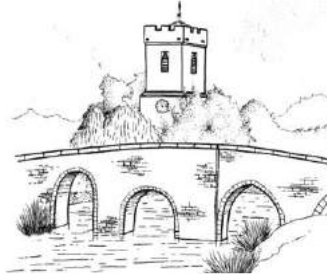


BIDFORD ON AVON PARISH COUNCIL


In the County of Warwickshire



To all Members of the Parish Council

You are hereby summoned to attend a Meeting of the Parish Council to be held at the Parish Council Meeting Room, Bramley Way B50 4QG on Monday 22nd January 2024 @ 7.30 pm to transact the following business

17th January 2024


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 following Minutes of the Parish Council Meeting held on 18th December 2023
- 4. Public Forum** questions from members of the public. Please be aware that, although members of the public can raise any question, Council will only be able

Agenda PC Meeting Jan. 2024

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.

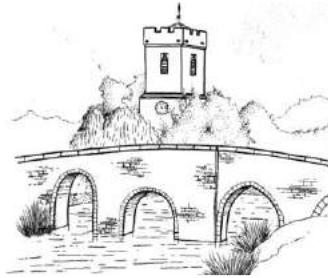
5. **Councillor Forum** Questions from members of the Council. Councillors are reminded to raise questions that are pertinent to Council. Administrative questions to the Clerk should be directed directly to her outside the meeting. 3 mins. per issue raised and 15 minutes in total.
6. **To receive** report from County Councillor
7. **To receive** report from District Councillor
8. **To receive** Clerk's Report
9. **To consider** Reports from the Parish Council's Working Groups
 - i. **Communities WG** – Report & Recommendations enclosed
 - ii. **Facilities WG** – Report & Recommendations enclosed
10. **To receive** the following updates/reports
 - i. Parish Council Surgery on 13th Jan. 2024 10.00 – 12.00 at the Fire Station
 - ii. Perkins Trust
 - iii. Parochial Charities
11. **To approve**
 - i. December 2023 accounts - circulated
 - ii. January 2024 payments – circulated

Due to the sensitive nature of this item, the Council may resolve to exclude the public (Public Bodies (Admissions of Meetings Act) 1960 s1(2))

12. **To consider** recommendation from the CWG regarding market costs

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Minutes of the Parish Council Meeting held on Monday 18th December 2023 @ 7.30 pm
at the Parish Council Meeting Room, Bramley Way B50 4QG

PRESENT

Chairman Cllr. Taylor (P)

Cllrs. Barry, Cullum, Haberton, Hiscocks, Ho, Moore, and Williams

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

Also present District Cllr Fleming
2 members of the public

1. TO RECEIVE AND ACCEPT APOLOGIES

Apologies received and accepted from Cllr Taylor (N)

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 declared

Cllr Barry declared an interest in Item 10: she is a member of the campaign committee

- 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 MINUTES OF THE MEETING HELD ON 27TH NOVEMBER 2023

Cllr Williams proposed they be accepted as being accurate and they were signed by the Chairman

4. PUBLIC FORUM

- i. Resident advised that the time of the meeting had been advertised s starting at 7.00 pm and they found the gates closed when they arrived. Clerk apologies for the error.

5. COUNCILLOR FORUM

- i. Chairman advised that, at last, a consultation, with residents, was taking place on 28th December at the Cottage of Content, regarding road safety improvements through Barton. It should be noted that Cllr Pemberton was paying for the improvements from his Councillor Budget. Councillor asked how long had this process taken. Chairman replied some 5 years: it was good to see it coming to a conclusion.

6. TO RECEIVE REPORT FROM COUNTY COUNCILLOR

Cllr Pemberton did not attend the meeting

7. TO RECEIVE REPORT FROM DISTRICT COUNCILLOR

- i. **Partners Briefing Newsletter** – new issue now available and would be sent to the Clerk for posting.
- ii. **Climate Change Grant** of £100k was being made available. As the former Climate Change Portfolio Holder, he was quering where the other £1.2 million set aside for this, had gone. NO reply received to date
RESOLVED to note all points

8. RECEIVE CLERK'S REPORT

Nothing to report

9. TO CONSIDER THE BUDGET/PRECEPT FOR 2023/24

Regrettably, due to personal reasons, it was not possible for Mr Derek Kemp, of SDC Accounting, to be present.

