



**MINUTES OF THE TOWN COUNCIL MEETING**

**HELD 1<sup>st</sup> JULY 2019 at 7.00PM GUILDHALL**

**PRESENT**

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

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

**8869      MAYOR'S OPENING REMARKS**

The Mayor, Cllr J Byng welcomed everyone to the meeting and spoke to the emergency evacuation procedures. Councillors were informed about the report of a dangerous tree on the footpath in Snuff Mill Walk and also that due to ongoing email issues at this time Councillors could use their own email addresses until the issues have been addressed.

**8870      APOLOGIES FOR ABSENCE**

None

**8871      DECLARATIONS OF INTEREST**

Members were reminded of the requirement to declare all interests.

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

The Following Councillors declared Other Disclosable Interests relating to:

Agenda item 8871 – Grant Awards:

Cllr C Edginton-White      Friends of Riverside North Park and Bewdley Community  
                                 Theatre Group

Mayor, Cllr J Byng        Friends of Riverside North Park

Agenda item 8883

Cllr S Collingridge        Bewdley Rowing Club Sponsorship

**8872      COUNCILLORS' DISPENSATIONS**

No dispensation requests were submitted for consideration.

**8873      PUBLIC QUESTION TIME**

Cllr R Coleman presented two cheques from the Mayor's Charity account 2018/2019 to Nicky Langford, a representative from the Worcestershire Acute Hospitals NHS Trust. £885.06 for WAH Charity (Rory the Robot) and £740.30 for Worcestershire Prostate Awareness Group. Nicky Langford thanked the former Mayor for the cheques and Cllr R Coleman thanked Nicky Langford for the help he received from her in his fund-raising efforts.

i. **Members of the public.** Members of the public took the opportunity to speak, as follows:

- 1) A member of the public raised concerns with regard to;
  - The state of disrepair of the three benches situated by the car park on Severnside North and one bench located outside of the fruit and vegetable shop.  
Councillors asked that the bench register is reviewed to identify ownership and that this issue is taken to the next Finance and General Purposes committee.
  - Bollards on Severnside North are missing and some have been damaged when the flood defences have been fitted.
- 2) A representative from the **Civic Society** thanked both the Mayor and Mayoress for their support on Civic Day and the support of Cllrs P Gittins and R Stanczyszyn. The Mayor also thanked Cllr P Harrison for his support.
- 3) A representative from **Transition Bewdley** thanked the Council for their support in relation to a plastic free Bewdley. The group has organised the Green Living Fair for the past 5 years, runs the repair café and have recruited a number of volunteers to assist with the single use plastic scheme. There are currently 7 cafes and pubs in the town that allow the refill of water bottles. Transition Bewdley are very supportive of motions put forward on the agenda relating to the Councils commitment to Bewdley becoming plastic free.
- 4) **Bewdley Rowing Club.** The Chairman of Bewdley Rowing Club thanked the Council for their support over previous years with the Regatta and hoped for their support for this year's event and continued support in the future.
- 5) A representative from **Blackstone Meadow Alpaca Farm and Holiday Park** asked that the Council support their planning application. Local businesses have been consulted and appear largely supportive of the plans which could encourage tourism to the area.
- 6) A local resident raised concerns about a public safety issue relating to a dangerous pub sign over hanging the public footpath in Lower High Street sited on the Little Pack Horse  
Councillors agreed the contractors should be contacted
- 7) **Grant Awards** – A Councillor, on behalf of the Friends of Riverside North Park noted that the Friends group had not received a Grant award as they had done in previous years. The Friends Group have previously raised £6000 to keep the paddling pool open and it was hoped that it is the Town Council intention to continue to support the park even though it is owned by the District Council.

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

- 1) **Mrs A Coleman, WFDC member for Bewdley & Rock** spoke with regard to the up and coming consultation on the Local Plan; originally Bewdley and Rock were excluded from the drop-in sessions following, representation Bewdley will now have its own drop-in session allowing residents the opportunity to state their views.
- 2) **Mrs C Edginton-White, member for Bewdley & Rock** spoke with regard to a meeting held with BCARA, also attended by Cllr R Stanczyszyn, where pollution and road issues were discussed. Another meeting has been arranged.

