

Minutes of the meeting held 14 May 2018 at War Memorial Hall, Cleeve Prior

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- Present: Councillors: Sue Robinson, Richard Lasota, Mary Smith, Hazel Stewart-Davies & Peter Wilson
- In Attendance: S Arble (Clerk) and 6 members of the public
- 001 The meeting started 1 hour late; at 8:30pm.
- 002 Cllr Wilson was elected Chairman. He thanked Cllr Robinson for hard work over the previous two years.
- 003 Apologies received from Cllr Rhodes.
- 004 Cllr Robinson was elected Vice-Chairman.
- 005 No interests declared.
- 006 No dispensations requested.
- 007 Standing Orders were noted.
- 008 The Code of Conduct was noted.
- 009 The Clerk's Scheme of Planning Delegation was noted. The Council resolved to appoint all cllrs as members of the delegation. Three responses will constitute a quorum.
- 010 Financial Regulations and 2017 Risk Assessment were noted.
- 011 Memorial Hall deeds and CPO registration documents are stored at Hall Reynolds in Bidford on Avon.
- 012 The Clerk's Finance Support Group was noted. The Council resolved to appoint Cllrs Rhodes and Wilson as members of the group. The current signatories on the bank account are **Cllrs Robinson, Stewart-Davies, Smith & Rhodes**.
- 013 Councillor's Expenses were noted. At the 13 February 2008 Meeting the Council adopted the following: The Council will reimburse reasonable expenses incurred while on Council business upon presentation of an invoice or receipt. The Council further adopts a mileage allowance of £0.442 per mile.
- The mileage allowance was reviewed at the July 2010 Meeting.
- 014 The Chairman's £300 per annum Allowance was noted. This amount can be spent by the Chairman without prior approval of the Council, and is reimbursable upon presentation of a receipt/invoice.
- The Council resolved to make appointments to the following posts:
- A. **Allotment Officer:** Cllr Rhodes
 - B. **Perkins Educational Foundation:** Cllr Robinson
 - C. **Two CALC Area Representatives:** no appointment
 - D. **War Memorial Hall Management Committee Rep:** Cllr Stewart-Davies
 - E. **Web Managers:** The Clerk, Cllrs Robinson & Wilson
 - F. **Parish Paths Warden:** A Saunders with assistance from T Carr.
 - G. **ASB WP:** Cllr Stewart-Davies
 - H. **NDP WP:** Disbanded
 - I. **S106 WP:** Cllrs Smith & Rhodes
 - J. **Street Lights WP:** Cllrs Smith and Stewart-Davies
 - K. **Parish Wharf:** Cllr Rhodes
 - L. **Community Action Group:** Cllrs Wilson & Robinson
 - M. **CP Projects WP:** Cllr Rhodes

015 The **Council resolved** to approve the **MINUTES** of the meeting held 9 April 2018 at War Memorial Hall, Cleeve Prior.

FINANCE

016 The **Council resolved** to approve the payment schedule.

Payment References; those in **red** previously paid

| Ref | Chq | Payee | Details | Net | VAT | Total | Chq Total | Date |
|-----|-----|----------------|---------------------------------------|------------------|----------------|------------------|-----------|----------|
| 7 | 510 | Shelley Signs | Parish Wharf sign | £390.00 | £78.00 | £468.00 | | 12.04.18 |
| 8 | DD | 1&1 | April Website & Domain Name | £19.98 | £4.00 | £23.98 | | 24.04.18 |
| 1 | 511 | CPMVH | Chq #504 didn't clear | £39.00 | £0.00 | £39.00 | | 16.04.18 |
| 9 | 512 | L Farnsworth | April Lengthsman | £137.50 | £0.00 | £137.50 | | 14.05.18 |
| 10 | 513 | S Arble | April Wage | £435.55 | £0.00 | £435.55 | | |
| 10 | 513 | S Arble | April Expenses | £79.11 | £0.58 | £79.69 | £515.24 | 14.05.18 |
| 11 | 514 | Limebridge | 1 cut April | £212.00 | £42.40 | £254.40 | | 14.05.18 |
| 12 | 515 | WCALC | Yearly Dues | £294.22 | £52.48 | £346.70 | | 14.05.18 |
| 13 | 516 | Childrens Play | Playground Inspection | £82.00 | £16.40 | £98.40 | | 14.05.18 |
| 14 | 517 | Npower | Jan-March Invoice Acc 01 | £104.68 | £5.23 | £109.91 | | |
| 15 | 517 | NPower | Jan-March Invoice Acc 02 | £8.70 | £0.44 | £9.14 | £119.05 | 14.05.18 |
| 16 | 518 | I Robinson | Parish Wharf Work | £130.16 | £0.00 | £130.16 | | 14.05.18 |
| 17 | 519 | J Arkell | Seeds & fuel Parish Wharf Work | £217.56 | £0.00 | £217.56 | | 14.05.18 |
| 18 | 520 | D Davenport | Wood Treatment for Parish Wharf Bench | £28.62 | £0.00 | £28.62 | | 14.05.18 |
| | | TOTAL | | £2,179.08 | £199.53 | £2,378.61 | | |

017 The **Council resolved** to approve April 2018 Reconciliation.

| | | |
|------|-----------|-----------|
| Date | | Date |
| | 01-Apr-18 | 30-Apr-18 |

| | | | | |
|------|-------------------------|--|------|-----------------|
| add | Current Account balance | | | 3266.51 |
| add | Deposit Account balance | | | 65792.66 |
| less | Cheques paid uncleared: | | #495 | 30.00 |
| | | | #510 | 468.00 |
| equ | Balance C/F | | | 68561.17 |

| | | |
|---------------------------------|------|-----------------|
| Opening Balance Deposit Account | | 55290.31 |
| Add receipts for period | | 10502.35 |
| Less payments for period | | 0.00 |
| Opening Balance Current Account | | 3702.18 |
| Less Period payments: | | 1289.02 |
| Add receipts for period | | 385.35 |
| UnCleared Payment 2017-18 | #495 | 30.00 |
| Closing Balance | | 68561.17 |

