

DRAFT MINUTES
ORDINARY MEETING OF THE PARISH COUNCIL
Held via Zoom on September 17th 2020 at 7pm

Present: Cllr D. Reece – Chair
 Cllr M. Robinson
 Cllr A. Walker
 Cllr G. Tunnell

Cllr P. Haywood -Vice Chair
 Cllr A. Morris (from item 5)
 Cllr W. Edwards (from item 5)

In Attendance: County Councillor R. Adams
 District Councillor M. Ward

Clerk
 Member of Public: 0

PUBLIC QUESTION TIME – no public were present. Meeting Opened : 7:05pm

- 1) **Apologies** – none received
- 2) **Declaration of Interest** - Disclosable Pecuniary Interest – none. Other Disclosable Interest – none recorded.
- 3) **Grants for Dispensation** – none requested
- 4) **To approve the Minutes**
 The minutes of the Ordinary Parish Council Meeting held on 15th July 2020 were approved as a true record by the Council. *Action: Chair to sign at a later date.*
- 5) **Co-option of two Councillors** – the Council voted unanimously to co-opt Mr Andrew Morris and Mr William Edwards. They signed Declarations of Acceptance and showed to the Zoom meeting to enable them to take part in the remainder of the business. *Action: Clerk to email Register of Interest Forms for completion. Cllr's Morris and Edwards to complete and return.*

6) Progress Reports

- a) **Clerks Report** - Actions for previous minutes actioned. Various correspondence actioned. Vat Reclaim totalling £1403.38 submitted. Year End Financial A/C's & files compiled for Internal Auditor. Internal Audit conducted. Asset register query resolved. Various Planning Applications circulated. Chase up of pole installation for VAS. Ltr to Police & Crime Comm. submitted re. speeding issues. Entry for Villager Magazine re. SWDP. Quotations for Website received from 3 providers. Liaison re. lease for Play Area. Liaison with Lengthsman & Highways. Liaison re. keys for noticeboards. Liaison with Street Cleansing re. road sweeper request. Lengthsman Reclaim totalling £714.00 submitted. Liaison with co-optees. Prep for September Meeting. Financial summary prepared & cheques raised

b) **Finance**

FINANCIAL SUMMARY - SEPTEMBER 2020				
Treasurers Account				
Balance (Statement no 25) -				£7,716.90
PLUS Receipts				
				£0.00
Total of Receipts				£0.00
Payments presented at this meeting for approval				
Cllr Tunnell – Keys for n-boards	17/09/2020	P20-21	Chq 000869	£7.90
Clerk Salary – Aug/Sep	17/09/2020	P20-22	Chq 000870	£597.15
Expenses (inc. Zoom x 2mths)	17/09/2020	P20-23	Chq 000871	£108.60
Lengthsman - June	17/09/2020	P20-24	Chq 000872	£144.00
Lengthsman – July	17/09/2020	P20-25	“	£90.00
Lengthsman – August	17/09/2020	P20-26	“	£156.00
New Farm Grounds -August	17/09/2020	P20-27	Chq 000873	£370.20
New Farm Grounds – July	17/09/2020	P20-28	“	£370.20
Fittings for VAS Sign	17/09/2020	P20-29	Chq 000874	
Total to be approved for payment				£1,844.05

- c) **Village Hall Committee** – Cllr Tunnell advised that the Financial Accounts were presented to the VHC and passed on for auditing. The auditor has requested that they be done in a different format, so not yet ready

for PC to see them. Property – new floor has been laid. Repairs to storeroom roof have been done inc. new leadwork. Repair to gables yet to be done and to tidy brickwork, repainting, pointing etc. Cllr Tunnell queried whether the VHC can put forward a request for financial help from PC – Chair suggested that at end of year this is reviewed. Cllr Morris advised that Covid risk assessment has been done and the hall had reopened in September, full instructions have been issued to hirers, including sanitising, etc. Since ‘rule of six’ has come in, the VHC are working with hirers to ensure that all are operating in a safe manner.

- d) **County Councillor** – Cllr Adams suggested that WCC could contribute financially to the hall improvements. There will be a “Parish Matters” zoom meeting on the 8th October via Wychavon DC, Chair is to attend. Legacy Grant round 3 is now open for applications. Crowdfunding initiative has also been started. Covid is obviously the biggest issue within County currently. Support for providing 16-24yr old with apprenticeships has been overwhelming. A lot of speeding issues being reported locally, especially motorbikes – meeting next week with Mr Champion. Worcestershire Parkway is up for an award, which is fitting for the first new train station for 100 yrs in Worcestershire. Schooling seems to be a problem in terms of the staggered start times causing an issue for working parents, etc. *Action: Clerk to pass Cllr Adams details to new members.*
- e) **District Councillor** – Cllr Ward reported that a Community Recovery Fund to help with Covid is available, a small pot of money to help communities recover during these challenging times – anything such as events to bring people back out. Redouble efforts i.e. hand washing, face covering, distancing. *Action: Clerk to pass details of Cllr Ward to new members.*
- f) **Crime Report** – none provided by West Mercia Police.

