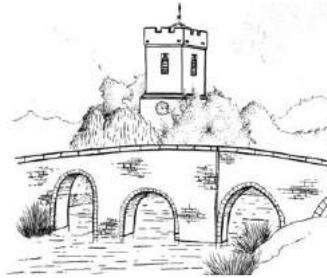


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Following guidance from Public Health Warwickshire, the Parish Council would encourage those attending the meeting to wear a face covering and respect each other's space. Council will continue to offer sanitiser on entrance and to ventilate the room during the meeting.

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 25th July 2022 @ 7.30 pm to transact the following business

20th July 2022

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 28th February 2022, effective from 1st May 2022, 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.

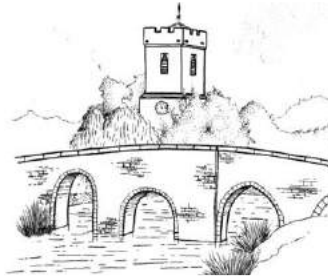
3. **To approve** the Minutes of the meeting held on 27th June 2022
4. **Public Forum** questions from members of the public. Please be aware that Council will only be able to respond to issues relating to the business to be transacted at the meeting. Approx. 15 minutes in total; 3 minutes per person. (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.
5. **Councillor Forum** Questions from members of the Council. Councillors are reminded to raise questions that are pertinent to Council. Administrative questions to the Clerk should be directed directly to her outside the meeting, 3 mins. per issue raised and 15 minutes in total.
6. **To receive** report from County Councillor
7. **To receive** report from District Councillor
8. **To receive** Clerk's report
9. **To consider** Update Reports from the Parish Council's Working Groups
 - i. **Communities WG** – verbal report
 - ii. **Facilities WG** – Report & Recommendations circulated
 - iii. **Grants WG** – Report & Recommendations
 - iv. **Your Village, Your Voice WG** – Report & Recommendations
10. **To consider and approve** membership of the Accounts Quarterly Review WG (2 councillors)
11. **To consider** reply to the WCC Walking & Cycling consultation – Report enclosed
12. **To review and approve** the following policies
 - i. Social Media Policy
 - ii. Internal Control Policy
 - iii. Policy of Vexatious Complaints
13. **To consider** the following planning applications:
 - i. **22/01963/FUL & 22/01964/LBC Mr A James, 48 High Street, B50 4AA**
 Change of use of part of first floor from bank (Use Class E) to residential use (Class 3) and conversion of first floor to 2 flats following installation of window and roof lights
 Link to application
<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=RECKFCPMMD400>
<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=RECKFDPMMD500>
 - ii. **22/02077/TREE Mr & Mrs Size, Maple Tree Cottgate, 11 Grange Road, B50 4BY**
 - **T1 – Maple** reduce canopy from 8M down to 5M
 - **T2 – Robina** thin canopy by 30% and clear BT wire by 1M
 Link to application
<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=REWBIWPMIQK00>

14. To approve

- i.** June 2022 accounts - circulated
- ii.** July 2022 payments – circulated

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Minutes of the Parish Council Meeting held on Monday 27th June 2022 @ 7.30 pm at the Parish Council Meeting Room, Bramley Way, B50 4QG

PRESENT

Chairman Cllr. Fleming

Cllrs. Broadhurst, Cullum, Deacon, Hiscocks, Knight, Meredith,
Taylor and Williams

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

Also present County/District Cllr Pemberton
8 members of the public

1. TO RECEIVE AND ACCEPT APOLOGIES

No apologies

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 28th February 2022, effective from 1st May 2022, 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
- ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
None requested

3. TO APPROVE THE FOLLOWING MINUTES:

- i. Annual Parish Council Meeting held on 30th May 2022
- ii. Parish Council Meeting held on 30th May 2022
Cllr Taylor proposed the Minutes for both meetings be accepted as being accurate
RESOLVED that the Minutes for both meetings be accepted and signed by the Chairman

4. PUBLIC FORUM

- i. **Memorial Garden** – resident recognised that youngsters would like this to remain unchanged and, having visited the area to the rear of St Laurence overlooking the river, said it was a lovely spot but no one really knows its there. Was there any way that the Parish Council could liaise with the Vicar to have some appropriate signage to let residents and visitors know there is somewhere they can go if in search of peace and quiet.
- ii. **Your Village Your Voice** – the report suggested a Youth Project Manager: was it envisaged this would be a paid position.
He was advised council would have to consider the whole situation before reaching a resolution
- iii. **Big Meadow** parking in the Winter Car Park, which is cordoned off in the summer when access to the Big Meadow is open, is taking place with drivers simply removing the barrier. Can the Parish Council look into ways of how this can be prevented

5. COUNCILLOR FORUM

- i. The idea of informal meetings of the Parish Council to discuss issues outside of a Parish Council meeting was proposed
- ii. Events at Ragley – motorbikes driving regularly along Waterloo Road during the weekend to no benefit to the village and detrimental to the carbon footprint.
There is nothing the Parish council could do as it is outside its parish boundary and Ragley Hall had obtained the necessary licences to carry out events throughout the summer
- iii. IAM – Councillor had taken this and would highly recommend it. Councillor thanked WCC for funding this driving assessment.
- iv. Dugdale – could the Clerk check if Council had made a resolution for a fence to be installed in front of the dwellings with gates to prevent the gates from being used. If so, and as it has now had advice that it can go ahead with the installation, could this take place.

