Minutes of the meeting held 13 May 2019 at War Memorial Hall, Cleeve Prior

Present:	Councillors: Ian Robinson, Ron Solomon, Mary J Smith, Beverly Rhodes & Peter Wilson
In Attendance:	S Arble (Clerk), nine members of the public and District Councillor Richard Lasota.
038	Cllr Wilson was elected Chairman. He thanked cllrs, past and present, for their work over the previous twelve months. Mrs Sue Robinson and Mrs Hazel Stewart-Davies were especially thanked for their support over the years. The Chairman welcomed Mr I Robinson as a new councillor. The Chair and all cllrs signed the Declaration of Acceptance of Office/Undertaking to Observe the Code of Conduct.
039	No apologies received.
040	Cllr Smith was elected Vice-Chairman.
041	No interests declared.
042	No dispensations requested.
043	Standing Orders were noted.
044	Adopted provisions relating to the Clerk and Financial Regulations were noted.
045	The Code of Conduct was noted. **ACTION: Cllr Robinson needs to sign the Code of Conduct.**
046	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.
047	Financial Regulations, 2019-20 Budget and 2018 Risk Assessment were noted.
048	Memorial Hall deeds and CPO registration documents are stored at Hall Reynolds in Bidford on Avon.
049	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 Smith & Rhodes**. **ACTION: Clerk to amend mandate to include Cllrs Wilson & Robinson.**
050	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.
051	The Chairman's £200 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.
052	The Asset Register was noted.
053	The Council resolved to make appointments to the following posts: A. **Allotment Officer:** Cllr Rhodes B. **Perkins Educational Foundation:** Mrs S Robinson C. **Two CALC Area Representatives:** no appointment D. **War Memorial Hall Management Committee Rep:** Cllr Robinson E. **Web Managers:** The Clerk & Cllr Wilson F. **Parish Paths Warden:** A Saunders with assistance from T Carr. **ACTION: Clerk to confirm Mr Saunders intends to remain in post.** G. **ASB WP:** Mrs H Stewart-Davies H. **NDP WP:** no appointment I. **S106 & NHB WP:** Cllrs Solomon & Robinson

J. **Street Lights WP:** Cllrs Smith and Wilson
K. **Parish Wharf:** Cllr Rhodes
L. **Community Action Group:** Cllr Wilson
M. **CP Projects WP:** Cllrs Robinson & Solomon
N. **New Village Website:** Mrs S Robinson

054 The **Council resolved** to approve the **MINUTES** of the meeting held 8 April 2019 at War Memorial Hall, Cleeve Prior.

FINANCE

055 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
8	DD	1&1	April Website & Annual Domain	£19.98	£4.00	£23.98		05.04.19
9	587	S Arble	April 19 salary	£472.20	£0.00	£472.20		
10	587	S Arble	April 19 expenses	£49.23	£0.58	£49.81	£493.69	13.05.19
11	588	SSE	March electric	£32.40	£1.62	£34.02		
12	588	SSE	March electric	£6.37	£0.31	£6.68		
13	588	SSE	April electric	£31.42	£1.57	£32.99		
14	588	SSE	April electric	£6.24	£0.31	£6.55	£80.24	13.05.19
15	589	L Farnsworth	April Lengthsman	£62.50	£0.00	£62.50		13.05.19
16	590	Play Inspection	Playground Inspection	£95.00	£19.00	£114.00		13.05.19
17	591	WCALC	Annual Dues	£316.53	£56.78	£373.31		13.05.19
18	592	E Mitchell	Planning Consulting	£600.00	£0.00	£600.00		13.05.19
19	593	Zurich	Insurance	£810.40	£0.00	£810.40		13.05.19
20	594	Limebridge	April Grass Cut	£450.00	£90.00	£540.00		13.05.19
21	DD	1&1	May Website	£9.99	£2.00	£11.99		
		TOTAL		**£2,962.26**	**£176.17**	**£3,138.43**		

056 The **Council resolved** to approve April 2019 Reconciliation.

Date 01-Apr-19 to Date 30-Apr-19

add	Current Account balance			1098.67
add	Deposit Account balance			72323.79
less	Cheques paid uncleared:			
			#582	15.00
			#583	52.00
equ	Balance C/F			**73355.46**

