



BEWDLEY Town Council

PUBLIC NOTICE OF MEETING

Due to the COVID 19 virus the Council meeting will be undertaken virtually using Zoom software. The meeting can last for no more than 40 minutes.

Monday 4th May 2020 at 7pm

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND

Public participation is welcomed. Any members of the public wishing to participate should email the Town Clerk townclerk@bewdleytowncouncil.org prior to the meeting. Questions relevant to the agenda or for consideration at future meetings may be asked of the Town Council; please note there is no expectation of a response at this time.

Representative members of the principal authorities and support services wishing to provide a report should email the Town Clerk townclerk@bewdleytowncouncil.org prior to the meeting.

Sharon Hudson, Town Clerk
25(A) Load Street, Bewdley
townclerk@bewdleytowncouncil.org

28th April 2020

AGENDA

9080 OPENING REMARKS

All participants are asked to be mindful of the time constraints when speaking.

Votes will be taken by a show of hand or spoken by those members with no with visual contact.

9081 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE

9082 DECLARATIONS OF INTEREST:

Councillors are reminded:-

- (i) To keep their Register of Interests updated.
- (ii) To declare any Disclosable Pecuniary Interests in agenda items and their nature.
- (iii) To declare any Other Disclosable Interests agenda items and their nature.

9083 DISPENSATIONS

To consider and vote upon any member's written requests received before the meeting for dispensation to stay in the meeting, speak and/or vote on matters for which the member has made a declaration of interest pursuant to Section 33 of the Localism Act 2011 and the Council's Standing Orders and Code of Conduct

9084 PUBLIC QUESTION TIME

- i. Members of the public will be invited to ask questions relating to this agenda or for consideration at future meetings of this committee. There is no expectation

of any dialogue or ad hoc discussion with the Town Council members at this time.

- ii. The representative members of the principal authorities (Worcestershire County Council and Wyre Forest District Council) are invited to present their reports.
- iii. Representatives of support services such as Parish Footpath Warden, Tree Warden, Police Community Support Officers, are invited to present their reports.

9085 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

The draft minutes of the Town Council meeting held 07/04/2020 will be presented to the meeting for approval by Town Council members.

9086 ACCOUNTS

Town Council members will be presented with the following:

- i. The current schedule of accounts including invoices to be paid and invoices paid as a matter of urgency - **approval** decision required
- ii. The year-end bank reconciliation as at 31/03/2020 and the current reserves - for **noting**
- iii. Comparison of budget to actual income and expenditure as at the year-end 31/03/2020 - for **noting**

9087 COMMITTEE REPORTS

- i. **Planning Committee.**

To **Note** the minutes of the Planning Committee meeting held on 26/03/2020.

9088 NEIGHBOURHOOD PLAN PROGRESS

To receive a verbal update from the Neighbourhood Plan Steering Group Leader Cllr R Stanczyszyn and **Note** the Locality agreement for technical support.

9089 FLOOD DEFENCE GROUP

To receive a verbal update from Cllr C Edginton White

9089 COMMITTEE STRUCTURE AND MEMBERSHIP

Cllr L Davies has asked that the Mayor present a decision paper on her behalf relating to Committee Structures and Membership

9090 TOWN CLERK'S UPDATES

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

- i. **Internal Audit** – the Internal Auditor (DKE Audit Services) is working from home and in email contact for any information required.
- ii. **Corporate Plan** – consider a virtual meeting of the Corporate Plan Group 06.05.2020
- iii. **Localism** – updates received

9091 LENGTHSMAN

To **Agree** – the re-appointment of the Lengthsman (Richard Jones) and Assistant Lengthsman (Petr Kratky) for the year 2020-21.

To receive and **Approve** the Lengthsman risk assessment (allowing the Lengthsmen to return to work).

9092 COVID 19 SUPPORT GROUP

To receive an update on items, if any, stored in the Council’s garage.

9093 BEWDLEY-IN-KIND

Cllr Stanczyszyn to present a report with regard to supporting a Bewdley-In-Kind grant application.

9094 MAYOR’S DIARY AND FUTURE EVENTS

- i) To receive an update on the Mayor’s diary
- ii) To **Note** future Civic and Community events

Mayor’s Sunday

The Mayors Sunday civic ceremony planned for 21/06/2020, has been moved, due to the on-going COVID 19 situation, to 27/09/2020; this is dependent on on-going government advice with regards to social gatherings.

9095 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

9096 In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) to resolve 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:

9097 IT SOLUTIONS

Consider quotations received and **Agree** which option to progress.