6. TO RECEIVE REPORT FROM COUNTY COUNCILLOR

- i. **Greenshoot Grant** second round is now available with grants of up to £25k
- ii. **Avian Flu** confirmed in the whole of Warwickshire
- iii. **Highway Action Fund** attending a meeting on 21st July regarding this with a view of extending the 20 mph zones
- iv. **Average Speed Cameras** the first of these were being installed, one of them on the B435

- v. **Roundabout** – he was aware of the issue that the Parish Council wanted to make the current roundabout more attractive and, if the Parish Council would let him have details of its proposal he would take it up. Council advised that the agreed proposal, which was the roundabout installed on many of the Warwickshire roads, had been sent. Cllr Pemberton requested the Clerk to liaise with him regarding this proposal so that a conclusion could be reached
- vi. **Marleigh Park** safety signs alerting drivers that small children could run out were being installed
- vii. **School buses** there had been a change on the company providing the school bus service which has resulted in problems. If any are reported to the Parish Council, Cllr Pemberton should be advised.

7. TO RECEIVE REPORT FROM DISTRICT COUNCILLORS

- i. **Self Build** – Extensive training had been offered and Councillors need to be alert to the misuse of this manner of development which could become planning via the back door
- ii. **Trees** Stratford on Avon DC, Warwick DC and Wychavon (Worcestershire) had been successful in being awarded £500k for extensive tree planting
- iii. **Enforcement** – currently 4 issues within the village needing attention

8. RECEIVE CLERK'S REPORT

Report was circulated and is attached to these Minutes of which it forms an integral part.

RESOLVED to note

9. TO CONSIDER AND APPROVE THE ANNUAL ACCOUNTS

- i. Unaudited Financial Statements for the year ending 31.03.2022
These had been circulated.
RESOLVED to approve the Unaudited Financial Statements which were signed by the Chairman and the RFO
- ii. The Annual Governance Statement 2021/22 – to be completed at the meeting. Template circulated and the Clerk referred to each point for Council to consider its reply.
RESOLVED by a unanimous vote, to reply YES to points 1-8 and N/A to point 9 and Chairman and Clerk to sign
- iii. The Annual Accounting Statements 2021/22
These had been circulated and it was proposed they be approved
RESOLVED to approve the figures by a unanimous vote and Chairman and Responsible Financial Officer to sign

10. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM THE PARISH COUNCIL WORKING GROUPS

- i. **Communities WG** – before the Chairman made the verbal report, the Clerk, on behalf of the Parish Council, wished to extend their thanks to the Queens Platinum Jubilee Committee, especially Cllrs Meredith and Cullum, for the excellent work carried out which had resulted in a very successful Bank Holiday for many community groups.

- **Queens Platinum Jubilee Event**

It had been very successful and surpassed expectations in every way.

It should also be noted that the costs, which had been set at £15k, amounted to under £9k

- **Market** – regrettably, due to illness, the July market will not be taking place. A company that deals with setting up and taking down markets stalls is being contacted and awaiting to hear about costs and terms and conditions.

When questioned if the market on the High Street was viable, the Chairman’s response was that many local businesses were keen to get involved and the local community response had also been excellent. The aim was to increase footfall in the High Street and raise the profile of local businesses and this had been met.

RESOLVED to note

- ii. **Facilities WG** – Report and Resolutions attached to these Minutes of which it forms an integral part
- iii. **GRANTS WG** – Report and Resolution attached to these Minutes of which it forms an integral part
- iv. **Your Village, Your Voice WG** – Reports attached and form part of these Minutes. However, no decisions were taken as it was proposed that the document be considered in full by the Communities WG for it to make recommendations for Council to consider
RESOLVED Communities WG to consider the draft proposal in detail and report back to Council with recommendations.

11. TO CONSIDER THE INTERNAL AUDITORS REPORT

This had been circulated and it was note that the Clerk had replied to any issues raised.

An issue was raised regarding comments made in respect of a grant that had been granted by Council as the figures mentioned did not correspond with those on the application. Clerk was requested to raise this.

RESOLVED to note

12. TO CONSIDER REQUESTING THE COMMUNITY GOVERNANCE REVIEW TO LOOK INTO INCREASING THE NUMBER OF COUNCILLORS BEARING IN MIND THE INCREASE IN POPULATION.

The suggested number was 12.

There followed a discussion by Councillors during which the majority advised that they were not fully convinced of the necessity to increase in numbers. Due to circumstances, the Council had not been working at full capacity the last 2/3 years and it was felt that time was required to see if, once Council was at full force, change was needed.

A motion was put forward that Council request the Community Governance Review to look into the potential need to increase the numbers of the Council.

RESOLVED by 6 votes against, 1 in favour and 1 abstention not to proceed with the review

13. TO REVIEW AND APPROVE THE FOLLOWING POLICIES

- i.** Risk Assessment
A good piece of work which is regularly updated
RESOLVED to approve
- ii.** Bidford On Avon Vulnerable Adult Policy
RESOLVED to approve
- iii.** Training Statement of Intents
Good document but should not more Councillors attend training.
Clerk clarified that since many of the training sessions are virtual the take up is much higher.
RESOLVED to approve

14. TO RECEIVED CHROMEBOOKS AND APPROVE THE PARISH COUNCIL CHROMEBOOK POLICY

There was some discussion regarding the issue of emails as these cannot solely remain on the Chromebook. Clerk clarified that the aim is that Councillors use the Chromebook for Parish Council purposes, as is common practice in business, especially for GDPR and Freedom of Information purposes. If necessary, the Clerk could request a Cllr to let her see the contents of the Chromebook if required for GDPR/FoI purpose which the Clerk cannot do if the device is a personal one.
RESOLVED by 8 votes in favour and 1 against to accept the Chromebook and approve the Policy.

