

**Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior
on Monday 19th June 2023**

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

In attendance - Stacey Smith, Clerk.

1	Apologies for Absence – Cllr. Mellor, Cllr. Eden																																																																																																																								
2	<p>Register of Interests:</p> <p>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.</p> <p>None.</p>																																																																																																																								
3	Acceptance of Minutes: The Minutes of the Parish Council Meeting held on Monday 15th May 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>FINANCIAL MATTERS</p> <p>a) The 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>123</td><td>Stacey Smith</td><td>Clerk's Wage</td><td>£619.23</td><td>£0.00</td><td>£619.23</td><td>PAID 6/5/23</td><td>Online</td></tr> <tr> <td>124</td><td>Stacey Smith</td><td>Tesco Mobile</td><td>£15.99</td><td>£0.00</td><td>£15.99</td><td>To be approved</td><td>Online</td></tr> <tr> <td>125</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>126</td><td>Starboard</td><td>Scribe Software</td><td>£249.00</td><td>£0.00</td><td>£249.00</td><td>PAID</td><td>Online</td></tr> <tr> <td>127</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>128</td><td>IONOS</td><td>Website</td><td>£15.00</td><td>£3.00</td><td>£18.00</td><td>DD</td><td>DD</td></tr> <tr> <td>129</td><td>SSE</td><td>Electricity</td><td>£81.28</td><td>£4.06</td><td>£85.34</td><td>DD</td><td>DD</td></tr> <tr> <td>130</td><td>Nick Lane</td><td>Mowing</td><td>£45.00</td><td>£0.00</td><td>£45.00</td><td>To be approved</td><td>Online</td></tr> <tr> <td>131</td><td>Peter Wilson</td><td>HP Printing</td><td>£4.49</td><td>£0.00</td><td>£4.49</td><td>To be approved</td><td>Online</td></tr> <tr> <td>132</td><td>Mark Newell</td><td>Tree Management</td><td>£750.00</td><td>£150.00</td><td>£900.00</td><td>To be approved</td><td>Online</td></tr> <tr> <td>133</td><td>Starboard</td><td>Scribe Subscription</td><td>£408.00</td><td>£131.40</td><td>£539.40</td><td>To be approved</td><td>Online</td></tr> <tr> <td>133</td><td>HMRC</td><td>PAYE</td><td>£523.72</td><td>£0.00</td><td>£523.72</td><td>PAID 6/6/23</td><td>Online</td></tr> <tr> <td>135</td><td>Limebridge</td><td>Mowing</td><td>£610.00</td><td>£122.00</td><td>£732.00</td><td>To be approved</td><td>Online</td></tr> <tr> <td></td><td></td><td>Totals</td><td>£3,558.46</td><td>£410.46</td><td>£3,968.92</td><td></td><td></td></tr> </tbody> </table> <p>a) Accounts and reconciliation against bank statements. The Council agreed the reconciliations. A query was raised about monthly budget figures not appearing on spreadsheets. ACTION: Cllr. Mellor to add in updated budget information.</p> <p>b) External Audit – AGAR to be approved and signed. Section 1 Governance Statement signed and approved pending clarification of box 1 with the internal auditor. Section 2 Accounting Statements signed and approved. The external audit must be submitted by 1st July. ACTION: Clerk to finalise, scan and send documents to PKF Littlejohn for external auditing.</p>	Ref	Payee	Details	Net of VAT	VAT	Total Inc VAT	Status	Payment Method	123	Stacey Smith	Clerk's Wage	£619.23	£0.00	£619.23	PAID 6/5/23	Online	124	Stacey Smith	Tesco Mobile	£15.99	£0.00	£15.99	To be approved	Online	125	Memorial Hall	Room Hire	£80.00	£0.00	£80.00	To be approved	Online	126	Starboard	Scribe Software	£249.00	£0.00	£249.00	PAID	Online	127	Nick Lane	Lengthsman	£156.75	£0.00	£156.75	To be approved	Online	128	IONOS	Website	£15.00	£3.00	£18.00	DD	DD	129	SSE	Electricity	£81.28	£4.06	£85.34	DD	DD	130	Nick Lane	Mowing	£45.00	£0.00	£45.00	To be approved	Online	131	Peter Wilson	HP Printing	£4.49	£0.00	£4.49	To be approved	Online	132	Mark Newell	Tree Management	£750.00	£150.00	£900.00	To be approved	Online	133	Starboard	Scribe Subscription	£408.00	£131.40	£539.40	To be approved	Online	133	HMRC	PAYE	£523.72	£0.00	£523.72	PAID 6/6/23	Online	135	Limebridge	Mowing	£610.00	£122.00	£732.00	To be approved	Online			Totals	£3,558.46	£410.46	£3,968.92		
Ref	Payee	Details	Net of VAT	VAT	Total Inc VAT	Status	Payment Method																																																																																																																		
123	Stacey Smith	Clerk's Wage	£619.23	£0.00	£619.23	PAID 6/5/23	Online																																																																																																																		
124	Stacey Smith	Tesco Mobile	£15.99	£0.00	£15.99	To be approved	Online																																																																																																																		
125	Memorial Hall	Room Hire	£80.00	£0.00	£80.00	To be approved	Online																																																																																																																		
126	Starboard	Scribe Software	£249.00	£0.00	£249.00	PAID	Online																																																																																																																		
127	Nick Lane	Lengthsman	£156.75	£0.00	£156.75	To be approved	Online																																																																																																																		
128	IONOS	Website	£15.00	£3.00	£18.00	DD	DD																																																																																																																		
129	SSE	Electricity	£81.28	£4.06	£85.34	DD	DD																																																																																																																		
130	Nick Lane	Mowing	£45.00	£0.00	£45.00	To be approved	Online																																																																																																																		
131	Peter Wilson	HP Printing	£4.49	£0.00	£4.49	To be approved	Online																																																																																																																		
132	Mark Newell	Tree Management	£750.00	£150.00	£900.00	To be approved	Online																																																																																																																		
133	Starboard	Scribe Subscription	£408.00	£131.40	£539.40	To be approved	Online																																																																																																																		
133	HMRC	PAYE	£523.72	£0.00	£523.72	PAID 6/6/23	Online																																																																																																																		
135	Limebridge	Mowing	£610.00	£122.00	£732.00	To be approved	Online																																																																																																																		
		Totals	£3,558.46	£410.46	£3,968.92																																																																																																																				

