

# BRETFORTON PARISH COUNCIL

Minutes of the Meeting held on  
Monday 8<sup>th</sup> May 2017.  
At the Memorial Hall, Bretforton.

## PRESENT:

Cllr R Davis	Chairman
Cllr A Grant	
Cllr K Carter	
Cllr J Cleveland	Vice-Chairman
Cllr K Wright	District Councillor
Cllr A Curry	
Cllr J Johnson	
Cllr N Smith	
Cllr G Collins	

## APOLOGIES;

Cllr A Adams	County Councillor
--------------	-------------------

## OPEN FORUM:

- 3 representatives of Bretfest committee attended to provide an update on the programme for this summer's event. There has been a delay as the use of Bretforton Sports Club field is no longer available for the fete. It has now been agreed that The Fleece will be used prior to a wedding taking place on Saturday 15<sup>th</sup> July 2017. The information will now be amended and the programme produced. It is being looked into to provide security officials at The Proms but this will cost £15 per person per hour as no definite decision on numbers has yet been made. The programme will now be publicised in the area.

## ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Parish Clerk took the Chair and invited nominations for:

**Chairman** : Cllr Davis was nominated by Cllr Curry, seconded by Cllr Grant.

Cllr Davis was elected Chairman and took the Chair.

**Vice-Chairman** : Cllr Cleveland was nominated by Cllr Carter, seconded by Cllr Curry.

All in favour.

**Declaration of Acceptance of Office forms** were signed by Cllr Davis, Chairman and Cllr Cleveland, Vice-Chairman.

## DELEGATION OF POWERS :

### Planning – Delegation to Clerk

The Council as statutory consultee, delegates all decisions arising under development control consultations with the Chairman and Vice Chairman. The Clerk will arrange for relevant papers to be circulated to the named Cllrs who should return the Council's responses within the prescribed consultation period.

Decisions made under this Delegation will be reported to and minuted at the next Council meeting.

Under this Delegation, and in particular with regard to controversial major development proposals, the Clerk in consultation with the Chairman, may decide that a Parish Council and/or Extra-Ordinary meeting be called to consider the matter or that the matter be referred to the next Parish Council Meeting, whichever is applicable.

Proposed by Cllr Johnson, Seconded by Cllr Cleveland.

### **Burial Grounds – Memorial Headstones**

The Council delegate the approval of memorials and additional inscriptions to the Clerk. Under this Delegation any request, which is considered to be unusual and requires further consultation will be referred to the next Council meeting.

Proposed by Cllr Cleveland, Seconded by Cllr Grant.

### **Urgent Decisions of the Council**

Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman and Vice Chairman of the Council. Under this delegation, where appropriate the Clerk may decide that an Extra-Ordinary meeting of the Council be called to deal with this urgent matter.

Proposed by Cllr Carter, Seconded by Cllr Curry.

### **CALC REPRESENTATIVES**

It was agreed that Cllrs Cleveland and Cllr Grant would take this role jointly.

### **PARISH COUNCIL MEETING**

#### **County Council:**

- To follow.
- Cllr Davis asked that the gullies work be chased as this has not yet been carried out.

#### **District Council:**

- Cllr Wright congratulated Cllr Adams at being voted in as County Councillor.
- Cllr Wright that there is a period of purdah and therefore there is limited information available at the moment.
- Council Tax Hardship Fund is currently below its budget of £50k. This is for people struggling to pay their council tax.
- Cllr Wright referred to a planning application for EVG due to go to planning committee and asked for any views councillors may have.

### **MINUTES:**

**Cllr Grant requested that an amendment be made to the minutes in relation to Item 15-3-Village marker as clerk had added a note concerning a decision made by the chairman following the meeting.**

Minutes of the Meeting held on 10<sup>th</sup> April 2017 were circulated. Proposed by Cllr Cleveland, Seconded by Cllr Curry. All in favour to accept the minutes.

### **OPEN FORUM ITEMS:**

- **Greening of the Village.** Correspondence has been received in interim which suggests a whole village project to plant trees including school and sports club. This would allow ownership of the trees. It was also suggested that sports club could suggest village sporting celebrities that could have plaques on each trees.
- **Multi-media Centre.**

**These will be discussed at June Meeting as per residents' request.**

#### **DECLARATION OF INTEREST:**

**Cllr Grant- Village Marker.**

#### **PROGRESS REPORTS FOR INFORMATION.**

**Clerk;**

- **EDGEIT Finance package-** Clerk has investigated the scheme which would provide a facility that produces monthly accounts, vat return and end of year accounts which will just require internal auditing. The proposal is to run it alongside accounts this year to ensure that input is correct and then switch to package from 1<sup>st</sup> April 2018 for accounts 2018/19, proposed by Cllr Grant, seconded by Cllr Cleveland with a unanimous vote in favour.

