

**MINUTES OF A MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 7th JULY 2016 AT 7.30 PM AT DRAKES BROUGHTON VILLAGE HALL.**

**PRESENT:** Cllr J Butterworth (Chairman), Cllr F Mead, Cllr M Gardner, Cllr M Griffiths, Cllr D Proctor, Cllr K Skillern, Cllr R Small, Cllr M Ward, Cllr L Wild, Cllr S Wynn, Cllr J Yeo

**IN ATTENDANCE:** County Councillor R Adams, Mrs N Nicholson (Clerk)

**PUBLIC:** Mr Roly Cother

Before the start of the meeting Cllr Butterworth gave notice that In accordance with Standing Order 67 any member of the press or public in attendance would be asked to withdraw for item 7 on the agenda.

**1. APOLOGIES**

District Councillor P Middlebrough.

**2. VACANCIES FOR COUNCILLORS TO REPRESENT DRAKES BROUGHTON & WADBOROUGH WARD**

There remain three vacancies for Councillors; two to represent Drakes Broughton Ward and one to represent Wadborough.

**3. ITEMS FOR CONSIDERATION NOT ON THE AGENDA**

There are no items for consideration that have not been included in the agenda.

**4. DECLARATION OF INTEREST**

Cllr J Butterworth declared an interest in planning application 16/01533 that has been submitted to Wychavon District Council for consideration.

The Chairman closed the meeting at 7.40pm to allow members of the public to speak. Mr Cother reported that the uncut hedge on Station Road is still an issue. County Councillor R. Adams advised that action is being taken to address this as it is a safety issue. The Chairman thanked Mr Cother for his contribution and the meeting was re opened at 7.50pm.

**5. MINUTES**

Cllr Skillern requested an amendment to minute 16 'Open & Transparency Legislation'. During this discussion Cllr Skillern spoke of his disagreement with the change management process that Cllr Butterworth had proposed to facilitate managed maintenance of the Parish Council website. Cllr Skillern tendered his resignation from the Council and requested that the reason for his disagreement be noted in the minutes as his reason for resignation. Cllr Skillern left the meeting.

The amended minutes of the of the Meeting held on 2<sup>nd</sup> June 2016 were proposed by Cllr Ward seconded by Cllr Gardener, agreed by all and signed by the Chairman as a true record of the meeting.

**6. MATTERS ARISING**

6.1 Lengthsman update on support for Wadborough – Cllr Gardner will liaise with Roly Cother and report back on Lengthsman support for Wadborough

6.2 Drakes Broughton Playing Area Litter Picking Contract – Cllr Ward proposed and Cllr Griffiths seconded

an increase in the hourly rate paid from £7.00 per hour to £7.20 per hour.

6.3 Smoke free playgrounds funding – Cllr Ward reported on his investigation. Parish Council have been awarded a grant and following Cllr Ward’s suggestion Cllr Griffiths will now liaise with the Headmaster at the school to agree how best to approach the design of a sign for the play area. Cllr Ward will forward correspondence to Cllr Griffiths.

6.4 Pirton Notice Board – The clerk has received quotes from two companies. The local company are the preferred supplier on this occasion. Cllr Wynn and Cllr Mead will agree the specification for the notice board and advise the Clerk so that the Notice Board can be ordered. County Councillor Adams agreed to provide £500 towards the cost of the notice board and it was proposed by Cllr Small and seconded by Cllr Gardner that the council should pay the remainder of the money for this item. The Chairman thanked County Councillor Adams for his support.

6.5 Woodleigh Barriers – it was reported that with the absence of barriers this path is now being used by motor cycles. County Councillor Adams is going to investigate and find out if anything can be done to re introduce traffic calming measures on this path.

## **7. VILLAGE FACILITIES –Playground & Hall/ Sports Pavilion**

In accordance with Standing order 67 the meeting was closed to the public. In accordance with Standing Order 72 Council were advised that with the exception of the information presented in this minute all other information disclosed during this agenda item is declared to be confidential.

Cllr Butterworth confirmed that Cllr Ward, Cllr Butterworth and the Clerk met with members of the Village Hall Committee on Monday 13<sup>th</sup> June and ascertained that there is a shared desire for an improved Village Hall. Cllr Butterworth advised Council that the Parish Council now has a copy of the Lease and Trust Deed of the Village Hall Drakes Broughton.

Other matters discussed will be considered by Councillors and may be discussed again in the future.

## **8. PLAYGROUND MAINTENANCE**

Cllr Wild has developed a report to record actions that are identified during routine monthly inspections of the Drakes Broughton play area. The report “Drakes Broughton Play Area Inspection” was well received by all Councillors and it was agreed that the Clerk is to consult with people or organisations that may be able to take some of the actions Cllr Wild has identified as requiring attention. People to contact will include the grass cutting contractor, the lengthsman and the football club. Cllr Wild undertook to complete the report on a monthly basis. The Chairman thanked Cllr Wild for developing this comprehensive report and for presenting it to Council. Clerk to check restrictions concerning using 106 money.

## **9. LOCAL POLICING**

The Clerk read the local police report.

## **10. STANDING ORDERS**

Cllr Butterworth apologised for not yet drafting a Freedom of Information and a Data Protection policy for Council. Cllr Butterworth undertook to draft these policies for discussion at the next meeting.

