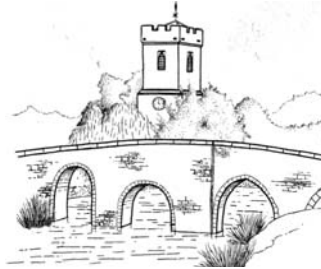


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**BIDFORD ON AVON PARISH COUNCIL**  
**In the County of Warwickshire**



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 Rooms, Bramley Way on Monday 25<sup>th</sup> February 2019 at 7.30 pm to transact the following business

21<sup>st</sup> February 2019

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 18<sup>th</sup> December 2017, 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 21<sup>st</sup> January 2019

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 in respect of items on the Agenda or Matter Arising (Councillors should be aware this is not a forum when administrative issues are to be raised – this can be done directly with the Clerk and, if deemed appropriate, can be added to the Agenda as a separate item)
7. **To receive** a report from the County Councillor
8. **To receive** a report from the District Councillors
9. **To receive** Clerk’s Report circulated
10. **To receive** Reports from the Parish Council’s Working Groups (if relevant)
  - i. **Amenities WG** – Report with recommendations circulated
  - ii. **Business Development** – Report with recommendations circulated
  - iii. **Communication & Marketing**
    - o to accept the resignation of Cllrs Ms Deacon and Fleming
    - o report with recommendations circulated
11. **To consider** the future structure and remit of the Strategic Working Groups  
Some Councillors expressed a belief at the Parish Council Strategy Meeting that perhaps the structure and remit of the current Strategic Working Groups should be revised. The recommendation is that, if Council agrees that a review is required this be put on the Agenda of the Annual Meeting of the Parish Council which is taking place on Monday 13<sup>th</sup> May.
12. **To consider** the reply received from WCC Traffic Control & Information Systems to Council’s request for a camera to be fitted to traffic light on Bidford Bridge to prevent traffic infringements (circulated)
13. **To consider** supporting proposals suggested by a Barton resident concerned about the frequency and number of road traffic accident occurring on Honeybourne Road between the bridge and the junction with Welford Road and Cleeve Road (circulated)
14. **To consider** approval of road name for the Broom development at River House, High Street Broom. Suggested name is “Arrow Court”. Council should note there is already an Arrow House and The Arrows in Broom which may cause some confusion. It should also note that SDC have rejected adding the word River for similar reasons.
15. **To receive** thank you letter and report from CAB for the grant awarded

**16. To consider** the following planning applications

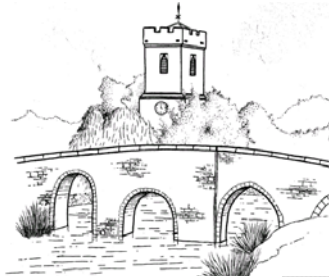
- i. 19/00102/FUL Ms L Preece, 7 Bidford road, Broom B50 4HP**  
Proposed new dwelling  
(This is contrary to Policies H1 and H2 of the Bidford on Avon NDP and to the SDC Core Strategy that considers Broom an “any other settlement”)
- ii. 19/00239/FUL Mrs and Mrs Dean march, 15 Wilkes Way, B50 4QA**  
First floor side/rear extension

**17. To approve :**

- i.** Accounts for the month of January 2019 (circulated)
- ii.** This month’s payments (circulated)

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



Minutes of the Parish Council Meeting held on Monday 21<sup>st</sup> January 2019 @ 7.30 pm at the Parish Council Meeting Room, Bramley Way.

### **PRESENT**

Chairman                      Cllr. Fleming Vice Chairman of the Council

Cllrs.                            Atkins, Ms Deacon, Harvey, Hiscocks, Mrs Keeley, Pound  
and Mrs Taylor

Also present:                District Cllr. Cargill

In attendance:             Mrs E. Uggerløse, Clerk to the Parish Council

### **1. TO RECEIVE AND ACCEPT APOLOGIES**

Apologies received and accepted from Cllr Knight

### **2. TO RECEIVE ANY DECLARATION OF INTEREST IN 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 18<sup>th</sup> December 2017, 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.  
*None declared*
- 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.  
*None required*

**3. TO APPROVE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 17<sup>TH</sup> DECEMBER 2018**

Cllr Ms Deacon proposed the Minutes be accepted as being accurate

**RESOLVED:** that the Minutes be accepted as an accurate account, and signed by the Chairman.

**4. YOUTH FORUM**

None present

**5. PUBLIC FORUM**

No one present

**6. COUNCILLOR FORUM**

No issues raised

**7. TO RECEIVE REPORT FROM COUNTY COUNCILLOR**

Cllr Brain had sent his apologies and a report which forms an integral part of these Minutes

**RESOLVED** to note

**8. TO RECEIVE REPORT FROM DISTRICT COUNCILLORS**

- i. District Council has set a balanced budget with a 1.5% increase for the forthcoming year and an increase of 2% thereafter to ensure it holds the minimum reserve legally required.
- ii. Wellesbourne Airfield – compulsory purchase is proceeding with the support from government as well as from the West Midlands Combined Authority
- iii. Greig Hall – approaching the end and it is hoped that the case will be finalised by end February when the £500k refurbishment programme can commence.

