

**MINUTES OF A MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL HELD ON THURSDAY 2<sup>nd</sup> JULY 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 Proctor-Nichols.

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

**Apologies:** Cllr D Proctor, Cllr R Turner, Cllr S Wynn & Cllr R Roberts

**Leave of absence:** Cllr Small & Cllr Gardner

**PUBLIC:** N/A

**1) QUORUM ATTENDANCE**

The Chairman advised members that it had been decided to request the return of all Members if they were willing and able to attend meetings.

**2) LEAVE OF ABSENCE**

The Clerk advised that a leave of absence had been requested by Cllr Small and Cllr Gardner until 31<sup>st</sup> October. This was agreed by all. The Clerk advised that this superseded the 6-months non-attendance rule and that allowed for either Member returning at any time or for the period of leave to be extended upon review in October if necessary.

**3) COVID -19 MEASURES IMPLIMENTED**

No further updates.

**4) DECLARATIONS OF INTEREST**

N/A

**5) MINUTES**

The minutes of the Parish Council meeting of 4<sup>th</sup> June 2020 were proposed by Cllr Crouchman, seconded by Cllr Pell, agreed by all and signed by the Chairman as a true record of the meeting.

**6) 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.
- **Sanctuary Community Benefit meeting-** meeting was scheduled but now hold until it is possible to meet. **Update 27.6.2020** Sanctuary have contacted the PC and meeting is being arranged.
- Repair to Pirton Notice Board -Cllr Turner is going to make the repair when it is possible to do so.
- Review of pavement by the school – Cllr Adams will set up the meeting when it is possible to meet
- Playing field use review
  
- **Memorandum of understanding with Football Club – Update 27.6.2020** A response has been sent to the football club and we await their response.

**7) FINANCE**

- a) The monthly reconciliation of cash and other monies received was undertaken for May by Cllr Pell.
- b) It was agreed the Clerk will email the June bank reconciliation to Cllr Tanfield to complete.
- c) The bank has confirmed Cllr Bessant as an additional signatory. The cheque signatories are Cllr Butterworth, Cllr Gardner, Cllr Wild and Cllr Bessant. The Clerks is progressing her online access to the account.
- d) Opus contract update –The Village Hall received an invoice from Opus for over £1000.00 for the electricity of the streetlights in Drakes Broughton. The Clerk is sorting this out!
- e) The Clerk confirmed the internal audit completed and the internal auditor reports that everything is satisfactory. The final AGAR paperwork will be prepared and sent to the external auditor.

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

a) Mrs N Nicholson – Clerk salary –June	£481.39
b) Mr B Arrowsmith – Lengthsman –June	£220.00
c) Mr B Arrowsmith – Litter Clearing Playing fields – June	£33.00
d) Smart Cut Ltd – Grass Cutting – May	£333.70
(Credit note of £61.80 for missed cuts in Pirton).	£271.90
e) Mr D Pickering – Internal audit completion	£65.00
Remittance – Mrs N Nicholson £6.00 to rectify bank payment error May.	
WCC Lengthsman reimbursement £220.00	

## 8) CLERK CILCA QUALIFICATION

Following a request from the Clerk and after consideration by the Staffing Committee and the Parish Council it was agreed to increase the amount of the grant awarded to the Clerk towards the CiLCA qualification from £750 to £1170. Since the original grant award by the Parish Council in 2019 the course contents and course delivery have changed resulting in an increase of £680 to the cost of completing the course. The Council also authorised purchase of an up to date version of Local Administration Guide at a cost of £112. The Parish Council is pleased to support the Clerk in her quest to obtain the CiLCA qualification.

## 9) DRAINAGE ON PLAYING FIELD – Progress update

The Chairman advised that she and Cllr Wild met with Andy Wan of Elan homes on 13<sup>th</sup> June. Mr Wang confirmed that Elan homes are going to repair the ditch as soon as they are able to. Mr Wang also advised that they will ask the ground work team to investigate to see if they can locate the manhole cover that is thought to have been lost during the building work. It is thought that Elan homes will undertake the work as soon as they can – they are aware of the drainage problems that have caused problem on the Playing Field. **Update 27.6.2020.** Andy Wang advised The Chairman in a telephone conversation that some work had been done to clean the ditch but further work will be done to try to locate the manhole cover will be progressed on 6/7 July. Cllr Wild advised that no work had been done on the ditch as yet. Cllr Bessant asked about the steps to the rear of the development – Cllr Wild advised they had been built without a culvert and WDC had asked this be remedied. District Councillor Ward agreed to liaise with WDC Land drainage as well as planning & enforcement to assist in progress.

