

Minutes of the meeting held 10 May 2017 at War Memorial Hall, Cleeve Prior

Present: Councillors: Sue Robinson, Richard Lasota (arrived 9:15pm), Beverly Rhodes, Mary Smith & Peter Wilson

In Attendance: S Arble (Clerk) and 9 members of the public

035 The meeting started 20 minutes late; at 8:20pm.

036 Cllr Robinson was elected Chairman and signed the Declaration of Acceptance of Office/Undertaking to Observe the Code of Conduct.

037 Apologies received from Cllr Hazel Stewart-Davies. Cllr Lasota offered apologies for arriving when possible.

038 Cllr Rhodes was elected Vice-Chairman.

039 No interests declared.

040 No dispensations requested.

041 Standing Orders were noted. Chair Robinson stated the Standing Orders are currently being reviewed.

042 The Code of Conduct was noted.

043 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.

044 Financial Regulations and 2016 Risk Assessment were noted.

045 Memorial Hall deeds and CPO registration documents stored at Hall Reynolds in Bidford on Avon.

046 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.**

047 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.

048 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:** Cllrs Robinson & Wilson
- I. **S106 WP:** Cllrs Smith & Rhodes



049 The Council resolved to approve the **MINUTES** of the meeting held 12 April 2017 at War Memorial Hall, Cleeve Prior.

050 **WCC CLLR REPORT:** See Annual Parish Meeting Minutes for WCC Cllr Adams report.

051 **WDC CLLR REPORT:** Cllr Lasota arrived late, no report.

PROGRESS REPORTS

052 The WDC NDP consultation is currently running until 5:00pm on 14 June 2017

053 WCC plans to repair kerb and pavement from near The Laurels to the area near the car parking spot across the street from pub. Main St will also be repaired. The initial plan is to use conservation stone rather than blue lias for the kerbs due to cost (~£15,000 - 20,000). Chair Robinson plans to explore the idea of requesting WCC to convert the grassy area across the street from the pub into a parking area. See April 2017 Minutes. On 04.05.17 the Clerk requested a site meeting with WCC officers to discuss matters related to the kerb repair work. J Brienza called the Clerk and stated he would direct an officer to contact the Clerk.

Cllrs Stewart-Davies and Robinson visited Pebworth to investigate the recent kerb replacement work. Neither cllr thought the work was aesthetically pleasing.

CLLR REPORTS & FUTURE AGENDA ITEMS

054 03.05.17 Multi-Agency Meeting

- A. WDC & WCC investigating the possibility of clearing the CPO site of rubbish.
- B. M. Edwards inspected the CPO land and Traveller Site and found no evidence of hazardous materials.
- C. Due to issues of confidentiality much of what was discussed at the meeting cannot be publicly reported.

055 Cllr Stewart-Davies offered her apologies for the June meeting by email.

056 After discussions with residents of the Traveller Site, the two burnt out cars on the site were removed.

057 Main St kerb and road work for June meeting.

058 Clearing up CPO land.

CLERK'S UPDATE

059 WCC Lengthsman Contract forwarded to WCC.

060 The Lengthsman has not responded to several texts from the Clerk. See 02.05.17 email for information on Mr Allen Farnsworth concerning to the position of Lengthsman. Chair Robinson was to forward information of other Lengthsmen who may be interested in the job. See Minute 68, matter resolved.

061 **Chairman moved: The meeting now adjourned (8:45-9:00pm) to hold Public Question Time, brief notes of which are at the end of the minutes.**

PLANNING

062 The Council resolved to object to 17.00643.HP for the following reasons:

A. There are concerns that the adjacent property, Conifers, will be deprived of light and privacy

B. The proposal is out of character in terms of size with the surrounding properties



D. The apex of the roof is excessively high considering the proximity to the property boundary

D. There are inconsistencies between the drawing and the plan

063 **WDC Pending:** 17.00493.CU – The Council had no objections.

