



## ECKINGTON PARISH COUNCIL

**MINUTES** (subject to approval at the next meeting) of the Parish Council meeting held Tuesday 8<sup>th</sup> June 2021 at 7.30 pm, in the Rec. Centre.

**Councillors Present:**

Chairman T Knight, Vice Chairman G Goodlad and Cllrs J Bees, J Field, M. Hughes, G. Ransted, M Wood and C Yarnold

**Also Present:** L. Yapp (Clerk)

**Apologies** were received from District Cllr R Davis

Item	Minute Recorded	Action
PC 21/39	<b>Public Participation</b> – There were no parishioners in attendance	
PC 21/40	<b>Declarations of Personal, Sensitive or Pecuniary Interests and Requests for Dispensations:</b> None received	
PC 21/41	<b>Minutes of Meeting</b> held on 11 <sup>th</sup> May were approved and signed	
PC 21/42	<p><b>Matters Arising from Previous Minutes</b></p> <ul style="list-style-type: none"> <li>• Dog Bins – <i>A letter had been sent to adjacent property owner at the Stoney Furlong location seeking approval for the siting of the new bin. A response had been received back objecting strongly. A further suggestion was made for Oatsey Lane. Cllr Knight would speak to the adjacent property owner for their approval and take a photo identifying location, if they were in agreement, to forward to WDC.</i></li> <li>• Nafford Road Flooding – <i>Communication had been received from WDC which advised that the problem was created by WCC when they installed kerb grips and a quantity of grit was dumped in the adjacent ditch and ultimately blocking both the inlet and outfall of the piped section. It was agreed that in the first instance a site visit between the Parish, District and County Councils should be arranged.</i></li> <li>• Lighting on Footbridge – <i>The clerk had received no further feedback regarding the footbridge lights, but that may be due to the lighter nights. It was agreed we press WCC to get adequate shades installed in readiness for the Winter.</i></li> <li>• Nafford Road, Access – <i>Despite several emails being sent to WDC, no response had been received. It was agreed the clerk ask the District Cllr to take this up with WDC.</i></li> </ul>	<p><i>Cllr Knight</i></p> <p><i>Clerk/Cllr Hughes</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p>
PC 21/43	<ul style="list-style-type: none"> <li>• <b>County Cllr Reports</b> – <i>None received</i></li> <li>• <b>District Cllr Report</b> – <i>In his absence, Cllr Davies sent the following report:</i> <ul style="list-style-type: none"> <li>➤ <i>Covid cases are starting to decrease, and cases of hospitalisation remained low.</i></li> <li>➤ <i>Car Park charges have been re-introduced in WDC car parks.</i></li> </ul> </li> </ul>	

- *Two senior directors will be leaving WDC and a recruitment process for their replacements has been started.*

PC  
21/44

### **Financial & Governance Matters**

#### 1. Payments for authorisation

- Payments June – **for approval / made since the last meeting**
- Clerks Overtime May – *approval was given to pay O/T to clerk for 7 hours for May – to be included in salary payment June 2021*

Acceptance / approval of payments as listed, proposed Cllr Bees, seconded Cllr Goodad, all in favour

New Website Hosting	95.98
New Website Domain	132.00

Grass Cutting	444.36
HR Services	154.04
Lengthsman April	144.00
Office Expenses (June)	44.00
Clerks Salary (June)	575.66

- Lengthsman Payment – subject to inspection and approval of the LM timesheet for May, it was agreed that he should be paid once this had been received. The Clerk would forward the timesheet to Cllr Knight for approval
- Up to date accounts have been circulated to Cllrs.  
Account Balances:  
Current A/C: £227,384.81  
Deposit A/C: £25,931.24

Note:

- The Public Works Loan Board Payment of £1,503.33 (paid by Direct Debit) was deducted just before the meeting and not included in the list of payments for approval – this to be included, for the purposes of clarity at the next meeting.
- ICO (Information Commissioners Office) Data Protection Fee £40 - notification was received from the ICO that this is due before the date of the next meeting. It was agreed that moving forward this should be set up as a Direct Debit for next year.
- Grant Application – It had been agreed that £50 be made available to support with 'keep fit / exercise classes' organised by a village resident. The necessary application form had been sent to the resident and awaited. In addition, Cllr Knight reported that there was an arrangement to assist with the planting of the flower boxes (by the WI) to the sum of £50. Cllr Knight would ask the sender of the email (WI) to contact the clerk for bank details to enable the payment of £50 to be made.
- Lloyds Bank Mandate Update / Additional Bank Accounts – The Clerk reported that despite a Mandate being sent to Lloyds Bank at the end of March, a branch visit and several phone calls by the Clerk and Cllr Knight to Lloyds, and then a further mandate being sent to branch in May, there has been no progress. To move forward with this, there were no objections to a new mandate being sent to Lloyds Bank, to remove signatories no longer connected to the parish council, add Cllr Hughes, add the Clerk and any other administration changes that were necessary, this is to include the change to the business and mailing address.