## 10) OPEN SPACE – PROGRESS UPDATE (Cllr Wild)

Cllr Wild confirmed this work is nearly completed. The Chairman and Members congratulated Cllr Wild for all that has been achieved and thanked him for all of the time, energy and expertise that he has put into this project.

Cllr Wild advised that further to the H&S inspection there were a number of items that need resolving before the park can be considered ready for opening. Members agreed as a matter of urgency this must be notified to the residents via Facebook notice board, the school bulletin and notices around Drakes Broughton.

Although the government have said that playparks can open from on 4<sup>th</sup> July to do this the Parish Council have to find ways to ensure that it can be done safely – maintaining the 2m rule and by keeping it cleaned.

We are seeking guidance. We do need to tell people when it will be open – and find ways to keep it closed if we are not able to ensure risks can be minimised.

A meeting to discuss opening the Park will be arranged w/c 6<sup>th</sup> July 2020. Attendees will be Cllr Butterworth, Cllr Wild, Cllr Bessant, Cllr Pell and Open Space Committee Group member Lucy Wood. Proposals will be circulated to the Parish Council for information and agreement

Signage – 4 signs are needed – the exact wording needs to be decided, Cllr Wild has circulated suggestions. Signage is likely to cost circa £1500. This will be paid for with 106 money

Park Opening – it would be nice to have a small official opening as and when the park is actually opened, but have a bigger opening celebration as and when people can gather safely again – so maybe not until next year.

Playpark Invoice- This will be received as soon as the safety inspection and the snagging are completed. We will have 6 weeks to make payment and will need to act swiftly. The invoice needs to be sent to Wychavon when it is received, and the VAT will need to be reclaimed from HMRC so that the funds are available to cover the invoice.

106 Money – A claim is also to be progressed for reimbursement for the topographical survey, planning application and Master plan – circa £3342.00

Two letters have been received from residents of Walcot Lane requesting the hedge between Walcot Lane and the new Play Park be allowed to grow taller and thicker as a barrier for residents. Members discussed this and agreed to raise it at the planned rural police liaison meeting – The Clerk will arrange a specific date ASAP.

#### **11) VILLAGE HALL REFURBISH AND DEVELOPMENT – UPDATE (Cllr Butterworth)**

Work continues to develop both an expression of interest form and the tender documentation.

The process has now been agreed for signing off and adopting new working practices recommended by the working party. Work continues to ensure that practices and processes are appropriate and will enable the hall to be run effectively and efficiently.

If anyone would like to be more involved with the Village Hall please inform the Clerk, Cllr Butterworth or Cllr Pell.

#### **12) VILLAGE HALL ANNUAL ACCOUNTS**

Postponed until next Month's meeting.

#### **13) POTENTIAL DOG WASTE CAMPAGNE FOR DRAKES BROUGHTON**

The Chairman advised a volunteer Member would be required to move this forward.

#### **14) TRAFFIC ISSUES**

Cllr Bessant advised she has analysed the VAS data and there has been a consistent breach of 30PMH limit and one shocking 60MPH speed recorded by the VAS this month. The Clerk will circulate Cllr Bessant's analysis to Members.

County Councillor Adams queried regarding volumes of traffic and Cllr Bessant confirmed that the volume recorded was now returning to pre lock down levels.

The Clerk advised she was awaiting the WCC safety inspection to facilitate relocation of the VAS.

#### **15) STREETLIGHTS**

Paperwork has been received for repair to the streetlights. The PC agreed to do the work in March and the spend was agreed however the cost associated wasn't recorded in the minutes. The amount needed is

£6878 + VAT. The Clerk is progressing a claim from the insurance company for damage caused to one of the lights.

