

# **BREDON, BREDON'S NORTON AND WESTMANCOTE PARISH COUNCIL**

The minutes of Bredon Parish Council Meeting held at Bredon Village Hall on **Monday 13<sup>th</sup> May 2019**.

**Present:** Councillors: Mr Nick Bradley (Chairman), Mr Richard Coghlan, Mr Matt Darby, Mr Kevin Falvey, Mr Phil Handy, Mr Neil Leyden (co-opted at Item 6), Mr Andrew Rhodes, Mr Declan Shiels, Mr Rob Sly and Mr Brod Whiting.

**In Attendance:** Mr Tim Drew (Clerk), Cllr Adrian Hardman, Mrs Sally Cooper, Mrs Anne Meadows, and Mr Martin Miles.

## **1. Election of Chairman.**

Cllr Handy proposed, Cllr Whiting seconded, and it was **agreed** to elect Cllr Nick Bradley as Chairman. Cllr Bradley duly signed the Declaration of Acceptance of Office and Undertaking to observe the Code of Conduct.

## **2. To Elect a Vice-Chairman.**

This Item was voided and covered under Item 5.

## **3. Apologies for Absence.**

There were no apologies received.

## **4. Declaration of Interests.**

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

Cllr Darby declared a prejudicial ODI for item 7 c) i (a working relationship with the family) and a non-prejudicial ODI for Item 13 f) (as a farming tenant of a party connected to the application).

Cllr Whiting declared a non-prejudicial ODI for Item 13 f) (a friend of Tewkesbury Borough Council Senior Officer – Sara Freckleton) and a non-prejudicial ODI for Item 22 (residing adjacent to playing field).

Cllr Sly declared an ODI for item 13 f) (a nearby resident).

Cllr Falvey declared a non-prejudicial ODI for Item 13 b) ii (a friend of the applicant).

Cllr Rhodes declared a non-prejudicial ODI for Item 13 b) i (a neighbour of the applicant).

## **5. To Elect a Vice-Chairman.**

Cllr Darby proposed, Cllr Rhodes seconded, and it was **agreed** not to appoint Vice-Chairman. The Clerk advised that if the Chairman were absent at a future meeting, an election of a Chairman for that specific meeting would be necessary.

## **6. Co-option of 10<sup>th</sup> Parish Council Member.**

After the recent uncontested election, the Clerk received an application for co-option from Mr Neil Leyden. Following a brief introduction, it was **agreed** unanimously by Councillors to support the application and Cllr Leyden duly signed the Declaration of Acceptance of Office.

## **7. Adoption of the Minutes for of the Meetings held on Monday 8<sup>th</sup> April 2019.**

These minutes were **approved**.

## **8. To appoint Members and agree Terms of Office:**

- a) *Staffing Group*
- b) *Planning Working Party (PWP)*
- c) *Finance Support Group*

After discussion, it was **agreed** to maintain the status quo of the appointed representatives from the previous parish council and to review membership again either once a full council had been formed by co-option, or at an appropriate future date.

**9. To make appointment to various roles and representative functions.**

As for Item 8 above, it was **agreed** to maintain the status quo of the appointed representatives from the previous parish council and to review membership again either once a full council had been formed by co-option, or at an appropriate future date.

**10. To approve Direct Debit and Standing Order Payments.**

Cllr Rhodes proposed, Cllr Falvey seconded, and it was unanimously **agreed** that the existing Direct Debits and Standing Orders be retained for 2019-20.

**11. To approve various Parish Council Documents.**

- a) Standing Orders;
- b) Financial Regulations;
- c) Risk Assessments;
- d) Asset Register.

After discussion, it was **agreed** to further review all these documents and their associated documents and policies (including Code of Conduct, Insurance and unlisted parish council land and buildings, i.e. assets) at a future meeting.

**12. Finances.**

- a) Invoices to be paid:

Village Hall:

Jo Lomasney	Balance of Wages – April 2019	£71.67
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Parish Council:

Business Supported	Balance of Clerk’s Wages – April 2019	£147.62
Glasdon	2 x Elwood Seats for the Play Area	£1317.53 *
David Gray	Lengthsman – April 2019	£423.49
Pippins Accountancy	Bookkeeping & Q4 VAT Return	£157.50
Greenworks	Grass cutting – April 2019	£1476.00
Worcestershire CALC	CALC & NALC Annual Fees	£1119.27

\* to be deducted BCPR balance held by parish council,

The above payments were **agreed**.

