Minutes of the meeting held 11 November 2019 at War Memorial Hall, Cleeve Prior

Present: Councillors: Mary J Smith, Ron Solomon, I Robinson, Peter Wilson (Chair), Douglas Carr (co-opted during meeting) & Kevin Mellor (co-opted during meeting)

In Attendance: Seven members of the public, Dist Cllr R Lasota, County Cllr A Adams & S Arble (Clerk)

255 No apologies accepted.

256 Cllr Solomon declared an interest in item 10B-2: SWDP proposed sites. Cllr Solomon submitted his land as a possible development site for the SWDP.

257 Cllr Solomon declared an interest in item 11B: appeal of 18.01727.CU. Cllr Solomon owns land adjacent to the proposed development site. Cllr Solomon did not partake in the discussion or vote on the motion.

258 No dispensations requested.

259 The **Council resolved** to approve the **MINUTES** of the meeting held 14 October 2019 at War Memorial Hall, Cleeve Prior.

260 The Council resolved to co-opt Kevin Mellor as a Member of Cleeve Prior Parish Council. Cllr Mellor signed the Declaration of Acceptance of Office/Undertaking to Observe the Code of Conduct.

261 The Council resolved to co-opt Douglas Carr as a Member of Cleeve Prior Parish Council. Cllr Carr signed the Declaration of Acceptance of Office/Undertaking to Observe the Code of Conduct.

FINANCE

262 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
76	DD	1&1	Oct Website	£9.99	£2.00	£11.99		23.10.19
77	635	S Arble	Oct Wage	£472.20	£0.00	£472.20		
78	635	S Arble	Oct expenses	£23.86	£0.58	£24.44	£496.64	11.11.19
79	636	Limebridge	1 cut Oct	£225.00	£45.00	£270.00		11.11.19
80	637	SWARCO	VAS	£2,928.32	£585.66	£3,513.98		11.11.19
81	638	SSE	Oct Electricity	£32.40	£1.62	£34.02		
82	638	SSE	Oct Electricity	£6.37	£0.31	£6.68	£40.70	11.11.19
		TOTAL		**£3,698.14**	**£635.17**	**£4,333.31**		

263 The Council approved the October 2019 reconciliation.

Date		Date
01-Oct-19	to	31-Oct-19

add	Current Account balance			5299.03
add	Deposit Account balance			68340.16
less	Cheques paid uncleared:			
			#626	502.42
			#627	136.25
			#628	540.00
			#629	26.00
			#630	30.00
			#631	1800.00
			#632	240.00
			#633	40.00
equ	Balance C/F			**70324.52**

Opening Balance Deposit Account	68337.61
Add receipts for period	2.55
Less payments for period	0.00
Opening Balance Current Account	4633.91
Less Period payments:	3406.88
Add receipts for period	772.03
Payments Cleared from Previous Periods	14.70
Uncleared Payments from Previous Periods	0.00
Closing Balance	**70324.52**

264 October 2019 Income & Expenditure Report noted. **ACTION: Cllr Robinson to meet with the Clerk to discuss the I&E Report.**

265 Lloyds confirmed the new bank mandate. The three signatories are Cllrs Wilson, Robinson & Smith. Matter resolved.

266 The Council resolved to approve the 2020-21 budget subject to unforeseen events prior to the mid-January 2020 deadline for the Precept demand. Highlights of the budget include:

Precept remains at £22,000

- Revenue (non-reserve allocated) expenditure: £18,365
- Forecasted FY19-20 Reserves: £34,607
- Legal Fees (planning application battles?) is the highest risk item: £9,700 reserves
- P layground reserves £10,000
- Main ticket items for 12-21:
- Clerk Wage
- Lengthsman £1,675

- Grass Cutting £3,000
- Memorial Hall Support £1,050
- F Y 2 0 - 2 1 Forecast Balance of £41,952

267 The Council noted the 2020 Risk Assessment. **ACTION: The Council should review the certain aspects of the Risk Assessment which include contracts and Standing Orders.**

268 District Cllr Lasota reported the following:

A. More fly-tipping on Mr Stephens land on Traveller Site. This was reported to the police and WDC. The land is private so this is not a police matter.

