

Cleeve Prior Parish Council

**Minutes of the Council Meeting Held at the Memorial Hall, Cleeve Prior
on Monday 10th June 2024 7.30pm**

Members Present: Cllrs. Bryan Eden (Chairman), Mary J Smith (Vice-Chairman), Kevin Mellor, Ian Robinson, Sandra Vincent, Nicky Marshall.

In Attendance: Clerk Stacey Smith, District Cllr. Judith Ciotti
2 members of the public

1.	Apologies for Absence Cllr. Peter Wilson, District Cllr. Hannah Robson, PC Alex Prentice.																																																																																																																																																																																																																																																																																																																								
2.	<p>Declaration of Interests Councillors are reminded that to ensure transparency and retain public confidence in the Councils' decisions they are required to –</p> <p>a) Keep their Register of Interests form up to date. b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI).</p> <p>None.</p>																																																																																																																																																																																																																																																																																																																								
3.	<p>To Consider any Dispensations:- There were none.</p>																																																																																																																																																																																																																																																																																																																								
4.	<p>Acceptance of Minutes: The Minutes of the Parish Council Meeting on Monday 13th May 2024 to be approved and signed by the Chairman pending the suggested amendments.</p> <p><i>Website Update did not contain information – it was agreed that the website design would be distributed on completion.</i></p> <p><i>Biodiversity needs to be added on every agenda in progress reports.</i></p> <p><i>Handrail on the Manor needs to be added to progress reports until rectified.</i></p>																																																																																																																																																																																																																																																																																																																								
5.	<p>FINANCIAL MATTERS a) June 2024 payment schedule considered and approved.</p> <p align="center">Cleeve Prior Parish Council 5 June 2024 (2024-2025) PAYMENTS LIST</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Vouche</th> <th>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> </thead> <tbody> <tr> <td>28</td> <td>Website</td> <td>05/06/2024</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></td> <td>18.00</td> </tr> <tr> <td>29</td> <td>D Day Events</td> <td>11/06/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>D Day</td> <td>Calri Dyson</td> <td>X</td> <td>78.00</td> <td></td> <td>78.00</td> </tr> <tr> <td></td> <td>78.00</td> </tr> <tr> <td>30</td> <td>Insurance</td> <td>11/06/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Insurance</td> <td>Zurich</td> <td>S</td> <td>903.90</td> <td>180.78</td> <td>1,084.68</td> </tr> <tr> <td></td> <td>1,084.68</td> </tr> <tr> <td>31</td> <td>Parish Lengthsman</td> <td>11/06/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Lengthsman</td> <td>Nick Lane</td> <td>X</td> <td>74.25</td> <td></td> <td>74.25</td> </tr> <tr> <td></td> <td>74.25</td> </tr> <tr> <td>32</td> <td>Other/Grass Cutting</td> <td>11/06/2024</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></td> <td>60.00</td> </tr> <tr> <td>33</td> <td>Memorial Hall Rent</td> <td>11/06/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Office Rent</td> <td>Cleeve Prior Memorial Villa</td> <td>X</td> <td>80.00</td> <td></td> <td>80.00</td> </tr> <tr> <td></td> <td>80.00</td> </tr> <tr> <td>34</td> <td>Clerk's Wage</td> <td>11/06/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Clerk's Wage</td> <td>Stacey Smith</td> <td>X</td> <td>619.20</td> <td></td> <td>619.20</td> </tr> <tr> <td></td> <td>619.20</td> </tr> <tr> <td>35</td> <td>Phone</td> <td>11/06/2024</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></td> <td>15.99</td> </tr> <tr> <td>36</td> <td>Administration Support</td> <td>28/06/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Printing - Ink & Paper</td> <td>HP Printing</td> <td>S</td> <td>7.48</td> <td>1.50</td> <td>8.98</td> </tr> <tr> <td></td> <td>8.98</td> </tr> <tr> <td>37</td> <td>Administration Support</td> <td>11/06/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Internal Audit</td> <td>Gill Lungley</td> <td>X</td> <td>287.80</td> <td></td> <td>287.80</td> </tr> <tr> <td></td> <td>287.80</td> </tr> <tr> <td>38</td> <td>Security</td> <td>11/06/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>Security</td> <td>AJP</td> <td>S</td> <td>920.00</td> <td>184.00</td> <td>1,104.00</td> </tr> <tr> <td></td> <td>1,104.00</td> </tr> <tr> <td>39</td> <td>D Day Events</td> <td>11/06/2024</td> <td></td> <td>Treasurers Account</td> <td></td> <td>D Day</td> <td>PHX Security</td> <td>S</td> <td>227.50</td> <td>45.50</td> <td>273.00</td> </tr> <tr> <td></td> <td>273.00</td> </tr> <tr> <td align="right" colspan="9">Total</td> <td>3,289.12</td> <td>414.78</td> <td>3,703.90</td> </tr> </tbody> </table>	Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	28	Website	05/06/2024		Treasurers Account		Website & Email Hosting	IONOS - 1-1 Internet Ltd.	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- b) Accounts and reconciliation against bank statements (circulated 4/6/24)
ACTION: A budgetary forecast will be produced by Cllr. Marshall in time for the July meeting.
 - c) Internal Audit Report – will inform the external audit (July agenda).
ACTION: The Financial Support Team will review the recommendations which will become a standard agenda item.
 - d) Cost of £1104 approved for the placement of concrete security blocks to secure the CPO land. Voucher item 38. Malvern Homes will purchase them from the Parish Council once the development had begun.
-

Open Forum meeting adjourned for the public.

