



## BROMESBERROW PARISH COUNCIL

### MINUTES OF THE MEETING OF BROMESBERROW PARISH COUNCIL HELD REMOTELY USING ZOOM PURSUANT TO S 78 CORONAVIRUS ACT 2020 ON TUESDAY, 26<sup>TH</sup> MAY AT 7.30 PM

**PRESENT:** Cllr John Stephens (Chairman), Cllr Philip Burford, Cllr Penny Cook (coopted at meeting), Cllr David Hunter, Cllr Lesley Preston, Cllr Nick Terry (coopted at meeting - part), Cllr Graham Warren

Also Present: Mrs Ruth Warne, Clerk (taking Minutes)

#### **63 APOLOGIES FOR ABSENCE & CLARIFICATION OF PROTOCOL FOR THE MEETING**

**63.1** No apologies received.

**63.2** The Chairman outlined the protocol for the meeting and asked Members to raise their hands if they want to speak.

#### **64 PUBLIC PARTICIPATION**

**64.1** No public present

#### **65 COOPTION**

**65.1** The two applicants for cooption, Penny Cook and Nick Terry, introduced themselves and explained their interest in serving on the Council.

It was proposed, seconded and

**AGREED** – to coopt Penny Cook and Nick Terry to serve on the Council.

**65.2** It was noted that as there are now 6 elected/coopted parish councillors plus 2 District Council appointees one of the latter will need to step down. Cllr Burford offered to talk to Cllr Lewis about this and the Clerk will take advice from the Monitoring Officer.

#### **66 CHAIRMAN'S REPORT**

**66.1** The Chairman expressed his sincere thanks to Cllr Hunter for all his hard work and unstinting support over many years, including acting as RFO. Cllr Hunter was presented with a bottle of wine.

**66.2** A Member challenged the Chairman on the purchase of the wine, stating that this should have been a Council decision. The Clerk advised that it is in order to make such a purchase using the Chairman's Discretionary Fund.

- 66.3** The Chairman proposed and it was agreed to move agenda item 12 (Highway Matters) to Chairman's Report.

**Vehicle Activated Device.** Cllr Cook stated that data from the VAS shows that up to 6,000 vehicles go through the village, and that only 2 posts are usable (numbers 1 and 4). The other 2 posts need to be moved (to Woodend St and The Green respectively). The Chairman advised that this needs to be agreed with the Local Highways Manager. The Clerk will contact him.

**Grass Cutting.** The Chairman advised that Mr Warner cuts it currently and has done for some years; he does a good job, is efficient, regular and tidy, and takes the grass cuttings away. He has his own equipment and is insured. A Member expressed concern about cutting grass on land which is privately owned, and queried the cutting around the War Memorial (privately owned) and below Sandfield (owned by District Council). The grass around the bus shelter is owned by the County Council. The Chairman stated the importance of keeping the grass tidy and neat around the War Memorial, and that the Sandfield grass is cut by the Council due to specific requests from Residents as the District Council had stopped cutting it.

There was discussion. Cllr Terry expressed concern about the tenor of the debate and left the meeting.

It was agreed that the Clerk prepare documents to get quotations for grass cutting. The companies must have insurance and be prepared to take the grass away.

**67 REPORT OF DISTRICT COUNCILLOR**

- 67.1** Cllr Burford reported that the District Council are in a challenging financial position. The Council is over budget in the amount of £140,000 per month.

**68 REPORT OF COUNTY COUNCILLOR**

- 68.1** Cllr Windsor-Clive reported that the County's financial position is uncertain and they hope to get monies from central government for dealing with Covid. Meanwhile, the County's social workers in particular are working very hard.

**69 DECLARATIONS OF INTEREST**

- 69.1** None.