- 3) **Mr I Hardman, WCC member for Cookley, Wolverley and Wribbenhall** was unable to attend the meeting, the Mayor, Cllr J Byng read out Mr I Hardman's summary report confirming he is continuing to chase County Highways regarding:
- The A456 roundabout repairs and maintenance transfer to the District Council.
  - The replacement safety barrier for the Kidderminster Road / Westbourne Street Junction.
  - The Catchems End zebra crossing tactiles.
  - Repainting of the faded give way markings at Beale's Corner.
  - Vehicle speed checks on the B4091 / Cathems End Road.
  - The possibility of tigers teeth road markings for traffic calming on the B4091.
  - Replacement of the non-reflecting Cats Eyes along the lower section of the A456 By-Pass

**c. Representatives of support services**

No reports received.

**8874 MINUTES:** To approve the minutes of previous Town Council meeting

It was **RESOLVED** to **APPROVE** the minutes of the Town Council meeting held on 3<sup>rd</sup> June 2019 as a true and accurate record of that meeting.

**8875 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** schedule of accounts as at 01/07/2019.
- ii. To note the Town Council's cash balances as at 31/05/2019, as general fund  
It was **RESOLVED** to **note** the cash balances.
- iii. To note the most recent bank reconciliation  
It was **RESOLVED** to **note** the bank reconciliation date 31/05/2019.
- iv. To note actual financial position compared to agreed budget for 2019/20  
It was **RESOLVED** to **note** the actual income and expenditure against budget date 31/05/2019

**8876 COMMITTEE REPORTS**

Round-up of draft minutes, reports and updates arising since 03/06/2019:

**i) Planning Committee, meeting held 30/05/2019:**

The Chairman of the Planning Committee provided a brief summary on the consultations considered under the Scheme of Delegation following the inquorate meeting 30/05/2019.

The minutes of the meeting held on 27/06/2019 are to be reported to the next Council meeting.

ii) **Finance and General Purposes Committee**, meeting held 12/06/2019.

It was **RESOLVED** to **note** the Finance and General Purposes Committee's draft minutes 12/06/2019.

The committee's Chairman Cllr R Coleman, spoke of the committee's recommendations for approval as follows:

a) **Virements** - Budget virements of £2500.

Move From		Move To	
Small Grants	£1,000	Grant Aid & Donations	£1,000
<i>Small Grants budget has been amalgamated with Grants Aid &amp; Donations</i>			
Grant Aid & Donations	£1,500	Wyre Hill Play Area (Capital)	£1,500
<i>Additional funding for the purchase of new Play Equipment</i>			

It was **RESOLVED** to **APPROVE** the budget virement as above.

b) **Grant Allocations** - to pay grant funding towards the following applicants

The Mayor, Cllr J Byng and Cllr C Edginton-White left the meeting

Organisation	AWARDS 2019/20	Comments
St Anne's Church on behalf of Bewdley Churches Together	£500	Bewdley Passion programme
Bewdley Petanque Club	£250	Shelter and storage facilities
Bewdley Bike Week	£250	Deliver event
Wyre Forest CAB	£1,500	Contribution to running costs
Bewdley Cricket Club	£250	Bowling machines
Bewdley Community Theatre Group	£500	Provide shows during the year
Friends of Riverside North Park	£0	Replacement train in playground
Bewdley Town Marching Band	£750	£250 Uniform (paid from Mayors Allowance) instruments
The Bewdley School	£1,500	Hosting a British Council Connecting Classroom International Conference Nov 3-9 <sup>th</sup>
Community Transport Ltd	£1,500	Local transport for ill and disabled people
St Anne's Chess Club	£120	To put on the annual tournament
Friends of Bewdley Museum	£100 £250	To print shop posters and promote Bewdley history
Community Workshop & Cafe	£1,000	Tutors, Materials, Gardening, Cafe
<b>TOTAL</b>	<b>£8,470</b>	

It was **RESOLVED** to **APPROVE** the grants allocations as above.

The Mayor Cllr J Byng and Cllr C Edginton-White re-joined the meeting

- c) **Continuation of electricity contract for Town Clock & seasonal Xmas Lights -**  
to continue npower electricity supply for the Town Clock and seasonal Christmas Lights with a new contract to 31/03/2020 backdated from May 2018.

It was **RESOLVED** to **APPROVE** the continuation of the electricity contract with Npower for the supply of electricity for the Town Clock and Seasonal Christmas Lights up to 31/03/2020 backdated from May 2018.

