

# CROWLE PARISH COUNCIL

Clerk: Nick Farress – 16 Hunts Rise, Bewdley DY12 1HR  
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## Minutes for the meeting held on: Thursday 10th September 2020, 7.30pm via “Zoom” online meeting system

Present: Councillors Marie Eastwood (Chairman), Lawrence Wall, Andy Pyle, Amanda Kain, Ruth Dawson-Jones, Stephen Denne and Tara Fallon-Lowbridge

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

<b>4.20.1</b> To receive and approve apologies for absence	Cllr Pete Reilly – holiday Cllr Andy Pyle – work commitments
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<b>4.20.2</b> Declaration of Interests & Dispensations	(a) Cllr Dawson-Jones declared a potential DPI in item 4.20.7 as she had been approached by the pre-school in her professional capacity, but no formal relationship currently exists. Cllr Dawson-Jones remained in the meeting for this item. (b) Cllr Dawson-Jones declared an ODI in item 4.20.8 as a volunteer of the Covid-19 community support group. Cllr Dawson-Jones remained in the meeting for this item. Cllrs Fallon-Lowbridge and Eastwood both declared an ODI in item 4.20.9(a)(iii) because they live in the vicinity of the Church Road proposed housing site.
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<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>• Permission from the parish council was sought to plant a replacement memorial tree to Martin Povey in the parish garden at no expense to the council. No objections were raised.</li> <li>• The promised pavement works in Church Road did not take place. Cllr Adams would follow this up.</li> <li>• Concern was raised over groundworks between Crowle and Broughton Hackett. Cllr Reilly would be asked to investigate.</li> </ul>
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Item	Minutes	Actions
<b>4.20.3</b> Minutes	It was <b>RESOLVED</b> to accept the Minutes of the Parish Council meeting held on the 9 <sup>th</sup> July 2020 as a true record of the proceedings with the following amendments: 3.20.7 – Cllr Fallon-Lowbridge was a school governor rather than “school liaison” 3.20.16 – Cllr Kain’s surname was spelled incorrectly.	

<p><b>4.20.4</b> <b>Police or crime Reports</b></p> <p>a) Updates from the SNT</p> <p>b) PCC Survey</p>	<p>There were no updates provided.</p> <p>It was <b>RESOLVED</b> that the Chairman responds to the survey on behalf of the parish council and that the completed survey would be circulated before submission by the Clerk.</p>	<p><b>Chairman/Clerk</b></p>
<p><b>4.20.5</b> <b>District and County Councillor Reports</b></p>	<p>District Councillor Margaret Rowley updated the meeting on Wychavon DC matters including:</p> <ul style="list-style-type: none"> <li>• SWDP delayed potentially for up to 12 months due to Covid-19.</li> <li>• Government consultations on local planning policy changes. The PC are encouraged to submit comments. It was agreed that Cllr Pyle is asked to look at this and draft responses. The Clerk would circulate the relevant consultation documents.</li> <li>• Expressions of interest are invited for the next round of WDC's Legacy Fund. A piece would be written for the Cryer by Cllr Denne asking the community for ideas.</li> <li>• Councillors are encouraged to attend WDC's parish update online forum on the 8<sup>th</sup> October.</li> </ul> <p>County Councillor Rob Adams updated the meeting on Worcestershire CC matters including:</p> <ul style="list-style-type: none"> <li>• Apprenticeship schemes and getting 16-24 year olds into work</li> <li>• Review of grit bins. The field caretaker would carry out a survey and report findings to Clerk to pass onto to Cllr Adams.</li> <li>• Cllr Adams would follow up on Church Road pavement works which did not go ahead as planned.</li> </ul>	<p><b>Cllr Pyle/Clerk</b></p> <p><b>Cllr Denne</b></p> <p><b>Caretaker/Clerk</b></p>
<p><b>4.20.6</b> <b>Correspondence</b></p> <p>(i) Tractors speeding in the village</p> <p>(ii) Number restriction in play area</p>	<p>This matter was discussed at length and the parish council agreed that the issue of speeding is still a problem in the parish but is difficult to completely eradicate. It was agreed that Cllr Adams would clarify the previous position that street lighting must be present to install traffic calming measures, and that a site meeting would be organised by Cllr Adams to decide where to place speed survey wires since the last survey was conducted in 2008 and the data needed to be updated.</p> <p>It was agreed to review the restriction on numbers in the play area – see 4.20.11(b) below.</p>	<p><b>Cllr Adams</b></p>
<p><b>4.20.7 Crowle Pre-School – potential parish council support</b></p>	<p>It was agreed that this matter needed to be deferred until the next meeting of the parish council as the pre-school were not yet in a position to put together a business case/funding application.</p>	

