

**MINUTES OF A MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 3<sup>rd</sup> SEPTEMBER 2020 AT 7.30 PM VIRTUAL MEETING DUE TO COVID 19**

**PRESENT:** Cllr J Butterworth (Chairman), Cllr A Tanfield, Cllr A Crouchman, Cllr J Yeo, Cllr T Pell, Cllr R Bessant Cllr L Wild & Cllr R Roberts

**IN ATTENDANCE:** Mrs N Nicholson (Clerk), County Councillor R Adams & District Councillor M Ward

**Apologies:** Cllr Proctor-Nichols

**Leave of absence:** Cllr Small, Cllr Gardner, Cllr Proctor, Cllr Turner & Cllr Wynn.

**PUBLIC:** No Members of public requested to attend.

**1) ATTENDANCE**

The Chairman advised members that she hoped to return to 'live' meetings in October and hold the AGM, a decision would be made as the month progressed.

**2) COVID -19 MEASURES IMPLIMENTED**

No further updates.

**3) DECLARATIONS OF INTEREST**

None.

**4) MINUTES**

The minutes of the Parish Council meeting of 6<sup>th</sup> August 2020 were proposed by Cllr Pell, seconded by Cllr Crouchman, agreed by all and signed by the Chairman as a true record of the meeting.

**5) MATTERS ARISING**

There are now several items that are on hold until further notice. These items will be listed in the minutes and actioned as and when it is possible.

Items include –

- Roof Top – follow up on progress with car parking areas, meeting has taken place and action has been promised The Chairman asked Cllr Roberts to review this with Cllr Small and advise if any of the promised works had been completed yet.
- Repair to Pirton Notice Board -Cllr Turner is going to make the repair later this month.
- Review of pavement by the school – WCC B Barnes has agreed to a meeting on site with Cllr Pell, The Clerk will organise a date.
- Playing field use review – ongoing.
- **Memorandum of understanding with Football Club** – The document has now been signed by the FC. The Clerk is awaiting a hard copy for the PC files.
- **Town & Parish Survey** – Cllr Crouchman reported she had received no feedback from Members and therefore the Council will not be completing the survey.

**6) FINANCE**

- a) The monthly reconciliation of cash and other monies received was undertaken for September by Cllr Tanfield.
- b) The Clerk advised that the OPUS Electricity invoice had been rectified and had been received with the correct billing title and address.
- c) 106 reclaim for the Play Park. Funds have been received from Wychavon and HMRC (VAT) for things related to the purchase and installation of the play park. There will be some more claims in due course to pay for the final invoice from the contractor and for other additional items.

- d) An update on position with 106 money has been circulated. There is money still to spend and further money to claim once the Sanctuary Development completes.

Cllr Yeo left the meeting due to poor internet audio.

The Chairman advised that due to a bank security validation issue a new cheque had to be issued for £169746.30 to Sutcliffe Play – This has now been processed correctly and paid.

It was proposed by Cllr Butterworth and seconded by Cllr Pell to authorise the following payments:

a) Mrs N Nicholson – Clerk salary – August	£481.39
b) Mr B Arrowsmith – Lengthsman – August	£220.00
c) Mr B Arrowsmith – play park maintenance & Litter clear.	£180.00
d) OPUS – Street lighting Electricity site 1	£582.82
e) OPUS – Street lighting Electricity Site 2	£31.06
f) Smart Cut Ltd – Grass cutting July £302.80- £24 credit note for missed cut at Lewis close	£278.80
g) St Monica Trust Landlord Account – Pirton Recreational Ground rent	£166.80

Remittance –

- WDC 106 Reclaim for Open Space Project	£190250.70
- Came & Company insurance payment for streetlight damage	£1032.00
- WDC 106 reclaim for open space project	£142.00
- HMRC VAT reclaim 01/04/2020 – 31/07/2020	£36441.95
- WCC Lengthsman reclaim	£220.00

#### **7) DRAINAGE ON PLAYING FIELD – Progress update (Cllr Butterworth)**

Elan advise that although the Elan groundwork contractor did undertake a sub scan survey of the area where the blockage is, Elan are not able to provide a copy of the survey as they do not have one. Elan report that they have done some work to restore the ditch and have met with Wychavon and now have time scheduled in September to undertake some more work. Cllr Ward will find out exactly what work Elan have been requested to complete.

The Chairman suggested the PC procure their own sub scan survey or approached Sanctuary Housing and see if they would run a sub scan survey for the PC whilst working on their site. Cllr Wild suggested the Clerk contact the PC insurance to see if they can offer any legal assistance. A discussion took place regarding the best way forward. Cllr Adams suggested the WCC drainage team maybe able to assist and would get a contact number to the Clerk. The Chairman advised that any costs arising from this could potentially be paid for from the formal sport 106 money as it is money being spent to look after the football pitches – presumably the PC can ask Elan to reimburse, if it shows that the pipework is damaged and/or the manhole cover has been buried.

A resident has contacted the Parish Council in connection with the drainage and their desire to fill in the ditch that runs alongside the footpath.

#### **8) PLAY PARK – report on usage and any issues**

The Play Park continues to be very well used with people travelling from other parts of Worcestershire to enjoy the facilities. Sutcliffe Play Ltd are resolving the issues on the snagging list – replacement timbers have been delivered to the site. Cllr Wild advised the work would be completed sometime in September.

The VHC ensure that the gate is locked overnight. The gate is open between 8am and 8pm at the moment, however the VHC would like to move closing time to dusk unless the hall is being used.

The accumulation of rubbish from the Play Park bins has been considerable over the summer. The PC are currently sharing the trade waste bin that the VHC have but it is full. A discussion arose with suggestions including a roller top commercial bin shared between PC/VHC and The Church. The current trade waste bin is provided by WDC. The Clerk was asked to investigate the cost of a larger bin from WDC. Cllr Wild advised that

with schools reopening and autumn approaching the volume of rubbish should reduce and suggested monitoring over the coming months.

Cllr Wild has met with Smart Cut to discuss the hedge cutting. They have confirmed that it will be at the original cost they quoted plus extra for the hand cutting required on the Walcot Lane hedge to reduce it to 4 feet. On the day of the cut the car park will need to be secured and the Play ark closed for a couple of hours – the infant park can remain open. At the recent meeting with the Design Out crime team and the police, the recommendation was to cut the hedge “fairly low”. Residents on Walcot Lane have asked that the cut is not severe as they are concerned about their privacy and security and also for the wildlife. The Parish Council in conjunction with the Open Space Review Group need to decide what height it should be. It has been suggested that the hedge could be one height for the car park and another for beyond, it has also been suggested that the PC could cut it now and then cut again in February so any reduction could be more gradual. The Members discussed the options and there was a consensus that the hedge was too wide and unruly currently. It was agreed to have a ‘good’ cut to remove the full 12 months growth and to review the height reduction again in February prior to the second cut. Cllr Wild would meet with Smart Cut again prior to the cut taking place. Residents, The School and other users would need to be informed of the closure.

The PC had received a letter regarding pipes that play a tune on the infant Play Park, Cllr Wild advised that sensory play has to be included to be DDA compliant and Members asked the Clerk to respond accordingly.

Cllr Wild has circulated costings for the border plants and a suggestion for a community planting day – This was discussed, and Members were asked to comment back to Cllr Wild to decide on the supplier and format of the event.

Ground Maintenance: Cllr Wild has produced a schedule of maintenance required on a daily, weekly, monthly basis. The contract will supersede the current litter clearing contract. A discussion arose regarding whether there’s a need for differing hours seasonally and that some aspects need to be done same time each week/month. The Clerk was asked to ascertain approximate hours for each task listed from the contractor.

#### **9) OPEN SPACE – Mini ramp, next stages**

Cllr Wild advised that the reformed Open Space committee met last night. The committee consisted of himself as Chair, Heidi Deakin, Lucy Wood, Jason Marshall and a rep from the FC.

Following Cllr Wild’s meeting with Drakes Broughton resident Richard Cranston, the Committee discussed the following regarding the mini ramp suggestion.

1. The design and construction of the mini ramp
2. The likely demand for this piece of equipment
3. The master plan and where this might fit in
4. The cost of materials and base. Richard has offered the labour to construct it at no cost
5. Likely life span and future maintenance
6. Health and safety certification because it’s homemade
7. Noise implications with neighbours

The committee agreed there was a need for BMX/Scooter trail within the master plan but that the issues regarding noise and H&S meant that another option than the mini ramp would need investigating, most likely a compacted earth trail which would include ramps and potentially could be sited at another location than the playing fields – maybe Lewis Close or within the Sanctuary Development. Cllr Wild hoped to include Mr Cranstone who was currently looking into usage demand from the Village.

Cllr Wild advised that he was compiling a report regarding the area outside the shops.

#### **10) VILLAGE HALL REFURBISH AND DEVELOPMENT – COVID, progress update to include tender process for builder.**

The Village Hall re-opened on 3<sup>rd</sup> August 2020 with access allowed to the main hall and the single toilet.

There have been some problems with people accessing the out of bounds kitchen area and non-hall users being let into the hall to use the toilet. Security of the hall is being increased and the kitchens are now locked and more robust processes are in place around access to keys to the main door. Clubs have been asked to make a booking if they want to access the toilets so that the VHC are aware that they are using the facilities and appropriate arrangements can be made for cleaning.

The draft ITT for the Hall has been circulated to the Village Hall Management Group and to members of the Parish Council for review and comment. Some more work is required before it is sent to the companies that have shown an interest in tendering for the work and the intention is that by the end of November a contract will be awarded for the work to start within the next 3 months. The PC will need to be involved in the selection process and work very closely with the Village Hall Management Team, as the grant is made to the Parish Council.

#### **11) TRAFFIC ISSUES – Relocation of VAS**

The VAS will be moved as soon as the WCC Parish Gang have been and put in the post.

The VAS in Pirton not in operation currently – The Chairman asked The Clerk to enquire regarding an update from the Lengthsman.

