

CLEEVE PRIOR PARISH COUNCIL

Minutes of the Parish Council Meeting held at The Memorial Hall, Cleeve Prior

On Monday 7th April 2025 at 7.30pm

Members present: Cllr Doug Carr, Cllr Ian Kelly, Cllr Nicky Marshall and Cllr Kevin Mellor.

In attendance: Cllr Alistair Adams, Cllr Judith Ciotti and one member of the public.

- 1. Election of a Chair.** For this meeting and until the next meeting on 12th May 2025, Cllr Marshall proposed that Cllr Mellor should take the Chair. This was seconded by Cllr Carr and supported by Cllr Kelly.
- 2. Apologies for Absence.** Cllr Ian Robinson, Cllr Hannah Robson and Cllr Peter Wilson had made known their unavailability in advance of the meeting.
- 3. Declarations of Personal and Prejudicial Interest:**
 - 3.1 Register of Interests:** Cllr Marshall made it known that agenda item 9.3.4 was of interest to her due to the location of her residence.
 - 3.2 Disclosable Pecuniary Interests:** None.
 - 3.3 Other Disclosable Interests:** None.
 - 3.4 Dispensation (Localism Act 2011 s.33):** None.
- 4. District and County Councillors' Reports.** Cllr Ciotti informed the meeting that a special Wychavon District Council meeting had occurred to discuss options for the future organisation of councils in the area. A decision is due to be made in November 2025. Cllr Adams announced this would be his last meeting due to imminent retirement. The Chair thanked Cllr Adams for his service to the village.

Meeting adjournment for Public Discussion. The Chair invited the one member of public present to express their views or ask questions of the Parish and Local Councillors. The invitation was politely declined.

- 5. Minutes of the Previous Parish Council Meeting.** The Chair proposed one change to the minutes of the meeting held on 4th March 2025 at the request of Mrs Mary Smith (Community Speed Watch Coordinator). The matter was considered and duly approved.
- 6. Finance:**
 - 6.1 Bank Reconciliation.** Considered and approved.
 - 6.2 Invoices.** The following invoices for payment were approved, with Cllr Marshall notifying those present that she will question Lloyds Bank regarding the new and unexpected bank charge:

Code	Date	Description	Supplier	Amount
Lengthsman	6/3/25	Lengthsman	G.Powis	127.50
Website	10/3/25	Website & email	IONOS	18.00

Bank Charge	7/4/25	Bank Charge	Lloyds	4.25
Lengthsman	31/3/25	Lengthsman	G.Powis	136.00
Lengthsman	31/3/25	Lengthsman	G.Powis	17.00
Laptop & Software	31/3/25	Acctg software	Scribe	489.60
Memorial Hall Rent	31/3/25	Office rent	Mem. Hall	80.00
Grass Cutting	31/3/25	Grass mowing	Limebridge	446.40
Street Lights	31/3/25	Electricity	S.Electric	64.26

- 6.3 Request from School for Tree-works Subsidy.** After consideration, the Chair proposed the Parish Council subsidise 50% of the total cost of the tree-works. Cllr Carr seconded the proposal, which was duly approved.
- 6.4 Brush Cutter for Footpaths Officer.** The Chair proposed the Parish Council pay £269.95 for a replacement brush cutter, that being the cheapest of three quotes obtained. Cllr Marshall seconded the proposal, which was duly approved.
- 6.5 Cllr Marshall Update.** Cllr Marshall referred to the many points she is diligently working on, and making progress with throughout the agenda.
- 6.6 Year-end Reporting Status.** Cllr Marshall informed the meeting that she will make contact with a third party about an external audit, and noted that the absence of a Clerk has impacted the anticipated internal preparations.
- 7. County Council Elections.** The notice for upcoming elections on 1st May has been posted on the village noticeboard.
- 8. Progress Reports:**
- 8.1** Evesham Road development status was unknown due to the lack of information supplied by involved parties.
- 8.2** Parish Council website and logo remain in abeyance.
- 8.3** Clerk recruitment remains unresolved.
- 8.4** Repairs to wharf deferred to spring 2025.
- 8.5** Neighbourhood Plan update deferred until the appointment of a Clerk.
- 8.6** Charges to Rooftop Housing has been progressed by Cllr Marshall with invoices raised.
- 8.7** Allotment management update was delivered by Cllr Marshall. Bills were issued to allotment holders in March 2025, with only one bill still unpaid. Attempts to receive payment will continue. The process of moving deposits into the reserve are in progress.
- 9. Acting Clerk's Report and Correspondence.**
- 9.1 Report.** The report was circulated on 11th March 2025.
- 9.2 Future of the Parish Newsletter.** No volunteers have been forthcoming. It was noted a request for volunteers features in the most recent Parish Newsletter.
- 9.3 Correspondence.** The following items were discussed:
- 9.3.1** 4/2/25 S. Collins, Wychavon Parish Games. To be advertised in the next Parish Newsletter to attract expressions of interest.