Three options had been made available:

- i. Unchanged Precept of £306,379
- ii. Unchanged Band D Precept demand – Precept £309,583 recommended option
- iii. 5% increase (inflation estimate) – Precept £325,062

Chairman proposed that Council consider the recommended Option of no change to Band D demand as tis increased the Precept amount without burdening residents.

Councillor suggested it would be a good idea to increase by a small amount, say 2%. Whilst Chairman agreed it was good practice, this option had not been put forward and, bearing in mind the current ongoing Cost of Living Crisis, the recommendation not to burden residents whilst still raising sufficient fund for Council to be able to

manage its business, would appear to be the correct one.

RESOLVED by a unanimous vote, to approve a Precept of £309,583 – no change to Band D demand

10. TO CONSIDER THE WFRS CONSULTATION DOCUMENT AND COUNCIL'S RESPONSE

Cllr Barry left the table and sat with the members of the public

The Chairman advised that Councillors had been working on this and it was proposed that the following priorities be approved:

- i. For residents to feel safe and be safe – the proposal leave us vulnerable, especially at nights, and Council needs to do all it can to save (and ideally improve) Bidford's fire and safety cover, whatever that entails
- ii. To keep Bidford Fire Station **active**
- iii. Not to lose Bidford's loyal on-call firefighter

The Parish Council is already working on its response and is keen to hear from residents. It plans to hold surgeries/work shops at the Fire Station in the new year with a view to finding an alternative option that will address the above priorities. In the meantime, it had asked for 15 hard copies to be made available at Bidford Community Library and Parish Council Office.

Councillors agreed with this, proposed, statement and it was

RESOLVED by a unanimous vote, to approve the proposal in full

11. TO CONSIDER REPORT AND RECOMMENDATIONS FROM THE COUNCIL'S WORKING GROUPS

- i. **Communities WG Report & Resolutions** – verbal report:
 - Christmas Market had been a great success with all stallholders satisfied. Generally the monthly market has been successful in 2023 so it was forward and upwards for 2024. Chairman thanked the Communities WG and Hilary for their efforts.
RESOLVED by Full Council to note and congratulate Hilary
 - New Year's Eve Fireworks – this was taking place at the Big Meadow at 6.00 pm. The Sports Pavilion would be open and available for refreshments from 5.00 pm
RESOLVED by Full Council to note
- ii. **Facilities WG Report & Resolutions** are attached to these Minutes of which they form an integral part
- iii. **Grants WG Report & Resolutions** are attached to these Minutes of which they form an integral part

12. TO CONSIDER AND APPROVE THE PARISH COUNCIL'S MISSION STATEMENT

This had been circulated and it was

RESOLVED by a unanimous vote to adopt the Mission Statement

13. TO CONSIDER THE MEMBERSHIP OF THE GRANTS WG

This currently consists of the Chairman and Vice Chairman of the Parish Council as well as the Chairmen of the Communities, Facilities and Your Village Your Voice WG. Having discussed this, it is felt that 5 members is too many and the

RECOMMENDATION is for the Vice Chairman to cease being a member of this WG.

RESOLVED to reduce membership to 4 members until such time a full complement of Councillors is available

14. TO APPROVE

i. Completed accounts for the month of November 2023

These had been circulated.

There had been a couple of queries:

- Payment to British Gas for church light
Clerk advised the Parish Council has always paid for the column within the churchyard
- Payment of grants re Remembrance Sunday
Clerk advised these were payment the Parish Council had taken over from the British Legion for the refreshments at The Bull's Head and the band

RESOLVED to approve the accounts

ii. To approve payments to be made in December 2023

Total BACS £6,919.86 to include the Arty Avon grant approved at this meeting

RESOLVED to approve the payment

The meeting ended at approx 8.20 pm

Budget Summary

Year Ended 31st March 2025

Band D Precept charge unchanged Recommended

	2023/24		2024/25	<i>Budget</i>	
	Projected	<i>Budgeted (Revised)</i>	Proposed	<i>Incr/Decr</i>	
REVENUE EXPENDITURE					
Administration	77119	105704	105704	0	
Civic & Democratic	3224	3650	3650	0	
Grants and Donations	37500	28000	28000	0	
Parks & Outside Areas	110490	113660	113660	0	
Allotments	2000	2000	2000	0	
Cemetery	21538	21745	21745	0	
Street Lighting	8000	1750	1750	0	
Village Management	39137	41850	41850	0	
	<u>299008</u>	<u>318359</u>	<u>318359</u>	<u>0</u>	0.00%
INCOME					
Administration	8900	10800	10800	0	
Civic & Democratic	0	0	0	0	
Grants and Donations	0	0	0	0	
Parks & Outside Areas	51001	45850	45850	0	
Allotments	2000	2000	2000	0	
Cemetery	7250	7250	7250	0	
Street Lighting	0	0	0	0	
Village Management	3350	3350	3350	0	
	<u>72501</u>	<u>69250</u>	<u>69250</u>	<u>0</u>	0.00%
NET REVENUE EXPENDITURE	<u>226507</u>	<u>249109</u>	<u>249109</u>	<u>0</u>	0.00%
CAPITAL & PROJECT EXPENDITURE					
Capital Projects	27000	0		0	
Capital Projects internal funding	-17853	0		0	
Capital Projects external funding	0	0	0	0	
Capital Projects funding provision	50000	50000	50000	0	
	<u>59147</u>	<u>50000</u>	<u>50000</u>	<u>0</u>	
TOTAL NET EXPENDITURE	<u>285654</u>	<u>299109</u>	<u>299109</u>	<u>0</u>	0.00%
Financed as follows					
Reserves at 1st April	161832	174743	182557		
Reserves at 31st March	182557	182013	193031 **		
Funded from/(transferred to) General Reserve	-20725	-7270	-10474 ***	-3204	
Precept	306379	306379	309583	3204 }	1.05%
TOTAL TAXATION FUNDING REQUIRED	306379	306379	309583	3204 }	1.05%
	<u>285654</u>	<u>299109</u>	<u>299109</u>	<u>0</u>	
ADJUSTED BASIS					
Tax Base (Band D Equivalents)		<u>2654.24</u>	<u>2682</u>	<u>27.76</u>	1.05%
Precept per Band D Equivalent	£/annum	<u>£115.43</u>	<u>£115.43</u>	<u>£0.00</u>	0.00%
	p/week	<u>2.214</u>	<u>2.214</u>	<u>0.000</u>	0.00%

**Note: Recommended minimum reserve equal to 6 months net revenue expenditure	113254	124555	124555
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BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 10 ii) FACILITIES WG REPORT AND RESOLUTIONS

Members met on Thursday 7th December 2023 @ 3.30pm

Attendants: Cllrs Hiscock (Chairman) Haberton, Moore and Williams

1. BIG MEADOW

- i. Toilets – specification for the tender process to be considered
The proposal is for the undertaking of architectural services for the extension and alterations to existing Big Meadow Public Toilets to enable the Parish Council to go to tender with a detailed specification and will include:
 - Undertake a measured survey of the existing toilets, external elevations and drainage, including level survey around existing toilet block
 - Prepare existing floor plans, elevations and block plans in AutoCAD software
 - Prepare proposed floor plans, elevations and proposed block plan for the Parish Council's consideration and further consultation
 - Prepare a Buildings Regulation specification and documentation for contractor pricing and this will be sufficient for a "Full Plans" building regulation application

Fee £2,750

RECOMMENDATION that Council approve the Fee proposal
RESOLVED by Full Council to approve the Fee Proposal
- ii. Benches – alternatives made of 100% recycled plastic but wood like.
Links to website with possibilities for this

Item 10ii) Facilities WG Report & Resolutions Dec. 2023

<https://online.fliphtml5.com/oqfs/wqvb/#p=33>
<https://uk.glasdon.com/seating/recycled-materials-seating>

RECOMMENDATION to note

RESOLVED to note

- iii. Leaves of Green – To consider his Masterplan Proposal for the Big Meadow.