#### **12) COMMUNITY BUS**

Cllr Pell advised that she had attended a meeting on Tuesday, where it was agreed that by the end of the month there would be a Community Bus running from Peopleton through Drakes Broughton to Worcester and Pershore. Cllr Pell had asked if Wadborough could be included and the answer had been essentially yes if the demand was there. Cllr Pell would draft an article for the Villager and advertise dates and times around the village. There was no update on whether the 52/53 would be reinstated so this Community Bus could be the only one through Drakes Broughton. Cllr Adams asked if a Parish contribution had been raised. Cllr Pell advised it had not been discussed.

#### **13) STREETLIGHTS – update on repairs and insurance claim**

The insurance company has settled the claim for the damage caused to one of the lights.

The upgrade and remedial work is now scheduled and will take place later this month.

#### **14) PERIODIC REVIEW AND TASKS FOR LENGTHSMAN**

The Chairman thanked Cllr Roberts for the report and liaison with WCC Highways.

Members discussed the issues that had raised by Wadborough Parish, regarding mud on the road from the farm machinery at Abbotswood. WCC Highways have attended but observed no issues. Cllr Roberts will monitor the situation and re-report as and when necessary.

#### **15) REPRESENTATIVES REPORTS**

##### **(a) County Councillor – R Adams**

Cllr Adams advised that social distancing and hand washing was still of utmost importance in the reopening of businesses across Worcestershire.

Cllr Adams advised that the Park Way station had been nominated for an award, as the first new railway station in Worcestershire in over 100 years.

Cllr Adams advised that staggered start and finish times for re-opening of schools may have an impact on parents balancing work commitments.

Cllr Adams expressed his thanks to Cllr Wild for the wonderful new Play Park at Drakes Broughton “one of the best in the area” Cllr Adams had attended the park with his Grandson and enjoyed the facilities.

Cllr Adams advised that he had attended the funeral of Cllr Smalls wife 'Gwen' and that the family had requested a memorial bench at Stoulton Woodland.

Cllr Adams congratulated Cllr Ward in his new responsibility for Pershore Town.

**(b) District Councillor - M Ward**

Cllr Ward advised that he had been allocated £500 for discretionary spending as part of a new community recovery fund.

Cllr Ward advised that a briefing had taken place that morning with the refuse lorry drivers to ensure Walcot Lane & Stonebow Road would not be used as a cut through by waste lorries.

Cllr Ward advised that the next three weekends would see three, free open-air cinema events at Parks in Pershore, Droitwich and Evesham to encourage use of the town centres.

**(c) Other reports as necessary**

Cllr Wild asked if the SWDPR letter regarding the land at Walcot Lane had been sent – The Chairman advised she was compiling this.

Cllr Wild asked if the communication with the School had been sent regarding staff smoking in the VHC car park – The Clerk confirmed it had been sent.

Cllr Bessant advised that 'talk' about Sanctuary removing a hedge within their site has actually been the adjacent landowner and nothing to do with the new development.

Cllr Roberts asked for the history of the grit bin opposite the shops in DB – The Clerk will update Cllr Roberts via email.

**16) INFORMATION SHARING – consideration of using social media**

The Chairman advised that the Clerk was using her own personal Facebook account to upload messages to the Village FB Notice Board. The Noticeboard was operated and run by a separate group. She advised that she and the Clerk were looking into the possibility of a PC Facebook page to use to cascade information. Cllr Adams advised that Norton PC had one. The Clerk will investigate options and talk with the Clerk at Norton PC.

**17) VILLAGER UPDATE**

The Chairman advised that the report had been compiled and included information regarding Play Park usage, relocation of the VAS, Streetlight repairs and FC Parking.

**18) PLANNING**

- a) Comments made on planning applications to Wychavon: N/A
- b) Applications Approved: 20/01059/RM Applegrove, Worcester Road, Drakes Broughton. Reserved matters variation of condition 1
- c) Applications Refused: N/A
- d) Appeals: APP/H184/W/20/3251766 Alley Garden, Brickyard Lane, Drakes Broughton. Permission in principle for 2 dwellings. Awaiting outcome.
- e) Application to discharge a section 106 Planning Obligation – 20/01648/S106 Agricultural Land Adjacent, Glassier, Worcester Road, Drakes Broughton.

**19) CORRESPONDENCE**

- WCC Parish Newsletter – Grit  
A discussion arose regarding solidified grit and the location of the yellow grit bin at the shops.
- PC to Planning enforcement re 20/00110/HP 46 Stonebow Road.
- PC to x2 residents regarding Walcot Lane hedge cutting.

- WCC Crowd Funding
- PC to WCC re Community Bus
- Resident re chemical spillage
- Various correspondence re mud on road at Abbotswood
- Elan Homes Resident re Pitch Drainage/Boundary work.
- WDC Street Trader consultation - Members raised concerns regarding the trading hours requested.
- SWDPR Newsletter

## **20) INFORMATION AND DATE OF NEXT MEETING**

Thursday 1<sup>st</sup> October 2020 at 7.30pm – Monthly Parish Council Meeting – TBC.

Meeting Closed 21.05pm.