Opening Balance Deposit Account	61321.35
Add receipts for period	11002.44
Less payments for period	0.00
Opening Balance Current Account	1785.07
Less Period payments:	1097.16
Add receipts for period	343.76
Payments Cleared from Previous Periods	0.00
Uncleared Payments from Previous Periods	0.00
Closing Balance	**73355.46**

057 The Council noted the April 2019 I&E Report.

058 The Internal Auditor is conducting the audit. The accounts are due with the External Auditor on 01.07.19.

059 **WCC CLLR REPORT:** Cllr Adams arrived later, see report to be emailed.

060 **WDC CLLR REPORT:**

A. HGV weight restrictions in South Littleton have created some difficulty with drivers. Additionally, non-commercial sat navs often misdirect drivers. WCC Cllr Adams has organized a committee to explore the issue, but there is little hope of success without a new roadway. Intends to research the issue by sitting in with drivers and taking photographs, but there is no simple solution.

B. There are three major applications in play for the local area.

1. Caravan application in Offenham.
2. 40 caravan application adjacent to Red House. Highways do not object.
3. In Middle Littleton Rooftop wants to knock down 10 social homes and build 21 in their place. Protracted consultation has already taken place.

C. Some developers are trying to jump the gun of Call for Housing Sites.

D. Part-time employees at country and district offices are causing efficiency issues, especially with planning. 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.

PROGRESS REPORTS

062 **Cross Parish Cycleways:** The 11.04.19 minutes confirm the survey is meant to include a link to Cleeve Prior including the viability of a bridge over the Avon. Although there was no mention in the minutes of CPPC receiving a copy of the report, this was agreed. Since all three conditions were met and if the payment is legal, CPPC has agreed to donate £1500 toward the feasibility survey.

063 **Village Parking:**

1. See pre-planning application report (including Conservation Officer comments) emailed 02.05.19. There are several recommendations to be completed prior to an

application submission. These include consulting with the following bodies: Worcs Reg Services, County Highways, land drainage engineer and local neighbours. In addition, the Conservation Officer is concerned about protecting the stone wall fronting the property and the use of tarmac to connect the lot with the highway.

2. A Highways search confirms the verge is part of adopted highway. Therefore, the verge cannot be a Village Green. The land can be used in a way consistent with public highway. See 23.04.19 email. The Clerk confirmed the verge is cut on behalf of WCC and CPPC is paid a small annual sum to maintain the verges in the parish. **ACTION: Cllr Robinson to further research the matter and the relevance of the 1772 Enclosure Map showing the verge as part of the Village Green.**

3. R Broadhead was the Conservation Officer referenced in the 25.03.19 email from V Russon of WDC Planning.

4. According to C Wayman of WCALC, parish councils do not have the power to create a byelaw which restricts parking on a public highway or verge.

5. A letter dated 27.04.19 was sent to J Bomford concerning long term parking at The Garage. **ACTION: Clerk to send a follow-up letter.**

6. 27.04.19 email from I Robinson concerning actions to be taken RE the verge near the Kings Arms. **ACTION: Chair Wilson to consult with cottage owners about the issue of parking and paths.**

064 Some cllrs believed the asking price for the land adjacent to the Kings Arms was too high considering the proposed parking amenity would benefit a small minority of parishioners. **The Council resolved** to offer £25,000 for the land adjacent to the Kings Arms. If the offer is accepted it will be subject to planning approval, parish consultation and a successful application for a Public Works Loan Board loan. .

065 **ACTION: Cllr Solomon to draft wording and consult with the Kings Arms tenant concerning the possible purchase of a sign to direct pub customers to the park in the rear parking lot.**

066 The VAS pole moved to the correct position. The quote was confirmed and an order placed. However, there are issues with the installed pole. The Clerk is exploring the situation with the supplier.

067 The Council will meet J Hegarty on 17.05.19 at 9:30. **ACTION: Chair Wilson will draft an agenda for the meeting.**

068 The Council agreed to meet J Teal at 6:30 on 10 June in the Memorial Hall to discuss S106 funding.

069 The insurance policy is due for renewal. The Council is currently in year two of a three contract with a premium of £810.40 which includes the Memorial Hall. The Memorial Hall Management Comm. reimburses the Council for this expenditure.

