

Cleeve Prior Parish Council

Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior on Monday 13th November 2023

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Present Councillors - Peter Wilson, Chairman, Cllr. Mary Smith, Vice Chair, Cllr. Ian Robinson, Cllr. Nicky Marshall. District Cllr. Hannah Robson, District Cllr. Judith Ciotti, County Cllr. Alastair Adams. One member of the public.

1.	Apologies for Absence Clerk
2.	Declaration of Interests - There were none. The acting Clerk suggested that Cllrs Mellor & Robinson might declare an interest in item 10c Expenses request for the Kings Arms working group up to a cost of £500 to cover costs. This was declined by both Cllrs. Mellor and Robinson.
3.	Acceptance of Minutes: The Minutes of the Parish Council Meeting held on Monday 9 th October 2023 at the Memorial Hall, Cleeve Prior were considered. After comments were made about the minutes of the previous meeting, the minutes of the October meeting were amended as follows:- Minute Item 5 c) It was not proposed for Cllr Smith to produce a simple emergency plan for the community. Minute item 10) The wooden sign erected by the previous garage tenant needs to be removed. Action – Cllr Smith Minute item 10) Cllr Mellor asked about the unsightly water containers positioned just off the Bidford Road entrance to the Village. Action – Cllr Smith will speak with Mr. Barber. Approved by the Council to be signed as a true record of the Meeting and were signed by the Chairman.
4.	FINANCIAL MATTERS Bank Reconciliation – Approved Payment Schedule as follows.

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Cleeve Prior Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net
82 Legal Fees	02/11/2023		Treasurers Account		Legal	No.5 Chambers	S	200.00
83 Laptop & Software	14/11/2023		Treasurers Account		Printing Reimbursement	HP Printing	X	4.49
84 Administration Support	14/11/2023		Treasurers Account		Memorial Hall Grant	Cleeve Prior Memorial Village	X	1,150.00
85 Website	14/11/2023		Treasurers Account		Website & Email Hosting	IONOS - 1-1 Internet Ltd.	S	25.00
86 WCC Grass Cutting	14/11/2023		Treasurers Account		Limebridge Mowing	Limebridge	S	610.00
87 Other/Grass Cutting	14/11/2023		Treasurers Account		Lengthsman Mowing	Nick Lane	X	37.50
88 Parish Lengthsman	14/11/2023		Treasurers Account		Lengthsman	Nick Lane	X	135.00
89 Phone	14/11/2023		Treasurers Account		Phone	Tesco Mobile	X	15.99
90 Clerk's Wage	14/11/2023		Treasurers Account		Clerk's Wage	Stacey Smith	X	662.86
Total								2,840.84

There was a question regarding the legal fees payment of £240 - this was a fee payment requested by No. 5 Chambers for an online 'Teams' meeting prior to the Haywood Way Appeal. Given the very short notice, it had been authorized by the Chairman

Cllr Mellor suggested that the clerk's salary/expenses should be broken down and appear separately on the payment schedule. The payment schedule was approved.

Action- Clerk

Agenda item regarding VAT had been entered on the agenda by the clerk who was not present. Deferred for next meeting.

5. Progress Reports

a) Evesham Road Development

Cllr Wilson reported that despite several attempts to contact Malvern Estates, no response had been received.

At the last meeting the Council resolved to organise a meeting with Wychavon's Planning Senior Management team regarding the Evesham Road development. A Teams meeting will be held on Wednesday 15th November 2023 with the case officer Gavin Greenhow, Sean Herbert and Andy Ford. The PC will use this opportunity to ask why this application is taking so long to be decided.

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b) Kings Arms Progress Report

Councillor Robinson reported: After the public meeting on 11th October a community group had been formed.

The group had put together a questionnaire to be delivered to every household in the village asking various questions about the Kings Arms future use and whether parishioners would be prepared to enter into a share option for the purchasing of the Kings Arms

To date, 111 questionnaires have been returned with a favourable response.

The group have been in talks with the Plunkett Foundation who advises on how communities are able to purchase and run community pubs. They provide the first 10 hrs of consultation for free.

The offer from the potential purchaser had been rejected by the owner so the pub was now back on the market.

See item 10c below

c) Haywood Way Appeal - Tuesday 7th November 2023 WDC.

Councillors felt that the officers from Wychavon, Gavin Greenhow (case officer) and Denise Duggan (policy) put forward a good case. The decision will be known in about 6-8 weeks.

The Parish Council felt that they were well supported by the community at the appeal.

Open Forum. The meeting was suspended for the public forum. There was only one member of the public present. No questions were raised.

6. Councillors' Reports

Cllr Robson reported that she continues pushing for progress on the Evesham Road development.

She reminded Cllrs. about the litter pick in Cleeve Prior on Sunday 19th December.

[Action- Cllr Robinson to organise email reminder to the community](#)

Cllr Ciotti asked if the council had received the email from Wychavon DC inviting all Parish and Town Councils to a meeting at Wychavon on 23rd November.

Cllr Ciotti reported that the Evesham Volunteer Centre will be sharing details to PCs about services they had to offer to communities.