9098 ON GOING STAFFING ISSUES

To receive an update from Cllr D Morehead

9099 DATE AND TIME OF ANNUAL COUNCIL MEETING – 15th May 2020
DATE AND TIME OF NEXT ORDINARY MEETING – 1st June 2020



MINUTES OF THE TOWN COUNCIL MEETING

HELD AS A VIRTUAL MEETING ON
7TH APRIL 2020 at 7.00PM

This virtual meeting was held using Zoom software

(Voting was recorded by a show of hands where Councillors were able to access the meeting using a camera and could be seen by the Town Clerk; Councillors who had no access to a camera were asked to speak out or use the CHAT function on Zoom)

PRESENT

Council Members The Mayor, Cllr J Byng, Cllrs D Morehead - Deputy Town Mayor
S Billett, A Coleman, R Coleman, S Collingridge, C Edginton White,
P Gittins MBE, P Harrison, R Stanczyszyn

In attendance: Two Member of the Public
S Hudson - Town Clerk

9068 OPENING REMARKS

At 7pm the Mayor had not accessed the virtual meeting; Cllr D Morehead as Deputy Mayor opened the meeting and spoke as follows:

Due to the on going Coronavirus pandemic and government advice it is not possible to hold face to face Town Council meetings; Agreement is sought that, during the COVID 19 pandemic crisis, holding virtual meetings requires that some elements of the standing orders relating to meetings be suspended.

All participants are asked to be mindful of the time constraints when speaking.
All votes taken should be spoken.

The Mayor Cllr John Byng joined the virtual meeting 7.03pm and thereafter chaired the meeting.

The Mayor spoke of the new statutory instrument issued by the Government on 04/04/2020 – The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which allows Councils to hold virtual Council meetings during the Coronavirus lockdown (up to 07/05/2021).

Members **RESOLVED** to **Approve** that all Council meetings are held virtually and where appropriate Standing Orders relating to meetings be suspended to allow for The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

9069 APOLOGIES FOR ABSENCE

Apologies were received from Cllr H Lacy.

Cllrs L Davies and M Maher were unable to join the virtual meeting due to technical issues with their home IT equipment.

9070 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.

None

9071 COUNCILLORS' DISPENSATIONS

None requested

9072 PUBLIC QUESTION TIME

i. **Members of the public.**

None

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

Mrs R Vale, WCC member for Bewdley division was unable to attend the meeting; prior to the meeting Mrs Vale provided Councillors with a comprehensive written update on issues and actions being taken by the County during the Coronavirus crisis.

Mr I Hardiman, WCC member for Cookley, Wolverley and Wribbenhall was unable to attend the meeting, the Mayor Cllr J Byng started to read his report but due to the time constraints of the meeting it was agreed that a copy would be emailed to all Councillors instead.

iii. **Representatives of support services**

None

9073 MINUTES OF PREVIOUS TOWN COUNCIL MEETING

With **Agreed** minor amendments, it was **RESOLVED** to **Approve** the draft minutes of the Town Council meeting, held on 02/03/2020, as a true and accurate record of that meeting.

9074 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 **Approve** the schedule of payments as at 31/03/2020.

The following documents were presented to the Finance and General Purposes Committee 18/03/2020

- ii. It was **RESOLVED** to **note** the bank reconciliation, cash balances and reserves as at 28/02/2020.



Bewdley Town Council
Unity Current Account, Period Ending 28/02/2020

RECONCILIATION REPORT

Reconciled on: 06/03/2020
Reconciled by: Sharon Hudson

Any changes made to transactions after this date aren't included in this report.

Summary

Statement beginning balance	63,084.27
Cheques and payments cleared (27)	-13,343.25
Deposits and other credits cleared (3)	6,471.05
Statement ending balance	56,212.07

<u>Uncleared</u> transactions as of 28/02/2020	-1,680.59
Register balance as of 28/02/2020	54,531.48
Cleared transactions after 28/02/2020	0
<u>Uncleared</u> transactions after 28/02/2020	-14,969.12
Register balance as of 06/03/2020	39,562.36

<u>UNITY BANK DEPOSIT ACCOUNT</u>	
BANK BALANCE @ 28TH FEBRUARY 2020	10,631.71

<u>SCOTTISH WIDOWS INVESTMENT</u>	
BANK BALANCE @ 28TH FEBRUARY 2020	30,460.85

<u>CAMBRIDGE BUILDING SOCIETY</u>	
BANK BALANCE @ 28TH FEBRUARY 2020	30,000.00

<u>PETTY CASH</u>	
BALANCE @ 28TH FEBRUARY 2020	69.63

<u>TOTAL CASH & INVESTMENT 28TH FEBRUARY 2020</u>	£110,724.55
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It was **RESOLVED** to **Approve** the provision of additional reserves for the following:

VAS signs	£2500.00
Replacement Notice Boards	£ 250.00
Street Poles	£2000.00

iii. It was **RESOLVED** to **note** the current financial position actual against budget as at 29/02/2020.

9075 COMMITTEE REPORTS

Round-up of draft minutes, reports and updates arising since 02/03/2020:

i) Planning Committee,

It was **RESOLVED** to **note** the minutes of the meeting held on 27/02/2020.

ii) Finance and General Purposes Committee, meeting held 18/03/2020.

It was **RESOLVED** to **note** the Finance and General Purposes Committee's draft minutes 18/03/2020.

