

Bredon, Bredon's Norton and Westmancote Parish Council

The minutes of the Annual Meeting of Bredon Parish Council held at Bredon Village Hall on Monday 8th May 2017.

Present: Councillors: Mr Matt Darby, Mr Kevin Falvey, Mr Phil Handy (Chairman), Mrs Diane Kemple, Mr Ian Rowland-Hill, Mr Andrew Rhodes, Mr Declan Shiels, Mr Rob Sly and Mr Brod Whiting.

In Attendance: Mr Tim Drew (Clerk) and Mr Alan Newell.

Before the meeting commenced, **Public Question Time** was held; the notes of which are appended to these minutes.

1. Election of Chairman

Cllr Falvey proposed, Cllr Sly seconded and it was unanimously **agreed** to elect Cllr Handy as Chairman.

2. Apologies For Absence.

Apologies were received and accepted from Cllr's Mr Richard Coghlan, Mr Mike Johns and Mr Adrian Hardman (County & District Councillor).

3. Declaration of Interests.

Cllr's were reminded to update their Register of Interests with Wychavon. None were declared.

4. To Consider The Adoption Of The Minutes Of The Meeting Held On The Monday 3rd April 2017.

Due to the final minutes not being circulated due to an oversight, this will be deferred to the next meeting.

5. Election of Vice Chairman

Cllr Falvey proposed, Cllr Darby seconded and it was unanimously **agreed** to elect Cllr Rhodes as Vice Chairman.

6. To Appoint Members And Agree On Terms Of Office to various groups:

The Chairman stated the importance of spreading the workload amongst councillors,

- a) **Staffing Group** – Cllr's Kemple, Rowland Hill and Shiels appointed, but to create a more effective and proactive approach it was agreed to seek a 4th member. To be decided at the June meeting.
- b) **Planning Working Party** - Cllr's Coughlan, Darby, Handy and Rhodes appointed.
- c) **Clerks Finance Support Group** - Cllr's Falvey, Johns and Rhodes appointed.

7. To Appoint Individuals and/or Councillors to various roles:

- a) Footpaths Officer – Mr Terry Onions to be contacted by Chairman after discussing with Cllr Hardman, with intention of nurturing and sharing role with Peter Kelson - a parishioner who had written to express an interest.
- b) Tree Warden – Mr Terry Onions (If in agreement to continue when contacted by Chairman).
- c) Hancock's Trustee – Cllr Sly appointed.

- d) Reeds Close Trustee – Cllr’s Sly and Whiting appointed.
- e) Worcestershire Parish Councils Association – Cllr’s Johns and Clerk.
- f) The Parish Council’s representative for the Bredon Hill Conservation Group – Cllr Darby appointed.
- g) Bredons Norton Village Hall – Cllr’s Coghlan and Whiting appointed.
- h) Police Liaison – Cllr’s Falvey and Johns appointed.
- i) Bredon Community Play & Recreation – Cllr’s Falvey, Handy, Rowland-Hill and Sly appointed. Martin Miles (Chairman BCPR) is to be contacted to agree the way forward and route all communications via Clerk.
- j) Grass Cutting – Cllr’s Sly, Falvey and Rhodes appointed.
- k) Social Media – Cllr’s Sly, Roland – Hill and Shiels appointed.
- l) Defibrillator – Cllr Falvey appointed.
- m) Maintenance of Parish Council Hygiene Facility - Cllr Falvey appointed.
- n) Parish Magazine – Cllr Shiels (with Cllr Sly as Deputy) appointed.
- o) Village Hall – Cllrs Falvey, Jones, Kemple, Rowland-Hill and Shiels appointed.
- p) Leases – Cllrs Falvey, Handy and Kemple appointed.
- q) Clerks and Hall Manager’s Contracts – Staffing Group (Item 6 above).

All appointments in Items 6 and 7 above were proposed by Cllr Sly seconded by Cllr Rhodes and **agreed** unanimously.

Item 18 d) was brought forward:

18 Planning

- d) Neighbourhood Plan

The referendum on the Bredon Parish Neighbourhood Plan will be held on 8th June. The plan will be used to help decide planning in the parish. The referendum is being organised by Wychavon. Elaine Dicks (Wychavon's Electoral Services Manager) has provided clarification on voting and expenditure and regulations (Clerk to email members). BPC has authored and championed the plan, and it would therefore be reasonable and consistent for it to promote a 'yes' vote in the referendum. Cllrs agreed this would take place during the weekend of 3rd/4th June via BPC's social media accounts, posters on the parish notice boards, parish magazine article and leaflet drops (identifying BPC as the source of document). It was proposed by Cllr Falvey seconded by Cllr Whiting and **agreed** unanimously to spend up to £250 on publicising the referendum and promoting a 'yes' vote.

