



# BEWDLEY

## Town Council

### MINUTES OF THE TOWN COUNCIL MEETING

HELD ON 5<sup>th</sup> NOVEMBER 2018 AT 7.00PM IN THE GUILDHALL BEWDLEY

#### PRESENT

Councillor Mr R Coleman, Mayor  
Councillor Mr P Edmundson, Deputy Mayor  
Councillor Mr J Byng  
Councillor Mrs L Candlin  
Councillor Mr S Clee  
Councillor Mrs A Coleman  
Councillor Mrs E Davies  
Councillor Mrs C Edginton-White  
Councillor Mr P Harrison  
Councillor Mr D Killingworth  
Councillor Mr R Stanczyszyn  
Councillor Mr G Yarranton

In attendance: Miss Star Powell, Young Mayor  
County Councillor Rebecca Vale  
District Councillor Ian Hardiman  
Eight Members of the Public  
Mr D Moore, Treasurer  
Mrs G Lungley, Temporary Office Manager

**Prayers** The Mayor asked all present to join him in reciting the Lord's Prayer

**8691 CHAIRMAN'S OPENING REMARKS**

The Mayor, Cllr Mr R Coleman, welcomed everyone to the meeting and referred everyone to the meeting room emergency evacuation procedure.

**8692 APOLOGIES FOR ABSENCE**

Councillor Mr J Beeson

**8693 DECLARATIONS OF INTEREST**

Cllr J Byng declared a Disclosable Pecuniary Interest as the spouse of a member of staff.

**8694 COUNCILLORS' DISPENSATIONS**

None

**8695 PUBLIC QUESTION TIME**

- i. **Members of the public.** Two members of the public took the opportunity to speak, as follows:
  - a) (i) When will the benches return outside 'the Kemp'?
  - (ii) Can a supply of salt/grit be made available for use in Wribbenhall?
- b) The Town Council was thanked for its support of the Bewdley Community Pantomime.

**ii. Representative members of the principal authorities**

**a) Mrs R Vale, WCC member for Bewdley division & WFDC member for Wribbenhall and Arley ward**

- Whilst the cause of the recent road traffic incident is not yet known, speeding in Dowles Road is considered to be an issue that needs to be monitored. Mrs Vale hopes for steps to be taken soon.
- The stones for the Bewdley bridge repair are ready for collection; work is to start soon and may take three weeks.
- The County Council must find £18m savings and up to 200 voluntary redundancies have been allowed for. However the gritters will remain and all six council depots are fully stocked for winter.
- WCC is currently consulting, until February 2019, on the county's libraries, with a specific question for Bewdley: Should Bewdley have its own Community Library? The consultation is available online.

**b) Mr I Hardiman, WCC member for Cookley, Wolverley and Wribbenhall**

- Priority requested to introduce 40mph speed limit on A456 Wribbenhall to Bewdley Hill;
- Request to improve A456 Bewdley by-pass cats eyes to be more reflective;
- Request to install 'tactiles' at Catchems End zebra crossing;
- Queensway shops are to have additional car parking by way of funding already paid by WCC and the Community Housing Group;
- The responsibility for maintain the Safari Park roundabout has been taken on by WFDC. Sponsorship may be sought to aid its restoration and maintenance to a good standard;
- WCC highways will cut back overgrowth at Catchems End which has been hindering cyclists;
- Lighting in Jordan's walk is likely to cost c. £4,000; Mr Hardiman is prepared to contribute £2,000 and asks the Town Council to contribute the remainder.
- Speed checks have been carried out in Northwood Lane but the results show no intervention is required.

**c) Mr P Harrison, WFDC member for Wribbenhall & Arley ward**

- Mr Harrison pledged £600 support for the Jordan's Walk lighting from ward member funds\*.
- WFDC Local Plan consultation, now open for comments, has some proposed changes to the Bewdley land allocations.\*\*

**d) Mrs A Coleman, WFDC member for Bewdley and Rock ward**

- The fly-tipping on the Switchback is being tackled with the identification of the landowners and WFDC working with the Environment Agency to get the land cleared.
- WFDC will visit several times each year to cut back the vegetation on their land next to the Medical Centre and adjacent road side.