Approval sought for the recommendations as follows:

a) COVID 19 Support Group – Cllr A Coleman confirmed that she had approached the COVID 19 support group and passed on her contact details as the nominated garage key holder. As yet the storage facility has not been used.

It was **RESOLVED** to **Approve** that the Council offer their support to the COVID 19 Support Group by providing a storage facilities for supplies and that as the nominated garage key holder Cllr A Coleman acts as the Council's coordinator.

9076 LOTTERY GRANT APPLICATION – Wyre Hill Sand Park

It was **RESOLVED** to **Approve** the final lottery grant application for Wyre Hill Sand Park. The application is to be progressed by the Town Clerk.

9077 EMERGENCY PROCEDURES

Emergency delegation procedures

In light of the current coronavirus crisis it was **RESOLVED** to **Approve** the following amendments to the standing orders and scheme of delegation.

- In a time of emergency, the Town Clerk, in conjunction with the Mayor and the Chairman of Finance & General Purposes committee, can undertake general expenditure up to a sum of £1500, in line with sections 4 and 6 of the financial regulations.

Additionally

- The Town Clerk, in conjunction with the Mayor, the Deputy Mayor and the Chairman of Finance & General Purposes committee, be delegated Council decision making on expenditure made in line with the Council's budgets.

Attendance

It was **RESOLVED** to **Approve** that the rule stating a member not attending meetings for a period of six months automatically ceases to be a member of the Council (LGA 1972 s85 (1)) be suspended for the duration of the Coronavirus crisis for the following groups:

- Front line workers
- Vulnerable groups & over 70's

9078 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS

Future Meetings

Cllr C Edginton White commented that residents affected by the flooding were still struggling and asked that, as agreed in Council minute 9066, a meeting of nominated Councillors be set up (virtually) to discuss the issues. Mayor Cllr John Byng asked that this be done without the Town Clerk's involvement at this time. Cllr Byng will coordinate the meeting arrangements.

Items to Note

Shared Civil Enforcement Officer - Cllr R Coleman commented that this had been voted against previously and could not therefore be reconsidered at this time.

Corporate Plan Group – the Town Clerk asked that a virtual meeting be set up to review the corporate plan

Christmas Light Switch On 2020 – as future Government guidelines on group gathering have, as yet, not been confirmed the Town Clerk asked that the Christmas light switch on plans be put on hold until more information is available. Members Agreed.

Furlough Employees – Cllr D Morehead raised the issue of furloughing Council employees. Further consideration is required.

Precept – WFDC have confirmed that the first instalment of the precept will be paid in full at the end of April.

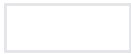
Floral Displays – Cllr R Coleman raised the issue of the Town Floral displays. Prior to the coronavirus lockdown, WFDC were asked to re quote for the supply of displays within the Town Council's £3000 budget. WFDC could only offer two flower stands with watering. Cllr S Billett commented that the WFDC parks team had currently been redeployed on other duties and may not therefore be able to provide displays this year. Cllr R Stanczyszyn commented that next year the budget should be increased to reflect actual costs.

9079 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 4th May 2020, 7pm

The meeting closed at 19.34pm

Signed.....
Mayor/Chairman
4th May 2020

Bewdley Town Council



RECONCILIATION REPORT
Period Ending 31/03/2020

Reconciled on: 07/04/2020
Reconciled by: Sharon Hudson

Current Account - Unity Bank Statement as of 31st March 2020 – Agreed to Bank Statement SCH **31,774.97**

Less Uncleared cheques as of 31/03/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (GBP)
		103468	SUSA	-60.00
		103708	Instantprint	-20.99
		103825	Bewdley Community Marching Band	-150.00
		103873	Bewdley Community Marching Band	-240.00
		103886	Bewdley Community Marching Band	-150.00
		103923	Bewdley Community Marching Band	-750.00
		104013	K Daisley	-0.60
		104049	WORCESTERSHIRE CALC	-40.00
				-1411.59

