

# CLIFTON-UPON-TEME PARISH COUNCIL

DRAFT Minutes of a Virtual Meeting of the Parish Council held  
Thursday 7<sup>th</sup> January 2021 commencing at 7.30 pm

**Present:** Councillors J. Bowden (Chairman), A. Henry (Vice-Chairman), R. Henry, J. Colins and B. Gilbert. Also present: County Cllr K. Pollock, C. Hurley and J. Johns.

**Welcome:** The Chairman welcomed everyone to the meeting and thanked the Clifton Hill Helpers for their continued support to the community. A moment of silent reflection was held following the recent deaths of two residents, in separate tragic circumstances.

**87.20 Apologies:** Councillor C. Haywood, Clerk M. Alexander and District Cllr C. Palethorpe.

**88.20 Declarations of Prejudicial & Pecuniary Interests / Councillor Dispensations:** None.

**Democratic Public Time:** No matters for consideration.

**89.20 To agree the Minutes of a virtual meeting held 3<sup>rd</sup> December 2020** – The minutes were agreed as a true record. Proposed Cllr Bowden, seconded Cllr Gilbert. All agreed.

Matters arising / reports –

- Finishing the tree work in Kenelm Close (R. Wilks)
- Additional vehicle activated signage monitors for the village (possible funding contribution from County Cllr Pollock) – the Clerk to liaise with KP re costs / PC contribution.
- Hedge at Pound Lane, opposite the school – R. Wilks liaising with resident re cutting back.
- Lovells development – verge damage by vehicles – the Clerk to liaise with Highways re tarmac options. Also, re removal of development signage?
- Road closure notices – could a white board be in place to show local businesses open and accessible? The Clerk to liaise with Highways.
- Footpath closure notices – the Clerk is checking why we aren't receiving notices from WCC / Shelsley Walsh could also circulate information to local parishes? It may be that WCC are emailing the wrong PC address?
- Leaves removal around the village – work completed recently.

**90.20 District & County Councillor Reports:** Reports to be uploaded to the website as circulated. County Cllr Pollock reported -

- The Old Road will be closed from 10<sup>th</sup> Feb for works (max 3 days) – notice to be circulated.
- WCC Cabinet have looked at next year budget – details are available on the website. Balanced budget planned, and increase will be 2.5% overall. Allocation of funding for schools also explained and concerns noted re deprivation in rural areas.
- Noted that the Lengthsman Scheme is to continue during lock down periods, subject to risks being assessed locally.

**91.20 Financial & Governance Matters:**

91.20.01 Payments were approved as per the schedule circulated.

91.20.02 Parish Website – the Clerk is working with B. Higgins currently.

91.20.03 Parish Precept & Draft Budget - as circulated by the Clerk. C. Hurley's comments re the CFAF project maintenance figures were noted. Cllr Bowden proposed acceptance of the draft budget and £30,000 precept to remain unchanged, seconded Cllr R. Henry. All agreed. Clerk to notify MHDC.

### **92.20 Parish Matters:**

92.20.01 Village Archive Storage – Cllr Gilbert & J. Johns updated that they are waiting for the school to confirm that it can go ahead. Damp damage a current concern - a survey has been requested via Place Partnership but is taking a while. Discussion took place re other survey options / costs, but it was noted that the building is not a PC asset and belongs to the school. Cllr A, Henry raised concern about the PC paying for a survey if it is not a PC asset, and Cllr Gilbert agreed to look at further options.

### **93.20 Section 106 Matters:**

93.20.01 CFAF Committee update (C. Hurley): A briefing had been circulated by Cllr Bowden, which was noted. Cllr Bowden asked the Council to consider including project management costs as part of the s.106 application to be submitted. C. Hurley confirmed that MHDC had confirmed that these costs could be built into the application, but he believed that this had not yet been agreed by the PC at previous meetings. Costs for Project Management would need to be assessed and could be as much as £5k - £8k – possibly round up project costs to £250K? C. Hurley raised concern about this money being used now rather than being retained for future local projects. Cllr Bowden confirmed that project management can be supported through MHDC Property Services. C. Hurley confirmed that there is currently no contingency built into the project costs so any project management costs would need to be added on to the bottom line total. The application would need to be amended to reflect this addition. It was noted that there will still be additional s.106 funding available to the village following this project. C. Hurley also suggested that the PC should indicate a contribution to the project costs as this would be supported by MHDC. Further to discussion, Cllr Bowden proposed that the Project Management fees should be drawn from the s.106 funding. Cllr R. Henry asked how prejudicial to the process, not having a PC contribution to the project would be? C. Hurley confirmed that MHDC already understood the basis of the application but that any PC contribution would also be beneficial to the application. Any s.106 money from Hope Lane development would also benefit from an underspend in this current tranche. Cllrs A. Henry and Collins also acknowledged the comments made during these discussions but supported the CFAF project going forward.