Cost is envisaged to be between £4,800 and 5.760

Leaves of Green impressed with its presentation of a number of schemes at the Warwickshire & West Midlands Association of Local Councils (WALC) Conference and were approached as an independent company that could assist the Parish Council with its planned refurbishment of the Big Meadow.

The proposal is to produce a Masterplan/Concept Design to guide and inform site development over the next 5 years, which will highlight

- Accessible riverside developments for visitors, walkers, river users etc
- Exploration and options for car parking & strategies for restricting car use
- Enhancement and phased installation proposals for fixed and natural play facilities
- Trees and other planning, including coordinating with existing planting
- Historical context and setting & potential trails around the site

This will be carried out in 3 Stages:

- Stage 1 – project preparation; client liaison; site familiarisation
- Stage 2 – initial sketch design of site layout, followed by one revision, for concept masterplan agreement
- Stage 3 – final feedback & graphic enhancement of masterplan including further detail as necessary, for final presentation and display purposes

Fee £5,760

RECOMMENDATION that Council approve the full fee. Each Stage to receive final approval before proceeding with the next Stage.

RESOLVED by Full Council to approve the full fee

2. DUFFERS LANE

Item 10ii) Facilities WG Report & Resolutions Dec. 2023

- i. To consider and approve the wording sent by the History Society – enclosed

RECOMMENDATION to approve the wording

There was some discussion regarding the wording:

- it was suggested that No Swimming should be added to the board.

Chairman advised that this was a historical, interpretation panel and that any advice/warning signs should be kept separate – there already is a Warning Sign stating Swimming Dangerous by the riverbank.

- There were objections to the use of the word “corruption” and colloquialism was suggested in its stead

Following the discussions, it was proposed the wording, as proposed by the Bidford & District History Society be approved.

There was a counterproposal: to add No Swimming to the interpretation panel: 3 votes in favour and 5 against.

RESOLVED by 5 votes in favour and 3 against, to approve the wording as provided and recommended

- ii. To consider clearing the area by the river and install a blue bench from the Big Meadow

It was agreed that the work of clearing the area should be put out for bidding:

- Clearing of the area at the end of Duffers Lane to the river
- Removal of all arisings

RECOMMENDATION Council approve the clearing of the area, the work being put out for bidding.

Council approve the installation of a blue bench from the Big Meadow.

RESOLVED by Full Council to approve

3. DUGDALE SPORTSFIELD

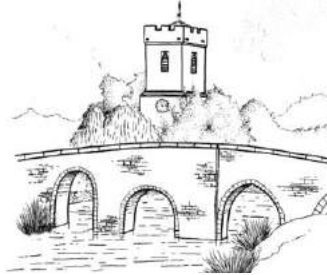
To consider portable changing rooms

RECOMMENDATION to note that this is still work in progress

RESOLVED by Full Council to note

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 11iii) GRANT WG – REPORT & RECOMMENDATIONS NOVEMBER 2023

By email sent to: Cllrs Taylor, Chairman of the Parish Council; Williams, Vice Chairman, Cullum, Chairman of the Communities WG; Hiscocks, Chairman of the Facilities WG and Moore, Chairman of YVYV WG

1. ARTY AVON

They are a Not for Profit organisation, recently constituted: Constitution document was sent to Council.

They have applied for a grant to support 3 x projects

- i. To cover insurance now that they are fully independent from Arty Folks, their insurance is no longer covering them.
Best quote received is for £139.60 – the intention is for this cost to be covered by grants from 2025 onwards
- ii. Purchase of a Brother Scan and Cut machine to prepares resources for the Arty Avon Community Group each week and wider community through Arty Avon Library
Cost £499,99
- iii. First Aid Training – increase in the group and the demographics of the people attending they feel it is important to have trained First Aiders in place. Though a three day first aid course is not found to be necessary having people able to deal with choking, burn, electrical incidents, an understanding of COSHH assessments and basic emergency first aid is needed.
Cost £594 for 3 Emergency First Aid at Work Courses to ensure there is always 1 first aider available during a session
Total Grant Request £1,193.59
RECOMMENDATION Arty Avon have done and continue to offer a great service to many people suffering from isolation, mental health issues etc. and this WG believe they deserve Council's support for what they offer

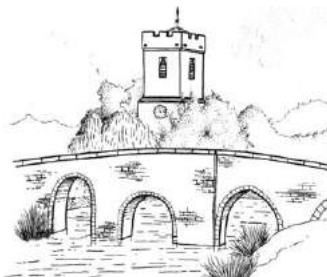
the local community.