Balance per Receipts and Payments **30,363.38**

UNITY BANK DEPOSIT ACCOUNT

BANK BALANCE @ 31ST MARCH 2020 10,642.31

SCOTTISH WIDOWS INVESTMENT

BANK BALANCE @ 31ST MARCH 2020 30,671.97

CAMBRIDGE BUILDING SOCIETY

BANK BALANCE @ 31ST MARCH 2020 30,000.00

PETTY CASH @ 31ST MARCH 2020 36.24

TOGETHER GROUP PETTY CASH @ 31ST MARCH 2020 150.00

Total Cash and Investments **101,863.90**

Bewdley Town Council
Actuals vs Budget 2019-20
 April 2019 - March 2020

Total						
	Actual	Taken From Reserve	Final	Budget	Remaining	%
Income						
Precept	161,309.00		161,309.00	161,309.00	0.00	100%
Christmas Event Income	3,165.09		3,165.09	250.00	-2,915.09	1266%
Friends of Wyre Hill Play Area	1,681.03		1,681.03		-1,681.03	
Groundwork Community Grant	1,062.50		1,062.50		-1,062.50	contra
Interest Received	444.03		444.03	150.00	-294.03	296%
Lengthsman Scheme	2,125.29		2,125.29		-2,125.29	
Load St Toilets- WFDC	8,783.23		8,783.23	6,592.00	-2,191.23	133%
Miscellaneous Income			0.00		0.00	
Markets	950.00		950.00		-950.00	
Total Miscellaneous Income	£ 950.00		950.00	£ 0.00	-£ 950.00	
Museum Cleaning	363.60		363.60		-363.60	
Neighbourhood Plan-recharged	600.00		600.00		-600.00	contra
Together Project Income	2,316.00		2,316.00		-2,316.00	contra
Total Income	£ 182,799.77		£ 182,799.77	£ 168,301.00	-£ 14,498.77	109%
Expenses						
Capital Expenditure					0.00	
Hats & Robes			0.00	500.00	500.00	0%
Notice Boards & Town Signs			0.00	2,000.00	2,000.00	0%
Street Poles, baskets & tubs			0.00	250.00	250.00	0%
Town Clerk Office	300.00		300.00	1,500.00	1,200.00	20%
VAS Signs			0.00	2,500.00	2,500.00	0%
Wyre Hill Play Area Equipment	13,181.03		13,181.03	11,500.00	-1,681.03	115%
Total Capital Expenditure	£ 13,481.03		£ 13,481.03	£ 18,250.00	£ 4,768.97	74%
Council Costs					0.00	
Badges & Shields	619.64		619.64	600.00	-19.64	103%
Civic Award	193.79		193.79	200.00	6.21	97%
Civic Ceremonies	192.50		192.50	1,250.00	1,057.50	15%
Annual Town Meeting	21.44		21.44		-21.44	
Civic Ceremonies-Mayors Sunday	129.00		129.00		-129.00	
Mayor Making	466.65		466.65		-466.65	
Remembrance Sunday	50.00		50.00		-50.00	
St George's Day	346.00		346.00		-346.00	
Total Civic Ceremonies	£ 1,205.59		1,205.59	£ 1,250.00	£ 44.41	96%
Insurance Valuations			0.00	150.00	150.00	0%
Mayor's Chain Maintenance			0.00	350.00	350.00	0%
Mayor's Expenses	4,190.62		4,190.62	5,000.00	809.38	84%
Mayoral Roll	85.00		85.00	150.00	65.00	57%
Public Meetings	48.00		48.00	300.00	252.00	16%
Young Mayor's Expenses			0.00	500.00	500.00	0%
Total Council Costs	£ 6,342.64		£ 6,342.64	£ 8,500.00	£ 2,157.36	75%
Election cost & Provision	13,964.31	-7,983.11	5,981.20	2,000.00	3,981.20	299%

Employment Costs				68,790.00	68,790.00	0%
Admin Apprentice	12,924.30				-12,924.30	
Assistant Town Clerk	5,842.59				-5,842.59	
Community Engagement Officer	609.60				-609.60	
Load St Toilets Cleaner	9,560.15				-9,560.15	
Mayor's PA & Administrator	8,137.92				-8,137.92	
Town Clerk	38,430.34				-38,430.34	
Treasurer	536.64				-536.64	
WFDC Admin Charge	540.00				-540.00	
Total Employment Costs	£ 76,581.54		£ 76,581.54	£ 68,790.00	-£ 7,791.54	111%
Expenses				0.00	0.00	
Grant Aid & Donations				14,000.00	14,000.00	0%
1st Bewdley Scout Group	1,000.00				-1,000.00	
Bewdley Bike Week	250.00				-250.00	
Bewdley Churches Together	500.00				-500.00	
Group	500.00				-500.00	
Bewdley Cricket Club	250.00				-250.00	
Bewdley Festival	500.00				-500.00	
Bewdley Horticultural Society	500.00				-500.00	
Bewdley Petanque Club	250.00				-250.00	
Bewdley Rowing Club	1,000.00				-1,000.00	
Bewdley Town Marching Band	750.00				-750.00	
Friends of Bewdley Museum	350.00				-350.00	
Friends of Riverside North Park	1,430.00				-1,430.00	
Funhouse	1,000.00				-1,000.00	
RBL Poppy Wreaths	100.00				-100.00	
St. Anne's Chess Club	120.00				-120.00	
The Bewdley School	1,500.00				-1,500.00	
The Community Workshop Cafe	1,000.00				-1,000.00	
Wyre Forest CAB	1,500.00				-1,500.00	
Wyre Forest Community Transport	1,500.00				-1,500.00	
Total Grant Aid & Donations	£ 14,000.00		£ 14,000.00	£ 14,000.00	£ 0.00	100%
Millennium Green Maintenance	475.04		£ 475.04	1,750.00	1,274.96	27%
Neighbourhood Plan	4,175.00		4,175.00	5,000.00	825.00	84%
Neighbourhood Plan-groundworks	1,062.50		1,062.50		-1,062.50	contra
Total Neighbourhood Plan	£ 5,237.50		£ 5,237.50	£ 5,000.00	-£ 237.50	

