

MINUTES OF THE ANNUAL MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 3rd MAY 2018 AT 7.30 PM AT DRAKES BROUGHTON VILLAGE HALL.

PRESENT: Cllr J Butterworth (Chairman), Cllr M Ward (Vice Chair), Cllr R Small, Cllr R Turner, Cllr J Driscoll, Cllr D Proctor, Cllr T Pell, Cllr L Wild, Cllr S Wynn, Cllr Gardner, Cllr J Yeo and Cllr P Crouchman.

IN ATTENDANCE: Mrs N Nicholson (Clerk)

PUBLIC: Mr D Rhodes, Mr M Boniface and Ms S Fallon.

1) ELECTION OF CHAIRMAN

Cllr M Gardner proposed Cllr J Butterworth, Cllr P Crouchman 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

County Councillor Adams, District Councillor Middlebrough and Cllr F Mead.

4) ELECT A VICE CHAIR

Cllr T Pell proposed Cllr M Ward, Cllr R Small seconded the proposal, which was agreed unanimously.

5) REGISTRATION AND DECLARATION OF INTEREST

- (i) The Clerk advised members of the need to update their Registration of Interest forms which are provided and kept by the monitoring officer of the Wychavon Standards Committee.
- (ii) No declarations were declared.

6) TO NOTE THE CODE OF CONDUCT, STANDING ORDERS AND 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. The Chairman drew members' attention to the need to re-read these and advised members they were available on the Parish Council website.

7) DELEGATION OF PLANNING AND OTHER MATTERS

- (a) It was agreed by all members that the function of responding to the Local Planning Authority be delegated to the Clerk. Each Ward will provide a statement to the Clerk to publish on behalf of the Council for any given application within the specified time frame. Each Ward's planning co-ordinator will advise the Clerk/Chairman should a planning matter need consideration of the full Council. The Drakes Broughton process, as minuted last month, will be reviewed in July.
- (b) It was agreed by all to re-adopt the terms of reference for the staffing committee, including delegated powers for recruitment, performance reviews and disciplinary & Grievance procedures.

8) REPRESENTATIVES TO BE APPOINTED

It was agreed to appoint the following representatives:

Playing Field Inspectors - Cllr L Wild (Drakes Broughton) and Cllr S Wynn (Pirton) (Weekly Inspectors)
Drakes Broughton Street Lighting – Cllr T Pell

Village Hall Representatives – Cllr T Pell, Cllr M Ward and Cllr Butterworth

Highways/Flooding/Drainage – Wadborough – Cllr M Gardner

Pirton – Cllr F Mead

Drakes Broughton – Cllr R Small

Dog Waste/Litter Coordinator – Cllr R Turner

Planning Coordinators - Wadborough – Cllr J Yeo

Pirton – Cllr J Butterworth

Drakes Broughton – Cllr L Wild and Cllr M Ward.

Staffing committee – Chairman and Vice Chairman, Cllr T Pell, Cllr M Gardner and Cllr R Small.

Website team – Cllr J Butterworth, Cllr J Driscoll, Cllr Yeo and Cllr F Mead

Finance Group – ALL MEMBERS

Sub- Finance Group – Cllr Butterworth, Cllr Ward, Cllr Wild and Cllr Driscoll

Data Protection Officer – The Chairman suggested Cllr Mead and agreed to contact her to advise as to the requirements and obtain agreement.

9) LEGAL DOCUMENTS AND CONTRACTS

All legal documents regarding the purchase of Drakes Broughton Playing Field, and its former lease to Drakes Broughton and 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 has been renewed and continues until 31 March 2020. The new contract with Worcestershire County Council to provide a Parish Lengthsman is effective until 31 March 2019, and the Parish Council's contract with Mr B. Arrowsmith to provide the services of Parish Lengthsman is effective until 31 March 2019. 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 2019. Following the recent review of The Memorandum of Understanding with Drakes Broughton Rangers Football Club re its use of Drakes Broughton playing field is effective until May 2022. The contract with NPower continues until 30 April 2020. The contract with Zurich Insurance continues until 2019.

