

# Minutes of the Ordinary Meeting of Clifton upon Teme Parish Council held on 5<sup>th</sup> April 2018

*Democratic Period: no matters additional to those on the agenda raised.*

## **520 Attendance**

Present: W Bradley (Acting Chairman); R Henry; H Winer  
Apologies: M Newman; N Parkinson; B Yarnold; County Councillor K Pollock; R. Wilks (Lengthsman)  
In Attendance: District Councillor C Palethorpe; J Hill (Clerk)

## **521 Declarations of Interest**

Disclosable Pecuniary Interests in items on the agenda: none

**522** There were no written requests for the Council to grant a dispensation under Section 33 of the Localism Act 2011.

## **523 Minutes of Previous Meetings of the Council**

Minutes of the Ordinary Meeting of Clifton upon Teme Parish Council held on 8<sup>th</sup> March 2018 were approved (RH/HW) and signed by the Chairman as a correct record.

## **524 Progress Reports/Updates on Matters Previously Considered, relating to outstanding items not mentioned elsewhere on the agenda:**

Defibrillator and cabinet: Members accepted with thanks Cllr Yarnold's offer to organise and erect at his cost

## **525 To receive the report of Worcestershire County Councillor (WCC) Ken Pollock - For Information**

CCllr Pollock had apologised for his absence from the meeting and sent a report circulated by email

## **526 To receive the report of Malvern Hills District Councillor (MHDC) Caroline Palethorpe – For Information**

DCllr Palethorpe informed Members that she had arranged for the MHDC street cleaner to clear the mud off the footpath between the Church and Old Road; however responsibility rests with WCC Highways. Early notification of DCllr Palethorpe's 'Meet your Councillor' opportunity on 18<sup>th</sup> September (report circulated by email to Members).

## **527 Planning**

- a) To consider planning applications referred by Malvern Hills District Council for comment prior to publication of the agenda: none
- b) To consider under the Scheme of Delegation any Planning Applications received between publication of the agenda and the Meeting: none
- c) Details of Decision Notices: none
- d) To consider reports of other "Planning" related Matters received by the Council prior to the commencement of the meeting: none.

## **528 Highways and Byways**

- a) Lengthsman: no new issues
- b) PRow: no new issues
- c) New Highways and Byways: no new issues.

## **529 Finance**

- a) Bank Reconciliation: Members noted that no statements had been received so far this month
- b) Income: Members noted that no statements had been received so far this month
- c) Payments to be made in respect of outstanding invoices and requests for payment totalling £1,446.59 were approved (WB/HW)
- d) Members resolved (HW/WB) to accept the tabled quotation for contractor grass cutting during the 2018/2019 financial year.

## **530 General Data Protection Regulation (GDPR)**

- a) Members resolved (RH/HW) to request a quotation from the Webmaster to remove specified files from the website, Facebook and Twitter, in order to ensure interim compliance with GDPR
- b) Members resolved (WB/HW) that the Clerk record those working hours spent on GDPR compliance matters: payment of additional hours to be submitted on a monthly basis. On-going review of arrangements

## **531 Neighbourhood Development Plan**

Progress report published on the Parish Council and Teme Triangle's websites

## **532 Property related matters**

- a) Members resolved (HW/RH) to authorise payment for location and repair of leaks in the pavilion (14 areas)
- b) Members noted that both shower units and the water heater in the kitchen were beyond repair (Insurance broker thought it unlikely that the insurer would agree to cover the costs of replacing these)
- c) Clerk seeking quotations for b) above and for repair/restoration/redecoration of the walls. Quotes to be submitted to the insurer.

**533 Reports by Councillors:**

There were none.

**534 Correspondence for consideration and information:**

No additional correspondence requiring consideration.

**535 Items for inclusion on a future agenda**

Welcome leaflet; Asset management / user hire agreements: RoSPA report (urgent matters already attended to) (May).

