

BREDON, BREDON'S NORTON AND WESTMANCOTE PARISH COUNCIL

The minutes of Bredon Parish Council Meeting held at Bredon Village Hall on **Monday 11th June 2018**.

Present: Councillors: Mr Nick Bradley, Mr Richard Coghlan, Mr Kevin Falvey, Mr Phil Handy, Mr Mike Johns, Mr Andrew Rhodes, Mr Ian Rowland-Hill (Chairman), Mr Declan Shiels and Mr Rob Sly.

In Attendance: Mr Tim Drew (Clerk), Mr Andy Gray, Ms Carolyn Perry. Mr Martin Sime, Mr Tim Troughton and Mr Malcolm Waters.

1. Apologies for Absence.

Apologies were received and accepted from Cllr Matt Darby and Cllr Brod Whiting.

2. Declaration of Interests.

Councillors were reminded to update their Register of Interests with Wychavon.

Cllr Sly declared an ODI for Item 11 d) i, Cllr Rhodes declared an ODI for Item 9 a) iv, Cllr Coghlan Declared an ODI for 11 a) ii and Cllr Falvey declared DPI for Item 4.

3. To Sign the Bredon Tennis Club Lease.

It was **agreed** that the Chairman and Vice-Chairman should sign the Lease for execution on behalf of the Council and the current date inserted in Clause 7 'Limitation of Liability of Trustees' on Page 17. Cllrs Handy and Rhodes abstained from the vote. The Bredon Tennis Club Trustees signed the Counterpart Lease. The leases were dated and exchanged.

4. To approve the Playing Field Lease for signature.

It was **agreed** that the Clerk should arrange for the lease to be signed by the Landlord. Cllr Falvey abstained from the vote.

5. To approve the Annual Governance Statement 2017-18.

Proposed by Cllr Handy, seconded by Cllr Falvey and **agreed**. The document was signed by the Chairman and Clerk.

6. To approve the Accounting Statements for 2017-18.

Proposed by Cllr Handy, seconded by Cllr Falvey and **agreed**. The document was signed by the Chairman and Clerk.

7. Finances.

a) Invoices to be paid:

Village Hall

Mark Farey	Maintenance Front & Rear of External VH	£210.00
CW Hygiene Services	Gutter & Window Cleaning	£300.00
Jo Lomasney	Balance of Wages – May 2018	£191.73
Darren Rosser	Bar Work – May 2018	£64.00
RPK Maintenance	Repair Roof Tiles, Blind & Sash Lock	£301.56

Parish Council

Gill Lungley FSLCC	Clerk's CiLCA Training – April & May 2018	£40.00
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Business Supported	Balance of Clerk's Wages – May 2018	£91.83
Packwood Printers	1500 x Mitton Bank Flyers	£101.50
Avon Navigation Trust	Annual Membership (Apr 18 to Mar 19)	£10.00
DKE Audit Services	Annual Internal Audit 2017-18	£242.70
Greenworks	Grass Cutting – May 2018	£1476.00
Rigby Taylor	Playing Field Drainage Work (s106 Refundable)	£5126.68
Pippins Accountancy	Financial Statements for 2017-18	£385.00

The above payments were **agreed**. Cllr Falvey abstained from the vote.

b) Financial Report:

The May 2018 bank statements and cash book were **approved**. Cllr Rhodes advised £50,000 had now been transferred from the Parish Council Account to the savings Account.

8. To accept Cllr Diane Kemple's Resignation and review appointments to the various roles and representative functions affected.

Cllr Kemple's resignation, due to Increased work and family commitments, was accepted with regret and the Clerk will write with sincere thanks for her service and contributions. It was agreed not to change the affected roles and functions as it was felt there was currently sufficient representation.

It was **agreed** that the Clerk would contact Wychavon to commence the Co-option process to replace Diane Kemple.

9. To approve revised Parish council documents.

- a) Risk Assessment Schedule - **agreed**;
- b) Bredon Parish Council Risk Assessment – **agreed**;
- c) Fixed Asset Register – **agreed**;
- d) Social media policy – **agreed**.