B. Cllr Lasota concerned that the cost of removing fly-tipping has become very expensive because of specified sites qualified to accept different classes of rubbish.

C. 1 acre field which floods sold for £51,000 at auction in Stratford District.

D. The number of Traveller pitches could increase when the new SWDP is finalized.

PROGRESS REPORTS

269 The VAS was installed and appears to be working well. Cllr Smith had concerns that the sign doesn't always flash when cars are travelling about 30mph.

270 The Clerk wrote five letters to landowners where street lights appear to be located on private land. To date there have been no responses giving permission to the Council to enter private land to conduct work. The Clerk expressed concern that there may be a cut-off date when amendments to the order cannot be altered without financial penalty. **ACTION: Clerk to send letters to Cllr Smith. Cllr Smith will attempt to personally discuss the situation with effected parishioners.**

ACTION: Clerk to contact K Walters if some street lights can be cancelled.

271 Two properties need street light column vegetation clearance prior to upgrades. One home owner agreed to remove vegetation. A parishioner stated that he would be willing to remove vegetation from columns if need be.

272 The contractor expressed concerns regarding the light attached to Fir Tree Corner. The gable end wall doesn't look to be in the best condition. The Council will wait to hear from the home owner regarding permission to conduct work.
ACTION: The Clerk and Cllr Wilson will review all three points above on 25.11.19 to determine course of action.

273 The **Council resolved** to approve the S106/CIL Working Party Terms of Reference.

274 The Clerk spoke with H Peachey re S106 funding. £5411.52 available for open spaces and £459.64 available for public art.

A. The Clerk submitted the street lights acceptance form. The requested date to commence work is 02.12.19.
B. School playing equipment area not viable unless a long term lease can be secured and the area can be kept open during school hours.
C. Village Green a possibility.
D. Parish Wharf a possibility.
E. Heritage Trust land a possibility.

275 Lengthsman Application Pack details edited by Cllr Solomon. **ACTION: Cllr Solomon to forward document to the Clerk.**

ACTION: Clerk to:
A. Request list of Lengthsman from Co Council.
B. Advertise position with CALC, Evesham Journal and local parish newsletters.

276 The Clerk obtained a quote for £2200 to repair the pipe on Quarry Lane. Co Cllr Adams made enquiries as to what WCC can contribute. **ACTION: Clerk to seek quote from M Rawlinson.**

277 PC Lee agreed to conduct a speed check in Cleeve Prior.

278 Cllr Robinson recommended that the Council no longer pursue the bridge project. The reasons for this recommendation were due to:

A. Low parish interest as indicated by 94 responses to the consultation of which a significant percentage (mainly around Mill Lane) of parishioners were not in favour.
B. Costings were difficult to pin down.
C. Perhaps the project is too large for a small parish council.

The **Council resolved** to no longer pursue the bridge project and instead allow the Cycleway Project Group to take on the project as part of their remit. It is hoped other projects will be identified for next year.

279 Cllr Robinson reported that the Draft Cycle Way Business Case is complete. The document will be shared at a later date.

280 Cllr Smith reported that Cleeve Prior is in the final three of the WDC Village of Culture competition which guarantees a £1000 of support for Cleeve Prior's Cultural Programme. Should the submission win the support rises to £5000. The winner should be publicly announced in mid-January 2020. The Project Working Party is currently working on how to deliver a project.

281 Cllr Smith reported that new bin locations on the Village Green are being investigated and tested for Health & Safety compliance.

282 A parish Tree Assessment will be conducted (to include The Green) by S Griffiths, the Tree Warden for WCC to determine which trees are CPPC responsibility and if permission for trimming will be granted.

283 The Meeting was suspended from 8:55pm until 9:05pm for Public Question Time. Notes of this session are at the end of the Minutes.