- 9.3.2** 10/3/25 R. Harrison, VE Day Commemoration Grant. Deferred to the next meeting for discussion.
- 9.3.3** 10/2/25 L. Randall, Woodland Trust, Earls Lane Wood. Deferred until the return of Cllr Robinson.
- 9.3.4** 13/3/25 Cllr Wilson, Request from resident re. Grass Cutting. It was discussed and agreed that the occupants of three properties adjacent to the village green will be written to with the offer of grass cutting to be undertaken at Parish Council expense. The grass at the front of all three properties is owned by the Parish Council. Cllr Wilson kindly volunteered to write to the occupants.
- 9.3.5** 15/3/25 J. Grainger-Williams, Highways. Bus Infrastructure. The Chair volunteered to be the point of contact regarding this matter and will contact the organisation.
- 9.3.6** 14/3/25 Cllr Robinson, Re. application W/ENF/25/0021 enforcement. The Chair updated the meeting that the enforcement was no longer required as the cause had been resolved.
- 9.3.7** 18/3/25 Minerals@Worcs, Publication of Worcs. Minerals & Waste report. No action required.
- 9.3.8** 19/3/25 Neighbourhood Matters, Re. Neighbourhood Watch Trustee. On his return from holiday, Cllr Robinson is to email parishioners from his Memorial Hall account informing them of the opportunity to apply to be a trustee, noting applications must be received by 18th April 2025.
- 9.3.9** 25/3/25 C. Sutton, Worcs Wildlife Project. The Chair will circulate to relevant parties.
- 9.3.10** 26/3/25 M. Rose, Re. Atlas Tower Group, Re. Mobile phone mast. The Chair notified the meeting that no mobile operators have declared an interest. The mast is still being marketed.
- 9.3.11** 29/3/25 D. Eades, Re W. Mercia Police priorities. No action required.
- 9.3.12** 29/3/25 R. Armstrong, Play equipment maintenance. The Chair will investigate the offer.
- 9.3.13** 30/3/25 Loddors, Land at Evesham Road. Deferred until the return of Cllr Robinson.

10. Planning.

- 10.1 New Applications.** None.
- 10.2 Amended Applications.** None.
- 10.3 Granted Applications.** None.

11. New Motions/Items for Council Consideration:

- 11.1** Cllr Carr introduced the issue of a wall adjacent to his property that requires repair, and requested the Parish Council write to the owner with the hope of expediting the repair. The Chair volunteered to undertake the task.
- 11.2** Cllr Marshall introduced the issue of the Lengthsman indicating he has completed his workload and has enquired as to what other tasks he should

be undertaking. Cllr Carr will examine the job specification to ensure full compliance and identify training requirements that may need fulfilling.

11.3 Cllr Marshall mentioned the presence of quad bikes on Quarry Lane. The Chair informed the meeting that new signs are in production that, once displayed, enable enforcement.

12. Councillor’s Reports and Future Agenda Items:

12.1.1 The Chair reported that defibrillator training had taken place at the Heritage Trust Barn. He will propose a donation to the trainer at the next meeting that will support her work in Ukraine.

12.1.2 The Chair reported that recycling bags are being distributed by the local authority, and that the village should identify a location from which parishioners can collect empty bags to use and leave out with their green bins. It was agreed that the Memorial Hall tea room was the best location from which to distribute.

13. The Meeting closed at 9.25pm

14. It was agreed that the next meeting should be delayed by one week due to the bank holiday weekend impacting availability. The next meeting will therefore be held on **Monday 12th May 2025** at 7.30pm, War Memorial Hall, Cleeve Prior, WR11 8LG.

Signed:.....Chairman

Date: