



# BEWDLEY Town Council

## PUBLIC NOTICE OF MEETING

Due to the COVID 19 virus the Council meeting will be undertaken virtually using Zoom software.

**Monday 1<sup>st</sup> June 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](mailto: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](mailto:townclerk@bewdleytowncouncil.org) prior to the meeting.

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

26<sup>th</sup> May 2020

### AGENDA

**9125 OPENING REMARKS**

**9126 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE**

**9127 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.

**9128 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

**9129 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.

**9130 MINUTES OF PREVIOUS TOWN COUNCIL MEETING**

The draft minutes of the Town Council meeting held 04/05/2020, the Extraordinary Council meeting held 05/05/2020 and the Annual Council meeting (Mayor Making) held 15/05/2020 will be presented to the meeting for approval by Town Council members.

**9131 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 accounts reconciliation 2019-20 – for **noting**
- iii. The bank reconciliation as at 30/04/2020 and the current reserves - for **noting**
- iv. Comparison of budget to actual income and expenditure as at 30/04/2020 - for **noting**
- v. Regular Payments - for **noting**

**9132 COMMITTEE REPORTS**

- i. **Planning Committee.**  
To **Note** the minutes of the Planning Committee meeting held on 30/04/2020.
- ii. **Finance & General Purposes Committee**  
To **Note** the minutes of the Finance & General Purposes committee meeting held on 27/05/2020. The following recommendations are put for **Approval** (not included elsewhere on the agenda):
  - a) **Youth Centre Project**  
Members support the Bewdley School National Lottery grant bid with a letter of support.

**9133 POLICIES FOR REVIEW AND APPROVAL**

The Finance & General Purposes Committee recommended the following policies for approval

Publication Scheme

BTC004 Document Retention Policy  
BCT007 Complaints Procedures

**9134 RISK ASSESSMENTS FOR APPROVAL**

The Finance & General Purposes Committee recommended the following risk assessments for approval

General - risk assessment  
Office (Return to Work-Covid19) – risk assessment

**9135 NEIGHBOURHOOD PLAN PROGRESS**

To receive a verbal update from the Neighbourhood Plan Steering Group Leader  
Cllr R Stanczyszyn

**9136 VEHICLE SPEEDING AND NOISE DISTURBANCES**

Verbal report from Cllr C Edginton White

**9137 BEWDLEY TOWN MARKETS**

To consider and discuss the re-opening of the Town Market following the changes  
to Government guidelines.

**9138 TOILETS**

To consider actions to be taken once the toilets re-open.

**9139 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** – review being undertaken
- iii. **Localism** – meetings to be arranged

**9140 MAYOR'S DIARY AND FUTURE EVENTS**

- i) To receive an update on the Mayor's diary
- ii) Future Civic and Community events

**9141 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS**

**9142 DATE AND TIME OF NEXT ORDINARY MEETING – 6<sup>th</sup> July 2020**

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**MINUTES OF THE TOWN COUNCIL MEETING**

**HELD AS A VIRTUAL MEETING ON**  
**4<sup>th</sup> May 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, L Davies, C Edginton White, P Harrison, R Stanczyszyn

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

**9082    OPENING REMARKS**

The Mayor welcomed everyone to the virtual meeting and reminded participants of the time restrictions using zoom and that, should the meeting exceed the 40 minutes or the connection be lost the meeting will be suspended and reconvened as soon as possible.

All participants are asked to be mindful of the time constraints when speaking; to speak once and for no more than three minutes. All votes to be taken by a show of hand for those with visual connect or spoken if audio only. The meeting will be recorded to aid with the minutes.

**9081    APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs P Gittins MBE, M Maher and H Lacy who were unable to join the virtual meeting due to technical issues with their home IT equipment.

**9082    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 in agenda item 9098 as a friend of an ex-employee who may be subject to discussion under this item.

**9083    COUNCILLORS' DISPENSATIONS**

None requested

**9084    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.

iii **Representatives of support services**

None

**9085 MINUTES OF PREVIOUS TOWN COUNCIL MEETING**

It was **RESOLVED** to **Approve** the draft minutes of the Town Council meeting, held on 07/04/2020, as a true and accurate record of that meeting.

**9086 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 30/04/2020.
- ii. It was **RESOLVED** to **note** the year end bank reconciliation, cash balances and reserves as at 31/03/2020.

RECONCILIATION REPORT				
Period Ending 31/03/2020				
Reconciled on: 07/04/2020				
Reconciled by: Sharon Hudson				
<b>Current Account - Unity Bank Statement as of 31st March 2020 – Agreed to Bank Statement SCH</b>				
				<b>31,774.97</b>
<b>Less Uncleared cheques as of 31/03/2020</b>				
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
				<b>-1411.59</b>
<b>Balance per Receipts and Payments</b>				<b>30,363.38</b>
<b>UNITY BANK DEPOSIT ACCOUNT</b>				
BANK BALANCE @ 31ST MARCH 2020				10,642.31
<b>SCOTTISH WIDOWS INVESTMENT</b>				
BANK BALANCE @ 31ST MARCH 2020				30,671.97
<b>CAMBRIDGE BUILDING SOCIETY</b>				
BANK BALANCE @ 31ST MARCH 2020				30,000.00
PETTY CASH @ 31ST MARCH 2020				36.24
TOGETHER GROUP PETTY CASH @ 31ST MARCH 2020				150.00
<b>Total Cash and Investments</b>				<b>101,863.90</b>

- iii. It was **RESOLVED** to **note** the year-end financial position actual against budget as at 31/03/2020.

**9087 COMMITTEE REPORTS**

Round-up of draft minutes, reports and updates arising since 07/04/2020:

i) **Planning Committee,**

It was **RESOLVED** to **note** the minutes of the meeting held on 26/03/2020.

**9088 NEIGHBOURHOOD PLAN PROGRESS**

Cllr R Stanczyszyn gave an update on the work undertaken in obtaining a Locality agreement for technical support. It was **RESOLVED** to **Note** that the Council would be provided with a Strategic Environmental Assessment.

**9089 FLOOD DEFENCE GROUP**

Cllr C Edginton White confirm that, as yet, no flood defence group meeting had taken place. Having contacted the Wribbenhall Flood Group it has been identified that those residents requiring remedial works to their properties, have faced difficulties during lockdown. Concerns have been raised with regard to potential problems should there be a further flood event.

It is hopeful that a flood defence group meeting could be arranged within the next few days.

**9089 COMMITTEE STRUCTURE AND MEMBERSHIP**

Cllr L Davies presented her decision paper. Concerns were raised that transferring generic item from the Finance & General Purposes committee to Council would extend the time of Council meetings. Discussion ensued with regard to revisiting the number of member on the committees.

