

## Minutes of the Ordinary Meeting of Clifton upon Teme Parish Council held on 1<sup>st</sup> February 2018

*Democratic Period: subjects raised included tennis and bowling facilities and Clifton Community Matters survey results, provision of insurance for litter picking within the parish*

### 483 Attendance

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

### 484 Declarations of Interest

Disclosable Pecuniary Interests in items on the agenda: none.

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

### 486 Minutes of Previous Meetings of the Council

Minutes of the Ordinary Meeting of Clifton upon Teme Parish Council held on 4<sup>th</sup> January 2018 were approved (WB/MN) subject to amendment of minute 482 (date of next meeting) to read "1<sup>st</sup> February 2018" not '4<sup>th</sup> January' and signed by the Chairman as a correct record.

487 **Progress Reports/Updates on Matters Previously Considered, relating to outstanding items not mentioned elsewhere on the agenda:** none

### 488 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 by email. Members noted that WCC had re-inspected the pavement between the church and the post box and did not consider that siding would resolve the problem. Major resurfacing of the highway in the area is required; this work has been added to WCC schedule.

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

DCllr Palethorpe had apologised for her absence from the meeting and her email report had been circulated to Members.

### 490 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:

Application No: 17/00189/HP

Proposal: Proposed Rear First Floor Extension and Detached Garage

Location: 15 The Village, Clifton upon Teme. WR6 6EN

Applicant: Mr Mike Skellern

MHDC approved the application on 12<sup>th</sup> January 2018

Application No: 17/01815/HP

Proposal: Single storey rear extension and new doors and windows

Location: Gatley, Old Road, Clifton upon Teme. WR6 6DR

Applicant: Mr Timothy Clark

MHDC refused the application on 15<sup>th</sup> January 2018

- d) To consider reports of other "Planning" related Matters received by the Council prior to the commencement of the meeting: none.

### 491 Highways and Byways

To receive reports of highways (roads & pavements) & byways (bridleways and footpaths) matters from Members, Parish Paths Warden, and the Clerk, and to decide on appropriate action by the Council relative thereto:

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

### 492 Finance

- a) Bank Reconciliation: Members noted that no bank statements had been received since the previous meeting
- b) Income: Members noted that no bank statements had been received since the previous meeting
- c) Payments to be made in respect of outstanding invoices and requests for payment totalling £678.66 were approved (WB/HW).

#### **493 Insurance re Litter Pick**

- a) Members noted advice from the Parish Council's Insurance Broker re risk assessment requirements and public liability insurance
- b) Members noted that Malvern Hills District Council were undertaking a risk assessment of the proposed litter picking route for possible inclusion in MHDC spring litter pick programme

Members therefore resolved (MN/BY) that subject to:

- 1 The outcome of the MHDC risk assessment being that the route does meet MHDC safety standards (route, training, administrative requirements, equipment etc)
- 2 Receipt of a copy of the MHDC risk assessment report (MHDC had agreed to copy this to the PC)
- 3 Adaptation of the MHDC report for use by Clifton Parish Council (MHDC had granted consent to the use)
- 4 Compliance by the litter pick team with the MHDC report and PC insurance company requirements

Subject to all of the above points being met the PC would instruct their insurance broker (via the Clerk) to arrange appropriate public liability insurance on an agreed calendar date.

#### **494 Neighbourhood Development Plan**

- a) Members noted the report from the Chair of the NDP Steering Group
- b) Members noted that as stated in accordance with their terms of reference the steering group had unanimously resolved to dissolve itself on 11<sup>th</sup> January 2018
- c) Members noted that the PC website would publish two items the "Made" Plan and MHDC notification re adoption (all other documents to be unpublished on the site but remain in the file structure)
- d) Members noted that Historic England had chosen to identify the Clifton upon Teme plan as an "exemplar" plan and WCC Biodiversity had endorsed the plan – to be used to support future grant applications
- e) Members resolved (MN/BY) that a new steering group be formed in 2028 (2 years prior to the existing plan's end date of 2030) (file note stating same to be carried forward in the front of all current and future CPC minute books)
- f) Members resolved (WB/BY) that all documents/maps/photos be copied, as high resolution master copies, to a secure digital storage medium and that 3 hard copies of the "Made" Plan and MHDC notification re adoption be printed
- g) Members agreed to consider recommendations that CPC produce a general "welcome" leaflet about Clifton (the NDP, general information and other matters) to deliver to new houses/residents as part of the Parish Action Plan.

#### **495 Pavilion and Playing Field:**

Members resolved (HW/NP) to approve a request from Clifton EYC for permission to hold an Easter Egg Hunt at the playing field/pavilion on the afternoon of 25<sup>th</sup> March 2018 subject to: the Clerk ascertaining with football team that they would have completed their match; receipt of relevant public liability insurance from EYC (Clerk).

