

Minutes of the Ordinary Meeting of Clifton upon Teme Parish Council held on 8th March 2018

Democratic Period: no additional matters raised.

503 Attendance

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

504 Declarations of Interest

WB declared a disclosable pecuniary interest in Minute 511 b). There were no other declarations of interest.

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

506 Minutes of Previous Meetings of the Council

Minutes of the Ordinary Meeting of Clifton upon Teme Parish Council held on 1st February 2018 were approved (WB/HW) and signed by the Chairman as a correct record.

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

508 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 CCllr Pollock was willing to consider assisting to fund replacement heritage signposts on the village green (RH to research posts).

509 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.

510 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:
 - a) Members noted receipt of SWDP notification from MHDC re adoption of the Statement of Community Involvement
 - b) Members noted receipt of an invitation to South Worcestershire Development Plan Review, briefing for Parish and Town Councils - Tuesday 20 March, Council Chamber, County Hall
 - c) Members noted receipt of notification from MHDC re Hanley Castle Neighbourhood Plan, Regulation 16 Consultation
- e) Standard insert future planning applications re site delivery vehicles that: within the confines of the 30mph zone site deliveries should be restricted so that they only occur between the hours of 9.30am and 2.30pm.

511 Highways and Byways

- a) Lengthsman: email report submitted
- b) PRoW:
Public Path Order pre-order consultation: proposed diversion of Footpath CT-608, formerly Footpath 17.
WB had declared an interest in this item and left the meeting while the item was considered
Members unanimously (BY/HW) resolved to support WCC’s recommended diversion which was formalising the established usage of the path.
- c) New Highways and Byways: no new issues.

512 Finance

- a) Bank Reconciliation: Members noted the submitted report
- b) Income: Members noted that income of £72.05 had been received since the previous meeting
- c) Payments to be made in respect of outstanding invoices and requests for payment totalling £1,430.55 were approved (WB/HW)
- d) Members approved the tabled adjustments to the insurance schedule
- e) Request to tender for grass cutting contracts to be advertised on the noticeboard; responses to be considered at the April meeting.

513 Neighbourhood Development Plan

Following the success of the NDP being “made” by MHDC in Nov 2017 the Parish Council has begun work achieving the related actions noted in Appendix 8 of the NDP (the numbers in brackets relate to the points as listed in the NDP).

- Ongoing monitoring of trees and hedgerows-by the tree warden and lengthsman. (1)
- Ongoing support-council tax relief rate for the shop and pubs. (3)
- Ongoing support-notices advertising events on the green, use of green, pavilion and car park for local events.(4)
- *We need to look at the notice boards around the village and see if they could be used in anyway. The PC board is due to be replaced with a new one and can only have PC information on it. The footpath board on the green by the school could be looked at to see if we could incorporate a notice/link to where a range of information for tourists can be found ie another board, shop, pubs, TT website. The VH committee have agreed to consider whether one of their outside boards could be utilised (5)
- This board is in place and links to point 5 above. The board needs updating and could include information on how to contact Worcester Biological Records Centre to update them on sightings of local flora and fauna. This allows WBRC to update their local data. (10/11)
- This is ongoing work with litter clearance, MHDC rubbish collection at the pavilion, the dog fouling publicity campaign already undertaken, the new MHDC Public Space Protection Order and the Green Dog Walkers Scheme. These last two could be available / linked on the footpath board. There was a suggestion by the NDP steering group for a leaflet to be produced for new residents with local information and highlighting the above issues. (9)
- The PC is currently working with local clubs/organisations to support and improve facilities. The first stage has started by consulting, agreeing and renewing the hire arrangements with the clubs. We have met with the Guides/Brownies/Rainbows in Feb, the Bowls club in March and the Football club in April. This will be followed by asking the clubs/organisations to outline their future needs and plans and for them to provide the approximate costings for these ideas. PC needs to set a suggested timeline for this. All of these can then be considered in relation to funding available (S106 plus any other sources) and the benefit of each plan to the whole community. Advice on funding streams available will need to be sought to maximise our options. (8)
- In consultation with MHDC PC to explore the process and stages of how to list the non-designated heritage assets identified in the NDP. (2)
- In consultation with MHDC PC to explore the process for listing Assets of Community Value. (6)
- PC to discuss suggestions for traffic issues and then contact highways to discuss these points. There is some sense in waiting for the completion of the development on Pound Lane as this will produce further traffic volumes which will need to be considered. (7)

The Parish Council re-affirmed its commitment to keeping residents informed about NDP matters; the update above to be published on the parish noticeboard, website and Teme Triangle.

514 Property related matters

There were no new issues for consideration.

515 Reports by Councillors:

There were none.

516 Correspondence for consideration and information:

No additional correspondence for consideration.

517 Items for inclusion on a future agenda

Welcome leaflet; Asset management / user hire agreements: consultation with Football (April).

518 Date of Next Meeting

The next Ordinary Meeting of Clifton upon Teme Parish Council will be held on Thursday 5th April 2018 at 7:40pm at Clifton upon Teme Village Hall.

The Annual Parish Meeting will be held at 7pm on Thursday 19th April 2018 at Clifton upon Teme Village Hall.

In view of the confidential nature of the business about to be transacted, Members resolved (BY/MN) 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 Clifton Bowls Club.

519 See Appendix A. Informal notes meeting with Clifton Bowls Club

The meeting closed at 21:10 hours.

(Chairman – 5th April 2018)

Expenditure 8th March 2108	Gross
Contractors and Staff	£596.09
H & W first Responders (cabinet)	£25.00
John Hicks - balance o/s	£20.00
Grant Thornton - replacement cheque	£150.00
Litter Pick	£45.00
Water Plus Ltd	£196.86
Stackhouse Poland Ltd - insurance	£397.60
TOTAL	£1,430.55

Appendix A

Informal file note: Meeting with representatives of Clifton Bowls Club - Thursday 8th March 2018

Summary/overview of discussion areas:

- CPC reiterated its unwavering support for Clifton Bowls 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 of points related to matters which concerned Clifton Bowls Club in relation to membership and maintenance
- Clifton Bowls Club acknowledged that they had not been making the agreed contributions towards the cost of water used to irrigate the bowling green – they asserted their intention to provide readings and pay for future water usage (a separate water meter had been installed a number of years ago to enable usage to be recorded)
- The Bowls Club representatives were pleased to note that CPC had never intended to charge for back water usage and only wished to be reimbursed in future for the actual cubic metres of water used by the Bowling Club at the Water+ invoiced rate (standing charges etc would continue to be borne by CPC).
- Various forms of water conservation measures re irrigation of the bowling green were discussed and the Bowls Club stated their intent to actively address the issue
- Funding to enable water conservation measures were a concern and CPC offered to help indentify third party funding opportunities
- Bowls Club stated that they would explore ongoing fund raising opportunities
- Increased membership: the PC informed the Bowls Club that the District Councillor Palethorpe had offered to liaise with contacts at Martley Sport with the aim of increasing participation in the bowling facilities in Clifton. Bowls Club to revert to the Clerk to the PC in relation to this suggestion
- CPC Chairman had established links to Clifton Bowling Club via Google maps and would convey the web reference to the Club so that they could add more information - a web presence being a very useful tool to raise the profile of the club with the aim of attracting new members.

Action points:

1. Bowls Club:
 - record and inform CPC of bowling green water meter readings
 - reimburse CPC for the cost of water used (based on the cubic metre charge levied by Water+)
 - identification of water conservation measures
 - explore fund raising activities/opportunities
 - explore options to increase membership
2. Parish Council: assist in indentifying funding opportunities.