



**DRAFT Minutes of the Ordinary Meeting of the Parish Council held on 26 April 2021 at 7.30pm using Zoom video conferencing**

**Present:**

Bill Austin (chair)  
Neil Gray  
Trish Mullins  
Andy Young  
Stuart Griffiths  
Kathryn Cook

One member of the public (Jo Beswick) in attendance

1) **Apologies:** *To receive apologies and to approve reasons for absence.*  
No apologies were received

2) **Declarations of Interest**  
No declarations of interest were made

3) **Public session:** *this section of the meeting will be open for questions and contributions from parishioners, first on planning matters and then on other topics.*  
Jo Beswick asked the council to consider how invoices for hall bookings could be issued given the new governance structure for the village hall. The Chair and Clerk undertook to consider the issue.

4) **Minutes:** *To consider for adoption the minutes of the last meeting of the council (previously circulated).*  
It was proposed by Cllr Mullins, seconded by Cllr Gray and RESOLVED to accept the draft minutes as a true record of the meeting. As the meeting was being held remotely, the minutes will be signed by the chair as soon as practical.

5) **Progress Reports and Matters Arising:** *for information*  
There were no matters arising that were not covered by other agenda items.

6) **District/County Councillor Reports:** *for information*  
No reports had been received

7) **Finance:**  
i) *To receive and approve a report on the financial position of the council at year end*  
It was proposed by Cllr Griffiths, seconded by Cllr Mullins and RESOLVED to accept the report for the month to March 31.  
It was proposed by Cllr Mullins, seconded by Cllr Young and RESOLVED to accept the accounts for the year end March 31. The clerk reported that the Internal Audit report had already been received and showed no review points.

ii) *To consider payment of fees and invoices presented.*  
It was proposed by Cllr Mullins, seconded by Cllr Young and RESOLVED to approve payment of the invoices presented including the invoice from SAH Electrics for £621.60 for installation of the defibrillator cabinet.

In considering the invoice, council noted that further urgent work on the cables leading to the trip switch, and the switch itself was needed. It was proposed by Cllr Mullins, seconded by Cllr Griffiths and RESOLVED to authorise SAH Electrics to proceed with the repair as soon as possible. Clerk to contact SAH.

8) **Planning:**  
i) *To note the following responses made to planning applications*

Application	Location	Description of Proposal	Comment submitted
21/00041/HP	Milestone Cottage, Longdon, GL20 6AT	Single storey side and rear extension	No objection and no substantive comment

21/00279/HP	Longdon Lodge, Yardbridge, Longdon, GL20 6AX	Erection of garage	No objection and no substantive comment
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The comments were noted.

9) **Speeding:** *further discussion and update from working group*

It was agreed to postpone discussion of the working group report to an extraordinary meeting. Council agreed to hold an extraordinary meeting by Zoom on May 4<sup>th</sup> at 7.30pm.

10) **Parish Website:** *further discussion and feedback*

Cllr Griffiths reported that a suitable template for a village website to include elements from several groups within the parish had been identified. The working group had liaised with the current webmaster who had estimated the cost to develop such a site at approximately £350, with annual costs of maintenance of around £1,000. Council felt that whilst this cost seemed reasonable, a comparative figure should be obtained. Cllr Griffiths and Cllr Mullins undertook to obtain comparative figures and report back.

11) **Parish Clerk:**

a) *proposal to readvertise*

b) *note change to annual pay rates*

A report by the chair was considered, in the light of the current clerk's decision to resign effective from 30 June. The report included a recommendation to advertise the clerk's post at an increased level of 10 hours per month. It was proposed by Cllr Griffiths, seconded by Cllr Young and RESOLVED to accept the report and proposal. Clerk to approach Worcestershire CALC to advertise.

12) **Defibrillator:** *discussion and agreement of future support and maintenance*

The installation of the defibrillator was noted. Cllrs Gray and Mullins are currently checking the equipment on a weekly basis.

It was agreed that a training and awareness session would be very helpful. Cllr Mullins undertook to contact external groups to organise a session.

13) **Village Hall:** *creation of sub-committee; state of fence bordering Bear Lane*

Several councillors expressed concern that there was insufficient understanding of the legal and risk position of the council and that of individual councillors resulting from the council becoming the sole trustee of the Village Hall Charity. It was agreed that further advice should be sought, and the clerk was instructed to approach CALC in the first instance. The existing governance documents to be circulated to all parties. The clerk also noted that the insurance policies for the village hall and council should be reviewed.

14) **Council assets:** *telephone box at end of Bear Lane; refuse bins*

After discussion, council agreed that there was no immediate need for additional refuse bins.

15) **Future meeting schedule:** *Confirm the date of the next meeting*

The clerk reported that HM Government had confirmed that meetings on or after 7 May could not be held remotely. Any meetings after that date would have to be held in person. The chair reported that he had discussed the position with the representatives of the village hall, who had existing bookings which could conflict with parish council requirements if a period of 72 hours between bookings was adhered to. A provisional date of 13 May for the next meeting (which will also be the annual meeting of the council) was agreed. The Annual Parish Meeting to be held immediately before the meeting of the council. The clerk to liaise with the Village Hall bookings officer.

The meeting closed at 9.31pm.