

# CROWLE PARISH COUNCIL

Clerk: Nick Farress – 16 Hunts Rise, Bewdley DY12 1HR  
e-mail clerk@crowlepc.co.uk tel. 07929 213117

## Minutes for the meeting held on: Thursday 12th November 2020, 7.30pm via “Zoom” online meeting system

Present: Councillors Marie Eastwood (Chairman), Andy Pyle, Amanda Kain, Ruth Dawson-Jones, Stephen Denne, Scott Small and Peter Reilly.

In attendance: Cllr Margaret Rowley, Cllr Rob Adams, Nick Farress (Parish Clerk), 3 members of the public.

<b>5.20.1</b> <b>To receive and approve apologies for absence</b>	Cllr Tara Fallon-Lowbridge (prior engagement) Cllr Lawrence Wall (family illness)
--	--

<b>5.20.2</b> <b>Declaration of Interests &amp; Dispensations</b>	(a) In relation to Minute 5.20.17, the following declarations of interest were declared: Cllr Pyle – ODI as a member of the football club Cllr Kain – ODI as a member of the football club and Parish Hall Trustee Cllr Small – ODI as a member of the football club Cllr Dawson-Jones – ODI as Parish Hall Trustee
--	---

<b>The meeting was adjourned for Public Question Time.</b> The following issues/questions were presented to the Council:	<ul style="list-style-type: none"> <li>• Sloping footway outside Amberley Cottage. Cllr Adams will investigate this.</li> <li>• Request from PHT in relation to the main car park gate – see Minute 5.20.6(b) below.</li> </ul>
---	---

Item	Minutes	Actions
<b>5.20.3</b> <b>Minutes</b>	It was <b>RESOLVED</b> to accept the Minutes of the Parish Council meeting held on the 10 <sup>th</sup> September 2020 as a true record of the proceedings with the following amendments: (a) 4.20.11(b) – Cllr Fallon-Lowbridge to be replaced with Cllr Kain. (b) 4.20.17 – typing error to be corrected – “repowered” replaced with “reported”.	<b>Clerk</b>
<b>5.20.4</b> <b>Police or crime Reports</b> a) Updates from the SNT	There were no updates provided.	
<b>5.20.5</b> <b>District and County Councillor Reports</b>	District Councillor Margaret Rowley updated the meeting on Wychavon DC matters including:	

	<ul style="list-style-type: none"> <li>• District Council service status during the new coronavirus restrictions imposed in England during November 2020.</li> <li>• SWDP – the next update is due in Spring 2021.</li> </ul> <p>County Councillor Rob Adams updated the meeting on Worcestershire CC matters including:</p> <ul style="list-style-type: none"> <li>• Covid-19 cases and testing in the north of the County</li> <li>• District boundary review – will not affect parish boundaries</li> <li>• Increase in WCC budget support for sustainable travel</li> <li>• Enhanced support for 16-24 apprenticeships</li> </ul>	
<p><b>5.20.6</b> <b>Correspondence</b></p> <p>a) Flooding on Church Road</p> <p>b) PH Car park security</p>	<p>E-mail from resident in relation to flooding on Church Road. The resident had been put in touch with the relevant officers at WDC and WCC by the Clerk.</p> <p>E-mail from PHT Secretary in relation to car park gate security. It was agreed in principle that a collaborative approach should be adopted, and that Cllr Dawson-Jones would prepare a proposal ready for the January meeting of the parish council.</p>	<b>Cllr Dawson-Jones</b>
<p><b>5.20.7</b> <b>Planning update</b></p> <p>a) New applications for consideration:</p>	<p>20/02387/HP - The Old Barn, Church Road, Crowle - Conversion of existing attached outbuilding. It was <b>RESOLVED</b> to make no objection subject to Cllrs Pyle and Reilly informing the Clerk to the contrary.</p>	
<p><b>5.20.8</b> <b>Finance and Risk Management</b></p> <p>a) Payments, receipts and bank reconciliations</p> <p>b) Budget 2021/22</p> <p>c) External audit 2019/20</p> <p>d) Council banking arrangements</p>	<p>It was <b>RESOLVED</b> to approve all payments, receipts and bank reconciliations for September and October 2020 (all previously circulated by e-mail and appended to these Minutes at Appendix 1).</p> <p>A draft budget for 2021/22 as agreed at the Finance and Risk Group meeting held on 21<sup>st</sup> October 2020 was considered. It was agreed to accept the draft budget which will be formally presented along with the precept request at the January meeting.</p> <p>The external auditor's notice of completion of the 2019/20 audit was noted.</p> <p>The F&amp;R Group and the Clerk proposed that the Council switch bank accounts to Unity Trust Bank which offers accounts specifically designed for parish councils, particularly in relation to internet banking and the use of multi-user authorisation. HSBC internet banking does not offer this functionality. It was <b>RESOLVED</b> in principle to switch, subject to the bank charges being clarified by the Clerk.</p>	<p><b>F&amp;R Members/Clerk</b></p> <p><b>Clerk</b></p>

