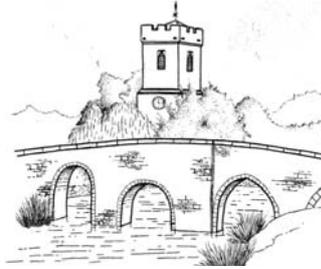


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



To all Members of the Parish Council

You are hereby summoned to attend a Meeting of the Parish Council to be held at the Parish Council Meeting Room, Bramley Way, B50 4QG on Monday 30th October 2017 @ 7.30 pm to transact the following business

25th October 2017

Elisabeth Uggerløse
Clerk to the Parish Council



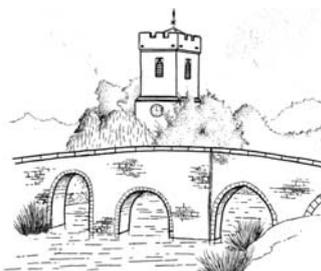
AGENDA

1. **To receive** and accept apologies
2. **To receive** any Declaration of Interest on Items on the Agenda
 - i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 30th July 2012, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
 - ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
Dispensations will be granted as appropriate
3. **To approve** the Minutes of the Parish Council meeting held on 25th September 2017 at 7.30 pm

4. **Youth Forum** – an opportunity for the young of the parish to put their concerns to members of the Parish Council. Approx 15 mins. (Public Participation at Council Meeting Guidance Notes apply)
5. **Public Forum** - questions from members of the public. Please be aware that Council will only be able to respond to issues relating to the business to be transacted at the meeting. Approx. 15 minutes in total; 3 minutes per person. (Public Participation at Council Meeting Guidance Notes apply). Please note that this is the **only** opportunity members of the public have to raise issues as, once the meeting has started, all discussions are limited to the Council and Officers.
6. **Councillor Forum** – questions from members of the Council
7. **To receive** a report from the County Councillor
8. **To receive** a report from the District Councillors
9. **To receive** clerk's Report
10. **To receive** Reports from the Parish Council's Working Groups (if relevant)
 - i. **Amenities WG**
 - ii. **Business Development WG** – Report circulated
 - iii. **Communication & Marketing WG**
 - iv. **Staffing Panel** – Report circulated
11. **To consider** the cost of replacing the lanterns of the Broom streetlights with LED at £380 each. I have been advised all 19 streetlights can take LED
Total cost : £7,220
12. **To receive** Conclusion of the Audit for the year ending 31st March 2017
 - i. Certified Annual Return for Bidford-on-Avon Parish Council for the year ending 31st March 2017
No additional fees were incurred
13. **To review** the following Parish Council procedure documents
 - i. Guidance Notes to Public Participation at Council Meetings
 - ii. Parish Council's Training Policy
14. **To note** the following correspondence from NALC
 - i. **Legal Briefing LO-17** Payment of fees to the Information Commissioner's Office
15. **To consider and adopt** the Bidford on Avon Housing Needs Report October 2017
16. **To note** Land Registry Maps for
 - i. Big Meadow Entrance
 - ii. Grange Road Cemetery
 - iii. Little and Large California
17. **To consider** the following planning applications
 - i. **17/02851/FUL – Mr James Dunford, Elmfield Bungalow, Georges Elm Lane, B50 4JR**
Replacement dwelling
18. **To approve :**
 - Accounts for the month of September 2017 (circulated)
 - this month's payments (circulated)

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 9 - CLERKS REPORT - October 2017

1. EXPENDITURE AUTHORISED BY THE CLERK AS PERMITTED UNDER ITEM 4.1 OF THE ADOPTED FINANCIAL REGULATIONS

- i. Pruning of fruit trees on Bidford Youth Club land bordering private property
- ii. Table Cradle – the current one is faulty and, therefore, dangerous.
Cost: £183.00 from ESPO