**RESOLVED** to note

**9. RECEIVE CLERK'S REPORT**

Short verbal report:

- i. **Bidford Bridge** – there was local community concerns regarding vehicles overtaking stationary cars and jumping the red lights endangering the lives of pedestrians.  
This was forwarded to both police and WCC and a statement was read out from WCC Road Safety which advised this was a county wide concern and that Bidford Bridge was not considered a particular black spot as there had been no incidents in the last 5 years.  
Council requested the Clerk to look into the possibility of a camera attached to the traffic lights that could detect transgressors  
**RESOLVED** the Clerk to contact WCC and Police regarding a camera on traffic lights
- ii. **Grant** – the Parish Council had applied for a grant to cover the costs of a junior trim trail on Jubilee Close, regrettably, the fund was oversubscribed so

the application was not successful  
**RESOLVED** to note

#### **10. TO RECEIVE REPORTS FROM THE PARISH COUNCIL'S WORKING GROUP**

- i. Amenities WG** – Report with Resolutions attached to these Minutes of which it forms an integral part.
- ii. Business Development Strategic WG** – Report with Resolutions attached to these Minutes of which it forms an integral part.
- iii. Communication & Marketing WG** – Report with Resolutions attached to these Minutes of which it forms an integral part.

#### **11. TO CONSIDER BIG MEADOW RENT REVIEW**

Report had been circulated and Council **RESOLVED** to approve the recommendation to accept an increased rent of £12,500 per annum based on CPI rates for the period Nov. 2018 to Nov. 2023.

It was also **NOTED** the Charity was unwilling to consider a purchase of the land at this time.

#### **12. TO CONSIDER THE PARISH COUCNILLOR VACANCY**

As this has occurred within 6 months of the election, there is no legal requirement to advertise the vacancy. However, the Parish Council may wish to do so.

The normal procedure is to formally advertise the vacancy, which may result in a by election or, if there is no call for this, the Parish Council may invite residents to join the Parish Council as a co-opted member until the elections of 2<sup>nd</sup> May.

**RESOLVED** not to advertise the vacancy and await elections on 2<sup>nd</sup> May

#### **13. TO CONSIDER AN UPGRADE TO THE PARISH COUCNIL COMPUTER AND LAP TOP**

The current operating system is Windows 7, and Microsoft will cease supporting this at the end of 2019 so Windows 10 will have to be installed before then on both the desk and lap top computers. Furthermore, the desk top has run out of disk space which has resulted in not being able to scan and even sometimes having difficulty printing.

**Cost : £584.98** for the upgrade of the desk and laptop computers and to increase the disk capacity

It was recognised that the upgrade is required. However, the Clerk was asked to look into the replacement of computer and lap top as this could be better value.

**RESOLVED** to postpone the decision and obtain quotations for new computer, with increased capacity, and lap top.

#### **14. TO CONSIDER AND APPROVE**

- i. Completed accounts for the month of December 2018**  
These had been circulated  
**RESOLVED** they should be accepted and approved
- ii. To approve payments to be made in January 2019**  
List of cheques to be raised and signed had been circulated. List of payable invoices £7,840.080

**RESOLVED** to approve payments and Cllrs Mrs Keeley and Mrs Taylor to sign the cheques

The meeting closed at approx. 8.45pm



DRAFT

# BIDFORD ON AVON PARISH COUNCIL In the County of Warwickshire



## Item 7 – County Councillor Report

Sadly I have to send my apologies as I have a very early start tomorrow. Please circulate my attachment report. I am also keeping an eye on matters you are adequately dealing with I.e. River Bridge & Salford Road

As a member of the Police & Crime Commissioners Panel I still have serious concerns around the breakdown of the alliance between Warwickshire and West Mercia Constabularies, which has worked well with significant savings, so its difficult to understand why the West Mercia P&CC has made this decision? Nevertheless our Commissioner has reassured us ,that policing want be comprised.

“Reassurance given that local policing will be unaffected by alliance changes”

“ The nature of crime is changing and the way our communities are policed needs to reflect that, while also recognising that the public rightly expects strong and visible community-based policing as its bedrock”.

— Warwickshire PCC Philip Seccombe

The four key objectives of my plan are:-



The Warwickshire Police Precept 2018/18 is likely to be £24 ( £2 a month for a D banded property) ,but consultation will be on a rise of £12; £18 & £24.



## Waste & Recycling

As the Portfolio Holder for the Districts Waste and Recycling I am very proud that we continue to be in the top 10 in the country for recycling (60+%) This is due to the efforts of residents recycling efficiently Thank You, but we can always do better. Please see below a new incentive to improve our Green Waste. Remember that the more we recycle the less goes to landfill , which alternately saves the council and council tax payer money.

Food waste recycling - Feed your caddy and win prizes

**Are you in to Win?**

Feed your green bin to win monthly prizes

Sign up at:  
[www.feedyourcaddy.co.uk](http://www.feedyourcaddy.co.uk)

[www.warwickshire.gov.uk/foodwaste](http://www.warwickshire.gov.uk/foodwaste)

Warwickshire Council  
In partnership with  
NORTHAMPTONSHIRE WASTE PARTNERSHIP

@Recycle4Warwickshire  
RecycleForWarwickshire

The Feed Your Caddy campaign aims to get households recycling more of their food waste. Thousands of homes have access to a food waste collection as part of their kerbside recycling scheme. If you have a food waste caddy or bin at home, you could win fabulous prizes simply for using it!