<p><b>4.20.8 Crowle Covid-19 Support Group</b></p>	<p>It was noted that the group did not currently require any funding or other resources from the parish council.</p>	
<p><b>4.20.9 Planning update</b>  a) New applications for consideration:  (i) Vacant Land off Froxmere Rd Crowle   (ii) Land off Old Turnpike Road, live/work unit   (iii) Spitfire site off Church Road – contact from agent</p>	<p>20/00143/FUL – It was <b>RESOLVED</b> to ratify the further objection drafted by Cllr Pyle and sent to WDC by the Clerk on 17/08/2020 following additional information being submitted by the applicant. Cllr Rowley stated that a site visit was being arranged by the WDC planning committee.</p> <p>20/00732/OUT – There had been an administrative error at the WDC planning committee meeting where this application was considered. As such, it will be reconsidered at the WDC planning committee to be held on 17/09/2020 and Cllr Reilly will once again represent the parish council's objections.</p> <p>The parish council had been approached by RPS working on behalf of Spitfire to update the council on their intentions for the site. It was <b>RESOLVED</b> that Cllrs Pyle, Fallon-Lowbridge, Kain and Reilly would liaise with RPS and share any updates with the parish council.</p>	<p><b>Cllrs Pyle, Fallon-Lowbridge, Kain and Reilly</b></p>
<p><b>4.20.10 Finance and Risk Management</b>  a) Payments, receipts and bank reconciliations   b) National Pay Award – Clerk and Field Caretaker</p>	<p>It was <b>RESOLVED</b> to approve all payments, receipts and bank reconciliations for July and August 2020 (all previously circulated by e-mail and appended to these Minutes at Appendix 1).</p> <p>It was <b>RESOLVED</b> to ratify the national sector pay award with effect from 01/04/2020 which represented a 2.75% increase to salary scales and an additional day of annual leave.</p>	
<p><b>4.20.11 Field Management Group updates</b>  a) Field Caretaker   b) Play Area Re-opening</p>	<p>It was <b>RESOLVED</b> to ratify the appointment of David Steade as the new Field Caretaker to start work from Monday 24<sup>th</sup> August 2020. Cllr Dawson-Jones had received feedback from a parishioner that the field had been looking very tidy and free of litter since David had started in the role.</p> <p>It was <b>RESOLVED</b> to ratify the decision taken by e-mail and agreed by all Councillors to re-open the play area following advice received from the maintenance company that the equipment was safe, and considering the risk rating provided by RoSPA. The Council's insurers confirmed that they were happy if the Council had received relevant advice and had an</p>	

