

BISHAMPTON AND THROCKMORTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 16th May 2022 at 7.00pm at The Villages Hall, Bishampton

Present: Cllrs Boocock, Poulter, Amoroso, Argyle, Davis, Hodgkiss, Tucker and Wood.

In attendance: County Cllr Boatright, District Cllr Tucker and Julie White, Parish Clerk

The chairman opened the Annual Meeting of the Parish Council which also includes routine Parish business.

1. To Elect a Chair and receive signed Declaration of Acceptance of Office

Cllr Davis nominated Councillor Boocock as Chair. The nomination was seconded by Cllr Wood. There were no further nominations and all councillors were in favour of electing Cllr Boocock as Chair. Cllr Boocock signed his declaration of acceptance of office.

2. To Elect a Vice chair and receive signed Declaration of Acceptance of Office

Cllr Boocock nominated Cllr Poulter as Vice-Chair. The nomination was seconded by Councillor Amoroso. There were no further nominations and all councillors were in favour of electing Cllr Poulter as Vice-Chair. Councillor Poulter signed her declaration of acceptance of office.

3. Apologies: None

4. Declarations of Interest:

- a) Register of Interests: Councillors are reminded of the need to update their register of interests.
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. **None**
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.
- Cllr Wood declared in interest in Item 13 as she is a member of the History Society
- d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011). **None**

Adjournment for Public Question Time

There were three members of the public present. The meeting was adjourned whilst the public spoke and was reconvened afterwards.

5. Minutes: The minutes of the meeting on 4th April were unanimously agreed as a true and accurate record. The Chairman signed the minutes.

6. District and County Councillors' reports.

County Councillor report:

The Chairman varied the order of the agenda and Cllr Boatright delivered his report prior to adjourning the meeting for the Public Forum as he had another meeting to attend.

- Fence in Church Lane – Cllr Boatright was please to confirm that this work has been approved and is now with the Traffic Management Team. As temporary traffic lights will need to be arranged, this could take up to 3 months.
- Fencing in Throckmorton (opposite The Elms). Cllr Boatright reported that there is an issue with the landowner not engaging with Worcestershire County Council (WCC). He is trying to rebuild a relationship with the landowner but from a Highways perspective it is not a safety concern although there is room for improvement. Cllr Boatright pointed out that if it is felt that this is not good enough then there is a complaints procedure available.
- Holes in Broad Lane Road Surface – A series of small holes have been drilled and filled in along Broad Lane. Cllr Boatright has received confirmation that these are core reinstatements. Cores are taken to identify depth of construction and to identify tar levels. These are then filled in. It was noted that the infill should be flush and not dipped as in Broad Lane.

BISHAMPTON AND THROCKMORTON PARISH COUNCIL

- **Buses** – The Department of Transport has asked WCC to carry out a full review of the county's bus network to be completed by July 1st.

Cllr Amoroso reported that the drain cover at Fladbury Hill has still not been replaced.

Cllr Poulter reported on behalf of the Villages Hall that the pathway up to the hall is deteriorating. Cllr Boatright confirmed that this was in the system.

Cllr Hodgkiss reported that the verges especially in Long Lane are in desperate need of attention. Cllr Boatright said that Highways have stated that the road is not designed for what it is used for and there are no cheap fixes. The best way to deal with the issue is being looked at but Cllr Boatright suspects that the problem areas will be patched.

Cllr Boatright left the meeting at 7.25

District Councillor report:

District Cllr Tucker reported that the date has come through for the appeal hearing for the 6 self-build houses in Main Street, Bishampton. The Planning Officer, Emma Worsley, has now left WDC but she did leave a full email of all the self-build permissions.

Cllr Amoroso thanked Cllrs Boocock and Tucker for their work on the submission for the appeal.

7. Key Documents for Review and Adoption or approval.

Financial Regulations: Cllr Boocock proposed some changes to the financial regulations to reflect the current climate. Cllr Poulter seconded the proposal. All in favour.

