

# BRETFORTON PARISH COUNCIL

Minutes of the Meeting held on  
Monday 13<sup>th</sup> July 2020.  
At the Memorial Hall, Bretforton.

## PRESENT:

Cllr K Carter	
Cllr J Cleveland	Vice-Chairman
Cllr R Davis	Chairman
Cllr A Grant.	
Cllr G Collins	
Cllr K Wright.	
Cllr N Smith.	
Cllr Alastair Adams	County Councillor

## APOLOGIES (accepted):

Cllr A Powell	District Councillor
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## OPEN FORUM:

## PARISH COUNCIL MEETING

### County Council:

See report which is displayed, when supplied, on school noticeboard and at [www.worcestershire.gov.uk/myparish](http://www.worcestershire.gov.uk/myparish) or at [www.Bretforton.net](http://www.Bretforton.net)

### District Council:

## MINUTES:

Minutes of the Meeting held on 8<sup>th</sup> June 2020 were circulated. Proposed by Cllr Wright. Seconded by Cllr Cleveland. All in favour to accept the minutes. **Minutes will be signed at next available meeting.**

## OPEN FORUM ITEMS:

None.

## DECLARATION OF INTEREST:

- a. Councillors are reminded of the need to update their register of interests.
- b. To declare any personal interests in items on the agenda and their nature.

- c. To declare any prejudicial interests in items on the agenda and their (Councillor Councillors with pecuniary interests must leave the room for the relevant item(s)).  
None.

## REPORTS FOR INFORMATION.

Clerk;

Chairman;

- **Site visit with Worcs CC Highways regarding footpath and VAS Locations-** Site visit has been carried out with Worcs CC Highways to look at footpaths at Policeman's Corner. Barry Barnes confirmed that work needs to be carried out on the paths on both sides of Honeybourne Road and that this would be added to list for works. New VAS locations on Honeybourne Road and Main Street were looked at. The suggested location on Honeybourne Road has nowhere to go in 30mph area and at the suggested location on Main Street, there is already a VAS post therefore no action can be taken.

## FINANCE:

To consider and approve the statement of accounts and authorise payments.

### Bank Account Reconciled Statement

<b>Lloyds Bank Instant Account</b>	<b>07881821</b>	<b>30-93-11</b>
Statement Number	15	
Statement Opening Balance	£3,493.71	Opening Date 01/04/20
Statement Closing Balance	£16,494.89	Closing Date 30/06/20
True/ Cashbook Closing Balance	£16,494.89	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
09/04/20	BACS200409LB	Lloyds Bank	0.00	0.15	3,493.86
13/04/20	Transfer		2,000.00	0.00	1,493.86
11/05/20	BACS200511LB	Lloyds Bank	0.00	0.29	1,494.15
11/05/20	Transfer		0.00	15,000.00	16,494.15
09/06/20	BACS200609LB	Lloyds Bank	0.00	0.74	16,494.89
10/06/20	Transfer		0.00	5,000.00	21,494.89
11/06/20	Transfer		5,000.00	0.00	16,494.89

### Bank Account Reconciled Statement

<b>Lloyds Bank Current Account</b>	<b>01875579</b>	<b>30-93-11</b>
Statement Number	40	
Statement Opening Balance	£10,619.80	Opening Date 30/05/20
Statement Closing Balance	£3,536.82	Closing Date 30/06/20
True/ Cashbook Closing Balance	£3,536.82	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
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04/06/20	BACS200604AE	Andrea Evans	7.50	0.00	10,612.30
08/06/20	ACS200608Smartcut	Smartcut Ltd	294.00	0.00	10,318.30
08/06/20	BACS200608AE	Andrea Evans	470.30	0.00	9,848.00
08/06/20	BACS200608AW	Allied Westminster Insurance Services	1,125.54	0.00	8,722.46
08/06/20	BACS200806MP	Maurice Parkinson	801.60	0.00	7,920.86
10/06/20	BACS200610zoom	Zoom	14.39	0.00	7,906.47
10/06/20	Transfer		5,000.00	0.00	2,906.47
11/06/20	BACS200615ZURICH	Zurich Insurance		1,672.51	0.00
11/06/20	Transfer		0.00	5,000.00	6,233.96
12/06/20	BACS200608MP	Maurice Parkinson	331.20	0.00	5,902.76
15/06/20	BACS200617WDC	Wychavon DC	1,780.98	0.00	4,121.78
16/06/20	002373	HMRC	117.60	0.00	4,004.18
17/06/20	BACS200608ED	EdgeIT	312.36	0.00	3,691.82
17/06/20	BACS200608PM	Phil Moxon	30.00	0.00	3,661.82
18/06/20	002361	Bretforton PCC	25.00	0.00	3,636.82
29/06/20	BACS200629AE	Andrea Evans	50.00	0.00	3,586.82
29/06/20	BACS200629JK	Joseph King	50.00	0.00	3,536.82