Cllr C Edginton White proposed the following amendment to the original motion:  
To review committees, numbers and choosing of Chairman during the Council year 2020-21 for change in the Council year 2021-22.

The proposed amendment to the motion was not carried.

Cllr D Morehead proposed the following amendment to the original motion:  
To review the committee numbers before the appointment of committees for this calendar year and further review of topics and accountabilities of each committee throughout the next calendar year.

It was **RESOLVED** to **Agree** the above amendments to Cllr L Davies proposal.

**The zoom meeting ended at 19.35 Councillors and the Public reconnected at 19.39**

It was **RESOLVED** to **Approve** Cllr L Davies motion with Cllr D Morehead's amendment. Amending committee membership numbers as follows:

Finance & General Purposes Committee	from 9 to 7 members
Planning Committee	from 8 to 6 members
Staffing Committee	5 members (remains the same)

**The Town Clerks connection dropped out at 19.45 the meeting was suspended and restarted at 20.05**

The following Council members re-joined the meeting, no public re-joined:

The Mayor, Cllr J Byng, Cllrs D Morehead - Deputy Town Mayor  
S Billett, A Coleman, R Coleman, L Davies, C Edginton White, R Stanczyszyn

Cllr S Collingridge's connection dropped out and he left the meeting.

#### **9090 TOWN CLERK'S UPDATES**

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

- iv. **Internal Audit** – the Town Clerk is working with Internal Auditor (DKE Audit Services) from home and emailing information required to enable the completion of the audit.
- v. **Corporate Plan** – the Town Clerk to set up virtual meeting of the Corporate Plan Group 06.05.2020 at 11am.
- vi. **Localism** – the Red Cross building in Lax Lane will not be included under Localism transfers. The Town Clerk is to hold a preliminary meeting with WFDC to discuss which items are to be included in the Localism agenda.

#### **9091 LENGTHSMAN**

It was **RESOLVED** to **Approve** the re-appointment of the Lengthsman (Richard Jones) and Assistant Lengthsman (Petr Kratky) for the year 2020-21.

It was **RESOLVED** to **Approve** the Lengthsman risk assessment (allowing the Lengthsmen to return to work).

#### **9092 COVID 19 SUPPORT GROUP**

Cllr A Coleman confirm that at present nothing is being stored on behalf of the COVID 19 support group in the garage.

#### **9093 BEWDLEY-IN-KIND**

Cllr Stanczyszyn presented a report with regard to supporting a Bewdley-In-Kind grant application. Concerns were raised in relation to the additional workload placed on Officers and the terms and conditions of the grant. Following discussion it was **RESOLVED** to **Approve** that Bewdley Town Council supports Bewdley-In-Kind to access and manage a grant from West Mercia Police.

#### **9094 MAYOR'S DIARY AND FUTURE EVENTS**

iii) The Mayor confirmed that no events had been attended since the coronavirus lockdown.

iv) **Mayor's Sunday**

It was originally considered that the Mayors Sunday civic ceremony, planned for 21/06/2020, could be moved to 27/09/2020; Cllr A Coleman confirmed, that due to the on-going coronavirus situation, Mayor's Sunday is unlikely to take place until the new year.

No other events have been confirmed at this time.

#### **9095 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS**

The Town Clerk raised the issue of using zoom software and the possibility of changing to google meet. Consideration to alternative provision will be given under agenda item **9097**.

The Town Clerk distributed an email, received from LSD Promotions, with regard to the reinstatement of the Markets. Councillors were asked to send their comments to the Town Clerk.

**9096 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:

**9097 IT SOLUTIONS**

Having considered the IT Solutions presented it was **RESOLVED** to **Approve** a three year contract with OGL Computer.

Cllr C Edginton White left the virtual meeting

**9098 ON GOING STAFFING ISSUES**

This item was deferred to the extraordinary meeting on 05/05/2020.

Cllr L Davies wished to extend the Councils best wishes and thanks to Cllr H Lacy for the work she is doing during the coronavirus situation.

**9099 DATE AND TIME OF ANNUAL COUNCIL MEETING – 15<sup>th</sup> May 2020**  
**DATE AND TIME OF NEXT ORDINARY MEETING – 1<sup>st</sup> June 2020**

**The meeting closed at 20.33pm**

**Signed.....**  
**Mayor/Chairman**  
**4<sup>th</sup> May 2020**





## **MINUTES OF THE TOWN COUNCIL MEETING**

### **HELD AS A VIRTUAL MEETING ON** **5<sup>th</sup> May 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, L Davies, C Edginton White, P Harrison, H Lacy, M Maher, R Stanczszyn

In attendance:        S Hudson - Town Clerk

#### **9100 OPENING REMARKS**

The Mayor welcomed everyone to the virtual meeting and reminded participants of the time constraints using zoom. All votes to be taken by a show of hand for those with visual connect or spoken if audio only. The meeting will be recorded to aid with the minutes.

#### **9101 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr S Collingridge.  
Cllr P Gittins MBE was unable to join the virtual meeting due to technical issues.

#### **9102 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 L Davies and Cllr R Coleman both declared an Other Disclosable Interest in agenda item 9106 as witnesses in the up and coming tribunal.

Cllr C Edginton White declared an Other Disclosable Interest in agenda item 9106 as a friend of an ex-employee who may be subject to discussion under this item.

#### **9103 COUNCILLORS' DISPENSATIONS**

None requested

#### **9104 PUBLIC QUESTION TIME**

None

**9105 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:

Cllr C Edginton White left the virtual meeting

**9106 ON GOING STAFFING ISSUES**

It was **RESOLVED** to **Approve** revisiting previous resolution 9066 on-going staffing issues in line with standing order 7a due to the presentation of new information on this matter.

Cllr D Morehead presented the new information received and discussions followed.

**The zoom meeting was suspended at 19.34 Councillors reconnected at 19.39**

The following Council members re-joined the meeting:

The Mayor, Cllr J Byng, Cllrs D Morehead - Deputy Town Mayor  
S Billett, A Coleman, R Coleman, L Davies, P Harrison, H Lacy, R Stanczyszyn

It was **RESOLVED** to **Approve** that further information be sought before any other actions are taken.

Cllrs A Coleman, R Coleman and L Davies did not participate in the vote as they declared themselves witnesses in the on-going actions.

