

Minutes of the meeting held 13 July 2020 Via Zoom, Cleeve Prior

Present: Councillors: Mary J Smith, Ron Solomon, Peter Wilson (Chair), Kevin Mellor & Cllr Robinson.

In Attendance: Sean Arble (Clerk), WDC Cllr R Lasota & one member of the public

555 No apologies received.

556 No interests declared.

557 No dispensations requested.

558 The **Council resolved** to approve the **MINUTES** of the meeting held 8 June 2020 via Zoom, Cleeve Prior. Cllr Smith thanked the Clerk for amending the Minutes. **ACTION: Clerk to obtain Cllr Wilson’s signature.**

FINANCE

559 The June 2020 Reconciliation noted.

| | |
|-----------|-----------|
| Date | Date |
| 01-Jun-20 | 30-Jun-20 |

| | | | | |
|------|-------------------------|--|--|-----------------|
| | | | | |
| add | Current Account balance | | | 2748.46 |
| add | Deposit Account balance | | | 44357.68 |
| less | Payments uncleared: | | | 0.00 |
| | | | | |
| | | | | |
| equ | Balance C/F | | | 47106.14 |

| | |
|--|-----------------|
| Opening Balance Deposit Account | 44355.92 |
| Add receipts for period | 1.76 |
| Less payments for period | 0.00 |
| Opening Balance Current Account | 4626.58 |
| Less Period payments: | 1878.12 |
| Add receipts for period | 0.00 |
| Uncleared payments for period | |
| Payments Cleared from Previous Periods | |
| Uncleared Payments from Previous Periods | 0.00 |
| Closing Balance | 47106.14 |

560 The June 2020 Income & Expense Report noted.

561 The Internal Auditor’s 2020 Report was noted. No issues were raised.

562 The **Council resolved** to complete the 2020 Annual Governance & Accountability Return Part 3 Section 1.

563 The **Council resolved** to complete the 2020 Annual Governance & Accountability Return Part 3 Section 2.

564 The Council resolved to approve the payment schedule.

Payment References in red previously paid

| Ref | Payee | Details | Net | VAT | Total | Approval Date 13.07.20 |
|-----|-----------------------|-----------------------|------------------|----------------|------------------|---------------------------|
| 26 | 1&1 | June Website | £15.00 | £3.00 | £18.00 | |
| 27 | 1&1 | July Website | £15.00 | £3.00 | £18.00 | |
| 28 | Limebridge | Grass Cutting May x1 | £295.00 | £59.00 | £354.00 | |
| 29 | Limebridge | Grass Cutting June x1 | £295.00 | £59.00 | £354.00 | |
| 30 | Boddington Demolition | Emergency Decision | £498.00 | £99.60 | £597.60 | |
| 31 | SSE | May Electric | £32.40 | £1.62 | £34.02 | |
| 32 | SSE | May Electric | £6.37 | £0.31 | £6.68 | |
| 33 | SSE | June Electric | £31.42 | £1.57 | £32.99 | |
| 34 | SSE | June Electric | £6.24 | £0.31 | £6.55 | |
| 35 | S Arble | June Salary | £484.36 | £0.00 | £484.36 | |
| 36 | S Arble | June Expenses | £20.58 | £2.91 | £23.49 | 507.85 |
| | | | | | | |
| | | TOTAL | £1,699.37 | £230.32 | £1,929.69 | |

565 Cllr Robinson raised the issue of the Clerk claiming VAT for expense items. The Clerk confirmed this practice is acceptable.

566 Cllr Robinson raised the issue of four SSE invoices on the schedule. The Clerk stated this is due to invoices not being received in time. SSE generally doesn't send invoices in time for meetings held prior to approximately the 10th of the month.

PROGRESS REPORTS

567 After speaking with A Ford of WDC, the Clerk established that representations for the SWDP will be accepted during the consultation period scheduled for October 2020. If a site allocation is in the final plan the principle of the development is established.
ACTION: Cllr Robinson to draft a consultation response.
ACTION: The Clerk to make enquiries with APS regarding help with a consultation response.

