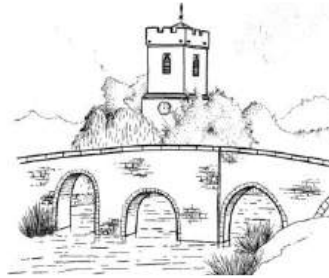


# **BIDFORD ON AVON PARISH COUNCIL**

## **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 28<sup>th</sup> October 2024 @ 7.30 pm to transact the following business

23<sup>rd</sup> October 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 28<sup>th</sup> February 2022, effective from 1<sup>st</sup> 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 Parish Council Meeting of Monday 30<sup>th</sup> September 2024
- 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 October 2024

to respond to issues relating to the business to be transacted at the meeting.  
Approx. 15 minutes in total; 3 minutes per person.

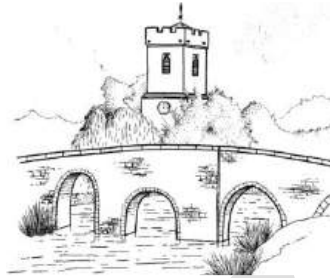
(Public Participation at Council Meeting Guidance Notes apply). Please note that this is the **only** opportunity members of the public have to raise issues as, once the meeting has started, all discussions are limited to the Council and Officers.

5. **To receive** report from County Councillor
6. **To receive** report from District Councillor
7. **To receive** Clerk's Report
8. **To consider** Update Reports from the Parish Council's Working Groups
  - i. **Communications Strategy WG** – Report & Recommendations circulated
  - ii. **Communities WG** – Report & Recommendations circulated
  - iii. **Facilities WG** – Report & Recommendations circulate
  - iv. **YVYV WG** - Report & Recommendations circulated
9. **To consider** amending the Terms of Reference for Your Village Your Voice WG (<https://bidfordonavon-pc.gov.uk/wp-content/uploads/2022/07/Your-Village-Your-Voice-Terms-of-Reference-July-2022.pdf>) It currently states the Parish Council membership as being 2 x Councillors. Council to resolve whether to
  - i. Reduce the number to 2 x Councillors
  - ii. The number to remain at 3
  - iii. If ii) is the preferred option, nominate a third Councillor
10. **To approve**
  - i. September 2024 accounts - circulated
  - ii. October 2024 payments – circulated

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# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



Minutes of the Parish Council Meeting held on Monday 30<sup>th</sup> September 2024 @ 7.30 pm  
at the Parish Council Meeting Room, Bramley Way B50 4QG

### **PRESENT**

Chairman                      Cllr. Williams

Cllrs.                            Barry, Cullum, Haberton, Ho, Hopcraft, Moore, Paterson and  
Taylor

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

Also present                    County Cllr Pemberton  
District Cllr Fleming  
4 members of the public

### **1. TO RECEIVE ANY APOLOGIES**

Cllr Hiscock and sent his apologies which was accepted

### **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 28<sup>th</sup> February 2022, effective from 1<sup>st</sup> 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.
  - Cllr Barry declared an interest in item 10ii) Market and Item 10iii) Big Meadow as her sister is involved
  - Cllr Moor declared an interest in item 10iii) Big Meadow as her husband is the nephew of the party mentioned

- 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 MONDAY 19<sup>TH</sup> AUGUST 2024**

Cllr Cullum proposed they be signed as being accurate

**RESOLVED** to approve the Minutes as being accurate and signed by the Chairman

Standing Orders were suspended for the Public Forum

**4. PUBLIC FORUM**

Standing Orders were reintroduced

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

Cllr Pemberton had sent a written report which is attached to these Minutes of which it forms an integral part

**6. TO RECEIVE REPORT FROM DISTRICT COUNCILLOR**

- i. **Winter Fuel Allowance** request that this be discussed at Full Council on 14<sup>th</sup> October had been sent
- ii. **Affordable Housing Review** it should be noted that Bidford was top of the list with other, larger settlements, providing fewer affordable dwellings  
With the new figures being demanded by Government, it was recommended the Parish Council stay alert to the possibility of additional burden of new dwellings  
**RESOLVED** to note

**7. RECEIVE CLERK'S REPORT**

There is a written report attached to these Minutes of which it forms an integral part  
**RESOLVED** to note

