

# Minutes of the Ordinary Meeting of Clifton upon Teme Parish Council held on 3<sup>rd</sup> May 2018

*Democratic Period: queries re S106 and donations were addressed.*

## 549 Attendance

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

## 550 Declarations of Interest

Disclosable Pecuniary Interests in items on the agenda: none

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

## 552 Minutes of Previous Meetings of the Council

Minutes of the Ordinary Meeting of Clifton upon Teme Parish Council held on 5<sup>th</sup> April 2018 were approved (WB/MN) and signed by the Chairman as a correct record.

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

Clifton Rovers had expressed their gratitude to the Parish Council for the recommendations re grant funding opportunities.

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

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

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

DCllr Palethorpe formally expressed her thanks to H. Winer for her hard work on behalf of the residents of Clifton upon Teme, which included chairing the steering group for the Neighbourhood Development Plan. DCllr Palethorpe's report had been circulated and she highlighted to Members MHDC initiatives re affordable and community led housing and sport provision.

## 556 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:  
Application: 18/00362/FUL  
Location: 2 Hope Lane, Clifton upon Teme. WR6 6DN  
Proposal: Timber framed, single storey, double garage to front of the property  
Members resolved (BY/MN) to object to this application (see letter on file at MHDC)
- 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.

## 557 Highways and Byways

- a) Lengthsman: no new issues
- b) PRow: no new issues
- c) Members noted receipt of Road Traffic Regulation Act 1984 (C2026 Stanford Bridge)(Temporary Closure) Order 2018. Proposed Order: to close that part of C2026 Stanford Bridge from its junction with B4203 Stanford Bridge to its junction with C2228 Shelsley Beauchamp in order to facilitate Severn Trent works. Anticipated duration: 2 days commencing: 28 May 2018
- d) Members noted receipt of Road Traffic Regulation Act 1984 (Old Road, Clifton upon Teme) from its junction with B4204 The Village to Ham Bridge (north) to its junction with B4204 The Village to Ham Bridge (south) in order to install a new telecom mast Anticipated duration 1 day, 7 May 2018
- e) New Highways and Byways: no new issues.

## 558 Finance

- a) Bank Reconciliation: Members noted that statements were with the internal Auditor
- b) Income: Members noted that that statements were with the internal Auditor
- c) Payments to be made in respect of outstanding invoices and requests for payment totalling £1,209.94 were approved (MN/WB)
- d) Lengthsman Contract 2018/2019 (WCC):
  - i) Members resolved (BY/MN) to accept WCC Lengthsman contract (Clerk to sign and return)
  - ii) Members resolved (BY/MN) to appointment R. Wilks as Lengthsman for 2018/2019

- e) Members resolved (WB/MN) to approve WB / NP / BY as signatories on the Scottish Widows a/c (mandate forms to be completed).

**559 Property related matters**

- a) Water damage to the Sports Pavilion – tradesmen had undertaken to provide quotations (BY actioning)
- b) Portable Appliance Testing: electrician consulted
- c) Update on matters identified on the Risk Assessment Report: Western Power had placed high-visibility covers on the stays near the Play Area and increased the height of the anti-climb barbed wire above 3m; the cantilever swing had been repaired
- d) Inspection schedule - RW was updating the inspection sheet in respect of trees. BY volunteered to inspect the pavilion / playing field / play area on a bi-weekly basis. RW inspects the pavilion / playing field / play area when mowing grass.

**560 Reports by Councillors:**

There were none.

**561 Correspondence for consideration and information:**

No additional correspondence requiring consideration.

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

Welcome leaflet; asset management / user hire agreements; NDP action points (on-going)/

**563 Date of Next Meeting**

- The next Ordinary Meeting of Clifton upon Teme Parish Council will be held at 19:40 hours on Thursday 7<sup>th</sup> June 2018 at Clifton upon Teme Village Hall
- The July Ordinary Meeting of Clifton upon Teme Parish Council will be held at 19:40 hours on Thursday 26<sup>th</sup> July 2018 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 and staffing matters.

**564 Staffing**

- a) Members resolved (WB/MN) to increase the Clerk’s substantive hourly rate by the NALC recommended 2% cost of living rise
- b) Members noted the Clerk’s annual leave arrangements.

**565 Update – BP Hut**

Members unanimously resolved (BY/WB) the following:

- to sign MFG’s form request to commence work early and sign the schedule
- Clerk to instruct Solicitor re Council’s observations to MFG Solicitors in relation to advice received.

The meeting closed at 21:50 hours.

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(Chairman – 7<sup>th</sup> June 2018)

Expenditure 3rd May 2108	Gross
Remuneration contractors and staffing costs	£629.69
Reimburse SLCC	£48.24
PC Troubles	£45.00
Cancelled Cheque	£0.00
Worcestershire CALC - Inv: 7328 Subscription	£394.52
CPRE - Subscription	£36.00
Litter Pick	£45.00
Misc. consumables Pavilion	£11.49
TOTAL	£1,209.94



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