- b) Financial Report:

The April 2019 bank statements and cash book were **approved**. The BCPR balance is to be included in future finance reports.

**13. Planning**

- a) For Ratification:

- i. 19/00806/CLE 1 Fairview Cottages, Westmancote, Bredon, GL20 7ES  
*Certificate of lawful use existing for land to be used as garden.*  
**No objection.**

b) For Approval:

- i. 19/00889/DEM Peppercorn Cottage, Chapel Lane, Westmancote, Bredon, GL20 7ER  
*Application for prior notification of proposed demolition of a garage.*  
**See decision below.**
- ii. 19/00882/HP Burnside Cottage, Westmancote, Bredon, GL20 7ES  
*First floor balcony to rear.*  
**No objection – subject to approval of conservation officer.**
- iii. 19/00701/FUL Meadow Hill, Eckington Road, Bredon's Norton, GL20 7HD  
*Proposed dwelling in grounds of Meadow Hill/Lee House.*  
**Objection:** reasons relating to compliance with the Bredon Parish Neighbourhood Plan, no evidence that proposal permitted by SWDP, provisions of Cotswolds AONB not addressed, potential flooding and road safety issues with access.
- iv. 19/00947/FUL The Home Farm, Manor Lane, Bredon's Norton, GL20 7EZ  
*Reconfiguration of the existing farm shop building, to provide a smaller farm shop and a single dwelling.*  
**No objection.**

The parish council's comments for the above were **agreed** and Cllr Falvey abstained from 13 b) ii.

c) Approved:

- i. 19/00115/HP - St Ives, Chapel Lane, Westmancote, Bredon, GL20 7ER

d) Decision:

- i. 19/00889/DEM Peppercorn Cottage, Chapel Lane, Westmancote, Bredon, GL20 7ER  
*Based upon the information provided with your application the Council's determination is confirmed that prior approval is not required as to the method of demolition and any proposed restoration of the site.*

e) Withdrawn:

- i. 18/02618/FUL Bredon Marina, Dock Lane, Bredon, GL20 7LG

f) Update on Planning Application 18/00771/OUT

Cllr Sly left the room. It was **agreed** the parish council would write its own rebuttal of the No. 5 Chambers' Opinion, as instructed by RPS on behalf of Barratt Homes and McTaggart and Mickel, highlighting a series of factual inaccuracies and an error in law.

g) General Planning Matters.

No further information.

#### 14. Approval of Building Contractor for Village Hall Office Suite.

The Clerk advised three quotations of variable detail had been received and it was **agreed** to appoint Dave O'Neill to carry out the works. This is subject to provision of a concise start and finish date, a suitable contract/disclaimer, building control approval and a review of electrical costs.

#### 15. Grass Cutting at Westmancote and Bredon's Hardwick.

It appears not all areas designated on location maps are not being cut and Cllr Sly will liaise with the contractor. It was noted that additional areas in Bredon's Hardwick need cutting and the maps will be reviewed before the next tender.

#### 16. Section 106 Project.

The application for Public Open Space Boundary Enhancement (car parks adjoining the playing field) will be decided at Wychavon's next panel meeting on 28<sup>th</sup> June 2019

#### 17. Traffic and Highways Group.

The Group met last week, and a letter was drafted to send to Worcestershire County Council (WCC). It was **agreed** to send the letter covering Section 106 funding and discuss the public transport content further before submitting to WCC. Cllr Sly left the room for the Mitton Bank related discussion.

**18. Natural Networks.**

Cllr Shiels will provide a further update after the next scheduled meeting with Natural Networks. An exhibition for the project will be held on 14<sup>th</sup> May 2019 for residents, to provide details about the proposed improvements to the Glebe Field and Playing Fields Corner.

**19. Station Drive Signage.**

Deferred to the June or July meeting.

**20. Bredon Art at the Village Hall.**

The application for a Wychavon Community Grant was not supported. Cllr Leyden will apply for funding from National Lottery Awards for All.

**21. Bensham Allotments – Appointment of Agent.**

It was **agreed** that Cllr Handy would make initial enquiries with of Timothy Lee & Griffiths Chartered Surveyors.