- i. **Casual Vacancy update** 2 x applications had been received. Applicants to be invited to an interview with Council at a suitable day and time.  
**RESOLVED** to note
- ii. **VR Open Day** attended by the Clerk at Shire Hall. She had found it very interesting and proposed a meeting with one of the organisers from SDC to see what could be arranged for both the school and the local youths  
**RESOLVED** the Clerk to go ahead with meeting SDC Officer to see how this could be progressed

**8. TO NOTE THE CONCLUSION OF THE ANNUAL AUDIT**

**RESOLVED** to note

**9. TO CONSIDER REAPPOINTING ACCOUNTING DATA SERVICES LTD AS INTERNAL AUDITOR**

They have done a good internal audit over the years so it was

**RESOLVED** to reappoint the Internal Auditor

## **10. TO CONSIDER THE REPORTS AND RECOMMENDATIONS FROM THE COUNCIL'S WORKING GROUPS**

- i. Communications Strategy WG** – Report & Resolutions are attached to these Minutes of which they form and integral part.
- ii. Communities WG – Report & Resolutions** are attached to these Minutes of which they form and integral part.
- iii. Facilities WG – Report & Resolutions** are attached to these Minutes of which they form and integral part.
- iv. Grants WG – Report & Resolutions** are attached to these Minutes of which they form and integral part.
- v. YVYV WG - Report & Resolutions** are attached to these Minutes of which they form and integral part.

## **11. TO CONSIDER WHICH WORKING GROUPS (WG) NEW COUNCILLORS WOULD LIKE TO JOIN**

Current membership is:

- i. Communication Strategy WG (Comm WG)**  
Cllrs Barry, Haberton (Chairman) and Taylor  
Vacancy due to resignation of Cllr Nick Taylor  
**RESOLVED** Cllr Paterson would become a member
- ii. Communities WG (CWG)**  
Cllrs Barry, Cullum (Chairman) and Ho  
Vacancy due to resignation of Cllr Nick Taylor  
**RESOLVED** Cllr Paterson would become a member
- iii. Facilities WG (FWG)**  
Cllrs Haberton, Hiscocks (Chairman) and Moore  
Vacancy as Cllr Williams is now Chairman of the Parish Council  
**RESOLVED** Cllrs Hopcraft and Taylor would become members
- iv. Grant WG**  
Cllrs Cullum (Chairman of CWG); Hiscocks (Chairman of FWG); Moore (Chairman of YVYV WG) and Williams (Chairman of the Parish Council)  
**RESOLVED** remain unchanged
- v. Your Village Your Voice WG (YVYV)**  
Cllrs Ho and Moore (Chairman)  
Vacancy as Cllr Williams is now Chairman of the Parish Council  
It was suggested that the YVYV Terms of Reference stated 2 x Parish Councillors, therefore no change required  
**RESOLVED** remain unchanged
- vi. Youth WG**  
Cllrs Cullum (Chairman of CWG); Hiscocks (Chairman of FWG), Moore (Chairman of YVYV) and Williams (Chairman of the Parish Council)  
**RESOLVED** remain unchanged

## **12. TO CONSIDER AND APPROVE TERMS OF REFERENCE OF THE WORKING GROUPS**

Before opening the discussion, the Chairman clarified why the Staffing Panel and Performance Panel were not included: the Staffing Panel is, in effect, the HR Dept. and is, therefore, confidential; the Performance Panel has its Terms of Reference under the Complaints Policy.

The main issue of the discussion was regarding the attendance of non-members to the WG meetings, unless specifically invited by the Chairman.

A counter proposal to the wording was put forward: All Councillors should be given a 3 day notice of a WG meeting and any Councillor is welcome to attend the WG meeting but only formal members of the WG can vote. This will enable frank and free decisions”

A counter, counter proposal was then put forward: The Agenda will be circulated a few days prior to the meeting to all Councillors. If any Councillor, who is not a member of the WG wishes to attend, the should ask the WG Chairman if they may attend. This will allow the Chairman to still have control of the WG. There should be a good reason for a Chairman to refuse to extend the invitation.

