

Minutes of the meeting held 13 November 2017 at War Memorial Hall, Cleeve Prior

Present: Councillors: Sue Robinson (Chair), Mary Smith, Hazel Stewart-Davies, Peter Wilson & Beverly Rhodes.

In Attendance: Six members of the public.

231 Apologies received from Cllr Richard Lasota.

DECLARATION OF INTERESTS

232 No interests declared.

233 No dispensations requested.

234 The Council resolved to approve the MINUTES of the 9 October meeting held at War Memorial Hall, Cleeve Prior.

235 The Council resolved to approve the payment schedule. Payment #62 is a re-cut cheque to pay previous payments made which the bank did not accept.

Payment References; those in red previously paid

Ref	Chq	Payee	Details	Net	0	Total	Chq Total	Date
62	474	CP Memorial Hall	Rent July-Sept	£39.00	£0.00	£39.00		26.10.17
62	474	CP Memorial Hall	Annual Support	£1,500.00	£0.00	£1,500.00	£1,539.00	26.10.17
63	475	A Farnsworth	Oct Lengthsman	£132.00	£0.00	£132.00		13.11.17
64	476	Limebridge	2 cuts Sept	£422.00	£84.60	£506.40		13.11.17
65	476	Limebridge	2 cuts Oct	£422.00	£84.60	£506.40	£1,012.80	13.11.17
66	477	S Robinson	Expenses: 30.10.17 & 04.11.17	£34.00	£0.00	£34.00		13.11.17
67	478	1&1	Sept Website & cleeveprior.org.uk fee	£13.98	£2.80	£16.78		13.11.17
68	478	1&1	Oct Website	£9.99	£2.00	£11.99		13.11.17
69	478	1&1	Nov Website	£9.99	£2.00	£11.99	£40.76	13.11.17
70	479	PD Long	Repair Light Main St (Hopcroft)	£90.00	£18.00	£108.00		13.11.17
71	480	Npower	3rd qtr 001	£107.02	£5.35	£112.37		13.11.17
72	480	NPower	3rd qtr 002	£8.89	£0.44	£9.33	£121.70	13.11.17
73	481	Fairview	Parish Wharf materials	£17.46	£3.49	£20.95		13.11.17
74	482	S Arble	Oct wage	£435.55	£0.00	£435.55		13.11.17
74	482	S Arble	Oct Expenses	£28.69	£0.00	£28.69	£464.24	13.11.17
		TOTAL		£3,270.57	£203.28	£3,473.45		

236 Cllr Wilson confirmed the October 2017 bank reconciliation is accurate.

01-Oct-17 to 31-Oct-17

add	Current Account balance			3382.25
add	Deposit Account balance			60278.64
less	Cheques paid uncleared:		#474	1539.00
equ	Balance C/F			62121.89

Opening Balance Deposit Account	60276.57
Add receipts for period	2.07
Less payments for period	0.00
Opening Balance Current Account	4903.78
Less Period payments:	3063.98
Add receipts for period	3.45
Cleared Payments from July	0.00
Closing Balance	62121.89

237 October 2017 Income & Expense Report noted.

238 2017 Risk Assessment noted. Chair Robinson noted that a high risk area for 2018 is the CPO land.

239 The **Council resolved** to approve the 2018-19 Budget. Highlights include:

- £21,000 precept (4% reduction)
- Revenue expenditure: £19,620
- Main ticket items for 2018-19
 - Clerk Wage £5725
 - Lengthsman £1675
 - Grass Cutting £2625
 - Memorial Hall Support £1500
- FY 2017-18 forecasted reserves: £64,094
- Street Lights and CPO Land highest risk items: £29,500 combined reserves
- Parish Improvement Projects & School Field Play Equipment reserves: £10,500
- FY 2018-19 forecasted balance of £67,949

240 The **Council resolved** to amend Financial Regulation 6.1 to read:

All payments shall be effected by cheque or other order drawn on the Council's bankers. The Council may arrange payment by direct debit, standing order, BACS or CHAPS provided the bank instructions are signed by two bank signatories and any payments are reported at the next Council meeting. The approval of the use of any electronic payment system shall be reviewed every two years.

241 The **Council resolved** to arrange for the 1&1 monthly website to be paid electronically.
ACTION: The Clerk to draft bank instructions.

ACTION: The Clerk to amend Financial Regulations.



242 The Clerk investigated the possibility of online payments with two cllrs contacted for authorization. At the moment this process is not possible; matter resolved.

243 **WCC Cllr Report:** Cllr A Adams not present.

244 **WDC Cllr Report:** Cllr R Lasota not present.

PROGRESS REPORTS

245 On 16.10.17 the Clerk emailed P Saunders of WRS to request the Quarry Lane ditch be checked again for pollution. There is evidence that household contamination is ongoing. On 10.10.17 the Clerk informed Mr A Fell of WDC that the Quarry Lane ditch needs to be cleared.

