

CLEEVE PRIOR PARISH COUNCIL

Minutes of the Council Meeting held at the Memorial Hall, Cleeve Prior on Monday 2nd September 2024 at 7.30pm

Members Present: Cllr. Bryan Eden (Chairman), Cllr. Mary J Smith (Vice-Chair), Cllr. Peter Wilson, Cllr. Kevin Mellor, Cllr. Ian Robinson, Cllr. Sandra Vincent and Cllr. Nicky Marshall.

In Attendance: District Cllr. Hannah Robson, County Cllr. Alistair Adams and Kerry Williamson (Clerk).
2 members of the public.

1.	Apologies for Absence: PC Alex Prentice and David Rahal.
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.</p> <p>All Councillors have submitted their Register of Interests to Wychavon District Council.</p> <p>b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI).</p> <p>Declarations from the following Councillors in relation to the Kings Arms.</p> <p>Cllr. Marshall – Shareholder and wife of Kings Arms Benefit Society Committee member.</p> <p>Cllr. Mellor – Shareholder and Kings Arms Benefit Society Committee member.</p> <p>Cllr. Robinson – Shareholder.</p> <p>Cllr. Wilson - Shareholder.</p> <p>Cllr. Mellor declared an interest in the Heritage Trust as he is a trustee.</p> <p>To Consider any Dispensations:-</p> <p>Dispensations received from the following Councillors in relation to the business of the Kings Arms Benefit Society.</p> <p>Cllr. Marshall Cllr. Mellor Cllr. Robinson Cllr. Wilson</p> <p>Considered by the Council (3 Councillors: Cllr. Eden, Cllr. Smith and Cllr. Vincent). Cllr. Marshall and Cllr. Wilson's dispensations were rejected as they stated meetings would not be quorate without their vote; this was not the case.</p>

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	<p>It was proposed by Cllr. Smith, seconded by Cllr. Vincent and RESOLVED unanimously that the Councillors seeking a dispensation could participate in discussions regarding the Kings Arms Benefit Society, but they could not vote. This dispensation will remain in place until 1st April 2025.</p>
3.	<p>Acceptance of Minutes:</p> <p>The Minutes of the Parish Council Meeting held on Monday 8th July 2024 were APPROVED and signed by the Chairman as a true record of the meeting.</p>
4.	<p>FINANCIAL MATTERS</p> <p>a) The August and September 2024 payment schedules were considered and APPROVED.</p> <p>Cllr. Wilson queried two salary payments to the previous Clerk in July and August. Cllr. Marshall stated that the July 2024 approval needed to be corrected to one payment as only one payment was made. The August approval included an estimated salary as well as the actual salary (which will be paid).</p> <p>ACTION: Clerk to make the necessary corrections to the approvals lists.</p> <p>Councillors discussed having two approvers for all payments. It was AGREED to amend the Lloyds Bank mandate to two approvers.</p> <p>Cllr. Marshall queried the rise in cost of Utilities.</p> <p>ACTION: Clerk to send recent utility bills to Cllr. Marshall for investigation.</p> <p>b) July reconciliation against bank statements (circulated 1/8/24)</p> <p>Noted.</p> <p>c) AGAR confirmation of submission received, in process. Documents circulated 20/8/2024.</p> <p>Noted.</p>
5.	<p>Progress Reports:</p> <p>a) Evesham Road development Travellers Site W/22/02682/OUT Section 106. PC Alex Prentice and David Rahal have written to the landowners. There will be two weeks notice given and the site entrance will be blocked off. Police will deal with the enforcement of the notice.</p> <p>The Parish Council will meet with David Rahal next week to discuss the requirements for the CPO land.</p> <p>b) Kings Arms</p> <p>Cllr. Eden had taken advice from the legal team at Wychavon District Council. They suggested that the Public Works Loan (PWL) decision can be made by a public vote. If it was decided to pursue the PWL it would have to be underwritten by the Parish Council, ultimately this would influence the precept – paid by the Parishioners so they should have a vote on this. Cllr. Mellor reported that the Kings</p>

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Arms Benefit Society agrees with the Parish Council and that the PWL decision should be made by public vote. The Kings Arms Benefits Society had received notification that the grant application they had made before the change in Government would still be considered. The Kings Arms Benefit Society has its next meeting on Monday 9th September.

c) Community Speedwatch

Cllr. Smith reported that all volunteers had passed vetting. The Speedwatch trainer is currently not available so there will be a delay for the training.

d) Village Green

Parking issue had not been resolved. Cllr. Robinson confirmed that the Parish Council own the Village Green.

It was proposed by Cllr. Robinson, seconded by Cllr. Smith and RESOLVED that a final letter should be sent to all houses stating that the footpath is not to be used by vehicles. If this is not adhered to then the Parish Council will block the footpath to vehicles.