7) SWDP

- a) Feedback from Chair, there is a new government white paper going through consultation currently which will impact locally, stating that we have to allow for more dwellings. SWDP had to find almost 14,000 homes, white paper increases that to 43,000. There is a Planning Policy Review too which is ongoing. Highways analysis has been delayed due to Covid.
- b) SWDP Briefing to Parish Councils will be held via Zoom on 7th October at 7:30pm. *Action: Clerk to circulate Zoom invite to all Councillors.*
- c) Entry relating to SWDP has been submitted to the The Villager and is on Website.

8) Highways –

- a) Letter to sent to J. Champion – Clerk read out response received.
- b) Denial of Access to slip road – Cllr Adams previously suggested wires to measure the speed and collect data. It is on the list for this work to be done.
- c) Restrictions on Frogger Lane. A single yellow line restriction for 2 spaces to be in force Mon to Fri 8am – 5pm. *Action: Cllr Adams – advise Highways that restrictions to continue.*

9) VAS (Vehicle Activated Speed Sign) – the new VAS is being stored awaiting installation of pole B. Barnes is aware of the location and will supply the pole which is to be installed on the Claverton side of the road.

- a) Purchase of clips – agreed and to be bought by Cllr Robinson
- b) Responsibility for erection of VAS – Cllr Robinson with Lengthsman
- c) RA to be undertaken for siting work – Cllr Robinson to action with Lengthsman

10) Dog Fouling

- a) Bin – Chair had visited the location and the Council agreed that there are sufficient bins in that area.
- b) Sign for Parkers Lane – *Action: Clerk to find out cost of sign and try to contact the resident for further information. Bring forward.*

11) Lengthsman – nothing to report.

12) Planning

Going to Appeal			
19/01118/CU at The Laurels Evesham Road		Extension of existing traveller site and re-location of two pitches and increase in pitches from four to eight and erection of amenity block.	Hearing October 7th 2020
For Discussion			
20/01714/FUL	Thorndon Grove Windmill Lane	Conversion of existing barns including link extension, to replace approved residential conversion – No Comment/Objection from PC	Pending decision

20/01499/FUL	LAND AT (OS 9017 5117),	Mucknell Farm. Change of use of agricultural land for the construction of a stable block and yard area including change of use of land for equine use – No comment/Objection from PC	Pending decision
Approved Since Previous Meeting			
20/01278/HP	The Lodge Church Lane	Single storey rear extension, side porch, and raising the roof above existing kitchen to create first floor bedroom, and replacement of detached garage at The Lodge, Church Lane, Stoulton.	Approved
20/01206/FUL	The Old Coal Yard Windmill Lane	Demolish existing cottage and construction of replacement bungalow	Approved
20/01220/FUL	The Old Coal Yard Windmill Lane	Extension to existing workshop to form timber store/WC/Office.	Approved
20/00746/HP	Dampiers Windmill Lane	Erection of two-storey front extension and one and a half storey rear extension	Approved
20/00272/HP	Thorndon Windmill Lane	First Floor Extension	Approved

13) Finance

- a) CALC pay awards – details given to Council and to be implemented with back pay.
- b) Internal Audit – Clerk advised that audit had been undertaken. Approved by Council.
- c) Asset Register Adjustment – new VAS to be added for this financial year.
- d) Annual Governance Statement Section 1 of AGAR – approved by Council
- e) Accounting Statement Section 2 of AGAR – approved by Council
- f) Exercise of Public Rights – set for September 1st – October 13th
- g) Council approved payments presented as detailed in Clerks Report, item 6b. *Action: Clerk to arrange for signatures and make payments.*
- h) *Action: Clerk to check out the contract for the grass cutting. Request quotes from two suppliers for comparison. Add playground to quote.*

14) Claverton Play Area –

- a) Chair reported that Wychavon DC are proposing a 25 year lease on a peppercorn rent. A transfer of community assets was suggested some time ago at £150. This would be a preferable arrangement to the lease. *Action: Chair to contact Wychavon to see if that is agreeable.*
- b) Reopening of Play area – *Action: Clerk speak to Legal at Wychavon re. who is responsible for closing/opening the playground etc. Covid. Action: Cllr Robinson to look at safety inspection work.*

15) Telephone Kiosk, the ex-Chair had received a quote for work to refurb the kiosk for £492. Approved by Council previously. *Action: Cllr Robinson to contact the contractor.*

16) Parish Council Website – three quotes had been circulated to the Council prior to the meeting.

- a) Approval to proceed and select service provider – Proposer Cllr Morris, Seconder Cllr Tunnell. *Action: Clerk to add payment onto cheque run and advise service provider.*
- b) Photo's etc. for content to be agreed at a later date.

17) Correspondence – Legacy Grant, Round Three is now open.

18) Councillors Reports and Items for future agenda –

- a) Cllr Robinson – are they spraying the ragwort in the woods this year? *Action: Clerk to send letter to ask Liz Etheridge, Wychavon DC*
- b) *Action: Clerk to update new members to contact list and circulate.*

19) Date of Next Meeting -The next Ordinary Meeting of the Parish Council will be on November 19th, at 7pm by Zoom (unless guidance changes).

Meeting closed at 21:20

..... Signed - Chairman