568 A work order was emailed to weed spray Main St at a cost of £75 plus VAT. Limebridge is waiting for the optimal date to weed spray.

569 A £1896 plus VAT quote was received to repair the school playground equipment. Instead of repairing the low risk items outlined in the inspection report, the Council will trim trees and weed areas etc. **ACTION: Cllrs Wilson & Robinson to form a Work Party.**

570 The Council resolved to purchase two hanging disclaimer signs for the School Playground equipment area. One sign is to hang near the entrance of the school on Main St and one near the entrance on Hoden Lane. **ACTION: Clerk to request suggested text from WDC and order signs.**

570 The Clerk sent a work order to P Robinson to repair the school playground bench at a cost of £250.

571 Cllr Robinson informed the interested party that the Parish Wharf is not in suitable condition to host a large party.

572 The Clerk applied for a £323.40 S106 Public Art Contribution. The application needs WDC Executive Board approval.

- 573 K Joynes, CPPC solicitor, received the S106 final draft and CPPC S106 requirements and is now in a position to start negotiations.
- 574 The Council used Emergency Powers to purchase boulders. The placement is under review.
- 575 On 15.06.20 S Hinsley replied to Cllr Robinson's email RE the recent illegal work on the CPO Land. The advice was to take the necessary steps as the landowner.
- 576 Notes of the 25.06.20 Zoom meeting with J Campion, West Mercia Police & Crime Commissioner, were emailed to cllrs on 06.07.20.
- 577 On 18.06.20 J Hegarty replied to Cllr Wilson's letter outlining the recent crime and anti-social behaviour in Cleeve Prior. H Peachey has been liaising with police and will raise questions with Community Safety partnership. WDC is keen to complete the S106 agreement and that the delays were caused by the developer.
- 578 Cllr Smith reported that the bus stop in Middle Littleton was damaged and there was a reckless driver on Froglands Lane over the weekend who damaged parked cars. Police were informed, but it is not known how quickly the police responded. Perhaps this could be discussed during the drop-in session on 16.07.20.
- 579 WDC Planning Enforcement visited the CPO Land after receiving reports of heavy machinery moving debris to build two large berms, filling in ditches and moving debris to the Traveller Site. No planning violations were discovered. H Peachey, WDC Officer, shared the Council's concern that asbestos material has been moved. Cllrs and other key persons escorted by a police officer also visited the CPO Land. It would seem beyond the two new berms, much of the site has been cleared. See photos emailed 24.06.20.
- 580 Once a £500 bond was agreed, the landowner of 36 The Close emailed the Haywood Way Wayleave agreement to Western Power on 01.07.20.
- 581 The remaining two street lights are scheduled to be installed on 27.07.20.
- 582 Due to some of the newly installed lights being on dusk til dawn, Western Power allocated a third MPAN to the Council. The consequence is that Scottish Southern required a third contract at an additional cost of £170 per year. An emergency decision was taken to accept the new contract to lock current prices and avoid penalty fees.
- 583 Cllr Robinson informed Birmingham Anglers of the downed trees on the land adjacent to the Parish Wharf.
- 584 Cllr Robinson reported that the Parish Wharf steps leading to the river are badly damaged due to flooding. The left-hand side of the steps will be blocked until repaired.
- 585 Cllr Robinson reported that three remaining steel reinforcement rods for the stolen picnic table could possibly damage mower blades. **ACTION: Clerk to report this issue to Limebridge.**
- 586 WCC Publication of Responses to Mineral allocations was forwarded to cllrs on 08.06.11. There are no mineral sites scheduled for Cleeve Prior.
- 587 On 08.06.20 Cllr Robinson requested Avon Planning to conduct searches to establish ownership of Quarry Lane, including rights and access.
- 588 Zurich agreed to pay the bus shelter £1300 claim less the £100 deductible. **ACTION: Cllr Solomon to investigate a proposal for a new shelter.**
- 589 The meeting was suspended from 8:25 until 8:35 for Public Question Time. The notes are at the end of the Minutes.