10) ANNUAL POLICE REPORT

The Clerk read the annual police report as follows:

Annual Police Report 2017-18

The last 12 months has continued to be busy throughout our ever-increasing local policing area which extends from Whittington, Upton Snodsbury and Dormston in the north to Bredon and Beckford in the south. With targeted patrols, attendance at village surgeries and numerous parish events, messaging via Twitter and the Community Messaging Service (CMS) the team have continued to be actively involved in the community. The whole team remain committed to tackling all levels of crime throughout the area including rural crime and poaching and providing security advice and support to victims and vulnerable residents.

This report is based using the recorded crime figures between 27/2/17 and 28/2/18 the comparison is relating to the corresponding dates in 2016/17.

Overall the police recorded 274 incidents that were reported by members of the public this is compared to 283 incidents reported the previous year.

Of the 274 incidents the Parish had 97 recordable crimes (incidents where a specific offence has occurred) this was in comparison to 89 recordable crimes the previous year.

The breakdown of offences is as follows:

	2017/18	2016/17
Burglary Business	2	2
Burglary Residential	17	6
(includes garages and sheds)		
Theft of Vehicle	1	3
Theft from vehicle	3	3
Motor vehicle interference	2	0
Theft other	9	3
Criminal Damage	10	7
Deception/Fraud/Forgery	2	4
Shoplifting	1	0
Other Offences	50	61

(Includes mostly concerns for welfare or domestic related incidents and assaults)

This year has seen an increase in the number of burglaries reported, mainly in Drakes Broughton and Wadborough and mainly from sheds and garages where power tools and equipment were stolen. This type of incident has increased throughout a large part of the South Worcestershire area. Several arrests have been made and a number of power tools have been recovered. The local team have offered security advice to all victims and have sent out information to all the Parish Councils, security advice has also been included in CMS reports.

The ‘other offences’ incidents are increasing throughout the West Mercia area as police are dealing more often with vulnerable people. We then signpost these persons to other agencies for help and assistance.

Overall the figures still show that Drakes Broughton, Wadborough, Pirton and the surrounding area is a safe place to both live and work, however we all have a responsibility to ensure we maintain this and would encourage all residents to review their own security measures.

On behalf of the team and myself I should like to offer my thanks to the Parish Council for all its help over the last 12 months. I would also like to say thank you to the Parish as a whole for its continued support of the local policing team and for the numerous calls we have received relating to suspicious activity, all we ask is that you continue to do this.

Pershore Rural North and South Local Policing Team

Non-emergency phone number: 101

11) MINUTES

The minutes of the meeting held on 5 April 2018 were proposed by Cllr R Turner, seconded by Cllr L Wild, agreed by all and signed by the Chairman as a true record.

12) MATTERS ARISING

- Vacancy for Drakes Broughton ward Councillor – The Chairman requested this item moved to the end of the meeting as a closed agenda item.
- Litter Bins – The Clerk advised as to a delayed response from Wychavon and asked members if they required post mounted or floor mounted litter bin. It was agreed that both locations require a post mounted bin. A further discussion arose around the siting of two bins that weren't well used at the entrance to the playing field and the possibility of relocation one of these.
- Passing Place Signs at Stonehall Common – The Clerk advised that County Councillor Adams is still chasing this.
- Confirmation of the name for the Sanctuary Development – The Chair thanked Cllr Wild for his input and advised that the development would be called 'The Orchards'.
- Notice Board – The Chairman advised that the notice board had still not returned and that it was becoming an issue, Cllr Wild and Cllr Proctor agreed to have one last push at getting the contractor to complete the job. It was discussed that if it had not returned by next meeting there would need to source one from elsewhere.
- Progress after walk about with Roof Top in January – The Chairman advised of her disappointment at the continued lack of response from Roof Top but was determined to keep trying to improve this area for the local residents.
- VAS – The Clerk advised members that the lengthsman thought the battery charger may not be functioning properly and was borrowing another to test this.

13) REPRESENTATIVE REPORTS

- a) The Clerk read the report submitted by County Councillor Adams and District Councillor P Middleborough as follows:

Unfortunately, neither of us can attend this evenings meeting and we submit this report.

