



MINUTES OF THE TOWN COUNCIL MEETING

HELD 5th AUGUST 2019 at 7.00PM GUILDHALL

PRESENT

Council Members Cllr J Byng - Town Mayor and Meeting Chairman
 Cllr L Kearns – Deputy Town Mayor
 Cllrs S Billett, A Coleman, R Coleman, S Collingridge, L Davies, C
 Edginton-White, P Gittins MBE, P Harrison, H Lacy, D Morehead, R
 Stanczyszyn

In attendance: Ten Members of the Public
 S Hudson - Town Clerk

8887 MAYOR'S OPENING REMARKS

The Mayor, Cllr J Byng welcomed everyone to the meeting and spoke to the emergency evacuation procedures. The Town Clerk was thanked for setting up the meeting and asked to write to the WFDC regarding the lack of available table.

8888 APOLOGIES FOR ABSENCE

Apologies were received in advance of the meeting from Cllr L Davies

8889 DECLARATIONS OF INTEREST

Members were reminded of the requirement to declare all interests.

Cllr J Byng declared an on-going Disclosable Pecuniary Interest relating to his spouse a member of staff.

8890 COUNCILLORS' DISPENSATIONS

A dispensation request was received from the Mayor, Cllr J Byng in relation to agenda item 8895 Neighbourhood Plan – The Council **RESOLVED** not to grant this dispensation request.

8891 PUBLIC QUESTION TIME

- i. **Members of the public.** Members of the public took the opportunity to speak, as follows:
- 1) A member of the public raised concerns with regard to:
 - Horn and Trumpet appear to be extending their licensing hours
 - Recycling bins being returned to the Dog Lane car park
 - The disrepair of the benches
 - Councillors confirmed that a survey on benches is being conducted and that the benches on riverside had been reported to WFDC.
 - 2) A local resident raised concerns relating to the licensing hours at the Retreat, and asked for further clarification as noise is going on after midnight. Action is needed to enforce the licensing hours.

- 3) A representative from Bewdley Rowing Club thanked the Mayor and Mayoress for their attendance at the club regatta.
- 4) A local resident raised concerns about anti-social behaviour in the town. Two shops were recently broken into, police action is required. The resident has video evidence showing Bella Pizza operating after their licensing hours and people misusing barriers and cones. Taxis are bringing people into the town at 12am because public houses are licensed until 2pm. Residents of Bewdley want safe streets.

People are put off renting apartments in the town because of the noise and anti-social behaviour. Residents are looking for more support from the Police at night and the Bella Pizza licensing hours to be reduced.

b. Representative members of the principal authorities

- 1) **Mrs R Vale, WCC member for Bewdley division** spoke as follow:

- Welch Gate – WCC have been asked to address the inadequate HGV signage around Bewdley, there was a plan for Welch Gate which officers have not yet actioned.
- Speed Cables – WCC engineers do not recognise that there could be speeding in the town.
- Bewdley Bridge – The bridge is deemed to be structurally safe. Historic England class the bridge as category C – deteriorating. Historic England have been contacted if a response is not received within 14 days, contact will be made with the local MP.
- Parking – WFDC are responsible for enforcing parking restrictions for both cars and bikes. Cllr R Vale has agreed to fund metal bars on Severnside South, if the town would be custodians of them.
- Manhole Covers – alterations are required to the manhole covers in Dog Lane due to their weight. Cllr R Vale asked that Councillors meet with herself and the WCC Highways officer to review alternatives.
- Street Furniture – it is confirmed that all street furniture outside premises are temporary structures and are therefore the responsibility of WFDC to control.
- Passenger Transport – the passenger transport consultation is underway; Councillors are urged to respond to the consultation as are residents.
- Severn Trent – major road works are planned at Heighington, these will be disruptive and may cause issues around Bewdley. Temporary lights will be in operation between August and November, any issues should be reported to Cllr R Vale.

-Cllr R Vale was asked that she consider sponsoring two benches on steep hills around Bewdley. Cllr R Vale agreed it was an excellent idea.

-Cllr R Vale was asked about the Welch Gate report and why changes were needed to the Dog Lane manhole covers. Cllr R Vale confirmed that there was a Welsh Gate action plan not a report and that the Environment Agency require the changes to the manhole covers.

-It was stated that street furniture is a highways issue not WRS, Cllr R Vale acknowledges that this is a complicated issue and that she is willing to work with District Councillors on this matter.

-Residents have asked that the pavement on the Cleobury Road opposite the Hop Pole be tarmacked. Cllr R Vale to raise this issue with WCC.

-Cllr R Vale agreed that the questions on the Passenger Transport Survey were very generic and would be glad for Councillors comments to be sent to her directly.