Standing Orders: Cllr Boocock outlined some minor changes to the model standing orders which he suggested that should be reflected in BaTPC's Standing Orders. Cllr Boocock proposed that the amendments are accepted. Seconded by Cllr Poulter. All in favour.

To Review and Confirm Bank Mandate and Signatories: Discussion took place over adding a further signatory. It was agreed that Cllr Davis would become a signatory. The bank mandate of 2 signatories to sign is to remain unchanged. This was proposed by Cllr Argyle and seconded by Cllr Poulter. All in favour.

Review of Delegated Powers: Everyone was in favour of deferring the review of this document in light of the updated Financial Regulations.

It was proposed by Cllr Tucker that the following documents were all approved en bloc. The proposal was seconded by Cllr Poulter. All in favour.

Code of Conduct – no change

Risk Management Scheme – no change

Insurance Policy – In Long Term Agreement – price and cover accepted

Asset Register – Changes for 2021-22 noted and agreed

Direct Debits – currently Ionos x 2, ICO and The Public Works Loan Board to be reinstated following the break during COVID.

8. To Review and Re-adopt the following Policies/Procedures:

Cllr Tucker proposed that all the following policies/procedures were re-adopted en-bloc with no changes. Seconded by Cllr Poulter. All in favour:

Publications Scheme

Freedom of Information Policy

Complaints & Data Privacy Notice

Equality & Diversity

Social Media

Press & Media

Disciplinary/Grievance

Training & Development

Grant Awards

BISHAMPTON AND THROCKMORTON PARISH COUNCIL

9. Progress Reports: for information & discussion.

Item	Description	Responsible
a)	Long Lane VAS signs – repair now complete and data is being produced. The other VAS sign on the North side unit is currently being updated to Bluetooth.	GB
b)	Visibility fencing in Throckmorton (opp. The Elms) –Barry Barnes has visited and assured a resolution. This item will be removed from the list until such time that it needs to be revisited.	GB
c)	Culvert, Babylon Lane – Cllr Argyle reported there has been no further progress and he will chase. Re the smell to the ditch to the north of where it crosses Babylon Lane, a Severn Trent engineer thought that this was due to rotting vegetation although they did tape up a hole in a pipe. Severn Trent said that they would send a team to check the pump flow levels of the tanks. Cllr Argyle will check if this has been carried out. Cllr Argyle will speak to the original complainant to see if matters have improved.	MA
d)	<p>Jubilee Events</p> <p>Bishampton - Cllr Wood outlined the events that were happening. Flyers had been produced at a cost of £65.24 inc VAT and Cllr Wood asked for £60 for beeswax so that villagers could roll their own candles as a memento. Cllr Poulter proposed that these items of expenditure were approved. Seconded by Cllr Amoroso. All in favour. The Clerk reported that the £120 Jubilee grant from WDC has been received to offset the expenditure.</p> <p>Cllr Poulter reported that there is no need to carry out a risk assessment as there is no parade in the road from the Church. People will be walking on the pavement. Cllr Amoroso to ask Rotherdale Farm not to send any tractors along Main Street between 11 & 1.</p> <p>The Villages Hall is having a picnic in the playground area. There will be a bar and ice-cream and music will be provided by a band formed by villagers. The dancers will be doing a display of dance through the decades. There will be a cake decorating competition, side shows, exhibitions. Help was requested on the morning to put up the banners etc. Cllr Wood to draft a notice for Social Media.</p> <p>It was proposed by Cllr Boocock that £100 is donated to the Gardening Club to spruce up the 4 planters in time for the jubilee. Seconded by Cllr Amoroso. All in favour.</p> <p>Cllr Hodgkiss pointed out that there is a further planter in Tilesford which he offered to take care of. Cllr Amoroso also offered to look at this planter.</p> <p>Throckmorton – Cllr Tucker still reported very little interest in Throckmorton with 15 maybes and no offers of help. There will probably just be a picnic.</p> <p>Tilesford – Cllr Hodgkiss said that there is a picnic arranged with a BBQ and music. He has 45 attendees confirmed to date.</p>	All
e)	Footpaths and Bridle Way Noticeboard -Cllr Poulter confirmed that the existing board is being put on Wednesday on new posts.	EP
f)	Solar Farm meeting. The Clerk received an email from Claire Hannan at Infinis which had been circulated to all Cllrs. The working party will decide how they wish to proceed and inform the Clerk.	FA/CT/MD
g)	Play Inspection Report. Cllr Poulter ran through the report which didn't highlight any major issues. There was nothing identified in the Junior play area. In the	EP