#### **16) SWDPR**

Work continues and recent communications have been circulated

The Parkway Development liaison group plan to meet virtually in the next month.

Cllr Proctor-Nichols advised Members that the advisory panel was due in June/July and would envisage a revised plan open to further representations October/November.

County Councillor Adams advised of briefing slides to be circulated by the Clerk.

#### **17) PERIODIC REVIEW & TASKS FOR LENGTHSMAN**

Cllr Roberts continues to monitor this – nothing outstanding this month.

#### **18) REPRESENTATIVES REPORTS**

##### **(a) District Councillor - M Ward**

Cllr Ward advised that the refuse lorries should no longer be cutting through Drakes Broughton, he asked that if they were observed, time and colour of the lorry be reported so specific drivers could be identified.

Cllr Ward advised that the reported issue regarding the caravan at The Old Coalyard had been passed to enforcement.

Cllr Ward confirmed the road traffic orders throughout Drakes Broughton were nearly finalised. Cllr Ward advised that money had been allocated from Government to address ongoing accommodation for the rough sleepers rehoused due to the pandemic.

Cllr Wild queried inclusion in SWDPR of 10 houses on Walcot Lane which are outside of the development boundary. Cllr Ward advised he had no further information at this time.

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

Cllr Adams advised that WCC & WDC are concerned regarding a localised spike in Covid cases as the restrictions ease and will be watching the numbers with great care. Pavement licenses will be issued for the further allocation of outdoor seating in the hospitality industry.

Free Parking will remain until 1<sup>st</sup> August to assist businesses.

Cllr Adams confirmed that funeral numbers had returned to normal levels and there are currently no Covid cases in ICU.

The 'Here to help' campaign had been scaled back but is still active and available to those shielding.

##### **(c) Other reports as necessary**

Cllr Crouchman advised that Wadborough had seen an increase in property theft, attempted theft and suspect people around the area. Incidents are being reported to the police.

Cllr Butterworth advised members that Pirton playing field had been strimmed and tidied and agreement has been given for it to be used for occasional band practice for local resident and for a plant sale on 12<sup>th</sup> July in aid of St Richards Hospice. Cllr Butterworth thanked the Council for the ongoing rental of this asset for the residents of Pirton to enjoy.

#### **19) PLANNING**

- a) Comments made on planning applications to Wychavon: 20/00634/FUL Objection see June minutes ref 16.c 20/01103/OL Kites Farm, Pirton, relocation of overhead cables – no objection.  
20/00902/HP The White Barn, Brickyards lane, Drakes Broughton. Erection of detached garage and associated works including new driveway. No Objection with comments.
- b) Applications Approved. 20/00272/HP Thorndon, Windmill Lane, Stoulton. First floor extension.

20/00588/CLPU The Old Coal Yard, Windmill Lane, Stoulton. Application for a lawful development certificate for a proposed front porch.

c) Applications Refused: N/A

d) Applications Awaiting comment: 20/00902/20/01220/FUL The Old Coal Yard, Stoulton. Extension to existing workshop to form timber store/WC/Office.

20/01224/FUL 40 Stonebow Road, Drakes Broughton. Development of a single dwelling with associated car parking and single garage (Variation of condition 11 to reference 19/002664/FUL)

20/01169/HP 99 Shrubbery Road, Drakes Broughton. 2 storey rear extension and pitched roof over porch/garage.

e) Appeals: APP/H1840/W/20/3251766. Alley Garden, Brickyards Lane, Drakes Broughton. Permission in principle for x2 dwellings.

## **20) CORRESPONDENCE**

- X2 Faulty streetlights
- X2 Resident regarding view from new play park
- WCC mineral sites
- SWDPR Call for sites - Country parks
- PC to WDC re The Old Coal Yard caravan
- PC to Police regarding Play Park security
- Highways England M5 Bridge inspection
- WDC Parish games cancellation.
- Resident regarding Croome Close walkway fencing disrepair.

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

Thursday 4<sup>th</sup> August 2020 at 7.30pm – Monthly Parish Council Meeting - Video conference

Meeting Closed 20.55pm.