FINANCE

064 Cllrs Rhodes & Wilson confirmed the April 2017 bank reconciliation is correct.

065 April 2017 Income & Expense Report noted.

066 The **Council resolved** to approve the Payment Schedule.

Payment References; those in **red** previously paid; **blue** late addition

Ref	Chq	Payee	Details	Net	VAT	Total	Chq Total	Date
7	425	Astwood House	2nd payment	£20.00	£0.00	£20.00	£20.00	10.05.17
8	426	Groundwork UK	Repay NDP Grant	£1,195.00	£0.00	£1,195.00	£1,195.00	10.05.17
9	427	Limebridge	1 cut April	£211.00	£42.20	£253.20	£253.20	10.05.17
10	428	1&1	Website April	£9.99	£2.00	£11.99	£11.99	10.05.17
11	429	WCALC	Yearly Fee	£278.25	£49.34	£327.59	£327.59	10.05.17
12	431	PD Long	Repair St Light Hoden Lane	£100.00	£20.00	£120.00	£120.00	10.05.17
13	432	CP Memorial Hall	1st qtr rent	£39.00	£0.00	£39.00	£39.00	10.05.17
14	433	Ancient Oaks	Trim willow trees on Wharf	£450.00	£0.00	£450.00	£450.00	10.05.17
15	434	CPHT	Wee Project Grant	£2,500.00	£0.00	£2,500.00	£2,500.00	10.05.17
16	435	AON	Insurance	£402.85	£0.00	£402.85	£402.85	10.05.17
17	436	Clerk	April 17 wage	£435.55	£0.00	£435.55		
17	436	Clerk	April 17 expenses	£36.42	£0.00	£36.42	£471.97	10.05.17
18	437	S Robinson	Cllr Expenses	£29.52	£0.00	£29.52	£29.52	10.05.17
		TOTAL		£5,707.58	£113.54	£5,821.12	£5,821.12	

NEW AGENDA ITEMS

067 The **Council resolved** to renew the AON insurance policy at a premium of £402.85.

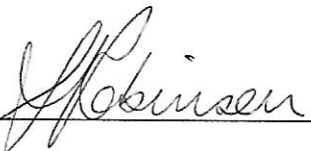
068 The **Council resolved** to offer Mr A Farnsworth a Lengthsman Service Contract at £12 per hour based on 11 hours per month. **ACTION: Clerk to obtain signature on contract and a request a copy of the public liability cover.**

069 The **Council resolved** to approve the Garden Club £450 Grant Application for the purpose of purchasing planters and plants to be placed outside the Memorial Hall wall, adjacent to The Green. The Garden Club will maintain the plants and the Council will own the planters. **ACTION: Garden Club to purchase planters and plants in CPPC name so VAT can be claimed.**

070 The **Council resolved** to amend Standing Order 1A. The meeting dates and times will be the 2nd Monday of the month except for August at 7:30pm. **ACTION: Clerk to advertise the change in the next Parish Magazine and update website.**

071 **DATE AND VENUE OF NEXT MEETING:** 7:30 on 12 June 2017 at the War Memorial Village Hall, Cleeve Prior.

072 Meeting closed at 9:40pm.

Signed  Date 12/6/17.

NOTES OF PUBLIC QUESTION TIME

A. **ACTION: Clerk to enquire about VAS with M Heelis.**

Mr D Harvey mentioned that he may be willing to take on the VAS liaison role as part of the Residents Association function.

B. A parishioner questioned why cllr mileage allowance was lower than the local authority. The Clerk responded that when last reviewed the Council chose not to raise the allowance.

C. A parishioner asked if blue liaise stone kerbs can be reversed. Chair Robinson stated the question will be asked during the site visit with a WCC officer.

D. A parishioner enquired if the grassy area across from the pub is big enough for additional parking. Chair Robinson stated the site is large enough for two spots.

Minutes prepared by Sean Arble, Clerk to the Council, on 18.05.17