

Burford Parish Council

DRAFT Minutes of Burford Parish Council meeting held at Burford Village Hall on 23rd February 2023 at 7.00pm

Present Cllrs Kitchen (Chair) Griffin, Thomas, Yardley, Shropshire Councillor Huffer.

In attendance: Barbara Selkirk attended as Chair of TAP and Lesley Bruton attended as Tenbury Town Clerk.

1. **Apologies for absence** Cllrs. Morris, Beaumont, Yarnold.

Absent: None.

2. **Declarations of Interest and Dispensations:** The Council will receive disclosures of pecuniary and personal interests from Councillors on matters to be considered at the meeting. **None**

The meeting was suspended for Public Session.

No questions raised.

3. **Accept and approve the minutes** of meeting 12th January 2023 Cllr. Griffin Proposed and Seconded by Cllr. Thomas that the Minutes of 12th January 2023 be approved. All in favour.

4. Finance:

a. **To consider the Formal Bank Reconciliation to 11th February 2023.** Noted

b. **To consider the Budget Monitoring Report to 11th February 2023** Noted.

c. **To Consider list of due payments to 23rd February 2023.** Cllr. Kitchen Proposed and Cllr. Thomas Seconded that all payments be approved. All in favour.

	Payments List	Feb 23rd 23	
Cheque No.	Recipient	Details	Amount
769	C Hirst	January Pay	£ 461.65
770	HMRC	Jan Tax	£ 115.20
771	Creative Play	repairs to play area	£ 1,852.80
771	Creative Play	New Play Area	£16,500.01
772	Prysmian Group	Streetlight repairs	£ 1,671.60
bacs	SALC	Councillor finance training	£ 30.00
bacs	Burford Village Hall	Hall Hire	£ 12.00
BACS	C Hirst	February Pay	£ 461.65
BACS	HMRC	February Tax	£ 115.20
bacs	C Hirst	6 weeks clerk expenses to 23rd Feb 23	£ 60.35
	TOTAL Payments for approval		£21,280.46

d. **To approve for to undertake ROSPA Play Area Annual Inspection and to agree that Annual Inspections take place thereafter.** Cllr. Griffin Proposed and Cllr. Kitchen Seconded that this be approved.

e. RPS Grounds Maintenance – Mr. Morgan sent through a contract to sign for the forthcoming year's grass cutting etc (year 2023/24). The clerk spoke to Mr. Morgan to ascertain whether the Parish Council has given RPS a multi-year contract and Mr. Morgan said that he had traditionally always undertaken the grounds maintenance on the parish council's behalf. The Clerk informed Mr. Morgan that under the Parish Council's

Financial Regulations that the Parish Council had to be seen to be obtaining “value for Money” by undertaking a tendering exercise and obtaining 3 quotes.
Cllr. Cllr. Yardley Proposed that a tender exercise be undertaken for a 3 year contract on April 1st 2023. Seconded by Cllr. Griffin All In favour.

5. Planning:

20/02591/FUL | Redevelopment of car park site to provide 4no dwellings with associated parking and changes to access | Webco House Boraston Lane Burford WR15 8ZJ – Decision Notice – REFUSAL. Cllr. Huffer commented on this application.

6. Council's Policy Documents.

To note Standing Orders, Financial Regulations, Risk Assessment, Asset Register, Code of Conduct. **All noted.**

7. Reports from Representatives:

a. Shropshire Unitary Councillor (Cllr. Huffer)

Cllr. Griffin raised my concerns on parking at the school. yellow lines to be added to the junction and new yellow line outside school as this is becoming a drop of point and shouldn't be. Councillors reported that there has been no response to this from Shropshire Council. Cllr. Huffer has been asked to take further action?

Cllr. Griffin raised the new builds past the aspire centre, dangerous to cross with the speeding traffic, children attend Burford school so cross each morning and evening when its busy before these were built the means into how people would cross the road safely should have been thought of. I've seen parents and children running across the road to miss traffic. Shropshire council should look at the speed and a crossing. Options were discussed with Cllr. Huffer. Cllr. Huffer asked for help from the Parish Council to apply pressure on this matter.

Cllr. Thomas raised the awful condition of the road from Teme Bridge along to the end of the 40-mph speed limit, the road towards Kidderminster?

The potholes are becoming more prevalent and dangerous. Cllr. Huffer expressed his disappointment at the state of these roads. He mentioned that Shropshire Council have listed that the roads are being remarked even though repairs are required.

Cllr. Kitchen has asked if there is any funding towards coronation celebrations. Cllr. Huffer wasn't aware of any funding available for the Parish Council to apply onto.

