

Cleeve Prior Parish Council

Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior on Monday 9th October 2023

426

Present Councillors - Peter Wilson, Chairman, Cllr. Mary Smith, Vice Chair, Cllr. Ian Robinson, Cllr. Nicky Marshall. Cllr. Hannah Robson, Cllr. Alastair Adams, Cllr. Judith Ciotti

In attendance - Stacey Smith, Clerk.

Three members of the public.

1.	Apologies for Absence Cllr. Sandra Vincent																																																																																																																																																																																
2.	Declaration of Interests - None																																																																																																																																																																																
3.	Acceptance of Minutes: The Minutes of the Parish Council Meeting held on Monday 11 th September 2023 at the Memorial Hall, Cleeve Prior were considered and approved by the Council to be signed as a true record of the Meeting and were signed by the Chairman.																																																																																																																																																																																
	Open Forum. The meeting was suspended for the public forum.																																																																																																																																																																																
4.	<p>FINANCIAL MATTERS</p> <p>a) The council resolved to approve the payment schedule.</p> <ul style="list-style-type: none"> - Heritage Trust items 2/3 have been delivered <p style="text-align: right; font-size: small;">3 October 2023 (2023-2024)</p> <p style="text-align: center;">Cleeve Prior Parish Council PAYMENTS LIST</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Voucher Code</th> <th>Date</th> <th>Minute</th> <th>Bank</th> <th>Cheque No</th> <th>Description</th> <th>Supplier</th> <th>VAT Type</th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>67 Insurance</td> <td>12/09/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Materials</td> <td>EON</td> <td>S</td> <td>5,444.02</td> <td>1,088.80</td> <td>6,532.82</td> </tr> <tr> <td>68 Heritage Trust Support</td> <td>21/09/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Materials</td> <td>Press Fruit Limited</td> <td>S</td> <td>554.17</td> <td>110.83</td> <td>665.00</td> </tr> <tr> <td>69 Heritage Trust Support</td> <td>21/09/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Materials</td> <td>Office Furniture Online</td> <td>S</td> <td>170.00</td> <td>34.00</td> <td>204.00</td> </tr> <tr> <td>70 Heritage Trust Support</td> <td>26/09/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Materials</td> <td>Ron Smith & Co.</td> <td>S</td> <td>773.33</td> <td>154.67</td> <td>928.00</td> </tr> <tr> <td>71 Website</td> <td>21/10/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Website & Email Hosting</td> <td>IONOS - 1-1 Internet Ltd.</td> <td>S</td> <td>15.00</td> <td>3.00</td> <td>18.00</td> </tr> <tr> <td>72 Phone</td> <td>10/10/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Phone</td> <td>Tesco Mobile</td> <td>X</td> <td>15.99</td> <td></td> <td>15.99</td> </tr> <tr> <td>73 Parish Lengthsman</td> <td>10/10/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Lengthsman</td> <td>Nick Lane</td> <td>X</td> <td>141.75</td> <td></td> <td>141.75</td> </tr> <tr> <td>74 WCC Grass Cutting</td> <td>10/10/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Limebridge Mowing</td> <td>Limebridge</td> <td>S</td> <td>610.00</td> <td>122.00</td> <td>732.00</td> </tr> <tr> <td>75 Laptop & Software</td> <td>10/10/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Printing Reimbursement</td> <td>HP Printing</td> <td>X</td> <td>4.49</td> <td></td> <td>4.49</td> </tr> <tr> <td>76 Administration Support</td> <td>10/10/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>External Audit</td> <td>PKF</td> <td>S</td> <td>210.00</td> <td>42.00</td> <td>252.00</td> </tr> <tr> <td>77 Memorial Hall Rent</td> <td>10/10/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Office Rent</td> <td>Cleeve Prior Memorial Village</td> <td>X</td> <td>80.00</td> <td></td> <td>80.00</td> </tr> <tr> <td>78 Administration Support</td> <td>22/10/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>HMRC</td> <td>HMRC</td> <td>X</td> <td>80.20</td> <td></td> <td>80.20</td> </tr> <tr> <td>79 Clerk's Wage</td> <td>10/10/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Clerk's Wage</td> <td>Stacey Smith</td> <td>X</td> <td>576.40</td> <td></td> <td>576.40</td> </tr> <tr> <td>80 Administration Support</td> <td>10/10/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Wychavon District Council</td> <td>Wychavon District Council</td> <td>X</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td colspan="8" style="text-align: right;">Total</td> <td>8,725.35</td> <td>1,555.30</td> <td>10,280.65</td> </tr> </tbody> </table> <p>b) Accounts and reconciliation against bank statements. Agreed.</p> <p>c) Precept - Acknowledgement of receipt of the second precept payment.</p> <p>d) AGAR – Outcome of External Audit received, information has been posted on the website and the invoice will be paid to PKF as stated in the payment schedule.</p> <ul style="list-style-type: none"> - VAT to reclaim to be actioned next week <li style="padding-left: 20px;">ACTION: Clerk, Cllr. Mellor, Cllr. Marshall to meet on 17th October. - ACTION: Section 106 reclaim to be chased by Clerk. 	Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	67 Insurance	12/09/2023		Treasurers Account		Materials	EON	S	5,444.02	1,088.80	6,532.82	68 Heritage Trust Support	21/09/2023		Treasurers Account		Materials	Press Fruit Limited	S	554.17	110.83	665.00	69 Heritage Trust Support	21/09/2023		Treasurers Account		Materials	Office Furniture Online	S	170.00	34.00	204.00	70 Heritage Trust Support	26/09/2023		Treasurers Account		Materials	Ron Smith & Co.	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5.	<p>Progress Reports</p> <p>a) Evesham Road Development</p> <p>After a discussion about the status of the Evesham Road planning application, it was resolved that we should try for a meeting with WDC officials Vic Allison, Heather Peachey, Sean Herbert and Gavin Greenhow. Cleeve Prior Parish Council is anxious about the status of the development application process. Delays in the registration of the application could lead to the failure of the developer gaining ownership of the various plots of land involved in the potential development. This in turn could see the current site descend further into a criminal haven. Part of the justification for this meeting is the number of recent developments affecting the application.</p> <p>These are:-</p> <ul style="list-style-type: none">a) Legal advice to Malvern Homes insisting that West Country Development has no case for suing Wychavon Council over the registration of the Malvern Homes application.b) Recent clarification over the ownership of several plots on the site.c) CPPC wish to understand the current situation and how it will affect the Parish. <p>ACTION: PC will be pressing for a meeting with Vic Allison, Sean Herbert, Gavin Greenhow and Heather Peachey at Wychavon District Council.</p> <p>b) Kings Arms Progress Report</p> <p>A public meeting has been arranged for Wednesday 11th October at 7.00 pm Chair and Cllr. Robinson to produce an agenda. The primary objective is to facilitate a meeting for the community to declare an interest in forming a group for the purchasing of the pub by the community. Due to the pub's current status as an asset of community value, the right for the community to be considered as a potential bidder has now been instigated and it will be up to any group formed to bid before the end of January 2024.</p> <p>c) Community Emergency Plan</p> <p>Jem Teal's presentation was circulated. Cllr. Eden believes it is a District and County Council responsibility. ACTION: Emergency information to be disseminated with the newsletter taken from Wychavon District Council advice. ACTION: Cllr. I Robinson to draft text.</p> <p>d) Footpath – Mill Lane – No date yet confirmed.</p> <p>e) Tree Ownership on the Public Footpath by allotments, Froglands Lane</p> <p>Cllr. Smith has been in contact with Heather Bainbridge from Public Rights of Way. Any safety issues with the trees should be reported to the Public Rights of Way team.</p>	427
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6.	<p>Councillors' Reports 428</p> <p>Cllr. Hannah Robson</p> <p>The South Worcestershire Development Plan has been submitted for examination to the Secretary of State.</p> <p>Cllr. Robinson: Can the PC find out if our objections/amendments were taken on board? - It will be on the website.</p> <p>The Haywoods Way appeal is being rescheduled.</p> <p>Cllr. Ciotti sent on the information on the Community Ownership Fund. (See Correspondence 7b).</p>
7.	<p>Clerks' Updates and Correspondence</p> <p>a) Updates</p> <ol style="list-style-type: none">1. Implementation of new Councillor Emails All Councillors are now using the new Emails. ACTION: Clerk to send the new Email addresses to Cllr. Robson, Cllr. Ciotti and Cllr. Adams2. Internal Audit recommendations progress report Financial Risk Assessment is due by the end of October. It will be an agenda item every six months for review. ACTION: New Risk Assessment to be circulated by Cllr. Robinson.3. School Lights The Head of School has been visited regarding the installation of an app for scheduling the school lights.4. AGAR – Discussed in 4. Finance.5. CALC Clerk's Gathering The Clerk attended an online Clerk's Gathering with CALC. The new national pay scales for 23-24 are still being negotiated. The expectation is that they will be agreed in November and that there will be a £1 an hour increase, backdated to 1st April 20236. Facebook/ Social Media – It is a useful tool for information sharing and community connectivity. Positive messaging is needed to counteract the negative media the village has received relating to crimes committed by a minority on the outskirts. The Clerk will continue to produce content to showcase the village and inform the community of events and relevant local information. <p>b) Correspondence for Consideration</p> <ol style="list-style-type: none">1. Faith Quin - Invitation to attend the licensing of the new Reverend Joanna Fielding. (Forwarded to Chair 3/10/23) Chair was happy to accept the invitation for the event on 5th November.2. Elizabeth Geraghty - Request for consent for IBC and lean-to on allotment plot (circulated 30/9/23) PC has no objections.