2. MATTERS ARISING FROM THE SEPTEMBER MEETING

- i. **Bidford Bridge signage** – as instructed I contacted WCC requesting a second audit. It appears they currently don't have the necessary resources for a second audit but they will be requesting the police to carry out more enforcement. WCC are also in the process of recruiting a Freight Officer who will specialise in these issues and will work closely with Trading Standards. It is hoped the position will be filled before the end of the year.
- ii. **New Data Protection Regulation** – I shall be attending a training course regarding this in November. In the meantime the Parish Council can rest assured that as a user of Microshade's Hosting Service it is already fulfilling a major requirement of the new regulations in that the electronic

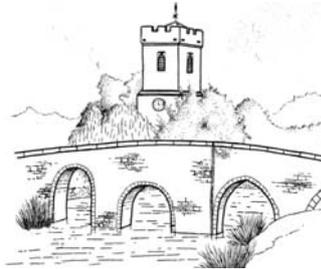
data is held in a secure environment on their servers in Plymouth and it can be confident that all the necessary security updates are being rigorously applied.

3. MARLEIGH PARK REFURBISHMENT

Consultation took place over Half Term and online via Facebook . Results will be compiled and considered by the Amenities Working Group at its next meeting.

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 10 ii) – BDWG Report October 2017

1. Royal British Legion:

A meeting was held with a potential developer on October 11th. They have come up with early draft ideas for 1 and 2 bed flats and 4 retail/commercial spaces below fronting on to the pavement. They have also looked at the return they would need to make on the commercial spaces to enable them to make a viable bid for the land.

We are currently researching the pros and cons to the community and the costs of various options including:

- Committing to renting some or all of the retail/commercial space
- Investing in some or all of the retail/commercial space
- Setting up a Social Enterprise separate from the Parish Council
- Doing nothing

This research includes Estate agents; potential users of the space; seeking advice and grant potential.

2. Banners:

It has been proposed that the first 6 banners are hung in the High Street when the Christmas lights are put up to raise awareness in advance of next summer. Brackets have been sourced via Tewkesbury and an initial purchase of 6 brackets has been made in time for the Christmas lights. These can be provided to businesses for as little as £30. It will be their responsibility to put them up. We are encouraging the banner volunteer group to get commitment from businesses for this.

3. Farmers Markets:

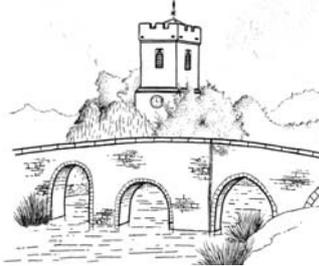
We have had conversations with some market operators and have sought advice from the National Association of British Market Authorities. As a result we are inviting bids from market operators for monthly markets to start in the Spring of 2018 by posting an advertisement on the NABMA website which is free of charge and ensures the operator is “bone fide”.

4. Bidford Chamber of Commerce:

We are continuing quarterly meetings which are proving a useful communication forum.

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 10 iv) – PROPOSAL TO RENT A PARISH COUNCIL MEETING/STORAGE ROOM – supported by the Staffing Panel

The Parish Council will be “refurbished” in Easter 2018 (work to coincide with the refurbishment of Bidford Community Library) and the intention is that the desks will be turned around so that the Clerk will be facing the window to the lobby from where she will be able to attend members of the public without them having to enter the room. This is to fulfil the health and safety requirement.

However, there are still some issues that require attention:

- Storage Room has become too small – despite so much of today’s information being online, the requirement of having to keep Minute Books/Files, Accounts, etc. means that most of the shelves are occupied resulting in a lot of paperwork being kept within the office
- Some members of the public visit the Clerk and would like a private conversation, which the current office cannot provide
- Councillors often wish to visit the Clerk on confidential matters and, again, the current office does not offer this facility.

As from 31st October 2017, the Meeting Room within the library has become available as Neil Pearce, the current lessee, has left as he is expanding his business and requires more room.

In view of this, I contacted the Staffing Panel and proposed to them that they consider the Parish Council renting the Meeting Room as it would address the issues mentioned above:

- Provision of a safe “private” meeting space as it is within a public area
- Place for meetings with Councillors to consider-discuss confidential matters
- Place for Working Groups to meet

- Space to archive all public documents which will also be freely available to the public and will allow them to inspect them
- Space for both Councillors and members of the public to look at planning documents
- More private space to carry out research, prepare reports etc. without being interrupted by the public
- Wi-Fi available from the Parish Council Office via a booster
- Dedicated space to display information, leaflets etc.