- 018 The Council noted the April 2018 I&E Report.
- 019 The Council noted the 2018 Year End. The Internal Auditor is conducting the audit. The Annual Return is due 11.06.18.
- 020 **WCC CLLR REPORT:** See Annual Parish Meeting Minutes for WCC Cllr Adams report.
- 021 **WDC CLLR REPORT:**
- A. WDC is holding a Village of Culture competition which comes with cash prize. More information to come at a later date.
 - B. Concerned about a possible outline planning application for the Gypsy Site and the implications for the neighbouring CPO Land. Will report back when more information is obtained. It may be that the Council will need to hold an Emergency Meeting to consider this issue.

ROGRESS REPORTS

- 022 **Salford Priors Cycle Path:** See Cllr Wilson 25.04.18 report.
- 023 **School Play Area Inspection:** See reported emailed 17.04.18. There are no high risk issues, however, at the Clerk's request, Limebridge Rural Services inspected the woodchip surface area and will provide a quote to top up the level to 200mm as suggested in the report.
- 024 The Clerk responded to the 09.04.18 parishioner email requesting the Council to replace the concrete boundary post between the Wharf and private property. The plan is to replace the marker when the weather improves.
- 025 **CPO Land Clearing:** The job was delayed again due to the JCB driver not being able to attend. The litter equipment needs to be returned by 08.05.18. Cllr Lasota reported that a company may be able to move the tyres cheaply if they can be easily accessed.
- 026 **Street Lights:** The Clerk met with K Watkins of EON and inspected each street light to determine approximate replacement cost and replacement feasibility; see 12.04.18 email for report. The Council owns 15 columns and 16 arms (one near the church is wall mounted). Western Power owns 3 columns. The approximate cost to replace the street lights is £50,000. 12 of the wood columns date to 1961 which suggests they either need to be replaced or the light location retired. **ACTION: Working Party to provide recommendation.**
- 027 The Close grit bin filled; matter resolved.
- 028 **Meeting adjourned to hold Public Question Time, but there were no comments or questions.**
- CLERK'S UPDATE**
- 029 WCC Planning Validation Document adopted.
- 030 New Homes Bonus Event 05.07.18 at 6:15 at the WDC Civic Centre –emailed 16.04.18; two places limited per Council. Cllrs Robinson & Smith would like to attend. **ACTION: Clerk to forward New Homes Bonus information to the Council.**
- 031 Data Protection Training 7pm, 23.05.18 at County Hall. The Clerk and Cllr Stuart-Davies cannot attend. There were no volunteers to attend.
- 032 Powers for Dealing with Unauthorised Development and Encampments Consultation; comments due 15.06.18. **ACTION: Cllrs Robinson & Stuart-Davies will evaluate the consultation and report at the June meeting.**

033 In a letter dated 02.05.18 NPower objected to the transfer of electric supply to Southern Electric due to an outstanding balance of £128.83. CPPC records indicate the cheque was cashed on 20.07.17 and this information was forwarded to NPower. The Clerk is led to believe the matter will be cleared when the payment is allocated. The Council will be allowed to switch suppliers when the current invoice is paid.

PLANNING

034 18.00532.HP – 2 The Close: Demolition of existing garage, erection of new garage/office/annex REFUSED

035 18.00531.FUL – Upper House, Nightingale Lane: Demolition of existing timber stables and erection of barn. The Council had no objections PENDING

036 ENF.17.0619 – Olde Kemys Cottage, Main St: stone wall replacement. PENDING
Cllr Stuart-Davies reported that B Lawless resigned and a new enforcement officer will soon be hired.

NEW AGENDA ITEMS

037 The **Council resolved** to commit to a 3 year contract with Zurich which includes the Memorial Hall insurance for a premium of £794.80 per year.

037 The **Council resolved** to approve the WCC Lengthsman Agreement which provides £1673 funding.

038 The **Council resolved** to offer Mr Luke Farnsworth a Lengthsman Service Contract at £12 per hour based on 11 hours per month. **ACTION: Clerk to obtain signature on contract and a request a copy of the public liability cover.**

039 The **Council resolved** to the following concerning the General Data Protection Regulation which comes into force on 25.05.18.

- A. To adopt the Privacy Notice for Staff, Cllrs and Stake/Role Holders.
- B. To adopt the General Privacy Notice.
- C. To delete the Cleeve Prior Email Group.
- D. To dismiss the Clerk as the Data Protection Officer (DPO).

ACTION: The Clerk to post privacy notices on the website and refer to the notices in correspondence.

040 The **Council resolved** to send a letter to Enterprise Inns expressing concern at the increased deterioration of the Kings Arms. **ACTION: Chair Wilson to draft letter**

041 The Council resolved to pay the electrician's £906.82 invoice for health & safety works carried out to the Memorial Hall. The Memorial Management Comm. will reimburse the Council £755.68.

042 The **Council resolved** to allow the Projects Working Party to investigate the improvement of the playground.

043 **DATE AND VENUE OF NEXT MEETING:** 7:30 on 11 June 2018 at the War Memorial Village Hall, Cleeve Prior.

044 Meeting closed at 9:35pm.

Signed _____ Date _____