



# BEWDLEY Town Council

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

**HELD 4<sup>TH</sup> NOVEMBER 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 Collingwood, C Edginton-  
                                 White, P Gittins MBE, P Harrison, H Lacy, R Stanczyszyn

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

### **8951    MAYOR'S OPENING REMARKS**

The Mayor, Cllr J Byng welcomed everyone to the meeting including representatives from Wyre Forest District Council who were here to deliver an update of Localism at agenda item 8956. The Mayor also thanked Cllrs R Coleman, R Stanczyszyn and P Harrison for their help at the 'Mayor's Welcome to Bewdley Tea Party' held for the children and visitors to the International Global Happiness Conference organised by The Bewdley School. The Mayor extended a special thank you to Cllr A Coleman for her involvement and contributions towards making the event a great success.

### **8952    APOLOGIES FOR ABSENCE**

Apologies were received from Cllr D Morehead

### **8953    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.

The Mayor, Cllr J Byng declared an Other Disclosable Interest

- 8962  
– Localism – Lease of Riverside North Park Paddling Pool – involvement in Friends of Riverside North Park Group.

Cllr C Edginton White declared Other Disclosable Interests in agenda Items:

- 8959  
–Pantomime and music festival review – Involvement in both events as the then Deputy Chair of the Community Development Committee and the Chair of the BTC Events Committee
- 8962  
– Localism – Lease of Riverside North Park Paddling Pool – Involvement as a trustee to the Friends of Riverside North Charity

Cllr S Collingridge declared Other Disclosable Interests in agenda Items:

- 8973  
– Website – Commercial Contract – Involvement along with the Town Clerk for reviewing the quotations received and a working connection with one of the suppliers through his own business.

## 8954 COUNCILLORS' DISPENSATIONS

No dispensation requests were submitted for consideration.

## 8955 PUBLIC QUESTION TIME

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

- 1) Cllr A Coleman spoke on behalf of the Scouts, Guides and Brownies  
These organisations were concerned that they had not received invitations to the Mayor's Civic parade.

The Mayor, J Byng confirmed invitations had been sent and that the invite lists were currently being update by the office.

- 2) A representative of BCARA spoke on the following issues:
  - Localism – there are a number of groups in Bewdley who share an interest in localism and it is hoped that Town Council could reach out to other organisations to take on some of the services.
  - Road Safety Group – Disappointed that BCARA weren't invited to the recent group meeting, organisations in Bewdley should work together to identify issues and solutions.

The Mayor, Mr J Byng confirmed that the Town Council were working with other groups with regard to the PSPO. Cllr S Collingridge explained that the Road Safety Group acted as the voice of the Town Council.

- 3) A resident of Bewdley spoke on the recent WFDC budget survey. He raised concerns with regard to the validity of the survey, the prospect of double taxation and the future of the Museum.
- 4) A Bewdley business owner wished to highlight to the Town Council a recent incident where clients were issued with a parking fixed penalty notice and had had their blue badge confiscated by the WFDC Civil Enforcement Officer. It was thought that the actions taken by Enforcement Officers are putting people off from coming to Bewdley and that no compassion is being shown to elderly residents

### b. Representative members of the principal authorities

- 1) Cllr A Coleman spoke on behalf of Mrs R Vale, WCC member for Bewdley division with regards to works scheduled for Bewdley bridge. Works should start within this financial year and will include the repainting the balustrades and repairs to some stone work.
- 2) Cllr A Coleman, WFDC member for Bewdley & Rock, spoke of WCC's decision to upgrade waste bins to the slim line version in an attempt to reduce household waste.  
Cllr C Edginton White, WFDC member for Bewdley & Rock, added that the smaller bins were thought to reduce waste and increase recycling.
- 3) Mr I Hardman, WCC member for Cookley, Wolverley and Wribbenhall spoke as follows:
  - Kidderminster Road Safety Barrier Railings - County Highways have confirmed that new Chevron signage will be affixed to the railings clearly warning drivers of the sharp bend here.

