

## **Wyre Piddle Parish Council**

### **Minutes of the Annual General Meeting of the Parish Council held on 24<sup>th</sup> May 2018 in the Village Hall, Wyre Piddle**

*Meeting commenced: 7.22 pm - Meeting ended: 8.58pm*

**Present:** Cllrs. J. Paul, G. Smout, M. McFarland, D. Naraine, G. Johns.

**In Attendance:** Carole Hirst (Clerk and Responsible Finance Officer)  
County Cllr. L. Tucker, Malcolm Haden, A Parishioner.

- 1/5/18 Election of Chairman of the Council for 2018/19.** Cllr. Paul was nominated by Cllr. Naraine and Seconded by Cllr. McFarland- All in favour. Cllr. Paul signed the Declaration of Acceptance of Office.
- 2/5/18 Apologies for absence –** Cllr. Wilks.
- 3/5/18 Declarations of Interest for**  
**a) the Meeting (Personal and Prejudicial)** None  
  
**b) Any Changes to be Notified to the Registers of Interests and Gifts & Hospitality** -No changes to the existing information lodged with the District Council were declared.
- 4/5/18 Election of the Vice Chairman of the Council.** Cllr. McFarland was nominated by Cllr. Paul and Seconded by Cllr. Naraine. All in favour.
- 5/5/18 Appointment of Members to represent the Council on the following bodies:**  
a) Village Hall Committee – Cllr. Paul  
b) Waste Liaison Committee – Cllr. McFarland  
c) General Purposes Committee for urgent business- all members (minimum of 3 members to attend)  
d) Planning Committee- Cllr. Naraine  
e) PACT Member – Cllr. Smout  
f) Street Lighting – Cllr. Smout
- 6/5/18 Parishioners Comments –** There were none
- 7/5/18 Appoint and confirm bank signatories –** Clerk (C. Hirst); Cllr. Paul; Cllr. Naraine; Cllr. McFarland.
- 8/5/18 To note Standing Orders, Financial Regulations, Asset Register and to consider a schedule for their updating.** – Standing Orders and Asset Register to be drafted for the next meeting.
- 9/5/18 To appoint individual Councillors to the following roles:**  
Lengthsman Liaison – Cllr. Naraine;  
Grounds Maintenance Liaison – Cllr. Paul;  
Footpaths and Bridleways- Cllr. Paul and Malcom Haden.
- 10/5/18 Approval of Minutes of the Parish Council Meeting held on the 22<sup>nd</sup> March 2018**

The minutes had been previously circulated prior to the meeting.  
Proposed as a true record by Cllr. Paul and Seconded by Cllr. McFarland and were unanimously approved as a correct record of the meeting and signed by Cllr. Paul (Chair).

**11/5/18 Matters arising from the minutes – None**

**12/5/18 Finance**

- a) Current Balance and Bank Reconciliation to 24<sup>th</sup> May 2018

**Cash at the Bank £62,632.12**

**Reconciliation**

Opening balance at 1<sup>st</sup> April 2018 £56,105.14

Add receipts to 24<sup>th</sup> May 2018 £10,904.41

Less Payments to 24<sup>th</sup> May 2018 £(4,377.43)

**CLOSING BALANCE £62,632.12**

- b) Payments List 24<sup>th</sup> May 2018

Payee	Description	TOTAL £	Cheque Number
HMRC	Taxable Deductions	126.80	<b>BACS</b>
Carole Hirst	Clerk Salary April 2018	508.14	<b>BACS</b>
(2017 Pay rates applied)	Clerk Salary May 2018		
Carole Hirst	Expenses from 22nd March to 24th May 2018	93.90	<b>BACS</b>
Worcestershire CALC	Annual Subscription 2018/19	381.08	<b>BACS</b>
D M Payroll Services	Internal Audit 2017/18	100.00	<b>BACS</b>
NPOWER	Energy	177.43	<b>BACS</b>
Andrews Landscape Installations	Decking along river bank include posts etc.	950.00	
Stuart Blunson Tree Services	tree work Poplar Ave & Smithsfield	2,525.00	<b>BACS</b>
Wel Medical	Electro Pads	83.82	<b>BACS</b>
D M Payroll Services	GDPR role and audit	270.00	<b>BACS</b>
Office Outlet	Lever arch files	3.48	<b>BACS</b>
Marmax Recycled Prod	Benches	1,788.00	<b>BACS</b>
<b>TOTALS</b>		<b>7,007.65</b>	

Cllr. Paul proposed that the payments be approved; Cllr. McFarland Seconded; All in favour

### **c) Annual Governance and Accountability Return 2017/18 Part 2**

(i) Consider Internal auditor's report & recommendations circulated prior to the meeting: Proposed Cllr. Paul, seconded Cllr. McFarland, all in favour to approve the report.