\* Mrs Vale also pledged £600 to support the installation of this light.

\*\* It was noted the Town Council's Planning Committee would be discussing the WFDC Local Plan at their next meeting.

**iii. Representatives of support services**

None present

8696

**MINUTES**

To approve the minutes of the Extraordinary Town Council meeting held 28/09/2018.

The draft minutes of the Town Council's Extraordinary Meeting held on 28<sup>th</sup> September 2018 were put for approval and proposed and seconded as a true record. Various amendments were put following which the minutes were approved as presented with one member voting against and one member abstaining.

To approve the minutes of the Town Council meeting held 01/10/2018. The draft minutes of the Town Council's Meeting held on 1<sup>st</sup> October 2018 were put for approval and proposed and seconded as a true record. Various amendments were put following which the minutes were approved as presented with two members voting against and one member abstaining.

**8697**

### **ACCOUNTS**

The Council was presented with information from the Treasurer, including:

- i. To receive and consider for approval the updated schedule of accounts including approval of invoices to be paid

#### **APPROVED**

- ii. To note the Town Council's cash balances

**NOTED** as follows (to 31/10/2018) –

- with Unity Bank current account of £ £88,919.68
- with Unity Bank deposit account of £10,578.62
- with Scottish Widows deposit account of £30,345.52
- with Cambridge Building Society saver account of £30,000.00
- with HMRC (VAT) of £ £7,821.91

- iii. To note the most recent bank reconciliation

#### **NOTED**

- iv. To note the actual financial position compared to the agreed budget for 2018/19

#### **NOTED**

- v. To note, as already recorded at Finance and General Purposes committee meeting held 26/09/2018, the return of the Annual Governance and Accountability Return from the External Auditor with an unqualified opinion.

#### **NOTED**

**8698**

### **COMMITTEE REPORTS**

To receive draft minutes, reports and/or updates since 01/10/2018 from:

- i. **Planning Committee**

Received and noted.

- ii. **Staffing Committee**

Cllr Mrs Davies, Chairman to the Staffing Committee, would provide a report in confidence, see minute no. 8706(b) below.

- iii. **Finance and General Purposes Committee**

The draft minutes of the meeting held 31/10/2018 had not yet been circulated. It was noted the budget group had met and will put recommendations to the next meeting of the Finance and General Purposes Committee.

- iv. **Christmas Lights Switch-on Working Group**

The Mayor reported on the group's meetings to date where it was noted a grant of £2,500 had been pledged by Bewdley Development Trust, for which the Town Council was most thankful, and Cllr Edginton-White was thanked for her help in this respect.

Competitive quotations are being sought for several items and entertainers and the costs are being revised.

**8699**

**COMMITTEE MEMBERSHIP**

To fill all vacant seats on committees.

**AGREED**

The vacant seats on both the Planning Committee and Staffing Committee, the latter due to resignation from the committee of Cllr S Clee, would be filled by Cllr D Killingworth.

**8700**

**NEIGHBOURHOOD PLAN**

To discuss and conclude on the direction of travel for the Neighbourhood Plan.

Cllr P Edmundson spoke to his report, seeking support for progressing the Neighbourhood Plan to referendum stage without a choice of housing sites. Prolonging the process would require greater funding and time.

A proposal to 'mothball' the Plan was put to the meeting but not supported meaning there was general agreement to continue with the Plan production; members would meet 05/11/2018 to discuss forward direction.

**8701**

**ROAD SAFETY**

Members noted the recent road traffic accident at the junction of Dog Lane / Dowles Road and the comments made by County Councillor Mrs Vale during the public question time [minute no. 8695, (ii)(a) above].

