



BEWDLEY Town Council

MINUTES OF THE TOWN COUNCIL MEETING

HELD 3RD FEBRUARY 2020 at 7.00PM GUILDHALL

PRESENT

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

In attendance: Twelve Members of the Public
Elizabeth Thomas - The Young Mayor
S Hudson - Town Clerk

9023 MAYOR'S OPENING REMARKS

Cllr D Morehead welcomed everyone to the meeting.

9024 APOLOGIES FOR ABSENCE

Apologies were received from the Mayor, Cllr J Byng and Cllr S Collingridge

9025 DECLARATIONS OF INTEREST

Councillors were reminded to submit their Register of Interests and to declare any Disclosable Pecuniary and/or Other Disclosable Interests in items on the agenda and their nature.

Cllr C Edginton White declared an Other Disclosable Interest:

- 9041 – On-Going Staffing Issues – as a friend of an ex-employee

Cllr L Davies declared an Other Disclosable Interest

- 9032 – Together Group – as a committee member of the Together Group.

9026 COUNCILLORS' DISPENSATIONS

None requested

Cllr L Davies – on-going

- 9032– Together Group – as a committee member of the Together Group.

9027 PUBLIC QUESTION TIME

i. Members of the public.

A member of the public took the opportunity to speak, as follows:

1. A Car destroyed a wall in Welch Gate, the police were informed, is the damage being claimed through the insurance.
2. Could the Town Council write a letter to WFDC with regard to condition of the grass verge at the top of Dog Lane next to Murray's Pharmacy as Bin Lorries have been seen mounting the grass.
3. Woodman's Caravan Park, what type of park is it, there should be no static caravans.
4. Have the Town Council considered sending a letter of thanks to the Fire Fighters of Bewdley fire station?

It was confirmed that there is an on-going issue with the grass verge by Murray's Pharmacy, which has previously been reported.

b. Representative members of the principal authorities

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

There is an on-going issue with parking in Bewdley; the removal of the bollards on Severnside South is a criminal offence.

WCC have increased the budget for road repairs. Concerns have been raised regarding the quality of work undertaken by the Ringway contractors. The Head of Ringway apologies for the standard of work and will follow this up.

It is the responsibility of the police to control vehicles parking too close to road junctions, issued should be reported directly to them.

The considered park and ride scheme is in the early stages, no decision has yet been made and no funding has been secured.

2) Mr I Hardiman, WCC member for Cookley, Wolverley and Wribbenhall spoke as follows:

Local Issues:

WCC Highways have installed additional chevron signage onto a post before the bend by the Railway Bridge on the Kidderminster Road; the WCC Highways Engineer has been asked to consider also putting a sign on a post further from the bridge

Unresolved casework issues were brought to the attention of County Council's Cabinet Member for Highways, these included; outstanding Safari Park Roundabout repairs, the Disability Tactiles at the Catchems End Zebra Crossing, the replacement of the cat's eyes in the lower section of the A456 bypass road and the Northwood Lane lamp obscured by overgrown trees on private property.

WCC Highways have painted a Slow warning sign on the New Road tarmac to warn drivers to take care when exiting onto the Kidderminster Road.

Strategic Issues County Wide:

The County Council's Cabinet have approved their budget strategy; proposing an increase to Council Tax of 1.99% and having an adult social care levy of 2%. Full Council will meet on 13th February to approve the budget.

Mr Simon Mallinson, The Head of Legal & Democratic Services for The County Council, is retiring this month, after 21 years of service.

A question was raised relating to use of the adult social care levy, Cllr I Hardiman confirm the monies levied do go directly to adult social care.

An issue with drainage repairs on the Habberley Road was discussed, Cllr I Hardiman agreed to speak to the WCC Highways engineer.

- 3) **Mrs A Coleman, member for Bewdley & Rock** made reference to the letter received from WFDC in response to the Town Councils letter of objection relating to the car parking charge changes. The original letter of objections was sent outside of the consultation period (21.01-13.02.2020). It is suggested that the Town Clerk sends a new letter of objection within the consultation timeframe.

9028 MINUTES: of the previous Town Council meeting held 06/01/2020

With a minor amendment, it was **RESOLVED** to **Agree** the draft of the minutes of the Town Council meetings, held on 06/01/2020, a true and accurate record of that meeting.

9029 ACCOUNTS

The Town Clerk presented the 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 31/01/2020.

The following documents were presented to the Finance and General Purposes Committee 22/01/2020

- ii. It was **RESOLVED** to **note** the cash balances as at 31/12/2019 (quarter 3), as the general fund.
- iii. It was **RESOLVED** to **note** the bank reconciliation date 31/12/2019 (quarter 3).

Bewdley Town Council	
Unity Current Account, Period Ending 31/12/2019	
RECONCILIATION REPORT	
Reconciled on: 07/01/2020	
Reconciled by: Sharon Hudson	
Any changes made to transactions after this date aren't included in this report.	
Summary	
GBP	
Statement beginning balance	86,320.06
Cheques and payments cleared (27)	-16,823.81
Deposits and other credits cleared (4)	6,857.23
Statement ending balance	76,353.48
Uncleared transactions as of 31/12/2019	-1,904.81
Register balance as of 31/12/2019	74,448.67
Cleared transactions after 31/12/2019	0
Uncleared transactions after 31/12/2019	-13,176.04
Register balance as of 07/01/2020	61,272.63
UNITY BANK DEPOSIT ACCOUNT	
BANK BALANCE @ 31st DECEMBER 2019	10,610.30
SCOTTISH WIDOWS INVESTMENT	
BANK BALANCE @ 31st DECEMBER 2019	30,460.85
CAMBRIDGE BUILDING SOCIETY	
BANK BALANCE @ 31st DECEMBER 2019	30,000.00
PETTY CASH	
BALANCE @ 31st DECEMBER 2019	10.94
TOTAL CASH & INVESTMENT 31ST DECEMBER 2019 - Quarter 3	£132,354.72

- iv. It was **RESOLVED** to **note** the current financial position actual against budget as at 31/12/2019 (quarter 3).