***The meeting was adjourned for Martin Miles to address the parish council and then reconvened (see Notes of Public Question Time).***

**22. BCPR – Shelters and Bark Alternative.**

Cllr Whiting left the room. The Playing Field Shelters have been postponed. The alternatives to bark were discussed and the preference, Rubber Mulch would cost in the region of £8-£12k. Clerk to circulate details. Funding options, including Section 106 will be considered.

**23. Advertising on the Parish Website.**

Deferred to the June or July meeting.

**24. Commemorative Events.**

Deferred to the June or July meeting.

**25. Clerk's Timesheet Analysis.**

Cllr Shiels presented the data for 2017-2019. Amendments have been made to the timesheet to improve future data. It was **agreed** the recent NALC uplift and a one-point adjustment to the Old SCP pay scales (from 30 to 31 now New SCP 25) should apply to the Clerk's salary from 1<sup>st</sup> April 2019.

**26. Correspondence for Information.**

The Clerk provided the following update:

- The PWLB Loan for the Village Hall would be paid off in October 2019.
- Worcestershire Highways had been contacted about the Verge Erosion at the top of Dock Lane.
- Steve Deakin had kindly agreed to be responsible for the upkeep of the Glebe Field which includes grazing a few sheep periodically.
- Worcestershire CALC are running several training courses for new councillors.

- The Village Hall Committee will consider options to improve access to the Village Hall for the elderly and disabled via the two double doors.
- The Fox and Hounds has been purchased by Donnington Breweries.

## **27. Progress Reports and Updates**

- a) Clerk:  
No report.
- b) County & District Councillor:
  - Rooftop own the grassed area outside Bredon Lodge as a possible Grit Bin location.
  - A formal meeting was held with Gloucestershire Highways to discuss the viability of the prospective Ashchurch Rail Bridge.
  - The footpath improvements at Bredon Lodge are complete.
  - Worcestershire County Council funding for footpaths may be available.
- c) Defibrillators.
  - Bredon's Norton defibrillator still to be registered with Ambulance Service.
  - Village Hall replacement defibrillator being delivered.
- d) Assets of Community Value.  
Royal Oak application now drafted and will be submitted to Wychavon.
- e) Village Hall and Office Accommodation.
  - Roof repairs completed and Village Hall Bay Windows and Roof now started.
- f) Smartwater Initiative.
  - Postponed Village Hall meeting will be rescheduled.
- g) Police Liaison.  
Three crimes were reported in Bredon in April. Over the Bank Holiday weekend on 22<sup>nd</sup>, 24<sup>th</sup> and 26<sup>th</sup> April, we received three reports from the Kemerton Lake Nature reserve of youths causing damage to chains and locks and stealing/attempting to steal canoes. They have also littered and lit a fire in the reserve. The police are working with the Nature Reserve to identify improvements in security including signage around the lake.
- h) Website and Parish Magazine.  
Co-option of Councillors, Natural Networks Exhibition, Police Report & Kemerton Lake Warning.

## **28. Councillor's Reports and Items for Future Agenda.**

- Line markings on pavements to deter parking (Cllr Falvey).
- Hedge at Doctors Surgery (Cllr Falvey from April).

## **29. Date of Next Meetings.**

Monday 10<sup>th</sup> June 2019.

Meeting closed at 09:55pm.

## **Notes of Public Question Time:**

Sally Cooper and Anne Meadows explained the current situation to the parish council and the reconfiguration plans for the Home Farm Shop at Bredon's Norton. This requires marketing for 12 months to establish community need. A planning application for change of use to residential will be submitted. A planning application has been submitted for the existing farm shop building, to provide a smaller farm shop and a single dwelling.

***The parish council meeting was adjourned and then reconvened after Item 21 for Martin Miles, who was unavoidably delayed, to address the parish council.***

Martin Miles advised progress on the proposed Playing Field Shelters has been postponed until discussions with the Football and Rugby Clubs have been held. A bark alternative for the climbing frame is an ongoing problem as the bark retains moisture and consequently is not a permanent solution. The preferred alternative is Rubber Mulch, but this is expensive to purchase and install. Funding options are being sought including Aviva. The climbing frame ground supports will be checked.