

**Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior
on Monday 17th April 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	Apologies for Absence - Cllr. Alastair Adams																																																																																																								
2	Register of Interests: Declarations of Interest: Members were reminded of 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. None.																																																																																																								
3	Acceptance of Minutes: The Minutes of the Parish Council Meeting held on Monday 13th March 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. Meeting minutes of the Extraordinary Meeting held on 12 th April also approved and signed.																																																																																																								
4	FINANCIAL MATTERS a) The council resolved to approve the payment schedule. <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>101</td><td>Stacey Smith</td><td>Clerk's Wage</td><td>£501.98</td><td>£0.00</td><td>£501.98</td><td>PAID 4/4/23</td><td>Online</td></tr><tr><td>102</td><td>Memorial Hall</td><td>Room Hire</td><td>£80.00</td><td>£0.00</td><td>£80.00</td><td>To be approved</td><td>Online</td></tr><tr><td>103</td><td>Kingsmoor Farm</td><td>Hedge Cutting</td><td>£120.00</td><td>£0.00</td><td>£120.00</td><td>PAID 4/4/23</td><td>Online</td></tr><tr><td>104</td><td>Nick Lane</td><td>Lengthsman</td><td>£156.75</td><td>£0.00</td><td>£156.75</td><td>To be approved</td><td>Online</td></tr><tr><td>105</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>106</td><td>SSE</td><td>Electricity</td><td>£63.88</td><td>£12.77</td><td>£76.65</td><td>To be approved</td><td>DD</td></tr><tr><td>107</td><td>CALC</td><td>Training</td><td>£25.00</td><td>£5.00</td><td>£30.00</td><td>PAID 22/3/23</td><td>Online</td></tr><tr><td>108</td><td>Heritage Trust</td><td>Legal Fees - Outstanding</td><td>£437.50</td><td>£0.00</td><td>£437.50</td><td>To be approved</td><td>Online</td></tr><tr><td>109</td><td>Oakdale Fencing</td><td>Materials</td><td>£1,121.08</td><td>£224.22</td><td>£1,345.30</td><td>To be approved</td><td>Online</td></tr><tr><td>110</td><td>Fairview</td><td>Materials</td><td>£30.60</td><td>£6.12</td><td>£36.72</td><td>To be approved</td><td>Online</td></tr><tr><td>111</td><td>Heritage Trust</td><td>Plant Hire</td><td>£336.00</td><td>£0.00</td><td>£336.00</td><td>To be approved</td><td>Online</td></tr><tr><td></td><td></td><td>Totals</td><td>£2,887.79</td><td>£251.11</td><td>£3,138.90</td><td></td><td></td></tr></tbody></table> b) Reconciliation of accounts completed to March and financial year end. c) HMRC – clarification of the responsibilities of previous Clerk with regards to his own tax affairs have been discussed with South Littleton Parish Council due to an inaccurate item on their agenda. HMRC aware and we are absolved as certain requested tasks were not completed. Email trail forwarded for confirmation. d) VAT – Lengthsman VAT has been reimbursed and we are awaiting further amounts from WCC. e) Internal audit – Documentation has been submitted and a meeting with the Internal Auditor has taken place. We now await the report.	Ref	Payee	Details	Net of VAT	VAT	Total Inc VAT	Status	Payment Method	101	Stacey Smith	Clerk's Wage	£501.98	£0.00	£501.98	PAID 4/4/23	Online	102	Memorial Hall	Room Hire	£80.00	£0.00	£80.00	To be approved	Online	103	Kingsmoor Farm	Hedge Cutting	£120.00	£0.00	£120.00	PAID 4/4/23	Online	104	Nick Lane	Lengthsman	£156.75	£0.00	£156.75	To be approved	Online	105	IONOS	Website	£15.00	£3.00	£18.00	To be approved	DD	106	SSE	Electricity	£63.88	£12.77	£76.65	To be approved	DD	107	CALC	Training	£25.00	£5.00	£30.00	PAID 22/3/23	Online	108	Heritage Trust	Legal Fees - Outstanding	£437.50	£0.00	£437.50	To be approved	Online	109	Oakdale Fencing	Materials	£1,121.08	£224.22	£1,345.30	To be approved	Online	110	Fairview	Materials	£30.60	£6.12	£36.72	To be approved	Online	111	Heritage Trust	Plant Hire	£336.00	£0.00	£336.00	To be approved	Online			Totals	£2,887.79	£251.11	£3,138.90		
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5.	<p>Progress Reports</p> <p>a) Legacy Grant – no update. b) Quarry Lane S106 – no update. c) Inspector Wise meeting update – PC members met with Inspector Wise and Officers of the Safer Neighbourhood Team to discuss recent problems in the area and their response to the planning application. Successful and worthwhile. ACTION: To continue to promote 999 for emergencies and crimes in progress, 101 for non-emergencies and the SNT email for other information residents would like to share with the team. d) Appeal – Legal Representation has been engaged for the appeal regarding Haywoods Way. Extraordinary meeting was held on 12th April to approve costs.</p>	404
	<p>Open Forum</p>	
6.	<p>Councillors' Reports District Councillor Hannah Robson Litter Pick on Sunday 16th April was a great success with 32 attending. We extend thanks to the community for their help and the school for the use of their additional litter pickers. A new planning Director has started at WCC. Cllr. Alastair Adams Report to follow.</p>	
7	<p>Clerks' Updates and Correspondence a) Updates</p> <ol style="list-style-type: none">1. School Lights and Speeding – Clerk met with Barry Barnes (Highways) the light sequencing to be fixed and two sites for new posts for Vehicle Assisted Signage is being sought. ACTION Clerk to obtain costs.2. Hedges Hoden Lane – Mark Rawlings has kindly completed the cutting for the Parish Council.3. Elections 4th May – All notices of election have been displayed on the Parish noticeboard and on the Parish Council website. Five Councillors have put their names forward resulting in no need for an election process. The vacancies will be advertised following the election date.4. Annual Meeting – Numbers at the annual parish meetings have dwindled. Proposed that we do not have an annual parish meeting. Representatives attend Parish Council meetings regularly regardless. Approved.	405