Cllr Gilbert suggested 50% PC funds / 50% s.106 funds for project management costs?

C. Hurley confirmed that contractor costs are now 'locked' and that any s.106 money would be drawn down from MHDC to the PC bank account for invoice payments. VAT timing / cashflow will also be critical going forward. C. Hurley also confirmed that to round up the project to £250k, the project management costs would be shown as £8533.33 (estimated fig) and cross reference that within the application. Further to discussion, Cllr Gilbert proposed that the PC contribute £4k of the costs to the approximate project management amount suggested. Seconded Cllr Bowden. All agreed. C. Hurley then confirmed that the total of the application for s.106 funding would then become £245k.

Cllr Bowden then made the following proposal, seconded by Cllr R. Henry and which was agreed unanimously –that Clifton upon Teme Parish Council formerly applies to Malvern Hills District Council for circa £245,000 (or as required) of Section 106 grant funding, to deliver a range of community improvements at Clifton Four Acre Field in line with the draft Section 106 application. Specifically, to include: -

- The creation of new children's play zones
- The development of new sports zones
- Drainage improvements for the existing football pitch and new play zones
- Redevelopment of the bowling green and surrounds
- Creation of a perimeter path

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- Car park improvements
- Project management fees

It was further proposed by Cllr R. Henry, seconded by Cllr Gilbert, that finalisation of the application, including further engagement with Malvern Hills District Council as required, is delegated to the Parish Council Clerk in consultation with the Chairman of the Parish Council and CFAF Project Team Lead C. Hurley. All agreed unanimously.

C. Hurley also reported that the CFAF project will be used as a best practice model by MHDC, and thanks were given by the Parish Council for all the work completed by Chris and the team.

93.20.02 Sensory Garden – H. Hurley has had to leave the project team, but the rest of the team will move this forward. Heather was thanked for all her hard work. Cllr Gilbert commented that the project is very worthwhile and should be fully supported by the Parish Council and there is a need to move forward while EU funding remains available from Natural Networks (NN). C. Hurley confirmed that the PC would need to provide cash flow initially as NN funding is paid retrospectively (approx. Autumn 2022). Garden submissions to NN will be required early summer 2021. Cllr Gilbert proposed that the project is accepted in principle at this stage with further cost detail to be confirmed by the team, to enable the project to be progressed. Seconded Cllr A. Henry. All agreed.

93.20.03 Section 106 Community Transport Proposal – matter currently with WCC Officer and awaiting an update via the Clerk.

#### **94.20 Planning Matters:**

94.20.01 Notifications Received – 20/01800/HP Hope End, Hope Lane, Clifton WR6 6DN – front single storey extension to create increased entrance space and utility room. Bedroom dormer window to the side of the property. No objections submitted.

It was noted that several Councillors are attending the MHDC Planning course next week.

#### **95.20 Highways Matters:**

95.20.01 Parish Lengthsman – no update made.

**96.20 Correspondence:** A letter had been received from Brookside Fire who need to access the pavilion to service the fire extinguishers – Cllr Bowden has made arrangements.

**97.20 Councillors Reports & Items for Future Agendas:** Cllr A. Henry reported concerns raised about litter locally and asked if equipment could be made available for residents to use. Cllr Henry will liaise with the Clerk about what can be done currently – next agenda item. It was noted that playing field bins are currently being replaced and delivery is awaited. Cllr Gilbert reported on the recent school proposal to raise funds. Cllr Gilbert also asked about the Lengthsman scheme and future general maintenance around the village and of our assets – should a forward plan be drafted / allocated funds? It was suggested that Cllrs Bowden, Gilbert and the Clerk should meet to discuss next steps. The Clerk to arrange a meeting and all Cllrs to suggest items for inclusion. Next agenda item.

**98.20 Next virtual meeting to be held Thursday 4<sup>th</sup> February 2021 by Zoom invitation.**

Meeting closed 20:50

M. Alexander

Clerk