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3. Community Ownership Fund – Information forwarded by Cllr. Robson (circulated 3/10) – Discussed in relation to the Kings Arms and the fund could be considered by the working group that forms from the public meeting.

8. **Planning Applications**

Applications

- a) W/23/01651/FUL Sharrow Bidford Road Cleeve Prior Evesham WR11 8LQ
Change of use of a residential annexe to a residential holiday letting unit.
Consultation end 28/9/23 - comments submitted, decision pending.

Approvals

- a) W/23/01286/LB Manor House Bidford Road Cleeve Prior Evesham WR11 8LQ
Installation of through-floor lift

Refusals None

9. **Motions for Councillors' Consideration**

Village Newsletter will be a future agenda item.

10. **Councillors' Reports and Future Agenda Items.**

Cllr. Wilson – Haywood Way appeal is being rescheduled. We have established that our barrister will be available for the proposed revised date in November. When the situation is clear, the Clerk will arrange a Zoom meeting with the Barrister for refresh session.

ACTION: An update meeting is to be arranged with David Rahal. (Chair)

Cllr Robinson: Nick will take over the upkeep of the planters. Mill Lane Nurseries will plant for £40 per planter (£80 total). Agreed.

The wooden sign erected by the previous garage tenant needs to be removed.

ACTION: Cllr Smith

Should dispensations go to the Clerk for displaying on the website?

ACTION: Clerk to check with CALC what is actually required.

Cllr Mellor asked about the unsightly water containers positioned just off the Bidford Road entrance to the Village.

ACTION: Cllr Smith will speak with Mr. Barber.

Future Items - Sale of land by the garage.

11. Date and venue of next meeting:

Monday 13th November 2023 at War Memorial Hall, Cleeve Prior, WR11 8LG at 7.30 pm

The meeting closed at 9.18pm

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