**Chairman;**

- **Clerk's Review-(closed session)** It was agreed to increase rate to SCP31, £14.38 and increase hours per week by 1 hour with effect from 1<sup>st</sup> May 2017.
- **Village Marker-** Chairman raised matter of village marker as he had gathered comments from residents about the proposal. Initial comments suggested that some felt that the structure was too big and some that the location suggested that it could be an advertisement for The Fleece. Discussion took place about the structure, the original drawing showed it painted and looked like asparagus. Concerns were raised about who will carry out the task, Cllr Grant advised that he could carry out the work. Cllr Smith advised that without carrying out proper process with village backing, there could be repercussions on the landlord of The Fleece. Cllr Smith suggested that in his personal view, the structure may be better suited on the main road. It was then suggested that a demo be produced for residents to comment after looking at the design. Cllr Curry advised that he is not concerned about the connection with The Fleece and Cllr Grant advised that the asparagus was an embellishment and that the structure is a sign to illustrate the distinctiveness of Bretforton. Cllr Wright proposed that a model be produced for residents to consider as the first stage, Cllr Collins suggested that another location may be more suitable as The Cross is very often full of cars and the structure wouldn't be effective. Chairman asked if another location would be supported, Cllr Wright would be happy to support it if village supports it. 3 locations were suggested, the Triangle, Main Street, Station Road, triangle and corner of Coldicotts Lane and Station Road, multiple markers could be considered at a future date. Cllr Grant stated that the marker was not a sculpture however, Cllr Wright advised that it would need to be so for the Section 106 application under public Arts & Culture. Cllr Curry proposed, seconded by Cllr Johnson with a vote in favour for Cllr Davis to apply for planning permission at The Triangle, Main Street and clerk to apply for licence and that information should be put in magazine for residents to comment.

## **ITEMS FOR DISCUSSION.**

1. **Parish Council Vacancy-** Declaration of Acceptance of Office was signed by Geoffrey Collins and witnessed by clerk.
2. **Allotment Land-a. NHB Application-** Confirmation that grant of £25468 has been approved awaiting drawdown. Quotation received from Maurice Parkinson for levelling and making good plot together with car park. Letter to be send to Tony Rowland chasing drawdown of land purchase.
3. **Strategy Committee-** Deferred until committee has met.
4. **Memorial Hall Accounts-** Annual Accounts were noted.
5. **Woodland Trust Trees—** Clerk provided information regarding Woodland Trust Tree scheme available to village groups. Clerk was requested to forward to Mark prince for inclusion in Greening of Village project.

**Wychavon District Council.**

**Worcestershire County Council.**

**CALC –**

## **PLANNING - APPLICATIONS:**

**Parish Council comments recorded on Planning Register**

**Bretforton Parish Council, Land off Drinkwater Lane, Bretforton.  
New Vehicular access and allotment sheds.**

**REFUSED:**

**APPROVAL:**

**Ms S Evans, Bears Cottage, 67 Main Street, Bretforton**

Demolish existing porch and erect open-fronted porch. Remove kitchen window, enlarge opening and replace with new wooden window. Listed Building Consent Application.

**Mr & Mrs Townsend,128 Weston Road, Bretforton, Evesham, WR11  
7HW**

New Agricultural Store Building.

**APPEAL:**

**WITHDRAWN;**

- **OTHER ITEMS**

- **ENFORCEMENT-**

## **CORRESPONDENCE For Information.**

**Publications**

**CLERKS REPORT on Urgent Decisions Since Last Meeting.**

## **COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDA.**

- **UPVC village entrance gates.**

## **FINANCE:**

<b>FINANCIAL STATEMENT AND CHEQUES TO BE DRAWN</b>
--

<b>Bretforton Parish Council</b>	3rd May 2017	<b>B/F</b>	<b>01.04.17</b>
			26,851.64
		INTEREST	<b>1.00</b>
Current Account	16,886.60		
Business deposit	14.89	CREDIT	<b>67.00</b>
Fixed Deposit	21,072.83	PRECEPT	<b>15501.00</b>
	37,974.32	TOTAL	<b>42,420.64</b>
LESS AS LIST Cheque No.	<b>37,626.82</b>	PAYMENT	4,793.82
			<b>37,626.82</b>
outstanding			-
	2058	97.50	-
	2060	250.00	-
Credits			-
			-
			0.00

Payments to be made			May-17	NET	VAT	GROSS
08.05.17	Landscape Inc	BG Maintenance	2061	35	0	35
08.05.17	Worcs CALC	Membership	2062	587.37	104.15	691.52
08.05.17	Bret PCC	Magazine	2063	25	0	25
08.05.17	Limebridge Rural	Mowing	2064	245	49	294
08.05.17	P Moxon	Play insp and defib	2065	60	0	60
08.05.17	A Evans	Salary	BACS	380.54*	0	380.54
08.05.17	HMRC	Tax & NI	2066	95	0	95
08.05.17	Zurich Ins	Annual renewal	2067	1580.51	0	1580.51
08.05.17	M Parkinson	Lengthsman	2068	185	0	185
08.05.17	M Parkinson	Mowing	2069	520	0	520
Credits	Precept		15501			
Already paid						
	A Evans/burial fee		50			
	J King/gravedigger		50			
	R Zimmerman/webpage		161.9			
	*includes audit hours					
						<b>3866.57</b>

- a. **The Annual Governance Statement on the annual return for the year ending 31<sup>st</sup> March 2017 was authorised, proposed by Cllr Wright, seconded by Cllr Smith with a unanimous vote in favour to accept the annual governance statement and Cllr Davis to sign.**

- b. **The accounting statements for the year ending 31<sup>st</sup> March 2017 were approved, proposed by Cllr Johnson, seconded by Cllr Carter with a unanimous vote in favour for Cllr Davis to sign.**
- c. **The Internal Auditor Report on the annual return for the year ending 31<sup>st</sup> March 2017 was approved, proposed by Cllr Collins, seconded by Cllr Cleveland with a unanimous vote in favour.**
  - d. A donation to churchyard and clock was considered. Cllr Grant proposed a donation of £225, seconded by Cllr Curry, all in favour.
  - e. The insurance claim for play area was noted. The matter is now closed.

Invoices and payments approved for settlement. Proposed by Cllr Johnson. Seconded by Cllr Grant. All in favour. Meeting closed at 9.10pm.

**Date of the next meeting; 12th June 2017.**

Signed: .....

Date: .....

DRAFT