

# CLIFTON-UPON-TEME PARISH COUNCIL

Minutes of a Meeting of the Parish Council held Thursday 3<sup>rd</sup> October 2019  
At the Village Hall commencing at 7.40 pm

**Present:** Councillors J. Bowden (Chairman), J. Dawson (Vice Chairman), A. Henry, S. Haywood, C. Haywood and R. Henry.  
Also present: M. Alexander (Clerk), 14 members of the Public.

**Apologies:** Councillor J. Colins, County Cllr K. Pollock, District Cllr C. Palethorpe and Chris Hurley (S106 Committee).

**Welcome:** The Chairman asked those present to give a minutes applause to celebrate the life of E. Thompson (deceased). He then gave local village news / updates.

**41.19 Declarations of Prejudicial & Pecuniary Interests:** None.

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

i) Community Led Housing – following discussion at the previous meeting, it was noted that there will need to be a full housing needs assessment via MHDC. This will shortly be available, and everyone is encouraged to complete it and publicise it locally.

ii) BP Committee – the new waste bin for the recreation field is currently on order via the Clerk.  
iii) Village Green Parking – concerns were noted regarding the fencing and planters' option. The matter is to be discussed on this agenda. It was noted that local groups and organisations would be invited to maintain the planters and that this may assist with Scouting / Guiding badges and community competitions i.e. Britain in Bloom.

The new signs being used outside the school seem to be helping but parking and inconsiderate driving remains a problem. The school would prefer a sympathetic solution and it was agreed that another mail drop will be done to parents. The PC will also offer assistance to the school to purchase the new signage which is currently only hired.

Further to discussion, it was also agreed that the PC ask the Safer Roads Partnership to assist in parking enforcement around the green area.

It was noted that the PC have already met with WCC Highways regarding signage and other parish matters but all residents are encouraged to contact Highways to report any concerns.

It was also noted that the other green area at the end of Manor Rd is also badly damaged.

A resident also raised a query regarding the 1921 bylaw which stopped vehicles and equipment being left for long periods on the village green.

iv) Parking at the Lion PH remains a concern and it was agreed that the PC should ask Footballers to park at the recreation field and walk up to the Lion.

v) Lengthsman tasks requested -the hedge is overgrown along the pathway where the school parking area is. Also, the verge along Church Rd (from pub to Old Rd) needs clearing up as badly eroded. (Highways to be requested to resurface). Pound Lane pavement (opposite the school) needs vegetation clearing as pathway narrowing. Manor Rd new 30 mph needs vegetation cleared from around it.

- vi) Request for the double yellow lines to be repainted – noted. Clerk to request via WCC Highways.
- vii) The PC was thanked for the contribution made to the St Kenelm’s PCC project.
- viii) Pavilion electric heaters and water heater need repair – Chairman to progress. Clerk to check if any record of previous repairs in files.

**43.19 Approval of the Minutes of a Meeting of the Parish Council held 5<sup>th</sup> Sept 2019:** It was proposed by Cllr R. Henry, seconded by Cllr A. Henry, that the minutes be agreed and signed as a true record. All agreed. No matters arising that were not included on the agenda.

**44.19 District & County Councillors Reports:** Reports will be uploaded to the PC website. ‘Smartsurvey.co.uk’ – Malvern Hills DC Residents survey was noted. Closing date 6<sup>th</sup> October.

**45.19 Financial & Governance Matters:**

45.19.1 Payments were approved as per the schedule –

<u>Name</u>	<u>Service/Supply</u>	<u>Net amount</u>	<u>Vat</u>	<u>Gross amount</u>
Michelle Alexander	Relief Clerk duties	£1,323.75	£0.00	£1,323.75
Michelle Alexander	Clerk salary & expenses - September	£480.92	£0.00	£480.92
Michelle Alexander	New laptop reimbursement	£390.82	£78.17	£468.99
PC Troubles	Website work	£25.00	£0.00	£25.00
MHDC	Uncontested election fees	£36.00	£0.00	£36.00
PKF Littlejohn LLP	External audit review	£200.00	£40.00	£240.00
Came & Company	Insurance renewal (3 year contract)	£1,286.12	£0.00	£1,286.12
HMRC	PAYE Q2	£228.20	£0.00	£228.20
R. Wilks	Lengthsman duties Aug + Sept	£300.00	£60.00	£360.00

45.19.2 Bank reconciliation – half year reconciliation will be completed by the Clerk once statements are received.

45.19.3 Insurance policy – it was agreed that the 3-year contract should be accepted in order to reduce the premium and maintain consistent cover. Proposed Cllr A. Henry, seconded Cllr J. Dawson. All agreed.

45.19.4 External audit 2018/19 has been completed with no concerns raised. Clerk to publish accounts as required.

**46.19 Parish Matters:**

46.19.1 Village Green – matters raised in public sessions were noted. Options and costs have been forwarded to the Clerk but are currently on hold until concerns have been considered. It was agreed to delay until the Safer Roads Partnership have been asked to assist with parking enforcement issues. The Clerk is to notify County Cllr Pollock.

It was noted that pedestrians, horses and events will still require access and that the PC is trying to keep the green safe, not restrict proper access.

46.19.2 Play Area Project – C. Hurley has apologised to this meeting but is progressing s.106 matters via the Committee and Project Groups.

46.19.3 BMX Track – Cllr C. Haywood has received a quote of £250.00 for repairs and proposed that this was accepted. Seconded Cllr J. Bowden. All agreed. Cllr C. Haywood is undertaking regular inspections of the play area equipment and it was noted that the wooden items also need treatment. All agreed that R. Wilks should be asked to quote for this as well.

46.19.4 BP Hut – it was agreed that the parking signage should be removed as it is now inappropriate.

46.19.5 Village Hall Noticeboard – Cllr C. Haywood has condition checked the notice board and will progress the other one which is being made.

**47.19 Section 106 Committee update:** C. Hurley will make a report to the next meeting. The meeting asked for contact details for C. Hurley to be made more widely available please but noted that they are already on the Teme Valley Triangle website.

Church House Farm s.106 position was explained by the Chairman, but the meeting asked for a further explanation to be made. Chairman to contact MHDC.

**48.19 Planning Matters:** 19/00673/FUL – approval noted for a replacement dwelling at Cliftonswood Farm, Clifton Upon Teme, WR6 6EP

**49.19 Highways Matters:**

49.19.1 Outstanding matters are being chased by the Clerk with Highways Officer.

49.19.2 Lengthsman matters raised in public session were noted. Clerk to progress.

**50.19 Correspondence:** The meeting noted the following items –

50.19.1 Pound Lane – email received regarding trees. Cllr C. Haywood to attend.

50.19.2 B4204 road closure – STW water main replacement for approx. 9 days with effect from 26<sup>th</sup> October. County Cllr Pollock is querying the need to close the road following a PC request.

**51.19 Councillors Reports & Items for Future Agendas:**

51.19.1 Bowls container meeting to be arranged asap – next agenda item.

51.19.2 Tennis court condition / pressure washing / gate removal or repair – Cllr J. Dawson to investigate and update to the next meeting – next agenda item.

**There being no further business the meeting closed at 9.25 pm**

**Next meeting to be held Thursday 7<sup>th</sup> November 2019 at 7.40 pm.**