

Cleeve Prior Parish Council

Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior on Monday 8th January 2024

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Members Present: - Peter Wilson, Chairman, Cllr. Mary Smith, Vice Chair, Cllr. Ian Robinson, Cllr Kevin Mellor, Cllr. Bryan Eden, Cllr. Sandra Vincent, Cllr. Nicky Marshall.

In Attendance: Clerk and RFO Stacey Smith

1.	Apologies for Absence Cllr Alastair Adams, Cllr Hannah Robson, and Cllr Judith Ciotti.																																																																																																												
2.	Declaration of Interests - There were none.																																																																																																												
3.	Acceptance of Minutes: The Minutes of the Parish Council Meeting held on Monday 11 th December 2023 at the Memorial Hall, Cleeve Prior were considered. Approved and signed by Chair.																																																																																																												
4.	<p>FINANCIAL MATTERS</p> <p>a) To consider the December payment schedule, bank statements, reconciliation and the quarterly report. (circulated 2/1/24)</p> <p>Payment schedule – Approved. The payment Schedule is as follows.</p> <div style="text-align: center;"> <p>Cleeve Prior Parish Council PAYMENTS LIST</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr> <th style="text-align: left;">Voucher</th> <th style="text-align: left;">Code</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Minute</th> <th style="text-align: left;">Bank</th> <th style="text-align: left;">Cheque No</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Supplier</th> <th style="text-align: left;">VAT Type</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>Millennium Green Project</td> <td>22/11/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Materials</td> <td>Signs R Us</td> <td>S</td> </tr> <tr> <td>101</td> <td>Interest</td> <td>20/12/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Website & Email Hosting</td> <td>IONOS - 1-1 Internet Ltd.</td> <td>X</td> </tr> <tr> <td>102</td> <td>Website</td> <td>18/01/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Website & Email Hosting</td> <td>IONOS - 1-1 Internet Ltd.</td> <td>S</td> </tr> <tr> <td>103</td> <td>Website</td> <td>02/01/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Website & Email Hosting</td> <td>IONOS - 1-1 Internet Ltd.</td> <td>S</td> </tr> <tr> <td>104</td> <td>Phone</td> <td>02/01/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Phone</td> <td>Tesco Mobile</td> <td>X</td> </tr> <tr> <td>105</td> <td>Parish Lengthsman</td> <td>09/01/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Lengthsman</td> <td>Nick Lane</td> <td>X</td> </tr> <tr> <td>106</td> <td>Memorial Hall Rent</td> <td>09/01/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Office Rent</td> <td>Cleeve Prior Memorial Village</td> <td>X</td> </tr> <tr> <td>107</td> <td>Clerk's Wage</td> <td>09/01/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Clerk's Wage</td> <td>Stacey Smith</td> <td>X</td> </tr> <tr> <td>108</td> <td>Laptop & Software</td> <td>09/01/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Printing Reimbursement</td> <td>HP Printing</td> <td>X</td> </tr> <tr> <td>109</td> <td>Utilities</td> <td>02/01/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Electricity</td> <td>Southern Electric</td> <td>S</td> </tr> <tr> <td colspan="8" style="text-align: right;">Total</td> <td></td> </tr> </tbody> </table> </div> <p>The quarterly budget report was discussed. Variances over budget questioned. They will be accounted for when reallocated to reserves and within the new cost codes. Some necessary items in Admin support were not in the original budget (HMRC, Accounting Software, Video etc). Documentation circulated with details. Bank Reconciliation to be emailed. ACTION: Clerk, Cllr. Mellor and Cllr. Marshall to meet to clarify VAT reimbursements owed for processing.</p> <p>b) To review and approve the budget proposal for the 24/25 precept. The budget was approved for 24/25, £25209.39, a 4.24% increase on 23/24. Approved.</p> <p>c) To approve the reappointment of Gill Lungley for the Internal Audit. The clerk highly recommends the auditor from the previous year. Approved.</p> <p>ACTION: Clerk to contact Auditor Gill Lungley for a new quote.</p>	Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	100	Millennium Green Project	22/11/2023		Treasurers Account		Materials	Signs R Us	S	101	Interest	20/12/2023		Treasurers Account		Website & Email Hosting	IONOS - 1-1 Internet Ltd.	X	102	Website	18/01/2024		Treasurers Account		Website & Email Hosting	IONOS - 1-1 Internet Ltd.	S	103	Website	02/01/2024		Treasurers Account		Website & Email Hosting	IONOS - 1-1 Internet Ltd.	S	104	Phone	02/01/2024		Treasurers Account		Phone	Tesco Mobile	X	105	Parish Lengthsman	09/01/2024		Treasurers Account		Lengthsman	Nick Lane	X	106	Memorial Hall Rent	09/01/2024		Treasurers Account		Office Rent	Cleeve Prior Memorial Village	X	107	Clerk's Wage	09/01/2024		Treasurers Account		Clerk's Wage	Stacey Smith	X	108	Laptop & Software	09/01/2024		Treasurers Account		Printing Reimbursement	HP Printing	X	109	Utilities	02/01/2024		Treasurers Account		Electricity	Southern Electric	S	Total								
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5. **Progress Reports**