9030 COMMITTEE REPORTS

Round-up of draft minutes, reports and updates arising since 06/01/2020:

- i) **Planning Committee,**

It was **RESOLVED** to **note** the minutes of the meeting held on 19/12/2019 , the meeting minutes dated 30/01/2020 will be presented at the next meeting.

ii) **Finance and General Purposes Committee**, meeting held 22/01/2020.

It was **RESOLVED** to **note** the Finance and General Purposes Committee's draft minutes 22/01/2020. Cllr R Coleman gave a brief update of the meeting.

Approval was sought for the recommendations as follows:

a) Councillor Allowances

It was **RESOLVED** to **Agree** that Councillor Allowances be managed in line with Expenses & Allowance Policy BTC022.

b) Floral Display

It was **RESOLVED** to **Agree** that the contract for the Towns Floral Displays should go out to tender.

iii **Staffing Committee**

It was **RESOLVED** to **note** the minutes of the Staffing Committee meeting held on 16/01/2020

a) Staff Handbook and associated policies

It was **RESOLVED** to **Agree** Staff Handbook and policies as presented

b) Model Employee Contract

It was **RESOLVED** to **Agree** the Model Employee Contract

9031 POLICIES FOR REVIEW AND APPROVAL

It was **RESOLVED** to **Agree** that the following policies are adopted:

BTC005	Health and Safety Policy
BTC010	Social Media Policy

9032 TOGETHER GROUP - (supporting elderly in the community)

Cllr L Davies presented the Together Group report. It was **RESOLVED** to **Agree** that the Council would continue to support the Together Group for next year, 2020/21.

9033 NEIGHBOURHOOD PLAN PROGRESS

Cllr R Stanczyszyn confirmed he had received an update from Avon Planning Services and was awaiting a meeting with the WFDC Planning Policy team.

9034 TOWN CLERK'S UPDATES

Councillors were asked to **note** the Town Clerk's updates relating to ongoing concerns, including:

- **Internal Audit** – on-going – Together Group accounts have now been updated on to the Accounting system.
- **Localism** – An email had been received by the Town Clerk from WFDC requesting a meeting with herself and the Mayor. Following discussions, it was agreed that the meeting should include all Councillors. Town Clerk to arrange.
- **Car Parking** – A letter responding to the Town Council letter of objection opposing the proposed changes to parking charges in Bewdley was received from the WFDC's Leader of the Council. Councillors were disappointed with the response they received; it was considered that another letter should be sent in response to the consultation.
- **Public Benches** – WCC benches - awaiting update from Highways – Chased by Town Clerk
- **Bollards** – awaiting update from WCC Highways - Chased by Town Clerk

9035 INSURANCE REVIEW

It was **RESOLVED** to **Agree** the renewal of the Town Council's insurance policy with Hiscox Insurance Company Limited for a period of 3 years.

Following discussions, it was **RESOLVED** to **Agree** that the Council obtain a written valuation to confirm the insurance value of the War Memorial at St Anne's' Church and that a full risk assessment of the War Memorial in undertaken before the level of insurance cover is agreed.

9036 VE DAY

The Council's VE DAY contributions will be managed in the same manner as the grants. An application is to be completed and considered before awards are made.

9037 DATES FOR FUTURE MEETINGS

It was **RESOLVED** to **Agree** the dates of the following Civic Ceremonies

Annual Town Meeting	20/04/2020
Mayor Making	15/05/2020
Mayor's Civic Sunday	21/06/2020
Remembrance Sunday	08/11/2020

Further consideration is to be given to the St Georges Day ceremony 26/04/2020, due to the large parade in Kidderminster it was proposed that the Mayor considers whether a ceremony in Bewdley is viable.

It was proposed that Heritage Sunday be re-instated in September. It was thought that this event had previously been unsuccessful.

9037 MAYOR'S DIARY AND FUTURE EVENTS

- i) Received an update on the Mayor's diary for December 2019.
- ii) The future community events were noted.
 - 22/02/2020 Mayor's Charity Quiz
 - 29/02/2020 Mayor's Charity Bingo
 - 02/05/2020 Mayor's Charity Ball

9038 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

Urgent Business

Cllr A Coleman proposed that a letter of objection is sent to WFDC regarding the changes in car park charges within the consultation period. It was **RESOLVED** to **Agree** that a letter be sent.

Future Meetings

Cllr R Stanczszyn asked that another the Town Clerk arrange another Road Safety Group meeting.

Cllr C Edginton White confirmed the rearranged Flood Defence Group meeting would be held within the next few months – date to be agreed.

Cllr L Davies presented a report for future consideration relating to committee structures. It was agreed that a meeting of the Corporate Plan group should be held before any decisions can be made – date to be arranged.

Further dates for CALC meeting in 2020-21 – Cllr C Edginton White agreed to attend these meetings on behalf of the Town Council.

2020 Wednesday 8th April, Thursday 9th July, Wednesday 16th September, AGM
Wednesday 11th November

2021 Thursday 21st January.

9039 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:

9040 Clock Contract

Following on from the recommendation by the Finance and General Purposes Committee it was **RESOLVED** to **Agree** that the Clock maintenance contract be awarded to Smiths of Derby for a 3-year period.

9041 On Going Staffing Matters

Cllr D Moorhead gave a brief update.

9042 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 2nd March 2020, 7pm

The meeting closed at 8.25pm

Signed.....
Mayor/Chairman
2nd March 2020