

**MINUTES OF A MEETING OF DRAKES BROUGHTON AND WADBOROUGH WITH PIRTON PARISH COUNCIL  
HELD ON THURSDAY 7<sup>th</sup> JULY 2018 AT 7.30 PM AT DRAKES BROUGHTON VILLAGE HALL.**

**PRESENT:** Cllr J Butterworth (Chairman), Cllr D Proctor, Cllr M Ward, Cllr T Pell, Cllr L Wild, Cllr J Driscoll, Cllr F Mead, Cllr A Crouchman, Cllr J Yeo, Cllr M Gardner, Cllr R Small, Cllr S Wynn & Cllr J Proctor Nicholls

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

**PUBLIC:** None

**1) APOLOGIES:**

Cllr R Turner

**2) DECLARATION OF INTEREST**

None

**3) Co Option of a New Parish Councillor**

Joe Proctor-Nicholls was invited to join the Council to represent Drakes Broughton.

**4) LOCAL POLICING**

No report received

**5) MINUTES**

The minutes of the Parish Council meeting of June 7th, 2018 were proposed by Cllr Pell, seconded by Cllr Wynn, agreed by all and signed by the Chairman as a true record of the meeting.

**6) MATTERS ARISING**

• Litter Bins

The Clerk reported that the full cost associated with purchasing and installing of the 2 new litter bins in Drakes Broughton is £684.49. The cost of regular emptying and cleaning for the next year is included in the amount. For subsequent years there will be a charge of £132 per year to have the bins emptied and cleaned regularly. It was proposed by Cllr Ward that the bins should be purchased and money allowed in next year's budget to accommodate the annual maintenance charge. This proposal was seconded by Cllr Pell and agreed by all.

• Passing Places Stonehall Common

The Council has been advised that the order for new passing place signs is in the pipeline and the signs will be replaced eventually. There has already been considerable delay in replacing these signs (circa 2 years) Cllr Adams will be asked to progress this on behalf of the Parish Council

• Beech Avenue

Cllr Pell and the Clerk have visited the area and confirmed that no further action is needed at the moment. Cllr Small reported that even since the visit further rubbish had accumulated at the site. It is hoped that the new litter bins will help to alleviate this ongoing problem. Cllr Pell and Cllr Small will review the situation from time to time and report back if further action is required

• VAS

The Chairman is to arrange to check the equipment to see if a replacement VAS is required or if a repair is needed as members confirmed this speed awareness sign is still not working consistently

• Bench opposite the Shops

Cllr Wild advised that the refurbishment is scheduled to be done within the next week.

- Data Protection compliance

Cllr Mead and the Clerk have arranged a meeting to complete the required internal audit and will report back to Council as appropriate.

- Drakes Broughton Drains

The Clerk advised that she has reported that work is required to the eyelets on Brickyards Lane and Stonebow Road and is awaiting a response. It was suggested that where work is required it might be more effective to report drains individually to Wychavon via the hub. Thought should be given to this as an approach. as bulk reporting is not working.

- Woodleigh – Cul De Sac sign

The Clerk confirmed that WCC have advised that a combined street name and cul de sac sign is required and that this will need purchasing from WDC. The price for purchase and installation of the required signs, including VAT is £273.60. As this expense was not included in this year budget planning the finance sub group have been asked to consider the implications and report back before purchase is agree

## 7) **VILLAGE HALL**

The Chairman asked that a note to say thank you be sent to Brian Arrowsmith for replacing the bollard between the car park and the playing field

The Parish Council have received a thank you note from the Village Hall Committee for the continued support with the project to install a new heating in the Village Hall. Cllr Pell was able to report that the installation is nearly completed now and explained the system to the members.

The Chairman reminded members of the agreement made at the Parish Council meeting in March 2018 to provide a grant to the Village Hall Committee towards the cost of the new heating system and also to provide a loan facility to bridge the financial gap for the Village Hall Committee for the time period between paying the invoice for the heating hall and receiving the grant money from Wychavon.