- 2) **Mr I Hardman, WCC member for Cookley, Wolverley and Wribbenhall** spoke as follow:

Strategic Issues County Wide

- County Council's Children's Social care company goes live on 1st October 2019 and includes Education and Special Needs and Disabilities (SEND)
- Children's Services is no longer "inadequate", and OFSTED have rated it as "requires improvement" the aim is to become "Good".
- WCC public consultation on the County Wide Transport Strategy, including home to school transport and bus services runs until 13th September

Wyre Forest Issues:

- The Public Realm work for Kidderminster's Worcester Street is progressing well and should be completed by the autumn; this scheme links the District Council's plan to regenerate this area and Bromsgrove Street-the Lion Fields area of the town.
- Work on Kidderminster's Railway Station continues with changes to the forecourt taking place.

Local Issues:

- the Replacement Safety Barrier works for the Kidderminster Rd/ Westbourne Street junction is to be carried out on Sunday 18th August; this work will require traffic lights control for safety reasons.
- the repainting of the faded Give Way markings at Beales' Corner, has been carried out.

Chasing County Highways with regarding to the following:

- The A456 Roundabout Repairs and maintenance transfer to the District Council.
- The Catchems End Zebra Crossing Tactiles installation.
- Vehicle Speed Checks on the B4091-Catchems End.
- The possibility of Tigers Teeth Road markings for traffic calming on the B4091.
- Replacement Cats Eyes for the By-Pass, lower section on the A456.
- The following matters have been referred to the Highways Engineer for urgent attention
 - road surface conditions Northwood Lane - severe potholes in danger of damaging motor vehicles.
 - hedges, on the approach to the Railway Bridge are overgrown and road signage is obscured.

-Cllr I Hardiman confirmed that WCC needed to make safe the Kidderminster Road island before it is transferred to WFDC who will then have responsibility for making good the condition of the island.

- 3) **Mrs C Edginton-White, member for Bewdley & Rock** spoke of a meeting with BCARA where are large number of issues were raised. Some of these issues will be discussed at tonight's meeting.
- 4) **Mr A Coleman, member for Bewdley & Rock** reminded the meeting about the drop in sessions for the Local Plan.

c. Representatives of support services

No reports received.


8892 MINUTES: To approve the minutes of previous Town Council meeting

It was **RESOLVED** to **AGREE** that the original draft of the minutes of the Town Council meeting held on 1st July as a true and accurate record of that meeting.

8893 ACCOUNTS

The Town Clerk presented the financial position as follows:

- i. The updated schedule of accounts including approval of invoices to be paid and approval of invoices paid as a matter of urgency.
It was **RESOLVED** to **AGREE** the schedule of accounts as at 05/08/2019.
- ii. To note the Town Council's cash balances as at 30/06/2019, as general fund
It was **RESOLVED** to **note** the cash balances.
- iii. To note the most recent bank reconciliation
It was **RESOLVED** to **note** the bank reconciliation date 30/06/2019.

 BEWDLEY TOWN COUNCIL	
BANK BALANCES @ 30TH JUNE 2019	
<u>End of Quarter 1</u>	
<u>Summary</u>	
BANK RECONCILIATION	
UNITY BANK CURRENT ACCOUNT	
Statement beginning balance	111,529.34
Cheques and payments cleared (36)	-13,685.82
Deposits and other credits cleared (6)	400.00
Statement ending balance	98,243.52
Uncleared transactions as of 30/06/2019	-9,726.70
Register balance as of 30/06/2019	88,516.82
UNITY BANK DEPOSIT ACCOUNT	
Balance B/Fwd	£ 10,599.73
Interest received	£ 10.57
BANK BALANCES @ 30TH JUNE 2019	£ 10,610.30
SCOTTISH WIDOWS INVESTMENT	
BANK BALANCES @ 30TH JUNE 2019	£ 30,460.85
CAMBRIDGE BUILDING SOCIETY	
BANK BALANCES @ 30TH JUNE 2019	£ 30,000.00
PETTY CASH	
BALANCE @ 30TH JUNE 2019	£ 9.92
TOTAL CASH & INVESTMENT 30TH JUNE 2019	£ 159,597.89

- iv. To note actual financial position compared to agreed budget for 2019/20
It was **RESOLVED** to **note** the actual income and expenditure against budget date 30/06/2019

8894 COMMITTEE REPORTS

Round-up of draft minutes, reports and updates arising since 01/07/2019:

- i) **Planning Committee**, meeting held 27/06/19:
It was **RESOLVED** to **note** the Planning Committee's minutes 27/06/2019.
- ii) **Finance and General Purposes Committee**, meeting held 17/07/2019.
The committee's Chairman Cllr R Coleman gave a brief update on the minutes.
It was **RESOLVED** to **note** the Finance and General Purposes Committee's draft minutes 17/07/2019.