Concerns were raised about the Town Clock no longer being illuminated at night. The Town Clerk is to follow this up.

d) **Other items to note (not included elsewhere):**

- d1 A meeting has been arranged with LSD relating to the market contract – meeting date 15/07/19
- d2 Clarifications to the council members' induction folder – amendments to be made
- d3 Sub-committee has been set up to prepare budget for 2020/21 - meeting date 10/07/2019
- d4 Sub-committee has been set up to review the council's Scheme of Delegation – meeting date 10/07/2019
- d5 Bewdley School and WCC members have been asked about use of facilities for youth services – Response has been received from the Bewdley School, awaiting response from WCC
- d6 Draft revised statement of licensing policy was noted

It was **RESOLVED** to **note** other items (not included elsewhere) as listed above.

iii) **Staffing Committee**, meeting held 20/06/2019

The draft minutes had been circulated. The Mayor **RESOLVED** that these minutes be discussed under confidential matters and that Cllr D Moorhead would provide an update.

iv) **Wribbenhall Millennium Green Trust AGM**

The newly appointed Trust Chairman Cllr S Billet presented the minutes from the AGM meeting 17/06/2019

It was proposed that residents are consulted on the future use of the Millennium Green site prior to any decisions being made; it was however noted that under the terms of the Trust there are restrictions in place relating how the site may be used. A request has been made to the Community Payback team to cutback the hedges around the site during their next visit.

Cllr S Collingridge took the opportunity to thank Wribbenhall Ward Cllrs J Byng and P Harrison for the work relating to litter picking on the Millennium Green site.

v) **Civic Heritage funding** - Cllr R Coleman spoke on the report as presented.

It was confirmed that any applications made would have to provide matched funding of at least £250,000 and that due to the short time scale and the work involved the Town Council and WFDC were not currently in a position to make any application.

**8877 NEIGHBOURHOOD PLAN PROGRESS**

Update from group Chairman, Cllr R Stanczyszyn: The Landscape Character Assessment is due within the next week, various policy amendments are required and a meeting is to be arranged with the Planners from WFDC to finalise the plan prior to the consultation which is expected to be around December 2019.

## 8878 TOWN CLERK'S UPDATES

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

- **Localism** – meeting held 11/06/2019 with representatives from WFDC – the following items were discussed and are awaiting further responses:
  - **The Guildhall** – alterations to the meeting room were discussed along with the use of the facility by other parties. Any changes will require a new heads of terms lease agreement and a review of insurance arrangements. It is believed that the local Police would like shared use of the facilities providing a Bewdley base.
  - **Transfer of Load Street public conveniences** – the Town Council will receive reducing operating cost payments from the District Council over the next 3 years. It is anticipated that the asset will be transferred to the Town Council in April 2020 subject to a legal transfer agreement, conditions survey and any repairs having been made good.
  - **Lease for Riverside North Park paddling pool** – the Friends of Riverside North Group have one year left on their lease; the lease is then due to transfer to the Town Council.
  - **The Transfer of the Guildhall site** – under the Localism agenda the District Council would consider the guildhall site for transfer to the Town Council, this would have to be considered carefully and community opinion sought.
- **Police and Commission Town and Parish Council Survey for 2019** – as collated from responses provided by Town Council members – final responses from members, who have as yet not completed the survey, are requested
- **Town Council's Corporate Plan review** – To set up a working group – to be carried forward
- **Parking enforcement on Severnside South** (min. no. 8854 i2). The Police believe that this is a WFDC enforcement issue – awaiting a response from WFDC .
- To consider request from resident made at previous meeting, min no. 8854 i4) to 'make a statement about pollution and traffic in Welch Gate'. To be carried forward

### Items carried forward:

- **Wyre Hill play area new equipment** – The Town Clerk had a meeting with Wicksteads and representatives of the Friends of Wyre Hill Park 27/06/19 – expected install date is now early August, quotations have been sought for sand to top up area around the new equipment, initial quotations indicated approx. costs of £3000. Repairs are also required to wooden installations throughout the park
- **Beales Corner noticeboard** repair or replacement - awaiting further assessment
- **Internal Audit working group** – meeting date 15/07/2019
- **Insurance valuations** – meeting with insurers 16/07/2019

It was **RESOLVED** to **note** the Town Clerk's updates.