**536 Date of Next Meeting**

- The Annual Council Meeting (Clifton upon Teme Parish Council) will be held at 19:40 hours on Thursday 3<sup>rd</sup> May 2018 at Clifton upon Teme Village Hall
- The next Ordinary Meeting of Clifton upon Teme Parish Council will be held at 20:00 hours on Thursday 3<sup>rd</sup> May 2018 at Clifton upon Teme Village Hall.
- The Annual Parish Meeting will be held at 7pm on Thursday 19<sup>th</sup> April 2018 at Clifton upon Teme Village Hall.

In view of the confidential nature of the business about to be transacted, Members resolved (HW/WB) that the public and press be excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960. The reason being: matters linked to hire agreements and meeting with Clifton Rover Football Club.

**537 Update - Clifton upon Teme Bowls Club**

Members noted updates in relation to the March meeting with the Clifton upon Teme Bowls Club. Members noted correspondence from the Bowls Club who the PC had assisted in approaching CCllr Pollock for a donation from his divisional fund as part of the Parish Council's follow up from the meeting in March. CCllr Pollock had donated £1,000 towards a water conservation and irrigation system. The Bowls Club had also been put in touch with DCllr Palethorpe who had offered to liaise with Martley Sports Centre in the hope of encouraging more users of the bowling facilities.

**538 Update – BP Hut**

Members unanimously and regrettably resolved (HW/RH) to instruct MFG Solicitors in relation to a letter received from the Clifton upon Teme Scout & Guide Hut Management Committee who stated that they had sought legal assistance. Anticipated Solicitor's draft letter of reply to be circulated to Council Members with the formal response delegated to the Clerk in consultation with WB and MN.

**539** See Appendix A. Informal notes of the meeting with Clifton Rovers Football Club.

The meeting closed at 21:45 hours.

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(Chairman – 3<sup>rd</sup> May 2018)

Expenditure 5th April 2108	<i>Gross</i>
Remuneration contractors and staffing costs	£985.60
Haines Plumbing and Heating	£277.75
Litter Pick	£45.00
John Hicks - March RoSPA	£138.24
TOTAL	£1,446.59

## Appendix A

### Informal file note: Meeting with representatives of Clifton Rovers Football Club - Thursday 5<sup>th</sup> April 2018

Summary/overview of discussion areas:

- CPC reiterated its unwavering support for Clifton Rovers Football Club and thanked the representatives for attending the PC meeting
- CPC confirmed it was looking at all user agreements re facilities at the Pound Lane site with the intention of issuing new standardised User Hire Agreements (renewable annually)
- Initial discussion points related to club membership (a total of 30 players with 15 or 16 attending on average each week) and pitch maintenance (poor drainage in one area, most likely as a result of a blocked land drain)
- Clifton Rovers stated that pre-season training (as the pitch would be too wet) was held at a leisure centre. They were charged £50 a session for hire of those facilities
- Clifton Rovers stated that they aspired to having access in Clifton to an all weather pitch and a bigger and better designed pavilion (2 x changing rooms, home and away showers, 2 shower units per room, disabled and ladies toilets)
- Current fund raising initiatives – provision of new goal posts, cost circa £2,000 (£1,000 already received from CClr Pollock's divisional fund)
- Clifton Rovers stated (summary) :
  - i. that the pitch had been unusable and not maintained prior to the football club being reformed now its a great facility for all to use
  - ii. they liked to feel they bring added value to the village through a sporting option for people and also by supporting the shop and pub
  - iii. provision of additional grounds maintenance: rolling the pitch to keep it flat and playable making it as good a facility as is seen in the Worcester area; re-turfing the goalmouths to keep them in good condition following excess usage from football and general public; Mowing and cleaning of the drainage ditch areas along the end and side of the pitch; cutting of the hedge; additional mowing of the pitch outside of the PC mowing schedule; clean and maintain the areas used in the pavilion including painting of the changing rooms every few years
- Clifton Rovers were pleased that they were able to help provide an open access football pitch and goal posts for use of the children and other residents of the parish. During the summer, especially at evenings and weekends, the pitch was extensively used
- Clifton Rovers also stated that they greatly appreciated the support of the PC which helps to keep them going.

#### Action points:

1. Clifton Rovers to try to source additional funding to purchase a new set of goalposts
2. Parish Council to try to assist in indentifying funding opportunities.