

MINUTES OF THE ANNUAL MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 5th MAY 2016 AT 7.30P.M., ST BARNABAS FIRST & MIDDLE SCHOOL.

PRESENT: Cllr. K. Skillern, Cllr. M. Gardner, Cllr. J Butterworth, Cllr. F. Mead, Cllr. D. Proctor, Cllr. R. Small, Cllr M Ward

IN ATTENDANCE: County Councillor R. Adams, District Councillor Middlebrough, Mrs N Nicholson (Clerk).

1. ELECTION OF CHAIRMAN

Cllr. M Gardner proposed Cllr J Butterworth, Cllr. K. Skillern seconded the proposal, which was agreed unanimously.

2. SIGNING OF DECLARATION OF OFFICE

Cllr. J Butterworth signed the Declaration of Acceptance of Office form, specified under Section 51 of the Local Government Act 2000, as Chairman.

3. APOLOGIES

Cllr. M Griffiths, Cllr J Yeo

4. TO ELECT A VICE-CHAIRMAN

Cllr R Small proposed Cllr M Ward, Cllr D Proctor seconded the proposal which was agreed unanimously.

5. VACANCIES FOR COUNCILLORS TO REPRESENT DRAKES BROUGHTON & PIRTON WARD

The Clerk advised of 4 Vacancies for Councillors following the recent elections (2 to represent Drakes Broughton Ward & 1 to represent Pirton Ward and due to the sad news of the passing of Cllr R Godfrey there was now 1 vacancy in Wadborough too.). The vacancies would be advertised in the Villagers monthly update.

6. ITEMS FOR CONSIDERATION NOT ON THE AGENDA

The Chairman agreed to the following items being added to the published agenda:
Finance additional payment to Wychavon for clerk's PAYE £50 - (I)

7. REGISTRATION AND DECLARATION OF INTEREST

- (i) The Clerk advised Members of the need to update their Registration of Interests forms which are provided and kept by the Monitoring Officer of the Wychavon Standards Committee.
- (ii) No declarations of interest were declared.

8. TO NOTE THE CODE OF CONDUCT, STANDING ORDERS & FINANCIAL REGULATIONS

The new Code of Conduct for Members, which had been adopted by the Council in 2007/2008, and the Council's Standing Orders and Financial Regulations, which had been adopted by the Council in 2002/2003 were noted. Clerk & Chair to review and circulate to all members.

9. DELEGATION OF PLANNING & OTHER MATTERS

- (a) It was proposed by Cllr. L. Wild, seconded by Cllr. K. Skillern and agreed that the function of responding to the Local Planning Authority be delegated to the Clerk, who must, before doing so, either consult all the Members of the relevant Ward in which any planning matter arises or, having informed all Members of the relevant Ward, advise the Chairman that the matter should be considered by the full Council.
- (b) It was proposed by Cllr. J. Butterworth, seconded by Cllr. D. Proctor and agreed to re-adopt the Terms of Reference for a Staffing Committee, including delegated powers for recruitment, performance reviews and disciplinary & grievance procedures.

10. REPRESENTATIVE TO BE APPOINTED

It was agreed by all to re-appoint the following representatives:

Playing Field Inspectors	- Cllr. L Wild & Cllr. J. Butterworth (weekly inspectors)
Drakes Broughton Street Lighting	- Cllr. K. Skillern
Highways	- Cllr. R. Small, Cllr. M. Gardner & Cllr. F. Mead
Drainage	- Cllr. R. Small
Village Hall Committee	- No representative appointed
Flood watch Co-Ordinator	- Cllr. R. Small
Finance Group	- All members
Staffing Committee	- Chairman, Vice Chairman, Cllr. D. Proctor, Cllr. M. Gardner, Cllr. R. Small

11. LEGAL DOCUMENTS & CONTRACTS

All legal documents regarding the purchase of Drakes Broughton Playing Field, and its former lease to Drakes Broughton & District Playing Fields Association, are kept with Thomson & Bancks LLP, Solicitors in Pershore. The lease document for Pirton Playing Field is held by the Parish Council. The contract with Smart Cut for grass cutting continues until 31 March 2017. The new contract with Worcestershire County Council to provide a Parish Lengthsman is effective until 31 March 2017, and the Parish Council's contract with Mr. B. Arrowsmith to provide the services of Parish Lengthsman is effective until 31 March 2017. The contracts with Mr. B. Arrowsmith for litter clearing from Drakes Broughton playing field and bus shelters cleansing in Drakes Broughton continue until 31 March 2017. The Memorandum of Understanding with Drakes Broughton Rangers Football Club re: its use of Drakes Broughton playing field is effective until May 2019.

12. LOCAL POLICING

The Clerk gave apologies received from PCSO Pardoe and read the annual report submitted for 2015/2016. This report will be displayed alongside the minutes on the parish notice board or a copy is available from the Clerk.

There have also been two reports of oil thefts in the area. For further preventative advice, please contact the Clerk.

13. MINUTES

The Minutes of the Meeting held on 3rd April 2016 were proposed by Cllr. M. Gardner, seconded by Cllr. K. Skillern, agreed by all and signed by the Chairman as a true record.

14. MATTERS ARISING

Cheque signatory forms – Clerk gave an update.

Village Hall – Chair gave an update on the ongoing review of the village facilities.

Pirton Parish notice board – Clerk updated members.

15. INSURANCE RENEWAL

All agreed pleased with current supplier, Clerk to investigate a long term fixed price deal.

16. DOCUMENT RETENTION POLICY

The policy discussed at the previous meeting, was formally adopted by the Council. It was proposed by Cllr Skillern, seconded by Cllr D Proctor and agreed by all.