**9107 DATE AND TIME OF ANNUAL COUNCIL MEETING – 15<sup>th</sup> May 2020**  
**DATE AND TIME OF NEXT ORDINARY MEETING – 1<sup>st</sup> June 2020**

**The meeting closed at 19.42pm**

**Signed.....**  
**Mayor/Chairman**  
**1st June 2020**

**MINUTES OF THE TOWN COUNCIL MEETING**

**HELD AS A VIRTUAL MEETING ON**

**15<sup>th</sup> May 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      Cllrs J Byng, S Billett, A Coleman, R Coleman, L Davies, C Edginton  
White, P Harrison, H Lacy, M Maher, D Morehead, R Stanczyszyn

In attendance:      S Hudson - Town Clerk

**9108 ELECTION OF THE MAYOR 2020/21**

**Councillor:** A Coleman

**Proposer:** Cllr P Harrison

**Seconder:** Cllr D Morehead

It was **RESOLVED** to **Approve** the appointment of Cllr A Coleman as the Mayor of Bewdley for 2020/21.

**9109 THE MAYOR TO SIGN AND DECLARE THE ACCEPTANCE OF OFFICE**

Cllr A Coleman read out the declaration of acceptance of office and duly signed the document.

**9110 TO RECEIVE AND NOTE ANY COUNCIL MEMBER'S APOLOGY FOR ABSENCE**

Apologies were received from Cllr S Collingridge.

Cllr P Gittins MBE was unable to join the virtual meeting due to technical issues.

**9111 ADDRESS BY THE MAYOR**

Mayor Cllr A Coleman spoke as follows:

Firstly, I'd like to thank my colleagues for electing me as the Mayor. It would be a challenging year and I'm looking forward to it. My chosen charities are Rory the Robot raising funds for robotically assisted prostate surgery and Severn Area Rescue Association (SARA). You all know famous Tractor Run in Bewdley on Boxing Day every year where everyone can see Rory the Robot cheering all. We all also remember presence of SARA in Bewdley last February and how grateful our town was for incredible job they were doing. My Consort is Cllr. R. Coleman. Now, I'd like to give my thanks to outgoing Mayor Cllr. J. Byng. Successful fundraiser with nearly £3k to benefit his charities Age UK and Dogs charities. Wonderful result. Most importantly, John successfully led our Council through virtual reality challenge, so we were able to carry on and represent people who elected us.

John, welcome to the Past Mayors' Club. Club, known for its extensive knowledge of all civic matters and mutual support. The best source of valuable advice and I surely can confirm it, as I probably overuse it but thankfully being tolerated. John, whatever you do in your life from now, you always will be referred as Ex-Mayor of Bewdley. What a privilege.

#### **9112 ADDRESS BY PAST MAYOR**

Former Mayor Cllr J Byng spoke as follows:

It has been a very busy year. If you want to know what I've been up to my Mayoral report is on the Town Council's website. It was a year I wouldn't have missed, though sadly ending with first the severe flooding that hit the town, followed by the horrific coronavirus pandemic. However, I am proud to have represented the town, and thankful for the opportunity to do so. I am grateful to this Council for their support, and for the amazing support of my wife as Mayoress. My thanks go to Sharon, Kerry, and Lewis. Their help and encouragement throughout the year was invaluable. Our new Mayor starts her year at a difficult time. However, she is experienced in the role and will be a great representative of the town and leader of the Council. I heartily congratulate her on becoming Mayor, and extend my best wishes for an enjoyable and successful year.

#### **9113 ELECTION OF DEPUTY MAYOR 2020/21**

**Councillor:** D Morehead

**Proposer:** Cllr J Byng

**Seconder:** Cllr A Coleman

It was **RESOLVED** to **Approve** the appointment of Cllr D Morehead as the Deputy Mayor of Bewdley for 2020/21.

#### **9114 THE DEPUTY MAYOR TO SIGN ANND DECLARE THE ACCEPTANCE OF OFFICE**

Cllr D Morehead read out the declaration of acceptance of office and duly signed the document.

#### **9115 APPOINTMENTS TO THE FOLLOWING COMMITTEES**

**Proposer:** Cllr L Davies

**Seconder:** Cllr R Stanczyszyn

- i. Finance & General Purposes Committee (7)  
(Cllrs J Byng, L Davies, P Gittins MBE, P Harrison, H Lacy, D Morehead, R Stanczyszyn)
- ii. Planning Committee (6)  
(Cllrs S Billett, R Coleman, P Gittins MBE, H Lacy, M Maher, R Stanczyszyn)
- iii. Staffing Committee (5)  
(Cllrs J Byng, S Billett, L Davies, P Gittins MBE, P Harrison, H Lacy, D Morehead, R Stanczyszyn)

It was **RESOLVED** to **Approve** the appointment of the members, as listed above, to the Finance & General Purposes, Planning and Staffing committees.

#### **9116 APPOINTMENTS TO THE FOLLOWING COMMITTEES CHAIRMAN**

It was **RESOLVED** to **Approve** the appointment of the following members as committee chairmen.

- i. Finance & General Purposes Committee  
**Councillor:** R Stanczyszyn  
**Proposer:** Cllr S Billett  
**Seconder:** Cllr H Lacy
- ii. Planning Committee  
**Councillor:** R Coleman  
**Proposer:** Cllr H Lacy  
**Seconder:** Cllr M Maher
- iii. Staffing Committee  
**Councillor:** P Harrison  
**Proposer:** Cllr R Coleman  
**Seconder:** Cllr J Byng

#### **9117 APPOINTMENTS TO THE FOLLOWING WORKING GROUPS**

**Proposer:** Cllr C Edginton White  
**Seconder:** Cllr L Davies

- i. Road Safety Group  
(Cllrs J Byng, S Collingridge, C Edginton White, P Gittins MBE, M Maher, R Stanczyszyn)
- ii. Neighbourhood Plan Group  
(Cllrs J Byng, C Edginton White, R Stanczyszyn)
- iii. Flood Group  
(Cllrs J Byng, C Edginton White, M Maher, R Stanczyszyn)
- iv. Together Group  
(Cllrs S Billett, J Byng, L Davies)
- v. Corporate Plan Group  
(Cllrs J Byng, A Coleman, R Coleman, L Davies, C Edginton White)
- vi. Localism Group  
(Cllrs L Davies, C Edginton White, R Stanczyszyn)

It was **RESOLVED** to **Approve** the appointment of members to the Bewdley Town Council working groups as listed above.

#### **9118 STANDING ORDERS**

Following minor amendments, it was **RESOLVED** to **Approve** the Standing Orders 2020.

#### **9119 FINANCIAL REGULATION**

Following minor amendments, it was **RESOLVED** to **Approve** the Financial Regulations 2020.

#### **9120 MEMBERS/OFFICER PROTOCOL**

It was **RESOLVED** to **Approve** the Members/Officer Protocol.

