offered the position on a three months trial basis beginning June 2017.

He is also willing to take on “odd jobs” if requested.

The Clerk requested a quote from the Lengthsman to install the White Gates and possibly in the future would request a quote to install the Benches / Seats, if purchased.

The quote supplied was substantially lower than the contractors estimate.

19. Dog Bins

Thanks to County Councillor L. Eyre agreeing to fund the cost of two new Dog Waste Bins, from her budget. A meeting was arranged with WDC reference an agreement of sites for the installation. The Parish Council had already agreed to meet the cost of the installations and of the cleansing / emptying. Sites were agreed with WDC to site one at Longdon Hill, Footpath 501 and the other at Bridleway 512 at Manor Close

20. Footpath Officer

Councillor TW had decided not to pursue the position of joining the Countryside Access Team as a PPW. I

21. Pact

The Chairman and Councillor Rg attended the Pact meeting
Mike Simpson has now taken over the Smartwater Project and will be in touch
The Chairman will look at the costs for repeater speed signs

22. Newsletter

The Clerk stated that he had again received complaints from residents of Pitchers Hill that the Newsletter had either not been delivered or had been late. If this delivery issue cannot be resolved he would not be producing further issues
It was agreed to give it one more try and if not successful to look at an alternative delivery service

23 Correspondence / Clerks Reports

Contacted Rooftop Housing to arrange a site meeting at Manor Close to discuss the residents parking complaints / issues 11/05/17 (Item 15)
Meeting arranged on-site at Manor Close with Rooftop Housing for 19/05/17 pm (Item 15)
Email from Rooftop advising their quotes for alleviating the parking issue had been received
Meeting arranged with Smart Cut for 17/05/17 am to discuss the Grasscutting Contract, Playing Field Fencing and Maintenance of the Cemetery Hedge (when required) (Item 13)
Quotes received 19/05/17 (Item 13)
Emailed Smart Cut to request non cutting of Play Area until all repairs have been completed to the railings (Item 13)
Further contact with Rooftop to request permission to site one of the new Dog Bins on their ground leading to the bridleway. This was agreed (Item 15)
Agreed by Rooftop 20/05/17 (Item 15)
Lengthsman advertisement placed in Calc update 11/05/17 (Item 18)
Response to the above received 12/05/17
Meeting being arranged to meet prospective Lengthsman w/c 15/05/17 (Item 18)
Notification received from Highways that the Footpath work in Manor Road will now start at the end of June 12/05/17
Emailed L. Eyre reference the costs of two dog bins, as supplied by WDC 12/05/17 (Item 19)
L. Eyre emailed confirmation that the funds for the two dog bins will be transferred into our bank account (Item 19)
Meeting arranged with WDC for agreement of sites for the new dog waste bins 13/06/17 (Item 19)
Agreement forms received from WDC, signed and returned, for the siting of the Dog Waste Bins 16/06/17 (Item 19)
Quotation received for the two defibrillators at the subsidised rate 12/05/17 (Item 16)
Requested quotations for six White Gates. 12/05/17 (Item 9)
Quotations received for the White Gates 12/05/17 (Item 9)

Meeting arranged by the Chairman to meet the mobile welding contractor re Play Area railings repairs 15/05/17 (Item 11)

Quotation requested from Proweld for a quotation re Chairman's site meeting 15/05/17 (Item 11) Quote received 18/05/17.

Email sent to all Councillors reference "White Gates" quotes, for their preferences in preparation for the next meeting 13/05/17 (Item 9)

Requested cheque to be signed for defibrillators, sent 19/05/17 (Item 16)

Defibrillators delivered 26/05/17. 2 Cabinets delivered 04/07/17

Training meeting arranged for 27th July (Item 16)

Email sent to contractor requesting costs for installing White Gates 13/05/17 (Item 9) Re-sent request 19/05/17

Quotation received 24/05/17

Mailed PPW application to Countryside Access for Councillor TW.12/05/17

Emailed "HAGS" reference quote / possible site meeting to install Sports Arena 15/05/17 (Item 11)

Site meeting arranged with "HAGS" for 19/05/17 (Item 11)

Awaiting quotations 19/05/17 (Item 11)

Received 2 quotations 07/06/17 (Item 11)

Email sent to "HAGS" requesting a revised quotation 14/06/17 (Item 11)

Revised quotation received 22/06/17 (Item 11)

Emailed Councillor TW reference the PPW details position from F. Argyle 15/05/17

VAT refund received from HMRC 15/05/17

Contacted Playdale to arrange a site meeting to discuss damaged Wetpour in Play Area 15/05/17 (Item 11)

Email from Playdale received 15/05/17 notifying that they are in contact with the Wetpour contractor (RTC) to arrange a site visit, also requested some photographic evidence (Item 11)

Site visit arranged with Playdale, RTC (Wetpour Contractor) for 25/05/17. Re-work of the surfaces is planned for 13/06/17. Chairman and Clerk will meet (Item 11)

Emailed Playdale & RTC reference the re-work which had not been completed on time nor satisfactorily. As per the agreement 14/06/17 (Item 11)

Email received from Playdale 15/05/17 advising work to be completed 16/06/17 (Item 11)

Revised insurance premium details received re, Defibrillators, we are already covered. Update for Play Area equipment, no increase as a goodwill gesture for not responding to my requests for an update promptly, received 17/05/17.