BISHAMPTON AND THROCKMORTON PARISH COUNCIL

Item	Description	Responsible
	<p>Village Hall area, it was suggested that an additional No Dogs sign was put up. It was proposed by Cllr Poulter and seconded by Cllr Boocock that an additional sign is purchased. All in favour.</p> <p>Cllr Poulter said that the tatty bench around the tree should be removed as it is no longer fit for purpose. All in favour. Phil Poulter will remove it.</p> <p>The agility beam was identified as low risk and the football netting was highlighted which will be carried out imminently.</p> <p>The Clerk was asked to put the Playground report in the Restricted Shared documents.</p>	

10. To consider a community litter pick prior to the Jubilee plus any subsequent ones

Everyone agreed that regular litter picks co-ordinated by the Parish Council should be reinstated. It was decided that these would start following the Jubilee celebrations and not before. Councillor Wood volunteered to be the PC lead. It was suggested that the first one would be around July and approx. 2 per year should be carried out. The Clerk has registered with the Adopt My Street scheme so WDC should supply some equipment. The Clerk confirmed that WDC's next scheduled litter pick is on September 27th and take place every 6 months and the PC's litter picking would be arranged so that they do not coincide.

11. To consider the re-appointment of Parish Council appointed Trustees, Janis Hodgkins and Eric Jones on to the Bishampton Relief in Need Charity for a further 4-year term

It was proposed by Cllr Boocock and seconded by Cllr Wood that Janis Hodgkins and Eric Jones are both re-appointed for a further 4-year term to serve on the Bishampton Relief in Need Charity. All in favour.

Under this item, Cllr Boocock also raised PC membership on other outside bodies and said that Cllr Poulter is currently the PC representative on PACT (Police & Community Together) and the Villages Hall Trust. Everyone was in favour of Cllr Poulter continuing in these roles and Cllr Poulter confirmed that she is happy to remain on both organisations as PC representative.

12. To discuss the Community Pottery Scheme

Cllr Boocock outlined a recent application that the PC had submitted for a grant to alleviate loneliness with a view to setting up the Community Pottery Scheme. Due to time constraints the application had to be submitted quickly. Carolyn Morris was invited to speak to outline the scheme. The idea is to split the scheme into 3 phases. A cabin would be erected in the grounds of The Dolphin which would house a kiln. Carolyn reported that a number of people are willing to become trustees and the scheme has lot of support. As the idea is to house the scheme on PC land, it was suggested that a costed plan would be required. It was also said that the landlords of The Dolphin would need to approach the PC expressing support. However, in principle, everyone was in favour of supporting the idea and exploring how it could be facilitated. Carolyn will make enquiries at The Dolphin.

13. To discuss the Wheelwright's Equipment Display

Plans are well underway for getting the wheelwright display in the grounds of the Dolphin Pub ready for the Platinum Jubilee and details had been previously circulated. The History Society submitted a Grant Application Form and applied for £170 to enable completion of the project. Councillor Boocock proposed that the Parish Council grants the full amount requested. Seconded by Councillor Poulter. 6 votes in favour and one against. Cllr Wood did not vote as she declared a personal interest as she is a member of the History Society. The motion was carried.