Cllr P Gittins joined the virtual meeting at 19.30pm

**9121 APPOINTMENTS TO BEWDLEY ORGANISATIONS**

**Proposer:** Cllr R Stanczyszyn  
**Secoder:** Cllr D Morehead

- i. Civic Society - Mayor Cllr A Coleman
- ii. Community Transport Helpline - Cllr R Stanczyszyn
- iii. Bewdley Development Trust - Cllr C Edginton White
- iv. Medical Practice Patients' Participation Group - Cllr R Stanczyszyn
- v. Millennium Trust Planning Group -  
(Cllrs S Billett, J Byng, P Gittins MBE, P Harrison)
- vi. Museum Management Board - Cllr C Edginton White
- vii. Old Grammar School Trust - Mayor Cllr A Coleman

It was **RESOLVED** to **Approve** the appointment of members to the Bewdley organisations as listed above.

**9122 APPOINTMENTS OF COUNCILLORS TO OUTSIDE BEWDLEY ORGANISATIONS**

**Proposer:** Cllr J Byng  
**Secoder:** Cllr L Davies

- i. Worcestershire CALC (County Association of Local Councils) - Mayor Cllr A Coleman
- ii. Wyre Forest Citizens Advice - Cllr P Harrison

It was **RESOLVED** to **Approve** the appointment of members to organisations outside Bewdley as listed above.

**9123 AGREED COMMITTEE MEETING SCHEDULE**

Following discussions, it was proposed that the original timetable to be amended;

No meetings to be held in August with the exception of the Planning Committee, which should only be held if necessary.

Any Council meetings falling on bank holiday Mondays to be moved to Tuesday of the same week and the January Council meeting to be moved to the 2<sup>nd</sup> Monday of the month (11th January).

**Proposer:** Cllr A Coleman  
**Secoder:** Cllr R Stanczyszyn

Meeting Schedule 2020-21			
Council Meetings 7pm	Planning Committee 7pm	Finance & General Purposes 7pm	Staffing Committee
First Monday of every month	Last Thursday of every month	Third Wednesday of every month	Quarterly
unless otherwise indicated	unless otherwise indicated		unless otherwise indicated
1ST JUNE 2020	25TH JUNE 2020	17th JUNE 2020	
6TH JULY 2020	30TH JULY 2020	22nd JULY 2020	Jul-20
	27TH AUGUST 2020		

7TH SEPTEMBER 2020	24TH SEPTEMBER 2020	16TH SEPTEMBER 2020	
5TH OCTOBER 2020	29TH OCTOBER 2020	21ST OCTOBER 2020	Oct-20
2ND NOVEMBER 2020	26TH NOVEMBER 2020	18TH NOVEMBER 2020	
7TH DECEMBER 2020	17TH DECEMBER 2020	16TH DECEMBER 2020	
11TH JANUARY 2021	28TH JANUARY 2021	20TH JANUARY 2021	Jan-21
1ST FEBRUARY 2021	25TH FEBRUARY 2021	17TH FEBRUARY 2021	
1ST MARCH 2021	25TH MARCH 2021	17TH MARCH 2021	
6TH APRIL 2021	29TH APRIL 2021	21ST APRIL 2021	APRIL 2021
4TH MAY 2021	27TH MAY 2021	19TH MAY 2021	

It was **RESOLVED** to **Approve** the amendments and the meeting schedule as above.

**9124 DATE AND TIME OF NEXT ORDINARY MEETING – 1<sup>st</sup> June 2020**

**The meeting closed at 19.47pm**

**Signed.....**  
**Mayor/Chairman**  
**1st June 2020**

**BEWDLEY TOWN COUNCIL**

<u>Year Ended</u> <u>31st March</u> <u>2019</u>		<u>Year Ended</u> <u>31st March</u> <u>2020</u>
<b><u>GENERAL FUND</u></b>		
57,245.05	Balance as at 1st April	45,854.25
181,303.73	Add Total Income	182,799.77
238,548.78		228,654.02
196,923.41	Less Total Expenditure	202,440.63
4,228.88	Transfers to/from Reserves	-726.64
<b>45,854.25</b>	<b>Balance at 31st March</b>	<b>25,486.75</b>

**BALANCE SHEET AS AT 31ST MARCH**

<b><u>CURRENT ASSETS</u></b>		
115,016.09	Cash at Bank and Investments	101,677.66
22.87	Petty Cash	36.24
0.00	Together Group Petty Cash	150.00
10,261.06	VAT Recoverable	977.93
8,075.40	Debtors & Prepayments	13,599.32
133,375.42		116,441.15
<b><u>CURRENT LIABILITIES</u></b>		
31,152.82	Creditors and Accruated Expenses	33,859.41
<b>102,222.60</b>	<b>NETT ASSETS</b>	<b>82,581.74</b>

## REPRESENTED BY:-

		Reserve Movement
45,854.25	General Fund Balance	25,486.75
3,905.00	Reserves-Economic Reperation	3,905.00      0.00
3,225.02	Reserves-Load Street Toilets	3,225.02      0.00
1,530.00	Reserves- War Memorials	2,000.00      -470.00
7,983.11	Reserves- Election Costs	0.00      7,983.11
1,826.49	Reserves- Christmas Event	4,294.95      -2,468.46
3,732.00	Reserves- Replacement Hats and Robes	3,732.00      0.00
2,911.80	Reserves- Mayors Chain Repairs	2,911.80      0.00
500.00	Reserves- Bus Shelter Maintenance	500.00      0.00
750.00	Reserves- Insurance Valuations	900.00      -150.00
600.00	Reserves- Civic Awards	600.00      0.00
25,825.00	Reserves- Property Costs & Loan Re- payments	25,825.00      0.00
3,579.93	Reserves- Together Project	4,029.81      -449.88
	Reserves- Welchgate Planting	421.41      -421.41



0.00	Reserves- VAS Signs	2,500.00	-2,500.00
0.00	Reserves- Signs & Posts	250.00	-250.00
0.00	Reserves- Notice Boards	2,000.00	-2,000.00
<b>102,222.60</b>		<b>82,581.74</b>	<b>-726.64</b>

Signed

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**Mayor**

**Responsible Financial Officer**

Date

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Bewdley Town Council

**RECONCILIATION REPORT  
YEAR END REPORT 31/03/2020**

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

**Current Account - Unity Bank Statement as of 31st March  
2020** **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  
Income & Expenditure Year End Report**

