

Cleeve Prior Parish Council

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

452

Members Present: Cllrs. Peter Wilson (Chairman), Mary J Smith (Vice-Chairman)
Bryan Eden, Kevin Mellor, Ian Robinson, Sandra Vincent, Nicky Marshall.

In Attendance: Clerk Stacey Smith, District Cllr. Hannah Robson, County Cllr. Alastair Adams
2 members of the public

1.	Apologies for Absence None
2.	<p>Declaration of Interests Councillors are reminded that to ensure transparency and retain public confidence in the Councils decisions they are required to –</p> <p>a) Keep their Register of Interests form up to date. b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI).</p> <p>None.</p>
3.	<p>To Consider any Dispensations:- There were none.</p>
4.	<p>Acceptance of Minutes: The Minutes of the Parish Council Meeting on Monday 11th March 2024 were approved and signed by the Chairman.</p> <p>Amendments to item 8 approved and signed by Chair.</p>
5.	<p>FINANCIAL MATTERS</p> <p>a) Payment schedule, bank statements and bank reconciliation for March 2023 were considered.</p> <ul style="list-style-type: none"> • IONOS invoice received was £29.99 following creation of the payment schedule as opposed to £18 due to annual domain name renewal. • A payment was made for the Newsletter to ensure payment in 23/24 financial year which will reflect on April's bank statement.

Cleeve Prior Parish Council											3 April 2024 (2024-2025)
PAYMENTS LIST											
Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Utilities	15/04/2024		Treasurers Account		Electricity	Southern Electric	L	204.29	10.21	214.50
2	Parish Lengthsman	09/04/2024		Treasurers Account		Lengthsman	Nick Lane	X	156.75		156.75
3	Laptop & Software	28/04/2024		Treasurers Account		Printing - Ink & Paper	HP Printing	S	7.48	1.50	8.98
4	Phone	09/04/2024		Treasurers Account		Phone	Tesco Mobile	X	15.99		15.99
5	Website	15/04/2024		Treasurers Account		Website & Email Hosting	IONOS - 1-1 Internet Ltd.	S	15.00	3.00	18.00
6	Memorial Hall Rent	09/04/2024		Treasurers Account		Office Rent	Cleeve Prior Memorial Villa	X	80.00		80.00
7	Administration Support	09/04/2024		Treasurers Account		Accounting Software	Scribe	S	408.00	81.60	489.60
8	Other/Grass Cutting	09/04/2024		Treasurers Account		Lengthsman Mowing	Nick Lane	X	30.00		30.00
9	Clerk's Wage	09/04/2024		Treasurers Account		Clerk's Wage	Stacey Smith	X	603.72		603.72
10	Other/Grass Cutting	09/04/2024		Treasurers Account		Limebridge Mowing	Limebridge	S	305.00	61.00	366.00
Total									1,826.23	157.31	1,983.54

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b) 2024/25 Precept. Clarification of percentage increase.

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This is how the precept increase of 5.2% was calculated:

Budget required was £26,464, less the grant from Wychavon Council of £1,242, resulting in a precept of £25,210.

Each year, Wychavon calculate what's known as the Tax Base for our parish. This is calculated each year as follows:

- Number of properties in each band as at 30/11/2023
- Minus discounts by band, e.g. single person occupancy, disability discounts etc
- Plus properties awaiting valuation and expected new properties
- Minus properties to be deleted
- Plus / minus expected appeals
- Each resulting band figure is multiplied by a factor, ranging from 0.67 for band A to 2.00 for band H, this giving to give a Band D equivalent.
- All the band figures are then added together to create the Tax base.

In our case this year the tax base is 284.7. The precept requirement (net of the grant) is divided by this figure, resulting in an average of £88.55 per tax base household. The same figure last year was £84.19, hence the 5.2% increase. Therefore, the likelihood is that during the past year, our tax base has decreased slightly due to increases in discounts (could be single person occupancies increasing due to death of partners).