**70 TO CONFIRM MINUTES OF MEETING HELD ON 28<sup>TH</sup> JANUARY 2020**

- 70.1** It was proposed, seconded and agreed that the Minutes be confirmed as a true record.
- 70.2** There was discussion about dog bags which are supplied free of charge to the Village Shop; 4,000 dog bags were bought in January, and they have been used up in 5 months rather than the usual 14 months. On instruction, the Clerk had ordered another lot, at a cost of £70. It was proposed, seconded and

**AGREED** – not to order any more dog bags.

The Clerk was asked to write to the Shop, stating that the Council will no longer buy the bags, and suggesting that they make a charge for them, however the Council will order them if the Shop prefer, the Shop to reimburse the Council..

**71 TO MAKE ARRANGEMENTS FOR ANNUAL PARISH COUNCIL MEETING**

- 71.1** It was proposed, seconded and

**AGREED** – to hold the Annual Parish Council Meeting on 28<sup>th</sup> July

**71.2** It is not practicable to hold the Annual Parish Meeting due to Covid restrictions.

## **72 PLANNING**

### **72.1 Applications**

The Meadows – Reserved Matters Application. The Council's response to the consultation has been submitted to the District Council's and was noted, as follows:-

1. The Council notes the comments of the Housing Strategy and Enabling Officer and thanks him for his persistence in querying the arrangements for self build. The Council wonders if each self build will be done by different contractors, which could increase disruption for residents, and whether anything can be done to minimise this.
2. The Council asks who will overall be responsible for infrastructure for the site, ie, drainage, highway improvements, landscaping, etc, given that it is self-build. There needs to be clarity on this point so that the work is coordinated and completed timely, without ongoing disruption and residents left to look at an untidy site for months or years. This also applies to health and safety, and the Council asks that building control monitor the site closely while works are in progress. Flooding is a known problem on this site.
3. The overall duration of the build is also a concern, given that these are 5 self build plots, and what can be done to minimise delay in development. Residents would not want to be living in the vicinity of a building site for years on end, and there is potential for this to happen if even one self-builder dropped out. If the self-build proved problematic due to people dropping out, would it be possible to be completed by just one developer to avoid the site being left half built?
4. The lane on which the site is located is narrow and there could be much damage to the grass verges. The Council asks that this is monitored closely and prompt action taken to enforce against contractors for any damage caused.
5. The Council understands that as the development only comprises 5 dwellings it does not attract a s106 contribution, but asks, nevertheless, if there is any scope for some type of community benefit for the Parish.

The application has now been withdrawn.

### **72.2 Correspondence**

Mr Paul Duncliffe regarding red sandpit. Mr Duncliffe has written regarding options for filling in the sandpit. He says it is not practical to leave it as is. It could be filled up in stages or in one go. There was discussion and concerns were expressed regarding damage and mud on roads from operations at the Ryton Road quarry. Cllr Burford suggested that Cllr Windsor-Clive deal with the problem of mud on the road. As regards filling the sandpit, a planning application will need to be submitted to County, as this relates to waste management. Cllr Windsor-Clive will try to ensure the wheelwash is used.

It was proposed, seconded and agreed that in future any issues relating to the quarries be reported to the Clerk who will report to the appropriate authority on behalf of the Council. The Chairman asked for Members' full involvement and support in addressing quarry issues. It was agreed to reply to Mr Duncliffe asking when a

planning application will be forthcoming to fill the quarry. If Mr Duncliffe needs an urgent reply to his enquiry, it will be put on the agenda for the July meeting.

Public Footpath GBR5 and GBR6 - Proposal to divert & Extinguishment Order for GBR6 (to note, forwarded to Members, no objections received)

Public Path Diversion Order s119 Highways Act 1980 footpath GBR 27 – confirmed as unopposed order, etc (to note, forwarded to Members)

Review of the South Worcestershire Development Plan (SWDP), call for sites (to note, forwarded to Members)