284 WCC Cllr A Adams gave a report. The full report is posted on the Council website homepage..

A. Leylandii hedge on the left hand side as you travel towards Cleeve Prior centre along the B4085 just past the Gypsy site entrance needs cutting. A letter was sent to home owner stating the if the hedge isn't cut then the WCC will cut it and charge the homeowners.

B. Blocked Culvert under Quarry Lane at junction of 553& 555 Cleeve Prior: Cllr Adams stated he is investigating the possibility of WCC financial assistance and the procedure for closing path during works.

CLERK'S UPDATE

Correspondence For Consideration (not otherwise noted)

285 West Mercia Rural Crime Strategy Consultation noted.

286 SWDP Consultation: There are several dates for staffed exhibitions which include Evesham Town Hall on 28.11.19. The consultation is posted on the website. Comments are due 16.12.19. www.swdevelopmentplan.org

287 Three cllrs attended a SWDP briefing on 06.11.19. Highlights of the briefing include

A. Some councils reported that the consultation was far too comprehensive to digest and respond by the deadline.
B. Proposed 5 houses off Main St between Nut Tree and Kemises House confirmed to be included in the SWDP allocation documents.
C. Cleeve Prior is now a Category 2 village due to changes in methodology. The consequences may mean additional housing development, although Cleeve Prior has only a 5 dwelling proposed site confirmed to date.
D. The Local Authority is adamant that 40% affordable housing is a firm number for new major developments.
E. Three major development in the South Worcestershire area will see up to 8000 houses built.
F. Conducting a NP review was recommended.

Tabled Correspondence (not otherwise noted):

288 WDC approved the co-option of a new member to replace B Rhodes.

289 Cc email thread between a parishioner off Main and Rooftop re caravan and activity on an Evesham Rd property.

290 No correspondence sent not otherwise noted.
Issues Reported to WCC on 04.11.19

291 787200: Tree overhanging Mill Lane

292 787203: Tree down, blocking part of Mill Lane – WCC stated the tree would be removed if necessary. A parishioner pushed the tree to the side of the road.

293 787205: Overgrown willow near bus shelter on Main St: WCC checked the tree and considered it safe and healthy. Residents can trim tree that affects their property if the waste is removed properly. Matter resolved.

PLANNING

294 19.01827.FUL approved by WDC, CPPC had no objections.

295 Appeal of 18.01727.CU: The Council resolved to respond with the following points

A. Support WDC's decision to refuse planning permission.
B. The main reason for refusal is the cumulative number of Traveller pitches in close proximity is considered to dominate the settled community.
C. The situation has not changed. The Traveller site on Evesham Rd still exists.
D. The Council disagrees with WCC Highways and believes the access into Haywood Lane is not suitable for the large vehicles often associated with Travellers.

ACTION: Clerk to draft comments and forward to cllrs.
ACTION: Clerk to determine if cllrs can attend and/or speak at the hearing.

NEW MOTIONS FOR COUNCIL CONSIDERATION

296 The **Council resolved** to approve the Clerk's 2019-20 contract back dated to 01.04.19.

CLLR REPORTS AND FUTURE AGENDA ITEMS

297 Cllr Robinson reported that Mr S Davies is prepared to volunteer as a Parish Wharf Warden. **ACTION: Cllr Robinson to draft job description.**
ACTION: Item to be on the December Agenda.

298 The meeting closed at 9:35pm.

299 **DATE AND VENUE OF NEXT SCHEDULED MEETING:** 7:30pm on 9 December 2019 at War Memorial Hall.

Signed _____ Date 11th November 2019

Notes of Public Question Time

A. A parishioner reported:
   1. The steps leading to the river at the Parish Wharf are no longer safe.
   2. Seat is unsafe.
   3. The Council sign was removed.

   ACTION: Cllr Robinson will investigate and draft a risk assessment.

B. A parishioner reported that car parking during school pick up/drop off times is blocking Hoden Lane. People are also parking across the street from the hatched areas. Police consulted, but this is not a police issue. Noted that seven cars were parked on The Garage forecourt. **ACTION: Clerk to speak with S Newbury about the issues.**

Minutes prepared by S Arble, Clerk to the Council, 25.11.19.