

Cleeve Prior Parish Council

Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior on Monday 11th September 2023

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

In attendance - Stacey Smith, Clerk.

Four members of the public.

1	<p>Jem Teal – Wychavon District Council - Head of Projects and Community Planning</p> <p>Emergency Community Planning</p> <p>There is a Government push for building community resilience. There is an existing four-countywide emergency planning group, with contingency planning for any eventuality and incidents. Emergencies could include flooding, COVID, Avian flu etc. There are half as many employed now than in 2007 so the County and District Councils would not be able to respond accordingly as services are stretched. The Government aim to increase individual and community resilience. In the U.S. there is a legal responsibility for people to be self-reliant for 3 days. A village plan should not be complicated for Cleeve Prior due to being a small village. The plan could include flooding and other potential incidents. The plan should be no more than five pages and would include how the PC would make decisions. The number of vulnerable people is more of an issue, the County Council would have a list of vulnerable people receiving support and PC could add to it with the more affluent who may not have a need to access social care support. Worth developing a plan as it is not too onerous. A working group with two meetings should be sufficient.</p> <p>ACTION: Jem will send the presentation via Email for the Parish Council to view. He will also suggest specific items that the P.C. might consider Clerk to forward.</p>
2	<p>Apologies for Absence – Bryan Eden</p>
3.	<p>Declaration of Interests - None</p>
4.	<p>Co-option of Nicky Marshall</p> <p>Councillors approved and welcomed the co-option of Nicky Marshall to the Parish Council. Declaration of acceptance of office signed and Code of Conduct received.</p> <p>Voted and agreed.</p> <p>ACTION: Clerk to forward our new Councillors a schedule of online training available via CALC.</p>
5.	<p>Acceptance of Minutes: The Minutes of the Parish Council Meeting held on Monday 10th July 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.</p> <p>ACTION: Clerk to contact Rooftop regarding payment arrangements.</p>
6.	<p>FINANCIAL MATTERS</p> <p>a) The council resolved to approve the payment schedule.</p>

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Cleeve Prior Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net
52	Parish Lengthsman	08/08/2023		Treasurers Account		Lengthsman	Nick Lane	X	156.75
49	Clerk's Wage	08/08/2023		Treasurers Account		Clerk's Wage	Stacey Smith	X	561.99
53	Other/Grass Cutting	08/08/2023		Treasurers Account		Lengthsman Mowing	Nick Lane	X	45.00
58	Utilities	16/08/2023		Treasurers Account		Electricity	Southern Electric	S	68.32
50	Website	23/08/2023		Treasurers Account		Website & Email Hosting	IONOS - 1-1 Internet Ltd.	S	15.00
Total									847.06

5 Sep

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net
62	Website	05/09/2023		Treasurers Account		Website & Email Hosting	IONOS - 1-1 Internet Ltd.	S	15.00
60	Clerk's Wage	05/09/2023		Treasurers Account		Clerk's Wage	Stacey Smith	X	525.96
51	WCC Grass Cutting	12/09/2023		Treasurers Account		Limebridge Mowing	Limebridge	S	305.00
61	WCC Grass Cutting	12/09/2023		Treasurers Account		Limebridge Mowing	Limebridge	S	695.00
54	Memorial Hall Rent	12/09/2023		Treasurers Account		Office Rent	Cleeve Prior Memorial Village	X	80.00
63	Parish Lengthsman	12/09/2023		Treasurers Account		Lengthsman	Nick Lane	X	156.75
56	Phone	12/09/2023		Treasurers Account		Phone	Tesco Mobile	X	15.99
65	Phone	12/09/2023		Treasurers Account		Phone	Tesco Mobile	X	15.99
64	Memorial Hall Rent	12/09/2023		Treasurers Account		Office Rent	Cleeve Prior Memorial Village	X	80.00
66	Laptop & Software	12/09/2023		Treasurers Account		Printing Reimbursement	HP Printing	X	4.49
57	Laptop & Software	12/09/2023		Treasurers Account		Printing Reimbursement	HP Printing	X	14.49
55	Allotments	12/09/2023		Treasurers Account		Materials	Pete Bott Skips	S	235.00
59	Utilities	14/09/2023		Treasurers Account		Electricity	Southern Electric	S	59.89
Total									2,203.56

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b) Accounts and reconciliation against bank statements.

Statements and bank reconciliation for July and August have been circulated with the summaries of payments and receipts. The Council reviewed and accepted the accounts and reconciliations.

ACTION: Query on variances to be queried with Scribe. Clerk.

ACTION: Clerk to meet with Cllr. Mellor and Cllr. Marshall to look at budgets and VAT.

ACTION: PKF (external auditor) query on variances for AGAR. PKF to be contacted by Friday.

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

7. Progress Reports

a) Evesham Road Development

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Malvern Homes have submitted a revised application to Wychavon District Council. It is, however, not showing on the planning portal. The Chair has had no response from planning officer. Cllr. Robson has had a similar non-response. **We will continue to chase the progress of the application.**

ACTION: Chair

b) New footway (outside Sharrow) request – New applications need to be submitted by the end of June. As ours was in July we will be advised in August 2024 if our request is possible.

c) Replacement of footpath bollards – Cllr. Adams can push for the bollard to be repaired on Mill Lane. PC unanimously requested for all repairs to be completed as first requested in March.

