

Minutes of the meeting held 13 May 2015 at War Memorial Hall, Cleeve Prior

-
- Present: Councillors: P Howe (Chair), S Robinson, P Turner, N Brown, B Rhodes & H Stewart-Davies
- In Attendance: S Arble (Clerk) and 16 members of the public.
- 042 Cllr Howe was elected Chairman.
- 043 All cllrs present signed the Declaration of Acceptance of Office/Undertaking to Observe the Code of Conduct. Cllr Lasota signed the Declaration on 06.05.15.
- 044 The Council resolved to accept apologies from Cllr Lasota for personal reasons.
- 045 Cllr Brown was elected Vice-Chairman.
- 046 **DISCLOSURE OF INTERESTS** – none declared.
- 047 Standing Orders were noted. **ACTION: Clerk to print hard copies for Cllrs Rhodes, Robinson and Stewart-Davies.**
- 048 The Code of Conduct was noted.
- 049 The Clerk's Scheme of Planning Delegation was noted. The Council resolved to appoint cllrs Robinson, Rhodes, Turner, Lasota and Howe as members of the delegation. Chair Howe to act as Chair of the delegation.
- 050 Financial Regulations and 2014 Risk Assessment were noted. **ACTION: Clerk to print hard copies for Cllrs Rhodes, Robinson and Stewart-Davies.**
- 051 The Clerk's Finance Support Group was noted. The Council resolved to appoint Chair Howe and Cllr Lasota as members of the group.
- 052 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.
- 053 The Chairman's £600 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.
- 054 The Council resolved to make appointments to the following posts:
- A. **Footpath Officer:** Cllr Brown
 - B. **Allotment Officer:** Cllr Rhodes with assistance from Chair Howe.
 - C. **Perkins Educational Foundation:** Cllr Robinson **ACTION: Clerk to inform the Secretary of the Perkins Trust.**
 - D. **Two CALC Area Representatives:** Cllrs Turner and Stewart-Davies
 - E. **War Memorial Hall Management Committee Rep:** Cllr Stewart-Davies
 - F. **Webmaster:** Cllr Turner
- 055 WCC appointed Mr A Saunders as the **Parish Paths Warden**. Mr T Carr plays a significant role.
- 056 The Council resolved to approve the **MINUTES** of the meeting held 8 April 2015 at War Memorial Hall, Cleeve Prior.
- 057 **WCC CLLR REPORT:** Cllr Adams gave a written report to the 2015 Annual Parish Meeting, see agenda.

058 WDC CLLR REPORT: No report.

059 **Chairman moved: The meeting now adjourned to hold Public Question Time, brief notes of which are at the end of the minutes.**

PROGRESS REPORTS

Lengthsman/Flood Prevention/ Footpaths Work

059 **Footpaths 12.14:** On 3.12.14 the Clerk reported rubbish in the ditches near The Manor to WDC; #6462454. Ditches to be cleared on 20.05.15.

CPO Land

060 **Clearance 03.14:** ACTION: Chair Howe to make another effort to negotiate with G Albutt concerning the incomplete job. ACTION: The Clerk to obtain another quote from the contractor who quoted for the work previously.

061 **Refuse 02.15:** Cllr Brown reported that D Nelson agreed to allow refuse lorries to turn around on his property. ACTION: Cllr Brown to obtain agreement in writing.

062 **Cleeve Prior NDP:** Mr T Carr gave a report at the Annual Parish Meeting.

063 **Footpaths Report:** Mr T Carr gave a report at the Annual Parish Meeting.

064 **Evesham Road Speed Survey 06.14:** Survey currently being conducted. Lead on Evesham Road repaired.

065 **Allotment Agreement:** Two contracts received. Mr N Bratt is unhappy with the terms of the contract. His email was discussed. ACTION: Chair Howe to discuss situation with Cllr Rhodes and reply directly to N Bratt.

066 **Lengthsman Contracts:** T Hunt signed contract. The CPPC agreement with WCC is in place. Matter resolved.

067 **Smart Water:** All monies collected. Cllr Turner never received his packet; he will contact K Mellor.

068 **Call for Parish Projects:** All three parties have been informed of the grant amounts; matter resolved.

069 **C Phillips – Voluntary Comm. Champ Visit:** June visit confirmed. ACTION: To be included on June agenda.

070 **Hoden Lane Sign:** Bent sign reported to Hub on 24.03.15; #6593639. No update.

NEW AGENDA ITEMS

071 The Council resolved to approve AON insurance policy at a cost of £392.85.

072 The Council resolved to allocate the previously awarded £4000 War Memorial Hall Call for Projects Grant solely to the War Memorial Hall Reserves.

073 The Council resolved to donate £1500 to the War Memorial Hall Management Comm.

074 The Council resolved to forego the June tractor lease payment and sell the tractor to the Cleeve Prior Heritage Trust in December 2015 for £3206.07 plus the insurance premium. ACTION: Clerk to inform CPHT of the resolution.