The following committee's recommendations were put for approval:

- a) Grant Allocations: to pay grant funding towards the following applicants

Cllr S Collingridge declared an interest in the Bewdley Rowing Club application, Councillors **RESOLVED** to allow Cllr S Collingridge to stay in the meeting.

Organisation	Request 2019/20	Grant Awards 2019/20	Comments
B/F Balance		£5530	
Bewdley and District Horticultural Society	£500	£500	Towards Talks Trips and annual show
The Bewdley School	£500	0	Geography Department (school received a previous award)
Bewdley Rowing Club	£1,000	£1,000	Towards light weight coxed four
Bewdley Youth Festival	£500	£500	Costs of performers technicians etc at festival
	£2,500	£2000	For Approval 05.08.19
Balance Remaining		£3530	Next application review date December 2019

It was **RESOLVED** to **Agree** the payment of the grant allocations as above.

- b) Bewdley Market Contract

It was **RESOLVED** to **Agree** the final draft Markets Contract with LSD Promotions as presented.

- c) Cyber Security Insurance Cover - The purchase of additional cyber security insurance cover.

Worcestershire CALC are offering a similar product; following discussions it was **RESOLVED** to **Agree** the need for the insurance cover. However, it was **RESOLVED** to wait until after the review of the Council IT systems and software is undertaken before a final decision is made.

- d) Continuation of electricity contract for the Feeder Pillar located on Severnside North

LSD Promotions confirmed that they could manage without this electricity connection. Following debate, it was **RESOLVED** that E-on Electricity be contacted to identify the costs of disconnection and re-connection before any final decision is made.

- e) Use of Council Gazebo's by Community Groups

It was **RESOLVED** to **Agree** that the Council owned Gazebos be donated to the Friends of Riverside North and the Friends of Wyre Hill Park both groups receiving one each.

- iii) **Staffing Committee**, the draft minutes of the meeting held 30/07/2019 are to be presented at the next Council meeting. The Mayor **RESOLVED** that these minutes be discussed under confidential matters, item 8906 and that Cllr D Moorhead would provide an update.

8895 NEIGHBOURHOOD PLAN PROGRESS

The Mayor **RESOLVED** that Group Chairman Cllr R Stanczyszyn provided verbal feedback under confidential matters.

8896 TOWN CLERK'S UPDATES

It was **RESOLVED** to **note** the following updates from the Town Clerk relating to ongoing concerns:

- Internal Audit working group – meeting date 15/07/2019 – work is underway on the Internal Auditors recommendations and the following office management systems are currently being reviewed:
 - Recording residents' complaints
 - Contracts register
 - Council website
- Beales' Corner Notice Board – The Community Workshop Café have provided a quotation for the repairs to the Board which is to be reviewed at the next F&GP committee.
- Insurance valuations – meeting with insurers 16/07/2019 – a review is being undertaken of the asset register and the recorded valuations. Once completed the Council's insurance cover will be re-evaluated.
- Localism – WFDC gave a presentation on 22/07/19 to representatives from the three Town Councils relating to the possible transfer of assets from the District Council to the Town Council. Assets discussed relating to Bewdley Town Council to include the Guildhall, Museum and Jubilee Garden, Load Street Toilets and the lease of the Riverside North Park paddling pool.

The Town Clerk also attended a meeting on 31/07/19 with regard to the paddling pool lease; WFDC are to provide a copy of the lease for review. WFDC have also been requested to provide a costs and condition report.

At the meeting a request was made for a cost and conditions report for Load Street Toilets, as following a recent visit, the gents toilet block was found to be in an unacceptable state.

- Single Use Plastic Audit – Cllr S Collingridge undertook a single use plastic audit of the Council offices. There is very little single use plastic product within the Council offices. The Town Clerk is currently looking at ways to reduce the use of all plastic products and paper consumption across the Council.
- Road Safety Group – meeting date 06/08/2019 to include representation from the Local Police
- Town Council's Corporate Plan review – A working group has been set up to review the current Corporate Plan 2016-2019 and to developed a new plan going forward. The date has yet to be agreed; Councillors on the working group to include:
 - Cllr A Coleman
 - Cllr R Coleman
 - Cllr C Edginton White

8897 WYRE HILL PLAY AREA

Councillors were asked to review and agree expenditure at the Wyre Hill Play area

Councillors reviewed the sand quotations and **RESOLVED to Agree** the purchase and supply of sand from Alpha Aggregates at a cost of £670.00 per 20 tonnes.

Following discussions, it was **RESOLVED to Agree** emergency works for the removal of a deteriorating crawl tunnel, by Green Man Gardens at a cost of £825.00 and the retention of the inner tunnel tube for future use.

It was **RESOLVED to Agree** the installation of a 2nd bin near the entrance of the play area at a cost of no more £200.