(ii) Proposal to approve Section 1: Annual Governance statement:  
Proposed Cllr. Paul, seconded Cllr. McFarland, all in favour to approve each statement in Section 1 of the Annual Return 2017/18.

(iii) Proposal to approve Section 2: Accounting statements:  
Proposed Cllr. Naraine, seconded Cllr. Paul, all in favour to approve the statements for the 2017/18 financial year.

d) The Parish Council have now moved to on-line banking and a discussion took place about the Parish Clerk having delegated responsibility to pay the HMRC payments and NPower invoices as they are required to be paid in a short timeframe and to report them to the next available meeting following payment. Cllr. Paul proposed and Cllr. McFarland seconded. All in favour.

e) The Parish Council currently requires a second authorisation for on-line banking transactions. It is proposed that this be changed to enable the Clerk to pay all authorised invoices under £1,000 without requiring a second authorisation. Cllr. Paul proposed and Cllr. McFarland seconded. All in favour.

### **13/5/18 Planning applications and decision notices**

17/02/506 Staddlestones, Main Road, Wyre Piddle, Pershore, WR10 2HP- Erection of single 4 bedroom dwelling with associated garaging and car parking- **Refused**

18/00687/HP Cherry Tree Cottage, Church Street, Wyre Piddle- Implementation of planning approval W/15/01144/PP for a two-storey side extension, porch, roof alterations to create a terrace and small rear extension including internal alterations without compliance with condition 8 (drawing numbers) to amend scheme – **Consultation**

18/00733/FUL The Landings, Main Road, Wyre Piddle, WR10 2JB- Construction of a new dwelling - Variation of condition 9 of W/12/02203/PN to allow first floor of garage to be used for habitable use-**Consultation**

18/00895/FUL Elm Croft, Wyre Hill, Wyre Piddle, WR10 2HS- Construction roof a replacement dwelling at Elmcroft- **Consultation**

18/00174/OUT Land Adj. Meadow View, Evesham Rd, Pershore- Outline application for 2no. live/work units- **Approved**

### **14/5/18 Correspondence. - None**

### **15/5/18 Councillor Reports**

#### **Cllr. Tucker County/District Councillor.**

Station Rd traffic lights. There are two things that Persimmon still have to do: -

1. surface water drainage work from Phase 2 to take the water along Station Road and then through an enlarged culvert under the road at the southern end of the school site. This at the same time as installing a Puffin crossing opposite the High School.
2. Install the permanent smart traffic lights that were conditioned to be in place before the first house was occupied.

The work to be carried out at the end of July is for drainage works which has to be done first before the start of the lights and road alignment. There will be a full road closure from the 21st July for 6 weeks coming down past the Racecourse Road to the Wyre turning. During the 6 weeks closure everyone will be coming down Wyre Hill and going into Pershore town that way. Station Rd is going to be closed between Racecourse Rd and the junction. This work is being planned to finish before the Plum Fair on August Bank Holiday. Then after August Bank holiday work will start on the Station Road/Wyre Road traffic lights and alignment of the road. It is programmed to finish 2nd week of December. It will not require road closure but there will be lane closures managed by traffic lights etc.

Northern Link draft plans are now issued which the parish will be aware of. Which will go over the bridge to Keytec. This project will include improving the traffic lights on Pinvin crossroads and making an extra lane so that the traffic lights are two-way rather than the current four-way traffic light system.

Eastern Bridge has had more incidents of vandalism. WCC has clear evidence of the registration of the vehicle involved sent to the Police. With regard to barriers, WCC will not pay out again for more work to the barriers but they are prepared to tackle the police to see what intervention they can carry out.

*Action: Cllr. Paul to contact the Police Commissioner, John Campion about being disappointed with the Police not helping to resolve the issues with the Eastern Bridge.*

Aldi may still appeal through the planning process but have not done so yet. The extra 2 Live/Work applications have today been approved.