### 73 FINANCIAL MATTERS AND COUNCIL ASSETS

#### 73.1 Retrospective approval of payments 28/1/20 to 5/5/20:-

Invoices paid since last meeting (for retrospective approval – date is date of invoice)			
R Warne Refund for healthcheck on laptop (£75) and purchase of printer and cartridges (£79.47, inc VAT )	28 <sup>th</sup> January	£154.47	22249
Void		£0	22250
R Warne (Admin & Expenses 28/1 to 24/3/20)	24 March	£510.60	22251
SWARCO (for VAS)	24 March	£4567.09 (inc VAT £761.18)	22252
Bromesberrow Village Hall (for hire)	31 <sup>st</sup> March	£84	22253
GAPTC (subs 19-20)	1 <sup>st</sup> April	£119.85	22254
FoDDC (election expenses)	18 <sup>th</sup> October	£147	22255

It was proposed, seconded and

**AGREED** – that the payments as listed above be given retrospective approval.

#### 73.2 Approval of current payments:-

R Warne (Salary)	31 <sup>st</sup> May	TBC	
R Warne (Admin work 24-31/3/20 & Expenses)	31 <sup>st</sup> March	£79.75	22256

It was proposed, seconded and

**AGREED** – that the current payments as listed above be approved, the Clerk's salary being within budget, and in accordance with contract.

It was proposed, seconded and

**AGREED** – that the Clerk hold the cheque book.

**73.3** GAPTC have agreed a refund of £9.31 on subs due to Clerk having CILCA. The Clerk thanked Cllr Preston for the reminder on this.

**73.4 Internal Audit.** The Report of the Internal Auditor for 2019/20 has been received and there are many matters which need to be addressed. It was agreed to work on the items, and to make this an agenda item for a meeting in 6 months time.

**73.3 External Audit.** The Chairman expressed thanks to Cllr Hunter for preparing documents for External Audit and for acting as RFO for a number of years. It was proposed, seconded and

**AGREED** – that the Accounting Statements for 2019/20 be approved.

It was proposed, seconded and

**AGREED** – that the Annual Governance and Accountability Return for 2019/20 be approved.

It was proposed, seconded and

**AGREED** – that the Certificate of Exemption for 2019/20 be signed.

**73.4** There was discussion about banking arrangements. It would be useful to have online banking on a view only basis, but to make payments online could entail higher risk for the Council. This could be managed by having dual authorisation (ie, two Members authorise each and every payment). The Clerk will investigate.

**73.5** PATA payroll costs are: – set up £20, £7.75 bimonthly, £2.50 for nil return. It was proposed, seconded and

**AGREED** – that PATA be used to run the payroll for the Council.

**73.6** Work on the new website is underway. Information on the history of the Parish will be put on the website, differing views were expressed on the amount of detail to be included.

**73.7** To review and approve Asset Register. After discussion it was agreed to defer approval until the next meeting as there are thought to be some more items to include (eg, filing cabinet, hi viz).

**74 TO RECEIVE ANY REPORTS ON HIGHWAY MATTERS AND AGREE ANY ACTION**

**74.1 VAS** [See Minute 66.3 above]

The Clerk has done a risk assessment for the volunteers and ordered new brackets at a cost of £130.

**74.2** It was proposed, seconded and

**AGREED** – that the bus shelter be cleaned by Gleamclean at a cost of £150.

The maintenance budget covers the cost of grass cutting, cleaning the bus shelter and protection for the War Memorial (latter does not need to be done this year).

**75 TO RECEIVE CLERK'S REPORT**

**75.1** Awaiting confirmation of registration from ICO.

**76 TO RECEIVE CORRESPONDENCE**

**76.1 To note:-**

All emails from District Council, County, GRCC, GAPTC, Forest Health Forum, RSN forwarded to Members, including Covid19 updates

Advertising material from various suppliers

Resignation of Cllr Coates

Cheltenham Motor Club – cancellation of 2020 Three Shires Stages in September

**76.2 For Action:-**

None

**77 ANY OTHER BUSINESS (FOR INFORMATION ONLY)**

**77.1** None.

At 9.20 pm the Chairman proposed and it was agreed to move into Confidential Session pursuant to s1 Public Bodies (Admission to Meetings) Act 1960 for the following business:-

- Confirmation of Minutes of meeting of 28<sup>th</sup> January
- To receive Notes of Staff Appointments Working Group

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**CHAIRMAN**