It should be noted that 8 Cllrs took their Chromebooks and signed the Policy

15. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

- i.** **22/01168/FUL Mr Jonathan Wade, Wixford Lodge Cottage, Georges Elm Lane, B50 4JS**
Two storey new dwelling place
Note: Parish Council is being notified as an adjoining Parish Council
Link to planning application
<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=RABKY0PMK2N00>
RESOLVED to note
- ii.** **22/01369/FUL Adam and Malgorzata Downey and Dobrowolska, Falstaff House, 12 Victoria Road, B50 4AS**
Change of use from residential care facility to C3 dwelling
Link to planning application
<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=RBGV3XPMGGE00>
Cllrs were concerned about the closure of the dwelling as a residential home for 10 people but understood there was not proof of need within the District and the change was sympathetic to the street scene. In view of this it was **RESOLVED** to send a No objection comment

to

16. TO CONSIDER AND APPROVE

i. Completed accounts for the month of May 2022

These had been circulated.

Clarification was requested regarding the amount against Item Salary & Wages: it referred to 2 months not 1 month

RESOLVED they should be accepted and approved

ii. To approve payments to be made in June 2022

List of BACS payments had been circulated.

The total amount for the payment list is £22,421.24 as per the enclosed

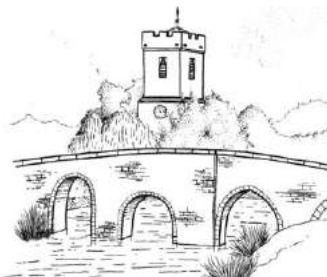
RESOLVED to approve the payments

The meeting closed at approx. 9.40 pm



BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 8 - CLERKS REPORT – June 2022

1. AUTHORISED EXPENDITURE

Residents in Kings Lane, Broom, reported an overgrown hedge that was making walking dangerous as it made it impossible for pedestrians to move out of the way of any incoming vehicles.

The site was visited together with Council's grass verge contractors and it was agreed that it was necessary to cut back the hedge – there is the possibility that this will reveal the existence of a footpath which will make walking safer.

Estimated cost £250

2. BIG MEADOW

There have been reports of youngsters on motorbikes accessing the Big Meadow in the evening and driving around without due care and attention. This has been reported to the Police as, bearing in mind the amount of people, including children, and dogs, it can be dangerous.

It is uncertain how they access the Big Meadow once the gates are closed and it could be via the newly installed disabled gate. This was something Council considered at the time of approving the installation when it was agreed that it should be monitored. In view of the current situation, it is recommended that this access be carefully monitored to establish whether it is being used as an access point by young motorbike drivers.

3. QUESTION RAISED BY MEMBER OF THE PUBLIC REGARDING ENTRY TO HIGH SCHOOL EDUCATION FOR BIDFORD ON AVON PUPILS

Concern had been raised that admission to Alcester High School had been refused to 10 Bidford pupils.

As instructed, the Clerk contacted Warwickshire County Council who advised that *“All children resident in the Bidford-on-Avon area that applied by the closing date were offered a secondary school place on national offer day 2022.”*

Unfortunately, it is not always possible to offer all children a place in their preferred school. In these instances we will make an offer at the next nearest school with space, in the case of children resident in Bidford-on-Avon are this would be St Benedicts Catholic High School”

Regarding the issue that, when the High School in Bidford on Avon closed, residents were assured there would always be capacity in Alcester, the reply was *“We are unable to comment on any assurances given on the closing of Bidford-on-Avon High School. However, we are of course aware of the housing growth in the Bidford area and work with Stratford District Council to assess and mitigate the impact of any housing development on the need for school places. Current pupil forecasts suggest sufficient school places exist in local schools to accommodate any additional demand in the short to medium term, but future expansion of secondary schools in Alcester may be required longer term as the impact of housing development in this area increases.”*

4. UPDATES

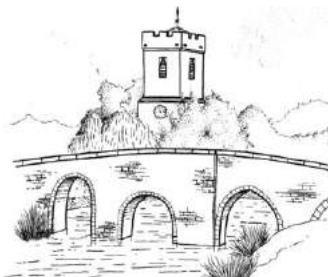
Question raised by Councillor at the May Councillor Forum regarding the £31k allocated to painting road lines.

Clerk has checked with Highways Officer:

- i. The amount of £31k was for the area not just Bidford on Avon
- ii. The amount allocated to Bidford on Avon was for lines north of the B439, specifically lines on Bramley Way by the school and this was carried out.

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 10ii) FACILITIES WG REPORT & RESOLUTIONS

A virtual meeting of the Facilities WG took place has been arranged for Monday 20th June 2022 @ 5.00 pm

Attendants: Cllrs Broadhurst, Deacon, Hiscocks, Knight and Williams

1. ELECTION OF CHAIRMAN

It was proposed Cllr Hiscocks continue as Chairman

RESOLVED by all members that Cllr Hiscocks continue as Chairman of this WG

2. ALLOTMENTS

i. Notice boards

Regrettably, there appears to be a reason why good noticeboards are more expensive. Also, a larger 4 x A4, has been requested.