PACT we now have a new local policeman who is really trying to help the local community. Meetings are being set at twice per year but he has been out in the parish.

Tip Liaison – there appears to be no problems with. Problems on the neighbouring airfield with illegal waste tipping. Since 2014 there have been huge problems with fires and illegal waste being buried. He has been taken to court by the Environment Agency and was found guilty and given a two-year prison sentence. They are now acting against him to try and get the proceeds of his ill-gotten gains.

### **Cllr. Naraine (Chairman's Report)**

My sixth year as Chairman has again been busy and has been marked by the Parish Council's involvement and completion in a range of long outstanding issues and projects.

As ever Wyre Piddle Parish Council is reliant on its team of elected councillors, volunteers and contractors who all continue to commit a huge amount of personal time and effort on a voluntary basis in the delivery of our various services.

In particular I would like to thank Cllr. Smout for her work with the village flower tubs. The Planning Group for their continued commitment and contributions. Peter Hurst our Lengthsman for the fantastic continued transformation of Wyre Piddle's open spaces and the Clerk, Carole Hirst, who has undertaken on the gargantuan task of

consolidating all the Parish accounts and updating all of our financial procedures as well as developing and providing the Parish with a new web site.

Our grateful thanks are again extended to the new line up of Chris Gooderham and Ruby Edwards for stepping up to continue our Parish's much valued participation in the Wychavon games and also to the "Joined up Entertainments group" who bring such enjoyable community events together such as the Easter Bonnet parade and the Village Fete.

New this year, the village has had the opportunity to be entertained by two musical events and several theatre productions here at the village hall. We would especially like to thank Eleanor Creed-Miles for her collaborative work with Shindig Entertainment as well as Graham at Piesse House and Malcolm Haden.

Also this year I am pleased to finally see the completion of the new Play Area at Poplar Avenue. It has been a bit of a personal project and is the result of several years of consultation and fund-raising, I think it has turned out very well and it is an excellent improvement to the village. I would like to make note of thanks to our financial contributors: The Big Lottery Fund, SWEF, Wychavon Community Fund and Cllr Tucker.

On this same note we have undertaken and are still in the process of some renovation work at Smith's Meadow. Although it will be some time before the intended planting becomes established, I think it's looking really good already and again I am sure this will become another focal point of the village. I would like to thank Cllr. Paul for arranging the installation of new benches and landing stage.

As of May 2018, there are several projects that the Parish Council are researching, these being the fencing around the mini roundabout at the bottom of Wyre Hill and vehicular protection around the Preaching cross.

I am sure that going forward the Council will continue to look for new initiatives and ideas that will help to benefit the village community as a whole and as always are keen to encourage committed volunteers to come forward to help and develop any projects which they may be interested in.

So, to sum up, due to all the administrative updating that has been going on in the background, I think the Parish Council is now much more effective and efficient in its running and as long as it continues to be mindful of its assets in terms of planning for future eventualities it will continue to provide a very good service to its residents.

20 years ago when we moved here, my wife joked that I would be the Chairman of the Parish Council one day - strange how things turn out sometimes. After six years, I think it's time to pass that strange experience on. Things as they are I am more than happy and confident in WPPC to step down this year.

#### **Cllr. McFarland.**

Piddle Brook.

Cllr. McFarland spoke to the Environment Agency regarding the pollution of Piddle Brook. They said that they traced the source very quickly in part due to the diligence of a member of the public who reported seeing dead fish. Unfortunately the pollution wiped out all the aquatic life in about two to three kilometres of Piddle Brook. The pollution was under control quite quickly and by the time it reached the Avon it had

diluted quite significantly. The Environment Agency were not able to say much as it is an ongoing formal investigation that could lead to prosecution.

It will take between one to two years for the brook to get back to normal.

Cllr. McFarland asked what can be done to prevent future pollutions in the Brook and they said it's about raising awareness with farmers and production companies and encouraging prompt reporting by the public which enables the EA to get to the area and collect sample which helps them identify the pollutant.

Cllr. McFarland spoke to EA on Monday and they said that they have now gathered all the information and are in the process of inviting the suspect for a formal interview under caution then it goes to their internal enforcement panel who makes the decision whether to prosecute or not. They take into consideration the seriousness of the offence, mitigating circumstances, action taken to prevent the pollution then the verdict could be warning prosecution or some other measures.

