

# Defford and Besford Parish Council

## The Minutes of the Annual Parish Council meeting held on Tuesday 15<sup>th</sup> May 2018 at Besford Estate Community Hall

Present: Councillors Clive Woods (Chair), Julian Clarke, Ian Spires, Nicky Szabranski, Hazel Wakefield, Ron Davis, Patricia Steel & Roger Atter

In Attendance: Clerk & 2 members of the public

1. Election of chair. Cllr Woods was proposed and seconded, acceptance of office was signed
2. Election of vice chair. Cllr Thompson was proposed and seconded
3. Apologies, Cllr Jane Thompson.
4. Declaration of interest
  - a) Register of Interests: Councillors are reminded of the need to update their register of interests. NONE
  - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
  - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting. Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

The meeting will be adjourned for Public Question Time – Deferred to the Annual Parish Meeting at 8pm The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.

5. Minutes of the previous meeting 6<sup>th</sup> March were signed as true and accurate
6. Councillors were nominated to the following committees
  - a. Planning Committee, all councillors were appointed with Cllr Thompson being chair.
  - b. Finance and General Purposes Committee, it was agreed that Cllr Woods, Atter, Spires and Wakefield would continue on this committee with Cllr Woods being the chair.
  - c. Defford Relief in Need, Cllr Wakefield and Cllr Szabranski will remain appointed.
  - d. Village Hall Management Committee, Cllr Atter agreed to be a representative on this committee
7. Bank Signatories / Bank Mandate, it was resolved that the current Bank Mandate and Cheque Signatories would remain in force as follows:- Cllr Spires, Thompson & Wakefield
8. Future meetings dates for the Parish Council had been agreed in December 2017 for 2018.
9. The following documents were adopted
  - a) Standing Orders, Financial Regulations, Complaints procedure, Council's procedures for handling requests made under the Freedom of Information Act and the council's policy for dealing with the press/media
  - b) The Asset Register and Risk Assessment were under review and would be adopted at the July meeting
10. Parish Clerk's Report
  - a. Footpath warden has stood down. Adverts were placed with CALC as well as in the parish newsletter and on Facebook
  - b. Clerk will be attending GDPR training on 23/5 and advise the Council after training on procedures to adopt.
  - c. Street light - Clerk has spoken to Prysmian. The problem is that the current fitting will become obsolete very soon so they are proposing to install (a trial basis lamp) for a cost of £35, the problem is that there is a 6-8-week lead time. As soon as it comes into stock the lamp will be replaced. Another problem is that Western Power are wanting Parish Councils to convert all their lanterns to LED lamps. There is a cost of roughly £200 per lantern, we have 8 lanterns in the village. Clerk has requested that the manager of Prysmian come and meet with the Parish Council to give a proposal as we would need to write this into future budgets.
11. Progress Reports
  - (a) County Councillor Hardman – attached to the Annual Parish Meeting Minutes
  - (b) District Councillor Ron Davis – attached to the Annual Parish Meeting Minutes
  - (c) West Mercia Local Policing Team – attached to the Annual Parish Meeting Minutes
12. Aims and Objectives

- a. Speeding, Junction of Bourne Road and A4104 – No further developments, will continue monitoring the situation, controls have been put in place
- b. Defibrillator - no report
- c. Resurfacing of village car park – hopefully completed by July. Will need to advise village hall groups that the carpark will be closed for the duration of the work. Clerk to apply for funds
- d. Upkeep of Millennium Green /Play Area inspection – weekly and monthly checks have all been done, grass and grounds work being done. Looking for a new company to do the annual inspection. Gates being open every Thursday for dustbin collection. New play equipment being installed in the next few weeks. Request for the workmen to use the facilities in the church rooms while the work is taking place. Cllr to talk to the vicar. Clerk to apply to Wychavon for funds
- e. Campaign to reduce dog fouling in the village - Hopefully replacing the bins around the village. Agreed to prioritise which bins need replacing.
- f. Parish Council website – it was agreed to remain with current provider but to review every six months.
- g. Wayleave, no report
- h. Diocese land, no report
- i. Railway Memorabilia, tribute to Ron Howes completed and will be put on display in Defford Village Hall.

### 13. Planning

#### a) New Applications

<a href="#">18/00713/FUL</a>	Besford Bridge House Besford Bridge Besford WR10 2AD	Proposed Conversion of Outbuilding into Visitor Accommodation in the form of a Holiday Let and formation of a bat loft.  No objection	Pending decision
<a href="#">18/00714/LB</a>	Besford Bridge House Besford Bridge Besford WR10 2AD	Proposed Conversion of Outbuilding into Visitor Accommodation in the form of a Holiday Let and formation of a bat loft.  No objection	Pending decision
<a href="#">18/00708/HP</a>	The Stables Church Farm House St Peters Lane Besford Worcester WR8 9AP	Rear single storey extension  No objection	Pending decision

### 14. Finance

- a) To approve the Accounts for the financial year 2017/18, deferred
- b) To approve the Annual Return for the financial year 2017/18, deferred

#### c) Payments below were approved

Ref	Payee	Description	Net	VAT	Total	Cheque no
1	Zurich	Insurance	£ 408.87	£ -	£ 408.87	1009
2	CALC	Membership	£ 427.39	£ 76.23	£ 503.62	1010
3	Npower	Lighting	£ 106.72	£ 5.34	£ 112.06	1011
4	Besford Court	Hall hire	£ 25.00		£ 25.00	1012

5	Pendas	Website	£ 37.50	£ 7.50	£ 45.00	1013
6	Defford Village Hall	Hall hire	£ 16.00		£ 16.00	1014
7	New Farm Grounds	Lengthsman March	£ 210.00	£ 42.00	£ 252.00	1015
8	New Farm Grounds	Lengthsman April	£ 260.00	£ 52.00	£ 312.00	1016
9	M English	Wages	£ 665.72		£ 665.72	1017
10	M English	Expenses	£ 231.86		£ 231.86	1018
	TOTALS		£ 2,389.06	£ 183.07	£ 2,572.13	

15. Insurance Policy for the period 1 June 2018 until 31 May 2019 remained the same as the previous year

16. Transparency Funding – training funding received, clerk to attend training June

17. The PCs completion of the Local Policing Survey, all agreed to complete survey and submit

18. Correspondence for Information

To note the appendix of items which have been circulated or will be available for inspection, none

19. With no further business to conduct the meeting closed at 8pm, the next meeting will be 3<sup>rd</sup> July 2018 at 7.45pm in Besford

Signed: .....  
Councillor Clive Woods, Chairman

Date: .....