The table below shows the calculations:

Budget Requirement	£26,464
Less Grant	£1,254
Precept Required (A)	£25,210
Tax Base 24/25 (B)	£284.70
Band D Levy 2024/25 (A/B)	£88.55
Band D Levy 2023/24 (C)	£84.19
Increase	£4.36
Percentage Increase	5.2%

Next year we will be able to calculate this figure as Wychavon calculate the tax base for us prior to our precept request.

c) Preparation of year-end accounts and schedule for audit submissions.

All documentation being finalised and sent to the Internal Auditor. Advised to be prepared by 30th June for the AGAR submission.

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Cllr. Mellor and Cllr. Marshall were nominated to represent the PC as Financial representatives in order to meet one of the internal audit requirements going forward.

Open Forum meeting adjourned for the public.

Progress Reports:

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a) Evesham Road Development

No new information is available.

ACTION: The Chairman will invite D.Rahal of Malvern Homes to attend the next Parish Council meeting

b) D-Day Commemoration

Event planning for Saturday 8th June is progressing. Portaloos are to be booked. Fabulous raffle prizes have been donated and more will be sourced. The tickets for the evening event have been printed and are now available. 120 tickets are available and 60 need to be sold to break even. Profits will be used for the war memorial. A band is needed to be sourced for entertainment. A question was raised over which account the ticket money should be paid into. Cllr. Vincent will use a separate account and record income and expenditure for reimbursement from the PC account.

Volunteers are still needed.

ACTION: Cllr. Robinson Ian and Cllr. Mellor Kevin to plan the drinks.

ACTION: Cllr. Robinson to investigate the viability of purchasing a Sumup machine. (A Wi-Fi booster may be needed due to the poor signal).

ACTION: All to promote ticket sales

c) Road Safety and Community Speedwatch

Cllr. Smith met with Steve Bullock who is the Road Safety Officer for West Mercia Police. A walk was conducted to ascertain suitable places to view speeds. The data box has been placed on Main Street for one week to record speed information.

Highways report the 85th percentile is 40.6mph northbound and 41.4mph southbound on Evesham Road, which would be unsafe for Community Speedwatch. They will then bring in enforcement.

Once the data is approved Steve Bullock will contact PC Alex Prentice and the volunteers will be vetted and trained.

We will be able to apply for the Community Road Safety Fund once data has been collected although the last round was oversubscribed.

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7.	<p>Councillors' Reports. 455</p> <p>Cllr. Robson: No updates regarding WDC matters.</p> <p>Cllr. Robinson stated that CPO land is part of the development plan. There is a question over whether we would receive section 106 money. Cllr. Robinson states there is a guideline of £10 per square metre for non-housing association properties.</p> <p>ACTION: Cllr Robson was asked to try and gain clarification of likely S106 entitlements for Cleeve Prior.</p> <p>Cllr. Alastair Adams: The school 20mph lights are now back in operation.</p> <p>The bollard at the end of Mill Lane was installed. A new drain is to be installed on Mill Lane.</p> <p>The Chairman questioned the flooding on Hoden Lane. There is still a problem as water from the ditch is blocked further down and is backing up. The grip needs to be checked.</p> <p>Cllr Robinson thanked Cllr. Adams for the resurfacing of Mill Lane down to the wharf.</p> <p>Cllr. Smith believes there may be a water leak on Evesham Rd which will need monitoring.</p> <p>Resurfacing /surface dressing will commence this month on Evesham Road. The sign currently says 13th-19th April. Cllr. Adams advised the PC to inform residents to slow down once it is completed.</p> <p>Kings Arms Update - Cllr. Mellor –The £300,000 Community Ownership fund application has been resubmitted. The pub will reopen on Thursday temporarily by the previous tenant. The Legacy Grant submission is in May.</p>
8.	<p>Clerks Updates and Correspondence</p> <p>a) Updates</p> <ol style="list-style-type: none">1. Internal Audit – Accounts information and documentation is being sent to Gill Lungley as it is being prepared. (See also 5c).2. Mobile Signal – A meeting is still to be arranged. Ste Ashton has provided dates. Clerk is awaiting responses. ACTION: Clerk awaiting response from Douglas Carr regarding a working group to meet.3. Crime Figures Update for March 2024 – Low crime figures again. <p>AS-Nuisance 1 PS-Suspicious circumstances 1</p> <p>PC Alex Prentice will be attending some PC meetings shifts permitting.</p>