Protection of The Preaching Cross.

Cllr. McFarland contacted Historic England who are the public body that "helps people to care for and celebrate England's spectacular historic environment".

They would not recommend railings around the cross in this location as if vehicles strike the railings it could still result in damage to the "Cross" so they suggest instead we consider installing low level traffic calming bollards which are cast iron 'bell' bollards. We will need to contact Historic England once we agree a way forward on protecting the Cross to discuss what traffic calming measures could be installed at this site.

#### **Cllr. Paul.**

Many of you may have noticed there has been some work going on at Smiths Meadow recently. The Council is in the process of making improvements to ensure the meadow is a safe and pleasurable environment for the community to enjoy.

A new landing stage on the river has been put in place to make a safe access into the river for canoes and some locals have already started making good use of it!

We have also added 1 new picnic table and 3 new benches to the field, these are made of sturdy recycled plastic so will provide seating for many years to come.

In order to ensure the Meadow is a safe environment we have had to make the decision to remove some of the dead trees and bramble, work is still ongoing to cut back some of the overgrown areas which could cause potential hazards, we appreciate this is not the ideal time of the year to complete these works but health and safety is a priority. From the trees that have been cut back already there is wood available for residents to collect free of charge (useful if you have a wood burner/open fire).

Unfortunately, on a less positive note, I do have to mention the issue of dog poo! We want the meadow to be a safe environment for families to enjoy throughout the year and dog poo can pose serious health risks. If you are taking your dog onto the meadow please respect other users and pick up your dog poo and dispose of it in the bins provided. *Action: Councillors to monitor the state of Smiths Meadow for dog poo over the next 2 months and report back to the next meeting.*

It was suggested by Cllr. Paul that a community BBQ be developed within Smiths Meadow. It was decided that this could potentially create a hazard and was therefore rejected by Members.

Further quotes for the bottom gate and fence were still work in progress and will be reported to the next meeting.

Smith's Meadow Plaque was reported in a poor state and it was agreed by the Council to source a replacement. *Action: Cllr. Paul to ascertain a cost for replacement of the plaque and report to the Council.*

Public Footpath signs still missing as previously reported. *Action: Malcolm Haden to chase this up.*

If you have any questions, feedback or suggestions for future improvements please feel free to contact any member of the Parish Council.

**16/5/18 To confirm the dates of future meetings of the Council for 2018/19. – at 7.30pm in Wyre Piddle Village Hall on:**

**2018**

Thursday 26<sup>th</sup> July

Thursday 27<sup>th</sup> September

Thursday 29<sup>th</sup> November (Precept Setting)

**2019**

Thursday 31<sup>st</sup> January

Thursday 28<sup>th</sup> March

Thursday 23<sup>rd</sup> May (AGM and Annual Parish Meeting)

**17/5/18 Exclusion of public & press**

Proposed Cllr. Paul, seconded Cllr. McFarland, all in favour of the Council's resolution to exclude the public and press from the meeting for the following items of business, on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1,2,3 and 7 of Schedule 12A of the Local Government Act.

1.Proposal to approve new pay rate for the Clerk: National Salary awards 2018

Proposed Cllr. Paul, seconded Cllr. Naraine, all in favour to approve and implement the 2018 award hourly rate increase.

2.In finalising the end of year business for the council, preparing for internal audit including updating all schedules and policies etc extra hours were incurred working by the clerk. Cllr. Paul proposed that the additional hours be approved, Seconded by Cllr. McFarland, All in favour.

3.Councillor non-attendance at council meetings for a period of six months he/she vacates their office by failure to attend meetings. As set out in section 85 of the Local Government Act 1972. The Council resolved that a letter be sent to Cllr. Johns informing him that this legislation had resulted in him vacating his position with the Council.

4. New contract for 3 years for 2018-20 issued to New Farm Grounds Maintenance. 7 cuts for 2018 season, 10 cuts 2019 season and 10 cuts for 2020 season. Any additional cuts to be agreed by the Council at the agreed cut rate within the contract. The price is held within the contract for 3 years.

**Date of next meeting.**

To confirm date of next meeting: Thursday 26<sup>th</sup> July 2018 commencing at 7.30pm.

**There being no other business the meeting closed at 9.28pm**

Approved as a true record Cllr. Paul .....  
Chairman 26<sup>th</sup> July,2018