- **Greenbarnes**

3 x aluminium (silver anodised) with posts and magnets

£1,024.00

- **KBS**

3 x aluminium (silver anodised) with posts

£873.86

3 x aluminium in colour (green?)

£1110

Heading

£324

Recommendation to opt for Greenbarnes at £1,024 as Council is aware of its quality having already purchased them in the past

Item 10ii) Facilities WG Resolutions June 2022

RESOLVED by full council to approve the purchase of 3 x notice boards from Greenbarnes at a total cost of £1,204.00

ii. Issues with tenant

There have been bonfires burning items not belonging to the allotments such as tyres etc. as well as anti-social behaviour by individuals. One of the individuals has been identified as the son of a tenant and, although they were spoken to, it would appear it has made no difference.

In view of this, and as the allotment is not being properly kept in its entirety, the proposal is that the Parish Council supports the eviction notice of said tenant giving him 7 days in which to vacate the plot and leave it in a good condition. Any clearing up to be charged.

Members considered this issue in detail and the **Recommendation is**

- The Bidford Allotments Association carry out its normal eviction process as the plot does not appear to be maintained as it should **RESOLVED** by full Council Bidford Allotment Ass. to carry out its normal eviction process if the plot is not being maintained.
- If there is sufficient evidence, to contact the Police and request they intervene, as a first step, as the aim is to prevent further fires and trespassing.

RESOLVED by full council to contact the Police and request their intervention in the first instance

iii. Issues with gate/access west track (photos enclosed)

- A new lock may be required
Recommendation to proceed with a replacement
RESOLVED to approve the purchase of a new lock
- Consider placing a bollard in the space between the gate post and the fence as it allows entrance by non-authorized vehicles
Recommendation to install a metal post

After a short discussion it was **RESOLVED** by full Council to approve the purchase and installation of a metal bollard at a cost of no more than £100

3. WARDS LANE

iv. Memorial Garden

Both members of this WG and a resident have raised the idea that this area be set aside as a Memorial Garden.

v. Play equipment

An alternative proposal is to improve the play equipment

Item 10ii) Facilities WG Resolutions June 2022

Members visited the site and it was noted that it is frequented by youngsters. In view of this the **Recommendation** is that it remain a Youth Area and alternative seating etc be considered at the next Facilities WG meeting with a view to making a recommendation to Council

Regarding the Memorial Garden: question was raised as to what was meant. There already exists an area in St Laurence Church gardens where one can sit peacefully, looking towards the river and pray and/or meditate. If it is something for the community, then possibly the proposed Queens Community Garden could address this.

Recommendation Council to consider this item and resolve

- i. Should it be considered further
- ii. Which WG is the more appropriate

RESOLVED by full Council that

- i. Wards Lane should remain an area for Youth and that alternative seating be considered by the Facilities WG with recommendations to be considered by full Council
- ii. Clerk to liaise with the vicar regarding signage for the area to the rear of St Laurence as a place for Peace and Quiet.
Communities' WG confirmed that such an area was envisaged in the Queens Community Garden

4. STREET LIGHTING, KINGS LANE, BROOM

Resident from No. 2 has complained about lack of lighting after one of the street light has had to be removed. Council installed a solar powered light which, as I drove past at 3.00 am Thursday morning, was working fine and giving light. I am meeting the resident and the WCC officer at 9.30 Friday morning on site to discuss the issue and look at the possibility of installing another column. Issue is that there are no underground connections. The quote some 3 years ago was for £8.5k for a new column, hence the solar powered one which was a much cheaper and sustainable option.

At the meeting it was agreed that WCC officer would contact Western Power (WPD) and ask them to reconsider the position of the pole. If it remains unsafe, then WPD to give a quotation for a replacement wooden pole. Residents of the garden where this is sited have agreed to this.

Recommendation to note

RESOLVED by full Council to note and await further information

5. REPLACEMENT BENCH – SALFORD ROAD

Current bench completed destroyed by person/vehicle unknown.

Replacement cost of our standard metal bench in blue is £694 delivered plus £250 installation including materials

Recommendation to approve the replacement and installation costs

RESOLVED to approve the purchase and installation of a Ollerton Festival Blue Bench at a total cost of £944

6. UPDATES

- vi. POS Transfer – in hands of solicitors who are seeking clarification from SDC on some issues
- vii. Pump Track – appears to have support from members of the public who attended the Annual Parish Assembly>
Have spoken to Clark & Kent, the company that installed the one in Evesham, amongst others. They will be contacting me when in the area with a view to looking at potential site within the village and an estimate of cost.
Please check <https://www.clarkkentcontractors.com/tracks/pump-tracks.html> to see the many and varied tracks Clark & Kent have laid. These were shown to interested parties at the Annual Parish Assembly.
- viii. Dugdale Sportsfield – many of the whips have been vandalised. I have inspected the area with WCC Forestry Officer and we repaired what we could. He is letting me have some more sticks to prop up those whips we had no sticks for.
He will be quoting for replanting in the Autumn to replace the vandalised ones.
- ix. Electric charges in car parks – a report entitled South Warwickshire Electric Vehicle (EV) Infrastructure Strategy has been commissioned and their draft report was received last Friday (17th June). This report provides an estimated number of EV chargers required alongside the approximate cost of the most common procurement models. The report is being presented to the respective WDC & SDC Cabinets in July. A cross-Council working group has been set up to take this information and put together an action plan with a suggested way forward. This will be presented in Q3 of 2022/23. Officers appreciate that it may seem a protracted length of time, but it is important to get it correct both for members of the public and the Councils alike
- x. Jacksons Meadow and Miller Homes – will follow this up in the summer when there is more time to dedicate to chasing.