	<p>Once this had been carried out satisfactorily, this would enable the parish council to be able to open additional bank accounts, not Lloyds, to protect the £200,000 gifted to the parish council at the end of 2020.</p> <p>The clerk presented to the parish council forms to open a new account with Cambridge Building Society with the sum of £85,000, with Cllrs Knight, Goodlad and Field as signatories and the possibility of any new Cllr (after Co-option).</p> <p><b>2. Annual Governance &amp; Accountability Return Part 3</b> – Internal Audit report had been circulated to Cllrs – there were no issues raised.</p> <p><b>3. Annual Governance &amp; Accountability Return Part 3</b> – Annual Governance Statement – Circulated to Cllrs prior the meeting and reviewed at the meeting – proposed acceptance Cllr Goodlad, seconded Cllr Bees – all in favour</p> <p><b>4. Annual Governance &amp; Accountability Return Part 3</b> – Accounting Statements - Circulated to Cllrs prior the meeting and reviewed at the meeting – proposed acceptance Cllr Hughes, seconded Cllr Field – all in favour</p> <p>The clerk would make the relevant documentation available on the website and forward to the External Auditor for full review.</p>	
PC 21/45	<p><b>Highways</b></p> <p>1. Complete Road closure through Eckington Summer 2021 – <i>the parish council is still awaiting information from WCC. As soon as we receive details notification will be sent out using all methods of communication, i.e. notice board, Face Book, website and notices.</i></p> <p>2. Mill Lane, Vehicle Size Restriction – it was reported that despite being a ‘part private road’ some clarity is required with regard access through to sewage works. It was agreed that there should be an ‘information’ sign rather than a ‘restrictive sign’. This would be raised at a site visit with WCC as soon as one can be arranged.</p> <p>3. War Memorial, Yellow Lines – A request raised for additional double yellow lines adjacent to the War Memorial. There is continual damage to the Memorial area from larger vehicles trying to get through. The clerk would contact WCC again, following a previous request that had been sent earlier in the year.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
PC 21/46	<p><b>Cemetery / Burials</b></p> <p>1. Digitising of cemetery records – <i>An invitation to quote has been sent out to three companies and we are awaiting their reports / costs.</i></p> <p>2. Policy / Tree Report – <i>Defer this to a future meeting</i></p> <p>3. Charges – <i>The clerk had obtained burial fees / costs from other parish councils as a comparison to those charged by Eckington. It was agreed that this be deferred until we review the Cemetery Policy and Tree Report when full consideration will be given to it all collectively.</i></p>	
PC 21/47	<p><b>Communication</b></p> <p>1. Website – <i>This is in progress. A request made that this is ‘reviewed’ by the parish council before it goes ‘live’. Photographs of Eckington will be included.</i></p>	Clerk/Cllr Knight
PC 21/48	<p><b>Planning / Enforcement Matters</b></p> <p>1. 21/00540 – The Willows – Amendment – The PC had no further comments to make.</p>	