ACTION: Cllr. Wilson to draft the letter and circulate to Councillors.

e) Concrete blocks – resolved

Noted.

f) Biodiversity

Biodiversity had been considered in planning application W/24/01560/HP - bat boxes are to be installed.

g) Handrail installation

Handrail is to be made. See Minute 6.iii. for more detail in Cllr. Adam's report.

h) Hoden Lane clearance and removal of dead trees.

Cllr. Smith had met with Barry Barnes (Worcestershire County Council (WCC) Highways) and WCC are responsible for the 30mph sign and pole. No one knows who owns the land. County Cllr. Adams said he will speak to Barry Barnes. Cllr. Adams suggested budgeting in the precept for the maintenance of parcels of unowned land. Cllr. Adams highlighted successful Public Rights of Way (PROW) volunteer groups and suggested Cleeve Prior could benefit from such a group.

i) Quote - playground bark

Cllr. Robinson reported that 6m³ is required.

j) Quarry Lane

Cllr. Robinson had met with Fiona Argyle (WCC) and Severn Trent. Severn Trent agreed to carry out the repairs.

The meeting was adjourned for Public Question Time

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	Two members of the public were present, and both were concerned over the enforcement action on the Evesham Road development site. Councillors reassured the public that the Police would have this in hand.
6.	<p>a) Report from Cllr. Robson, District Councillor: Still waiting to hear from the Planning Officer regarding the 66 houses application, so will chase a response. The SWDPR is being examined. The Government has published a NPPF consultation on proposed amendments and has invited comments.</p> <p>b) Report provided by Cllr. Adams, County Councillor:</p> <ul style="list-style-type: none"> i. <i>Access road to Rooftop Houses Evesham Rd, Cleeve Prior</i> <i>I had a meeting with the CEO of Rooftop on the 15th August where agreement was reached to move forward with Heads of Terms to resolve this long-standing issue of this access road in Cleeve Prior to their garages.</i> ii. <i>Highways</i> <i>Please check https://one.network/ to see all the temporary road closures and temporary traffic lights on a regular basis.</i> iii. <i>Hand-rail on the PROW by the steps near the Manor</i> <i>Meeting occurred on 29th May with Ringways and blacksmith and design agreed. Awaiting installation date.</i> iv. <i>Void / Collapsed roof to the covered over ditch/waterway opposite the steps, near Sharrow Barn</i> <i>To be repaired 5th September.</i> v. <i>Flooding in Hoden Lane</i> <i>I have asked the farmer Mark Rawlings to put in the road grip at the corner into the brook.</i> vi. <i>Obscured 30mph signs in Hoden Lane</i> <i>I will liaise with Barry Barnes and ask Highways to cut the vegetation.</i> vii. <i>Weeds</i> <i>Reminder to all Parishes to kill the weeds and grass growing on the pavements and kerbs. Last chance before Winter.</i> viii. <i>Road gullies</i> <i>Reminder to everyone to try and keep the road gullies outside their houses free of debris so the drains work effectively. Simply remove any leaves or mud with a brush or spade or even with your wellie! By doing this one minute task, it will help minimise road flooding.</i> <p><i>Thank you.</i> <i>Cllr. Adams</i></p> <p>With respect to item 6.b.v. Cllr. Robinson felt that a grip will not make a difference as the flooding is further down the ditch. Cllr. Wilson reported that the service pipes below the grip location had not been addressed yet.</p>

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	Cllr Eden enquired about a grant from WCC for tools for the Footpath Officer.
7.	<p>Clerks Updates and Correspondence</p> <p>Updates</p> <p>a) i. New Parish Council website</p> <p>Cllr. Vincent will be meeting with James Lungley to finalise the website and terms of reference. Cllr. Vincent will provide a report at the next Council meeting. Cllr. Vincent proposed having the Cleeve Prior Parish Council logo updated. It was AGREED that this was a good idea.</p> <p>ACTION: Cllr. Vincent to investigate updating the logo and associated costs.</p> <p>ii. Playground Inspection – circulated 25/7/2024</p> <p>Cllr. Wilson highlighted that the report had 50 low risk items and 4 moderate risk items. It was AGREED that the moderate risks should be looked at in more detail to decide if any action is necessary.</p> <p>ACTION: Cllr. Wilson and Cllr. Robinson will look at the moderate risks in more detail.</p> <p>b) Correspondence for Consideration</p> <p>i. Footpath Officer – Request for equipment. Noted.</p> <p>ii. NPPF Consultation – circulated 20/8/2024. Councillors recommended all should read chapter 5 – traveller sites onto greenfield.</p> <p>iii. Bidford upon Avon – Parking charge Cllr. Eden reported that the winter car park costs Bidford Parish Council so they cannot suspend the charges. Have a concession to park and will monitor going forward.</p> <p>iv. Consultation on draft Policy on Pavement Licensing – Wychavon District Council – circulated 20/8/2024. Noted but not relevant.</p> <p>v. Two Shires Greenway – circulated 20/8/2024. Alcester to Evesham. Cllr. Robinson will deal with this.</p> <p>ACTION: Clerk to email Colin Tether to ask for Cllr. Robinson to be on the circulation list.</p> <p>vi. Meesha Patel – Dispensations – Email communications. Noted.</p> <p>vii. Alistair Adams – Works to repair void – circulated 20/8/2024. This had been resolved.</p>

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8. Planning Applications.