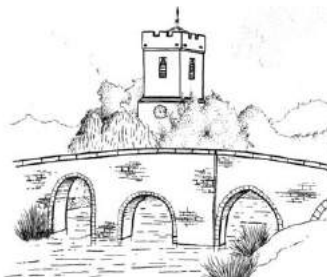
Item 10ii) Facilities WG Resolutions June 2022

RESOLVED by full Council to note the updated

Item 10ii) Facilities WG Resolutions June 2022

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 10 iii) GRANT APPLICATION – REPORT & RESOLUTIONS

Members: Cllrs Fleming, Chairman of the Parish Council; Taylor, Vice Chairman, Hiscocks, Chairman of the Facilities WG and Meredith, Chairman of the communities WG

1. Bidford Bowling Club

It should be noted that this is their Centenary Year.

Grant request is for

- i. Sprinkler System renewal – it is 40 years old
- ii. Upgrade of the heating system
- iii. Remedial works to allow satisfactory EICR Certification
- iv. Essential Interior decoration

Total cost £6,851

Grant request: £3,425.50

Recommendation to award the grant as requested

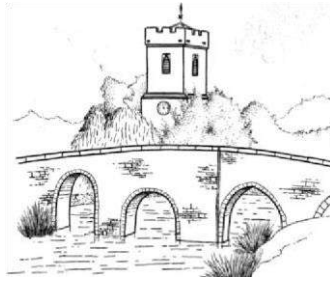
It was noted that it was a very well completed application form and that the club had raised money to match fund the costs

RESOLVED by full Council to approve the grant of £3,425.50

Item 10iii) Grant Application Report & Resolution June 2022

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 10iv) YOUR VILLAGE YOUR VOICE WG – REPORT AND RESOLUTIONS

A virtual meeting was held on Thursday 16th June 2022 @ 4 pm

Attendants: Project Manager A Maliphant and Parish Clerk Mrs E Uggerloese, with apologies from John Cashmore (Chair of the Walking & Cycling Sub-Group)

The following issues were considered and this WG would ask Council to note the decisions made:

i. Project Manager's report

- Special interest meetings were continuing, with a potential drama group meeting in the Crawford Hall on June 15th, and a forthcoming potential canoeing club meeting at the Youth Centre on June 17th with an eye to restarting youth canoeing on Fridays
- In terms of membership of the working group, it was recommended that the secretary of the new arts & crafts hub be invited to join the group as a full member
- The project manager had completed attempts to contact those people who had volunteered to develop new clubs, some of whom had not responded
- As future work to develop recreation groups was not in the project manager's remit, it was recommended that the parish council continued to encourage potential group leaders to come forward rather than attempt to start new activities themselves
- As the range of youth activities remained a particular concern, the project manager recommended that the parish council consider appointing a short-term youth development project manager to determine what additional activities could be developed for young people, including one practical suggestion that had already come forward for cooking lessons
- The project manager would gather further details of a potential job description for the role, for the parish council to review

ii. Walking & Cycling sub-group

- John Cashmore reported by email that the sub-group had held another Zoom meeting on the 7th June, joined by a new resident
- The sub-group aimed to produce their first walking and cycling maps and routes by 21st July in line with the 6-week school holidays
- The footpath site visit template had been simplified for future use
- John had also made contact with the Bidford cycling group
- Adult cycling training is available via Outspoken and funded by Warwickshire County Council, more details to follow
- The sub-group's next Zoom meeting will take place on 14th July from 6pm

iii. Draft Recreation Strategy

- The emerging "Active Bidford Strategy" was reviewed, and is attached for the parish council's consideration
- A number of key points are highlighted in red italics for particular attention, including the use of the £25,000 fund already approved for Your Village Your Voice

iv. Use of project manager's time

- The draft Strategy indicates that developing a new building for community recreation is not justified at the moment, due to the amount of unused space and times in existing venues
- The project manager suggested that his contracted hours could be closed accordingly, and the balance of the project management funds already committed by the parish council could then be used to develop the Strategy in other ways

Recommendation to note the above point

v. Election of Working Group chairman for 2022/23

- The Working Group terms of reference say "The chairman will be elected annually in May from among those members who are not already chairs of another parish working group, or chairman of the parish council."
- As the project manager was now standing down as chairman of the group, it was recommended that the parish council appoint a successor in line with the terms of reference
- It was also recommended that the wording of parish council representation on the group be altered to say "up to four parish councillors"

Recommendation

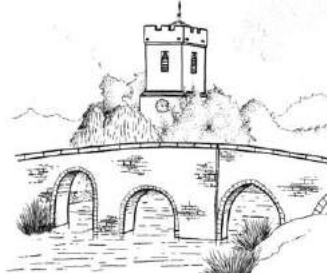
- Council amends the current Terms of Reference to say "up to four (4) Parish Councillors"

- Council appoint up to 4 Parish Councillors to the Your Village Your Voice WG
- Council appoint its Chairman who, as per the Terms of Reference, cannot be the Chairmen of any other WG

RESOLVED by full Council Communities WG to consider this document and report back to full Council with its recommendations

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 8 - CLERKS REPORT - July 2022

UPDATES (Matters arising)

1. ROUNDABOUT

As requested at the June meeting, details were emailed to Cllr Pemberton.

