

**Minutes of the meeting held 14 September 2020 Via Zoom, Cleeve Prior**

Present: Councillors: Mary J Smith, Ron Solomon, Peter Wilson (Chair), Kevin Mellor, Doug Carr, Iain MacDonald & Ian Robinson.

In Attendance: Sean Arble (Clerk), WCC Cllr A Adams & three members of the public

609 No apologies received.

610 Cllr Solomon declared an interest in Minute 641: planning enforcement for Haywood Lane Traveller Site.

611 No dispensations requested.

612 The **Council resolved** to approve the **MINUTES** of the meeting held 13 July 2020 via Zoom, Cleeve Prior. **ACTION: Clerk to obtain Cllr Wilson's signature.**

**FINANCE**

613 The August 2020 Reconciliation is £45.02 out. P Robinson was overpaid £45.00 for repairing the school playground bench and S Arble was overpaid £0.02 for August expenses. **ACTION: The Clerk will issue debit notes.**

Date		Date
01-Aug-20	to	31-Aug-20

add	Current Account balance			5076.49
add	Deposit Account balance			40561.09
less	Payments uncleared:			0.00
equ	Balance C/F			45637.58

Opening Balance Deposit Account	45559.50
Add receipts for period	1.59
Less payments for period	5000.00
Opening Balance Current Account	1711.77
Less Period payments:	1590.26
Add receipts for period	5000.00
Uncleared payments for period	0.00
Payments Cleared from Previous Periods	
Uncleared Payments from Previous Periods	0.00
Closing Balance	45682.60

614 The August 2020 Income & Expense Report noted. **ACTION: Clerk to organize a date for the Council to discuss the new finance reporting system which will be used next financial year.**

615 The 2020 AGAR was submitted to the External Auditor and acknowledged.

The Council resolved to approve the payment schedule.

ment 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	
	<b>TOTAL</b>		<b>£2,718.74</b>	<b>£280.53</b>	<b>£2,976.38</b>	

- 617 WCC Cllr Alistair Adams Report: Report sent via email.
- 618 Cllr Solomon made enquiries about a Divisional Grant for a new bus shelter and if there are Sec 106 funds available. WCC Cllr Adams stated some funds are available from the Divisional Grant. Cllr Adams will make enquiries about Sec 106 funds.
- 619 Cllr Wilson informed WCC Cllr that CPPC requested WDC Planning Enforcement to inspect the Traveller Site off Haywood Way. It appears the building work does not conform to the planning application.
- 620 Cllrs Smith & Robinson raised the issue of large HGVs coming through Cleeve Prior. WCC Cllr Adams stated that utility works on roads around Cleeve Prior are ongoing and will cause unusual traffic patterns until the end of September. Although, traffic to Unipart shouldn't be affected by the utility works.
- 621 Cllr Smith suggested the WCC employment and financial information should be posted on the CPPC website. **ACTION: Clerk to post information once Cllr Smith completes a draft.**
- 622 WDC Cllr R Lasota offered his apologies. No report was received.

### PROGRESS REPORTS

- 623 The Council discussed Cllr Robinson's draft SWDP consultation response. There was some concern of its length. The Council decided it wasn't necessary to consult with APS (planning consultant). **ACTION: Cllr Robinson will draft an executive summary for the response.**
- 624 There are two reviews planned, one each for October 7 & 8. One is a broader scope and includes more than planning and the other is about the SWDP timeline. **ACTION: Clerk to forward details of the SWDP event.**



Cllr Solomon received two quotes to replace the bus shelter, see 27.08.20 email. The concrete base will also need to be repaired. The Clerk confirmed that the insurance on the shelter was inherited at about £600 and raised to £1200 over the years. The Asset Register is included in the annual Year End. The Clerk contacted WCC Highways (Paul Finch) and requested information on any necessary steps the Council may need to take to replace the bus shelter.

- 626 The school playground was cleaned up by a large group of volunteers. The work included tree trimming, equipment cleaning, weeding, hanging disclaimer signs and the net. The playground bench was repaired on an earlier date. Thanks are due to P Robinson for his work on the bench and to all the volunteers. Matter resolved.
- 627 Electricity to the Traveller Site off Haywood Way was connected. Matter resolved.
- 628 The two outstanding street lights were installed. Matter resolved.
- 629 The Clerk reported the issue of picnic table steel rods on the Parish Wharf to Limebridge. Matter resolved.
- 630 Cllr Wilson responded to D Ward on 19.07.20. Matter resolved.
- 631 CPPC Solicitor K Joynes forwarded the CPO Land Requirements document to the Traveller Site developer and WDC. Cllr Wilson spoke with D Andrew and H Peachey with no further results. **ACTION: Clerk to request CPPC solicitor to send a follow up letter.**
- 632 J Stewart responded to the Council's offer to pay for the Village Green plantings etc. Invoices will be forthcoming. The Garden Club folded. **ACTION: Cllr Robinson will contact J Stewart to determine if she will still maintain the Village Green plantings.**
- 633 The Clerk added a West Mercia Police link for reported crimes on the CPPC website. Matter resolved.
- 634 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. **ACTION: Clerk to request an update.**
- 635 The required Web Content Accessibility 2.1 work on the website and Accessibility Statement are expected to be completed by the 23.09.20 deadline. There will be a cost implication of approximately £100 for advice. The Clerk is carrying out most of the work.
- 636 The meeting was suspended from 8:10 until 8:35 for Public Question Time. The notes are at the end of the Minutes.