The following applications were considered:

W/24/01553/HP Ostlers, Bidford Road, Cleeve Prior, Evesham, WR11 8LQ: Installation of base and erection of summerhouse in garden as per drawings attached to the application.

Councillors had no objections.

ACTION: Clerk to submit the following comment: Cleeve Prior Parish Councillors have considered the application and have no objections.

W/24/01605/TC Froglands Farm, Froglands Lane, Cleeve Prior, Evesham, WR11 8LB: Installation of 25m lattice tower, 3 no. antenna apertures, 2 no. 600mm microwave transmission dishes and equipment cabinets inside a 6m x 13m compound enclosed by a 1.8m high close board timber fence with 3m double wide gate and development ancillary thereto.

Overall, the Councillors were in support of the application to improve mobile connectivity in the village. Cllr. Mellor was frustrated that Atlas did not conduct a site visit at the Heritage Trust, as the Heritage Trust were keen to have the mast installed on their land (for remuneration). Cllr. Wilson felt that Atlas had disregarded the Heritage Trust land as it would have been difficult to get approval on this type of land. Cllr. Vincent was concerned that Atlas had pre-empted the Parish Council's support in their application as this information had not been sought from the Parish Council.

ACTION: Clerk to draft a comment and circulate to Councillors.

W/24/01560/HP Rivington, Mill Lane, Cleeve Prior, Evesham, WR11 8JZ: Upward extension at first floor, demolition of canopies to facilitate a ground floor side extension and other external alterations.

Cllr. Robinson had sent comments around. Councillors had no objections. It was proposed by Cllr. Smith, seconded by Cllr. Robinson and **RESOLVED** to include a comment asking the applicant to consider a swift box in the eaves of the extension.

ACTION: Clerk to submit the following comment: Cleeve Prior Parish Councillors have considered this application and have no objections. Councillors felt there is an opportunity for the applicant to consider adding a swift box to the extension.

W/24/01555/CAN Ostlers, Bidford Road, Cleeve Prior, Evesham, WR11 8LQ: Undertake tree works, as detailed on application form and in any accompanying information.

Councillors had no objections.

ACTION: Clerk to submit the following comment: Cleeve Prior Parish Councillors have considered the application and have no objections.

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	<p>The were no approvals or refusals to note.</p> <p>Cllr. Wilson pointed out that planning applications W/24/01436/HP & W/24/01437/LB (The Laurels) had been missed off the agenda.</p> <p>ACTION: Clerk to add planning applications W/24/01436/HP & W/24/01437/LB to the October meeting agenda.</p>
9.	<p>New Motions for Councillors' Consideration</p> <p>a) Changes to meeting dates It was proposed by Cllr. Marshall, seconded by Cllr. Vincent and RESOLVED that the meeting date should be changed to the first Monday of each month commencing 2nd September.</p> <p>b) Appointment of Lengthsman – Geoff Powis It was proposed by Cllr. Robinson, seconded by Cllr. Marshall and RESOLVED that Geoff Powis should be appointed as Lengthsman for 10 hours per month at a rate of £17 per hour.</p> <p>ACTION: Cllr. Marshall & Cllr. Eden to book the remaining training course for Geoff.</p> <p>ACTION: Clerk to issue Geoff with a contract of employment and check liability insurance.</p> <p>c) Update to the Code of Conduct It was proposed that the Local Government Association (LGA) model Code of Conduct should supersede the current Code of Conduct.</p> <p>ACTION: Clerk to circulate the LGA model Code of Conduct and add it to the next meeting agenda.</p>
10.	<p>COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS</p> <ul style="list-style-type: none">• Cllr. Wilson reported that he had provided a response for the Village Transport survey.• Cllr. Robinson reported a possible planning infringement due to the lack of planting and the hard standing on the traveller site. <p>ACTION: Cllr. Smith will go to the site and see if there is a planning infringement.</p> <ul style="list-style-type: none">• Cllr. Smith reported that a resident had been concerned about toxic smoke from the traveller site. Cllr. Smith and Cllr. Eden had attended the site and asked for the fire to be put out. There had been no fires since. <p>Future Agenda Items:</p> <ul style="list-style-type: none">• New Clerk's appointment.• Model Code of Conduct• Christmas events for the village.

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11.	The next meeting will be held on Monday 7th October at 7.30pm, War Memorial Village Hall, Cleeve Prior, WR11 8LG. The meeting closed at 9.36pm.
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Signed:Chairman

Date:

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