Chairman advised that Richard Washbourne had expressed his displeasure that the plan would designate land he owns on the Eckington Road as Local Green Space.

8. Finances.

- a) Invoices to be paid

Village Hall

CW Hygiene	Consumables (from Jan 17)	£52.06
CW Hygiene	Gutter & Window Cleaning	£282.00
RPK Maintenance	Replacement Tap	£87.00
Snow Electrics	New Hand Dryer & 2xTubes	£141.40
BHP&PM	Boiler/Pump Repair	£595.20
CW Hygiene	Consumables (Apr 17)	£36.83
Demon Oven	Oven Deep Clean	£140.00
J Lomasney	April 17	£202.57

Parish Council

Came & Company	Council Insurance Renewal	£3588.82
Lengthsman	April 2017 & Weed killer	£330.50
Adam Gallagher	Hut Roof Repair	£825.00
Sheriff's Office	Jubilee Car Park Visitors	£474.00
Wychavon DC	Dog Bin (Lower Lane, Kinsham)	£82.80
Greenworks	Grass Cutting (March & April)	£2784.00
Greenworks	Re-boarding of Climbing Frame	£276.48
Worcs CALC	CALC & NALC Fees	£983.45

Payments **agreed** - proposed by Cllr Falvey seconded by Cllr Rhodes and agreed unanimously.

b) Financial Report

Mandate Variation Request made to Lloyds Bank to enable new Clerk to access Parish Council and Village Hall balances for the monthly report.

Village Hall receipts from Wychavon DC received for Hire of Hall (Election 4th May - £275.00) and Precept 1 & Grant 1 (£23,480.00).

Clerk to review password security of computer system and Sage 365 service with Clerks Finance Support Group.

9. To Consider Reviewing Council's Standing Orders, Financial Regulations, Risk Assessment and Insurance Requirements.

This matter was deferred to the June meeting.

10. To Receive an Update on the Staffing Group Report and New Clerk/RFO.

Clerk will circulate documents on two key dates each month:

- 1) Draft Minutes of Parish Council Meetings the day after the meeting
- 2) The Tuesday before the next Monday's Parish Council Meeting.

Only exception would be for emergencies.

Chairman, Vice Chairman and Clerk to prioritise agenda items based on proposed written and verbal reports received from Councillors. If none received, these agenda items will not be discussed. If appropriate, an Issues Log would be considered.

Points from the previous Clerk's Exit Interview were discussed.

It was **agreed** that the Clerk would complete new electronic Timesheets to gather data on hours and tasks performed to identify future needs for both the Council and Clerk. Proposed by Cllr Darby and seconded by Cllr Rowland-Hill.

Policy documents circulated covering Equality, Sickness Absence, Disciplinary, Health & Safety and Expenses were **agreed**. Proposed by Cllr Rhodes and seconded by Cllr Kemple.

11. To Update The Council On The Future Of The Village Hall Working Party.

This matter was deferred to the June meeting.

12. To Discuss The Councils Vision/Plan For The Four Year Term – Objectives.

Before the Objectives are published on the BPC website, Cllr Rowland-Hill will revise the wording to reflect the Council's capabilities, to be agreed at the June meeting.

13. To Discuss The Maintenance Of The Glebe Field Wall.

The fence is still in need of repair. Clerk to write again to Mr Jones advising a deadline for action and the advertising of the Glebe Field if no satisfactory resolution.

14. To Discuss The Ongoing Maintenance Of The Playing Field. The Role of BCPR.

The four Councillors in 7 i) to meet and discuss during May and report.

15. To Consider A Height Restriction Barrier for The (3) Parish Council Car Parks.

Resulting from the visit by Travellers to the Jubilee Car Park in April, options for Height Restriction Barriers were discussed. Chairman had discussed with the County/District Councillor and learnt that Malvern Hills DC have by-laws covering overnight parking which serve the Council well. Barriers considered unsightly and should be a last resort. Proposed by Cllr Falvey Sly seconded by Cllr Rhodes and **agreed** unanimously that no barriers at this time but By-law option to be pursued by Chairman, Clerk and Cllr Falvey.