Year Ended  
**31st March  
2019**

Year Ended  
**31st March  
2020**

		<u>Actual</u>
	<b><u>Income</u></b>	
142,262.76	<b>Precept</b>	<b>161,309.00</b>
2,110.75	<b>Christmas Event Income</b>	3,165.09
90.32	<b>Interest Received</b>	444.03
2,447.00	<b>Shortfall Funding ex WFDC</b>	0.00
2,355.10	<b>Lengthsman Scheme</b>	2,125.29
1,200.00	<b>New Year Fireworks Donations</b>	0.00
8,850.00	<b>Load St Toilets- WFDC</b>	8,783.23
2,000.00	<b>Restoration of Royal Arms Painting</b>	0.00
20.00	<b>Miscellaneous Income</b>	0.00
1,242.24	<b>Museum Cleaning</b>	363.60
2,000.00	<b>Riverside North Paddling Pool - WCC</b>	0.00
1,115.88	<b>Markets</b>	950.00
	<b>Contribution to Town Improvements - WFDC</b>	0.00
4,995.00	<b>Pantomime - Lottery Grant</b>	0.00
6,250.00	<b>Together Project Income</b>	2,316.00
1,864.68	<b>Christmas Event ex BDT</b>	0.00
2,500.00	<b>Contributions to Wyre Hill Play Area</b>	1,681.03
0.00	<b>Groundwork Community Grant</b>	1,062.50
0.00	<b>Neighbourhood Plan-recharged</b>	600.00
<b>181,303.73</b>	<b><u>Total Income</u></b>	<b>182,799.77</b>

	<b><u>Expenses</u></b>	
72,600.11	<b>Salaries (Note 1)</b>	76,041.54
25,894.27	<b>General Administration</b>	26,142.01
3,964.85	<b>Insurance</b>	3,256.49
1,464.40	<b>Subscriptions</b>	1,656.28
8,235.57	<b>Town Maintenance</b>	9,807.11
0.00	<b>Churchyards</b>	0.00
32,415.07	<b>Displays/Town Events</b>	18,564.91
6,736.00	<b>Capital Items (Note 2)</b>	13,481.03
4,229.83	<b>Mayor's Expenses</b>	4,190.62
1,470.58	<b>Civic Ceremonies</b>	1,205.59
1,500.00	<b>Grant to Wyre Forest CAB</b>	1,500.00
11,024.24	<b>Section 137 Grant Payments</b>	12,500.00
717.86	<b>Regalia/ Council Costs</b>	752.64
244.27	<b>Civic Award</b>	193.79
5,628.85	<b>Election cost &amp; Provision (Note 3)</b>	5,981.20
958.96	<b>Together Project</b>	1,940.20

7,908.09	<b>Neighbourhood Plan</b>	4,175.00
0.00	<b>Neighbourhood Plan-groundworks</b>	1,062.50
760.33	<b>Load Street Toilets</b>	1,086.73
11,170.13	<b>Property Costs &amp; Loan Repayment</b>	8,444.84
0.00	<b>Paddling Pool return of Grant for maintenance (Note 4)</b>	2,000.00
0.00	<b>Millennium Green Maintenance</b>	475.04
<b>196,923.41</b>	<b><u>Total Expenditure</u></b>	<b>194,457.52</b>

**Note 1**

**Additional Costs due to hand over from old staff to new.**

**Note 2**

**Purchase of Play Equipment Wyre Hill Sand Park**

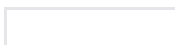
**Note 3**

**Election May 2019 & By-Election February 2020 less reserves**

**Note 4**

**Payment returned to WCC as not used 2019-20**

Bewdley Town Council  
**Unity Current Account, Period Ending 30/04/2020**



**BANK RECONCILIATION REPORT**

Reconciled  
on: 04/05/2020  
Reconciled by: Sharon Hudson

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

Summary

GBP

Statement beginning balance	31,674.97
Cheques and payments cleared (16)	-13,588.80
Deposits and other credits cleared (3)	91,875.00
Statement ending balance	109,961.17

**Agreed to bank statement 30.04.20**

Uncleared transactions as of 30/04/2020	-1,371.59
<b><u>Register balance as of 30/04/2020</u></b>	<b>108,589.58</b>

Details

Cheques and payments cleared (16)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (GBP)
14/02/2020	Bill Payment	104049	WORCESTERSHIRE CALC	-40.00
15/04/2020	Bill Payment	April Bank Payment 7	Wyre Forest District Council	-11374.31
15/04/2020	Bill Payment	April Bank Payment 13	Avon Planning Services	-168.00
15/04/2020	Bill Payment	April Bank Payment 12	Mr John Byng (bank Payment)	-349.56
15/04/2020	Bill Payment	April Bank Payment 11	Fisher German LLP (bank payment)	-250.00
15/04/2020	Bill Payment	April Bank Payment 2	Janitorial Direct	-250.25
15/04/2020	Bill Payment	April Bank Payment 9	Petr Kratky	-257.60
15/04/2020	Bill Payment	April Bank Payment 4	St Georges Hall Venue Management	-24.00
15/04/2020	Bill Payment	April Bank Payment 8	Shred Station (bank payment)	-48.00
15/04/2020	Bill Payment	April Bank Payment 6	Sharon Hudson (bank payment)	-34.18
15/04/2020	Bill Payment	April Bank Payment 10	Fletcher Cleaning	-194.40
15/04/2020	Bill Payment	April Bank Payment 3	Midshire Communications Ltd - MCL - direct debit	-162.20
15/04/2020	Bill Payment	April Bank Payment 1	Green Man Gardens (Richard Jones)	-306.30
20/04/2020	Bill Payment		TalkTalk Business - direct debit	-64.00
28/04/2020	Bill Payment		TalkTalk Business - direct debit	-30.00
29/04/2020	Bill Payment		Quickbooks - direct debit	-36.00

Total-13,588.80

**-13588.80**

Deposits and other credits cleared (3)

<b>DATE</b>	<b>TYPE</b>	<b>REF NO.</b>	<b>PAYEE</b>	<b>AMOUNT (GBP)</b>
08/07/2019	Deposit		Jennings	100.00
08/04/2020	Deposit		Wyre Forest District Council	600.00
29/04/2020	Deposit		Wyre Forest District Council	91175.00
Total				<b>91875.00</b>

Additional Information

Uncleared cheques and payments as of 30/04/2020

<b>DATE</b>	<b>TYPE</b>	<b>REF NO.</b>	<b>PAYEE</b>	<b>AMOUNT (GBP)</b>
04/12/2017	Bill Payment	103468	SUSA	-60.00
25/07/2018	Bill Payment	103708	Instantprint	-20.99
01/04/2019	Bill Payment	103825	Bewdley Community Marching Band	-150.00
13/05/2019	Bill Payment	103873	Bewdley Community Marching Band	-240.00
03/06/2019	Bill Payment	103886	Bewdley Community Marching Band	-150.00
01/07/2019	Bill Payment	103923	Bewdley Community Marching Band	-750.00
02/12/2019	Bill Payment	104013	K Daisley	-0.60
Total				<b>-1371.59</b>