Progress Reports:

6.

- a) Evesham Road development – outline approval confirmed 23/5/24. As item 5d) the Parish Council are purchasing 2.4-ton concrete blocks to be placed on the entrance of the CPO land. This is on the advice of Worcestershire County Council to prevent further fly tipping.

John Evans has thanked the Parish Council for their support in obtaining the outline planning permission for the development.

- b) Mobile Phone Signal – Phone Mast Project Proposal
Douglas Carr has distributed to the potential landowners.
- c) Community Speedwatch
The process has been quite lengthy – 5 volunteer applications so far have been approved and training will be arranged.
- d) D-Day Commemorations
A thank you to all involved in the organisation before the event and during the day including our Parish Councillors and volunteers from the village.

The Chair thanks Cllr. Sandra Vincent for her splendid work.

Total cost: £4000 budgeted
Cost was £2479
£3756 raised

Raffle results will be circulated via the Village.

Cllr. Vincent thanked all involved.

- e) Parking on the Village Green

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	<p>Letters were sent to residents of the Village Green reminding them not to block the road and not to park on the grass. Deeds Documentation is needed for the CPO land and for the Village Green for clarity. ACTION: Cllr Smith to look for the documentation. Cllr. Mellor will consult the Land Registry website.</p>
7.	<p>District Councillors' Reports Cllr Ciotti to feedback to Cllr. Robson regarding the CIL money which has been estimated at £91k.</p>
8.	<p>Clerks Updates and Correspondence</p> <p>a) Updates</p> <ol style="list-style-type: none">1. New Parish Council Website – The new format has been sent to all Councillors today. Amendments and additions will be sent via the Clerk. It is suggested we incorporate the village and Parish Council website. A quote will be sought from our current provider.2. Clerk Availability The clerk gave notice of her notice period due to commencing a PhD and other commitments. The handover process will be effectively planned and a new Clerk will be recruited for September 2024. The Clerk is happy to continue as an admin of the village FB page as a resident of the village.3. Crime Figures Update May E-Messages 2 PS-Suspicious circumstances 2 AD-Duplicate 1 AS-Nuisance 1 GE-Police generated activity 1 PS-Missing Person (Misper) 1 TR-Highway Disruption 1 <p>b) Correspondence for Consideration</p>

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	<p>1. Lengthsman Role</p> <p>Nick Lane our current Lengthsman will be finishing at the end of June.</p> <p>Cllr. Smith sais we are very fortunate to have had Nick as our Lengthsman as he has worked hard to keep the village looking smart over the past few years and has on occasion worked on jobs without payment.</p> <p>ACTION: The role is to be advertised in the Village newsletter, on the CALC website and via the village Facebook page.</p> <p>2. Environment Agency – Notice of Powers and Rights noted. The Chair has signed to confirm their visit and future rights.</p>
9.	<p>Planning Applications.</p> <p>W/22/02682/OUT – Evesham Road development.</p> <p>Full Planning Application for the erection of 66 dwellings with associated public open space, landscaping, vehicular access off Evesham Road and associated works.</p> <p>The Parish Council response has been submitted objecting to the current application.</p>
10.	<p>New Motions for Councillors' Consideration</p> <p>a) Monthly fee for hosting the village website to Tom Carr. Backdated to October £14 a month. Approved.</p> <p>b) Appointment of Solicitors – Councillors agreed to use Lodders Solicitors based in Stratford upon Avon to seal with the 106 agreement for the Evesham Road development. Details of Solicitors will be forwarded to Malvern Homes.</p> <p>c) Allotments – Two plots have been left overgrown and unkempt and this will affect the other allotments.</p> <p>ACTION: A reminder letter will be sent to allotment holders with a 90-day stipulation.</p>

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	<p>d) Hoden Lane Clearance – The Lengthsman has cleared brambles by the entrance to the play areas on Hoden Lane and this will need to be removed. There are also a few trees to be removed as they are dead.</p> <p>ACTION: Cllrs Robinson & Mellor will look into removing the brambles.</p> <p>e) A quote will be obtained for new bark for the playground.</p>
11.	<p>COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS</p> <p>Kings Arms - As the Kings Arms representative, Cllr. Mellor reported that due to the general election the 4th Stage for the Community Investment Grant process has been delayed.</p> <p>Other options include a works loan. As only the Parish Council could take out this loan Cllr Mellor offered to arrange a meeting with the Plunkett Foundation. Cllrs. agreed for the Plunkett Foundation to attend next month's Parish Council meeting to discuss the works loan funding avenue, 40 years @ 5.55% interest. The Parish Council would become a creditor. The Plunkett Foundation will be invited to present.</p> <p>Future Items Biodiversity Handrail on the Manor Playground Clearance Heritage Trust Grant AGAR</p>
12.	<p>Date and venue of next meeting: Monday 8th July 2024 at the Village Memorial Hall, Cleeve Prior, WR11 8LD 7.30pm</p> <p>The meeting closed at 9.40pm.</p>

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