The Village Hall Committee have asked for the loan amount to be increased to accommodate the Vat element of the cost (which will be reclaimed by the Village Hall Committee) by £1500, which would increase the interest free loan to £5500. A loan agreement document has been drafted and will be used to formalise the loan between the VHC and the PC. The document has been reviewed by members of the Finance sub group It was unanimously agreed to increase the loan amount to £5.500. The loan document will be amended to incorporate the increase in loan amount and circulated to members for information

The loan document stipulates certain conditions that must be met before the funds are released. These include that the Village Hall Committee have to provide the Parish Council with

- Invoice(s) from the supplier(s) for the completed work.
- A schedule of the funding sources to meet the invoiced amount.
- A copy of the resolution made by the Borrower agreeing and approving that the Borrower borrows the sum of the loan from the Lender. The resolution must also be signed by the Chairman and Treasurer of the Borrower's committee.

The Chairman also advised that as the total cost of the heating has reduced and all other grant money has remained the same she suggested that the Parish Council grant towards the heating should be reduced so that the money gathered towards the heating is spent on the heating. This was supported by Council on the proviso that the VHC must be made aware that they can always ask the Parish Council for financial support for other projects as needs emerge. The difference in original and actual purchase price is £2881 so it was proposed by the Chairman to reduce the grant amount to the VHC by this amount, resulting in a grant of £2252.81. This was voted on and agreed by all.

The Chairman reported that communications with regard to a potential purchase of the Village Hall Site freehold with Lady Coventry are ongoing and whilst purchase of the freehold would allow the Village Hall to be secured for the long term with 77 years of the existing lease still to run non-purchase will have little impact on current refurbishment decisions

## **8) BUS ROUTES**

Cllr Pell provided an update from the public meeting held on 20<sup>th</sup> June 2018. Cllr Pell advised that service providers are reporting that it is likely that changes will be made to bus routes and timetables in the Autumn if routes are not financially viable

## **9) MEMBERS OF THE PUBLIC INCLUSION IN PARISH COUNCIL LED COMMITTEES**

The Chairman explained that following the recent public meetings and the advertisement about a vacancy on the Parish Council members of the public have shown an interest in working with the Parish Council to help improve facilities within the community. Suggestions for where additional help would be best used included playing field working party (both in Drakes Broughton and Pirton) and a fund-raising committee. Members are asked to consider options in readiness to discuss at the next Parish Council meeting.

The Clerk is to write to the people who have expressed an interest and ask them if there are any areas or topics that they are particularly interested.

## **10) LINES FOR VILLAGE HALL CAR PARK**

It was noted that work has already been done to renew the white lines to mark the Village Hall parking spaces. It was agreed that the PC will not renew the lines on the PC owned parking spaces at this time. The preference is to wait until the Open Space Review work is undertaken when it is likely that the car park will be refurbished and possibly rearranged.

## **11) PETITION TO KEEP THE ELGAR ARCHIVES IN WORCESTERSHIRE**

District Councillor Middleborough advised that sadly the Elgar archives have already been moved from Worcestershire.

## **12) NEW HOMES BONUS – Process**

The Chairman advised that the meeting to explain the new process associated with obtaining funding from Wychavon for community projects was taking place this evening. The Parish Council have asked for copies of the presentation to be made available to them so that there is an understanding of the new process.

The Chairman also advised that work is starting to build the case for the current New Homes Bonus money to be made available to spend on the Village Hall refurbishment programme.

## **13) OPEN SPACE REVIEW**

The Chairman of the Open Space Review Group has sent apologies as he was unable to be present at this evening's meeting and so the PC Chairman to present the Master Plan that has been developed for the Playing field. The Chairman commended the Open Space Review Group for all the work that has been done to develop this Master Plan. She reported that following the public consultation earlier this year amendments had been made and that the Open Space Review Group are now happy with the Plan.

All members of the Parish Council agreed that the Plan should be accepted and phase two of the project should now start. A few loose ends need to be completed, these include

- Checking with the Open Space review group that all elements of the contracted work with One Ltd have been completed to their satisfaction,
- Providing confirmation of the Parish Council's satisfaction and acceptance of the plan to the Open Space Committee
- Totalling the cost of the work to check that it falls within the agreed budget.