10. To review the draft Bredon Parish Council Privacy Notice (GDPR).

The Clerk had attended as GDPR presentation at County Hall, Worcester on 23rd May 2018 and confirmed the following:

- Parish Councils only need to demonstrate they are making progress towards compliance;
- A Privacy Policy to be published on the Bredon PC website;
- Anti-Virus Software to be used – McAfee on Clerk's Laptop;
- Good practice for Councillors to have a separate parish council email address which includes Bredon Parish Council in the name;
- Include reference to Privacy Policy in email footers.

Implementation of the above actions were **agreed**.

11. Planning

a) For consideration:

- i. 18/00792/FUL The Milk Barn, Rectory Lane, Bredon's Hardwick, GL20 7ED
Planning approval W/15/00381/PP to change gable roof to gambrel roof to create second storey storage area above workshop. Changes to length and width of the workshop and alteration to windows.

The parish council has made general comments.

ii. 18/00691/FUL Malvern View, Rectory Farm Lane, Bredon's Norton, GL20 7EZ
Construction of new dwelling and alteration to existing access on garden land to side Malvern View, Bredon Norton.

The parish council objects.

iii. 18/00950/FUL The Coach House, Back Lane, Bredon, GL20 7LH

Domestic parent annexe as approved under planning permission ref. no. W/89/0554, but without compliance with condition 3 (so as to allow property to be used as a separate dwelling).

The parish council objects.

iv. 18/00931/HP The Nook, Chapel Lane, Westmancote, Bredon, GL20 7ER

Various alterations to the external appearance of an existing ancillary outbuilding and floor plans removed from formal submission.

The parish council has made general comments.

v. 18/00775/HP Ashley Cottage, Cheltenham Road, Kinsham, GL20 8HP

Side extension incorporating a double garage in the ground floor level and a new bedroom in the first-floor level including demolition of existing garage. Erection of new vehicular and pedestrian gates.

The parish council has made general comments.

vi. 18/00924/FUL P and D Engineering, Fleet Lane, Bredon, GL20 7EF

New showroom, first floor offices and meeting room, workshop extension, and covered store building as approved under planning permission reference number W/12/00412/PN - but not in accordance with Condition 5 (to amend the external materials to be used in construction).

The parish council has made general comments.

b) Appeal Decision:

i. APP/H1840/W/18/3193640: Greenacres, Kemerton Road, GL20 7EN

The appeal is dismissed.

c) Approved:

i. 18/00475/HP Rough Side, Westmancote, Bredon, GL20 7ES

ii. 18/00614/HP Chesapeake, Lower Lane, Kinsham, GL20 8HT

d) Cheltenham, Gloucester & Tewkesbury – Joint Core Strategy (CGT JCS):

i. **Mitton Bank Planning Application Ref: 18/00771/OUT.**

Cllr Sly left the meeting room for this discussion.

The Public Meeting held on 5th June 2018 went well and was attended by approximately 130 visitors. Feedback of the content and speakers was positive. Some queried the date, time and duration of the meeting, preferring a Saturday.

Tewkesbury Borough Council had not yet decided on their response. The parish council thanked and congratulated Cllr Darby for the council's letter of objection submitted to Wychavon. This was ratified.

There is a six-month delay on the planning application to allow Highways England to consider their position on road infrastructure. Cllr Bradley referred to Jack Hegarty's email response to the three questions posed to Wychavon. It was agreed that the parish council would write to the individual

councillors on the Wychavon Planning Group, 48 hours before the WDC Council meeting held to consider Planning Application 18/00771/OUT.

12. Identity Cards & Councillor's Email Addresses.

Cllr Bradley suggested Identity Cards & Councillor's email Addresses to meet GDPR requirements. Cllr Shiels will report on using emails addresses linked to the website. Cllr Handy will investigate business cards and councillors were asked to update their website photographs. Updates at July meeting.