- Pewterer's Alley parking issues - County Highways have freshly-painted white H-Bar road markings to warn drivers of the need for access and exit here
  - New Road Wribbenhall - has seen further collisions involving cyclists who have collided with vehicles exiting from this cul-de-sac; Highways' Traffic Engineer has been contacted to help resolve this issue.
  - Balustrade Railings between Pewterer's Alley and the Bridge - damaged by a vehicle collision many months ago, still awaiting repair. Highways' have been chased again.
  - Wribbenhall's Kidderminster Road - excessively bumpy and uninviting experience due to uneven, much - patched road surface. A request has been made to County Highways to consider repairing and resurfacing from the roundabout by the Safari-Park through to Beale's Corner. Having agreed to contribute a large financial amount towards this from my Divisional Highways Fund, Highways have agreed to undertake this project within two years!
  - The B4091 Habberley Road Speeding Concerns: "Cables across the road" speed analysis data has been received from Highways following their findings within the 30 mph zone at this location; Highways have, in the first instance, agreed to install painted road markings known as Dragon's Teeth, with the costs coming from my County Councillor's Funds.
- 4) Mr R Coleman, WFDC member for Bewdley & Rock spoke with regard to the issues raised about vehicles using farm tracks off Heightington Lane and confirmed that the farmer has now padlocked the gates.

### **c. Representatives of support services**

- 1) The Mayor, Cllr J Byng read the Police report:  
It's been a fairly low crime month, however there has been a car key burglary on Wyre Hill, Car stolen from a driveway and a couple of ASB/Assaults issues in the town centre and a shop lifting.

## **8956 PRESENTATION FROM WYRE FOREST DISTRICT COUNCIL RELATING TO LOCALISM**

Two representatives from Wyre Forest District Council attended the Council meeting, Linda Draycott gave a presentation in relation to the WFDC Localism Strategy and the listed the assets originally tabled for transfer to the Town Council.

Councillors raised concerns with regard to the lack of clarity around the figures provided and asked whether there would be additional costs on top of the proposed SLA's. There were also concerns about the lack of a coherent strategy and that some of the original assets tabled were not actually WFDC's property to sign over. The asset transfers seen as being liabilities to the town Council, should be considered as assets to the community.

Linda Draycott asked that the Council confirm what assets will be considered for transfer.

**8957 MINUTES:** To approve the minutes of previous Town Council meeting 07/10/2019.

It was **RESOLVED** to **Agree** corrections to Cllr C Edginton White's declared interests, it was then **RESOLVED** to **Agree** the draft of the minutes of the Town Council meeting, held on 07/10/2019, is a true and accurate record of that meeting

**8958 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 30/10/2019.

The following documents were presented to the Finance and General Purposes Committee 16/10/2019

- ii. It was **RESOLVED** to **note** the cash balances as at 30/09/2019 (half year), as general fund.
- iii. It was **RESOLVED** to **note** the bank reconciliation date 30/09/2019 (half year).

 <b>BEWDLEY TOWN COUNCIL</b>	
<b>BANK BALANCE @ 30TH SEPTEMBER 2019</b>	
<b>UNITY BANK CURRENT ACCOUNT</b>	
<b>Summary</b>	
Statement beginning balance	69,358.96
Cheques and payments cleared (36)	-24,719.36
Deposits and other credits cleared (6)	81,404.50
Statement ending balance	126,044.10
Uncleared transactions as of 30/06/2019	-2,558.94
Register balance as of 30/06/2019	<b>123,485.16</b>
<b>UNITY BANK DEPOSIT ACCOUNT</b>	
Balance B/Fwd	£ 10,599.73
Interest received	£ 10.70
<b>BANK BALANCE @ 30TH SEPTEMBER 2019</b>	<b>£ 10,610.30</b>
<b>SCOTTISH WIDOWS INVESTMENT</b>	
<b>BANK BALANCE @ 30TH SEPTEMBER 2019</b>	<b>£ 30,460.85</b>
<b>CAMBRIDGE BUILDING SOCIETY</b>	
<b>BANK BALANCE @ 30TH SEPTEMBER 2019</b>	<b>£ 30,000.00</b>
<b>PETTY CASH</b>	
<b>BALANCE @ 30TH SEPTEMBER 2019</b>	<b>£ 110.63</b>
<b>TOTAL CASH &amp; INVESTMENT 30TH SEPTEMBER 2019</b>	<b>£ 194,666.94</b>

- iv. It was **RESOLVED** to **note** the current financial position actual against budget as at 30/09/2019 (half Year).