The next steps will include development of a costed plan that will allow development to be phased as budget is made available. It was agreed that terms of reference should be developed for the second phase of this project (to be drafted by the Chairman and reviewed by Cllr Wild). The Open Space Review Group will be invited to continue to oversee this important project however it is likely that other interested parties may be seconded to the group to help share the work load. It is recognised that if the PC is to meet the first deadline for spending

some of the money available for this work the Outdoor Space project needs to continue with as little delay as possible.

#### 14) REPRESENTATIVES' REPORTS

##### a) County Councillor and District Councillor

District Councillor Middleborough confirmed that the planning application for 10 houses for Walcot Lane has been refused.

District Councillor Adams reported that he is lobbying to have the timings associated with the road night closures to facilitate the development of the Parkway Station changed so that the impact on commuters is reduced.

##### b) Other reports as necessary

Cllr Pell – Advised that she has received favourable reports about the new shop, which seems to be very busy

Cllr Small – Reported concerns about the condition of the concrete at the ford

Cllr Proctor – Reported that the wrong type of edging has been used on the verge by the old coal yard in “Debbys lane”

Drakes Broughton Councillors reported increased incidences of speeding vehicles in Drakes Broughton and this is causing concern. The Clerk was asked to write to Whites to advise them that their vehicles appear to be speeding in Drakes Broughton.

#### 15) TASKS FOR LENGTHSMAN

After discussion it was agreed that there are no new tasks to be allocated to the lengthsmen this month.

#### 16) VILLAGER UPDATES

The Clerk was asked to include guidance notes about bonfires and an update about the new litter bins in the next edition of the Villager

#### 17) FINANCE

The monthly reconciliation of cash and other monies received was undertaken for June by Cllr Mead. One adjustment was identified and the error was corrected.

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

a. Mrs N Nicholson – Clerk’s Salary –June	£461.34
b. Mr B Arrowsmith – Lengthsman –June	£220.00
c. Mr B Arrowsmith – Playing Fields –June	£100.80
d. Mr B Arrowsmith – Quarterly Bus shelter cleaning	£30.00

Remittance -WCC Lengthsman- £440.00

#### 18) PLANNING

##### a) Land adjacent to Glassier

Sanctuary have advised that the work on the sewerage works will start on 23<sup>rd</sup> July.

##### b) Bovis Homes Reserved Matters application – Awaiting outcome

##### c) Walcot Lane 10 Houses application - refused

##### d) Comments made to planning authority:

W/18/00951/HP Hawthorne Close – comments made regarding access and size

W/18/001140/FUL Woodmancote Mill Lane – objection and comments made

##### e) Applications Approved:

W/18/00938/ADV Agricultural land adjacent Glassier. Erection of 2 free standing site entrance board.

##### f) Applications Refused:

N/A

##### g) Applications Awaiting comment:

W/18/01191/HP I Huntsman Close

h) Planning Appeal:

APP/H1840/W/18/3197607 Woodview, Worcester Road, Drakes Broughton, WR10 2AQ. Proposed new dwelling. Awaiting outcome

APP/H1840/W/18/3200330 2 Caldwell Cottages, Worcester Road, Drakes Broughton. Proposed conversion of existing stable block into a one-bedroom retirement dwelling. Awaiting outcome

i) Review of Drakes Broughton PC internal procedure to review planning applications

It was agreed to review this again in 3 months

**19) CORRESPONDENCE**

- WCC – Footpath closure
- WCC – Road Closure Stonebow Road
- WDC – Wychavon Newsletter
- 2 x Phone calls regarding heavy lorries/ tractors turning cutting up the verges on Brickyards lane – Highways advise that this would be better raised once the building work is completed.
- Letter regarding Burning Rubbish
- Speeding in Shrubbery Road
- Speeding in Stonebow Road
- School footpath
- Housing study WDCSWDP Call for sites 2018

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

There will be no meeting August

The next Monthly Parish Council Meeting will be held on Thursday 6th September 2018 at 7.30pm at Drakes Broughton Village Hall

The meeting closed at 9.25pm.