

Cleeve Prior Parish Council

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

436

Members Present: - Peter Wilson, Chairman, Cllr. Mary Smith, Vice Chair, Cllr. Ian Robinson, Cllr Kevin Mellor, Cllr. Sandra Vincent, Cllr. Nicky Marshall.

In Attendance: Clerk and RFO Stacey Smith, District Cllr. Hannah Robson.

1.	Apologies for Absence None.																																																																																																			
2.	Declaration of Interests - There were none.																																																																																																			
3.	Acceptance of Minutes: The Minutes of the Parish Council Meeting held on Monday 13 th November 2023 at the Memorial Hall, Cleeve Prior were considered.																																																																																																			
4.	<p>FINANCIAL MATTERS Bank Reconciliation – Approved. Payment Schedule as follows.</p> <p style="text-align: center;">Cleeve Prior Parish Council PAYMENTS LIST</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Voucher Code</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Minute</th> <th style="text-align: left;">Bank</th> <th style="text-align: left;">Cheque No</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Supplier</th> <th style="text-align: left;">VAT Type</th> <th style="text-align: right;">Net</th> </tr> </thead> <tbody> <tr> <td>91</td> <td>12/12/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Office Rent</td> <td>Cleeve Prior Memorial Village</td> <td>X</td> <td style="text-align: right;">80.00</td> </tr> <tr> <td>92</td> <td>05/12/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Anti Virus Software</td> <td>McAfee</td> <td>X</td> <td style="text-align: right;">60.99</td> </tr> <tr> <td>93</td> <td>05/12/2023</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 style="text-align: right;">15.00</td> </tr> <tr> <td>94</td> <td>06/12/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Electricity</td> <td>Southern Electric</td> <td>S</td> <td style="text-align: right;">73.91</td> </tr> <tr> <td>95</td> <td>12/12/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>CALC</td> <td>Worcestershire CALC</td> <td>S</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>96</td> <td>12/12/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Phone</td> <td>Tesco Mobile</td> <td>X</td> <td style="text-align: right;">15.99</td> </tr> <tr> <td>97</td> <td>12/12/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Lengthsman</td> <td>Nick Lane</td> <td>X</td> <td style="text-align: right;">231.75</td> </tr> <tr> <td>98</td> <td>12/12/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Lengthsman Mowing</td> <td>Nick Lane</td> <td>X</td> <td style="text-align: right;">45.00</td> </tr> <tr> <td>99</td> <td>12/12/2023</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Clerk's Wage</td> <td>Stacey Smith</td> <td>X</td> <td style="text-align: right;">798.72</td> </tr> <tr> <td colspan="8" style="text-align: right;">Total</td> <td style="text-align: right;">1,346.36</td> </tr> </tbody> </table> <p>a) Review and agree budget proposal for 24/25 precept Cllr. Mellor produced a budget proposal for 24/25 precept. The initial calculation would suggest an increase of 5.64%. On discussion and live amendments during the meeting with other costs that could be reduced, the figure is now at 4.82%. ACTION: Cllr. Mellor to send an updated spreadsheet. This will be approved at the January meeting Budget form and grant form to be sent to WDC by the end of January (Clerk).</p> <p>b) To note £60.99 McAfee subscription (Voucher 92 paid) and £59.99 Microsoft 365 subscription to be approved and payment method agreed. ACTION: Clerk to investigate acquiring a debit card for such payments.</p> <p>c) NALC Pay Agreement 23-24 Clerk's pay has increased by £1 an hour in line with the new pay agreement backdated to April 2023.</p>	Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	91	12/12/2023		Treasurers Account		Office Rent	Cleeve Prior Memorial Village	X	80.00	92	05/12/2023		Treasurers Account		Anti Virus Software	McAfee	X	60.99	93	05/12/2023		Treasurers Account		Website & Email Hosting	IONOS - 1-1 Internet Ltd.	S	15.00	94	06/12/2023		Treasurers Account		Electricity	Southern Electric	S	73.91	95	12/12/2023		Treasurers Account		CALC	Worcestershire CALC	S	25.00	96	12/12/2023		Treasurers Account		Phone	Tesco Mobile	X	15.99	97	12/12/2023		Treasurers Account		Lengthsman	Nick Lane	X	231.75	98	12/12/2023		Treasurers Account		Lengthsman Mowing	Nick Lane	X	45.00	99	12/12/2023		Treasurers Account		Clerk's Wage	Stacey Smith	X	798.72	Total								1,346.36
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5.	<p>Progress Reports</p> <p style="text-align: right;">437</p> <p>a) Evesham Road Development. The Chairman Cllr. Wilson has been in contact with David Rahal of Malvern Homes who are in communication with Wychavon. The number of houses is proposed to reduce from 114 to 80. Cllr. Robson will continue to lobby on our behalf. The Police are contributing to the discussions with Wychavon.</p> <p>b) Kings Arms Initiative Legacy Grant Funding is available and it would need to be applied for on behalf of the working group by the Parish Council. The working group would produce the application and the PC would submit it. The initial process is an expression of interest which would progress to a full application if the criteria is met. Cllr Mellor asked PC if they would apply for LGF. Only PC's are able to apply with no implication for PC. PC voted in agreement to do this on behalf of Kings Arms Initiative.</p> <p>The Chairman Cllr. Wilson emphasised that whilst Cllrs Mellor and Robinson are working with the Project Group to contribute experience and knowledge, they are <u>not representing any Parish Council interests</u> but are reporting developments to the Parish Council.</p> <p>ACTION: Cllr. Mellor to submit proposal for PC to consider at the next meeting on 8th January and will complete any subsequent application required.</p> <p>c) Haywood Way – No update.</p> <p>d) Mill Lane flooding Flooding was reported on Mill Lane. After the report the County Council came out to powerjet the drains. They thought that another drain might be needed at a future date and a new culvert may be needed.</p> <p>e) Quarry Lane damage Cllr. Robinson has not heard anything from his correspondence. It is with Fiona Argyll to take up with the County Council.</p> <p>ACTION: Cllr. Robinson to draft a letter to Severn Trent for dispatch by the Clerk.</p> <p>f) D-Day Commemoration. Cllr. Vincent has ideas for a permanent memorial in the village, money for this would need to be considered. The event itself could replicate the Jubilee celebration with a marquee, a family event with fish n chips, an evening sit-down meal etc. Cllr. Vincent has secured marquee hire for free. A request was made for additional volunteers to assist Cllr Vincent from January 2024.</p> <p>ACTION: Item for next agenda</p>