<p><b>5.20.9</b> <b>Field Management Group updates</b></p> <p>a) Santising stations at play area entrances</p> <p>b) Actions taken ahead of new lockdown restrictions</p>	<p>It was proposed that sanitising stations are provided by the parish council at the entrances to the play areas. Cllr Denne will prepare a specification and costs and circulate by e-mail for comment. Subject to unanimous agreement, this could then progress and be ratified at the next PC meeting.</p> <p>Cllr Denne reported that the tennis courts and bowls area had been closed in line with new rules issued on the 5<sup>th</sup> November 2020. The children's play area remains open. It was <b>RESOLVED</b> to ratify this decision as this was in line with government guidance. It was agreed that Cllrs Kain and Denne draft a piece for the Cryer in relation to the general use of the whole site, including the overriding message that use of the facilities are at user's own risk.</p>	<p><b>Cllr Denne/All</b></p> <p><b>Cllrs Kain &amp; Denne</b></p>
<p><b>5.20.10</b> <b>Land and Highways Management Matters</b></p> <p>a) Allotments</p> <p>b) Fencing around parish garden</p> <p>c) Parish Lengthsman</p> <p>d) Highways matters</p> <p>e) Land Management matters</p>	<p>Cllr Small reported that there were some plots for which rent has not yet been paid and these plot holders were to be given notice that the plots would be reallocated. A waiting list was in operation.</p> <p>The fencing damaged by contractors working at the Cottage has been repaired. However, a storage container has been blocking the parish council owned access track for around 3 weeks. Cllr Reilly considers that this may be removed soon as the works to the cottage are nearly complete. This will be monitored.</p> <p>One applicant for the post of parish Lengthsman following the retirement of the current contractor was interviewed on Tuesday 10<sup>th</sup> November by Cllr Reilly and the Clerk. It was <b>RESOLVED</b> to appoint Carl Brassington until the end of March 2021 at which point it will be reviewed. The rate will be £15 per hour up to 16 hours per month paid on invoice. The Lengthsman would visit the parish once per week rather than once per month as per the previous contractor. The Clerk would write to Mr Brassington accordingly.</p> <p>Some concern was raised at some mysterious markings that had appeared on footways in Geneva Crescent and Froxmere Road. Cllr Adams would investigate this.</p> <p>Cllr Small reported that he had received quotes from three contractors for necessary tree work on parish council owned trees. The most competitive contractor was Keith Bolton who had worked for the parish council previously. The quote was for £1500 ex VAT for all the work required. It was <b>RESOLVED</b> to accept Cllr Small's recommendation to engage this contractor and begin the works as soon as possible.</p>	<p><b>Cllr Small</b></p> <p><b>Cllr Reilly</b></p> <p><b>Clerk</b></p> <p><b>Cllr Adams</b></p> <p><b>Cllr Small</b></p>