**8702**

**ARRANGEMENTS FOR NEW YEARS' FIRE WORKS**

Members were advised that funding amounting to £1,000 had been pledged from town businesses towards the annual New Years' Eve fireworks display.

A quotation had been received from the contractor for £1,200.

The landowner of the fireworks site would require the land to be cleared of litter immediately after the event. A comment about requesting permission from another landowner would be followed up.

**AGREED**

To proceed with arrangements for the annual fireworks display.

**8703**

**PLANNING COMMITTEE CHANGES**

To agree to reduce the officer workload by encouraging all members of the planning committee to look at the plans to be discussed before attending the meetings.

Cllr R Coleman spoke to his report.

**AGREED**

Members of the Planning Committee would be encouraged to look at the details of each new planning application in advance of the meeting. The Temporary Office Manager would work with the office staff to encourage a more efficient use of time.

**8704**

**GOVERNANCE**

**a) To agree to adopt a Risk Management Policy.**

**AGREED**

To adopt the draft Risk Management Policy presented to the meeting.

**b) to agree dates of meetings in 2019, including Mayor Making, Community Showcase and Annual Town Meeting**

**AGREED**

The dates of Town Council meetings in 2019 would follow the current pattern of the first Monday of each month.

Mayor Making will be on the 3<sup>rd</sup> Friday in May: 17<sup>th</sup> May 2019.

Annual Town Meeting will be on Monday 8<sup>th</sup> April 2019, subject to availability of venue.

No date was set for the Community Showcase.

**8705**

**MAYOR'S DIARY AND FUTURE EVENTS**

- i) The update to the Mayor's diary would be forwarded to all members. The Mayor gave a brief review of his civic duties during the last month.
- ii) Future community events include:
  - Blood testing for prostate cancer (Mayor's charity) 13/11/2018
  - Remembrance Parade and Service at St Anne's (start 10.30am) and All Saints (start 2pm) on 11/11/2018

**8706**

**CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC AND PRESS**

In accordance with the Public Bodies (Admission to Meetings) Act 1960s1(2) it was **AGREED**

To exclude the members of the public and press from the meeting in order to discuss matters of a confidential nature relating to:

- a) A contractual matter relating to office accommodation;
- b) Update from the Staffing Committee

The members of the public left the meeting.

- a) The contractual matter relating to office accommodation.  
The position relating to the Town Council's use of the Committee Room and Mayor's Parlour at the Guildhall was explained by Cllr R Coleman. Members arranged to meet to discuss a 'wish list'.
- b) Update from the Staffing Committee  
Report from Cllr Mrs E Davis. It was noted:
  - The Temporary Office Manager would continue in post until the staffing situation had stabilised.
  - The recruitment process for the Town Clerk was ongoing.
  - The salary decision relating to the administration assistant (apprentice) had been implemented.
  - Lack of sufficient office cover in the Town Clerk role was causing concern and the Temporary Office Manager had been asked to report.
  - With regard to the Events Officer, the Council's employment procedures had been suspended since a third party had become involved resulting in an agreement to resolve matters.  
The Staffing Committee recommended the Council support the Staffing Committee's decisions regarding the Event Officer's employment.

**AGREED**

The Council would support the Staffing Committee's decisions.  
Following a request for a named vote, those in favour of the motion were:  
Councillors: R Coleman, P Edmundson, J Byng, S Clee, A Coleman,  
E Davies, P Harrison, D Killingworth, R Stanczyszyn, G Yarranton  
Members abstaining: Councillors L Candlin, C Edginton-White

**8707 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS**

None

**Members' items to note for future meetings:**

None

**8708 DATE AND TIME OF NEXT MEETING**

Monday 3<sup>rd</sup> December 2018, 7pm.

There being no further business this meeting was closed at 9.30pm

**Signed.....**  
**Mayor/Chairman**  
**Meeting of the Town Council – 3<sup>rd</sup> December 2018**