Are you in to win? Sign up to win monthly prizes ... Sign up

<https://www.warwickshire.gov.uk/foodwaste>

## Report highway problems

Did you know that you can report any highway problems such as potholes by going direct to :-

<https://www.warwickshire.gov.uk/reporthighwayproblem>

When contacting WCC please describe the nature and location of the fault in as much detail as possible. It is useful to leave your contact details should one of our inspectors need to clarify the exact location of a fault.

In an emergency please contact your local police station.

Fault reports

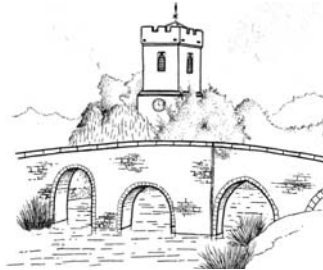
- Potholes
- Blocked drain or flooding problem
- Mud, debris, or obstruction on the road
- Dangerous tree or overgrown vegetation
- Faulty or worn road markings
- Faulty streetlights
- Faulty traffic lights
- Damaged, missing, or obscured road sign
- Rights of way
- Problems with road works
- Ragwort
- Tarmac footpath or pavement fault
- Unsurfaced footpath, bridleway or byway fault
- Faulty bridge or culvert
- Severn Trent Water – sewer flooding
- Abandoned vehicle

As always you can contact me via my contact details

Kind Regards

Mike

# BIDFORD ON AVON PARISH COUNCIL In the County of Warwickshire



## Item 10 i) REPORT & RESOLUTIONS FROM THE AMENITIES WORKING GROUP

**Members:** Cllr Hiscocks (chairman), Cllr Harvey and Cllr Mrs Keeley  
Meeting took place on Tuesday 8<sup>th</sup> January 2019 at the PC Small Meeting Room

### 1. Grant applications

- **CAB**

To pay for the Outreach at Bidford-on-Avon

In 2018 they have provided 30 face to face appointments:

- 18% were aged between 45-49
- 18% were aged between 75-79
- 47% were disabled or with long term conditions
- 53% were female

The main issues of enquiries were

- Benefits – 60%
- Housing – 10%
- Debt – 5%

Of these 20% were unemployed and 50% retired

It is also noticeable that just under 50% of those attending are disabled and would have difficulty in attending the offices at Stratford.

**Grant request: £2,067.08** (Annual Report and Accounts have been supplied)

**Recommendation:** a grant for £2,067.08 be awarded

**RESOLVED** by Council to approve the grant of £2,067.08

### 2. Streetlights

- The current, total cost, for upgrading all the streetlights in Bidford-on-Avon (except Crompton Avenue) is **£240,676.**
- The estimated unmetered electricity cost is **£7,434.00**
- The estimated cost for streetlight maintenance is **£1,000.00**

Based on these figures it will take nearly 30 years to amortise the expenditure.  
**Recommendation** to replace the streetlights over a period of 5 years at a budgeted amount of £50k per annum

Following a lengthy discussion it was proposed that council limit its approval to an initial one year expenditure of £50k for 2019/2020. The vote for this proposal was 4 in favour and 4 against and it was **RESOLVED** with the chairman's casting vote to approve the proposal and limit the expenditure to £50k for the year 2019/20

### 3. Unmetered electricity

At one of the SLCC conferences, the Clerk met Utility Aid, which is the national utility broker for many charities – you can access their website at <https://www.utility-aid.co.uk/>.

She gave them the necessary information for them to quote. Regrettably, their quotes are of short duration and will be presented at the meeting of 21<sup>st</sup>. It should be noted the savings are not enormous by they are a saving and the Council will have the security of having a well respected broker in the sector looking after the account.

They propose moving to Opus on a 36 month deal with effect from 1st October 2019 when the current contract ends.

**Recommendation** that Council uses Utility Aid for its unmetered electricity account.

**RESOLVED** by Council to approve the switch

### 4. New Lights

#### a. Lighting Winter Car park

2 x solar lights located on the winter car park

**£2,950.00**

**Recommendation** to accept the quotation

Council raised the question as to whether a standard installation had been considered. As it had not it was proposed that the Amenities WG request a quotation and, on receipt of same and due consideration, revert to Council with a recommendation.

**RESOLVED** by Council to approve the proposal and postpone the decision until a quote for conventional streetlights has been obtained

#### b. High Street, Broom

i. Solar Light

**£1,885.00**

ii. Disconnection and removal of current lantern

**£729.21**

iii. Conventional streetlight

**£3,208.00**

**Recommendation** – to approve purchase and installation of a conventional streetlight as the difference between the cost is under £600 and this is an important junction.

**RESOLVED** to approve the cost of £3,208.00 for purchase and installation

of the replacement streetlight

**5. Parking on pavements in Bidford-on-Avon**

Discussion paper circulated

**Recommendation** to approve the discussion paper and allow the Amenities WG to work on it and to present its conclusions to Council.