There is CiL funding coming forward for Burford Parish Council. There are stipulations on what it can be used for. Community Benefit Funding £150,000 of CiL from the solar farm.

b. Village Hall update – (Cllr. Morris)

The committee are continuing to monitor the financial position of the hall with future increasing running/maintenance costs due to come. Due to these reasons, we have decided that a slight increase to hirers rates is required to support the hall's future.

From January 2023 all one-off bookings will be charged £15 per hour instead of £12 and confirmed regular bookings at £13 per hour instead of £12 from April 2023.

We have continued to focus on Health & Safety aspects of the hall to ensure we are in line with expected standards and regulations. We are looking towards the future discussing any required maintenance or upgrades that will be required but are mindful this is currently with limited funds.

c. Police Report – Nothing received from the Police although monthly speed checks are being undertaken. Speed Checks and monitoring around the Rose and Crown Pub would be useful. Clerk to contact the police.

8. Projects.

- a. Jubilee Bench report – The proposal is to do this as part of the Coronation celebrations. Location proposed is outside the play area at the village hall.

9. Responsible areas.

- a. Playground – (Report below from Cllr. Griffin)

Creative play installed the swings as well as replacing the rubber matting for the swing area and repairing the feet for the existing equipment. Repairs were also done to the balance beam. The swings are very much enjoyed by the community. An email was sent out to creative play on how they left the area, they were happy to send out a team to tidy up the area as they could see from the photos that it was unacceptable.

Could we have a sign put up to protect the Parish? "stating that supervision is required". Cllr. Griffin to obtain a quote for the next meeting Tenbury Clerk agreed to provide information from signs that Tenbury use.

We can apply for the lottery grant in June for more funding to add to the park.

I've not heard back from Creative Play yet regarding the embankment slide re quote. Cllr. Griffin to chase up.

Inspections will start. Weekly. Template available to use from Creative Play.

Could we look at some new litterbins? Teddy bear shape? To replace 1 bin was considered. Quote to be obtained for a new litterbin and added to finance on the next agenda.

- b. Lighting – (Cllr. Kitchen report)

Streetlights need to be reported as several are not working Action to send to clerk new list of streetlights that need to be replaced.

Message from Bridget re a light out on old bowling green estate this is not one that we maintain, will need to go through Shropshire Council or Fix my street to report this.

- c. Bins & Dog Fouling – (Cllr. Kitchen report)

New litterbin needed by the school- Move to other end of carpark because when it's hot the smell is very offensive while the children are waiting to go into school.

10. To discuss the King's Coronation and any plans to commemorate. (Cllr. Kitchen report)

- I would like to do something for coronation, and I have a few contacts who work for FP Mathews and I was told to speak with Charles and see if they would donate a tree to us for this event we need to decide on a suitable place to plant it.
- Other ideas are to have a planter at the end of the carpark to welcome residents? ask Tesco/Burford house for donations of plants and compost to put in it.
- Finalise the wording on the jubilee bench to include the succession of King Charles III.
- Have a car boot and social gathering street party on Sunday or Monday on bank holiday weekend.

11. Neighbourhood Plan (Report by Cllr. Yardley)

A neighbourhood plan can be raised by a local council to specify the plans for the neighbourhood for the next five or ten years. In addition to items to improve the lives of residents in the council area, it will define any areas of land which can be considered for building and also those areas which may not be used for building. Once registered the plan becomes a legal document.

Cllr. Kitchen asked Tenbury Town Clerk, Lesley Bruton to attend to speak on this. Tenbury Town Clerk reported that in 2015 Tenbury and Burford resolved to do a legally joint plan. A consultant was appointed. A draft plan was drawn up and went to consultation in 2016. Work needs to be done to go back over the original draft plan. Lesley ran through the journey that is still needed to produce the plan.

Lesley asked the Parish Council to consider 2 Burford PC Councillors to sit on the working group for the Neighbourhood Plan. Cllr. Kitchen agreed to become a member of the working group and a 2nd representative to be agreed. All in favour.

12. Councillors reports and items for future agenda. Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

None.

13. Correspondence for information – All correspondence circulated on receipt by the clerk and where appropriate has been added to the agenda. All other correspondence was for information and noting.

14. Report on urgent decisions since last meeting –.

An invoice was received yesterday by the Clerk for streetlight energy from YU Energy. The Clerk has queried this with “Clear Utility Solutions” and it was ascertained that the government energy relief had not been taken into account and that there appears to be a discrepancy with the Western Power streetlight inventory in so much as their records show no record of any LED lighting. The Clerk has been in touch with Western Power to ask that a new inventory be created.

The clerk has written to HMRC VAT office to ask that an investigation be undertaken into the fact that the VAT submission sent in November has not yet been reimbursed.

15. Confirm next meeting date 13/04/2023 meeting closed 20.25pm