[Action: Clerk to follow up.](#)

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7. Clerks' Updates and Correspondence

a) Updates

- 1) **Precept for 2024/25** - A meeting is now needed with the Clerk and two other councillors to prepare a budget & precept request for discussion at the December meeting.

Action : Cllr Wilson to arrange the meeting.

2). **Internal Audit - Risk Assessment**

Cllr Robinson had circulated a revised Risk Assessment Register and asked councillors to read and highlight any recommendations for the December meeting.

It was suggested that this be looked at on a six-monthly basis.

Action: All

- 3). **School Flashing Street Light** - The school has still not been able to reset the sign. Please see the County Councillors report attached.

4). **Website and Social Media**

It was felt that the PC's Website was outdated and not easy to navigate.

After debate, it was decided the council would look into costs and speak with other parish councils like Honeybourne and Pebworth who had recently updated theirs.

A vote was taken on whether to engage a professional company to look at the council's website.

5 votes in favour, one abstention, one against.

Action - Cllr Smith to speak to other parish councils re costs.

Councillors expressed concerned about the negative posts related to Police activity on social media and the impact for those residents wishing to sell their properties.

b). **Correspondence**

1. Mrs J Humphries circ. 2-11-23 - Access Road off Evesham Rd houses
Resolved - As this wasn't a PC matter it was decided to support Mrs Humphries if needed.

See County Council report attached.

2. Mr Ron Solomon circ. 7-11-23 – had requested an informal meeting with Cllrs & an agent of a property developer to discuss the development of land adjacent to his house.

Resolved- Councillors felt that if a meeting was required it would have to be at a Public meeting or for developers to organise a meeting for the community at some point in the village hall.

Action - Clerk to write to Mr Solomon

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3. Di King email circulated 7-11-23 – Ms. King offered her support for the Kings Arms project.

4. Police Constable Matt Beard's email, circulated 7.11.23 Informing Cllrs. That he is moving to a new district. PC Alex Prentice will be taking his place and will be our main Police contact in the future.

8.45pm - County Councillor Alastair Adams joined the meeting and presented his County report. [Cllr Adams report attached.](#)

Planning Applications

Applications

- a) W/23/01651/FUL Sharrow, Bidford Road, Cleeve Prior, Nr Evesham WR11 8LQ
Change of use of residential annex to holiday let unit.
Consultation ends 28/9/23

Refusals - None

Motions for Councillors' Consideration

9.

Parish Newsletter process.

The Parish Newsletter is important to the Parish Council for delivering news to the community. It is organised by St Andrews church and compiled/edited by Mrs Mortimer, who, after many years has raised the subject of finding an alternative editor.

The council discussed how the Newsletter was compiled and delivered and whether it was necessary for it to be delivered to every household. Is there a better way of do it with a possible joint effort from the PC and the church?

[Action - Cllr Wilson will speak with Mr R Carless and Mrs S Mortimer and report back at next meeting.](#)

b). Cost of stocking the planters outside Village hall

Cllr S Vincent offered to plant containers free of charge.
Cllr Vincent was thanked by everyone for such a kind offer.

Matter Resolved

c). Expenses request from The Kings Arms Community Working Group up to costs of £500.

Cllr Mellor outlined what the group had achieved thus far.

The Plunkett Group had been approached for advice on the purchase of the King's Arms by the community. The Plunkett Group offered 10hrs free advice after which the group

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would incur costs. A bank account would need to be set up and registered with the relevant authorities.

A questionnaire had been delivered to every household in the village asking for views, to date 111 had been returned.

This agenda proposal suggested that £ 500 be granted to the Project Group for modest 'project establishment' costs regarding the future of this Community asset.

After much debate about the costs requested and the role of the Parish Council, it was agreed that a larger amount should be granted and this should be the full extent of costs to the Parish Council for this project. If further expenses are required, the Project Group would be expected to raise them on their own account. Cllr Wilson proposed an amendment to this proposal, seconded by Cllr Smith with all Councillors in favour -

'That the Parish Council support a one-off payment of up to £1000 to assist the Kings Arms Community Working Group with initial 'project establishment' costs.

Matter Resolved.

Action: Clerk to liaise with Working Group and make payments as agreed.

10. **Councillors' Reports and Future Agenda Items.**

a). Cllr Vincent was having difficulty with setting up her password for the new email. She would speak with Clerk.

The D-Day Celebrations were well in hand and she would report back to councillors when finalised.

b). Cllr Eden noted the groundworks around the beech tree had not been done.

Action - Clerk to speak with Mr D. Taylor.

c). Cllr Smith had reported flooding for the second time on the entrance to Mill Lane to County Council - response awaited.

It was also noted how poor the pothole repair had been done on Evesham Road. Photo to be taken and sent to County Council.

Cllr Smith hoped councillors had noted the new display for Remembrance Sunday in the telephone box, the school children had provided pieces of artwork. She would like to revamp the box as it was leaking and had lots of cobwebs. This is a special feature in our village and we should try to encourage groups, especially the school to use for displays. She would look at costs and investigate the availability of suitable grant support.

11. Date and venue of next meeting:

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

The meeting closed at 9.50pm

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