Uncleared deposits and other credits as of 30/04/2020

<b>DATE</b>	<b>TYPE</b>	<b>REF NO.</b>	<b>PAYEE</b>	<b>AMOUNT (GBP)</b>
09/04/2019	Cheque	dd 29.05.20	Shred Station (bank payment)	0
01/07/2019	Bill Payment	103917	Bewdley Churches Together (St Annes)	0
Total				<b>0.00</b>

## Bewdley Town Council Budget vs. Actuals APRIL 2020

	Total				
	Actual	Budget	Remaining	% of Budget	% Re-remaining
<b>Income</b>					
Christmas Event Income		1,000.00	1,000.00	0.00%	100.00%
Community Flood Volunteer Schem	400.00		-400.00		
Interest Received		100.00	100.00	0.00%	100.00%
Lengthsman Scheme		2,800.00	2,800.00	0.00%	100.00%
Lifebuoys replacements 2020-21	200.00		-200.00		
Load St Toilets- WFDC		8,790.00	8,790.00	0.00%	100.00%
Miscellaneous Income			0.00		
Markets		1,300.00	1,300.00	0.00%	100.00%
Total Miscellaneous Income	£ 0.00	£ 1,300.00	£ 1,300.00	0.00%	100.00%
Precept	91,175.00	182,350.00	91,175.00	50.00%	50.00%
<b>Total Income</b>	<b>£91,775.00</b>	<b>£196,340.00</b>	<b>£104,565.00</b>	<b>46.74%</b>	<b>53.26%</b>
<b>Expenses</b>					
Capital Expenditure			0.00		
Lifebuoys		1,000.00	1,000.00	0.00%	100.00%
Notice Boards & Town Signs		2,000.00	2,000.00	0.00%	100.00%
Seats		2,000.00	2,000.00	0.00%	100.00%
Street Poles, baskets & tubs		250.00	250.00	0.00%	100.00%
Town Clerk Office		2,000.00	2,000.00	0.00%	100.00%
VAS Signs		3,800.00	3,800.00	0.00%	100.00%
Total Capital Expenditure	£ 0.00	£ 11,050.00	£ 11,050.00	0.00%	100.00%
Council Costs			0.00		
Badges & Shields		620.00	620.00	0.00%	100.00%
Civic Award		200.00	200.00	0.00%	100.00%
Civic Ceremonies		1,500.00	1,500.00	0.00%	100.00%
Councillor Allowances		1,300.00	1,300.00	0.00%	100.00%
Hats & Robes Maintenance		500.00	500.00	0.00%	100.00%
Insurance Valuations		150.00	150.00	0.00%	100.00%
Mayor's Chain Maintenance		1,000.00	1,000.00	0.00%	100.00%
Mayor's Expenses		5,000.00	5,000.00	0.00%	100.00%
Mayoral Roll		200.00	200.00	0.00%	100.00%
Public Meetings		100.00	100.00	0.00%	100.00%
Total Council Costs	£ 0.00	£ 10,570.00	£ 10,570.00	0.00%	100.00%
Election cost & Provision		5,000.00	5,000.00	0.00%	100.00%
Employment Costs		74,000.00	74,000.00	0.00%	100.00%
Admin Apprentice	1,071.42		-1,071.42		

Load St Toilets Cleaner	766.09		-766.09		
Mayor's PA & Administrator	901.34		-901.34		
Town Clerk	3,149.94		-3,149.94		
WFDC Admin Charge	40.00	450.00	410.00	8.89%	91.11%
<b>Total Employment Costs</b>	<b>£ 5,928.79</b>	<b>£ 74,450.00</b>	<b>68,521.21</b>	<b>7.96%</b>	<b>92.04%</b>
Grant Aid & Donations		12,000.00	12,000.00	0.00%	100.00%
Millennium Green Maintenance		750.00	750.00	0.00%	100.00%
Operating Costs			0.00		
Advertising & Official notices		100.00	100.00	0.00%	100.00%
Audit Fees		1,000.00	1,000.00	0.00%	100.00%
Broadband	25.00	500.00	475.00	5.00%	95.00%
Computer		200.00	200.00	0.00%	100.00%
<u>Garage Rent- rear 14 Load st</u>		4,500.00	4,500.00	0.00%	100.00%
Insurance		5,300.00	5,300.00	0.00%	100.00%
Intruder Alarm		700.00	700.00	0.00%	100.00%
Legal Fees		5,000.00	5,000.00	0.00%	100.00%
Maintenance		1,500.00	1,500.00	0.00%	100.00%
Photocopier		1,500.00	1,500.00	0.00%	100.00%
Postage		200.00	200.00	0.00%	100.00%
Refreshments		150.00	150.00	0.00%	100.00%
Service Charge & Business rates		900.00	900.00	0.00%	100.00%
Small Office Equipment		150.00	150.00	0.00%	100.00%
Software & Support	30.00	5,000.00	4,970.00	0.60%	99.40%
Staff Advertising		50.00	50.00	0.00%	100.00%
Staff Travel		150.00	150.00	0.00%	100.00%
Stationery & Print		2,000.00	2,000.00	0.00%	100.00%
Subscriptions	1,369.75	2,000.00	630.25	68.49%	31.51%
Telephones	53.33	600.00	546.67	8.89%	91.11%
Town Clerk- Temp Cover		500.00	500.00	0.00%	100.00%
Training- Staff		1,000.00	1,000.00	0.00%	100.00%
Travel & Training- Councillors		500.00	500.00	0.00%	100.00%
Unity Bank Charges		150.00	150.00	0.00%	100.00%
Website		1,500.00	1,500.00	0.00%	100.00%
<b>Total Operating Costs</b>	<b>£ 1,478.08</b>	<b>£ 35,150.00</b>	<b>33,671.92</b>	<b>4.21%</b>	<b>95.79%</b>
Paddling Pool		5,000.00	5,000.00	0.00%	100.00%
Property Costs & Loan Repayment	324.17	7,000.00	6,675.83	4.63%	95.37%
Town Events			0.00		
Carnival Fireworks		2,000.00	2,000.00	0.00%	100.00%
Christmas Festivities		5,000.00	5,000.00	0.00%	100.00%
Christmas Lights		11,500.00	11,500.00	0.00%	100.00%
VE DAY Grants		1,000.00	1,000.00	0.00%	100.00%
<b>Total Town Events</b>	<b>£ 0.00</b>	<b>£ 19,500.00</b>	<b>19,500.00</b>	<b>0.00%</b>	<b>100.00%</b>
Town Maintenance			0.00		
Bus Shelters cleaning & maint		1,000.00	1,000.00	0.00%	100.00%
Churchyards		500.00	500.00	0.00%	100.00%
General Maintenance		2,000.00	2,000.00	0.00%	100.00%