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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 a new Planning Director had been appointed at WDC. Mr. Ian McLeod. Cllr Robson also mentioned the availability of Rural Grants that might be available to Parish Councils.

No County Council report.

7. **Clerks' Updates and Correspondence**

a) Updates

1. Internal Audit recommendations progress report – All up to date now the risk register has been completed. However, there are still some suggested modifications to the presentation format e.g Risk Assessment numbering to be removed.

ACTION. Cllr Robinson to amend and re-circulate the Risk Report.

2. Next Internal Audit to be considered and reappointment of Internal Auditor for next agenda.

ACTION: Clerk to note next agenda item

3. School Lights – App issues are a district-wide problem. Clerk to keep updated.

4. Website and Social Media

The Clerk is keen to initiate a newer website. Cllr. Vincent has sourced a potential company that has worked on other local council sites. Preference is to have the new website framework developed externally and then maintained by the Clerk and PC.

ACTION: Cllr. Vincent to send Clerk information.

b) Correspondence for Consideration

1. Parking on Village Green – D.Ward circulated 20/11
Concerns have been raised with the parking of cars on the village green near to the church making it difficult for some residents to access their drives. Cllr Smith had been to talk with those concerned and hopefully the matter can now be resolved.
ACTION- Clerk to write to D Ward.
2. Road Safety Toolkit - Bradley Samson circulated 5/11 – Carried forward to 8/1/24

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	<p style="text-align: right;">439</p> <p>Planning Applications</p> <p>Applications</p> <p>a) W/23/02012/FUL Sharrow, Bidford Road, Cleeve Prior, Nr Evesham WR11 8LQ Reinstatement of Barn Consultation ends 20/12/23.</p> <p>Because of the tight deadline, Cllr were asked to send their comments to the Clerk who will consolidate them before submitting to WDC. <i>Note the deadline has subsequently been extended to 31st December.</i></p> <p>ACTION: Councillors to submit comments to Clerk for collation and submission for consultation in time for the deadline 20/12/23</p> <p>Refusals - None</p>
9.	<p>Motions for Councillors' Consideration</p> <p>1) Time of meeting. Suggestion to begin at 7.00pm. 2) Property Register for CPO Land, Evesham Road, Cleeve Prior - Proprietorship Register - to change address from 36 The Close, Cleeve Prior, Nr Evesham Worcestershire WR11 8LF to The Memorial Hall, Main Street, Cleeve Prior, Nr Evesham WR11. Agreed.</p>
10.	<p>Councillors' Reports and Future Agenda Items.</p> <p>Precept Budget 24/25 King Arms Legacy Grant Internal Audit Website D-Day Commemoration</p>
11.	<p>Date and venue of next meeting: Monday 8th January 2024 at War Memorial Hall, Cleeve Prior, WR11 8LG at 7.30 pm</p>

The meeting closed at 9.45pm

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