

## Minutes of the meeting held 12 April 2017 at War Memorial Hall, Cleeve Prior

Present: Councillors: Sue Robinson (Chair), Mary Smith, Beverly Rhodes, Richard Lasota (arrived 8:55pm), Hazel Stewart- Davies and Peter Wilson

In Attendance: S Arble (Clerk), WDC Cllr Lasota and six members of the public.

001 No apologies received.

### DECLARATION OF INTERESTS

002 No interests declared.

003 No dispensations requested.

004 **The Council resolved** to approve the **MINUTES** of the meeting held 8 March 2017 at War Memorial Hall, Cleeve Prior.

005 WDC Cllr Lasota arrived at 8:55pm and gave his report after Minute 23.

- A. Cameras in parish are effective for monitoring suspicious persons.
- B. Trying to coordinate a meeting with WDC Chief Executive regarding cameras and fly tipping. MP and MEP may be invited to attend.
- C. Cllr Lasota has not installed cameras in the parish, but he will support the placement of cameras and fundraising to purchase cameras.

006 WCC Cllr Adams offered his apologies by email.

### PROGRESS REPORTS

007 Rooftop approved the request for a £1000 donation toward the cost of cutting Rooftop land in the parish; matter resolved.

008 Evesham Rd footpath completed; matter resolved.

009 NDP: Following a meeting with A Ford on 30.03.17 the Council is now waiting for WDC to complete the map. Once complete the Council will be in a position to submit the NDP to WDC for consultation.

**ACTION: Clerk to liaise with T Carr regarding documents which need to posted on the website.**

010 CPO Land

- A. Chair Robinson reported that a burned out car is partially on CPO land; currently investigating the removal of the car.
- B. There is some rubbish on the CPO land, much of which can be burned.
- C. Some Cllrs expressed an opinion that the CPO land should be cleared of rubbish.

**ACTION: CPO clearance to be considered at a future meeting.**

011 Incident #210309; bridle path behind the Traveller Site cleared. A parishioner reported that as of last week this wasn't the case.

012 Bidford Rd ditch and culvert scheduled for work in mid-May.

Chair Robinson suspended the meeting from 8:20 until 8:30 for Public Question Time. Notes are at the end of the Minutes.

**COUNCILLOR REPORTS & Future Agenda Items**

- 013 Clearing of CPO land
- 014 Website Management
- 015 Cllr Stewart- Davies offered apologies for the May meeting.

**PLANNING**

- 016 **The Council resolved** not to object to planning application 17.00493.CU.
- 017 17.00067.HP: Application withdrawn – the Council objected to this application
- 018 17.000.94.LB: Application approved – the Council objected to this application

**FINANCE**

- 019 **The Council resolved** to approve the payment schedule.

Ref	Chq	Payee	Details	Net	VAT	Total	Chq Total	Date
1	419	S Arble	March 17 salary	£435.55	£0.00	£435.55		
1	419	S Arble	March 17 expenses	£38.97	£0.92	£39.89	£475.44	12.04.17
2	420	Limebridge	1 cut March 17	£211.00	£42.20	£253.20	£253.20	12.04.17
3	421	Npower	1st qtr	£104.68	£5.23	£109.91		
4	421	NPower	1st qtr	£8.70	£0.44	£9.14	£119.05	12.04.17
5	422	Griffiths Environmental Planning	NDP drafting	£1,750.00	£0.00	£1,750.00	£1,750.00	12.04.17
6	423	Astwood House	NDP design & print	£1,355.00	£0.00	£1,355.00	£1,355.00	12.04.17
		<b>TOTAL</b>		<b>£3,903.90</b>	<b>£48.79</b>	<b>£3,952.69</b>	<b>£3,952.69</b>	

- 020 The March 2017 Income & Expense Report was noted. There were two over-spends on the yearly budget:

- A. WCALC fees were £11.87 higher than projected.
- B. There was a £3003.00 overspend from the Memorial Hall Reserve. However reimbursement payments of £7874.66 brought spending well within budgets limits.

021 Cllrs Rhodes confirmed the reconciliation is correct.

Date	Date
01-Mar-17	31-Mar-17

add	Current Account balance			9513.10
add	Deposit Account balance			48423.15
less	Cheques paid uncleared:		#418	592.92
equ	Balance C/F			57343.33

Opening Balance Deposit Account		48421.29
Add receipts for period		1.86
Less payments for period		0.00
Opening Balance Current Account		5923.39
Less March payments:		1232.09
Add receipts for period		4267.88
Less FEB late cleared payments	#410	39.00
Closing Balance		57343.33

**NEW MOTIONS FOR CONSIDERATION**

022 **The Council resolved** to approve the £2500 CPHT grant application for the purpose of providing:

- Inspection for manhole sewer
- Welcome to our Future Administration Fee
- Severn Trent inspections
- Security shutter door for toilet block
- Building inspections
- Hire of tractor digger

The grant funding will be allocated to CP Improvement Projects.