It, therefore, recommend, that Council grant the full amount

RESOLVED by Full Council to approve the full amount of £1,193.51

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 12) BIDFORD ON AVON PARISH COUNCIL MISSION STATEMENT

Bidford on Avon Parish Council provides a voice at the heart of the community in local government.

As the democratic, representative voice for the parish the main aims are:

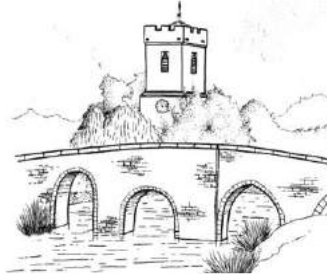
- Be accountable in all its council activities
- Be responsive to the needs and wellbeing of the whole community
- Work with individuals, groups, and partners to develop solutions to meet local needs
- Encourage community participation and foster a socially inclusive and caring community in which residents can be influential in their future and that of the parish
- Be pro-active in protecting the local environment
- Be pro-active in raising pride in the village

Approved by Full Council on Monday 18th December 2023

Item 12) Bidford on Avon PC Mission Statement Dec. 2023

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 8 - CLERKS REPORT – January 2024

1. FINANCE

- i. Transferred £10,000 from investment account at CCLA to cover costs

2. UPDATES

- i. **St Laurence POS** – clearance of brambles and other weeds has been carried out
- ii. **Dugdale Sportsfield** – replacement panel and post – wind damage
- iii. **Millers Bank** – repairs to wooden bridge to the weir (5 planks) and to entrance gate to POS

3. STREETLIGHT REPLACEMENT PROGRAMME

- i. **The Leys** – work commencing week of 22nd Jan.
- ii. **Crompton Avenue** – waiting to hear from Eon when this will be done
- iii. **Saxonfields** – National Grid (old Western Power) need to carry out some cable work before Eon can connect the streetlights
- iv. **Holland Close** - work should have been carried out in late November: it has now been carried out with the exception of 1 column.
- v. **Falcon Crescent** – waiting to hear from Eon when they will carry out the work
- vi. **Icknield Close** – position of 1 column had to be changed due to underground services. Waiting to hear from National Grid and Eon when work can then be carried out to connect.

4. STORAGE

Secure storage facilities are provided for Parish Council street furniture, which includes

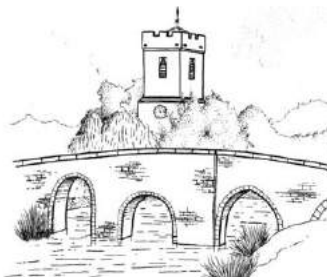
- i. Tree guards
- ii. Market gazebos and tables
- iii. Benches – both metal and wood
- iv. Dog
- v. litter bins
- vi. Grit bins

The current cost for this storage is £100 per month. However, due to the increase in the quantity being stored, this is being increased to £150 from 1st April 2024.

This is a good price bearing in mind the quantity and that it is accessible at all times.

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 9i) COMMUNITIES WG REPORT AND RECOMMENDATIONS JANUARY 2024

Meeting took place at the library on Thursday 11th January 2024 @ 12.15 pm

Attendants: Cllrs Barry, Cullum (Chairman) and Ho and Cllr Taylor (P) (Chairman of the Council)

Also present: Mrs E Uggerloese, Clerk and Hilary Wren, Administrative Assistant

1. MARKET

Entertainment was part of the success of the Christmas Market and, having discussed this, the **RECOMMENDATION** is for Council to approve an entertainment budget of £900 to cover both the Easter and Christmas events.

2. FIREWORKS

The event on New Year's Eve was a great success, despite the weather.