<p><b>5.20.11</b> <b>Speeding &amp; Community Speed Watch</b></p>	<p>Cllr Eastwood reported that the group lacked a co-ordinator at present, and many of the volunteers were currently unable to help due to Covid restrictions amongst other things. A renewed plea for new volunteers would be launched in in 2021.</p> <p>Cllr Adams updated the meeting on the installation of speed monitoring equipment on Church Road and Old Turnpike Road. There is a waiting list for the equipment.</p>	<p><b>Cllr Adams</b></p>
<p><b>5.20.12</b> <b>Policies and Procedures</b> a) Communications Policy appendix b) Social media policy</p>	<p>The matrix drawn up by Cllr Denne and the Clerk would be considered at a future meeting.</p> <p>Cllr Small had not seen the draft policy. The Clerk would resend this and it would be considered at a future meeting.</p>	<p><b>Cllr Denne/Clerk</b>  <b>Clerk</b></p>
<p><b>5.20.13</b> <b>Communication and Information Provision</b> a) New Council Website b) Cryer and/or social media matters</p>	<p>The current website provider has advised that the existing Crowle-online website would not meet the new local authority accessibility regulations which came into force in September 2020. The Clerk would circulate the regulations to Councillors for information and it was agreed that Cllr Dawson-Jones continues to work on a replacement website.</p> <p>The Clerk would take over responsibility for Cryer advertising in the new year from the Cryer editor.</p>	<p><b>Clerk</b> <b>Cllr Dawson-Jones</b>  <b>Clerk/Cryer Editor</b></p>
<p><b>5.20.14</b> <b>Council Meeting Dates 2021/2022</b></p>	<p>It was <b>RESOLVED</b> to accept the meeting dates put forward by the Clerk (appended to these Minutes). The Parish Hall would be booked accordingly.</p>	<p><b>Clerk</b></p>
<p><b>5.20.15</b> <b>Councillor Updates and Items for Next Agenda</b></p>	<p>Cllr Dawson-Jones – The PHT AGM was held remotely in October – Minutes would follow.</p> <p>Cllr Denne – The Shop will be formally seeking the parish council’s agreement for a 3m extension to allow for extra storage, in line with its sub-lease with the Parish Hall. Cllr Denne would circulate the plans but no objections were raised by Councillors.</p>	<p><b>Cllr Denne</b></p>
<p><b>5.20.16</b> <b>Exclusion of Press and Public</b></p>	<p>In accordance with The Public Bodies (Admission to Meetings) Act 1960 Sec 1(2), it was <b>RESOLVED</b> that the press and public be excluded from the meeting for item 5.20.17 due to the confidential and/or sensitive nature of the item under discussion.</p>	

<p><b>5.20.17</b> <b>Wychavon Legacy Fund Proposals</b></p>	<p>Cllrs Fallon-Lowbridge and Denne had prepared a summary report following the Cryer article asking the community for ideas which was presented by Cllr Denne.</p> <p>Several proposals had been received, and a maximum of two could go forward to Wychavon at Stage 1 of the process, the deadline being the 7<sup>th</sup> December.</p> <p>In summary, proposals included:</p> <ul style="list-style-type: none"> <li>• Creating more indoor space at the Parish Hall</li> <li>• Open access toilet facilities</li> <li>• Additional sports pitches including floodlighting</li> <li>• Facilities for amateur dramatics (staging, lighting etc)</li> <li>• Outdoor gym</li> <li>• First school enhancements</li> <li>• New community space linked to the church.</li> </ul> <p>Some of the proposals could be combined to put forward a project in conjunction with some unspent s106 monies in relation to “built leisure”, formal sports and the arts.</p> <p>Further clarification was requested in relation to the school’s project idea as Wychavon’s guidance ruled out funding school projects unless the funds were not available through existing methods (e.g via the LEA).</p> <p>It was therefore agreed that a decision on which two proposals to submit would be deferred pending further clarification around the school’s funding arrangements. Cllr Fallon-Lowbridge would be asked to seek this clarification as the council’s representative on the school’s board of governors.</p> <p>A further informal meeting would be held on Thursday 19<sup>th</sup> November 2020 via Zoom where this clarification would be received and discussed in further detail.</p>	<p><b>Cllr Fallon-Lowbridge</b></p>
---	---	-------------------------------------

The meeting ended at 10.55pm

Signed \_\_\_\_\_ Chairman

Date \_\_\_\_\_

## APPENDIX 1

### Bank Reconciliations and Payment Schedules

#### September & October 2020

#### Community Account – September 2020

Crowle Parish Council		
Bank Reconciliation as at 30/09/2020		
	Opening Balance Current Acc	20,921.28
add	receipts for period 01-04-20 to 31/03/21	32,875.14
less	payments for period 01-04-20 to 31/03/21	-13,569.08
	<b>balance per cash book</b>	<b>40,227.34</b>
	Bank Statement Current Acc	40,267.34
less	unpresented cheques	-40.00
	<b>balance C/F</b>	<b>40,227.34</b>

Crowle Parish Council			
Receipts			
Date	Ref.	Supplier	Receipts
02/09/20	R20/011	JW Handyman Cryer Ad	10.00
23/09/20	R20/012	Crowle Searchers Field Works	2,500.00
28/09/20	R20/013	Wychavon DC Precept 2nd Instalment	14,870.00
<b>Totals: Year To Date</b>			<b>32,875.14</b>