	<p>2. 21/01007 – Drakes Bridge, Drakes Bridge Road – refurbishment of existing garage and home office – <i>Concerns were raised with regard the second access. The parish council would 'comment' to this effect</i></p> <p>3. 21/00967 – Drakes Bridge, Drakes Bridge Road – replacement of rotten existing historic timber frame and beam – this application was received too late to be formally included on the agenda but was discussed under Delegated Powers – <i>there were no objections to this application</i></p> <p>4. Traveller and Travelling Showpeople Site Allocations DPD Revised Preferred /Options Consultation – <i>It was agreed that we should make comment on this consultation. The clerk would draft a response for approval in the first instance.</i></p> <p>5. Street Names, New Developments – The parish council had previously submitted possible road names for the new developments – all bar one were rejected by the developers. Discussion took place and it was decided that we keep the one suggestion (Monkham Hill), with added suggestions of The Furlong and Damson View. It was agreed that we leave it up to the developers to make the decision for the fourth road name.</p>	Clerk
PC 21/49	<p><b>Neighbourhood Plan Implementation Working Group</b> – Cllr Goodlad reported back on the presentation of proposals for use of the Community Land- details would be circulated to parishioners shortly. Task groups have been working on communication. It had been agreed that there would be a need for 'technical support / knowledge' as works progress.</p> <p>Jarvis Street – There had been a delay in obtaining feedback from WCC highways, but we are aware a 'pre application has been submitted. Communication between the parties is ongoing with the next stage to put together a project of what we would like to see included and costings.</p>	
PC 21/50	<p><b>Lengthsman / Handyman</b> – The new LM is now working in and around Eckington, liaising with Cllr Knight. Free cycle racks have been received and are to be installed at the Scout Hut.</p> <p>The clerk reported she had taken delivery of free 'litter picking' equipment for use in the village. Cllr Goodlad was happy to store this and hand out to anyone wanting any – the kit includes pickers, hoops for bags, bags, high viz vests and gloves.</p>	
PC 21/51	<p><b>To Receive Reports From Clerk / Cllrs</b></p> <ul style="list-style-type: none"> <li>• Village Hall – Cllr Ransted reported that the hall was now back open.</li> <li>• Recreation Centre – Cllr Knight reported that the Minutes of the last meeting are to be distributed.</li> <li>• Tree Warden – Cllr Wood reported that the Horse Chestnut tree had several 'dead' branches. <i>After the meeting, the clerk and Cllr Hughes took a look at this and agreed that there was a need for some tree surgery to remove these branches, in addition some tidying up at the bottom of the trunk. The clerk would seek quotes for the works necessary.</i></li> <li>• Bredon Hill Conservation Group – Nothing to report</li> <li>• Church &amp; Bridge Trusts – Nothing to report</li> <li>• Wychavon CALC – Cllrs Hughes &amp; Ransted continue to attend meetings. Minutes to be circulated to Cllrs.</li> <li>• Cemetery &amp; Churchyard – Nothing to report</li> <li>• Allotments – Cllr Knight reported that he had met with the handyman, and it had been agreed he would dig a trench and install chicken wire, which would stop the rabbits. The gaps in the fencing would be filled and a larger gate installed. This was discussed with the allotment holders who</li> </ul>	Clerk

	<p>were happy with the proposals. They were prepared to clear the brambles in preparation for these works to start.</p> <ul style="list-style-type: none"> <li>• Community Engagement – Nothing to report</li> <li>• Dementia Friendly Village – Nothing to report</li> <li>• Neighbourhood Watch &amp; Community Speed Watch – Cllr Ransted reported he had arranged speed checks and training for the Community Speed Watch scheme. It was emphasised that this should be advertised. Cllrs Hughes and Goodlad indicated they would like to be included. <i>Since the meeting several more volunteers from the village had also indicated they would like to be included.</i></li> <li>• Clerks report – Nothing further to report.</li> </ul>	
PC 21/52	<p><b>Correspondence Received</b> - relevant communication has been circulated to Cllrs.</p> <ul style="list-style-type: none"> <li>• Gloucestershire &amp; Worcestershire Parish Council Association (GWPCA) – letter received inviting EPC to join GWPCA – This had been circulated to Cllrs for consideration and the general feeling that it was not something the parish council wanted to pursue.</li> <li>• Communication received regarding establishing boundary of a section of Community Land – discussion took place and it was agreed by all that a letter be sent to the adjacent landowner asking for the fencing / hedging to be removed from the land that has been ‘passed’ to the community. It was however agreed that access to carry out any maintenance on his own land would be granted as and when required.</li> </ul>	Clerk / Cllr Knight
PC 21/53	<p><b>Items for Future Discussion / Agendas</b> – <i>To record any items for future discussion, not included within this agenda:</i></p> <ul style="list-style-type: none"> <li>• Review of Policies - it was agreed that we start working through all parish council policies, starting with Standing Orders, Financial Regulations and GDPR policies.</li> </ul>	
PC 21/54	<p><b>Confidential Business</b> – <i>The parish council went into ‘confidential session’:</i></p> <p><b>To Consider Applications for Co-option</b>  <b>Clerks Probationary Period</b> – <i>Cllr Knight to report back on review with Clerk</i></p>	
PC 21/55	<p><b>Date of Next Meeting:</b> Tuesday July 13<sup>th</sup> 2021</p>	

Signed .....

Dated .....