

# 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 11 January 2021 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/86307486498?pwd=UHKzWGJKWDJSd2xtcU42SUMycFdQUt09>

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

Meeting ID: 863 0748 6498

No password necessary

S. Arble

Sean Arble  
Clerk to the Council

06 January 2021

## 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 14 December 2020.

4. **FINANCE**

A. To note December 2020 Reconciliation emailed 04.01.21. The bank statements reconcile with the I&E Report.

B. To note December 2020 Income & Expense Report emailed 04.01.21.

**C. TO APPROVE PAYMENT SCHEDULE**

Ref	Payee	Details	Net	VAT	Total	
66	S Arble	Dec Salary	£484.36	£0.00	£484.36	11.01.21
67	S Arble	Dec Expenses	£39.89	£2.58	£42.47	11.01.21
68	MA Hughes	xmas tree	£140.00	£0.00	£140.00	11.01.21
69	UTS	lengthsman training	£132.00	£26.40	£158.00	11.01.21
70	UTS	lengthsman training	£139.33	£27.87	£167.20	11.01.21
71	N Lane	Nov Lengthsman	£135.00	£0.00	£135.00	11.01.21
72	N Lane	Dec Lengthsman	£135.00	£0.00	£135.00	11.01.21
	<b>TOTAL</b>		<b>£1,205.58</b>	<b>£56.85</b>	<b>£1,262.03</b>	

**D. TO CONSIDER APPROVING THE 2021-22 BUDGET**

The Clerk received one suggestion that the precept should remain at the same level as 2019-20.

E. To note updated 2020 Risk Assessment emailed to cllrs 04.01.21.

**5. PROGRESS REPORTS**

A. Bus Shelter: After a meeting between Cllr Solomon, S Arble and D Hedges (Western Power) it was agreed that Western Power would:

- 1. Level verge with topsoil and reseed in the spring
- 2. Shutter and pour a new level on top of current bus shelter base
- 3. Create a lip up to the base to avoid tripping hazard and make wheel chair accessible
- 4. Will seek quote for a replacement shed

**ACTION: Cllr Solomon to provide dimensions for the base and shelter and determine the shelter material.**

H Peachey informed the Clerk that S106 funds cannot be used for the bus shelter as that item would be covered by other S106 funds via WCC Highways.

B. The Clerk spoke with S Hancher, the transport company for some caravans to be delivered on the Haywood Way Traveller Site. Details of the local police were forwarded, the Clerk requested advance notice of the move date and requested locals who may have cars in parked in hot spots be notified.

C. The Clerk placed an order to KW Boulton to conduct work on the Village Green trees as outlined in the survey.

D. The Clerk requested B Barnes, WCC officer, to investigate the possibility of installing “gates” similar to those at the Littleton end of the parish at the Manor end of the parish. There is room to install 1-meter gates at either side of the road. The hedge on one side may need to be trimmed to accommodate a gate. WCC can install, but CPPC will need to purchase the gates. The Clerk is trying to seek clarification on the preferred supplier.

E. WDC Zoom Planning Training 02.03.21: Cllrs Mellor, Carr, McDonald & Solomon registered for the event.

F. Heart of England Forest Trust purchased the fields between the CPO land and the backs of the houses on Mill Lane.

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**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): None

B. **Tabled Correspondence** (not otherwise noted):

- 1. 03.01.21 email from M Heelis RE Bidford Road Grips; the Clerk reported this issue to the Lengthsman on 05.01.21.
- 2. 05.01.21 email from T Carr RE Riverside Path CP514; possibility of path to be moved at request of Dyson Farm, but not application submitted as of yet. Forwarded to cllrs 06.01.21.

C. **Correspondence Sent** (not otherwise noted): None

D. **Reported Issues:** 966115: Drain outside Squirrel Cottage is blocked, reported 24.12.20.

## **7. PLANNING**

- A.** ENF/20/0335 toilet block on Haywood Way Traveller Site. A S330 Notice was served to establish ownership of the caravan with consideration for enforcement action. Subsequently, the owner submitted an application for retrospective approval of the toilet block. This application was dismissed for being incomplete. J Allen, the Enforcement officer, should know by 11.01.21 if the application was properly completed.
- B.** The Enforcement Officer plans to revisit the Haywood Way site to measure the approximately 60 foot long delivered caravan.

## **8. NEW MOTIONS FOR COUNCIL CONSIDERATION - NONE**

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## **9. COUNCILLORS' REPORTS and Future Agenda Items**

**10. DATE & VENUE OF NEXT MEETING** 7:30pm on 8 February 2021 via Zoom.