The counter, counter proposal was voted on first: 6 in favour and 3 against **RESOLVED**, by 6 votes in favour and 3 against. to accept the Terms of Reference with the amendment that “the Agenda to be circulated to all Councillors 3 days prior to the meeting. Any Councillor, who is not a member of the WG, who wishes to attend, should request an invitation from the Chairman, stating which item is of special interest. The Chairman of the WG to extend an invitation to attend unless there is a strong reason not to”.

### **13. TO NOTE VERBAL REPORT FROM ATTENDANTS TO THE BIODIVERSITY FREE WORKSHOP ON 13<sup>TH</sup> SEPTEMBER 2024**

The main issues raised were:

- i. Good presentation from Gloucestershire County Council – they appear to be way ahead of WCC
- ii. A lot would appear to be aspirational as it does not seem to take into account Planning and how this restricts biodiversity
- iii. It was good to see that Bidford actually does quite a lot of what is proposed – tree planting, good verge maintenance, etc.
- iv. Consider producing :
  - Biodiversity Local Action Plan
  - Recovery Strategy
  - Creating connective corridors
- v. Include the above in the reviewed NDP to ensure its statutory weight in planning policy
- vi. One area to be considered as a biodiversity site for development, is Monie Meadow. Having checked with experts, there are flood plain wild flower species that could be considered
- vii. Collaboration with “stakeholders”
  - Farmers
  - Freedom Forest School
  - Bidford Primary School
  - Gardening Society
  - Bidford Climate Action
- viii. Consider if this could be part of either Brighter Bidford or YVYV

It was agreed that it should become part of Your Village Your Voice (YVYV)

**RESOLVED** to note the verbal report and that this new groups should become part of YVYV

**14. TO CONSIDER THE FOLLOWING PLANNING APPLICATION**

- i. **24/02278/FUL – Mr J Fisher, 3 Saxonfields, B50 4BS**

Single storey rear extension

Link to application

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=SJL4V6PMGEU00>

**RESOLVED** No Objection

**15. TO APPROVE**

- i. August 2024 accounts – circulated  
There was a query regarding the Janitorial costs.  
The reason was the hire of the Portaloos throughout the summer  
**RESOLVED** to approve the accounts
- ii. September 2024 payments – list circulated.  
The total amount payable was £46,492.22  
**RESOLVED** to approve the payment

**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))**

**16. TO CONSIDER CHANGES TO THE STAFFING PANEL FOLLOWING BEST PRACTICE ADVICE FROM WARWICKSHIRE AND WEST MIDLANDS ASSOCIATION OF LOCAL COUNCILS (WALC)**

This included electing a third Councillor to the Panel. After some consideration it was

**RESOLVED** that Cllr Paterson would become the third member and, once this Appraisal/Staffing cycle has been finalised, Cllr Taylor will resign and be replaced the Vice Chairman.

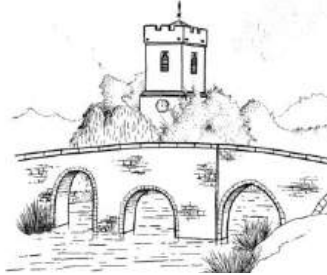
After some discussion recommendation, it was

**RESOLVED** to give delegated powers to the Staffing Panel to consider the staffing needs of Council, look into how these could be addressed, in consultation with WALC/other relevant agencies and report to Council, with its recommendation, for a final decision.

The meeting ended at approx 9.45 pm

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 10i) COMMUNICATION STRATEGY WG REPORT AND RESOLUTIONS SEPTEMBER 2024**

Meeting took place on Thursday 29<sup>TH</sup> August 2024 @ 2.00 pm at Bidford Community Library

Attendants: Cllrs Barry, Haberton and Williams Cllr Taylor sent her apologies.

Also present: Mrs E Uggerloese, Clerk

Dan Purchase, of Breakthrough Communication joined the meeting, via Zoom, at 2.30 pm to discuss the quotation to assist the Parish Council to draw up and implement a Communications Strategy. A recording of the meeting was made available to Councillors for full information.

- 1. SURVEY** – this was a document that came from a Breakthrough Communication training session to encourage Councillors to consider and complete. It was agreed that the Chairman of the WG should circulate to all Councillors for them to complete and return.