After a short discussion during which it was pointed out that positives should also form part of the discussion paper it was **RESOLVED** to approve the discussion paper and allow the Amenities WG to develop it and present its conclusions to Council.

**6. Community and Youth Project update**

*Better Together for Bidford – Ideas Factory event* is being organised at the Crawford Memorial Hall the morning of Sat. 16<sup>th</sup> February with an open invitation to all those that would like to participate.

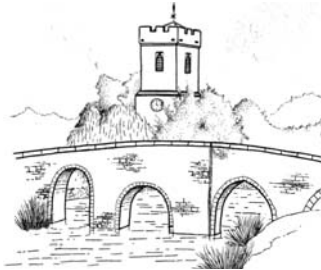
Booking is via Eventbrite and the Parish Council is being asked to advertise it to ensure good local community participation.

Council was not impressed with the posters developed by ideas Factory Coventry as it felt they did not give sufficient information.

**RESOLVED** by Council that this concern should be brought to the attention of CAVA who had been instructed by Council to carry out this consultation.

# BIDFORD ON AVON PARISH COUNCIL

## In the County of Warwickshire



### Item 10 i) REPORT & RECOMMENDATIONS FROM THE AMENITIES WORKING GROUP

**Members:** Cllr Hiscocks (chairman), Cllr Harvey and Cllr Mrs Keeley  
Meeting took place on Tuesday 12<sup>th</sup> and 19<sup>th</sup> February 2019 at the PC Small Meeting Room

#### 1. Grant applications

##### i. Cross Parish Cycle Pathways Group (CPCP)

The Parish Council approved the participation of Bidford on Avon on this scheme.

The group has now got a constitution with C and Officers and is looking for a grant to cover the costs of a feasibility study to be carried out by Sustrans which is the expert body

Total cost of feasibility study : £15,000

**Grant request: £3,000**

#### 2. Big Meadow Toilet Refurbishment

As the indication was that the job would exceed £25k, according to the current Financial Regulations the “tender” had to be published on a nationwide platform. 8 companies contacted the clerk and of these 4 visited the site and sent quotations.

The Amenities WG had carefully considered the quotations received and its **Recommendation** is to accept that of M & D Group a company based in Redditch and responsible for the toilets at Pershore, for an amount of £42,400 – this was not only the best presented quotation but also the lowest. The Amenities WG also recommend allowing a 15% increase on this figure to allow for unexpected “extras” making the total figure £48,760.00.

#### 3. Footway adjacent to Broom Railway

The maintenance of this is the responsibility of WCC and, following the last meeting, I contacted the relevant officer. Following a chaser, I got a rather peremptory reply back more or less saying he has more important things to take

care of!!!!

I have a quote from Limebridge with their suggestion

- i. to dig approx. 6 grips,
- ii. clear the standing water
- iii. clear the mud and existing leaf litter from the path surface.

Cost : £120

**Recommendation:** to accept the quotation and have the work carried out

#### 4. St Laurence POS x 3

The Parish Council has the opportunity of taking over the maintenance of these 3 POS.

- i. The additional cost per annum will be £1,100.00
- ii. SDC will reimburse £715.46
- iii. SDC will tidy the shrubbed areas prior to transfer if this takes place.

**Recommendation** that the parish council not take up this offer as there is no transfer of land and the reimbursed amount does not cover the cost.

#### 5. Annual Play Inspection Report

The report is mainly Low or Very Low Risk – copy has been given to contractors for them to monitor.

- i. One item on Jubilee Close, a springer toy, was condemned and has been removed.
- ii. Skate ramp needs some work done to it

**Recommendation** to note

#### 6. Dog Warden/Litter Picker

The group considered the possibility of employing a Dog Warden and Litter Picker and, considered the cost to outweigh the benefits. The installation of more dog/litter bins and appropriate signage and advertising was considered better value. Propose to work with the schools for the signage.

**Recommendation** to continue to provide bins when and where necessary and to work with schools to produce colourful and engaging signage.

#### 7. Big Meadow Trim Trail

There has been a delay in the installation of this (should be taking place week commencing 25<sup>th</sup> February). The Clerk expressed her disappointment and asked that some sort of compensation be considered. The company has agreed to install another piece of equipment, parallel bars free of charge.

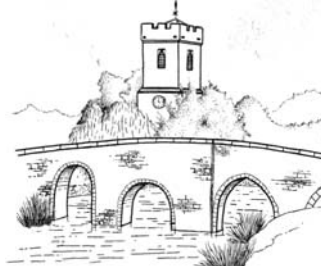
#### 8. Jubilee Close Junior Trim Trail

to comply with Financial Regulation, a further quotation has been requested and it is hoped that a recommendation will be proposed at the March meeting.



# BIDFORD ON AVON PARISH COUNCIL

## In the County of Warwickshire



### Item 10 ii) BUSINESS DEVELOPMENT WG REPORT AND RESOLUTIONS

Meeting took place on Wednesday 16<sup>th</sup> January 2019 @ 10.30 am

Present: Cllrs Mrs Taylor (Chairman) Atkins and Pound

In attendance :, Elisabeth Uggerloese – Parish Clerk

Also attending for Item 1, Paul Taylor, County Council Officer

#### 1. High Street parking and traffic systems:

Paul Taylor, Traffic & Road Safety Manager for Warwickshire County Council was invited to the meeting to discuss the problems of congestion and lack of parking that affect both the high street businesses and residents. Options were considered and the following actions were agreed:

- Paul Taylor will come back to us by early February with a cost estimate for a feasibility study into traffic changes to both the West and East ends of the High Street.
- Ways of freeing up parking spaces for High Street visitors are being looked into including best use of Saxon Fields and Ward Lane car-parks.