In view of this, the

RECOMMENDATION is for a repeat performance on 31st December 2024 @ 6.00 pm. Have managed to keep the cost at £2,500 (same as 2023) though we may have to settle early.

3. ST LAURENCE WAY PUBLIC OPEN SPACE

Work in progress

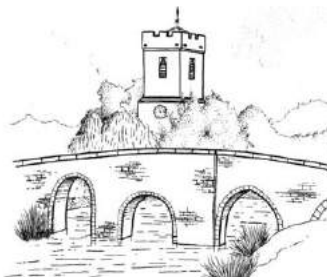
- Cllrs will meet with Leaves of Green on site, to consider possibilities (no cost involved)
- A consultation with residents will follow
- Grant application for 15/20 fruit trees has been submitted

RECOMMENDATION to note

Item 9i) Communities WG Report & Recommendations Nov. 2023

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 9ii) FACILITIES WG (FWG) REPORT AND RECOMMENDATIONS

Members met Guy Redmond, of Leaves of Green, on site on Monday 15th January 2024 @ 11.00

Attendants: Cllrs Hiscock (Chairman) and Haberton.

Cllr Taylor (P) Chairman of the Council and Mrs E Uggerloese, Clerk

1. BIG MEADOW

The aim of the meeting was for Guy Redmond to look at the site together with members of the FWG so that Phase 1 could be started.

The meeting took over 90 minutes and the following issues raised:

- Parking – long time solution to be considered and will be part of the Leaves of Green Masterplan. However, short time solution for 2024 Summer Season was considered due to the imminence of this event. The following proposal was agreed by all:
 - *Move the second gate from its current position in line with the Severn Trent Sceptic Tank*
 - *To ensure only one line of vehicles can park on the south side of the path, **temporary**, wooden stakes (height of under 1 metre) to be installed with natural coloured rope linking them.*

Recommendation Council approve the temporary measure for controlling parking

- BBQ – again, this was an issue that needed a temporary agreement for Summer 2024. A longer term proposal will form part of the Leaves of

Item 9ii) Facilities WG Report & Recommendations Jan. 2024

Green Masterplan

FWG Consensus was that BBQs should continue to be allowed on the Big Meadow – they have always been allowed and helps the enjoyment of people who have no gardens and come to enjoy a day out with family.

In order to reduce risk, disposable BBQs to be banned. Special bins for “ASH ONLY” have been installed for this purpose

Recommendation to continue to allow BBQs but ban disposable ones

- Play Area – consider whether the current site is the best or whether there are alternatives
- Vehicular Access – alternatives?
- Street furniture
- Other enhancements

It was agreed that another site visit should take place within the next 15/21 days

Item 10ii) Report

Perkins Educational Foundation charity no. 528678

Serving Salford Priors, Harvington, Cleeve Prior, Bidford-on-Avon and Broom

History

The Foundation was established by William Perkins in 1656. It devotes its funds to helping the young people of Salford Priors and the surrounding villages realise their educational goals. This is achieved through the provision of grants, both directly to school leavers and to schools and other youth organisations.

The Foundation as it exists today is a registered charity (528678), administered by a board of voluntary governors, drawn from the parishes of Salford Priors, Harvington, Cleeve Prior, Bidford-on-Avon and Broom, the parishes in which applicants must live. This was one of the stipulations that Perkins himself approved.

Every year the Foundation helps young people under the age of 25 mainly with their expenses in courses of further and higher education, or in apprenticeships. Grants are also available to local schools and youth organisations to help fund projects which benefit children and young people of the parishes.

2023 Grant Applications

The following educational institutions benefited from grants in this year of 2023, Salford Priors Nursery and Salford Priors Guides.

The following schools, Cleeve Prior, Dunnington, Harvington and Bidford all received grants.

The grant for Bidford School was to help with their project to improve playground facilities for the children. The school had already raised $\frac{3}{5}$ of the total project cost.

Student Educational Grants (applicants must be over 18 and under 25 to receive a grant)

There were over 50 grant applications from young adults for this year in 2023, with a total of 44 being successful in receiving grants. Of these, 35 applicants were from Bidford-on-Avon & Broom with a collective grant value of £14,350.