

Cleeve Prior Parish Council
Cleeve Prior Parish Council Annual Meeting

Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior
on Monday 15th May 2023

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

In attendance - Stacey Smith, Clerk. David Rahal, Malvern Homes.

Three members of the public.

1	Election Of Chairman Mr Peter Wilson Cllr. Robinson proposed and Cllr. Smith seconded.
2	ACCEPTED APOLOGIES None
3	Election Of Vice Chair Cllr. Mary Smith Cllr Wilson proposed and Cllr Robinson seconded.
4	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.
5	Standing Orders Updated document approved, noted and signed.
6	Adopted Provisions Relating to the Clerk & Financial Regulations Updated document approved, noted and signed.
7	Code of Conduct Updated document approved, noted and signed.
8	Clerk's Scheme of Planning Delegation and appoint members Updated document approved, noted and signed.
9	Financial Budget, Regulations & Risk Assessment a) Updated Risk Assessment approved at the December 2020 meeting. Noted. b) Updated Financial Regulations document approved, noted and signed. Available on website. c) Approved Budget noted and available on the website.

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10	Memorial Hall Deeds and CPO registration documents stored at Hall Reynolds, Bidford. Noted.
11	Clerk's Financial Support Group & Appoint Two members. The Council created this group at the May 2008 Annual Parish Council meeting. The current signatories for the Council are Cllrs. Smith, Wilson, & Robinson.
12	Councillor's Expenses policy. Noted.
13	To note Chairman's allowance - £200 Noted.
14	Asset Register Up to date and noted. Available on the Parish Council website.
15	Insurance arrangements Current 5 year policy with Zurich until 2026 and includes Memorial Hall. Noted.
16	To consider appointing individuals to the following posts Allotments officer – Cllr. M. Smith Memorial Hall Management Committee – Cllr Robinson Parish Council Website – Clerk Parish Paths Warden, A. Saunders assisted by Mr.T.Carr NP. Working party – Cllr.P.Wilson Cleeve Prior Projects – working party – Cllr. I Robinson. Parish Wharf – Cllr I Robinson, Cllr.K Mellor. Cleeve Prior Village website management. Cllr. Robinson and The Clerk in his absence. Heritage Trust Liaison. - Cllr. K.Mellor Cleeve Prior Playground area – Cllr. K Mellor Millennium Green Trust – Cllr. I Robinson. Perkins Trust – Sue Robinson

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Minutes

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Acceptance of Minutes: The Minutes of the Parish Council Meeting held on Monday 17th April 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.

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FINANCIAL MATTERS

a) The council resolved to approve the payment schedule.

Ref	Payee	Details	Net of VAT	VAT	Total Inc VAT	Status	Payment Method
112	Stacey Smith	Clerk's Wage	£623.23	£0.00	£623.23	PAID 5/5/23	Online
113	Stacey Smith	Tesco Mobile	£13.96	£0.00	£13.96	To be approved	Online
114	Memorial Hall	Room Hire	£80.00	£0.00	£80.00	To be approved	Online
115	CALC	Service Charge	£330.42	£59.16	£389.58	To be approved	Online
116	Nick Lane	Lengthsman	£156.75	£0.00	£156.75	To be approved	Online
117	IONOS	Website	£24.99	£5.00	£29.99	To be approved	DD
118	SSE	Electricity	£70.59	£14.12	£84.71	To be approved	DD
119	Nick Lane	Mowing	£45.00	£0.00	£45.00	To be approved	Online
120	Peter Wilson	HP Printing	£4.49	£0.00	£4.49	To be approved	Online
121	Joel Carr Visuals	Video	£250.00	£0.00	£250.00	To be approved	Online
122	Limebridge	Mowing	£305.00	£61.00	£366.00	To be approved	Online
		Totals	£1,904.43	£139.28	£2,043.71		

b) Reconciliation of accounts completed to April and financial year end.
c) Internal audit – Report received. Recommendations being actioned.
d) Payment reference 121 to be further discussed in item 23.