Operating Costs					0.00	
Advertising & Official notices				100.00	100.00	0%
Audit Fees	743.50		743.50	600.00	-143.50	124%
Broadband	579.18		579.18	400.00	-179.18	145%
Computer	293.84		293.84	175.00	-118.84	168%
Garage Rent- rear 14 Load st	3,826.69		3,826.69	4,500.00	673.31	85%
Insurance	3,256.49		3,256.49	4,500.00	1,243.51	72%
Intruder Alarm	459.25		459.25	400.00	-59.25	115%
Legal Fees	6,143.90		6,143.90	500.00	-5,643.90	1229%
Maintenance	163.10		163.10		-163.10	
Office consumable and cleaning	0.00		0.00		0.00	
Photocopier	1,245.08		1,245.08	1,300.00	54.92	96%
Postage	138.06		138.06	200.00	61.94	69%
Refreshments	167.03		167.03	150.00	-17.03	111%
Service Charge & Business rates	2,647.70		2,647.70		-2,647.70	
Small Office Equipment	131.72		131.72	150.00	18.28	88%
Software & Support	951.95		951.95	1,000.00	48.05	95%
Staff Advertising			0.00	50.00	50.00	0%
Staff Travel	163.10		163.10	50.00	-113.10	326%
Stationery & Print	814.95		814.95	2,000.00	1,185.05	41%
Subscriptions	1,656.28		1,656.28	1,500.00	-156.28	110%
Telephones	528.24		528.24	600.00	71.76	88%
Town Clerk- Temp Cover	4,723.67		4,723.67	1,000.00	-3,723.67	472%
Training- Staff	615.00		615.00	800.00	185.00	77%
Travel & Training- Councillors	130.20		130.20	500.00	369.80	26%
Unity Bank Charges	135.85		135.85	120.00	-15.85	113%
Website	1,000.00		1,000.00	1,000.00	0.00	100%
Total Operating Costs	£ 30,514.78		£ 30,514.78	£ 21,595.00	-£ 8,919.78	141%
Padding Pool return of Grant for maintenance	2,000.00		£ 2,000.00		-2,000.00	
Property Costs & Loan Repayment	8,444.84		£ 8,444.84	8,000.00	-444.84	106%
Together Project	1,940.20		£ 1,940.20	250.00	-1,690.20	776%

Town Maintenance					0.00	
Bus Shelters cleaning & maint	783.99		783.99	750.00	-33.99	105%
Churchyards			0.00	500.00	500.00	0%
General Maintenance	407.37		407.37	1,500.00	1,092.63	27%
Lengthsman	2,167.26		2,167.26		-2,167.26	
Lifebuoys	70.50		70.50	150.00	79.50	47%
Load Street Toilets	1,086.73		1,086.73		-1,086.73	
Maintenance of existing seats	60.42		60.42	250.00	189.58	24%
Signs & Notice Boards	281.32		281.32	100.00	-181.32	281%
Street Poles, Tubs & Baskets	3,049.52		3,049.52	3,000.00	-49.52	102%
Town Clock	192.47		192.47	170.00	-22.47	113%
War Memorials	30.00		30.00	500.00	470.00	6%
Welsh Gate Planting	73.09	-73.09	0.00		0.00	
Wyre Hill Play Area	2,691.17		2,691.17	4,000.00	1,308.83	67%
Total Town Maintenance	£ 10,893.84	-£ 73.09	£ 10,820.75	£ 10,920.00	£ 26.16	99%
Uncategorised Expense	0.00				0.00	
Total Expenses	£ 202,440.63	-£ 8,056.20	£ 194,384.43	£ 177,055.00	-£ 25,385.63	110%
Expenditure over income	-£ 19,640.86	-£ 8,056.20	-£ 11,584.66	-£ 8,754.00	£ 10,886.86	132%



**MINUTES OF THE PLANNING COMMITTEE HELD REMOTELY, VIA EMAIL ON
THURSDAY, 26TH MARCH AT 5PM**

PRESENT BY RESPONSE

Councillor Rod Stanczyszyn (Chair)

Councillor Sarah Billett

Councillor Paul Gittins

Councillor Roger Coleman

Administering responses:

Kerry Smith, Administration Assistant

7720 Apologies

Apologies were received from Cllrs Liz Davies and Heather Lacy

7721 Declarations of Interest

Cllr S Billett declared a disclosable interest in 20/0206/FUL as a customer of the applicant, and therefore opted out of voting and commenting.

7722 Dispensations

None received

Public Emails and correspondence

20/0162/S73 - The Retreat, 3 Load Street, Bewdley

One email from an adjoining resident to The Retreat was received in objection to this application.