16. To Consider Replacing Some of the Tables in The Village Hall.

Covered within the Parish Council's New Homes Bonus application.

17. Correspondence For Information.

In addition to the Clerk's Report, a letter from Joan Needham of the PCC to Chairman BPC, thanking the council for the churchyard grant was read out.

Clerk to respond by email to Adrian Williams, regarding speeding on the Cheltenham Road.

The option of providing overspill parking in Station Drive, when large events are held in the Village Hall, is being progressed with the owner's agent.

18. Planning.

a) For Consideration.

- I. 17/00587/FUL Land Off, Oak Lane, Bredon
Following an update from the Vice Chairman on the planning application for two additional houses at the Oak Lane development of 24 houses; the PC objects to the proposal.
- II. 17/00364/HP Yew Tree Cottage, Manor Lane, Bredons Norton. PC has made general comments.
- III. 17/00614/HP Church Cottage, Manor Lane, Bredons Norton. PC has made general comments.

b) To Be Ratified.

None

c) Decided By Wychavon.

Approved by Wychavon

- I. 17/00294/CU - Millstone, Eckington Road,
- II. 17/00220/FUL - Land Rear Of Tudor Cottage And Including Part Of, Blackberry Barn, Manor Lane, Bredons Norton.
- III. 7/00259/FUL - Land Adjacent Inshallah, Manor Lane, Bredons Norton
- IV. 17/00142/FUL - Stonewold, Lower Lane, Kinsham
- V. 17/00322/LB - Land Rear Of Tudor Cottage And Including Part Of, Blackberry Barn, Manor Lane, Bredons Norton

VI. 17/00521/HP - Barns Close, Main Road, Bredon, Tewkesbury, GL20 7EL

19. Planning.

d) For Consideration.

IV. 17/00587/FUL Land Off, Oak Lane, Bredon

V. 17/00364/HP Yew Tree Cottage, Manor Lane, Bredon's Norton

VI. 17/00614/HP Church Cottage, Manor Lane, Bredon's Norton

e) To Be Ratified.

None

f) Decided By Wychavon.

Approved by Wychavon

VII. 17/00294/CU - Millstone, Eckington Road,

VIII. 17/00220/FUL - Land Rear Of Tudor Cottage And Including Part Of, Blackberry Barn, Manor Lane, Bredon's Norton.

IX. 7/00259/FUL - Land Adjacent Inshallah, Manor Lane, Bredon's Norton

X. 17/00142/FUL - Stonewold, Lower Lane, Kinsham

XI. 17/00322/LB - Land Rear Of Tudor Cottage And Including Part Of, Blackberry Barn, Manor Lane, Bredon's Norton

XII. 17/00521/HP - Barns Close, Main Road, Bredon, Tewkesbury, GL20 7EL

The Vice Chairman provided an update on the planning application for two additional houses at the Oak Lane development of 24 houses, which will be opposed.

20. Progress Reports For Information.

a) Clerk.

Report had been circulated. New Homes Bonus to be a June Agenda item.

b) Bredon Village Hall.

Yellow safety tape now placed near the entrance steps.

Quote received at £830 + VAT for the Velux windows in the Chandler Room. New electrician quotes to be sought.

c) Bredon's Norton Village Hall.

Nothing to report.

d) County and District Councillor.

Adrian Hardman (County & District Councillor) not in attendance.

e) Tennis Club Lease.

New version of lease (8) now **agreed** to be passed to Club for signature. Proposed by Cllr Darby and seconded by Cllr Whiting.

f) Bredon Community Play & Recreation

Covered in Items 7 i) and 14.

g) Bredon Hill Conservation Group

At meeting on 5th April, the proposed new route for the A46 across Bredon Parish, and the forthcoming appeal for a new 'Care Village' in Beckford (approximately 150 dwellings) were discussed.

h) Website and Parish Magazine.

Include options to prevent future occurrences of traveller visits.

21. Councillors Reports and Items for Future Agenda.

Cllr Falvey- New Homes Bonus

Chairman – Co-opting Councillor vacancy

22. Date Of Next Meeting.

Parish Council Meeting Monday 5th June 2017.

Notes of Public Question Time

Neighbourhood Plan - Alan Newell objected to the designation of Local Green Space at Croft Farm. He would have preferred a more sympathetic approach with more consultation before imposing a seemingly arbitrary decision. The grassland in question is little used at present.