2. MEMORIAL GARDEN

Resident had visited the area to the rear of St Laurence and advised that it was a lovely, peaceful spot and asked if it could be better signed.

Clerk has spoken to the Vicar who, in principle, is open to the idea. His main concern is the safety of the bank and it was agreed the Clerk to contact SDC to discuss how this could be addressed so that the area can be safely signed as an area for resident to sit and reminisce and remember the family members and friends who have gone.

3. INTERNAL AUDIT

Reply with comments from Parish Council had been sent to the Internal Auditor. In particular there was the issue of a grant that had been awarded where the figures mentioned by the Internal Auditor had not reflected the amount of the grant requested.

The Internal Auditor replied that the issue being raised was not the amount but the use, which was to pay for the hire over a period of time. The advice was that, in such cases where the sustainability of a group may not be guaranteed, it would be better for Council pay for the hire of the hall directly for a period of time until the sustainability of the group was proven: that would ensure the funds were used for the correct purpose even if the group was no longer viable.

4. YOUR VILLAGE, YOUR VOICE – WALKING & CYCLING GROUP

This is a very proactive group meeting regularly via Zoom. Members have provided great maps that have been posted on the website and both Councillors and residents are encouraged to visit their site at <https://bidfordonavon-pc.gov.uk/your-village-your-voice/walking-cycling/> It is also planned that a “Walk of the Month Map” be posted on the noticeboards – they will have a QR so anyone with a smartphone can access the details.

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 9ii) FACILITIES WG REPORT & RECOMMENDATIONS

A meeting of the Facilities WG took place on 13th July 2022
Attendants: Cllrs Deacon, Hiscocks and Knight
Cllr Broadhurst had sent her apologies

1. WARDS LANE

i. Youth Shelters

2 x examples and prices enclosed

- Caloo - £11,423
- AMV - £5,371

Ex. Installation.

Recommendation – AMV 3 sided Youth Shelter

2. DUGDALE SPORTSFIELD

The resolution to install a fence was taken in July 2021. It was put in abeyance as Council entered into conversation/correspondence with WCC to see if there was a “softer” way of dealing with the issue.

Regrettably, no information has been forthcoming from WCC and the advice received from solicitors referred to by WALC is that the Parish Council is in its rights to erect any structure that will cease the potential for any “Right of Way/Entrance”.

As this is a new financial year, it has to be reconsidered. Two options are proposed:

Item 9ii) Facilities WG Report & Recommendations July 2022

- i. Post and Chain Rail installed flush to the existing fences and gates
Cost £2,317.60
- ii. Logs to be placed outside the gates (could be used as seats)
Cost £700

Recommendation to opt for the logs that can also be used as benches

3. LITTER PICKER

A resident contacted the Council as he saw an advert for a Litter Picker in Northway Parish Council and wondered if Bidford would consider this and he would apply.

Members considered this issue and taking into account that

- i. The Big Meadow – litter is removed regularly and bins emptied
- ii. Parish Council bins in the village are regularly emptied
- iii. Play areas are inspected and cleared every Friday
- iv. Bidford Rubbish Friends organise a monthly litter pick
- v. It will be difficult to monitor

The **Recommendation** not to consider an additional position for litter picking

4. PUMP TRACKS

i. Sites

There are 3 x potential sites

- Dugdale Sportsfield
- Kings Lane, Broom
- Marleigh Park

A fourth site, St Laurence Way/Ebsdorf, was not considered suitable as it is too close to the roads and too residential.

ii. Companies

Due to the cost, Council will have to go to tender using the Government's Contract Finder Platform.

However, there are 2 companies that have installed pump tracks locally

- Clark & Kent (Evesham) their site is available at <https://www.clarkkentcontractors.com/tracks/pump-tracks.html>
- The UK Ramp Company (Salford Priors). Their details available at eat As can be seen they started at the 2021 Olympics and <http://www.theukrampco.com/>

Recommendation council consider setting £100k aside for this project and consider the site

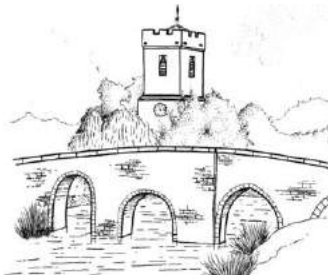
5. THE LEYS POS

This area is leased from WCC and used as a football area. Often mothers and other children sit to watch and they have requested a picnic bench be installed at either one of the 2 ends.