023 **The Council resolved** not to approve the CPHT £400 grant application to purchase 4 CCTV cameras for Field Barn.

024 **The Council resolved** to approve the 2017-18 WCC Lengthsman Contract which provides funding of £1673.

025 **The Council resolved** to postpone the decision on offering a service contract to the current Lengthsman.

The Clerk reported that he has not been in touch with the Lengthsman for three weeks when trying to obtain 2016-17 invoices which were due by 06.04.17.

**ACTION: Clerk to speak with G Brienza regarding potential Lengthsman candidates.**

026 **The Council resolved** to seek a quote for removing grass in the front of the BT box opposite the Kings Arms, levelling and placing down hard core for the purpose residential parking.

- A. Cllr Robinson provided a spec for the job.
- B. It is suspected the land in question is a highway verge; therefore all works are subject to any necessary WCC approval.
- C. Contractor to liaise with BT.

**ACTION: Chair Robinson to obtain quote and report back to the Council.**

**CLERK'S UPDATE**

**Correspondence for consideration**

027 P Turner Official Complaint email thread: P Turner 23.03.17 email responding to CPPC 20.03.17 noted

**Tabled Correspondence (not already noted)**

028 RE clearance of water course and culvert grill just past the last property on Cleeve Road complete; matter resolved.

029 **Correspondence Sent** (not already noted) – none

030 The Clerk reported that the pothole on Hoden Lane is scheduled for repair on 19-20 April.

031 The Clerk and Chair Robinson made an emergency decision to purchase a new parish council domain name and website host package at a cost of £9.99 plus VAT per month. A parishioner kindly agreed to build the site and help the maintenance of the site at no cost. The decision was taken for three reasons. First, it is imperative that information related to the NDP be readily available for the upcoming public consultation and Inspector examination. Second, the Council has a legal obligation to post certain information in a timely manner. Therefore, the Council via the Clerk and a few other cllrs should have direct access to a website which it currently does not. Third, the site needs to be live ASAP to meet the requirements above. Therefore, it was deemed necessary to take the decision.

The Council thanked Mr Matt Langmead and the Clerk for their efforts in this matter.

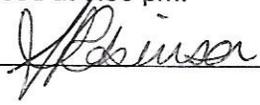
032 The Clerk reported an error in the February 2017 Minutes. Minute 365, ref 73 reads £435.00; it should read £435.55. See the amended Payment Schedule below.

Ref	Chq	Payee	Details	Net	VAT	Total	Chq Total	Date
76	407	CP Newsletter	Magazine Donation- not 137 First payment(#404) made to wrong account	£436.00	£0.00	£436.00		02.02.17
70	408	Handicare	Memorial Hall Stairlift	£1,655.00	£331.00	£1,986.00		02.02.17
71	409	T Hunt	Dec-Jan lengthsman	£161.00	£0.00	£161.00		08.02.17
72	410	Memorial Hall	Rent Oct-Dec 2016	£39.00	£0.00	£39.00		08.02.17
73	411	S Arble	Clerk Jan 17 wage	£435.55	£0.00	£435.55		
73	411	S Arble	Clerk Jan 17 expenses	£32.28	£0.00	£32.28	£467.83	08.02.17
74	412	S Robinson	Mileage for 10.01.17 Halmark Hulme meeting 50 miles	£20.00	£0.00	£20.00		08.02.16
75	413	AON	Insurance Premium Increase to cover Wharf Furniture	£28.09	£0.00	£28.09		08.02.17
		<b>TOTAL</b>		<b>£2,806.92</b>	<b>£331.00</b>	<b>£3,137.92</b>		

*VP*

033 **DATE AND VENUE OF NEXT MEETING:** 8:00pm on 10 May 2017 at War Memorial Village Hall, Cleeve Prior, to be preceded by the Annual Parish Meeting at 7:00pm

034 Meeting closed at 9:30 pm.

Signed  Date 10/5/17.

**OPEN QUESTION TIME NOTES**

A parishioner requested information on the NDP process.  
Chair Robinson responded:

- A. WDC Consult – 6 week process
- B. Possible amendment of the NDP followed by an Inspector Review – 2/3 month process
- C. Possible amendment of NDP for final CPPC adoption
- D. Referendum

The entire process may not finish until January 2018.

A parishioner asked what will Travellers do until January 2008.

Chair Robinson responded that it is possible a planning application may be submitted after the WDC consult.

Cllr Smith stated that at least one Traveller Site resident as yet to agree terms with the potential developer of the site.

A parishioner is concerned about increased dog activity (noise & loose dogs) on/near the Traveller Site, especially behind Mill Lane. There is a lurcher often loose behind 6 Evesham Rd.

Cllrs suggested that the incidents should be reported to the Dog Warden and an ASB form completed.