17. REPRESENTATIVES REPORTS

- (a) County Councillor R. Adams expressed his thanks to The Chairman, Vice-Chairman, Clerk & District Councillor Middlebrough. He expressed his sadness over the passing of Cllr R Godfrey. He spoke of County Council Finance, and the continued need for efficiency measures. He advised that he was pleased to have been able to contribute towards Village Projects throughout the year including Pavement resurfacing around St Barnabas First & Middle School. County Councillor Adams advised of plans for Parkway Station and a village steering group that would be put in place and advised that the Parish Council should have a representative on this. A discussion ensued regarding railways and highways development.

The Chairman thanked County Councillor Adams.

District Councillor P. Middlebrough gave his report. He concurred with comments made by County Councillor Adam and commended the Parish Council & Steering Group at their efforts in supporting and opposing planning applications. He spoke of the Judicial Review earlier in the year and the South Worcestershire Development Plan. He advised that the District Council had been working hard with Malvern Hills District Council in sharing management but assured that no decisions on one council would be taken by another council's members.

District Councillor Middlebrough was keen that the Parish Council stay abreast of the hydraulic modelling requirement on the Kendrick homes application and made members aware that Severn Trent are saying it's not necessary as they have done their own study of the sewerage in the whole of Drake Broughton.

The Chairman thanked District Councillor Middlebrough.

- (b) Councillors raised concerns regarding the damage to the verges done by the builders in Brickyards Lane and concerns were raised re the housing development in Walcott Lane and roadside parking. Also concerns were voiced regarding the lack of response from County Council about the flood drain on Sidings road and the need for a gully sucker, Clerk is to email to County Councillor Adams. A discussion arose around reserved matters planning restrictions being ignored by developers.

18. FINANCE

- (a) Monthly reconciliation was not presented due to end of year accounts taking priority.
- (b) Following a review of the Payments & Receipts ledgers and documents for the year ended 31/03/2016 it was agreed to approve and accept the Payments & Receipts Report for the year ended 31/03/2016.
- (c) Following a review of the draft Annual Accounts, it was proposed by Cllr. M. Griffiths, seconded by Cllr. D. Proctor and agreed that they should be signed by the Chairman and Clerk and adopted as the Council's Annual Accounts for the year ending 31/03/16.
- (d) Following a review of Sections 1 of the Councils Annual Return for the year ended 31/03/2016, it was proposed by Cllr. M. Griffiths, seconded by Cllr. J. Yeo and agreed to authorise the Chairman and Clerk to sign Sections 1 of the Councils Annual Return for year ending 31/03/2016.
- (e) It was agreed that the Parish Council would continue to use the services of Mr. D. Pickering as Internal Auditor.

It was proposed by Cllr. J. Butterworth, seconded by Cllr. M. Gardner and agreed to authorise the following Payments:

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| (f) | Mrs N Nicholson – Clerk Salary – April | £429.17 |
| (g) | Mr. B. Arrowsmith – Lengthsman – April | £200.00 |
| (h) | Mr. B. Arrowsmith – Litter Clearing – April | £98.00 |
| (i) | Mr. B. Arrowsmith – Bus Shelter Cleansing | £10.00 |

The Chairman updated the meeting as to meetings and agreements with the Lengthsman. The new way of working is to have a "Lengthsman contact" in each village, who would contact the Clerk with anything that required attention and the Clerk would contact the Lengthsman. Contacts in each village are Drakes Broughton – Roy Small, Wadborough – Roly Cother, Pirton – Frances Mead.

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| (j) | Wychavon District Council – Rural Rates Relief – Spar | £214.33 |
| (k) | Zurich Municipal Insurance – Annual Insurance Premium 2015/16 | £1307.58 |
| (l) | Wychavon District Council – Clerk PAYE | £50.00 |

Remittance

Worcestershire County Council – Lengthsman Scheme	£2520.00
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19. PLANNING

(a) Comments Made to Planning Authority: N/A

(b) Applications Approved:

W/16/00184/RM – Land at firs farm, Brickyard Lane, Drakes Broughton. Reserved Matters application for access, layout, appearance, landscaping and scale in relation to 3 detached dwellings granted under outline planning permission W/14/00315/OU

W/16/00048/PP 26 Hawthorn Close, Drakes, Broughton, Pershore WR10 2SA – proposed two story side extension increase living room, kitchen area and give additional bedroom.

W/16/00195/PP 17 Woodleigh, Drakes Broughton, Pershore, WR10 2AN. First floor extension and single storey rear extension.

(c) Notifications of Planning Appeals Dismissed:

APP/H1840/W/15/3134452 – land of B4084, Worcester Road, Drakes, Broughton - original application ref W/15/01597. The development is the proposed erection of three detached dwelling houses.

(d) Applications Refused:

W/16/00259/CU – Hazel farm, Windmill Hill, Stoulton, WR7 4RP – Alterations and conversion of existing brick barn to dwelling and removal of existing log cabin. Resubmission of W/14/02583/CU

20. CORRESPONDENCE

Green Space funding. Cllr L Wild agreed to investigate the options, the Council also agreed to forward this to the football club who use our playing fields the most.

Smoke free playgrounds funding available – Cllr M Ward agreed to look into this.

Clerk to remind football club, no dogs on the playing field.

21. INFORMATION AND DATE OF NEXT MEETING

The next Parish Council Meeting will be held on Thursday, 2nd June, 2016 at 7.30pm at Drakes Broughton Village Hall

The Annual Parish Meeting for Pirton will be held on Thursday 19th May 2016 at 7.00pm, Pirton Parochial Church.

The Chairman thanked Councillors for their attendance.

The meeting closed at 9.45pm.