14. Planning

	Reference	Description	Comment
Pending	21/01962/FUL	Rotherdale Farm Long Lane: The erection of a 142,596 M2 Glasshouse	No Comment
Pending	21/02478/CU	Land at Pershore Airfield, Long Lane: Change of use 27.6 Hectares	No Comment

BISHAMPTON AND THROCKMORTON PARISH COUNCIL

Pending	21/02648/FUL	Land off Long Lane (Airfield): 4 Warehouses + associated parking etc	Commented
Approved	21/02985/FUL	Evesham Vale Carp Fishery, Broad Lane, Change of use from fishing lakes to recreational use	Commented
New	W/22/00911/HP	23 Cottage, Long Lane, Tilesford, WR10 2LA	

One new plan has been received for 23 Cottage, Long Lane, Tilesford. The new application was discussed and the Parish Council decided that the building is intrusive and it should object. Cllr Tucker to draft an objection to forward to the Clerk for submission.

15. Progress Reports: Properties

Item	Description	Responsible
a)	Dolphin Maintenance Issues: -	
	i) Gas safety certificate – The solicitor was unable to confirm 100% the requirement for a domestic dwelling within a commercial property although he is of the opinion that it should be the tenants' responsibility. Cllr Hodgkiss will supply the relevant Gas Regulations. Cllr Amoroso will get a quote for supplying a Gas Safety certificate. It was also agreed to ask the tenants if they have obtained one.	GB/FA/MH
	ii) Wiring in loft space – still awaiting an electrician	GB
	iii) Replacement of alarm sensor – Cllr Hodgkiss has obtained a new sensor but does not have the available time to fit it. He will try to source an electrician but if in the meantime another electrician is found for the other outstanding jobs, they will be asked to fit the sensor too.	MH
	iv) Repair of shed door – Cllr Davis has obtained a quote of £50 to repair the door. Cllr Boocock proposed and Cllr Wood seconded that the quote is accepted. All in favour	MD
	v) Cllr Davis reported that the front fence has been damaged by wind and he has been quoted no more than £70 to fix it. Cllr Wood proposed and Cllr Poulter seconded that the quote is accepted. All in favour	MD
	vi) It was noted that the hinges had been reported as faulty on the cellar doors. The company that supplied them attended very speedily and fixed the fault and have issued an invoice for £160 plus Vat. Cllr Argyle proposed that this invoice is authorised, seconded by Cllr Davis. All in favour.	MA
	vii) Cllr Boocock reported that the tenants have had some potholes filled on the carpark and have asked for a contribution from the PC. The Parish Council agreed that work should not have been carried out without consultation with the PC. Cllr Boocock has advised the tenant of this and asked that further details are provided for the PC to consider the matter.	GB
b)	Housemartins –fan fitting: An electrician has visited the property and given a quote of £380. It was proposed by Cllr Boocock and seconded by Cllr Poulter that this quote is accepted. All in favour.	GB
c)	Shop electrics: No further progress to date.	GB

16. Finance

16.1 The bank reconciliation was received and accepted.

16.2 The payments were proposed en bloc (appended to the minutes). Cllr Poulter proposed that the payments were approved. Seconded by Cllr Tucker. All in favour.

BISHAMPTON AND THROCKMORTON PARISH COUNCIL

17. Correspondence for Information (circulated prior to the meeting).

The correspondence list was noted, and the Clerk highlighted the following items:

17.15 – Parish Magazine Printing – 15% price increase

17.36 – Email from Dolphin tenant reminding the PC to give notice if attending the premises for any reason

17.42 - Villages Hall – price increase from September

17.49 – Resident asking for roadside verge grass cutting to be reinstated. Clerk to liaise with Smartcut Ltd and resident.