**8959 COMMITTEE REPORTS**

Round-up of draft minutes, reports and updates arising since 02/09/2019:

- i) **Planning Committee,**  
The minutes of the meeting held on 31/10/2019 will be presented to the next meeting.
- ii) **Finance and General Purposes Committee,** meeting held 16/10/2019.

It was **RESOLVED** to **note** the Finance and General Purposes Committee's draft minutes 16/10/2019.

The Mayor, Cllr J Byng sought approval for the recommendations as follows:

a) External Auditor Report - to Note

It was **RESOLVED** to **Note** the PKF Littlejohn external auditors Notice of Conclusion for the audit 2018/19.

b) Polices for Review and Approval:

It was **RESOLVED** to **Agree** the following polices with minor amendments:

- BTC015 – Guide to Mayoralty
- BTC023 – Risk Management Policy
- BTC033 – Beale’s Corner Notice Board (Terms and Conditions)

c) Risk Assessments

It was **RESOLVED** to **Agree** the following risk assessments

- General risk assessment
- Wyre Hill Sand Park risk assessment

Cllr C Edginton White left the meeting

d) Pantomime & Music Festival Review

The Pantomime and Music Festival post event analysis, as recommended by the Internal Auditor, identified a number of area’s for improvement. It was **RESOLVED** to **Agree** the following recommendations to strengthen internal controls for events management:

- Grant application protocols and procedures are introduced. (actioned)
- Financial regulations must be strengthened to include grant applications.
- Pre-project costings and risk assessments are undertaken and approved prior to any grant applications being made.
- All grant applications must be approved by the Finance and General Purposes committee and agreed by Council prior to any applications being submitted.
- For openness and transparency Councillors are reminded of the need to declare interests in relation to their connection to suppliers and none paid service providers when organising events.
- Quotations should be obtained for all expenditure in line with financial regulations and standing orders.
- Pre-project/event costings and risk assessments are undertaken prior to any event being agreed to or undertaken.
- Expenditure on any event must be reported to and approved by the Finance and General Purposes committee and agreed by Council.
- To ensure openness and transparency all non-chargeable supplies should be recorded in the event reconciliation accordingly.

Cllr C Edginton White returned to the meeting

e) Royal British Legion Poppy Appeal

It was **RESOLVED** to **Agree** a donation to the Royal British Legion Poppy Appeal of £100.00 this includes the provision of 2 poppy wreaths for Remembrance Sunday

f) Lifebuoys

Following a recent survey of the Lifebuoys it was identified that there was a need to renew three housings; the Environment Agency also recommend the

use of B-lines rather than a standard ring. (2019/20 no capital budget - £150 maintenance budget)

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

- Damaged lifebuoy housings are replaced with overhead hinged units as recommended by the Environment Agency (approx. £160 per unit)
- A rolling program of B-line installations is introduced to replace current rings.
- That the Lifebuoy maintenance budget is increased from 2020 onwards to allow for regular risk assessment reviews and cleaning.
- That a Capital budget is introduced to support a replacement program.

#### **8960 ROAD SAFETY GROUP**

As Road Safety Group Leader Cllr S Collingridge gave a brief update. Councillors asked for more information relating to the recent traffic survey and agreed with the need for a 20 MPH speed limit through the town. Also discussed was the holding of regular residents meetings where the public and local groups could contribute with their views.

#### **8961 NEIGHBOURHOOD PLAN PROGRESS**

The Neighbourhood Plan Steering Group leader, Cllr R Stanczyszyn gave Councillors an update on the what actions are being taken to progress the plan.

Due to the nature of the work required only one quotation for the review and health check of the Neighbourhood Plan had been obtained, it was therefore **RESOLVED** to **Agree** the suspension of the standing orders requiring 3 quotations and to appointment of Avon Planning Services Ltd to undertake the work.