<b>Lengthsman</b>		2,800.00	2,800.00	0.00%	100.00%
<b>Lifebuoys</b>		250.00	250.00	0.00%	100.00%
<b>Load Street Toilets</b>		1,000.00	1,000.00	0.00%	100.00%
<b>Maintenance of existing seats</b>		1,000.00	1,000.00	0.00%	100.00%
<b>Signs &amp; Notice Boards</b>		500.00	500.00	0.00%	100.00%
<b>Street Poles, Tubs &amp; Baskets</b>		3,000.00	3,000.00	0.00%	100.00%
<b>Town Clock</b>		200.00	200.00	0.00%	100.00%
<b>Wyre Hill Play Area</b>		4,000.00	4,000.00	0.00%	100.00%
<b>Total Town Maintenance</b>	£ 0.00	£ 16,250.00	£ 16,250.00	0.00%	100.00%
<b>Total Expenses</b>	£ 7,731.04	£ 196,720.00	£ 188,988.96	3.93%	96.07%
<b>Income over Expenditure April 2020</b>	£84,043.96	380.00	84,423.96		

### REGULAR PAYMENTS DUE FOR THE FINANCIAL YEAR 2020-2021

		Annual Charges
FISHER GERMAN	Garage Rental	3000
FISHER GERMAN	Garage Insurance	940
FISHER GERMAN	Garage Electricity	114
FLETCHER ACCESS	Bus Shelter Cleaning	972
INITU QUICKBOOKS	Accounting Software	360 DD
M PERRIGO	Office Rental (9 months)	3750
M PERRIGO	Office Electricity (9 months)	1350
MIDSHIRE COMMUNICATIONS	Photocopy charges	840
SHRED STATION	Confidential Waste	480
SIEMANS	Photocopier rental	660 DD
TALK TALK	Broadband	540 DD
TALK TALK	Telephone	636 DD
WFDC	Guildhall Meeting Room	660
WFDC	Waste Contract	345
WFDC	Business Rate -Garage	1048
	<b>Approximate costs</b>	<b>15695</b>



**MINUTES OF THE PLANNING COMMITTEE HELD REMOTELY, VIA ZOOM  
AND EMAIL ON THURSDAY, 30<sup>TH</sup> APRIL AT 5PM**

**PRESENT**

Councillor Rod Stanczyszyn (Chair)  
Councillor Sarah Billett  
Councillor Paul Gittins  
Councillor Roger Coleman  
Councillor Liz Davies

Sharon Hudson (Town Clerk)  
Councillor John Byng

5 members of the public attended

**Administering responses:**

Kerry Smith, Administration Assistant

- 7738 **Apologies**  
Apologies were received from Cllr Heather Lacy
- 7739 **Declarations of Interest**  
None received.
- 7740 **Dispensations**  
None received

**Public Question Time and Emails received**

- A representative from Bewdley Civic Society objected to application 20/0222/FUL, citing the impact on the Green Belt. It was also suggested that a confidential business plan should be made public in order that it could be further examined by an independent expert.
- A neighbour, representing 7 other neighbouring residents, objected to application 20/0241/FUL, citing concerns over the loss of light or overshadowing; loss of privacy; visual amenity; layout and density of the building; design, appearance and materials; and, impact on landscape.
- The applicant for application 20/0241/FUL cited reasons why they wished to extend the family home from single room depth. It was stated that the extension would not be located any closer to the adjacent neighbour's property. It was established that they did not wish to offend or upset their neighbours.
- An objection email was received from Bewdley Civic Society in relation to 20/0241/FUL.
- An objection email was received from Gardners Meadow Ltd in relation to 20/0252/S73

**7741 Minutes**

The minutes of the meeting held 26<sup>th</sup> March 2020 were approved.

All application decisions consulted on at the meeting held on 26<sup>th</sup> March 2020 were noted.

**7742 20/0154/FUL The Dog House , Dog Lane, Bewdley, DY12 2EF**

Change of use of first floor offices (B1) into two self-contained dwellings (C3)

It was agreed to recommend approval.

**7743 20/0173/HOU 31 Oakwood Road, Bewdley, DY12 2PD**

Balcony to rear

It was agreed to recommend approval.

**7744 20/0211/FUL & 20/0212/LBC Black Boy Inn, 50 Wyre Hill, Bewdley, DY12 2UE**

Proposed external flue and extraction for commercial kitchen and internal alterations to public house (Grade II)

It was agreed to recommend approval.

**7745 20/0222/FUL Land At Blackstone Meadow Stourport Road Bewdley Worcestershire 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.

It was agreed to recommend refusal for the following material reason/s:  
Previous planning decisions already made in relation to this application – ref Decision notice for application 18/0331/FULL, dated 10 July 2018.  
Bewdley Town Council previously recommended refusal and this decision has not altered. There is no valid reason why policy SAL.DPL2 should be overturned.  
Concerns were also aired about the impact upon Green Belt Land as well as potential flood issues, with no clear consideration made by the applicant to stipulate how this risk would be managed.

**7746 20/0236/FUL St Anthonys, 18 Load Street, Bewdley ,DY12 2AE**

Change of Use of Part of 18 Load Street from Residential (Use Class C3) to Financial and Professional Services (Use Class A2)

It was agreed to recommend approval.

- 7747      20/0241/HOU            49 Park Lane, Bewdley, DY12 2HA
- Two storey side, and single storey rear extension, canopy to front, replace single garage with double and Juliette balconies to rear first floor elevation
- It was agreed to recommend refusal for the following material reason/s:  
Loss of light or overshadowing, contrary to policy SAL.UP8.
- The meeting terminated due to overdue time limit on Zoom at 5:36 PM.
- The meeting resumed at 5:38 PM.
- 7748      20/0252/S73            Land At Os 378890 275046, Gardners Meadow,  
Bewdley
- Removal of Conditions 5 and 6 attached to Planning Permission 19/0450/FULL (Erection of new dwelling), to allow the implementation of Permitted Development Rights  
Condition Number(s): 5 and 6  
Conditions(s) for Removal: Not reasonable or necessary. See Planning Statement for full details.
- It was agreed to recommend refusal for the following material reason/s:  
Previous planning decisions (including appeal decisions). It was felt that conditions 5 and 6 should not be removed as these terms were included to protect neighbouring residents from loss of privacy and to maintain the character of the housing estate.
- 7749      20/0268/FUL            53 Wyre Hill, Bewdley , DY12 2UE
- Erection of a garden room to be used as an artist's studio  
(Existing outbuilding to be removed)
- It was agreed to recommend approval, subject to agreement that the Outbuilding should only be used as an artist's studio, and not for residential use.
- 7750      20/0282/FUL            3 Pump Court, Lax Lane, Bewdley , DY12 2DZ
- Erection of entrance porch to side elevation
- It was agreed to recommend approval, subject to approval from the Conservation Officer.
- 7751      20/0288/LBC  
(& 20/0287/FUL)            68 Load Street, Bewdley, DY12 2AW  
(Kimmy Loves Cakes)

Installation of traditional retractable shop blind to shop frontage, three replacement windows to side elevation including one window opening that is currently blocked up

It was agreed to recommend approval.