CLERK'S UPDATE

Correspondence for Consideration

- 590 D Ward 16.06.20 email RE criminal activity in the parish. **ACTION: Cllr Wilson will respond.**
- 591 P Turner 11.06.20 email RE the general situation in Cleeve Prior. Cllr Wilson spoke with P Turner by phone.
- 592 P Howe 11.06.20 email RE activity on CPO Land. Cllr Wilson responded on 03.07.20.

Tabled Correspondence

- 593 Lengthsman training is still delayed due to the Covid 19 measures. **ACTION: Clerk to request an update.**

Correspondence Sent

- 594 The Clerk engaged Parish Council Websites to help make the website compliant with Web Content Accessibility Guidelines 2.1AA and draft an Accessibility Statement. The cost is £48 per hour plus VAT and will take approximately 2 hours. Cllr MacDonald offered to help as a backup.

PLANNING

- 595 The Council resolved not to object to planning application 20/00978/LB: The Cider Mill – external repairs to pointing and eaves fascia.

NEW MOTIONS FOR COUNCIL CONSIDERATION

- 596 The **Council resolved** to move the Hoden Lane dog bin to Mill Lane at a cost £29.47 plus VAT.
- 597 The **Council resolved** to move The Green dog bin to Earl's Lane Wood entrance at a cost of £29.47 plus VAT. The Clerk stated that P Childs of WDC thought it is a risk that the remaining small bin might not be large enough for the location.
- 598 The **Council resolved** to adopt the S106 CPO Land Requirements Agreement. **Cllr ACTION: Clerk to forward document to K Joynes with instructions to forward the document to the developer and WDC solicitors. CPPC needs more information to sign the S106.**
- 599 The **Council resolved** to collect the outstanding rent and have an Allotments Rent Holiday until April 2021. If outstanding rent is not paid the contract will be terminated and the deposit forfeited.

CLLR REPORTS AND FUTURE AGENDA ITEMS

- 600 Cllr Robinson reported that the Garden Club, especially Jan Stewart, should be thanked for taking care of the plants on The Green. Perhaps the Council should make enquiries as to reimbursing costs associated with seasonal planting. **ACTION: Clerk to write a thank you note and make enquiries about costs.**
- 601 Cllr Robinson reported that Cllr Carr is confident he can do 90% of the work for the new parish website. The one problem area is integrating the map into the site. Cllr Robinson requested a quote from Astwood Graphics for the map work.
- 602 Cllr Robinson reported that a model for a new financial reporting system has been developed for the first 3 months of the financial year. It may be the case that the current system is operated through the year alongside the new system. The system needs to be introduced to the Clerk. The Clerk commented that the new system must report on the budget as set for the financial year.

- 603 Cllrs Wilson & Smith reported that the CP Support Group is still operating smoothly, but there was not much call for help in recent weeks. It isn't known if the group applied for the West Mercia £500 PPE grant. Cllr Smith suggested that the Council should consider organizing a thank you party for the volunteers.
- 604 **ACTION: Cllr Wilson to write a Letter of Retirement for Mrs Newbury. Cllr Smith will forward pertinent information to Cllr Wilson.**
- 605 Cllr Wilson reported that according to R Carless, the church clock isn't working because it was over-wound.
- 606 WDC Cllr Lasota reported that it took a lot of work to produce a draft S106 Agreement.
- 607 The meeting closed at 9:30pm.
- 608 **DATE AND VENUE OF NEXT SCHEDULED MEETING:** 7:30pm on 14 September, 2020 via Zoom.

Signed _____ Date _____

Notes of Public Question Time

1. A parishioner noted that there hasn't been much activity on the Haywood Way site recently, but work conducted outside of permitted hours was reported to WDC. Cllr Wilson stated that the electrical supply was delayed due to the landowner not following proper procedure. The necessary paperwork was recently submitted. Cllr Smith has been acting as a liaison.
2. A parishioner commented that a crime report for the area used to be circulated to parishioners. The Clerk stated that he no longer keeps a data base of parishioner emails so this practice was discontinued.
ACTION: Clerk to provide link on Council website to the West Mercia Police crime reports.
3. An incident of a man walking the streets and yelling unsavoury comments about the CPPC councillors was reported to the police.