Crowle Parish Council								
Payments <span style="color: green;">GREEN = in file</span>								
Date	Ref.	Supplier	Payment Type	Authorised by	Bk.St.	Receipts	Payments	Bank Balance
10/09/20	P20/033	Mailboxes Sept 2020	BP	AK/TFL	☒		170.00	41,207.08
01/09/20	P20/035	Three Counties Payroll	DD	n/a	☒		14.04	41,193.04
29/09/20	P20/036	Field Caretaker Salary Sept 2020	BP	AK/AP	☒		266.93	40,926.11
30/09/20	P20/037	Clerk Salary Sept 2020 (includes backdate to April 2020)	BP	AK/AP	☒		572.97	40,353.14
29/09/20	P20/038	HMRC PAYE Sept 2020	BP	AK/AP	☒		125.80	40,227.34
<b>Totals: Year To Date</b>							<b>32,875.14</b>	<b>13,569.08</b>
						<b>Unpresented Cheques:</b>	<b>40.00</b>	





## Playing Field Account October 2020

<b>Crowle Parish Council - Playing Fields Account</b>		
<b>Bank Reconciliation as at 31/10/2020</b>		
	Opening Balance Current Acc	23,761.64
add	receipts for period 01-04-20 to 31/03/21	4,338.71
less	payments for period 01-04-20 to 31/03/21	-4,263.80
	<b>balance per cash book</b>	<b>23,836.55</b>
	Bank Statement Current Acc	23,836.55
less	unpresented cheques	0.00
	<b>balance C/F</b>	<b>23,836.55</b>

<b>Crowle Parish Council</b>			
<b>Receipts - Playing Fields Account</b>			
Date	Ref.	Supplier	Receipts
09/10/20	R20/004	HMRC VAT CLAIM	666.74
22/10/20	R20/005	TRANSFER FROM CA - Football Club Donation	2,500.00
28/10/20	R20/006	HMRC VAT CLAIM	656.97
		<b>Totals: Year To Date</b>	<b>4,338.71</b>

<b>Crowle Parish Council</b>							
<b>Payments - Playing Field Account</b>							
Date	Ref.	Supplier	Payment Type	Authorised by	Bk.St.	Receipts	Payments
09/10/20	P20/011	Top Cut Mowing Services Aug 2020	BP	AP/AK	<input checked="" type="checkbox"/>		120.00
12/10/20	P20/012	Top Cut Mowing Services Sept 2020	BP	AP/AK	<input checked="" type="checkbox"/>		515.50
16/10/20	P20/013	Greenfields Garden Services Play Area Repairs	BP	AP/AK	<input checked="" type="checkbox"/>		346.80
		<b>Totals: Year To Date</b>				<b>4,338.71</b>	<b>4,263.80</b>

## APPENDIX 2

### Parish Council Meeting Dates 2021/2022

Date		Start time	Finish time
Thurs 14 <sup>th</sup> January 2021	PC meeting	7.30pm	10.00pm
Thurs 11 <sup>th</sup> March 2021	PC meeting	7.30pm	10.00pm
Thurs 22 <sup>nd</sup> April 2021	Annual Parish Meeting	7.30pm	10.00pm
Thurs 13 <sup>th</sup> May 2021	Annual Meeting of the PC	7.30pm	10.00pm
Thurs 8 <sup>th</sup> July 2021	PC meeting	7.30pm	10.00pm
Thurs 9 <sup>th</sup> September 2021	PC meeting	7.30pm	10.00pm
Thurs 11 <sup>th</sup> November 2021	PC meeting	7.30pm	10.00pm
Thurs 13 <sup>th</sup> January 2022	PC meeting	7.30pm	10.00pm
Thurs 10 <sup>th</sup> March 2022	PC meeting	7.30pm	10.00pm
Thurs 21 <sup>st</sup> April 2022	Annual Parish Meeting (for Parishioners/organisations/clubs etc)	7.30pm	10.00pm
Thurs 12 <sup>th</sup> May 2022	Annual Meeting of the PC	7.30pm	10.00pm
Thurs 14 <sup>th</sup> July 2022	PC meeting	7.30pm	10.00pm
Thurs 8 <sup>th</sup> September 2022	PC meeting	7.30pm	10.00pm
Thurs 10 <sup>th</sup> November 2022	PC meeting	7.30pm	10.00pm