Cleeve Prior Parish Council

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	<p>b) Correspondence for Consideration</p> <p>1. Mill Lane repairs – The PC are unsatisfied with the response from Fiona Argyle at WCC regarding the decision not to repair the damage to</p> <p>concrete bollards and fencing on Mill Lane which now allows vehicular access and will add to the quadbike problem. Emails circulated 4/4 and 11/4. This is also being discussed with Police.</p>
8	<p>Planning Applications</p> <p>a) W/23/00648/CAN Tea Shop Bidford Road Cleeve Prior Evesham WR11 8LQ Undertake tree works, as detailed on application form and in any accompanying information - No documentation on the website so cannot yet consider.</p> <p>Approvals</p> <p>a) W/23/00101/HP Manor Brook Cottage Bidford Road Cleeve Prior Worcestershire WR11 8LQ Build a single-storey garden lounge which incorporates a garage for one vehicle.</p>
9	<p>Motions for Councillors Consideration</p> <p>a) Village Green Bench – Concerns regarding the safety of the stonework surround in the bench around the tree on the Village Green. ACTION: Quotes to be sought by Clerk. Cllr. Robinson will draw up a specification.</p> <p>b) Standing Orders – to be approved next month</p> <p>c) Documents for Approval – On return of Internal Audit report new and updated governance documents will be disseminated for approval including Freedom of Information, Privacy Notice, Code of Conduct, Accessibility, Financial Regulations and Risk Management. ACTION: Clerk to produce newly formatted documents for approval.</p> <p>d) Clerk's Salary (Clerk left the room) – Following appraisal and a successful probationary period Councillors agreed a new salary point for the new financial year, effective in the next payment.</p>
10	<p>Councillors Reports and Future Agenda Items.</p> <p>a) Developing a Community Emergency Plan – Cllr Smith proposed we produce information for residents in the event of emergencies such as adverse weather conditions, power cuts, pandemic etc. ACTION: Cllr. Smith to put together information for further discussion.</p>

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	<p style="text-align: right;">405</p> <p>b) Civility & Respect Pledge – Discussion around whether we should adopt the NALC Civility & Respect Pledge. Unsure how it would differ for the existing Code of Conduct. ACTION: Clerk to gather information and report findings.</p> <p>c) Accounting Software – As advised by our Internal Auditor, we will look at available accounting software as a future option. ACTION: Clerk to look at costs and benefits of software available.</p> <p>d) Coronation – A Picnic on the Green will be held at 2.30pm on Sunday 7th May. The memorial hall will be open with a bar and will be showing the Coronation concert. ACTION: Clerk to design poster for advertising and social media posts to promote. It will also be in the newsletter.</p> <p>e) Tree on Mill Lane - needs attention. ACTION: Cllr. Smith will recommend a tree surgeon for Cllr. Eden.</p>

The meeting closed at 9.15pm

Due to the Bank Holiday on 8th May, the next meeting will be held on Monday 15th May 2023 at War Memorial Hall, Cleeve Prior, WR11 8LG at 7.30pm

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