#### **496 Play Area**

No new matters.

#### **497 Village Green**

- i) Members noted that Worcestershire County Council had consulted with their legal department and had confirmed that WCC were not owners of any part of the village green and that no 'highways rights' applied to any part of the green
- ii) WCC had confirmed that the existing sign posts were Parish Council property. Members noted that the Clerk was in the process of ascertaining what, if any, rights of oversight or privileges WCC might be claiming in relation to the sign posts which have borne WCC finger posts for many years. WCC had suggested that the existing wooden posts be replaced by metal heritage posts and recommended bidding for funding support from CCIr Pollock through his divisional fund. Members resolved (MN/BY) that the request be made to CCIr Pollock (Clerk).

#### **498 Reports by Councillors:**

There were none.

#### **499 Correspondence for consideration and information:**

- a) Members noted receipt of MHDC - Community Governance Review
- b) Members noted receipt of email from a resident re litter bins and dog waste
- c) Members noted receipt of an email from Clifton Community Matters enclosing results from the CCM Village Survey. Members verbally conveyed their thanks to CCM representatives for the information which the PC would consider in relation to future decisions
- d) Members acknowledged receipt of an email letter from Clifton upon Teme Tennis Club. Representatives of the Tennis Club had addressed Council during Democratic Period when the letter was acknowledged and discussed.

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

Parish (NDP) action plan (March); welcome leaflet; formulation of a standard insertion on any future planning application re site delivery vehicles (March). Asset management / user hire agreements: consultation with Bowls Club (March); Football (April).

**501 Date of Next Meeting**

The next Ordinary Meeting of Clifton upon Teme Parish Council will be held on Thursday 1<sup>st</sup> March 2018 at 7:40pm at Clifton upon Teme Village Hall.

In view of the confidential nature of the business about to be transacted, Members resolved (MN/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 re the BP Hut.

**502 See Appendix A. Informal notes**

The meeting closed at 22:10 hours.

-----  
(Chairman – 8<sup>th</sup> March 2018)

Cheque No:	Expenditure 1st February 2108	Gross
1288	R Wilks - Lengthsman January	£171.60
1289	Clerk - Salary January	£306.61
1290	Clerk - Admin costs and expenses	£38.48
1291	Cancelled	£0.00
1292	Litter Pick	£45.00
1293	SSE - Pavilion Electric	£76.97
1294	M B Higgins PC Troubles - website amendments	£40.00
	TOTAL	£678.66

## **Appendix A**

### **Informal file note: Meeting with representatives of Clifton upon Teme Rainbows, Brownies and Guides - Thursday 1<sup>st</sup> February 2018**

Summary/overview of discussion areas:

- CPC reiterated unwavering support for a continuation of guiding and scouting activities on the Pound Lane site. In the short term this would be in the BP Hut but in the longer term might be in a replacement dedicated or shared use building.
- CPC were delighted that the Rainbows, Brownies and Guides (R/B/G) were happy to share the facilities at the BP Hut with Scouts so that there would again be a scouting opportunity for parish youngsters (discussion of terms of shared usage preferred by (R/B/G) and draft Management Committee Constitution presented by (R/B/G) – this to be finalised by R/B/G in conjunction with the Scouts and submitted to CPC for consideration)
- Noted that the lease had been with the Scouts who had allowed it to lapse (ownership of the BP Hut thereafter under a general principle of law had reverted to CPC) and that an informal usage of facilities at the BP Hut by the R/B/G has existed thereafter
- CPC is now 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 of points related to future areas of responsibility (usage, maintenance etc) and requirements of annual hire agreements.

#### **Agreed**

- The Scouts be permitted to hold a programme of introductory/trial sessions for a nominal fee of £10 (Rainbows, Brownies and Guides to inform Scouts to contact Clerk to PC)
- That two separate hire agreements be initiated – one with the combined Rainbows, Brownies and Guides and the other with the Scouting group(s)
- A future meeting between Rainbows, Brownies, Guides and representatives of the Scouts to finalise arrangements prior to the issuing of the new hire agreements
- View to finalise User Hire Agreement terms in April (Rainbows, Brownies and Guides expressed a wish that any agreement be dated from month of August).

#### **Action points:**

1. Urgent - Rainbows, Brownies and Guides to obtain and forward copy of Insurance Policy, schedule and most recent invoice to Clerk to CPC as a matter of urgency – risks attendant on uninsured facility (CPC insurer requires information on the existing documentation)
2. Rainbows, Brownies and Guides – revert to PC with a final draft of Management Committee Constitution and update re agreement with the Scouts
3. Rainbows, Brownies and Guides – to organise content insurance
4. Clerk to PC – to contact insurance once documentation at 1 above and to progress obtaining that documentation.