The Sports Wall on the Playing Field has now been removed 15/05/17.

On at least four occasions vehicles have been parked between the rear end of the Club House and the Play Area for a considerable time, blocking the footpath, also cars being parked on the footpath at the side of the drive (Item 17)

Emailed the Sports Club requesting a copy of an up to date insurance schedule for our files 22/05/17 (Item 17)

Emailed the Sports Club again for a copy of the above.14/06/17 (Item 17)

Spoke with PCSO's regarding the "vandalism" in the Play Area, linked to the poor installation of the Wetpour, They agreed to keep watch.

Notification received from WCC re grasscutting reimbursement paid into our bank account

Contacted D. Pearson at WMAS regarding the training package for the defibrillators 28/05/17 (Item 16)

Email sent to Highways regarding a gravel drive being extended to the A44 at the Caravan Park on Longdon Hill 29/05/17

Follow up email sent to Highways for progress report re the above 14/06/17

Telephone call received from Highways re the above, site visit made to discuss issue with owner and resolve 13/06/17

Contacted Highways again re the above 16/06/17

Telephone call received from a resident reference footpath 511 from Pitchers Hill to the Play Area, needing clearing. Notified Countryside Access 11/06/17. .

Further request from a resident re overhanging trees on their property at the Playing Field (Item 17)

We have been informed by several residents that the May Newsletter has again not been delivered on time to at least a third of the village (Item 21)

The Chairman attended to a minor repair required in the bus shelter on Pitchers Hill
Invite received from Broadway PC re a presentation on their intention to create a Neighbourhood Plan 11/06/17

Meeting arranged with Tree Surgeon re quotation for cutting down of two trees at Playing Field 12/06/17. (Item 17)

Quote received 13/06/17 (Item 17)

Contacted WDC re assistance regarding Sports Club rent review / increase for 2017 to 2020 as per the lease agreement.

Advised the Sports Club by letter of the increase in rent, as per the lease agreement including a memorandum to be signed by all parties with a copy to be retained for record purposes, by both parties. New rent as of 5th July 2017 will be £874.00 per annum, which equates to an increase of 2.854 %, at the current CPI
Also, again requested a copy of their insurance document and also requested a copy of the Temporary Event Notice for the C & W Event, both due at least 30 days before the event

Insurance document received, only dated until 07/09/17 (Item 17)

Sports Club requested "get together" meeting for the 23rd June (Item 17)

Meeting held with Sports Club with various points for discussion at our next meeting (Item 17)

Email sent to Sports Club, copied to all, regarding Marquee / Bouncy Castle sited on the Field next to Club with no prior warning nor insurance details from the company, nor the club's insurance details 17/06/17 (Item 17)

Contacted gravedigger re grave to be dug. 18/06/17

Email received from External Auditor asking for clarification of the bank reconciliation as to the Community Benefit Fund exceeding our precept and our intentions to use the fund for a project(s)

Data sent to auditor

Email from Councillor TW referring to broken glasses in the Play Area

Invoice received from WDC re Playing Field Rent 03/07/17

The Chairman & Councillor RG attended the Pact meeting 04/07/17

Planning application received for 1, Longdon Hill 05/07/17

Planning application received for Wickhamford Manor 07/07/17

24. Plans Reviewed,

W/17/01118/FUL, 1, Longdon Hill_Comments logged on WDC Planning Portal

W/17/01165/FUL, Wickhamford Manor, No Comment logged on WDC Planning Portal

25. Finance.

Balance sheets made available for Councillor's.

Bank Account data removal overdue, agreed at last meeting.

Bank Account additions required

HMRC will no longer accept cheques

A proposal By Chairman JN and seconded by Councillor RG to apply for a debit card was voted on unanimously

Cheque(s) already signed,

West Midlands Ambulance Service, Defibrillators £402.83

Cheques signed,

M. Smith, Ink + Paper £31.48
 M. Parkinson, VAS Changeover £90.00
 M. Smith, Office Rental etc. £1,000.00
 Smart Cut, Grasscutting (May) £480.26
 J. Newbury, Mileage Expenses £25.00
 WDC, Dog Waste Bins £1,233.97
 WDC, Playing Field Lease / Rent £10.00
 J. Hyde, Lengthsman (Jun) £56.25
 Luke Slade, Dismantling of Sports Wall, £ 480.00

Receipts,

HMRC, VAT Refund £5,844.91
 WCC, Grasscutting Reimbursement £743.00
 Campion & New, Burial £150.00

- **Items for the next Agenda**

Parish Footpath Warden
 Sports Club

- 26.To confirm the date of the next meeting as 13th September 2017

Items for the next Agenda must be received 7 days prior to the above date.

Mike Smith

Clerk to Wickhamford Parish Council

Meeting Closed at 9.30

Signed.....

Date.....

Chairman

Notes of the Public Question Time

Outline of planning application from S. James
 Request for 20 minutes in Public Session at the September Meeting by S. James