

# CLIFTON-UPON-TEME PARISH COUNCIL

Minutes of the virtual Annual Meeting of the Parish Council held Thursday 6<sup>th</sup> May 2021  
commencing at 7.30pm

**Present:** Councillors J. Bowden (Chairman), A. Henry (Vice-Chairman), J. Colins, C. Haywood and B. Gilbert.

Also present: 1 member of the public.

**01.21 Election of Chairman:** It was proposed by Cllr Gilbert, seconded Cllr A. Henry, that Cllr J. Bowden remain as Chairman. All agreed. Cllr Bowden accepted the role and it was agreed that the Clerk arrange for the signature of Acceptance of Office asap.

**02.21 Apologies for absence were accepted from:** Councillor R. Henry. Apologies were noted from District Cllr C. Palethorpe and County Councillor K. Pollock.

**03.21 Resignations received and applications for co-option:** None received.

**04.21 Election of Vice Chairman:** It was proposed by Cllr Bowden, seconded Cllr Gilbert that Cllr A. Henry remain as Vice Chairman. All agreed. Cllr A. Henry accepted the role.

**05.21 Declarations of Prejudicial & Pecuniary Interests / Councillor Dispensations:** None. Councillors noted the need to update their Registers of Interests as appropriate.

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

**06.21 Standing Orders:** The Council noted Standing Orders.

**07.21 Councillor Code of Conduct:** The Council noted the Councillor Code of Conduct.

**08.21 Schemes of Delegation:** The following schemes of delegation were approved –

- Urgent Business Committee – Cllrs Bowden, A. Henry, Gilbert and the Clerk.

**09.21 Parish Council Committees:** The following Committees were agreed –

- Staffing Committee – Cllrs Bowden, Colins and Haywood.
- Finance Committee – Cllrs Bowden, A. Henry, Colins.

**10.21 Review of Financial Regulations, Risk Assessments, Insurance requirements:** It was agreed that the Clerk forward all these to the Finance Committee for review. A report to be made to the next meeting.

**11.21 Councillor Roles:** The following roles were agreed –

- Chair of Staffing Committee: Cllr Bowden. Vice Chairman Cllr Haywood.
- Chair of Finance Committee: Cllr Bowden. Vice Chairman Cllr A. Henry.
- Chair of Urgent Business Committee: Cllr Bowden. Vice Chairman Cllr A. Henry.
- Cheque signatories: Cllrs Bowden & A. Henry (current accounts) with Cllr Gilbert to be added to new accounts when set up.
- Worcs CALC Rep: Cllr Gilbert.

**12.21 To agree the Minutes of a virtual meeting held 1<sup>st</sup> April 2021** – The minutes were agreed as a true record. Proposed Cllr Gilbert, seconded Cllr Haywood. All agreed. No matters arising.

**13.21 District & County Councillor Reports:** Reports to be uploaded to the website as circulated.

**14.21 Financial & Governance Matters:**

14.21.01 Payments were approved as per the schedule circulated. Schedule to be uploaded to the website.

14.21.02 Football and Bowls Club agreements for playing field usage to continue as per normal.

14.21.03 Church clock funding – Cllr Gilbert had circulated an email with options to consider which take in to account the PC requirements about funding church property and land. It was proposed by Cllr Bowden, seconded Cllr Colins that the PC fund £6k towards the disabled access project together with an additional £1k p.a. for cemetery maintenance as a joint responsibility with the PCC. All agreed.

**15.21 Parish Matters:**

15.21.01 Village Maintenance Plan – Cllr Gilbert is arranging to meet with R. Wilks re the final locations for the hanging baskets. The tree survey plan is being progressed and a walkabout planned to assess tree condition and establish future works. Minor tree works are carried out by R. Wilks.

15.21.02 Village Archive – work has commenced as agreed on the new storage facility.

15.21.03 PC website – the new website is now completed and is live. The Clerk will now arrange new PC email addresses with Councillors and a launch will be made via Teme Triangle and social media.

15.21.04 Doodlebugs Nursery – a letter had been received asking for PC help to encourage more local people to help manage this facility for the village. The PC agreed to ask locally and it was suggested that a poster be placed on the notice board and via social media – Cllr Gilbert to liaise as required.

**16.21 Section 106 Matters:**

16.21.01 Four Acre Field Project – land ownership matters are still to be resolved with MHDC and it was agreed that the Urgent Business Committee should progress this with the Clerk and that a Solicitor will need to be engaged to undertake Land Registry work required.

16.21.02 Sensory Garden – no further update but Cllr Gilbert is progressing quotes for work. Western Power electricity cables will remain where they are unless the PC pay to have them placed underground. It was agreed that it was not appropriate to do this and have the garden in this location anyway, as the land needed to be kept vacant in case the car park ever needed to be extended.

**17.21 Planning Matters:** Applications for consideration:

21/00354/FUL – New Inn, Clifton upon Teme WR6 6DR – proposed external canopy to provide covered seating area for customers – no objection submitted 11/4/21.

21/00627/HP & 00628/LB – Cockshot Cottage, B4204 The Village to Ham Bridge, Clifton upon Teme WR6 6DY – erection of one and a half storey extension to be located at the north end of the existing extension. No objection.

21/00702/AGR – 1 Noak Farm, Clifton upon Teme WR6 6DX – steel framed agricultural building. No objection.

Notifications: 21/00514/AGR – New Inn Farm, Old Road, Clifton upon Teme WR6 6DR – prior approval not required for proposed agricultural building for storage of hay and straw.

**18.21 Strategic Planning Matters:** Cllr Gilbert will monitor and notify the Council of any matters which require attention.

### **19.21 Highways & Facilities Matters:**

19.21.01 Parish Lengthsman – the Council has been notified about more damage to J. Delahay's fence behind the playing field. R. Wilks to be asked to look at this.

19.21.02 Cllr Bowden updated that there is no gate to the footpath across the field but WCC have been chased up on this matter. A second gate may be needed behind the goals but J. Delahay's permission would be sought before progressing this due to livestock security. A written agreement would be required.

19.21.03 The pathway outside the substation in Kenelm Rd needs to be cleared – Clerk to ask RW.

19.21.04 The Scouts would like access to the storage container – Cllr Bowden to arrange shelving and keys etc.

19.21.05 Cllr Bowden has spoken the locksmith re the pavilion changing room 'escape' doors – works to be quoted to fit escape bars as required.

19.21.06 VAS – the new one is awaiting collected by RW from the Clerk. Two older ones have been returned to Westcotec for repair quotes.

19.21.07 Meeting with Highways Liaison Officer – Cllr Bowden to arrange asap.

19.21.08 Lovells development signage – the Clerk was asked to contact Lovells re signage removal.

19.21.09 Footway option linking Hope Lane to Pound Lane – Cllrs Bowden and Gilbert to progress.

19.21.10 Road closure notices as circulated by the Clerk.

19.21.11 Footpaths closure notices – none received.

**20.21 Councillors Reports & Items for Future Agendas:** Cllr Gilbert asked about the village hall notice board options – Cllrs A. Henry and Gilbert to progress options. Cllr A. Henry asked for further clarification re MHDC Council Tax precept increases which was explained by the Clerk. The PC are unhappy that it appears the precept was increased when in fact it was not, and the increase was due to MHDC who have been made aware of the issue.

**21.21 Next meeting to be held in person on Thursday 3<sup>rd</sup> June 2021 at the Village Hall in line with Covid-19 restrictions and requirements.**

Meeting closed 20:40

M. Alexander

Clerk