<p>c) Repairs to the children's play area</p> <p>d) Football pitch improvements as proposed by the FC</p> <p>e) Field Maintenance Contract</p> <p>f) Dog Fouling in Play Area</p>	<p>up to date inspection which did not recommend that the equipment should not be used.</p> <p>It was further <b>RESOLVED</b> to review the maximum number of 4 permitted in the play area and instead suggest maximum numbers using each piece of equipment. Cllr Kain would draft a proposal and circulate for agreement.</p> <p>It was <b>RESOLVED</b> to accept the quotation from Greenfields as follows:  Toddler Multiplay – Replace the two timbers that hold the ramp 100 x 100 x 1.2. Also drill holes in the base of the slide to allow water to escape  Gates – Fit anti slam rubber buffer  Hags Multiplay – Replace rotten end timber 100 x 35 x 1200  Total: £289 + VAT</p> <p>It was <b>RESOLVED</b> to accept the proposals by the football club to carry out improvements to the football field at no cost to the parish council as follows:  Vertidrainage £675  Autumn Fertiliser £450  Harrow &amp; roll £275  Mowing Aug-Oct £1,100  <b>Total £2,500</b></p> <p>It was <b>RESOLVED</b> to accept the final contract document with TopCut Mowing Services setting out the parish council funded "community specification" and the football club funded "sports specification". The Clerk would sign the contract on behalf of the council.</p> <p>It was reported by the Field Caretaker that dog fouling was an issue in the play area. This may be because the gates are left open as they do not self-close and the latch was broken. It was <b>RESOLVED</b> to repair the latch as soon as possible and install "no dogs" and "please shut the gate" signs.</p>	<p>Clerk/FMG</p> <p>Clerk/FMG</p> <p>Clerk/FMG</p> <p>Caretaker/Cllr Denne</p>
<p><b>4.20.12 Land and Highways Management Matters</b></p> <p>a) Allotments</p> <p>b) Fencing around Village Garden</p> <p>c) Parish Lengthsman</p>	<p>Cllr Small was not present so no update was provided.</p> <p>A parishioner and parish garden volunteer suggested that there is no need to replace the entire fence yet, but a full inspection might reveal a need for only partial repair at present; and that he fully expected the owner of The Cottage to co-operate over replacement of the damaged fence alongside the access track. Cllr Reilly would be asked to chase a response.</p>	<p>Cllr Reilly</p>

	It was <b>RESOLVED</b> to advertise in the Cryer for a new Lengthsman and act upon a recommendation from Cllr Adams to approach an established Lengthsman in a neighbouring parish.	Clerk
<b>4.20.13 Speeding &amp; Community Speed Watch</b>	It was agreed that in principle, the parish council would be happy to resume the speed watch scheme subject to a Covid-19 risk assessment, but it was acknowledged that many volunteers were not physically able to take part at present. It was agreed to place an article in the Cryer to gauge interest in volunteering. It was further agreed that Cllr Adams would clarify the previous position that street lighting must be present to install traffic calming measures, and that a site meeting would be organised by Cllr Adams to decide where to place speed survey wires since the last survey was conducted in 2008 and the data needed to be updated.	Cllr Eastwood  Cllr Adams
<b>4.20.14 Defibrillator</b>	Cllr Fallon-Lowbridge reported that the re-location of the defibrillator had been delayed due to a lack of suitable contractor availability. The diocese insists on contractors having £10m public liability insurance which prevents many local tradespersons from quoting for the work. It was agreed that other locations should be considered.	Cllr Fallon-Lowbridge
<b>4.20.15 Policies and Procedures</b> a) Communications Policy  b) Social media policy	It was <b>RESOLVED</b> to adopt the policy as drafted by the Clerk and that an addendum to the policy which was more specific about types of communications would be drafted by Cllr Denne and the Clerk and circulated.  This was deferred to a future meeting, but it was generally agreed that the Clerk should retain an overview of content being posted on the council's behalf on its social media channels and elsewhere.	Cllr Denne/Clerk
<b>4.20.16 Communication and Information Provision</b> a) New Council Website  b) Cryer and/or social media matters	Cllr Dawson-Jones was still working on this and would report back to a future meeting.  Any Cryer updates should be sent to Cllr Dawson-Jones. Submissions from the parish council this month would include: <ul style="list-style-type: none"> <li>• Update on play area (Cllr Kain)</li> <li>• Lengthsman (Clerk)</li> <li>• WDC Legacy Fund (Cllrs Fallon-Lowbridge and Denne)</li> <li>• Speedwatch (Cllr Eastwood)</li> <li>• Field Caretaker Introduction (Cllr Dawson-Jones)</li> </ul>	

<p><b>4.20.17</b>  <b>Councillor Updates</b>  <b>and Items for Next</b>  <b>Agenda</b></p>	<p>Cllr Dawson-Jones reported on the latest meeting of the Parish Hall Trust. Renovations were complete, the Hall Manager had returned from furlough, the PHT would be carrying out a rent review for the pre-school and the system of gate closing would be discussed at the next meeting.</p> <p>Cllr Denne reported that the community shop was considering a small extension but would need parish council consent for the project as a condition of the lease. Further updates would be shared when available.</p>	
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The meeting ended at 10.30pm

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

Date \_\_\_\_\_