**Recommendation** to note and await to hear from Paul Taylor regarding the costs for the feasibility study

**RESOLVED** by Council to note

#### 2. High Street lighting:

The High street is gloomy at night. It was agreed to request that the Amenities Group make High Street lighting a priority in the upgrading plans for Bidford.

**Recommendation** to approve the request that Amenities WG prioritise the High Street street lighting when considering the replacement/upgrading schedule

**RESOLVED** by Council to note and to approve the request that the High Street take priority when scheduling the Streetlight Replacement Programme



**3. CIC update.**

It is proving difficult to bring everyone together for the second meeting, though there is no lack of enthusiasm for the project in principle.

**Recommendation** to note the update and await further information~

**RESOLVED** by Council to note

**4. Government initiative on High streets:**

The Clerk is following this up with the relevant Government Department and SLCC to find out what that means for us and any influence we may be able to exert to gain support.

**Recommendation** to note and await to hear back from the Clerk

**RESOLVED** by Council to note and await updates

**5. Royal Inn:**

The Clerk to contact Johnson Fellows and the British Legion for an update – and to demonstrate our continued interest.

Cllr Taylor is following up with developer.

Cllr Mrs Taylor added a verbal report to advise that the bidders had been given 1<sup>st</sup> February 2019 as the closing date.

**Recommendation** to note the update and await development

**RESOLVED** by Council to note and await developments bearing in mind the closing date of 1<sup>st</sup> February.

**6. Other High Street retail properties:**

We are keeping a watching brief on the shops that are currently empty:

**Recommendation** to note

**RESOLVED** by council to note

**7. Report to Strategy meeting:**

Cllr Mrs Taylor will be writing a detailed report concentrating on:

High street traffic and parking

Royal Inn

**Recommendation** to note

**RESOLVED** by Council to note and look forward to updates at the Strategy meeting

**7. Communication with industrial estate:**

Cllr Mrs Taylor to follow up

**Recommendation** to note

**RESOLVED** by Council to note

**9. Bidford Banners**

To end with some really good news from this BDWG initiative. Bidford banners were successful in raising £937 for its 2019 banner project via Spacehive (a crowd funding scheme for community projects supported by WCC).

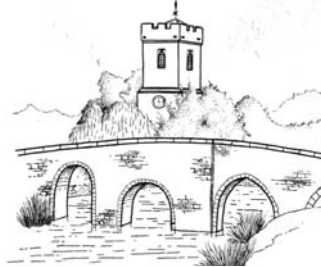
Congratulations to the group, especially Terry Cullum and Marie Hully who have worked very hard for this success

**Recommendation** to note and to send them a congratulations letter/card

**RESOLVED** by Council to note this hard earned success and to congratulate the group by sending a card.

# BIDFORD ON AVON PARISH COUNCIL

## In the County of Warwickshire



### Item 10 ii) REPORT & RECOMMENDATIONS FROM THE BUSINESS DEVELOPMENT WORKING GROUP

**Members:** Cllr Mrs Taylor (Chairman), Atkins and Pound

#### 1. High Street (proposed measures to improve footfall)

The group has met with WCC Traffic & Road Safety to look at ways of improving traffic flow and has asked for a feasibility study to look at both ends of the High Street with a view to:

- i. Potential one way system on the west side of the High Street
- ii. Potential exit onto the B439 on the east side of the High Street

The quote for the initial feasibility study, to be carried out by an engineer over the period of one week, is £2,035.00. This should enable WCC to advise whether there is the potential to go ahead as well as the cost implications.

If the project is viable, there will be a consultation with residents.

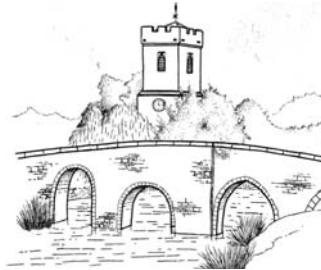
**Recommendation** that Council approve the cost for the feasibility study of £2,035.00

#### 2. Community Interest Company

A meeting has been arranged with the potential directors and Kate Launchbury, of CDC, to progress this. One of the potential directors has already circulated draft Articles of Association to the others for them to be considered at the meeting.

**Recommendation** to note

# BIDFORD ON AVON PARISH COUNCIL In the County of Warwickshire



## Item 10 iii) REPORT & RESOLUTIONS FROM THE COMMUNICATION & MARKETING WORKING GROUP

Meeting took place on 7<sup>th</sup> January 2019

**Attendees:** Cllr Ms Deacon, Chairman,  
Cllr Fleming  
Ms C Randell as co-opted public member  
**In attendance.:** Mrs E Uggerloese – Clerk

### 1. Facebook protocol

- i. Approved the wording on a draft protocol
- ii. Also considered introducing & utilising an Instagram account as an additional mode of the p.c. broadening communication.