Cost : £200 per month all inclusive – this is a reduction in the price of £225 being charged to APS Ltd which was the amount recommended by Peter Dickenson.

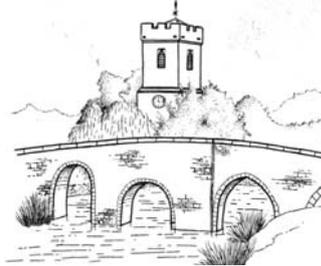
The Staffing Panel considered the proposal and supports it. They recognize the need for a private meeting space as well as the need for more storage. Alternative storage is not available in the village and the requirements of such places, due to security, means that only authorized personnel have access and they often have to advise beforehand they wish to visit which makes it impractical as the documents being archived should be readily available to members of the public. Furthermore, it would be outside Bidford on Avon.

The Staffing Panel also considered the additional benefits such as supporting Bidford Community Library and CAB, the other user of the room. In the event the room is leased to another party, it could well mean the CAB has nowhere to hold its meetings. WCC are also hoping to be able to have access to this room when it sets up a “community hub” in partnership with the Parish Council and Bidford Community Library.

Recommendation: that Council approve the hiring of the Library Meeting Room at a monthly cost of £200.

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



GUIDANCE NOTES TO PUBLIC PARTICIPATION AT COUNCIL MEETINGS (reviewed 30th October 2017)

Bidford-on-Avon Parish Council welcomes all members of the community to its meetings, which are always held in public:

- Parish Council
- Planning Committee
- Finance and Strategy Committee

Public Notices, advising a meeting is taking place, are advertised 3 full days before the said meeting and the full Agenda is available online on the Parish Council's website, on the noticeboard by the Parish Council Office in Bramley Way, and by contacting the Clerk on 01789 778653/07718 628925 and by email : info@bidfordonavon-pc.gov.uk

Members of the Public are reminded that this is a meeting of the Parish Council, during which it will consider and make decisions on items on the published Agenda – it is not a public meeting.

There is a 15 minutes **Public Forum**, at the start of every meeting, during which members of the public are able to raise issues of concern, though only items on the Agenda will be considered by the Council at the meeting.

Members of the public are reminded that the following procedures will apply:

- Questions and presentation of petitions will be allowed on matters affecting the Parish Council during the allocated **Public Forum**.
- The time allocated to the public participation session of the meeting shall not exceed **fifteen minutes**. The Chairman can, at his/her discretion, extend the time, but it must never exceed **thirty minutes**.

- The Chairman will invite those who wish to speak to put their hands up and identify themselves. Their names will be taken by the Clerk, and they will each be invited in turn to speak. It should be noted that members of the public who do not indicate they wish to speak when invited to do so, will not be allowed to do so.
- Each individual questioner shall only be allowed to speak once and shall be restricted to **three minutes**.
- The question must be relevant to the business of the Parish Council or Committee and shall not require a response or debate, as the item will be debated at the meeting.
Although questions need not be submitted in advance in writing, it should be noted that questions presented in that form are more likely to receive detailed response and may, if the Clerk deems it appropriate, be included on the Agenda for the consideration of the Parish Council
- Questions to the Planning Committee shall be relevant to a specific item(s) on the Agenda
- Question should be directed to the Chairman of the meeting who may request another Member, or the Clerk, to respond
- Questions regarding matters **not** on the Agenda will be noted and be answered at a later stage or, if a decision by the Parish Council is required, added to the Agenda of the next meeting.

Answers to questions may take the form of:

- A direct oral response
- When the desired information is contained in a publication, by reference to the said publication
- When considered appropriate, then a written reply may be considered

Questions that relate to individual affairs of either the questioner or any other named person **are not permitted**, but only questions relating to matters of policy or practice i.e. matters of general rather than individual concern.