246 Letter emailed to I Alcock (Western Power) on 10.10.17. Response received on the same day; Mr Alcock is happy to meet with the Council at its earliest convenience. Cllrs Robinson & Wilson suggested the mornings of 21-23 November as possible dates. **ACTION: Clerk to request meeting date.**

247 Community Asset: S Stojanovic reported that the Kings Arms was approved as a Community Asset. Matter resolved. **ACTION: Clerk to write a letter to Enterprise expressing concern at the length of time it is taking to find a lease for the Kings Arms.**

248 Mrs Bolton Bungalow: On 02.10.17 the Clerk requested Rooftop to trim the tree branch over the footpath. C Wood of Rooftop is investigating the ownership of the tree. **ACTION: Clerk to request an update.**

249 CPPC is now registered with the Information Commissioner Office; matter resolved.

250 N Huddleston letter RE NP Examiner Report emailed 20.10.17. Chair Robinson met N Huddleston on 03.11.17. N Huddleston cannot directly help CPPC, but he will speak with WDC about support for the Council due to extra-ordinary circumstances relating to the Traveller Site and government ministers about localism.

251 30.10.17 WDC Meeting confirmed that WDC will submit the CPPC NP for referendum. The planned date will be 01.02.18. Chair Robinson touched on the highlights of the meeting; see meeting notes emailed 01.11.17.

252 Meeting adjourned from 8:35-8:45 to hold Public Question Time; notes at the end of the Minutes.

CLERK'S UPDATE

253 Lengthsman

- A. 394250 (B4085 Pile of Stones): gully cleared
- B. 349449 (Evesham Rd hedge): due for inspection **ACTION: Clerk to send letter to Occupant of Sun Court**
- C. 355466 (Moors Lane drain): gully cleared

Correspondence for Consideration

254 J Powell 25.10.17 letter Re proposed Froglands Lane development: request a date to present a more detailed plan to the parish – see Public Question Time Note #5

Tabled Correspondence

255 WDC 15.09.17 Asbestos Quote - noted

256 Community Involvement Consult emailed to cllrs 31.10.17 – noted

- 257 N Huddleston MP 06.11.17 letter RE S Robinson 03.11.17 meeting: There is nothing N Huddleston can do to assist the Council in amending the NP. Nigel Huddleston will speak with relevant ministers to air CPPC grievances. Noted.

PLANNING

- 258 No applications for consideration.
Pending
- 259 17.01187.HP: No objection by Clerk's Delegated Scheme
Decisions
- 260 Approved: 17.01684.FUL – the Council had no objection to this application
- 261 Approved: 17.01844.HP – the Council had no objection to this application
Appeals
- 262 AB.16.02384.AB – Mr Albutt agricultural building, Woodlands Farm, N Littleton - noted
Enforcement
- 263 ENF.17.0541: Caravans adjacent to Kingsmoor Farm on Quarry Lane

NEW MOTIONS FOR COUNCIL CONSIDERATION

- 264 The **Council resolved** to receive a £2619 reimbursement grant from Cleeve Prior Heritage Trust and pay the M Quarterman electrician £3142.80 invoice as the donation for the Wee Project.
- 265 The **Council resolved** to request Cllrs Robinson & Wilson to complete a Terms of Reference regarding the establishment of a parish website.
- 266 The **Council resolved** to draft Terms of Reference and speak with interested parties concerning the formation of a community action group to implement an improvement plan for the appearance of the Traveller Site and to resolve fly-tipping issues as recommended by the NP Examiner. **ACTION: Chair Robinson to draft Terms of Reference and open discussions with relevant parties.**
- 267 The **Council resolved** to form a street lights working party. The Terms of Reference to be established in the near future. Cllrs Smith & Stuart-Davies are members of the working party.
- 268 The **Council resolved** to approve £200 project for the purpose of purchasing shrubs and related materials to be planted near the Memorial Hall wall on the left of the entrance gate as one faces the Hall. The Garden Club will carry out the work and maintain the shrubs free of charge. Cllr Wilson concerned about the lack of detail for this proposal and would like future proposals to be more informative.

COUCILLOR'S REPORTS and Future Agenda Items

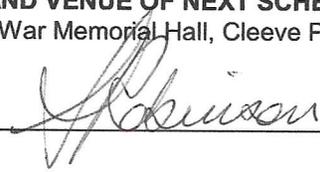
- 269 Cllr Rhodes stated the Council should pay the £40 allotment deposit to JAC Ellis. The bath needs to be removed from the plot. **ACTION: Clerk to obtain cheque signatures.**
- 270 Cllr Smith concerned that dogs walking on the school playing fields.
- 271 Meeting closed at 9:30pm.



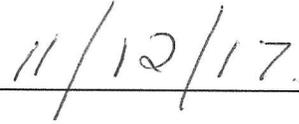
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DATE AND VENUE OF NEXT SCHEDULED MEETING: 7:30pm on 11 December
2017 at War Memorial Hall, Cleeve Prior

Signed



Date

**OPEN QUESTION TIME NOTES**

1. A member of the public stated the VAS is not salvageable. N Littleton PC plans to purchase a new VAS at a cost of £2700. It is unclear if N Littleton PC would like to include CPPC as a partner.
2. A member of the public asked if the Neighbourhood Plan would be distributed as part of the referendum. Chair Robinson stated the NP will be available on the WDC and CPPC sites and likely in the Memorial Hall Tea Room.
3. A member of the public stated that WDC designated the Traveller Site and therefore has a responsibility to help maintain the site.
4. Mr Powell asked for guidance on how to present a planning proposal to the parish. Cllr Smith responded that this is a decision for the developer. Chair Robinson stated that if requested the Memorial Hall may be available and that this is a common method to present proposals to the parish.