

CLIFTON-UPON-TEME PARISH COUNCIL

DRAFT Minutes of a Meeting of the Parish Council held Thursday 6th June 2019
At the Village Hall commencing at 7.40 pm

Present: Councillors J. Bowden (Chairman), J. Dawson (Vice Chairman), A. Henry, S. Haywood, J. Colins and C. Haywood. Cllr R. Henry arrived at 8.10 pm.
Also present: District Cllr C. Palethorpe, M. Alexander (Relief Clerk), 13 members of the Public.

Apologies: County Cllr K. Pollock.

Welcome: The Chairman welcomed those present and gave local village news updates. All those present agreed that additional agendas would be provided for meetings but not additional copies of the minutes, in order to save paper usage.

15. Declarations of Prejudicial & Pecuniary Interests: Cllrs C. Haywood & J. Collins – matters regarding the Baden Powell Hut.

16. Approval of the Minutes of the Annual Meeting of the Parish Council held 16th May 2019: It was proposed by Cllr A. Henry, seconded Cllr Dawson, that the minutes be agreed and signed as a true record. All agreed. (Cllr S. Haywood abstained).

17. The meeting was suspended at this point to allow members of the Public to address the Council: Matters raised at the meeting –

- i) The Chairman of the Scout Group requested a meeting between the PC, Scouts and Guides regarding the future use of the Baden Powell Hut. It was noted that the Chairman of the Scouts should be included in any future correspondence, It was also noted that there is an 80's Disco to be held on 29th June at the village hall.
- ii) The PC was asked to address Worcs CC re the 30mph speed limit in Pound Lane. Can it be moved away from the new housing development as it is currently too close for safe speed reduction by the junction. It was agreed that the Clerk should ask WCC, MHDC & County Cllr.
- iii) The speed limit from the Tenbury direction may also be too close since development and may need to be relocated. Clerk to include as above.
- iv) Signage near to the school at Pound Lane may also be insufficient now and needs review. Clerk to include as above.

It was agreed that in response to the above points raised, the Clerk should ask Highways to conduct a village walkabout with Cllrs Bowden & Dawson.

18. District & County Councillors Reports: Reports will be uploaded to the PC website.

County Matters highlighted – Minerals Local Plan / Transport Strategy Review. The Chairman read out information regarding the County Cllr Divisional Fund available.

District Matters highlighted – Property Marking events / New Safeguarding website. It was also noted that District Cllr Palethorpe is to continue as MHDC Young Persons Champion.

19. Financial & Governance Matters:

- i) It was agreed that the (Relief) Clerk will invoice the PC at the end of the temporary contract. The Relief Clerk explained the annual audit process to the PC.
- ii) Audit - It was proposed by Cllr J. Bowden, seconded by Cllr A. Henry, that T. Dipple be appointed as Internal Auditor and that the Clerk should draw up an agreement asap. All agreed. It was also agreed that the Clerk should contact the previous Internal Auditor and thank them.
- iii) Finance Committee - It was agreed that the Finance Committee should meet in the near future – Clerk to arrange.
- iv) Insurance - Cllr Bowden has clarified the position regarding Public Liability Insurance (PLI) for 'one off' events. The PC is covered under PLI but a risk assessment should be done for each event. Any risks that cannot be mitigated against or are considered high risks must be reported to the Insurers.
- v) S.106 Committee – housing development has generated some s.106 funding and it is agreed that a new sub-committee is required. It was proposed by Cllr Bowden, seconded Cllr Dawson that the following members be appointed – C & H Hurley / J. Johns, T. Dipple, H. Wane & J. Collins. Cllr Collins also agreed to be PC Rep for MHDC liaison.
- vi) Councillor training – Cllr Bowden has attended CALC induction training. All encouraged to attend future dates.
- vii) Clerk recruitment – The Staffing Committee will meet shortly to start the recruitment process. Clerk to send all relevant information to the Chairman.

20. Parish Matters:

- i) Baden Powell Hut – The Chairman explained the current position regarding the ground rent lease and monies outstanding of £7.00. Discussion then took place regarding how the previous Council had managed matters. Further to discussion, it was agreed unanimously to receive a cheque for £7.00 and to meet with the Scouts & Guides Leaders to agree future plans and how best to move forward. (Cllrs C. Haywood & Collins abstained from this decision). It was noted that the BP Hut was originally donated by two residents and that one remained in the village. Cllr Bowden agreed to speak with them regarding future plans for the Hut.
- ii) Noticeboards – It was agreed that all current boards need inspecting / updating. Cllrs Dawson & C. Haywood agreed to pursue costs and options. Clerk also to send contacts for suppliers. Cllr A. Henry agreed to continue to place notices on the boards as required.
- iii) Sports Pavilion – the Council heard that everything is 'up and running' but that some minor repairs are still outstanding, including the water heater. Cllr Dawson will follow up on matters.
- iv) Litter Bins – some matters outstanding including a new bin needed outside the Sports Pavilion. The industrial size bin still hasn't been collected and bins on the children's play area need to be emptied regularly. It was agreed that the Clerk should speak to MHDC re the new bin and the industrial bin. Also, to speak with the Lengthsman re the play area bins.

21. Planning Matters:

- i) 19/00698/AGR – Mr & Mrs J Delahay, Field Cottage, Church Rd, Clifton WR6 6DJ – application for a lean-to equipment store for agricultural purposes. It was agreed to recommend approval.
- ii) 19/00689/HP – Drs J & K West – Warwick Ridge, Old Road, Clifton WR6 6DR – erection of two-storey extension and removal of existing garage. It was agreed to recommend approval.
- iii) Application Withdrawn: 19/00282/HP – B. Gilbert, The Old Surgery, Hope Lane, Clifton WR6 6DN – proposed conservatory to rear and glazed porch to front. Noted.

22. Councillors Reports & Items for Future Agendas:

- i) Cllr S. Haywood – requested that parish drains be cleared. Clerk to liaise with Highways.
- ii) Cllr Collins – requested keys to the barrier gate by the BP Hut.
- iii) Cllr C. Haywood – reported damage to a park swing and fencing by Pound Meadow – Cllrs Bowden & Dawson to visit the site.
- iv) Cllr Bowden – queried the signage on the BP Hut and whether it is required. Also, if a review is required for the old equipment container. Following discussion, it was agreed to place these matters on the next agenda. Cllr Bowden to look at the ground lease and options re the container.
- v) Cllr Bowden – concern has been raised regarding parking outside the Pub opposite Pound Lane as it is causing driving difficulties. The Safer Neighbourhood Team could be approached to assist? Parking issues around the school were also discussed and it was agreed that a future meeting with Governors may be useful.
- vi) It was agreed to place the tennis court on the next agenda.

There being no further business the meeting closed at 9.10 pm

Next meeting to be held Thursday 4th July 2019 at 7.40 pm.