**Recommendation:** To approve the policy circulated & approve setting up an Instagram account.

Following a discussion during which some Councillors expressed their concerns that the policy did not cover what Councillor, as individuals, could do or not do, nor was it made clear to readers of the posts if the opinions expressed were of the collective or individual councillors..

Clerk explained that this was a policy to cover Parish Council Social Media: councillors, as individuals, could not be covered by this and that the opinions expressed were those of the Parish Council not individual councillors. The same applies to the Clerk who, as the Proper Officer of the Council, represents the views of Council not individuals, and of policy and current legislation – the Clerk never posts as an individual.

However, it was proposed approval be postponed and be re presented for approval.

**RESOLVED** to postpone approval and the C&MWG to review and represent the document.

### 2. Notice Boards - 3 x non wooden boards as per quotes for “locked board to protect information posting management”

Existing notice boards at the following locations require replacement due to issues with current wooden structures :-

- i. The one by the school has been vandalized and set on fire and damaged
- ii. The one by the Village Centre is unstable and too small
- iii. The one in Broom is looking very tired and unkempt.

Various quotes have been received for lockable aluminum notice boards with magnets and the

**Recommendation** is to approve the purchase of 3 x A Max lockable notice boards 750 x 1100 x 60( 9 x A4) with toughened glass at a **total cost of £3,032.20** excluding installation

**RESOLVED** by Council to approve the purchase

### 3. Parish Information Folder - Update

The primary folder will be completed in time for February Parish Council meeting. It was agreed that Folders will be placed in local pubs, village halls, the library

**Recommendation** To note

**RESOLVED** by Council to note

### 4. Operation London Bridge

- i. \*Condolence book with \* 50 black edged loose leaf pages, (to be available for both the passing of H M Queen & her husband the Duke of Edinburgh) & all completed pages archived after.  
**Cost: £98** – book and 50 loose pages with black border  
**£10** – additional 50 loose pages with black border
- ii. \*Portrait of Her Majesty The Queen - A3 size official print from National Portrait Gallery  
**Cost : £33.99** standard photo print (plus postage)  
**£40** fine matt print (free postage)
- iii. \*Frame for the photo  
**Cost: £15/20**
- iv. \*Black Armbands x 11 to be worn during the 10 day state mourning.  
**Cost : £4.99** for 15 from Amazon (for football teams)
- v. Prepare an agreed web-site notice from the Chairman (in conjunction with the clerk)

**Recommendation** To approve the purchases \* & note web-site notice

**RESOLVED** by Council to approve the purchase. Web site notice to be presented to council prior to posting for its approval

### 5. Precept Press release (circulated revised draft )

**Recommendation** To approve the revised draft for publication.

It was proposed that Council take advantage of the expertise of some councillors in press releases as this is a very specialized skill.

**RESOLVED** that a Councillor, with a journalist background, prepare the press release

## **6. Annual Parish Meeting (Assembly)**

This is currently scheduled for Saturday 27<sup>th</sup> April. However, it is proposed to reschedule this to Sat. 18<sup>th</sup> May – this will be after the 2<sup>nd</sup> May elections and will be an excellent opportunity for the new Council to meet with the local community. Hopefully, the weather will also be warmer and drier and, therefore, there will be more opportunity for the Bowling and Tennis Club to be open as well as offer some of the groups the opportunity of being outside and, therefore, allow more groups to take part.

**Recommendation** to reschedule the Annual Parish to Sat. 18<sup>th</sup> May 2019.

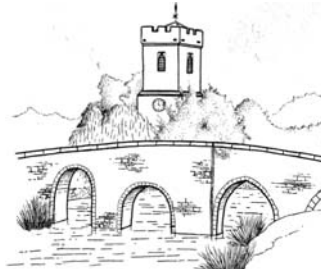
**RESOLVED** to reschedule the Annual Parish Meeting to 18<sup>th</sup> May.

## **7. Update on Upcoming promotions**

- i. Big Meadow Trim Trail
- ii. Election & attracting new councillors, to include encouraging broadening diversity (gender/ age/ disability etc).
- iii. Annual Parish Meeting

**RESOLVED** by Council to note

# BIDFORD ON AVON PARISH COUNCIL In the County of Warwickshire



## Item 10 iii) REPORT & RECOMMENDATIONS FROM THE COMMUNICATIONS & MARKETING WORKING GROUP

### 1. Social Media Policy

To approve the following documents:

- i. Bidford-on-Avon Parish Council social Media Policy
- ii. Bidford-on-Avon Parish Councillor social Media Policy

**Recommendation** to approve the policies

### 2. Advertising Gates

As the Parish Council's policy does not allow the use of the rails opposite Waterloo Road and the lengthman has been given instructions to remove them when posted (as well as on any other railings etc) as request was made that Council consider some gates by Tower Hill.

The WG has looked at the area and identified the green area at the junction of Tower Hill and the B439 as appropriate for this. Highways are happy as long as there is no visual obstruction.

The proposal is to place to gates in a V formation so that they can be seen from all sides.