a) Evesham Road Development

Mr Rahal from Malvern Homes has spoken to the Chair today. The plan has been modified from 114 to 100 houses. Wychavon District Council are pushing for 80 however this is not viable for Malvern Homes. They are hoping for a March planning committee and seem confident. An agreement has been made with West Country Developments. Malvern Homes will complete a Section 106 when the application is in process.

b) Kings Arms Initiative

Cllr. Mellor met with Ben Price Communities Officer at WDC.

The Chair of the working group will be asked to formally request a Parish Councillor representative. Cllr Mellor is happy to take on this role and this met with general agreement. Formal consideration will be given at the February meeting.

A memo from the Chair has been circulated regarding the code of conduct concerning Parish Councillors on working groups. Attached.

ACTION: Agenda item for February meeting.

ACTION: Further advice will be sought from Wychavon Legal to clarify if we can have Parish Council representation as the working group is now a limited company.

c) Haywoods Way appeal decision – New villagers will be welcomed and Cllr.' Smith will liaise with the Haywoods Way community and an event will be considered. Cllr. Incent is happy to offer support.

d) Quarry Lane damage – Mark Bywater's Email circulated on 21/12/23. Repair work is to be completed by the end of January.

e) D-Day Commemoration

Cllr. Vincent is leading on this.

- The event will be respectful.
- There will be a daytime family event and an evening event.
- Daytime with Dressing up face painting etc for the kids and a family picnic and ice cream etc.
- The evening event will be in the marquee with food, seating for 120 and a dance floor.
- Cllr. Vincent is seeking donations

ACTION: Cllr Vincent to distribute ideas via Email.

Open Forum. The meeting was suspended for the public forum. There were four members of the public present.

6. **Councillors' Reports.**

Cllr. Adams' County Council Report is attached.

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7.	<p>Clerks' Updates and Correspondence 442</p> <p>a) Updates</p> <ol style="list-style-type: none">1. Internal Audit recommendations progress report – all actioned. Preparing for the next internal audit.2. Website and Social Media – To consider the appointment of a web designer – Quote circulated 2/1/23<ul style="list-style-type: none">➤ The Chair did not feel the website is a current priority.➤ Clerk is in favour of a better-presented website with ease of use to facilitate accessible sharing of information.➤ PC will clarify the budget position before revisiting.<p>ACTION: Cllr. Vincent to seek an alternative quote for comparison.</p>3. The Green – The surround around the tree beneath the bench is to be replaced by Dan Taylor before the end of January. ACTION: Clerk to clarify this is still the case. <p>b) Correspondence for Consideration</p> <ol style="list-style-type: none">1. Road Safety Toolkit - Bradley Sansom - circulated 5/11 Agreed it would be wise to take advantage of the toolkit and funding. Police and Highways have been contacted for the best course of action for our village. Speeds are unacceptable and measures to physically slow down traffic would increase safety for residents. Comments of note:<ul style="list-style-type: none">➤ Implementation of a narrowed lane on Main Street which only fits one car.➤ Police should be enforcing the speed limits.➤ Concerns something serious would need to happen for action to be taken.2. Road Safety Grant Application – circulated 19/12 Road Safety issues are an ongoing concern. New grant funding is available closing date . Cllr. Smith and Cllr. Eden to look at a strategy.
8.	<p>Planning Applications</p> <p>Applications</p> <ol style="list-style-type: none">a) W/23/02012/FUL Sharrow Bidford Road Cleeve Prior Evesham WR11 8LQ Reinstatement of Middle Barn – Comments submitted. Decision pending. <p>Refusals – None</p> <p>Approvals - None</p>
	<p>Motions for Councillors' Consideration</p>

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9.	<p>1) Time of meeting. Suggestion to begin at 7.00 pm.</p> <p>Unable to implement this due to the current Kings Arms Initiative meeting being on a Monday. ACTION: Review in three months.</p> <p>2) Road Repairs on Evesham Road Cllr. Smith reported the pothole which was filled although the correct filler is not being used resulting in the hole reforming. Road resurfacing is required. ACTION: Chair Cllr. Wilson to compose a communication to Highways and copy in County Cllr. Adams.</p>	443
10.	Councillors' Reports and Future Agenda Items. None	
11.	Date and venue of next meeting: Monday 12th February 2024 at War Memorial Hall, Cleeve Prior, WR11 8LG at 7.30 pm	

The meeting closed at 9.00 pm

Signed..... Date.....