20/0206/FUL - Bewdley Brewery, Lax Lane Craft Centre, Lax Lane, Bewdley –

7723 Minutes

The minutes of the meeting held 27th February 2020 were approved.

**7724 20/0089/FUL
& 20/0090/LBC The Little Pack Horse, High Street, Bewdley, DY12
2DH**

Retrospective Application for kitchen extract flue.

It was agreed to recommend **refusal** for the following material reason/s:
Effect on Listed building and conservation area, and Design, appearance
and materials.

7725 20/0094/HOU 5 Ingram Crescent, Bewdley, Worcestershire, DY12 2BS

Proposed ground floor garden room extension – revised
drawings

It was agreed to recommend **approval**.

7726 20/0116/HOU Blaircroft, Wyre Hill, Bewdley, DY12 2UE

Proposed two-storey side extension and new bay window
to front.

It was agreed to recommend **approval**.

7727 20/0147/HOU Somerville, 33 Kidderminster Road, Bewdley, DY12 1BU

Detached double garage with garden room over

It was agreed to recommend **approval**, subject to conservation officer's recommendation.

7728 20/0162/S73 The Retreat, 3 Load Street, Bewdley

Variation of Condition 1 attached to Planning Approval
19/0747/FULL to extend closing time from 9pm to 12 midnight
Thursday to Saturday and 11pm Sunday to Wednesday

It was agreed to recommend **refusal** for the following material reason/s:
Noise and disturbance resulting from use and Effect on listed building
and conservation area.

7729 20/0166/HOU Craemoor, 36 Stourport Road, Bewdley, DY12 1BL

Removal of existing single storey side extensions and
construction of single storey side extension to provide
enlarged kitchen, utility room and store.

It was agreed to recommend **approval**.

7730 20/0168/HOU Town Mill, Dowles Brook, Bewdley, DY12 2LU

Proposed Flood Wall

It was agreed to recommend **approval**.

7731 20/0180/FUL Land At Habberley Road, Bewdley, Worcestershire

Change of use of land to mixed agricultural and equestrian
use. Conversion of unauthorised building to stables with tack
room and associated hardstanding (Part retrospective) and
field shelter.

It was agreed to recommend **approval**.

**7732 20/0194/FUL
& 20/0195/LBC Redthorne Court, Redthorne House, 11 High Street,
Bewdley, DY12 2FB**

Change of use of part of basement to Use Class A2 (Financial and Professional Services Offices) including new glazed entrance to rear elevation.

It was agreed to recommend **approval**.

7733 20/0196/HOU 4 Hunts Rise, Bewdley, DY12 1HR

Two Storey side extension and single storey rear extension

It was agreed to recommend **approval**.

7734 20/0206/FUL Bewdley Brewery, Lax Lane Craft Centre, Lax Lane, Bewdley

Retrospective change of use to B2 (Brewery use), including external alterations, installation of security gate and construction of workshop and proposed extension to canopy.

It was agreed to recommend **refusal** for the following material reason/s: Previous planning decisions (including appeal decisions) and Noise and disturbance resulting from use. There must be further work done with this issue to establish exactly what opening hours are acceptable for this property.

7735 Representations

It was agreed that no representation will be made to the next Planning Committee in relation to any of the planning applications considered above.

7736 Planning Decisions Update

Noted.

7737 Items of Urgency or to Note for Future Meeting

Noted.

It was agreed that any applications received, with a consultation date due for expiry before the next planning meeting, will be forwarded to the town council planning committee members. Any queries or comments will be passed on to the relevant case officer/s prior to the next planning meeting if deemed necessary.

It was requested that WFDC be contacted to forward any independent

agricultural reports in relation to application 20/0222/FUL - Land At Blackstone Meadow. Stourport Road, Bewdley, DY12 1PU - Retrospective change of use of land for stationing of mobile home for use as temporary rural workers dwelling including erection of agricultural building, 4no. field shelters and agricultural storage compound, with associated fencing and works and change of use of agricultural land for the siting of 10 touring caravan pitches and retention of site office. (related case Appeal: 18/0331/FULL/WFA1547).

The expiry date for consultee comments to be submitted on 20/0222/FUL is 9th April 2020.

Meeting Closed at 9 AM (27/03/2020)

Signed.....