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	<p>b) Correspondence for Consideration 456 Severn Trent are to be contacted for an update on Pumping Station.</p>
9.	<p>Planning Applications.</p> <p>W/22/02682/OUT – Evesham Road development. As discussed in 6.a Progress Reports</p> <p>Approvals</p> <p>W/22/02519/FUL Land Between Huband Cottage and Lynwood Bidford Road Cleeve Prior. Erection of a dwelling and associated works</p>
10.	<p>New Motions for Councillors' Consideration</p> <p>1) Parish Council Website. To consider the proposal regarding the website quotations. Circulated by Cllr Wilson on 26th March.</p> <ul style="list-style-type: none">➤ Both companies have top reviews for accessibility and usability.➤ Honeybourne and Pebworth's are very effective and simple.➤ Cllr. Vincent suggests a demo for Councillors from Parish Council Websites.➤ Suggestion to merge the two websites. <p>ACTION: Chair will draft a Letter of intent to the vendor 'Parish Council Websites' and request a demonstration and consultation outside of a PC meeting. Clerk to send and arrange a demonstration date to which most Cllrs could attend.</p> <p>2) Steps at the end of the passage behind Manor Court - propose to build a D handle on the wall to aid infirm residents.</p> <p>ACTION: Cllr. Adams will conduct a site visit with Barry Barnes WCC and Cllr. Mellor. Cllr Mellor will correspond with Cllr. Adams.</p> <p>3) Bio-Diversity policy for the Parish Council</p> <p>Cllr. Robinson circulated on 7/4/24. Attached. PC to ensure biodiversity is considered in every planning application.</p> <p>ACTION: The policy should be reviewed and included as a standing item on meeting agendas and in the annual policy reviews.</p>
11.	<p>Councillors' Reports and Future Agenda Items.</p> <p>1) Annual Parish Meeting – It is open to the village for people within the Parish to give their updates. Village Hall, Heritage Trust etc. to provide an overview of the year's activities. Cllr. Smith stated it is also for the Parishioners to</p>

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	<p>attend to air their views if they wish. Cllr. Eden highlighted that there is an opportunity for them to do this at every meeting. 457</p> <p>It is a legal requirement. The next Annual Parish Meeting will be at 7.00 pm before the Parish Council Meeting at 7.30 pm on Monday 13th May. Relevant parties within the village and parishioners will be invited and it will be advertised in the newsletter.</p> <p>ACTION: The Chairman will publicise the Annual Parish Meeting via the Newsletter and alert relevant parties to the purpose.</p> <p>ACTION: All policies existing and new will be ratified at the Annual Parish Council Meeting</p> <p>Future Agenda Items</p> <ol style="list-style-type: none">1) Policy Updates – May Agenda2) End of year Accounts – May Agenda3) Cllr. Eden. The site where the tree was removed on Mill Lane could be utilised. A proposal will be submitted.4) Proposal to increase Lengthsman hourly rate <p>AOB</p> <p>Haywood Way – A letter has been drafted by the Chairman to be sent to Samuel Mather, WDC planning Enforcement Officer. Cllrs approved the draft.</p> <p>Clarification is needed from Limebridge regarding the extra mowing on Evesham Road. Action: Clerk to pursue.</p> <p>Wychavon Games – Parishioners may be interested and an article in the newsletter may be useful. Action: Cllr Mellor to find data for the next Newsletter.</p> <p>Janet Evans has kindly offered to take on the upkeep of the planters.</p> <p>Cllr. Smith has spoken to the Lengthsman who has started to clear the brambles by the play area. A skip will eventually be needed. A dead tree going into the play area will need to be actioned. An estimate will be useful to know the scale of the project and related costs.</p> <p><i>The Chairman stated that he would be standing down as Chair if an alternative was proposed for election at the Annual Parish Council meeting in May. He would remain as a Councillor.</i></p>
12.	<p>Date and venue of next meeting: Monday 13th May 2024 at the Village Memorial Hall, Cleeve Prior, WR11 8LD Annual Parish meeting 7.00pm. Annual Parish Council meeting 7.30pm</p> <p>The meeting closed at 9.55pm</p>

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