Cost (ex. Installation) £274.28

**Recommendation** Council approve the expenditure and installation of 2 x advertising gates

### 3. Community Folder

To include details of

- i. Pubs
- ii. Restaurants
- iii. Take aways
- iv. B & B
- v. Caravan sites
- vi. Places of interest

These to be reviewed and updated quarterly

**Recommendation:** to note

# BIDFORD ON AVON PARISH COUNCIL In the County of Warwickshire



## BIDFORD-ON-AVON PARISH COUNCILLOR SOCIAL MEDIA POLICY

### 1. About this Policy

- This policy is in place to assist Councillors to minimize the risk of being found to have breached the adopted Code of Conduct through their use of social media
  
- This policy deals with the use of all forms of social media, including
  - Facebook
  - LinkedIn
  - Twitter
  - Google +
  - Wikipedia
  - Whisper Instagram
  - Vine
  - Tumblr
  - And all other social networking sites, internet postings and blogs.It applies to use of social media whenever you are acting in the capacity of Parish Councillor as well as personal use in your private capacity that may affect the Parish Council in any way
  
- The Parish Council may amend this policy at any time

### 2. Personal use of Social Media

Personal use of Social Media is permitted by means of the Parish Council's computers, networks and other IT resources and communications systems provided that all usage is undertaken in a responsible manner. Parish councillors should never use their Parish Council address ([Cllrxxxx@gmail.com](mailto:Cllrxxxx@gmail.com)) to set up social media accounts.



### **3. Prohibited use**

- You may never make any social media communications that could damage the Parish Council's interests or reputation, even indirectly
- You may not use social media to defame or disparage the Parish Council, other Parish Councillors, The Parish Council staff or any third party
- You must not harass, bully or unlawfully discriminate against other Parish Councillors, the Parish Council staff or any third party
- You must not make false or misleading statements' or impersonate other Parish Councillors, Parish Council staff or any third party
- You must not do anything to jeopardise the Parish Council's confidential information and intellectual property. Please do not include the Parish Council logo or other trademarks in any social media posting or in your profile on any social media

### **4. Guidelines for responsible use of Social Media**

- You must make it clear in Social Media postings, and/or in your profile, whenever you are speaking on your behalf in your capacity as an elected representative of the Parish Council.
- If making a comment as an elected representative of the Parish Council any comments made must reflect the policies and decisions of the Parish Council and not of you as an individual.
- If making a comment on your own behalf, you must still ensure any comments made are not in breach of the Code of Conduct.
- You must be respectful to others when making any statement on Social Media and be aware that you are personally responsible for all communications (including posting or sharing images and sharing other content online) which will be published on the internet for anyone to see.
- You must ensure that your profile and any content you post is consistent with your capacity as an elected representative of the Parish Council.
- If you are uncertain or concerned about the appropriateness of any statement or posting, please refrain from posting until you have discussed it with the Clerk

- If you see Social Media contents that disparages or reflects poorly on the Parish Council, other Parish Councillors, the Parish Council staff or any third party, please contact the Clerk

## **5. The use of Social Media and Mobile Devices at Public Council Meetings**

- Use Mobile Devices sparingly, discreetly and with common sense at meetings, considering the impression they are giving to others. Remember that someone may be recording the meeting.
- Frequent use of these devices during meetings may give the public the impression that you are not paying full attention to an item that is being discussed in a debate on a decision that is to be made
- Avoid the following use:
  - Using Social Media during meetings or during the consideration of confidential or exempt items of business at meetings
  - Frequently checking emails and messages that are not related to the meeting
  - Taking and sending electronic images of proceedings and
  - Extended period of use that would suggest that insufficient attention is being paid to the meeting

## **6. Breach of this Policy**

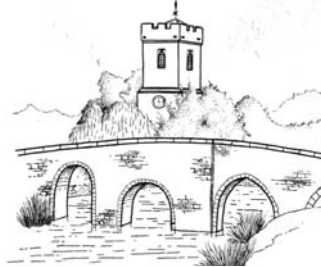
Breach of this Policy may be a breach of the Code of Conduct and may constitute a criminal offence.

It should be noted that this Policy should be applied in conjunction with other relevant policies to how a Councillor should act and behave when representing the Parish Council

Approved by Bidford-on-Avon Parish Council on 25<sup>th</sup> February 2019

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Bidford-on-Avon Parish Council Social Media Policy**

The aim of this Policy is to set out a Code of Practice to provide guidance to staff and Parish Councillors in the use of the Parish Council dedicated online communications, collectively referred to as social media.

Social media is a collective term used to describe methods of publishing on the internet. The policy covers all forms of social media and social networking sites which include (but are not limited to):

- Parish Council Website
- Facebook, Myspace and other social networking sites
- Twitter and other micro blogging sites
- Youtube and other video clips and podcast sites
- LinkedIn
- Bloggs and discussion forums
- Parish Council Emails

#### **Who does it apply to?**

The principles of the Policy apply all Council Staff and Parish Councillors. It is also intended for guidance for others communicating with the Parish Council.

The policy sits alongside relevant existing policies which need to be taken into consideration.

#### **Use of Social Media**

The use of social media will not replace other existing forms of communication. The Parish Council Newsletter will continue to be published bi-monthly in The Connection magazine and notices will continue to be published on the Parish Council's notice boards for the purpose of communicating information about the Parish Council to those who do not have access to computers/tablets, smart phones

etc. The website and other forms of social media will be used to enhance communication. Therefore existing means of communication should continue with social media being an additional option.