075 The Council resolved to amend Standing Order 5g to read "To sign and issue the summons to attend meetings of the Council at least three clear days before a meeting of

the council, a committee and a sub-committee by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer."

- 076 Cllrs will inform the Clerk by email which CALC training sessions they would like to attend. An emergency decision will be made to spend the necessary funds.

FINANCE

- 077 The Council resolved to approve the payments listed in Appendix A of the May 2015 Agenda with four amendments.
Cheque #272 in the amount of £392.85 to AON, to pay insurance premium.
Cheque #270 in the amount of £346.40 455.52 to OHL to pay for the NDP survey.
Cheque #271 in the amount of £42.20 to pay for two Smartwater signs.
Cheque #267 to Zurich cancelled; see Minute 071.
- 078 As Cllr Howe had to chair the meeting, Cllr Robinson volunteered to join the Clerk's Finance Support Group. Cllr Robinson confirmed the April 2015 Reconciliation is accurate.
- 079 The April 2015 Income & Expense Report was noted by the Council.
- 080 2015 Annual Return is due 01.07.15.
- 081 **Internal Audit:** Internal Audit commenced on 02.04.15. The Clerk has tried on several occasions to meet with the IA, but Mr Fletcher has failed to respond. **ACTION: To consider at June Meeting.**
- 082 The 2015 Year End is not completed. **ACTION: To consider at June Meeting.**

CLERK'S UPDATE

Correspondence for Consideration

- 083 In response to the J Humphrys request for CPPC make representations on behalf of the Evesham Rd residents concerning the poor state of the road behind the houses and three caravans in the #9 garden; **ACTION: Clerk to contact WDC Planning Enforcement and Rooftop to enquire if three caravans in the garden of 8 Evesham Road contravenes a lease agreement or planning regulations. If so, the Clerk is to request a meeting with the parties and invite the MP.**
ACTION: Cllr Robinson to discuss matter with J Humphrys.
- 084 **Tabled Correspondence - none**
- 085 The Clerk reported the several areas where street painting is required. WCC responded that this type of work is on a schedule; matter resolved.

PLANNING

For Council Consideration

- 086 **WCC 15.000011.REG3;** Proposed extension to existing tarmac playground. Emailed to Planning Delegation 21.04.15; comments due 14.05.15 **NO OBJECTIONS**
- 087 **W.15.00821.PN; Field Barn:** Proposed extension to existing toilet block to provide disabled wc **NO OBJECTIONS**

WDC/WCC Approvals - none

WDC Refusals - none

WDC Pending - none

Appeals

088 **W.13.01794.OU:** Froglands Lane – Outline application for a residential development of 20 dwellings. Dismissed.

Enforcement - none

COUNCILLOR REPORTS AND FUTURE AGENDA ITEMS

089 Cleeve Prior Nature Trail – Cllr Brown

090 C Phillips June Meeting Visit

091 School Playground Ground Cover for June Meeting

092 J Franey request to seek an urgent meeting with Worcs CC and/or WDC to determine what contingency plans they have in place or intend to have in place to make adequate provision for those residents who currently live on the public site. Cleeve Prior needs a cast iron assurance from Worcs CC and WDC that a suitable site will be identified for these residents.

093 J Franey request to seek a meeting with the MD of Rooftop as there is evidence to suggest that caravans have begun to appear behind the houses on the Evesham Road.

094 **DATE AND VENUE OF NEXT MEETING:** 8:00pm on 10 June 2015 at the War Memorial Village Hall, Cleeve Prior.

095 Meeting closed at 10:25pm.

Signed _____ Date 10/6/15

NOTES OF PUBLIC QUESTION TIME

- A. A parishioner would like the section of Mill Lane leading own to the parish wharf resurfaced. **ACTION: Clerk to report to the HUB.**
- B. A parishioner asked why rest of Main Street wasn't resurfaced during the recent work. **ACTION: Clerk to ask WCC Cllr Adams.**
- C. A parishioner informed meeting that everyone on the Traveller Site is in agreement to sell for the proposed development and has a residence to occupy.
- D. A parishioner was concerned the VAS may not have been in the village for several months. **ACTION: Clerk to make enquiries with M Heelis.**
- E. Should the limit near the school be 20mph? **ACTION: Clerk to enquire with WCC Cllr Adams.**
- F. A parishioner enquired as to whether the proposed Traveller Site developer had contacted CPPC. The Clerk replied that to date there has been no response to the 23.02.15 letter sent to Tetlow King.
- G. Quad bikes etc still a problem in the village.
- H. A parishioner noted that the police weren't interested in investigating the Field Barn break when asked in person shortly after the incident occurred. Parishioner was asked instead to report the crime.
- I. A parishioner related that there is general unrest among parishioners due to anti-social behaviour. Perhaps CPPC could purchase a good camera and engage a person to take photos. Is it possible to pressure the parents into controlling their children?

- J. A parishioner suggested that some posts surrounding The Green should be replaced. **ACTION: Council to investigate.**

Minutes prepared by Sean Arble, Clerk to the Council, on 01.06.15