

**DRAFT minutes of the Ordinary Meeting of the Parish Council held on Monday 11<sup>th</sup> January 2021 at 7.30pm using Zoom video conferencing**

**Present:** Cllrs. Bill Austin (Chair), Neil Gray, Stuart Griffiths, Trish Mullins, Jim Unwin. Andrew Young and Kathryn Cook attended the meeting.

1) <b>Apologies:</b> <i>To receive apologies and to approve reasons for absence.</i>		
No apologies were received.		
2) <b>Declarations of Interest</b>		
No declarations were made.		
3) <b>Public session:</b> <i>this section of the meeting will be open for questions and contributions from parishioners, first on planning matters and then on other topics.</i>		
No comments were made by members of the public.		
4) <b>Minutes:</b> <i>To consider for adoption the minutes of the last meeting of the council (previously circulated).</i>		
It was noted that item 10 on page 2 should refer to Cllr Griffiths. It was proposed by Cllr Mullins, seconded by Cllr Unwin and RESOLVED unanimously to accept the minutes, with this amendment, as an accurate record of the meeting. Cllr Gray noted that it would be useful to have the draft minutes distributed as soon as possible after the meeting.		
5) <b>Election of Vice-Chair</b>		
Cllr Mullins was proposed as vice chair by Cllr Gray, and seconded by Cllr Griffiths. As there were no other candidates, Cllr Mullins was elected unopposed as vice-chair of the council.		
6) <b>Councillor vacancies</b>		
The clerk reported that the period for an election to be requested to fill the vacancies would expire on 14 January. Assuming there were no requests for an election, the council would then be free to advertise for people willing to be co-opted onto the council. As Mr Young and Mrs Cook had already indicated their interest, it was agreed that an extraordinary meeting be held to consider their co-option earlier than the next scheduled meeting in March.		
7) <b>Progress Reports and Matters Arising:</b> <i>for information</i>		
The clerk reported that the contractor had hoped to install the defibrillator before Christmas, but this had not proved possible. He was now looking for a date before the end of January.		
8) <b>District/County Councillor Reports:</b> <i>for information</i>		
No report had been received		
9) <b>Finance:</b>		
i) <i>To receive a report on the financial position of the council.</i>		
ii) <i>To consider payment of fees and invoices presented.</i>		
The report was received. It was proposed by Cllr Unwin, seconded by Cllr Gray and RESOLVED unanimously to authorise payment of the invoices and fees listed in the report.		
10) <b>Planning:</b>		
i) <i>To note response made on behalf of the parish council in respect of the following application</i>		
20/0193/FUL	Sub division of farmhouse, conversion of outbuildings, byre and barns, to provide 5 residential units. Close main access to vehicles and re-use as public footpath. New vehicular access on south west of site. (Variation of condition 2 of 12/01566/FUL).	Comment: LQH Parish Council have no objections to the proposal

The comment was noted.

Cllr Austin noted that Cllr Mansbridge had agreed to act as a co-ordination point for planning comments from the council before his resignation. Cllr Mullins agreed to take on this role.

**11) Traffic Speed Management: Report from Cllr Gray (documents circulated prior to meeting)**

The report and documents prepared by Cllr Gray were discussed.

It was noted that there had been no substantive response from the West Mercia Speed Partnership or the Police and Crime Commissioner as both were having to prioritise COVID related activities.

Cllr Gray suggested that, alongside the existing speed detectors operated in conjunction with Bushley, a device for this parish exclusively would allow greater flexibility and allow the council to gather more, and more consistent, data from the device in priority locations.

Cllr Austin suggested that the council should consider what the desired outcome was. He noted that a previous survey had found there were not sufficient speeding vehicles to warrant action. He asked the council to consider the cost and effort of maintaining any equipment purchased.

Mrs Cook was invited to comment, and noted that the earlier survey had been conducted close to a bend in the road which slows traffic. This did not mean there was no problem – at least 4 cars had been involved in speed-related incidents at that bend.

Cllr Gray noted that other local villages had been able to do more to address speeding.

The clerk suggested reaching out to local parishes to find out if they would be willing to share their experiences with the council.

It was proposed by Cllr Gray, seconded by Cllr Mullins and RESOLVED unanimously to defer further consideration to the next meeting. Cllr Gray to circulate quotes for equipment received, the Clerk to approach Welland and Hanley Swan parish councils.

**12) Parish Council Website: Report from Cllr Mullins (documents circulated prior to meeting)**

Cllr Austin asked the council to consider what the website is for, whether social media would be a more effective way of engaging with the community. He also asked councillors to remember that the council is provided with a free facility by Worcestershire County Council that meets all the council's statutory requirements for visibility and accessibility. Any additional website would require maintenance, updating and would therefore incur ongoing time and costs.

Cllr Griffiths suggested that the council should seek the input of other groups in the parish and which were relevant to the parish. He added that this could include the parish hall, the church, local tradesmen and others. He felt that the level of communication between different groups in the parish was very low.

Cllr Gray noted that some of the sites included in Cllr Mullins's paper were effectively landing pages of links to other relevant sites: this meant they were a useful hub, with little effort in maintenance.

Mr Young was invited to comment, and suggested that a requirements specification would be a good first step.

Cllr Austin asked if we could investigate the level of site use and setup costs other councils experienced.

It was agreed to defer further discussion to the next meeting.

**Emergency Item**

Cllr Austin asked the council to consider an emergency item. He had been informed that whilst trimming the hedge on the village green, some wood cuttings had hit and damaged a window in Orchard Ridge. A letter from the resident was read to the council.

The resident concerned was seeking a repair/replacement quote from a glazing company.

The Lengthsman had admitted the damage to the resident and offered to pay. Cllr Austin questioned whether this would be appropriate and whether the council should pay for the repair.

The Clerk advised that, whilst the council did have third party liability insurance, there was a £250 excess so it was unlikely that an insurance claim would be relevant.

Cllr Unwin noted that the Lengthsman is technically a contractor and should therefore have his own insurance – but that a similar excess was likely to be in effect.

It was agreed to instruct the Clerk to contact the resident to ascertain the level of cost, and consider the question of payment, possibly calling an extraordinary meeting to accelerate consideration.

**13) Date of next meeting: Confirm the date of the next meeting which is scheduled for Monday 1 March.**

The next ordinary meeting of the council was confirmed for 7pm on Monday 1 March.