Chairman at Planning Committee

30th April 2020



TECHNICAL SUPPORT APPLICANT AGREEMENT

Date: April 27, 2020

<p>1. Name of organization Bewdley Town Council</p>
<p>2. Name and details of the main contact for the organisation Rodney Stanczyszyn</p>
<p>3. Name and employer of lead consultant Nick Chisholm-batten AECOM</p>
<p>4. Summary of planned activities expected for technical support.</p> <p>4.1 Activity - Facilitation days 4.2 The period of support is expected to be during -</p>
<p>5. Responsibilities of the neighbourhood planning group</p> <p>5.1 To work closely with the case worker to carry out activities agreed within the agreed timescales.</p> <p>5.2 To provide the lead consultant with information relating to the planned activity as requested and within 5 working days.</p> <p>5.3 To adhere to agreed work plans and timescales and to notify the case worker as early as possible if delays are anticipated.</p> <p>5.4 Participate fully in the programme and where applicable provide feedback.</p> <p>5.5 Provide accurate and complete information and will notify us immediately of any changes to information and materials provided.</p> <p>5.6 Neither you nor the neighbourhood group concerned have actual or potential conflict of interest with Locality (including our programme partners AECOM and RICS). In complying with these terms you will immediately inform us if you become aware of any such conflict of interest.</p> <p>Part of the support involves agreeing a work plan and timescales with the qualifying body. It is essential that work progresses and timescales are followed. We retain the right to withdraw our offer if your group refuses to cooperate or if mutually agreed actions are not carried out.</p> <p>We will not be liable to you, your partners or anyone else in respect of any direct or</p>



indirect loss, economic loss or loss of opportunity arising as a result of your application to the Programme.

**BEWLEY TOWN COUNCIL
MEETING 04.05.2020**

**DECISION REPORT
COMMITTEE STRUCTURE AND MEMBERSHIP**

Council is requested to examine its committee structure and membership.

This has not been reviewed since July 2018 and now would appear to be an appropriate time to do so, before the decisions to be made at the Mayor Making meeting.

By undertaking this review council will also be able to look at and adjust the amount of time our staff spend on committee work rather than other wider issues. At the moment the balance would not seem to be appropriate.

Proposals

Planning Committee.

Current membership 8 councillors reduce to 6 with quorum of 3

Staffing Committee

No change proposed. Current membership 5 quorum

Finance and General Purposes Committee

Councillors' are requested to review the necessity for a generalist committee, which this is, or if it would be more practical and efficient to form a finance committee and direct all general issues straight to Council

This would remove the unnecessary dual discussion on matters not directly within the remit of an appointed committee.

A newly formulated Finance committee's remit would include all financial issues including budget, risk management and audit.

Proposal

That the present Finance and General Purposes committee be disbanded and that a Finance committee be agreed in its place Membership 7 with a quorum of 4.

NB chairmanship of committees to be agreed at committee's first meeting.

Committees to formulate working groups as required ie budget

Together Group - Proposed minimum of 3 councillors with 4/5 community members.

Neighbourhood Plan Group - To continue as at present

Other groups to be agreed by Council after advice from those councillors participating and decision on their relevance to Councils aims and objectives.

Cllr E.M Davies

20th April 2020

Agenda item 9091

BEWDLEY TOWN COUNCIL – LENGTHSMAN RISK ASSESSMENT Treat, Tolerate, Transfer, Terminate

Risk	Risk Identified	H/M/L	Control of Risk	4 T's	Action	Notes
Live Traffic	Hit by vehicle while working on verges	H	<p>Lengthman's controls Wear Hi Vis clothing at all times and suitable footwear</p> <p>Work should be undertaken in daylight hours only</p> <p>Clear signage should be displayed in advance of the work area and around work area.</p> <p>Work with Assistant Lengthman in areas close to very busy roads or where considered necessary</p>	Treat	<p>New portable signage ordered</p> <p>Report any incidents to office</p> <p>If considered too dangerous report directly to WCC Highways</p>	Town Clerk to discuss risks with Lengthsman and Assistant Lengthsman during weekly meetings
Lone Working	Inability to raise assistance	M	<p>Lengthman's controls Ensure a mobile phone is carried at all times.</p> <p>Ensure mobile phone is fully charged.</p> <p>Contact Office at the start and end of the working day</p>	Treat	Discuss work plan with office prior to work being undertaken	Town Clerk to discuss risks with Lengthsman and Assistant Lengthsman during weekly meetings
Manual Handling	Physical injury during course of performing duties	M	<p>Lengthman's controls Work with Assistant Lengthman on large jobs</p>	Treat	Consider a Manual Handling training course	Town Clerk to discuss risks with Lengthsman and Assistant Lengthsman during weekly meetings
Adverse Weather	Poor visibility/conditions when working outside (including hot weather)	M	<p>Lengthman's controls Cease activity if conditions are considered unsafe</p> <p>Wear Hi Vis clothing at all times and suitable footwear</p> <p>Wear appropriate weather related clothing, water proofs/hats etc</p> <p>Ensure water is always available</p>	Terminate / Treat	Report to office	Town Clerk to discuss risks with Lengthsman and Assistant Lengthsman during weekly meetings
Personal	Use of Power Tools	M	Lengthman's controls	Treat	Ensure appropriately PPE	Town Clerk to discuss

