

CLEEVE PRIOR PARISH COUNCIL

To Members of the Council

You are hereby summoned to attend a meeting of the Cleeve Prior Parish Council to be held **via Zoom** on Monday 14 September 2020 at 7:30pm, for the purpose of transacting the following business only. The Local Authorities and Police & Crime Panels Regulations 2020 permits meetings to be held "electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers". Meetings must still be properly convened and able to be attended by members of the public. The notice doesn't have to be posted on the notice board, but it must be posted on the council website. To connect directly to council meetings, please use the link below.

<https://us02web.zoom.us/j/88416339795>

For those who subscribe to Zoom, using the following information is an option:

Meeting ID: 884 1633 9795
No password necessary

S. Arble

Sean Arble
Clerk to the Council

09 September 2020

AGENDA

1. APOLOGIES and reasons for absence:

2. DECLARATION OF INTERESTS:

- a) To receive declarations of interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary and non-pecuniary interests (S33 of the Localism Act 2011) which are to be with the clerk as soon as possible prior to a meeting.
- c) **TO CONSIDER GRANTING REQUESTS FOR DISPENSATION**

Requests for dispensation must be written and made on an individual basis.

3. MINUTES: To consider the approval of the Minutes of the Meeting held 13 July 2020.

4. FINANCE

- A.** To note August 2020 Reconciliation emailed 09.09.20. The Current Account does not reconcile due to two over-payments. £45 to P Robinson for the bench repair and £0.02 to S Arble for expenses. The Clerk will issue debit notes.
- B.** To note August 2020 Income & Expense Report emailed 09.09.20.
- C.** The 2020 AGAR was submitted to the External Auditor and its receipt was acknowledged.
- D.** The Clerk and Cllrs Robinson & Wilson met to discuss the new reporting system. The Clerk is learning the new system.

E. TO APPROVE PAYMENT SCHEDULE

Payment References; those in red previously paid

Ref	Payee	Details	Net	VAT	Total	Approval Date 14.09.20
37	S Arble	July Salary	£484.36	£0.00	£484.36	
38	S Arble	July expenses	£39.78	£0.58	£40.36	£524.72
39	P Robinson	Bench Repair	£224.62	£24.92	£249.54	
40	Limebridge	Grass Cutting July x2 & Spraying	£665.00	£133.00	£798.00	
41	1&1	July Website	£15.00	£3.00	£18.00	
42	R Fletcher	Internal Audit	£180.00	£0.00	£180.00	
43	SSE	July Electric	£12.09	£0.60	£12.69	
44	SSE	July Electric	£2.57	£0.12	£2.69	
45	SSE	July Electric	£32.91	£1.64	£34.55	£49.93
46	S Arble	August Salary	£484.36	£0.00	£484.36	
47	S Arble	August Expenses	£22.89	£23.47	£23.47	£507.83
48	Fast Signs	Playground Signs x2	£156.00	£31.20	£187.20	
49	1&1	August Website	£15.00	£3.00	£18.00	
50	Limebridge	Grass Cutting July	£295.00	£59.00	£354.00	
51	P Wilson	Wood treatment for play equipment	£89.16	£0.00	£89.16	
	TOTAL		£2,718.74	£280.53	£2,976.38	

5. PROGRESS REPORTS

- A. The Clerk made enquiries with APS (planning consultant) regarding assistance with the SWDP response. APS is willing to assist, but not until the consultation period commences. In a 26.08.20 update, WCC stated the consultation period will be in early spring 2021. Cllr Robinson drafted a SWDP consultation reply which was forwarded to cllrs on 09.09.20.

There will be a SWDP Development Plan Review on 7 October at 6-7:30pm. Details will be provided later.

- B. The school playground was cleaned up by a large group of volunteers. The work included tree trimming, cleaning equipment, weeding, and hanging disclaimer signs. The playground bench was repaired at an earlier date. Thanks are due to P Robinson for this work and to all the volunteers who worked on the playground.

- C. Cllr Solomon provided a progress report in a 27.08.20 email. Two quotes have been received. It is likely the cost of replacing the bus shelter will exceed £1500. The cheapest quote to date is £4400 including delivery and installation. There are plans to seek additional quotes.

The Clerk contacted WCC Highways (Paul Finch) and requested information on any necessary steps the Council may need to take to rebuild the bus shelter, a license and underground search.

- D. Electricity to the Traveller Site off Haywood Way was connected. Matter resolved.

- E. The two outstanding street lights were installed. Matter resolved.

- F. The Clerk reported the issue of picnic table steel rods on the parish wharf to Limebridge.

- G. Cllr Wilson responded to D Ward on 19.07.20.

- H. CPPC Solicitor K Joynes forwarded the CPO Land Requirements document to Traveller Site developer and WDC. To date there has been no further contact regarding the S106 Agreement.

- I. J Stewart responded to the Council's offer to pay for plantings etc for the Village Green. Invoices will be forthcoming.

- J. The Clerk added a West Mercia Police link for reported crimes on the Council website. Matter resolved.

- K. On 08.08.20 the Clerk requested P Saunders of WRS to reinvestigate the culvert on Quarry Lane near the bridge. Household soap contamination is evident.
- L. The required Web Content Accessibility 2.1 work on the website and Accessibility Statement are expected to be completed by the 23 September deadline.

The meeting will be adjourned for Public Question Time

Parishioners are invited to offer their views and question the parish or local councillors on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. The time allocated is at the discretion of the Council/Chairman. When the question time is closed, the Council request that members of the public make no further contribution to the meeting unless invited to do so by the Chairman. This period is not part of the formal meeting; however, brief notes will be appended to the minutes as an aide memoire.

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6. CLERK'S UPDATE

A. Correspondence for Consideration (not otherwise noted):

- 1. 23.08.20 Cleeve Prior Heritage Trust letter RE Council consider appointing a nominated trustee for the Heritage Trust; emailed to cllrs 07.09.20.

B. Tabled Correspondence (not otherwise noted):

C. Correspondence Sent (not otherwise noted):

7. PLANNING

A. 20/00978/LB approved by WDC, CPPC had no objections.

B. On 09.09.20 the Clerk requested WDC enforcement to inspect the Traveller Site off Haywood Way to ensure the development is adhering to the planning approval.

8. NEW MOTIONS FOR COUNCIL CONSIDERATION

A. TO CONSIDER LENGTHSMAN

The Lengthsman decided not to take up the position just prior to the Lengthsman Training course.

B. TO CONSIDER PARKING ON VERGE OUTSIDE ROSE COTTAGE, THE KOT & CANDLEBERRY COTTAGE

9. COUNCILLORS' REPORTS and Future Agenda Items

10. DATE & VENUE OF NEXT MEETING 7:30pm on 12 October 2020 via Zoom.