### **The Policy**

- The Council has appointed the Clerk as moderator who will be responsible for posting and monitoring of the content ensuring it complies with the Social Media Policy. The moderator will have authority to remove any posts made by third parties from the Parish Council social media pages which are deemed to be of a defamatory, libelous or offensive nature. Such posts will also be reported to the Hosts (i.e. Facebook)
- The Council will appoint a nominated “Webmaster” to maintain and update the Parish Council Website  
Under the Transparency Code for Parish Councils, which this Council has adopted, all information pertaining to the Council is made available online.
- The social media may be used to
  - Post dates of meetings and give link to the appropriate Agenda
  - Advertise events and activities
  - Good news stories linked website or press page
  - Vacancies
  - Providing new information.

**Facebook** will be used to support the website information above.

**Emails** will be used to distribute information of council business.

- **Guidance for Councillors using the Council’s Social Media Presence**
  - Councillors are reminded they must abide by the **Members’ Code of Conduct** approved in December 2017
  - Councillors are reminded of the Bidford-on-Avon Parish Council Social Media Policy which applies
- **Guidance for the Clerk (Moderator) using Social Media**
  - As the Council’s Proper Officer, the Clerk must ensure the information provided is accurate
  - All information provided and replies made to questions raised must reflect Council Policy and/or current legislation
  - The Clerk must **never** express his/her opinions when replying in his/her official capacity

- **Guidance for All Users of the Parish Council's Social Media**

All participants in any online communication, must

- Be responsible and respectful; be direct, informative, brief and transparent.
- Always disclose your identity and affiliation to the Parish Council, if relevant
- Never make false or misleading statements.
- Parish Councillors should not present themselves in a way that might cause embarrassment to the Council
- Keep the tone of your comments respectful and informative, never condescending or "loud." Use sentence case format, not capital letters, or write in red to emphasis points.
- Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site. The Moderator will remove these remarks and report them to the proper authority or agency.
- Avoid personal attacks, online fights and hostile communications.
- Never use an individual's name or post any information that may identify the person
- Permission to publish photographs or videos on social media sites should be sought from the persons or organisations in the video or photograph before being uploaded.
- Respect the privacy of councillors and residents.
- Do not post any information or conduct any online activity that may violate laws or regulations
- Residents and Councillors should note that not all communication requires a response.
  - There will not be immediate responses to communications as they may be discussed by the Parish Council and all responses will be agreed by the Parish Council.
  - The Parish Clerk, as the moderator, will be responsible for all published responses.
  - If a matter needs further consideration it may be raised at either the open forum or as a full agenda item for consideration by a quorum of Councillors. the poster shall be informed via the page or direct message that this is the case.
  - Some communication from residents and other third parties may be required to be discussed at a Parish Council meeting. When this is necessary the item will be placed on the next available agenda. Any response will then be included in the minutes of the meeting.

- **Guidance on Contents on Social Media**

- The nominated moderator shall remove any negative posts which may contain personal and inflammatory remarks, libelous or defamatory information without further comment or notification.
- Councillors or parishioners who have any concerns regarding content placed on social media sites should report them to the Clerk of the Council. Misuse of such sites in a manner that is contrary to this and other policies could result in action being taken.

The Policy will be reviewed at regular intervals and whenever new legislation may apply.

This Policy was considered and adopted on 25<sup>th</sup> February 2019

## Bidford Bridge - Traffic Signal Junction

Hi Elisabeth

Thank you for your email dated 7 February, 2019.

Red light enforcement camera are usually considered at traffic signal junctions where there is an existing accident problem relating to drivers going through on a red signal; I'm pleased to inform you that the traffic signal junction at the above location have a good safety record and therefore we cannot justify installing this type of facility at this location.

It should also be noted that the problem you have highlighted at the above junction i.e. vehicles overtaking other cars that have stopped due to the red light would not active a red light camera if one was installed at this location, this is because the sensor is located at the stop line (for legal reasons) and therefore would not be activated by the vehicle(s) that have decided to overtaking the stationary vehicles obeying the red signal at the stop line.

The problem unfortunately is basically bad driver behaviour which only the Police can enforce; therefore I will ask Warwickshire Police to provide enforcement action whenever possible.

Sorry I cannot be more helpful on this occasion.

Kind regards - Gafoor

**Gafoor Din**

Manager for Traffic Control & Information Systems | Design Services | Environment Services

## Road Safety

Dear Mrs. Uggerløse,

As residents of Barton my wife and I are very concerned about the frequency and number of road traffic accidents that occur on the Honeybourne Road between the bridge at Bidford and the junction with Welford Road and Cleeve Road. We know of two deaths that have resulted through collisions at this junction. We are also aware that almost on a monthly basis cars leave the Honeybourne Road and cross into ditches on either side. This dangerous state of affairs simply cannot continue and something(s) need to be done. To that end I have produced the attached document highlighting the issues together with some suggested solutions. I should be most pleased if the council would find time to consider my proposals and, if thought appropriate, forward to the County Council.

Kind regards,

Peter Grice