

Cleeve Prior Parish Council

Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior on Monday 10th July 2023

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

In attendance - Stacey Smith, Clerk.

Three members of the public.

1	Apologies for Absence - None																																																																																																																																																										
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.	Co-option of Sandra Vincent Councillors approved and welcomed the co-option of Sandra Vincent to the Parish Council. Declaration of acceptance of office signed by Cllrs. and Code of Conduct received.																																																																																																																																																										
4.	Declaration of Acceptance of Office All Councillors have signed an updated Declaration.																																																																																																																																																										
5.	Acceptance of Minutes: The Minutes of the Parish Council Meeting held on Monday 19 th June 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.																																																																																																																																																										
6.	FINANCIAL MATTERS a) The council resolved to approve the payment schedule. <div><div>10 July 2023 (2023-2024)</div><div><div>Cleeve Prior Parish Council</div><div>PAYMENTS LIST</div><table><tr><th>Voucher Code</th><th>Date</th><th>Minute</th><th>Bank</th><th>Cheque No</th><th>Description</th><th>Supplier</th><th>VAT Type</th><th>Net</th><th>VAT</th><th>Total</th></tr><tr><td>37 Clerk's Wage</td><td>06/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>Clerk's Wage</td><td>Stacey Smith</td><td>X</td><td>619.23</td><td></td><td>619.23</td></tr><tr><td>39 Insurance</td><td>10/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>Insurance</td><td>Zurich</td><td>X</td><td>1,074.58</td><td></td><td>1,074.58</td></tr><tr><td>38 Utilities</td><td>11/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>Electricity</td><td>Southern Electric</td><td>S</td><td>73.02</td><td>14.61</td><td>87.63</td></tr><tr><td>40 Parish Lengthsman</td><td>11/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>Lengthsman</td><td>Nick Lane</td><td>X</td><td>156.75</td><td></td><td>156.75</td></tr><tr><td>41 Other/Grass Cutting</td><td>11/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>Lengthsman Mowing</td><td>Nick Lane</td><td>X</td><td>60.00</td><td></td><td>60.00</td></tr><tr><td>36 Administration Support</td><td>11/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>Internal Audit</td><td>Gill Lungleley</td><td>X</td><td>287.80</td><td></td><td>287.80</td></tr><tr><td>45 Phone</td><td>11/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>Phone</td><td>Tesco Mobile</td><td>X</td><td>15.99</td><td></td><td>15.99</td></tr><tr><td>46 Memorial Hall Rent</td><td>11/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>Office Rent</td><td>Cleeve Prior Memorial Village</td><td>X</td><td>80.00</td><td></td><td>80.00</td></tr><tr><td>43 Administration Support</td><td>11/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>Website & Email Hosting</td><td>IONOS - 1-1 Internet Ltd.</td><td>S</td><td>15.00</td><td>3.00</td><td>18.00</td></tr><tr><td>47 Administration Support</td><td>11/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>CALC</td><td>Worcestershire CALC</td><td>S</td><td>25.00</td><td>5.00</td><td>30.00</td></tr><tr><td>44 Laptop & Software</td><td>11/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>Printing Reimbursement</td><td>HP Printing</td><td>X</td><td>4.49</td><td></td><td>4.49</td></tr><tr><td>42 WCC Grass Cutting</td><td>11/07/2023</td><td></td><td>Treasurers Account</td><td></td><td>Limebridge Mowing</td><td>Limebridge</td><td>S</td><td>305.00</td><td>61.00</td><td>366.00</td></tr><tr><td colspan="8">Total</td><td>2,716.86</td><td>83.61</td><td>2,800.47</td></tr></table></div></div>	Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	37 Clerk's Wage	06/07/2023		Treasurers Account		Clerk's Wage	Stacey Smith	X	619.23		619.23	39 Insurance	10/07/2023		Treasurers Account		Insurance	Zurich	X	1,074.58		1,074.58	38 Utilities	11/07/2023		Treasurers Account		Electricity	Southern Electric	S	73.02	14.61	87.63	40 Parish Lengthsman	11/07/2023		Treasurers Account		Lengthsman	Nick Lane	X	156.75		156.75	41 Other/Grass Cutting	11/07/2023		Treasurers Account		Lengthsman Mowing	Nick Lane	X	60.00		60.00	36 Administration Support	11/07/2023		Treasurers Account		Internal Audit	Gill Lungleley	X	287.80		287.80	45 Phone	11/07/2023		Treasurers Account		Phone	Tesco Mobile	X	15.99		15.99	46 Memorial Hall Rent	11/07/2023		Treasurers Account		Office Rent	Cleeve Prior Memorial Village	X	80.00		80.00	43 Administration Support	11/07/2023		Treasurers Account		Website & Email Hosting	IONOS - 1-1 Internet Ltd.	S	15.00	3.00	18.00	47 Administration Support	11/07/2023		Treasurers Account		CALC	Worcestershire CALC	S	25.00	5.00	30.00	44 Laptop & Software	11/07/2023		Treasurers Account		Printing Reimbursement	HP Printing	X	4.49		4.49	42 WCC Grass Cutting	11/07/2023		Treasurers Account		Limebridge Mowing	Limebridge	S	305.00	61.00	366.00	Total								2,716.86	83.61	2,800.47
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	a) Accounts and reconciliation against bank statements. Statements and bank reconciliation for Quarter 1 have been circulated.																																																																																																																																																										

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The Council agreed the reconciliations. Budgets have been added on Scribe and the summary report will be sent to all Councillors.