Cllr. Robinson questions the safety of the footpath in light of the ‘Walkers are Welcome’ status with Wychavon District Council. PC Matt Beard has had no further complaints of dogs and has communicated this to Phil Coulson.

d) Allotments and public footpaths

Cllr Smith reported that a willow tree opposite the allotments had fallen across the public footpath with the rest of the tree eventually falling and completely blocking the footpath. Cllr Smith contacted Public Rights of Way at WCC to see if they would inspect & ascertain who was responsible for the trees along that particular stretch of footpath. Heather Bainbridge from WCC inspected the trees suggesting they needed pollarding and would look into who is responsible for their maintenance.

Mr & Mrs Wilkinson very kindly had the fallen tree removed by a tree surgeon.

8. Councillors' Reports

Cllr. Alastair Adams. Full budgets for next year are being prepared. Not much going on in August. The footpath proposed outside Sharrow will probably not be possible. A ramp for the Church footpath has already been deemed not feasible. Report attached.

Cllr. Hannah Robson proposed a village litter pick for 19th November at 10am. This was agreed.

9. Clerks' Updates and Correspondence

a) Updates

1. Implementation of new Councillor Emails.

ACTION: All Councillors to use the new Emails by 1st October 2023. The Clerk will recirculate the new email addresses which will be included in the October newsletter.

2. Internal Audit recommendations progress report

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	<p style="text-align: right;">424</p> <p>ACTION: Cllr. Robinson Risk Management to be completed by the end of October.</p> <p>3. Allotments Rent – All rent payments have been received.</p> <p>b) Correspondence for Consideration</p> <p>1. Assets of Community Value – see Kings Arms at agenda item 11.</p> <p>2. June 2024. D-Day landings commemoration. 6/6 is the 80th anniversary. Cllr. Vincent proposed that we should commemorate this occasion. She described some possible events and suggested the school could be involved. Cllr Vincent to produce a proposal. For the next P.C. meeting A vote was taken and carried.</p>
10.	<p>Planning Applications</p> <p>Applications</p> <p>a) W/23/01651/FUL Sharrow Bidford Road Cleeve Prior Evesham WR11 8LQ Change of use of a residential annexe to a residential holiday letting unit. Consultation end 28/9/23 This was discussed briefly with no objections raised. ACTION: Clerk to respond to WDC.</p> <p>Approvals</p> <p>a) W/23/01388/AGR Froglands Farm Froglands Lane Cleeve Prior Evesham WR11 8LB Hay/straw and machinery storage Decision: This agricultural application had already been approved by WDC.</p> <p>Refusals None</p>
11.	<p>Motions for Councillors Consideration</p> <p>a) Kings Arms (K.A.) proposal Cllr. Robinson The K.A is established as a ‘Community Asset’ The PC has been advised by WDC that a notice of intent has been logged by the owners to sell the site. The PC needs to state an interest by 5th October, in which case nothing can be done with the pub for 5 months (February 2024). Cllr Robinson’s proposal suggests action and decisions as to how we approach this issue which may necessitate public meetings and involvement of the community. As a PC we cannot take on the ownership as it is outside our scope of expertise and finances as previously established. If there is public interest then a project group would need to be established and viability would need to be discussed with</p>

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previous tenants. Cllr Robinson was thanked for preparing the plan which was agreed by the Council.

ACTION: Chair to attempt to ascertain if the pub is to be sold as a public house going concern.

b) Heritage Trust proposal Cllr. Mellor

This proposal details equipment that would be acquired by the Heritage Trust using the Annual Grant from the Parish Council. Equipment includes a hedge trimmer, a mower, a fruit press, and furniture. A vote was held and the proposal accepted

ACTION: Clerk to order the items when required.

12. **Councillors Reports and Future Agenda Items.**

Cllr. Mellor. Community Transport – met with Judith and Evesham Volunteers (EV) and agreed that nothing will be set up specifically as Evesham volunteers already have a volunteer service. Communications do need to be improved, however. A new social media marketer has been recruited. An article will be included in our parish newsletter and EV will be producing a new flyer. Future of the Parish Newsletter to be on the next agenda.

Cllr. Mellor has spoken to a resident regarding the Garage which is not going to be rebuilt. PC would like to know what will happen to the land. Discussed the idea of land being used for parking.

Cllr Smith hopes everyone had received the photos taken on the day the Chairman of Wychavon District Council, Cllr Robert Raphael came to visit Cleeve Prior as a celebration of 50yrs of WDC. She has sent photos to Cllr Raphael with a brief note thanking him for his visit and suggests we write officially as a PC & perhaps mention some of the topics we discussed during the day.

The meeting closed at 9.30pm

Date and venue of next meeting:

Monday 9th October 2023 at War Memorial Hall, Cleeve Prior, WR11 8LG at 7.30pm

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