070 **Meeting adjourned to hold Public Question Time at 8:55pm.**

CLERK'S UPDATE

Correspondence for Consideration (not otherwise noted)

071 Annual Inspection of School Playground. Among a handful of minor safety issues, the net replacement on the climbing frame was recommended for replacement. The Council owns a net. **ACTION: Cllr Robinson to discuss hanging the net with a parishioner.**

072 VE Day 2020 Celebrations: **ACTION: Cllr Robinson will raise the issue with The Players and Chroniclers.**

073 WCALC Training: A few cllrs would like to attend training, but the training site is too far away. The Clerk mentioned that the next round of WCALC training may be at Pershore and that occasionally very specific training is offered by private companies.

074 J Campion Smartwater offer: the same deal as the previous two years remains active. Tabled Correspondence (not otherwise noted)

075 Letter from B Whitehouse re planning application 19.00140.OUT. Cllr Smith reported the letter is posted on the WDC website.

076 A Rooney letter re replacement windows. **ACTION: Chair Wilson to express the Council's appreciation for contacting the Council.**

077 E Dicks email re Candidate Expenses

078 P Meesha email re RoI forms

PLANNING

079 **The Council resolved** not to object to planning application 19.00808.HP. The Council supports the Conservation Officer's comments. The Council would like work restriction hours set to accepted working hours.

080 **The Council resolved** not to object to planning application 19.00921.HP.

081 **The Council resolved** not to object to planning application 19.00854.LB. There is no need to respond due to the Council not having objected to the work in a previous application.

082 **The Council resolved** not to object to planning application 19.00873.HP & 19.00874.LB.

083 19.00339.HP approved by WDC. The Council objected to this application.

084 19.00190.HP approved by WDC. The Council did not object to this application.

085 19.00284.LB & 19.00283.HP approved by WDC. The Council did not object to this application.

086 Planning Appeal 18.01692.FUL (APP.H1840.W.3223189): **The Council resolved** to contact the case officer and enquire if any there are new developments which could potentially lead to a successful appeal. If there are new developments, **the Council resolved** to contact E Mitchell for advice at a cost up to £500. **ACTION for the Clerk.**

087 Highways Comments re 19.00140.OUT: **The Council resolved to seek advice from J Hegarty.** A parishioner with a strong background of this application may respond directly to the Highways comments.

NEW AGENDA ITEMS

088 The Council believes preserving the Village Green as a central focus of the parish is important and that encroachment should be prevented. The **Council resolved** to personally contact Village Green frontagers to discuss the preservation of the Village Green. If the desired outcome isn't achieved, the Council will follow-up with written letters. **ACTION for Cllrs Smith & Wilson.**

089 There were no Councillor Reports of future agenda items.

090 **DATE AND VENUE OF NEXT MEETING:** 7:30 on 10 June 2019 at the War Memorial Village Hall, Cleeve Prior.

091 Meeting closed at 9:45pm.

Signed _____ Date 30th MAY 2019.

OPEN QUESTION TIME NOTES

A. A parishioner commented that whoever ever owns the land under an adopted highway is irrelevant. The Council cannot stop registered vehicles from parking on the highway verge.

B. A parishioner commented that it isn't clear if the parking on the verge is a conservation issue.

C. A parishioner questioned how the major recent applications fit in with the Cleeve Prior Neighbourhood Plan. Cllr Wilson replied that the NP is a legal document and that the Council uses this document as an aid to determining its planning comments.

D. A parishioner commented that WCC farmyard down Hoden Lane and behind the Hoden bungalows is included in the call for sites. There has been some discussion at district and county level of widening Hoden Lane at the intersection with Main St. The land on the housing/garage side of the Hoden at this point is Common Land.

E. Dist Cllr Lasota commented that PACE is the contractor which is acting on behalf of WCC.

F. Dist Cllr Lasota believes the reason the house development on the empty lot adjacent to the Kings Arms was refused was due to the access road to Main St.

Minutes prepared by Sean Arble, Clerk to the Council, on 24.05.19.