RECOMMENDATION that a picnic bench, as the one to be installed at Marleigh Park at a cost of £2,083.15 + £200 installation

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 9 iii) GRANT APPLICATION – REPORT & RECOMMENDATIONS

Members: Cllrs Fleming, Chairman of the Parish Council; Taylor, Vice Chairman, Hiscocks, Chairman of the Facilities WG and Meredith, Chairman of the communities WG

1. Bidford Pantomime Group

2023 Panto production

Grant requested £1000 towards hire of venues)

Recommendation to award £750

2. Bidford Primary School

Play equipment

Total cost of project £23,691

Grant request £7,191

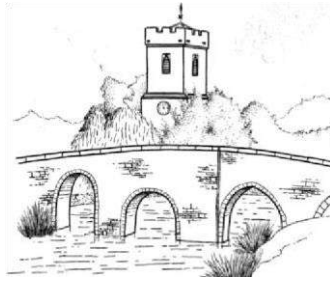
Other funds raised by parents and school budget

Recommendation to grant £6,500 (same amount as the school)

Item 9iii) Grant Application Report & Recommendation July 2022

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



ITEM 9iv) YOUR VILLAGE YOUR VOICE WG – REPORT AND RECOMMENDATIONS

It is proposed the Terms of Reference, approved in December 2021, be amended as follows:

- **Members**
 - Number to remain “up to 21”
 - Change number of Parish Councillors from 4 to 3
 - Delete Project Manager as permanent member

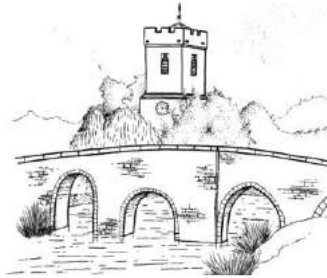
- **Chairman**

Amend to read “The Chairman is not required to be a Parish Councillor. The first Chairman to be determined by the Parish Council and, thereafter, elected annually by the Your Village, Your Voice Group members”

Recommendation that Council approves these changes

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) 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.
- 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 are reminded that, as you live in the community you represent, you should take into account residents may find it difficult to differentiate between you, as an individual and you, the Councillor and, therefore, care should be taken when making any comments
- 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.
- The use of your Chromebook, which is an official device assisting Council to be paperless, is an exception but should be used for Parish Council Meeting purposes only during meetings
- 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

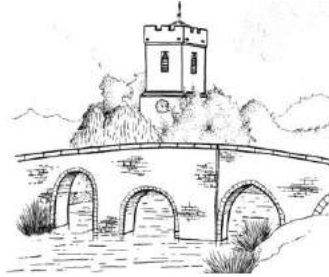
6. Breach of this Policy

Breach of this Policy may be a breach of the Code of conduct.

Approved by Bidford-on-Avon Parish Council on 25th July 2022

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



INTERNAL CONTROL POLICY

Bidford-on-Avon Parish Council is committed to ensuring it is accountable for the management of the Parish Council. To assist it in this, it has approved the following internal control measures.

1. Internal Financial Control Policy

The Accounts Quarterly Review Group (2 Councillors) carry out an audit trail on a quarterly basis, and report any issues back to full council

2. Budget Monitoring

The RFO prepares monthly reports which allow the council to monitor income/expenditure against the budget; and an annual projection of income/expenditure.

3. Grants

Council has delegated to the Grants Working Group the responsibility of assessing grant applications.

The Working Group meets regularly to consider all grants requests received and will make due recommendations to full council who will make the final decision.

The Parish Council is eligible for the General Power of Competence and confirmed this at the Annual Meeting of the Parish Council in May 2019

The Parish Council reviewed and updated its Grant Policy and Grant Application Form in May 2022

4. Internal Audit

The Parish Council has appointed Johnson & Associates as its Internal Auditors. They are independent from the council and based in Radway. They carry out spot checks online, monitoring the information that is posted,

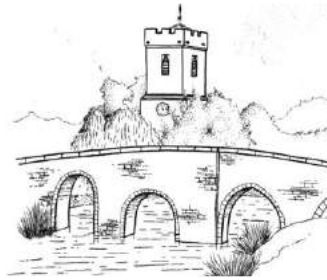
including, minutes, financial information and procedures. They carry out a manual check of payments: invoices, cheques and bank statements.

This Policy was reviewed and adopted on 25th July 2022



Item 10iii)

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



**Policy on dealing with abusive,
persistent or vexatious
complaints and complainants**

Policy on dealing with abusive, persistent or vexatious complaints and complainants

1. Introduction

- 1.1 Dealing with a complaint is a straightforward process, but in a minority of cases, people pursue their complaints in a way which can either impede the investigation of their complaint or can have significant resource issues for the council. This can happen either while their complaint is being investigated, or once the council has finished dealing with the complaint.
- 1.2 We are committed to dealing with all complaints equitably, comprehensively, and in a timely manner.
- 1.3 We will not normally limit the contact which complainants have with council staff or office.
- 1.4 We do not expect staff to tolerate unacceptable behaviour by complainants or any customer. Unacceptable behaviour includes behaviour which is abusive, offensive or threatening and may include
 - Using abusive or foul language on the telephone
 - Using abusive or foul language face to face
 - Sending multiple emails
 - Leaving multiple voicemails
- 1.5 We will take action to protect staff from such behaviour. If a complainant behaves in a way that is unreasonably persistent or vexatious, we will follow this policy.
- 1.6 Raising legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant.
- 1.7 Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

2. Aim of this policy

- 2.1 The aim of this policy is to contribute to our overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2.2 It sets out how we will decide which complainants will be treated as vexatious or unreasonably persistent, and what we will do in those circumstances. The policy is for the information of staff, staff in Bidford on Avon partner organisations and councillors, as well as customers.

3. Definitions

3.1 We have adopted the Local Government Ombudsman's (LGO) definition of ***“unreasonable complainant behaviour”*** and ***“unreasonable persistent complaints”***

3.2 We define unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the council, hinder our consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

3.3 Examples include the way or frequency that complainants raise their complaint with staff, or how complainants respond when informed of our decision about the complaint.