Any question, which in the opinion of the Chairman is scurrilous, improper, capricious, irrelevant or otherwise objectionable, shall be disallowed

If you are unclear on any aspect of the above, please contact the Clerk

Tel. No. 01789 778653/07718 628925

Email: infor@bindfordonavon-pc.gov.uk

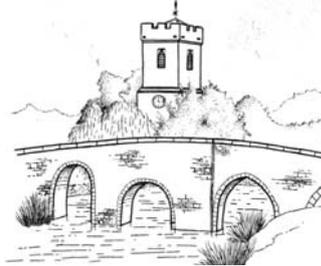
Parish Council Office: Bramley Way, Bidford-on-Avon B50 4QG

Postal address : c/o Bidford Post Office, Salford Road, Bidford-on-Avon B50 4AW

You may also refer to the Parish Council's Standing Orders, Part 1 available at the Parish Council Office and online at <http://www.bidfordonavon-pc.gov.uk/pdfs/documents/proc-standingorders2010.pdf>

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



TRAINING POLICY

1. Statement

Bidford-on-Avon Parish Council is committed to ensuring its councillors and clerk are trained to enable them to carry out their duties to the best of their ability.

As legislation changes and more power is delegated to Parish and Town Councils, it is essential all members of the Parish Council, and its employees, are equipped to meet these new challenges so that it can best serve its local community.

2. Training Commitments:

- Councillors
 - All new councillors are requested to attend the Induction courses regularly arranged by Warwickshire and West Midlands Association of Local Councils (WALC)
 - The Chairman and Vice Chairman shall attend the training for Chairmen regularly arranged by WALC or any other relevant body
 - Planning – all councillors take part in considering planning applications and it is, therefore, essential, they are all aware of up to date developments in planning matters.
The Council shall ensure councillors and clerk attend any training arranged by Stratford on Avon DC (Planning Authority) or Warwickshire and West Midlands Association of Local Councils (WALC), of which the Parish Council is an affiliate.

The Clerk shall also ensure that all information sent by the National Association of Local Councils (NALC) is made available to all councillors.

- Members of the Council are expected to attend the Annual One Day Briefing arranged by the WALC (usually at the beginning of March)
- The Clerk will offer support and guidance to new councillors
- Clerk
 - With the support of the Council, the Clerk completed her BA (Hons) degree in Community Engagement and Governance at the University of Gloucester in July 2014 (she already qualified for CiLCA)
 - Shall keep up to date with all developments relevant to the sector and attend training sessions organized by WALC or other relevant bodies.
 - Shall keep up with the Continuous Development Plan set out by Society of Local Council Clerks and to gain the required points
 - Attend conferences such as:
 - Practitioners Conference
 - Leadership in Action
 - Annual Conference
 - Attend training events
 - Regularly read The Clerk and LCR Magazines
 - Special attention to be paid to the developments in the Localism Act and Devolution

3. Identifying Training Needs

- Changes in legislation relevant to the sector will result in extra training being needed. It is the responsibility of the Chairman and Clerk to identify these needs and to ensure councillors are kept up to date and receive training when required.
- Special attention will be needed in respect to the Localism Act and changes in the Planning System as both these will directly affect the local community which the Parish Council represents and serves.
- The Parish Council is also a member of WALC and receives regular newsletters and updates on changes to the sector which are considered by Council at each Parish Council meeting.

4. Training Resources

Funds for training are allocated each year in the Budget and are regularly reviewed to ensure the training needs of the Council are met.

The Council has also resolved that travel expenses can be claimed by Councillors attending training events at the standard rate of 45p per mile

5. Measuring the Impact of Training

- Councillors are encouraged to make reports following a training/workshop session
- Improvements in the way the Parish Council works and communicates with the local community are a consequence of training – the setting up of the three Strategy Working Groups is a good example
- Better understanding of the sector
- More community involvement

This Policy was reviewed and approved on 30th October 2017

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Cllr. Harvey, , Chairman of Bidford on Avon Parish Council

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Elisabeth Uggerloese, Clerk to Bidford-on-Avon Parish Council