## Bretforton Parish Council

### Expenditure transactions - payments approval list start of year 01/04/20

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque
55	BACS20071 3PM	£45.00	21100	13/07/20	Phil Moxon – defibs	£45.00
59	BACS20071 3WDC	£458.64	20500	13/07/20	Wychavon DC – bins	£550.37
60	BACS20071 3WDC	£91.73	20500	13/07/20	Wychavon DC – bins	£550.37
61	BACS20071 3MP	£117.60	21300	13/07/20	Maurice Parkinson – Lengthsman	£717.60
62	BACS20071 3MP	£600.00		13/07/20	Maurice Parkinson – mowing	£717.60
1		£540.00	20100/1		mowing	
2		£60.00	20100/2			
63	BACS20071 3AE	£14.39	21400	13/07/20	Andrea Evans - zoom subscription	£859.26
64d/d200713NP		£1,356.84	20200	13/07/20	Npower – electricity	£1,356.84
65	BACS20071 3SC	£492.00	20100/2	13/07/20	Smartcut Ltd – mowing	£492.00
Sub Total		£3,176.20				
		£1,032.05			Confidential	
<b>Total</b>		£4,208.25				

- a. **Invoices and payments approved for settlement including account balances and payments. Proposed by Cllr Wright. Seconded by Cllr Collins. All in favour.**
- b. **Fixed Deposit of £15827.05 has been re-invested for a further 3 months.**

## **ITEMS FOR DISCUSSION.**

1. Memorial Hall- 1. An update on all matters relating to hall management was received. Finances are in good shape despite no income as grant of £10k has been received. Cllr Davis suggested that consideration be given to updating heating etc with extended government grant. It has been agreed to keep hall closed until September 2020 apart from playgroup to maintain clarity but that it will be assessed again in August. Improvement work is on hold although window cleaning is being done and fire check arranged for summer holidays.
2. Land for village car parking-Next agenda
3. Flood planning- Cllr Smith has identified areas to consider for implementing this plan follows:
  - i. Creation of a sand bag store which would allow bags to be readily moved to affected areas without the need to go to Wychavon- **Clerk will obtain price for next meeting**
  - ii. Creation of an 'At risk' register of vulnerable people/properties, including contact details (GDPR compliant)
  - iii. Creation of a volunteer list who may assist through e.g. use of tractors, pick-ups, storage, ladders, muscle- **Magazine and Facebook.**
  - iv. Consideration of emergency provision of shelter, food, transport
  - v. Creation of a ready to use plan re the above.

**Cllr Smith agreed to be co-ordinator and it was agreed to set up a central phone number for residents to contact.**
4. New footpath-Recreation Ground- Councillors are to walk the suggested path for September meeting as requested.
5. Re-opening of play areas in line with government guidance- Cllrs considered guidance regarding the re-opening and the following key points:
  - i. How to limit numbers using play area – Only one family member
    - Remove certain pieces of equipment to increase distance between each piece.
    - Set a time limit for use.
    - Set up queuing/waiting area.
    - Set up one way usage.
  - ii. Set up cleaning stations
    - Regular cleaning of high usage points.
    - Clean after each use.
  - iii. Consider braille signs so that all members of community can understand the rules.

Cllrs discussed the matter at length and agreed that as the play areas are not supervised, it would be impossible to manage these points and it would rely upon the users to ensure that they fulfil each point. Although signs could be installed detailing what rules are required it would be the responsibility of the users and family members to carry this out and whilst some may adhere to it, others may not. Cllr Grant expressed concerns that whilst the play areas should be closed, residents were using them by climbing over the fences. He suggested that it may be easier to open them. However, it is their responsibility if there is an accident or infection currently as they should not be in play areas. As a result, it was unanimously agreed that for the time being the play areas should remain closed and

correx signs put up explaining why as well as removing equipment that can be moved and securing the remaining pieces.

**Wychavon District Council.**

**Worcestershire County Council.**

**CALC –**

**LENGTHSMAN:**

- Clean out bus shelters.
- Clean all road signs
- Clean white gates.

**PLANNING – APPLICATIONS:**

**Parish Council comments recorded on Planning Portal.**

**Applications for Consideration:**

**20/00807/LB-33 Main Street Bretforton WR11 7JH**

Internal and external alterations and repairs to include repointing; bathroom and kitchen installation; replacement staircase; electrical re-wiring and stud partition replacement-No objections.

**APPROVAL;**

**APPEAL:**

**REFUSED:**

- **OTHER ITEMS**
- **ENFORCEMENT-**

**Publications**

**CLERKS REPORT: 2 noticeboards are ready for collection and 2 are awaiting completion as Long Lartin is still in lockdown.**

**CLERKS REPORT on Urgent Decisions since last meeting**

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

- **Climate Emergency Action Day Report.**
- **Hedge at 1 Ivy Lane is overgrown.**

**Meeting closed at 8.15pm**

**Date of the next meeting; 14<sup>th</sup> September 2020.**

Signed: .....

Date: .....