Worcestershire County Councillor Rob Adams

The last 12 months has seen a lot of changes at the County Councils. Twenty-three new councillors were elected nearly half of the fifty seven councillors. One chief executive moved to another position out of local government, very sadly the interim Chief Executive died in post, but we now have Paul Robinson an experienced chief executive in place. A further four members of the leadership team went to new positions, again outside local government, but all have been replaced.

Children's services remain the key priority of the County Council. From the base of a damning Ofsted report work commitment and funding has been put into supporting vulnerable children. The Government are looking to move Children's services to an arm's length company controlled by the county. A decision will be made very shortly.

Since I joined the County Council the emphasis has been more and more to support vulnerable children and adults. It is worth noting that £221 million, out of the total spend of £325million goes into this area. In contrast £64 million is spent on highways and infrastructure.

During the past I have continued to work with the parish to seek remediation of highways issues. Sometimes they take a little longer than expected but eventually they get done. This year I have been helped by a new fully dedicated highways liaison engineer and this is paying dividends.

Two of the counties major infrastructure schemes are close to the parish boundary and effect many residents on a daily basis.

The Parkway station is well underway but of course there is the hold up from the traffic lights. In September and October there will be a series of full night time closures. These are scheduled to start at 6.30 pm which I considered is far too early given commuter traffic.

Work on the Southern link from the Swan Roundabout to the Norton roundabout continues at a pace. The key works to put the extension of the railway bridge in place will result in a full road closure from the evening of 24th May to morning of 1st June.

The bridge extension is a necessary precursor to completion of the dualling of the A4440 between the Norton and Whittington roundabouts. When the dualling has been completed in this area, all eastbound ("uphill") traffic will travel on two lanes beneath the existing railway bridge and westbound ("downhill") traffic will travel on two lanes beneath the bridge extension.

Approval and funding is now in place to build a new parallel bridge and embankment between the Ketch Roundabout and Powick Roundabout before the end of 2021. This means the A4440 will be fully dualled between junction 7 of the M5 and the Powick roundabout.

All change soon at The Fire Authority – governance is to be transferred to the Police and Crime Commissioner. The Fire Authority will move to Hindlip Hall where much closer working will take place e.g. one control room. It is envisaged this will result in substantial savings.

Wychavon District Councillor Paul Middlebrough

Planning continues to dominate issues effecting the parish and Wychavon. The large Bovis development, Walcott Lane and the Sanctuary Orchards scheme are slowly coming but reserved matters still remain to be approved. Until this happens no construction can take place.

The Neighbourhood Plan should prove a powerful document in determining future development control in the village. It is important though that the Parish attends any briefings on the revision to the South Worcestershire Development Plan as it emerges.

In the next few weeks Wychavon will provide a briefing on the New Homes Bonus scheme which has been revised. Existing earned bonuses remain banked for the Parish and the new scheme will provide further funding hopefully to enhance the village hall

We would both like to thank the Parish Council and the Clerk for support to us and the commitment that they have to the parish.

b) Members Reports

Cllr Gardner advised that the road closed signage in Wadborough had been put in place later than the actual road closure, causing some traffic issues. Cllr Gardner advised that a resident of Mill Lane had planted a number of flowering Cherry Trees on the grass verge, members were unsure if this was legal and asked the clerk to contact WCC highways team. Cllr Wynn thanked Cllr Middlebrough for his assistance in getting the tree's and hedges cut back at Stonehall Common. Cllr Turner reported that new H&S legislation meant he was not able to work on the roadside as part of his footpath warden role and had reported the missing pointers reported in by Andy Redneck (see Correspondence) to the Countryside centre.