3.4 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category) :

An unreasonably persistent and/or vexatious complainant may:

- have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
- refuse to specify the grounds of a complaint despite offers of assistance
- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved
- refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure (eg parking ticket and planning appeals)
- refuse to accept that issues are not within the power of the council to investigate, change or influence (examples could be a complaint about a private car park, or something that is the responsibility of another organisation)

- insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (insisting, for instance, that there must not be any written record of the complaint)
- make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced
- make an unreasonable number of contacts with us, by any means in relation to a specific complaint or complaints
- make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to numerous, frequent and/or complex letters, faxes, telephone calls or emails)
- harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements he or she made at an earlier stage in the complaint process
- electronically record meetings and conversations without the prior knowledge and consent of the other person involved
- adopt an excessively 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the council, but at the same time with a Member of Parliament, other councils, elected councillors of this and other councils, the council's independent auditor, the Standards Board, the police, and solicitors.
- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded, and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure

- persistently approach the council through different routes about the same issue
- persist in seeking an outcome which we have explained is unrealistic for legal or policy (or other valid) reasons
- refuse to accept documented evidence as factual
- complain about or challenge an issue based on a historic and irreversible decision or incident
- combine some or all of these features

4. Imposing restrictions

- 4.1 We will ensure that the complaint is being, or has been, investigated properly according to the parish council's complaints procedure.
- 4.2 The Clerk will contact the complainant in writing or by email to explain why this behaviour is causing concern, and ask them to change this behaviour. The Clerk will explain the actions that the council may take if the behaviour does not change.
- 4.3.1 If the disruptive behaviour continues, the Clerk will issue a reminder letter or email to the complainant advising them that the way in which they will be allowed to contact us in future will be restricted. The Clerk, together with members of the Staffing Panel, will make this decision and inform the complainant in writing or by email of what procedures have been put in place and for what period.
- 4.4 Any restriction that is imposed on the complainant's contact with us will be appropriate and proportionate and the complainant will be advised of the period of time the restriction will be in place for. In most cases restrictions will apply for between 3 and 6 months but in exceptional cases may be extended. In such cases the restrictions would be reviewed on a quarterly basis.
- 4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include :
- Banning the complainant from making contact by telephone except through a third party eg solicitor/councilor/friend acting on their behalf
 - Banning the complainant from sending emails to individual and/or all council officers and insisting they only correspond by letter

- Banning the complainant from using any of the council's services
- Banning the complainant from accessing any council building except by appointment
- Requiring contact to take place with one named member of staff only
- Restricting telephone calls to specified days / times / duration
- Requiring any personal contact to take place in the presence of an appropriate witness
- Letting the complainant know that we will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff should be identified who will read future correspondence)

4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing (and/or as appropriate) to explain:

- why we have taken the decision,
- what action we are taking,
- the duration of that action,
- the review process of this policy

4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.

4.8 Where a complainant continues to behave in a way which is unacceptable, the Clerk, together with members of the Staffing Panel, may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, we will consider other options, for example reporting the matter to the police or taking legal action. In such cases, we may not give the complainant prior warning of that action.

5. New complaints from complainants who are treated as abusive, vexatious or persistent

5.1 New complaints from people who have come under this policy will be

treated on their merits. The Clerk together with members of the Staffing Panel, will decide whether any restrictions which have been applied before are still appropriate and necessary in relation to the new complaint. We do not support a “blanket policy” of ignoring genuine service requests or complaints where they are founded.

- 5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on our contact with him or her, will be recorded and notified to those who need to know within the council.

6. Review

- 6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk and members of the Staffing Panel, after three months and at the end of every subsequent three months within the period during which the policy is to apply.

- 6.2 The complainant will be informed of the result of this review if the decision to apply this policy them has been changed or extended.

7. Record keeping

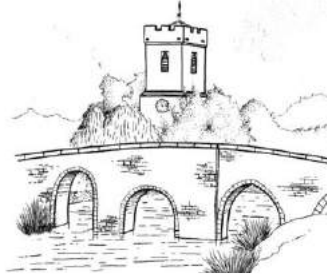
- 7.1 Adequate records will be retained by the appropriate service manager of the details of the case and the action that has been taken. The Clerk will retain a record of

- The name and address of each customers who is treated as abusive, vexatious or persistent
- When the restriction came into force and ends
- What the restrictions are
- When the customer and departments were advised

- 7.2 The Council will be provided with an annual report at the Annual Meeting of the Parish Council, giving information about customers who have been treated as vexatious/persistent as per this policy.

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 11) Walking and Cycling Consultation by WCC

Warwickshire County Council is encouraging Cycling and Walking across the County and has published a document encouraging residents to give their thoughts. The full document can be accessed at https://www.warwickshire.gov.uk/news/article/3013/have-your-say-on-warwickshire-s-plans-for-walking-and-cycling?fbclid=IwAR1Yp7qOzUZmpdUl-YjgAyL4rIEXpDNSxIQWixwCozGtBr5n_5KhIHw7qWU

The Walking & Cycling Sub Group has advised that there are sections of this document that directly impact on Bidford on Avon and this can be accessed at <https://api.warwickshire.gov.uk/documents/WCCC-1615347118-712> (you may have to copy and paste on to browser)

Page 24 shows a map with the proposed path to Bidford on Avon Health Centre parallel to the B439 and Page 26 gives a little more detail on the proposed scheme

Recommendation that Councils supports the proposed path

Item 11) Walking & Cycling