8898 PLANNING COMMITTEE MEETING DATES AND WORKING PRACTICES

Councillors were asked review forward meeting dates and the changes to working practices as proposed by Cllr R Coleman.

Prior to the meeting Cllr L Kearns proffered his resignation from the Planning Committee due to work commitments on Thursdays. The meeting dates therefore remain as below:

- 29th August 2019
- 26th September 2019
- 31st October 2019
- 28th November 2019
- 19th December 2019
- 31st January 2020
- 27th February 2020
- 26th March 2020

Following debate, it was **RESOLVED to Agree** that back office functions and working practices supporting the Planning Committee should be reviewed and that Councillors appraise applications prior to their attendance at the Planning Committee meetings.

8899 A TOURIST MAP OF LOCAL SHOPS

Cllr R Stanczyszyn proposed the introduction of a tourist map of local shops to encourage visitor footfall at the top end of the town.

Following discussion with regard to working with traders and alternatives to a printed tourist map, it was **RESOLVED to Agree** to add town signage boards to the Localism agenda and a tourist map to the Corporate Plan working group's agenda.

8900 CHRISTMAS EVENT AND LIGHT SWITCH ON UPDATE

The Mayor, Cllr Byng provided a verbal update on progress so far. The Office is in the process of obtaining quotations for the various aspects of the event; the Mayor is in discussion with Peter Barnett for the provision of local entertainment.

8901 NOMINATIONS TO LARGER COUNCILS COMMITTEE

Bewdley is one of seven Councils within Worcestershire who are eligible to have a representative on the Larger Council Committee from 2020. If interested in representing Bewdley Town Council, Councillors were asked to respond directly via the link on the email as previously forwarded.

8902 CIVIL ENFORCEMENT

Cllr C Edginton-White provided a verbal report to Council giving consideration to issues previously raised under public questions, such as motorbike parking inside of the double yellow lines, street furniture, licensing; due to multi-agency involvement residents issues are not being addressed. Councillors agreed actions should be taken.

It was **RESOLVED** to **Agree** the following actions:

- a) The Road Safety working group to focus on Civil Enforcement issues
- b) The Town Clerk to write to the Police Commissioner and request a Senior Officer attend a Council meeting
- c) The Town Clerk to ascertain the financial implications and costs of a shared Civil Enforcement with Stourport Town Council and report back to the Financial and General Purposes committee.

8903 MAYOR'S DIARY AND FUTURE EVENTS

- i) The Mayor provided a diary of events attended since the previous Council meetings.
- ii) Future community events include
 - Mayor's Sunday – 27th October 2019
 - Christmas Light Switch on – 30th November 2019

8904 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

WFDC Localism meeting to be held 10th September 2019 – to request the meeting be held in the evening rather than 3pm.

8905 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) it was RESOLVED to exclude the public and the press from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements:

The members of the public left the meeting.

8906 STAFFING COMMITTEE

Staffing Committee confidential update: The Chairman of the Staffing Committee, Cllr D Morehead gave a verbal update with regards to the Staffing Committee held on 30/07/2019

It was **RESOLVED** to **Agree** the new staffing structure as of 06/08/2019 and **Note** that the outstanding staff appraisal had been completed.

A date for the Town Clerks appraisal is to be arranged.

Prior to discussions relating to staffing issues Cllr C Edginton-White left the meeting, stating a personal interest, as she may be called as a possible witness in the on-going staffing case.

Cllr D Morehead provided an update on on-going issues relating an ex-member of staff.

Cllr C Edginton-White returned to the meeting

Cllr S Collingridge raised concerns relating the reasons given for Cllr C Edginton White leaving the meeting. Cllr C Edginton White offered to seek advice about her position should the issues progress.

Prior to discussions relating to the Neighbourhood Plan the Mayor Cllr J Byng left the meeting, stating a personal interest, as his spouse works on the project.

8907 NEIGHBOURHOOD PLAN PROGRESS

Group Leader Cllr R Stanczyszyn provided a verbal summary on the neighbourhood plan to date and an estimated timetable for completion.

Concerns were raised relating to the report presented and conflicting grant information.

Cllr C Edginton White asked that the Council receive evidence of documents and a staffing review and proposed the following:

- a) an extraordinary meeting be called on Monday 19/08/19 at 7pm to further discuss the neighbourhood plan

It was **RESOLVED** to **Agree** the above proposal.

It was **RESOLVED** to **Agree** the suspension of standing orders at 9.55pm to enable discussions to continue.

- b) the neighbourhood plan meeting due to be held on 08/08/19 be suspended until after the extraordinary meeting.

It was **RESOLVED** to **Agree** the above proposal.

The Mayor, Cllr Byng returned to the meeting

8908 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 2nd September 2019, 7pm

There being no further business this meeting was closed at 10pm

Signed.....
Mayor/Chairman
2nd September 2019