Cllr Pell updated members regarding the bus services: First are looking at the possibility of a late-night bus service however for this to be possible a grant maybe needed from the PC. Norton PC are agreeable to giving financial assistance for this. The Chairman requested Cllr Pell put this to the residents via an article in the Villager, for the PC to make a more informed decision based on demand for this service. Cllr Pell advised that if buses didn't turn up residents must be able to state the date and a time of occurrence for complaints to be followed up. Cllr Pell advised that the Cotswold line AGM is on Saturday 12th May. Cllr Proctor advised regarding crossing the B4084 to the bus stop saying that it was difficult due to traffic speed. The Chairman suggested that the installation of the pelican crossing with the two new housing developments may improve this situation. Cllr Pell also advised that shrubbery overhanging the pavement made it difficult to pass. The

Chairman asked the Clerk to report this to WCC. Cllr Small advised that the cyclic cleansing of the common drains in Drakes Broughton had still not taken place. Cllr Small advised that the 'no dogs' sign at the entrance to the playing field was faded and in need of replacement. The Chairman advised that all signage would be reviewed as part of the open space review.

14) PUBLIC CONSULTATION 11th May

The Chairman drew attention to the posters and flyers to encourage people to attend. The Chair detailed the event to members:

There will be plans and drawings of the proposals for the New look Village hall and the Village Hall Committee's public consultation would run alongside the consultation for the open space. The NHB money is the only monies available for the refurbishment of the hall and it can only be released by showing a full public consultation had been held and that the community was in agreement on the spending.

Paul Andrews and One creative will run the public consultation for the outdoor space. Cllr Wild asked the Chairman to remind One Creative to have interaction and chance for the children to choose their preferred play equipment. The Chairman advised that she will liaise with the volunteers prior to the event and encouraged all members to attend if possible. The Chairman advised that she will collate the responses following the event.

15) COMMUNITY INFRASTRUCTURE LEVY NEIGHBOURHOOD FUND

The Chairman advised of a payment received from the Community Infrastructure Levy of £2048, The Chairman will ask the finance sub group to consider how this money should be spent

16) ANNUAL PLAYGROUND INSPECTION

Cllr Wild advised that the annual playground inspection had taken place and overall the playpark was in good condition with a 3-5 year life. The biggest concern is the edges of the wet pour surface causing trip hazards but in light of the open space review it was agreed no action was imminently required.

17) BENCH OPPOSITE SHOPS and PHONE BOX

Cllr Wild advised he has ordered the timber to refurbish the bench and will complete this when the materials arrive. The Clerk advised that she had re-reported the phone box clean to BT who have a 5 day turn around.

18) INSURANCE

The Clerk advised the insurance renewal has taken place this month and reminded members that the PC is locl a long term fixed price plan until 2019.

19) BROADBAND IN PIRTON

The Chairman advised that most of the work had taken place and she is hopeful that high speed broadband will be available in Pirton within the next 4-6 weeks.

20) TASKS FOR THE LENGTHSMAN

Cllr Small advised members that he was happy with the lengthsman's work and that he had enough to be getting on with at this time. Cllr Wild advised that he had helped the lengthsman clear the ditch at Beech Ave.

21) VILLAGER UPDATE

It was agreed that the update should include the Chairman's report from the Annual meeting.

22) CLERK ANNUAL APPRAISAL

The Chairman advised members that the Clerk's annual appraisal is been scheduled for the 22nd May. The Chairman will write to Councillors inviting input for the discussion.

23) FINANCE

- a) The Chairman advised members that the Clerk had been awarded a 2% annual pay increase, this was a national award relating to pay scale point. This would be adjusted in next month payment.

- b) It was agreed that the quarterly finance meeting with the newly formed finance sub committee should meet next month at 7pm prior to the Parish Council meeting
- c) Following a review of section 1 of the Council's annual return for year ending 31 March 2018, it was proposed by Cllr Pell, seconded by Cllr Wild and agreed be all to authorise the Chairman and Clerk to sign section 1 of the Council's annual return for the year ending 31 March 2018.
- d) Following a review of Section 2 of the Council's Annual Return for the year ended 31st March 2018, it was proposed by Cllr Pell, seconded by Cllr Yeo and agreed be all to authorise the Chairman and Clerk to sign Section 2 of the Council's Annual Return for year ending 31st March 2018.
- e) It was agreed that the Parish Council will continue to use the services of Mr D Pickering as internal auditor.
- f) Following a review of the draft accounts, it was agreed by all that the draft accounts should be signed by the Chairman and Clerk and adopted as the Council's annual accounts for the year ending 31 March 2018. The Chairman advised that a full review would take place at June's meeting prior to the accounts going to the external auditor.

