

WALFORD PARISH COUNCIL

Minutes of the Annual meeting of Walford Parish Council



Held Thursday 19th May 2022, 7:30pm
At Bishopswood Village Hall

Present: Councillors Akers - Chair, Evans, Chinn, Whelan, van Lienden, Francis, Vine and Drummond.

In attendance: N Richmond(Clerk), and members of the public.

1. **Election of the Chairman.**
Cllr Drummond proposed that Cllr Akers be appointed Chairman. This was seconded by Cllr van Lienden and the vote was unanimous to support her appointment. Cllr Akers signed the Declaration of acceptance of office.
2. Declarations of acceptance of office for councillors were not required.
3. **Apologies for absence:** Councillors O'Brien, Petersen, Cole, Dolman, and Curtis were absent and reasons for absence were accepted.
4. **Declarations of interests:** No dispensations were requested. The following declarations of interest were made:
Cllr Drummond – agenda item 14.1 Planning 221337 pecuniary and 221513 non-pecuniary.
Cllr Chinn – agenda item 14.1 Planning 221337 non-pecuniary, and 221513 pecuniary.
Cllr Francis – agenda items 11.4.1 Newsletter non-pecuniary and Planning 221513 non-pecuniary.
5. **To consider minutes of the previous meeting held on 20th April 2022.**
The minutes of the meeting of 20th April 2022 were **APPROVED** and signed by the chairman.
6. **Election of the Vice-Chairman.**
Cllr.Chinn proposed that Cllr.Drummond be appointed as Vice-Chairman. This was seconded by Cllr Akers and the vote was unanimous to support his appointment.
7. **Public Participation Session:**
 - 7.1. No representatives of West Mercia police were present.
 - 7.2. The Ward Councillors report had been circulated and no questions resulted.
 - 7.3. Reports from the Locality Steward had been circulated.
 - 7.4. Public Participation session. No members of the public chose to speak.
8. **To appoint representatives to the Finance Committee.**
Cllrs Chinn, Drummond, Whelan and Akers were appointed to the Finance Committee. It was decided to defer appointments to the Personnel Committee, NDP working group and other working groups until the June parish council.
9. **Finance:**
 - 9.1. It was **RESOLVED** to approve the payments on Appendix B by a vote of 7 in favour with one abstention.
 - 9.2. Year to date expenditure was deferred to the next Finance Committee.
10. **Kerne Bridge Canoe Launch.**
 - 10.1 **The KBCL Maintenance Co-ordinator** report had been circulated. No questions arose.
 - 10.2 It was proposed by Cllr Chinn that the quotation for the covered notice board be approved. This was seconded by Cllr Whelan and the vote to support this was unanimous.
 - 10.3 **KBCL Performance Checklist.** The checks had been carried out and the comments made by Cllr Petersen were noted. It was **DECIDED** that the checks be carried out quarterly. The clerk is to ask Riversea Holdings for a copy of their up to date insurance policy and public liability cover.
 - 10.4 **Risk Assessment prepared by Stellatum.** Cllr Vine suggested that the report required clarifications and fine tuning, so it was **DECIDED** that she would liaise with Stellatum and the final report would be presented at the next WPC for approval.
 - 10.5 **To consider actions from the Annual Parish meeting.**
It was proposed by Cllr Akers that a KBCL working group be re-established. This was seconded by Cllr Drummond and unanimously **APPROVED**. It was **DECIDED** to request that Riversea Holdings write to

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all the canoe companies using KBCL to update them on the terms of use particularly start times and ask that they keep noise to a minimum. The clerk is to contact Cllr Cole to ask him to assist Charlie Baker to install the lockable bollards as soon as possible.