BEWDLEY TOWN COUNCIL – LENGTHSMAN RISK ASSESSMENT Treat, Tolerate, Transfer, Terminate

injury			<p>Equipment and tools are regularly maintained</p> <p>Tools are checked prior to use</p> <p>Area is cleared of people and objected prior to work being undertaken</p> <p>Appropriate PPE is worn</p>		<p>available</p> <p>Lengthsman use their own equipment – ensure appropriate insurance in place</p>	risks with Lengthsman and Assistant Lengthsman during weekly meetings
Personal Injury	Cuts and abrasions from litter picking broken glass, tins etc	M	<p>Lengthman's controls Inspect area before any work is undertaken</p> <p>Appropriate PPE is worn including heavy duty gloves</p> <p>Litter picker used for small items</p>	Treat	Ensure appropriately PPE available	Town Clerk to discuss risks with Lengthsman and Assistant Lengthsman during weekly meetings
Personal Injury	Cuts and infection from discarded drug paraphernalia including syringes	H	<p>Lengthman's controls Inspect area before any work is undertaken</p> <p>Identify contaminated area and report directly to WFDC</p>	Transfer		Town Clerk to discuss risks with Lengthsman and Assistant Lengthsman during weekly meetings
Personal Injury	Slips / trips	M	<p>Lengthman's controls Wear appropriate safety footwear</p> <p>Inspect area to be worked on prior to commencing any work</p> <p>Eliminate any hazards where possible</p> <p>Take extra care on uneven ground</p>	Treat	Ensure appropriately PPE available	Town Clerk to discuss risks with Lengthsman and Assistant Lengthsman during weekly meetings
Personal Injury	Falls from height	H	<p>Lengthman's controls No work to be undertaken at heights</p>	Terminate		Town Clerk to discuss risks with Lengthsman and Assistant Lengthsman during weekly meetings
Personal Injury	Assault or abuse by member of public	M	<p>Lengthman's controls Carry mobile phone at all time</p> <p>Walk away from confrontation</p>	Treat	Report to Office immediately	Town Clerk to discuss risks with Lengthsman and Assistant Lengthsman during

BEWDLEY TOWN COUNCIL – LENGTHSMAN RISK ASSESSMENT
Treat, Tolerate, Transfer, Terminate

			Call the police if necessary			weekly meetings
Personal Injury	Potential health risks to the individual bearing in mind any pre-existing health conditions	M	<p>BTC aware of medical conditions that could impact the safety of the individual whilst working.</p> <p>Agreed plan of action to address any health issues that could arise whilst working (including lone-working).</p> <p>Lengthsman's Controls Access to mobile phone if emergency assistance is required.</p> <p>Access to medication if this is a control measure recorded on the plan of action</p>	Treat/ Terminate	<p>Office to be aware of pre-existing medical conditions and the action plan associated with having to deal with this if required.</p> <p>Office ensure that changes in medical condition are noted and regular checks are made to ensure an action plan is up-to-date.</p>	<p>Town Clerk to discuss risks with Lengthsman and Assistant</p> <p>Yearly review with Town Clerk</p>
Personal Injury	Potential health risks to the individual from coronavirus (COVID-19), bearing in mind any underlying health conditions	H	<p>Lengthsman's Controls Ensure an awareness aware and compliance with the most up-to-date guidance relating to COVID-19 including consideration for:</p> <ul style="list-style-type: none"> Coming into contact with the virus via a member of the public and touching a surface where the virus could be present. <p>Report any concerns about health issues, any known symptoms or risks to the office, including underlying health conditions that have worsened.</p>	Treat/ Transfer/ Terminate	Office to forward any relevant information and guidance.	<p>Town Clerk to discuss risks with Lengthsman and Assistant</p> <p>Town clerk to follow latest central government/ NHS guidance</p>
Road Traffic Incident	Road traffic accident while working on Council business	M	<p>Lengthsman's controls Business Insurance Driving Licence Regular vehicle maintenance</p>	Treat	Office to check drivers licence and business us insurance cover	Town Clerk to discuss risks with Lengthsman and Assistant Lengthsman during weekly meetings

BTC FULL COUNCIL – 4th MAY 2020

Motion for Facilitation of Bewdley-in-Kind grant from West Mercia Police

Background

The Bewdley-in-Kind organisation was set up approximately 6 weeks ago in order to help those residents of Bewdley and the surrounding area who are self-isolating from contact with the Covid-19 virus or cannot leave their homes for other reasons. It has worked since then to deliver food, medicines and other necessities to local people as well as frequent telephone calls for the purpose of helping people to not feel completely on their own.

Following the offer from West Mercia Police of offering grants to such organisations (ref. West Mercia Police & Crime Commissioner’s Coronavirus Response Fund 2020/2021), Bewdley-in-Kind have applied for a grant of £500 from this fund. A condition of acceptance for this grant is that it can only be paid to a District, Town or Parish Council and then paid to the applicant only on the receipt of acceptable purchase records.

Resolution

Bewdley Town Council agrees to help Bewdley-in-Kind organisation to access a grant from West Mercia Police by the completion of the application form asking for certification by the appropriate Town Council through which the grant can be paid.

Rod Stanczyszyn.

27.04.2020