Slight amendments noted to the original agenda payment schedule due to late invoices which altered cost (Less than originally anticipated). These later invoices (Limebridge and CALC) were included as there will be no P.C. meeting in August.

- b) External Audit – Clerk submitted the AGAR on 26th June. Receipt of documents confirmed for processing by PKF Littlejohn.
- c) Clerk circulated a work in progress update in relation to the 8 recommendations from the Internal Audit. These will be revisited at subsequent meetings to monitor progress.

Open Forum. The meeting was suspended for the public Forum.

7. Progress Reports

- a) 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 invite.
- b) Speeding – PC Beards and PCSO Sansom will be conducting monthly speed enforcement. Cllr. Eden would like to suggest speed cushions/raise road sections that physically slow people down or other measures which still allow for farm vehicles to pass but restrict speed. New national directive may soon mean all school areas will be 20mph. It was agreed that the Clerk should try and find out more about the 'Raised Roadway Sections'. Any local installations etc.?
ACTION: Clerk to discuss with Barry Barnes and Cllr. Adams
Another traffic issue was raised. This is the problem of parking on the roadside near Froglands Lane. If the parking extends too far, traffic approaching from the South cannot get a clear view of the road ahead.
ACTION: Chairman will talk with our local police for clarity and will communicate with the Councillors.
- c) Coronation Planting – Cllr. Smith has spoken to Mark Rawlings who will give us a price to clear the area on Froglands Lane. A mess has been left there, bricks etc and Cllr Smith will speak to the resident.

8. Councillors' Reports

Cllr. Alastair Adams. Report attached.

Cllr. Hannah Robson. Speeding is on all agendas locally. See Planning for further discussion.

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9.	<p>Clerks' Updates and Correspondence</p> <p>a) Updates</p> <ol style="list-style-type: none">1. Councillor Vacancies – Following today's co-option of Sandra Vincent we have one remaining vacancy.2. Allotments Rent – Two allotment holders are unhappy with the new agreement and object to the increase and reintroduction of rent following four years rent free. A letter will be sent to explain the need to comply with audit recommendations, the costs for administration, and payments to the Council. The existing clause for dogs will be amended but all are in agreement that dogs should be under control whilst on the allotment. ACTION: Chair to draft a letter to all Allotment users. This will be circulated for comment before dispatch to Allotment Holders by the Clerk.3. Scribe Accounting Software – First quarter's payments and budgets have been input. Positive experience with Scribe and support package.4. Annual Leave - Clerk has been in post since August 2022 and as a paid employee is entitled to paid annual leave. Approved. Clerk will take paid time off in August as per entitlement. <p>b) Correspondence for Consideration</p> <ol style="list-style-type: none">1. Public Rights of Way – Fiona Argyle responses (circulated 30/6/2023) Discussed at length with Cllr. Adams in attendance. The Parish Council are very dissatisfied with the responses so far. Originally it was a report for a repair to damaged bollards. This has escalated into two requests for footpath closure due to the WCC insistence it is unsafe for contractors to attend. The Parish Council on this basis have suggested that if this is the case, it is therefore unsafe for the public. Our request has been reiterated that we request a repair and if it is indeed not deemed safe a closure is implemented. ACTION: Cllr Adams to consult with WCC on our behalf.
10.	<p>Planning Applications</p> <p>a) W/23/01192/AGR Racing Stables Stud Farm At, Froglands Farm, Froglands Lane, Cleeve Prior – Pending, extension not granted. Application Withdrawn.</p> <p>b) W/23/01211/HP Grey Stones, Mill Lane, Cleeve Prior, Evesham, WR11 8JZ Extension to roof and front elevation of bungalow and erection of detached garage.</p>

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	<div>420</div> <p>After detailed discussion the Parish Council voted to submit a 'no objections' response to WDC. ACTION: Clerk to submit response to WDC.</p> <p>Approvals None</p> <p>Refusals None</p>
11.	<p>Motions for Councillors Consideration</p> <p>a) Grass Cutting on Froglands and Back Lane. This area is outside the Limebridge contract. We should try and have this area included if financially viable. ACTION: a) Cllr Robinson to provide a diagram of the area for inclusion b) Clerk to obtain quote from Limebridge. It was asked whether Rooftop have paid any money this year for grass cutting in The Close. ACTION: Clerk to ascertain the position re invoicing/payment arrangements with Rooftop Housing.</p> <p>b) West Mercia Police – Wychavon Safety Neighbourhood Team - Parish Council Contract, ASB and Speed survey</p> <p>c) Footpath from the Manor to Kings Arms Cllr. Mellor proposes a footpath to improve accessibility for residents. ACTION: Cllr Robinson to provide a proposal for next meeting</p>
12.	<p>Councillors Reports and Future Agenda Items.</p> <p>Cllr. Mellor requested the annual grant for the Heritage Trust. The Chair asked that a few headings be provided as to what the grant will be used for. This complies with the requirement suggested when the Grant was originally agreed. Details will be sent in order to instigate payment.</p> <p>Cllr. Eden thanked the Clerk for the work on the tree management issue. There have been incidents again on the Evesham Road site and the Police helicopter is a regular presence.</p>
	The meeting closed at 9.20pm

Date and venue of next meeting:

Monday 11th September 2023 at War Memorial Hall, Cleeve Prior, WR11 8LG at 7.30pm

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