## 8879 LOCAL PLAN REVIEW PANEL FOR 2019/20

A verbal update was given by Town Council's Planning Committee Chairman, Cllr R Stanczyszyn following a meeting held at WFDC, 01/07/2019 10am.

**8880 BEWDLEY TO BE A SINGLE USE PLASTIC FREE ZONE**

Cllr S Collingridge presented a verbal summary of his report:

Councillors gave support to the initiatives outlined in the report, Cllr S Collingridge thanked Transition Bewdley for the work they have already undertaken in this area. During the discussion it was noted that the recycling bins removed, when the Medical Centre was built, had not been replaced; the return of the recycling bins should be followed up.

Consideration was given to the following motions:

- a) Bewdley Town Council agrees to Objective 1 of the Surfers Against Sewage requirements by passing this motion in support the town becoming plastic-free, and committing to making the required changes within its premises;

It was **RESOLVED** to **APPROVE** the Council's support for the town becoming plastic-free, and committing to making the required changes within its premises;

- b) Bewdley Town Council will be open to reviewing requests of additional resources, be that financial or practical support

It was **RESOLVED** that due to the budgetary implications any requests for additional funding should be reported to and considered at the next meeting of the Finance and General Purposes committee.

- c) Cllr Simon Collingridge becomes the Bewdley SaS community leader, and sets up a Steering Group for the town, with the goal of Bewdley achieving the Official Plastic Free Community status by July 2021.

It was **RESOLVED** to **APPROVE** that Cllr Simon Collingridge becomes the Bewdley SaS community leader, and sets up a Steering Group for the town, with the goal of Bewdley achieving the Official Plastic Free Community status by July 2021.

**8881 COUNCILLORS' SURGERIES** – Cllr L Davies spoke to the Council on the re-introduction of Councillors surgeries - no further actions were agreed at this time.

**8882 MAYOR'S DIARY AND FUTURE EVENTS**

- i) To receive an update on the Mayor's diary

The Mayor provided a written update on the events attended  
The Mayor thanked Cllr P Gittens for his support at the wreath laying ceremony.

- ii) To note future community events

- Mayor's Sunday – date confirmed as 27/10/2019

**8883 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS**

**Bewdley Rowing Club - Sponsorship**

It was **RESOLVED** that due to the budgetary implications Bewdley Rowing Club Sponsorship should be reported to and considered at the next meeting of the Finance and General Purposes committee.

- Cllr L Kearns confirmed that his apologies had been sent on 20/06/2019 for the Planning Meeting 27/06/2019 though due to an office oversight these had not been recorded at the meeting - **Noted**

**To note for future meetings**

- More clarity regarding Councillor leaving the room when agenda items are debated.
- Future dates of the Planning meetings – moved from Wednesday to Thursday

**8884 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

The members of the public left the meeting at 8.05pm.

**8885 STAFFING COMMITTEE**

Prior to discussions, Cllr C Edgington-White left the meeting, no reason for leaving was recorded.

**Staffing Committee confidential update:** The Chairman of the Staffing Committee, Cllr D Morehead spoke with regards to the minutes the Staffing Committee held on 20/06/2019 and provided an update on on-going issues relating an ex-member of staff.

Councillors commented that they had not formally been informed about the new Administration Officer's employment. The Town Clerk apologised and confirmed that an email would be forwarded to all Councillors.

Cllr C Edgington-White returned to the meeting

Cllr S Collingridge extended his apologies for not attending the Staffing Committee meeting held 20/06/2019.

Discussion ensued relating to the manner in which apologies should be given and recorded. The Council's current standing orders make no mention of the manner in which apologies should be sent for non-attendance at Council and committee meetings. It was proposed that the inclusion of Apologies should be considered at the next review of standing orders.

The Mayor, Cllr J Byng proposed a motion that out of politeness and good practice that members should let the Town Clerk know if they could not attend a meeting.

It was **RESOLVED** to **APPROVE** that members will inform the Town Clerk if they are unable to attending Council or committee meetings.

**8886 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 5<sup>th</sup> August 2019, 7pm**

There being no further business this meeting was closed at 8.30pm

**Signed**.....  
**Mayor/Chairman**  
**5<sup>th</sup> August 2019**