13. Village Hall Working Group / Doors / Painting & Decorating

The Working Group had not yet met, and Cllr Falvey updated as follows:

- Slats on fence at side of cottage need attention;
- Quote required for leaking bay windows in cottage;
- No progress on Velux Windows;
- Mark Farey to resolve weeds around VH;
- Chairs in storeroom to be repaired;
- RPK to attend to push-bar door locks
- Guides request for tent storage was **agreed**;
- New tables will be required (previously NHB request).

14. Village Hall Office Accommodation.

Cllr Falvey to contact architect and local builders for quotes to determine feasibility of creating a single meeting room/office from the two rooms and corridors to maximise space utilisation. This work may be eligible for s106 funding.

15. Film Company Monies for Worthy Causes.

From the list of applicants, it was decided that the Obelisk/Mile Marker was a parish project for s106 funding and Clerk to contact Milestone Society. It was agreed to donate £400 to each of the following five organisations: 1st Bredon Cubs (Games), Bredon Hancock's First School (Tercentenary), Bredon Playgroup (Equipment), Bredon Outward Bound Association (Support Costs) and Bredon Guides (Storage).

16. Defibrillators.

It was **agreed** to purchase the defibrillators for Bredon CC to be refunded by the Rugby and Cricket Clubs. School training will be provided by West Midland Ambulance. A decision on Lottery Funding is not expected until end July.

17. Footpath Extension – Brasenose Road.

This was deferred to the July meeting.

18. Section 106 Monies.

Clerk will provide details of qualifying categories for discussion at the July meeting, e.g. for improving recreational facilities or public open spaces, leisure sport, formal sport, land purchase or improvement.

Cllr Johns advised that his investigation of Pétanque (Boules) showed Bredon was more local to Gloucestershire based clubs. Chairman to discuss with BCPR Chairman at their next meeting. Agenda item for July: 'Greener, Fitter, Healthier Bredon'.

19. NALC Pay scale Uplift.

Deferred to July to enable completion of Clerk's annual assessment.

20. Correspondence for Information.

Vicky Houghton's request for a skip on the car park opposite the Bowls Club on 18th to 20th June was **agreed**.

Communication between Councillors by WhatsApp would be considered at a future meeting. Clerk confirmed Clare Gibbs will take up role of Parish Paths Warden for Bredon when she has completed WCC's PPW Essentials course on 29th July. Clerk waiting to hear from Jula Humphries when she has contacted Wade Muggleton of WCC, regarding the Tree Warden position.

21. Progress Reports for Information.

- a) Clerk:
 - John Smith's email on Assets of Community Value (ACVs) was discussed. He expressed concern about the two village pubs. Clerk to check with Wychavon to see what ACVs had been registered. It was **agreed** that any unregistered assets should be submitted.
 - Minutes for both May 2018 and June 2018 meeting would be approved at the July meeting.
- b) County & District Councillor:
 - The resurfaced footpaths in Blenheim Drive have been satisfactorily completed.
 - NHB still requiring large projects.
 - The £8m+ provision for a new bridge at Northway, to access land to the north of Ashchurch Camp, was estimated at around £12m.
 - WCC are reviewing policy on gritting. Brine is effective on roads but not footpaths.
 - Parishioners should be requested to cut back hedges encroaching onto footpaths using Parish Magazine.
- c) Cllr Falvey confirmed that Police Constable Zoey Carter is Bredon's Safer Neighbourhood Police Officer.
- d) Website and Parish Magazine
Next Parish Magazine to include Public Open Meeting, GDPR, Narrowing Pavements, Donations from TV money, New Co-opted Parish Councillor vacancy and Tennis Club Lease signing.

22. Councillor's Reports and Items for Future Agenda.

- Business Plan Strategy Group report;
- Grade 2 listed Obelisk/Mile Marker;
- Traffic Cones / Yellow Lines;
- Glebe Field Maintenance;
- Collaboration Software – Asada demonstration;
- Dogs on the Playing Field.

The Chairman thanked the Vice-Chairman for chairing the May meeting and Cllrs Handy and Rhodes thanked the council for the small tokens they received in appreciation for their time in office.

23. Date of Next Meeting.

Monday 9th July 2018.

Meeting closed at 9:50pm.