Cleeve Prior Parish Council

Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior on Monday 19th June 2023

413

- c) Cllr Wilson raised the issue of the Internal Audit (May meeting). This must be reviewed and any action agreed and put into effect. ACTION: Clerk

5. Progress Reports

- a) Mill Lane tree. Following comprehensive specialist assessment of the 50–60-year-old field maple tree on Mill Lane it was deemed as unsafe and needed to be felled. Unfortunately, inaccurate information that the tree was a 400-year-old ancient tree caused unnecessary upset. The PC has a commitment to our environment and do not take such decisions lightly. An update was posted on our website and will also be published in the next village newsletter.
- b) Appeal Postponement
The Haywood Way appeal has been delayed and will be rearranged. It was noted that no members of the community had responded to the suggestion posted in the May Newsletter regarding attendance at the Review.
- c) Evesham Road Development ????
- d) Update on Community Emergency Plan.
Cllr. Smith has been in contact with Jem Teal at WDC who has offered to come and speak to us about the development of a community emergency plan.
ACTION: Cllr. Smith to arrange.

Open Forum. The meeting was suspended for the public Forum. Two members of the public raised questions.

6. Councillors' Reports

Cllr. Alastair Adams. Report attached.

Cllr. Adams will investigate further the concerns around speeding in the area and the options available to us. He will also find out if the County Council will fund the equipment needed to reset the 20mph sequenced school lights as when they were installed there must have been a way the sequencing was set. The PC have been quoted £210 for this.

Cllr. Hannah Robson. The Littletons are proposing a joint village focus group to discuss the issues of speeding in our area. Cllr. Robson to keep us updated and we will have representatives to attend an initial meeting to evaluate any benefits in such collaboration.

Cllr. Judith Ciotti will be meeting with Cllr. Mellor regarding Community Transport. A new round of Legacy Grant applications is being held by WDC. Cleeve Prior will not participate at this stage.

Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior
on Monday 19th June 2023

414

7 Clerks' Updates and Correspondence

a) Updates

1. Councillor Vacancies

We have two vacancies to co-opt new Councillors. These will continue to be advertised on our website and on Facebook.

2. Village Green Bench

Dan Taylor will be completing the work and will be setting a date as soon as he is available.

3. Scribe Accounting Software

We now have an account with a full package of support. Clerk is attending training sessions and will be inputting back dated information for smoother accounting processes.

ACTION: Clerk to input required data for current and previous financial years to utilise the software for future reporting. The Clerk is targeting July /August for initial acceptance testing followed by parallel running.

4. Coronation Money from Wychavon.

A sum of £200.00 was received towards the cost of the Coronation activities in the Village.

ACTION: Cllr. Robinson to clarify how much was spent so it can be reimbursed/re-allocated.

b) Correspondence for Consideration

1. Traffic Management - Speeding. Robert Haynes WMP – (circulated 8/6/2023)

Apparently, data collected in May shows an average speed of 28mph on Main Street. Unclear at what time of day this was. More residents are concerned at excessive speeds on Main Street and further communication will continue with Highways, the Police and our Councillors.

2. Road Safety - Barry Barnes Alternative VAS locations (circulated 8/6/2023)

Discussion on the need for further signage and if it is a deterrent. A decision needs to be made for the expenditure for a new VAS and agreement of the poles to be installed. The Chairman requested that a formal proposal be prepared for submission for the Parish Council's consideration before any installations are instigated or expenditure incurred.

ACTION: to be agreed (Discussed further in the meeting with Cllr. Adams)

Cleeve Prior Parish Council

Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior on Monday 19th June 2023

415

3. Cleeve Prior C of E Primary School – Sarah Laughlin (circulated 13/6/2023)
A request for our support for encouraging attendance at the school's summer fete on Friday 14th July. Tombola prizes and bottles can be donated to the school. Fundraising for our small village school is vital. Suggestions were made about instigating collaboration with the Village Cricket match which occurs on the same weekend.

ACTION: Cllr. Robinson agreed to send details of the event via the memorial hall email list to encourage residents to attend.

C

Planning Applications Applications

- a) W/23/01192/AGR Racing Stables Stud Farm At, Froglands Farm, Froglands Lane, Cleeve Prior

The application only went on the WDC website at the end of last week. It was observed that there are insufficient details in the documents regarding size/access to make comments also too short a time frame for response.

ACTION: Clerk to request an extension to the date until after our next meeting. Also that more detailed design plans are included.

Approvals

- a) W/23/01020/CAN The Laurels Main Street Cleeve Prior Evesham WR11 8LD
Undertake tree works, as detailed on application form and in any accompanying information.

Refusals

None

9

Motions for Councillors Consideration

- a) Ditch on CPO Land – dug by a resident on the site.
b) Grass Cutting – It appears that part of the road verge has been left uncut at the request of local residents. Cllr. Robinson has requested that Limebridge continue to cut all areas as stated in their contract and **ONLY** as directed by the PC to maintain aesthetics and road safety. He will also be proposing that the area from The Manor to our village gates is cut.

ACTION: Clerk to remind Limebridge of their obligations.

- c) Creation of a wildflower/planting of oak trees area on land in Froglands Lane to commemorate the accession of King Charles 111.

ACTION Cllr. Smith to put together a proposal with costs.

- d) Future ideas for the village telephone box

Cleeve Prior Parish Council

**Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior
on Monday 19th June 2023**

	<p style="text-align: right;">416</p> <p>Cllr. Smith suggested we utilise the telephone box for displaying information on different themes. Examples could be the history of the village, seasonal information, Halloween, Christmas etc. The Coronation display will be taken down.</p>
10	<p>Councillors Reports and Future Agenda Items.</p> <p>Planters outside Memorial Hall – We will need someone to maintain them from next season. A volunteer to water the flowers, provided by Mill Lane Nurseries, will be sought. ACTION: Cllr Robinson</p>
	<p>The meeting closed at 9.25pm</p>

Date and venue of next meeting:

Monday 10th July 2023 at War Memorial Hall, Cleeve Prior, WR11 8LG at 7.30pm

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