

**Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior  
on Monday 13<sup>th</sup> March 2023**

**Present Councillors** - Peter Wilson, Chairman, Cllr. Mary Smith, Vice Chair, Cllr. Kevin Mellor, Cllr. Ian Robinson, Cllr. Bryan Eden, Cllr. Douglas Carr. Cllr. Hannah Robson.

**In attendance** - Stacey Smith, Clerk.

1.	<b>Apologies for Absence</b> - Cllr. Alastair Adams																																																																																
2.	<p><b>Register of Interests:</b></p> <p>Declarations of Interest: Members were reminded for the need to keep their register of interests updated. Members were asked to disclose any Disclosable Pecuniary or other interests in items considered and their nature.</p> <p>None.</p>																																																																																
3.	<b>Acceptance of Minutes:</b> The Minutes of the Parish Council Meeting held on Monday 13th February 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.																																																																																
4.	<p><b>FINANCIAL MATTERS</b></p> <p>a) Council resolved to approve the payment schedule.</p> <table border="1"> <thead> <tr> <th>Ref</th><th>Payee</th><th>Details</th><th>Net of VAT</th><th>VAT</th><th>Total Inc VAT</th><th>Status</th><th>Payment Method</th></tr> </thead> <tbody> <tr> <td>94</td><td>Stacey Smith</td><td>Clerk's Wage</td><td>£475.66</td><td>£0.00</td><td>£475.66</td><td>To be approved</td><td>Online</td></tr> <tr> <td>95</td><td>Memorial Hall</td><td>Rental Charge (February)</td><td>£80.00</td><td>£0.00</td><td>£80.00</td><td>To be approved</td><td>Online</td></tr> <tr> <td>96</td><td>Newsletter</td><td>Printing Contribution</td><td>£279.00</td><td>£0.00</td><td>£279.00</td><td>To be approved</td><td>Online</td></tr> <tr> <td>97</td><td>Nick Lane</td><td>Lengthsman</td><td>£156.00</td><td>£0.00</td><td>£156.00</td><td>To be approved</td><td>Online</td></tr> <tr> <td>98</td><td>IONOS</td><td>Website</td><td>£15.00</td><td>£3.00</td><td>£18.00</td><td>To be approved</td><td>DD</td></tr> <tr> <td>99</td><td>SSE</td><td>Electricity</td><td>£48.13</td><td>£9.63</td><td>£57.75</td><td>To be approved</td><td>DD</td></tr> <tr> <td>100</td><td>ICO</td><td>Data Protection Fee</td><td>£40.00</td><td>£0.00</td><td>£40.00</td><td>PAID</td><td>Online</td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td>Totals</td><td>£1,093.79</td><td>£12.63</td><td>£1,106.41</td><td></td><td></td></tr> </tbody> </table> <p>b) Reconciliation of accounts completed to February end. Awaiting VAT reimbursement.</p> <p>c) HMRC – All penalties totaling £700 revoked.</p>	Ref	Payee	Details	Net of VAT	VAT	Total Inc VAT	Status	Payment Method	94	Stacey Smith	Clerk's Wage	£475.66	£0.00	£475.66	To be approved	Online	95	Memorial Hall	Rental Charge (February)	£80.00	£0.00	£80.00	To be approved	Online	96	Newsletter	Printing Contribution	£279.00	£0.00	£279.00	To be approved	Online	97	Nick Lane	Lengthsman	£156.00	£0.00	£156.00	To be approved	Online	98	IONOS	Website	£15.00	£3.00	£18.00	To be approved	DD	99	SSE	Electricity	£48.13	£9.63	£57.75	To be approved	DD	100	ICO	Data Protection Fee	£40.00	£0.00	£40.00	PAID	Online											Totals	£1,093.79	£12.63	£1,106.41		
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5.	<p><b>Progress Reports</b></p> <p>a) Legacy Grant – no update.</p> <p>b) Quarry Lane S106 – fencing has been ordered. Prepayment discussed due to it being over £1000. APPROVED.</p> <p>c) Internal audit – 10 page document checklist for audit is being worked on by Clerk with a view to complete by mid April. A sub meeting will be held with Councillors to gain further necessary information and documentation.</p>																																																																																

## Cleeve Prior Parish Council

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		400
	<b>Open Forum</b>	
6.	<b>Councillors' Reports</b> District Councillor Hannah Robson Litter Pick date to be set. Sunday 16 <sup>th</sup> April at 10am suggested. <a href="#">ACTION: Cllr. Wilson to put a notice into the Village Newsletter</a>  Cllr. Alastair Adams Report to follow.	
7	<b>Clerks' Updates and Correspondence</b> <b>a) Updates</b>  <ol style="list-style-type: none"><li>1. School Lights and Speeding – Clerk in touch with Barry Barnes and Cllr. Alastair Adams, 20mph light sequencing to be fixed and other calming measures will be assessed by Barry. Advised to also look at Vehicle Activated signage.</li><li>2. Parish Council website will need restructuring. Events for the village website can be sent to Cllr. Robinson. Clerk to continue with the administration of the Facebook page which is becoming more popular. The Chroniclers website will soon be incorporated into the main village site.</li><li>3. Coronation – Cllr. Robinson is sourcing possible entertainment.</li></ol> <b>b) Correspondence for Consideration</b>  <ol style="list-style-type: none"><li>1. Response to P. Turner considered. Our official response to the development has already been made on the Wychavon website in December. Agreed no need for further response.</li><li>2. Damage to concrete bollards and fencing – Mill Lane. Police informed. <a href="#">ACTION: Cllr. Smith to forward photos and Clerk will pass on to Fiona Argyll.</a></li><li>3. ASB - Harassment of Livestock Kingsmoor Farm – Reported to the Police.</li></ol>	
8	<b>Planning Applications</b> No updates.	
9	<b>Motions for Councillors Consideration</b> <ol style="list-style-type: none"><li>a) Allotments Contract – Amendments have been made, final amendments discussed and agreed.</li><li>b) Local Administration Guide- Current copy is 2009. Discussed need for an up to date cop at a cost of £131.99. Approved.</li><li>c) Dog fouling – Reports of an increase in dog fouling. <a href="#">ACTIONS: Clerk to create post for social media and poster printing.</a> <a href="#">Cllr Wilson to prepare a note for the Newsletter</a></li></ol>	

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10	<div>401</div> <p><b>Councillors Reports and Future Agenda Items.</b></p> <p>Cllr. Robinson – Upcoming meeting with the Angling Trust regarding funding for the Wharf.</p> <p>Cllr. Mellor – A digger will be arriving tomorrow for the Quarry Lane project. A contractor is coming to clear the ivy from the telegraph poles.</p> <p>Cllr. Carr. - Website ongoing and the Chroniclers website will be handed over soon.</p> <p>Cllr. Eden – A meeting will be held with officers at Wychavon District Council offices on 17<sup>th</sup> regarding the Evesham Road development.</p> <p>Cllr. Smith – A tree at the end of Mill Lane is dying and may need replacing. The hedge on Hoden Lane is full of brambles and will need clearing. Discussion proposing raising a working party of volunteers. Agenda item for next month.</p>

The Meeting closed at 9.00pm

**Date and venue of next meeting is Monday 17<sup>th</sup> April 2023 at 7.30pm**  
**The Memorial Hall, Cleeve Prior.**

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