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Progress Reports

a) Trees in Mill Lane – Cllr. Eden

Following a report in March by a resident expressing concerns for the field maple tree, three contractors were approached to assess the dead tree, two have provided quotes. A tree specialist has also provided the Parish Council with a full report recommending felling to as near to the surrounding ground level as possible stating that a heavy reduction would not be suitable due to the weak structure of the tree. Council approved to appoint Mark Newell to complete the work at the quoted cost. The work will be paid for utilising the Cleeve Prior improvements budget.

b) Seat around the tree on the green – Dan Taylor has provided a quote which was approved and agreed.

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c) Mill Lane repairs - Following the Police assertion that the area is *not* a no go zone, we await correspondence to further progress on this issue. Fiona Argyle is on holiday until today's date. Parish Council in agreement that the repairs need to be undertaken as soon as possible.

d) Hayward Way Appeal. Cllrs are due to meet our Barrister, Mr Howard Leithead for a site visit on 19th May.

Open Forum

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Councillors' Reports

District Councillors Hannah Robson and Judith Ciotti

Cllr. Robson introduce Cllr. Ciotti. Cllr. Robson will be our main contact. Her main focus will be on planning.

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Clerks' Updates and Correspondence

a) Updates

1. Internal Audit Report Recommendations (report circulated 25/4/23)

2. Update Policy Documents for approval (circulated 9/5/23)

Noted as above. Clerk proposed updated policies at the end of each financial year.

3. Accounting Software (Scribe) and Bank Account (Unity Trust)

The Clerk has explored accounting software options and believe Scribe, as one of three recommended by the Internal Auditor, to be the better option. The Clerk participated in an introductory demo Zoom session on Friday. Quote received and The Clerk wishes to pursue. The Clerk will request support from Cllrs for purchase of this software package.

4. Website and Emails Discussion on merits of a Parish Council Email for all Councillors or a .GOV. Clerk able to set up Emails for everyone via IONOS.

5. Speed Calming Measures

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	<p style="text-align: right;">410</p> <p>Discussion on the placement of the new two new posts proposed following assessment by Barry Barnes, Highways. Quotes for signage received. Agenda item for June. The Chairman asked for a clear proposal to be made.</p> <p>6. Results of recent local elections. The Parish Council congratulated Green party candidates Hannah Robson and Judith Ciotti on their successful election results this month and we look forward to their input.</p> <p>b) Correspondence for Consideration</p> <p>1. Stephen Lupton – Boulders on Verge outside Sharrow. The boulders have now been removed. ACTION: Clerk to follow up with a response Email.</p>
22	<p>Planning Applications</p> <p>None</p>
23	<p>Motions for Councillors Consideration</p> <p>Use of Drone. During the month a discussion took place among certain councillors about the Evesham road site. It was agreed that drone pictures should be obtained of the CPO land in order to assess the problems likely to arise on the case of rehabilitation of the CPO land. Given the sensitive situation of the Malvern Homes planning application it was considered urgent enough to proceed with this under the authorisation of the Chairman. The cost should not exceed the Chairman's discretion. It should be noted that not all Councillors were consulted and wanted this 'omission of process' noted. The comments have been noted and in future any similar situation should be avoided.</p> <p>Payment for drone footage. Proposed by Cllr. P.Wilson. Approved.</p>
24	<p>Councillors Reports and Future Agenda Items.</p> <p>a) Civility & Respect Pledge – Discussion around whether we should adopt the NALC Civility & Respect Pledge and all in agreement to continue to adhere to our own Code of Conduct.</p> <p>b) Cllr. Mellor asked for a discussion on the provision of a pavement extension outside Sharrow, to be included in the next agenda.</p>

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The meeting closed at 9.30pm

**The next meeting will be held on Monday 19th June 2023 at War Memorial Hall, Cleeve Prior,
WR11 8LG at 7.30pm**

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