18. Clerk's report:

- The Clerk reported that there has been little response to Wychavon Parish Games
- The Internal Auditor has the books, and the Annual Return should be ready for approval at the next meeting

19. Completed items to close

19.1. Radiator at The Dolphin is due to be fitted this week

19.2 Football net should be fitted very soon at the play area of the Villages Hall

19.3 CIL projects at Shorthorn Wood and the Nature Reserve are now complete.

20. Councillors' reports and items for future agenda.

- Cllr Tucker asked that an agenda item is added to next month's agenda for strimming the verges at Shorthorn Wood.
- Cllr Amoroso asked for an agenda item to be added to next month's agenda for tree labels at the Nature Reserve. Quote/s will be provided for the next meeting but the cost is not expected to exceed £130.
- Cllr Boocock reported that the SWDPR team met productively recently regarding Throckmorton New Town. The next meeting is due to take place on June 12th.
- Cllr Boocock advised that the Community Speedwatch is now disbanded unless a volunteer comes forward to take it over.

21. Date of next meeting:

The Throckmorton Parish Meeting will be held on Thursday 19th May 2022 at 7.00pm in Throckmorton Parish Rooms

The next Parish Council meeting will be held on Monday 6th June in Throckmorton Parish Rooms at 7.00pm

22. Confidential Business

It was proposed by Cllr Boocock and seconded by Cllr Poulter that the public were excluded from the meeting. All in favour.

22.1 The dolphin boundary was discussed (confidential report appended to minutes)

The meeting closed at 21:32

Signed

Confidential Report (Appended to the minutes) re The Dolphin boundary

Not for publication and not accessible under Freedom of Information requests.

22.1

The matter was discussed.

The meeting closed at 21.38.

BISHAMPTON AND THROCKMORTON PARISH COUNCIL

Bishampton & Throckmorton Parish Council - Payments & Receipts May 2022

Bank Balances as at Apr 30th 2022	Amount	Interest	Gross Income (April)		
Lloyds Deposit	14,052.86	0.13	480.00	1.4.22	Lengthsman (Nov, Dec, Jan)
Lloyds Current (01289157)	43,540.77		450.00	1.4.22	Donation
Totals	57,593.63		165.00	5.4.22	Lengthsman (Feb)
			35.00	11.4.22	BishCares Coffee Morning donations - April
			40.00	12.4.22	Lloyds Bank compensation
			300.00	19.4.22	Rent - Village Shop
			572.00	26.4.22	Rent - Housmartins
			1,289.08	27.4.22	VAT refund
			10,799.00	28.4.22	Precept & grant

Authority to pay		Nett Amount	VAT	Total	Cost code	Invoice No
J White	Salary	615.20	0.00	615.20	1	n/a
J White	monthly allowance	17.50	0.00	17.50	2	n/a
J White	mileage - May	9.00	0.00	9.00	2	n/a
Smartcut	grounds maintenance	266.25	53.25	319.50	25	17028
DWS Pubs	Coffee mornings (Apr & May)	97.50	0.00	97.50	36	April & May
Zurich	Insurance	1956.36	0.00	1956.36	4	514493636
Reimburse Cllr Hodgkiss	Sensor for The Dolphin	28.24	5.65	33.89	24	1000051341
Reimburse Clerk	Radiator for Dolphin bathroom	170.78	34.16	204.94	24	7450631
Reimburse Clerk	Radiator valves	14.98	3.00	17.98	24	OP/1878981
RoSPA	Play area inspections	154.00	30.80	184.80	26	61497
Net World Sports	Netting for Play area	304.03	60.80	364.83	34	PSI11736718
Signs R Us	Signage for Nature Reserve	30.00	6.00	36.00	34	58610
CJC	Sleepers/ fittings for Nature Reserve	403.80	80.76	484.56	34	3395
M Platts - reimburse	flyers & leaflets - Jubilee	54.35	10.89	65.24	30	200596426
Carl Brassington	Lengthsman duties	180.00	0.00	180.00	31	n/a
Ionos	webhosting	7.00	1.40	8.40	9	DD
Ionos	website content management	7.00	1.40	8.40	9	DD
Bishampton History Society	Donation - Wheelwright display	170.00	0.00	170.00	30	n/a
		4,485.99	288.11	4,774.10		