#### **8962 TOWN CLERK'S UPDATES**

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

- **Internal Audit -**  
The progress of the review of processes, as per the Internal Auditors recommendations, is on-going; actions have been taken to address issues.
- **Public Benches -**  
A list of all benches identified as belonging to WCC has been sent to the County Highways Manager. WCC have agreed to work with Cllr B Vale on a replacement program. Councillors confirmed there were two benches in Wribbenhall which were in need of urgent repair and a bench on Millennium Green which has been vandalised.
- **Localism -**  
WFDC have included, within their budget consultation, three questions relating to Town Councils precepts and potential asset transfers. The closing date of the consultation is 18/11/2019. Councillors agreed with the member of the public that the survey lacked clarity, also that figures provided did not include all potential costs.

Lease for Riverside North Park paddling pool – WFDC have confirmed that there are issues with the drainage which need to be addressed before the pool can be fibre-glass lined. Councillors were concerned about the costs of repairs and the any protentional removal expenditure.

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

**8963 BUDGET 2020/21 – FIRST DRAFT**

Councillors **noted** the first draft budget proposals for 2020/21, which included information relating to proposed asset transfers under the localism agenda (parks & open spaces, public toilets and the paddling pool)

**8964 CHRISTMAS LIGHT SWITCH ON EVENT**

Cllr A Coleman will be escorting the Carnival Princesses in the Guildhall and Cllr R Coleman will be undertaking DPS checks on stallholders' liquor licenses. The Mayor, Cllr J Byng will be in attendance at the event all day. Councillors were asked to confirm the times that they would be available to help with the Town Clerk.

**8965 VOLUNTEER COMMUNITY FIRST RESPONDER**

It was **RESOLVED** to **Agree** permission for Cllr P Gittins MBE, as a first responder, to remain on call during Council and Committee meetings. Cllr Gittins confirmed he would only leave Council meetings if he received a red response call.

**8966 CALC REPRESENTATIVE**

It was **RESOLVED** to **Agree** Cllrs A Coleman and Cllr R Coleman as the two substitute Councillors who will represent and vote on behalf of Bewdley Town Council at the Worcestershire County Association of Local Councils (CALC) AGM on 20/11/2019 7pm.

**8967 STREET TRADING APPLICATION**

It was **RESOLVED** to **Agree** the street trading licence application ref 19/06555/STRETR received from Worcestershire Regulatory Services with a proviso that the licence excludes trading in the town centre.

**8968 FLOOD DEFENCES**

Cllr C Edginton White provided feedback with regard to the recent deployment of flood barriers. With on-going flooding issues, the representative due to speak at the flood defence meeting on 07/11/2019, is unable to attend. The meeting is to be rearranged with the new date to be confirmed by the Town Clerk in due course.

**8969 MAYOR'S DIARY AND FUTURE EVENTS**

- i) To receive an update on the Mayor's diary - not available at the meeting.
- ii) The future community events were noted.
  - 10/11/19 - Remembrance Sunday
  - 11/11/19 - Remembrance Day– Councillors are invited to pay tribute at the War Memorial at St Anne's Church at 11am
  - 16/11/19 - Music Night– A Mayor's Charity event to be held at St George's Hall time to be confirmed.
  - 30/11/19 – Christmas Light Switch On

Cllr L Davies left the meeting

**8970 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS**

Cllr R Coleman stated that the Council should not get embroiled with issues identified by other Bewdley groups.

Cllr C Edginton White asked that a representative from WCC be invited to the Council meeting to discuss the proposed Multi Use Track.

Councillors were asked to confirm the dates they would like to book the Beale's Corner noticeboard for the coming year.

**8971 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 9.15pm

**8972 STAFFING**

It was **RESOLVED** to **Agree** the proposed staffing arrangements for Civic events.

**8973 WEBSITE**

It was **RESOLVED** to **Agree** that the contract for the re-design of the Council website be awarded to Britnett Central based in Bewdley.

**8974 DATE AND TIME OF NEXT ORDINARY MEETING** – Monday 2<sup>nd</sup> December /2019, 7pm

**Signed**.....  
**Mayor/Chairman**  
**4<sup>th</sup> November 2019**