#### CLERK'S UPDATE

##### Correspondence for Consideration

- 637 Heritage Trust request for CPPC to consider appointing a nominated trustee to the Heritage Trust. The Council is concerned the Heritage Trust assets could be managed by outside agencies should the Trust cease to operate. The **Council resolved** in principle to become a nominated trustee for the Heritage Trust with Cllr Mellor as the CPPC representative subject to the following:
- A. Inspection of final draft of revised Trust Deed.
  - B. The Council as a body is the nominated trustee. The council representative is not personally liable for Trust business.
  - C. CPPC solicitor to review the arrangement.
- ACTION: Clerk to draft a letter for B Taylor.**
- 638 No tabled correspondence.

No correspondence sent not otherwise noted.

### PLANNING

- 640 20/00978/LB approved by WDC, CPPC had no objections.
- 641 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.
- 642 20/01831/FUL & 20/01832/LB: Kings Arms – change of use of barn to permanent dwelling with associated alterations to building, creation of private garden and parking area. The planning notice wasn't received prior to posting the agenda. Consequently, some cllrs haven't had the chance to review the application. **ACTION: Clerk to request an extension until 14.10.20.**

### NEW MOTIONS FOR COUNCIL CONSIDERATION

- 643 The Lengthsman decided not to take up the position just prior to the training course. The Clerk contacted an alternative candidate, but the person is not immediately available and may want more money per hour. **ACTION: Cllr Smith to approach a local person who may be interested in the position.**

**ACTION: Clerk to contact WCC about obtaining a list of possible candidates.**

- 644 The **Council resolved** to make enquiries with WCC Highways and the Local Planning Authority as to change of use for the verge outside of Rose Cottage & The Kot, Main St. **ACTION: Cllr Robinson will draft the two letters.**

- 645 The **Council resolved** to write a letter to the owners of Candleberry on The Green concerning parking on The Green. **ACTION: Cllr Wilson to draft a letter.**

### CLLR REPORTS AND FUTURE AGENDA ITEMS

- 646 Cllr Robinson reported that the Birmingham Anglers have removed the downed trees adjacent to the Parish Wharf and cut the grass. The Clerk should expect an invoice from the Heritage Trust for use of their fuel.
- 647 Cllr Carr reported that the parish website is progressing slowly. He is currently working on images for individual pages. Cllr Robinson is working on pages for the for the parish walks.
- 648 Cllr MacDonald reported that the CP Support Group is still in place, but there has been no recent activity.
- 649 Cllr Mellor priced a picket fence around the school playground area at approximately £2500. There are possibilities to do the job much cheaper with rented equipment and volunteer help. **ACTION: Cllr Mellor will email an update.**

**ACTION: Cllr MacDonald will organize a meeting with the School Head, Church Wardens and S Robinson.**

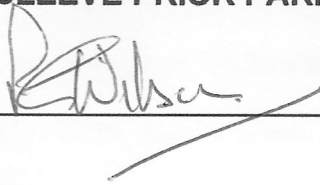
- 650 Cllr Smith reported the bus stop sign near Kemises House is no longer there. **ACTION: Clerk to make enquiries.**
- 651 Cllr Smith reported overgrown hedges at Sun Court, Near Traveller Site and in front of land adjacent to the CPO Land. **ACTION: Clerk to make enquiries.**

- 651 The meeting closed at 9:00pm.

- 652 **DATE AND VENUE OF NEXT SCHEDULED MEETING: 7:30pm on 12 October, 2020 via Zoom.**



Signed



Date

15<sup>th</sup> October 2020**Notes of Public Question Time**

1. A parishioner was concerned about the Council interest in parking on the verge in front of the cottages near the pub. She stated the public have a right to park on this land owned by WCC Highways. Homeowners of one cottage tried to park in other areas, but it's difficult.

Cllr Robinson stated that one role of the Council is to maintain and enhance the local environment. The area in question has for many decades been a green space and many parishioners would like it to remain this way.

2. A parishioner raised the idea of allocated parking across the street from the pub on WCC Highways land.
3. A parishioner raised several discussion points concerning the planning application for the barn next to the Kings Arms.
  - A. Surprised the application calls for the building to be a permanent dwelling.
  - B. Existing pub garden will become part of the barn property.
  - C. 1<sup>st</sup> floor work was done in 1997 to stabilise the building.
  - D. Hump in roof was meant to be repaired, but wasn't.
  - E. Pub car park is inadequate, but a few spaces will be given to the barn.
4. A parishioner mentioned that the Council may want to attempt to compulsory purchase the WCC Highways land across from the pub.

Minutes prepared by S Arble, Clerk to the Council, 22.09.20.