It was proposed by Cllr Turner and seconded by Cllr Ward to authorise the following payments:

(a) Mrs. N. Nicholson – Clerk's Salary – April	£452.30
(b) Mr. B. Arrowsmith – Lengthsman – April	£220.00
(c) Mr. B. Arrowsmith – Playing Fields – April	£100.80
(d) Children's play advisory Service – Play Park Annual Inspection	£98.40
(e) Zurich Municipal – Insurance	£1398.59
(f) N Power – Quarterly Street Lighting Electricity	£670.72
(g) Mr B Arrowsmith – Annual Weed killer	£40.00
(h) Smart Cut – Grass cutting Playing fields – April	£324.00
(i) Wychavon District Council – Clerk Payslips	£43.20
(j) One Creative Ltd – Stage 2 Village recreation ground	£1140.00

Remittance

Wychavon District Council – Community Infrastructure payment - £2048.00

Wychavon District Council – Precept Payment - £10,203.00

24) PLANNING

- a) Bovis reserved Matters Application – Cllr wild asked for the Clerk to confirm the comments by date. Cllr Crouchman commented that there appears to be more larger properties and less smaller ones than the original plans indicated.
- b) Comments made to planning authority:
W/18/00336/HP Associated ref: 18/00337/LB Pirton Court, Pirton Court, Pirton, Worcester, WR8 9EE.
Construction of a three-car-port with attached studio space, with associated parking/turning area; landscaping works including a bridge over the moat and raised brick garden wall. Comment & Objection.
- c) Applications Approved:
W/18/00320/HP Broadlands, Walcot Lane, Drakes Broughton, WR10 2AL. Rear extension and raising the roof to create improved first floor accommodation, and garage extension, to dormer bungalow.
- d) Applications Refused:
N/A
- e) Applications Awaiting comment:

W/18/00516/FUL Old Post House, Worcester Road, Drakes Broughton, WR10 2AQ. New build 2-bedroom bungalow to garden land at the rear of The Old Post House, with use of shared access to Stonebow Road.
W/18/00772/HP 1 Huntsman Close, Drakes Broughton, WR10 2BQ Ground floor side/rear bedroom extension and relocation of existing fence line.

- f) Planning Appeal:
APP/H1840/W/18/3197607 Woodview, Worcester Road, Drakes Broughton, WR10 2AQ. Proposed new dwelling. Awaiting Comment from members.

25) CORRESPONDENCE

Andy Ronneback – The Clerk advised that Andy had written regarding the footpaths around Drakes Broughton, She had replied and passed his concern to the footpath warden.

Andy Ronneback – The Clerk advised that Andy had written for details about 106 monies available from the open space project, she had replied with the details.

Andy Ronneback – The Clerk advised members that Andy had written regarding Piped Ditches in Drakes Broughton and she had replied with the land drainage inspector's details.

Brian Wardle – The Clerk advised that Brian had sent thanks for the DB Church Grant.

WDC – Program of Community Workshops Survey.

Stamford Cartwright – The Clerk advised that Stamford had written regarding an injury from barbed wire on a Public Footpath. The footpath warden has since removed the barbed wire and the Clerk has responded to Stamford.

26) INFORMATION AND DATE OF NEXT MEETINGS

Pirton Parish Annual meeting
Thursday 10th May 2018 at 7.00pm at Pirton Church

Monthly Parish Council meeting
Thursday 7th June 2018 at 7.30pm at Drakes Broughton Village Hall.

Finance subcommittee meeting
Thursday 7th June 2018 at 7.00pm at Drakes Broughton Village Hall

The meeting closed to the public at 9.15pm.

DRAKES BROUGHTON WARD VACANCY

The Chairman thanked everyone for their attendance. The meeting closed proper at 9.55pm.