## **11. DBWPPC WEBSITE**

Cllr Butterworth updated Council with progress on compliance with Transparency legislation. Work on the website to make information readily available will be ongoing. Priority during the month has been to ensure that the Neighbourhood Plan steering committee change requests have been actioned. Cllr Ward reported that limited government funding may be available to support hosting of the website. Cllr Ward will make applications as appropriate. Cllr Butterworth tabled the DBWPPC change management process and supporting documents (Statement of Purpose, Change Management Process, Document Change Request and Website

Change request). It was proposed by Cllr Griffiths and seconded by Cllr Mead that this process be adopted by Council and reviewed again in 4 months time.

## 12. TRAFFIC SURVEY B4084

See County Councillor report item 13.

## 13. REPRESENTATIVES' REPORTS

- a) County Councillor R Adams advised Council that he had met with Cllr Wynn following representations at the Parish meeting in Pirton. He asked that the lengthsman is asked to trim around the 30 mph repeater signs in the village. He is hopeful that work will be scheduled to replace passing place signage and to extend the speed restricted area within the village. County Councillor Adams met with Cllr Yeo and Roly Cother to review the blocked drains in Wadborough and he was able to report that the blocked drains will be jetted. County Councillor Adams advised that Parish Council should ensure that the Council and the local community use the opportunity to contribute to the LTP4. The Chairman thanked County Councillor Adams.
- b) Following on from her meeting with County Councillor Adams Cllr Wynn asked Council for support in talking with Norton Parish Council and Malvern Hills Council about parking of cars whilst people access Stonehall Common. The Clerk is to liaise with Cllr Wynn to see what options there are.
- c) Cllr Butterworth thanked Councillors who have been involved in meetings and discussions and made presentations on behalf of the Council during the month. She reported that progress on many items being considered by Council has been excellent and she thanked everyone, saying that everyone's contributions are really appreciated.

## 14. FINANCE

- a. Cllr Ward confirmed that he had undertaken the monthly reconciliation of cash and other monies received (April, May and June) and the records were in order.
- b. NSI Signatories/Authorities. Cllr Butterworth proposed and Cllr Ward seconded a motion to approach NSI to determine who the signatories are on these Parish Council accounts.
- c. Internal Audit Report. The Clerk reported that the comments noted in the internal audit report had been noted and where appropriate amendment made before the submission of the accounts to the Auditor.

It was proposed by Cllr Wild and seconded by Cllr Yeo to authorise the following payments:

d. Mrs. N. Nicholson – Clerk's Salary – June	£429.17
e. Mr. B. Arrowsmith – Lengthsman – June	£160.00
f. Mr. B. Arrowsmith – Playing Fields - June	£98.00
g. Mr. B. Arrowsmith – Bus Stops – June	£10.00
h. SLCC membership	£103.00
i. E-on -Streetlight Repairs - LC 26 & LC opposite Bettle Close.	£214.20
j. Kirkwells – Neighbourhood Plan	£2016.00
k. E-on - Streetlight Repairs – Column 7 Magnolia Close	£105.00
l. Smart Cut – Grass cutting May	£324.00
m. Mrs. N Nicholson – Clerks OPE	£95.96
n. D Pickering – Internal Audit	£65.00
o. Wychavon District Council – Playground Inspection	£87.74

### Remittance

Groundwork – Neighbourhood plan grant	£3400.00
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## **15. CORRESPONDENCE**

Correspondence received from A Hayden regarding dog waste bins in Drakes Broughton was discussed. Cllr Proctor, Cllr Small and Cllr Griffiths will review the location of dog waste bins in Drakes Broughton and make recommendations, reporting back to Council at the next meeting. Cllr Yeo will consider requirements for dog waste bins in Wadborough.

Cllr Small left the meeting at 9.30pm.

## **16. NEIGHBOURHOOD PLAN**

Wychavon District Council has now started the consultation for the Neighbourhood Plan. It is intended that they will report to the Planning Committee on 25<sup>th</sup> August 2016. Information is available on the both the Wychavon District Council website and the DBWPPC website.

## **17. PLANNING**

a. Comments made to planning authority:

- W/16/01416/PP- 48 Beech Avenue, Drakes Broughton, Pershore, WR10 2BJ. Single storey rear extension to replace existing conservatory – recommended approval.
- W/16/01255/PP -Woodside, Station Road, Wadborough, WR8 9HL. Side extension and replacement windows to existing bungalow. Rendering to existing brick walls. – Comments on size, height & light made.

b. Applications approved: N/A

c. Applications refused: N/A

d. Applications withdrawn: N/A

e. Appeals: APP/H1840/W/15/3141547 – Thornleigh Farm, Stonebow Road, Drakes Broughton, WR10 2AP – appeal dismissed

f. Planning Committee – Representation was made Thursday 29<sup>th</sup> June - Re Kendrick Homes Ltd, reserved matters application for 39 dwellings on land opposite Longfield, 78 Stonebow Road, Drakes Broughton, WR10

g. Notification for prior approval for change of use of agricultural building to a dwelling house (c3). Woodall Farm, Brickyard Lane, Drakes Broughton, WR10 2AH – prior approval is not required,

## **18. INFORMATION AND DATE OF NEXT MEETING**

The next Parish Council Meeting will be held on Thursday, 4<sup>th</sup> August, 2016 at 7.30pm at Drakes Broughton Village Hall.

The meeting closed at 9.45pm.