11. Projects: -

- 11.1. **Community Support Scheme** – The Annual Parish report contained a detailed report on the activities of the support scheme over the previous year..
- 11.2. **Police Liaison.**
Cllr Whelan had submitted the survey requested by the police but had heard nothing back.
- 11.3 **Safety & Environmental Working Group.**
 - 11.3.1 **Drainage Grant.** The award has been notified as £ 4,339 which is known to be the same as granted to other parishes. A proposal will be put to the next WPC as to how the grant is used.
 - 11.3.2 **Drainage survey.** Those involved in the drainage survey were thanked for their great efforts. The information and locations will be provided to Balfour Beatty to enable them to carry out works where necessary. A hole at the bottom of Howle Hill possibly a collapsed drain was discussed as a potential danger to passing vehicles. Cllr Francis advised that the lengthsman may have been involved in carrying out work here so the clerk will investigate with the lengthsman.
- 11.4 **Community Engagement.**
 - 11.4.1 **To consider a quotation for the Newsletter printing and distribution.**
Cllr Francis left the room. Cllr van Lienden presented a Smartwater pack that it was intended to send out with the newsletter. A discussion took place on the merits of using an outside company to prepare the packs given the need to register them with Smartwater, however it was **DECIDED** to accept the quotation and utilise the electoral roll as the means of providing both the delivery addresses and registration addresses.
Cllr. Francis rejoined the meeting.

12. Highways and public rights of way: -

- 12.1. **PROW.** Cllr Evans reported that the bridge behind Walford Church had been replaced and Cllr Whelan confirmed that it was a very good structure and Balfour Beatty were to be credited with having 'finally' done a good job. Cllr Akers suggested that given the timing the bridge could be linked to the Queen's Platinum Jubilee by means of a plaque. This idea was **APPROVED** and Cllr Chinn said she would obtain a suitably worded plaque.
- 12.2 **Lengthsman Coordinator** – Cllr Cole being absent this was deferred.

13. NDP:-

- 13.1 **The report of the NDP steering group** was noted. No comments were made.
- 13.2 **Locality Grant application 2022/23.** Chris Barron reported that the NDP grant had been approved subject to due diligence being completed.

14. Planning:

- 14.1 To comment on planning applications in Appendix A: Cllrs Drummond, Chinn and Francis left the room
 - 221513** - Coughton House Garage. Council does not object to the garage but wished to comment that it does not like considering retrospective applications.
 - 221337**- The Callow Walford Two storey extension – Council voted to **SUPPORT** the application.Cllrs. Drummond, Chinn and Francis rejoined the meeting.

15. Website and email.

- 15.1 Cllr Akers advised that the website needs some work on redirection, the addition of 'File List Pro' to better organise meeting information and an additional front page tab for KBCL. She had contacted Mark Millmore but had not resolved these so the clerk is to action.
- 15.2 Office 365 administrator account. It was **AGREED** that a second administrator account for current clerk would be created in order to remove the previous clerk Dave Berry as the administrator.

16. Leys Hill junction.

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Nothing further has been received regarding the design assessment for traffic calming so the clerk will chase this. Bill Cansdale and Bob Puzey have already obtained many signatures in support of the 30mph Traffic Regulation Order application submitted by council. These will be submitted when it is thought the maximum has been achieved. The petition notice will however be removed from the website.

17. The Dam.

The clerk having met Cllr Evans at The Dam to ensure he knows both where it is and what the issues are he will contact the surveyor to carry out the site inspection and mark out the council boundary.

18. Smartwater.

The packs will be distributed within the next month.

19. Correspondence Received.

No new correspondence had been received.

20. Items for the next meeting agenda: -

- 20.1. To appoint the Personnel Committee, NDP Steering Group and Working Groups
- 20.2. NDP
- 20.3. Leys Hill Junction
- 20.4. The Dam
- 20.5. Website/Councillor email addresses
- 20.6. Community Resilience Plan
- 20.7. Phoenix Meadow
- 20.8. Update on Speed Indicator Devices
- 20.9. KBCL Risk Assessment.
- 20.10. Drainage Grant.
- 20.11. Adoption of the 2021/22 Accounts.

21 The next meeting - Wednesday 15th June 2022 7.30pm at Walford Village Hall

The meeting closed at 20.40

SIGNED Joanne Aher DATE 20/7/22