**7752 Representations**

It was agreed that representations will be made to the next Planning Committee in relation to planning application 20/0222/FUL.

**7753 Planning Decisions Update**

Noted.

**7754 Items of Urgency or to Note for Future Meeting**

It was agreed and noted that future planning meetings would be held at 6PM until the end of the year .

Cllr Roger Coleman requested that the administration assistant write to WFDC Planning Department to ascertain if permission had been sought to construct what appears to be a new extraction flue at the property of business Merchants Fish Bar, 78 Load Street, Bewdley.

Cllr Rod Stanczyszyn requested that the Town Clerk writes to Worcestershire County Council to establish whether the Site of Bewdley Fire Station has been sold. It was also agreed that the administration assistant would write to WFDC Planning Department to ascertain if any planning permission has been sought in relation to the same.

Meeting Closed at 6:03 PM

Signed.....  
Chairman at Planning Committee  
28<sup>th</sup> May 2020

## PUBLICATION SCHEME

### Information available from Bewdley Town Council

The Freedom of Information Act requires every public authority to have a publication scheme approved by the information Commissioner's Office (ICO), and to publish information covered by the scheme.

The Publication Scheme is based on the ICO model for public authorities and set out Bewdley Town Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and also available on the Town Council's website [www.bewdleytowncouncil.org](http://www.bewdleytowncouncil.org).

The Council's charges for producing printed copies of this information are published towards the end of this document.

The same information can be requested by phone, email, post or in person from the Town Clerk, contact details are listed at the end of this document.

#### **CLASS 1 INFORMATION – Who we are and what we do**

Contact details of Town Clerk and Councils	Website / office
Councils Committee Structure	Website / office
Location of Council Offices	Website / office
Councils Staffing Structure	Website / office

#### **CLASS 2 INFORMATION – What we spend and how we spend it**

(Current and previous financial year only)

Annual return form and report from Auditor	Website / office
Finalised budget	Website / office
Precept	Website / office
Financial standing orders and regulations	Website / office
Grants Given and Received	Website / office
List and value of current contracts awarded	Office
Members' allowances and expenses	Office

#### **CLASS 3 INFORMATION – What our priorities are and how are we doing**

(Current and previous financial year only)

Report from Annual Town Meeting	Website / office
Corporate Plan/Action Plan	Website / office
Neighbourhood Plan	Approved plan not, as yet, available

**CLASS 4 INFORMATION – How we make decisions**

(Current and previous financial year only)

Timetable of all Town Council, committee and sub-committee meetings	Website / office
Agendas of all Town Council, committee and sub-committee meetings	Website / office
Minutes of Town Council, committee and sub-committee meetings	Website / office
Reports presented to Council meetings – excluding any information properly regarded as confidential	Website / office
Reponses to Consultations	Website / office
Responses to Planning applications	Website / office
Bye-laws	Office

**CLASS 5 INFORMATION – Our policies and procedures**

(Current information only)

Procedural Standing Orders	Website / office
Committee and sub-committee terms of reference	Website / office
Officers delegated authority	Website / office
Councillors Code of Conduct	Website / office
Grant aid policy procedures (given)	Website / office
Grant application policy and procedures (received)	Website / office
Equality and diversity policy	Website / office
Health and Safety policy	Website / office
Recruitment policy	Website / office
Handling information requests	Website / office
Information Security policy	Website / office
Records management policy	Website / office
Data protection policy	Website / office
Schedule of charges	Website / office

**CLASS 6 INFORMATION – List of Registers**

(Current information only)

Council Asset Register	Office
Disclosure Log	Office
Register of Members Disclosable Pecuniary Interest	Website / office
Register of Gifts and Hospitality	Office

## CLASS 7 INFORMATION – Services we offer

(Current information only)

Annual Civic events – Mayor Making, Mayor’s Sunday, Remembrance Sunday, St Georges Day Parade, Christmas Light Switch On	Website / office
Responsibilities for Wyre Hill Sand Park	Website / office
Responsibilities for Cleaning Load Street public toilets	Website / office
Operation of Lengthsman Scheme	Website / office
Responsibilities for the maintenance of some benches/seating	Website / office
Responsibilities for town centre summer floral displays	Website / office
Responsibilities for Life Buoys	Website / office
Planning Application responses	Website / office
Responsibilities for Bus Shelters	Website / office
Availability of Notice Boards	Website / office
Community support by way of grant aid	Website / office
Support for voluntary groups eg Flood Volunteers, Friends of Riverside North, Friends of Wyre Hill Sand Park, Together Group	Website / office
Trustee for Wribbenhall Millennium Park Trust	Website / office

## Schedule of Applicable Charges

Material which is published and accessed on the Council’s website is free of charge.

Charges will be made for the following:

Disbursement Costs	Charges
Photocopying	Per side of A4 sheet black & White      5p colour                      25p  Per double sided A4 sheet black & White      10p colour                      50p
Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class
Envelope	DL envelope      5p A5 envelope      10p A4 envelope      20p
Statutory Fees	In accordance with relevant legislation

If a charge is to be made, confirmation of the payment due will be given and payment must be made prior to the provision of any such information



**Additional charges also apply**

Council Notice Boards	To display a large poster on the Beale's Corner notice board  £10.00 per week  To display A4/A5 posters on in the notice boards outside the Museum and St Georges Hall including the website and facebook (price includes all of the above)  £5.00 per week
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Payment must be made required prior to posters being displayed

For further information please contact

Sharon Hudson

Town Clerk,  
Bewdley Town Council  
25A Load Street.  
Bewdley,  
Worcestershire  
DY12 2AE

01299 400157

[www.bewdleytowncouncil.org](http://www.bewdleytowncouncil.org) / [office@bewdleytowncouncil.org](mailto:office@bewdleytowncouncil.org)