**RECOMMENDATION** to note and to request Councillors to complete and return the survey.

**RESOLVED** by Full Council to note

- 2. BREAKTHROUGH COMMUNICATION QUOTE**

Quotation and link to the recording has been made available to Councillors.

Once Dan joined the meeting, he made a presentation of the offer/quotation and confirmed that it would be a collaborative work between the Parish Council and Breakthrough Communication.

Item 10i) Communication Strategy WG Report & Resolutions Sept. 2024



Phase 2, Would include an in person training/workshop with Councillors at an additional cost of £495.00 – this was considered by all to be a better option than a virtual session.

It was proposed that Council seek the views of the local community to make the Communications Strategy more targeted. However, the consensus was that they are 2 different issues and Council should agree its own Communications Strategy first as this would better enable it to correctly target its audience and obtain the best results possible to help it formulate its Strategy. Dan from Breakthrough Communication concurred that getting the strategy right was paramount.

**RECOMMENDATION** that Council approve the quotation from Breakthrough Communication at a cost of £3,990.00 to include

- Initial Scoping and Communications Review
- Communications and Engagement Strategy Refresh – to include an in person training/workshop session of approx. 3 hours
- Creation of a Communications Strategy and Action Plan
- 1 year Ongoing Support via the Council Hive Premium Service – this is designed to support the implementation of the strategy by providing the Clerk and Council Officers access to on-demand bitesize training, resource packs and templates, virtual masterclasses held throughout the year as well as direct access to support the Council and provide advice on any issue relating to communications, community engagement or FOI/GDPR compliance. This is renewable each year if Council finds it effective – cost £1,793.00 pa)

After a short discussion when some points were clarified, such as that training sessions, for both officers and Councillors, is included in the Ongoing Support via the Hive Premium Service and that Council would try its best to have full attendance for the 3 hours training it was

**RESOLVED** by Full Council by 7 votes in favour and 2 against nto accept Breakthrough Communications quote for £3,990.00

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 10ii) COMMUNITIES WG REPORT AND RESOLUTIONS SEPTEMBER 2024**

Meeting took place on Monday 2<sup>nd</sup> September 2024 @ 11.00 am at the Parish Council Reception

Attendants: Cllrs Barry, Cullum and Ho

Also present: Cllr Williams Chairman of the Parish Council and Hilary Wren Admin. Assistant

#### **1. BIDFORD VILLAGE MARKET – UPDATE**

- i. **Storage** – the current storage will cease to be available from January 2025 so it was agreed that
  - Clerk to liaise with the school to agree a suitable site for a storage container
  - Admin Assistant to arrange some quotes for the purchase of a suitable storage container
- ii. **Christmas Market** – Entertainment is being organised to include
  - Alcester Victoria Silver Band
  - Morris Men
  - Primary School
  - Santa’s Grotto ?

**Recommendation** to note the above  
**RESOLVED** by Full Council, to note

#### **2. ST LAURENCE POS (2 & 3)**

- i. **POS 2 – THE FENCED AREA OPPOSITE EBSDORF CLOSE**  
Trees need to be reduced in height and bushes, hedges and brambles

Item 10ii) Communities WG Report & Resolutions Sept. 2024

pushed back.

Site visit with contractor to be arranged and quotes sought.

Proposed this area be considered for the Jubilee Bench – residents round Lambourne Close do not want a bench in that area

**Recommendation** to note the proposed “clearing” of the area and wait for quotes.

To consider if this site is appropriate for the Jubilee Bench (this will be the Bidford site for the Jubilee bench)

- ii. **POS3 – EBSDORF CLOSE** again, trees to be reduced in height and bushes, hedges and brambles pushed back.

Site visit with contractor to be arranged and quotes sought

It was proposed that a circular bench could be appropriate for this site - officers to look into options and costs

**Recommendation** to note

**RESOLVED** by Full Council, to note

### 3. BULB PLANTING

At the time of the meeting no quotation had been received.

Since then quotation received @ £665 and map of proposed planting area has been requested.

**Recommendation** to note

**RESOLVED** by Full Council, to note

### 4. TREE “BRANCHING OUT FUND”

This is a grant advertised through WALC Newsletter.

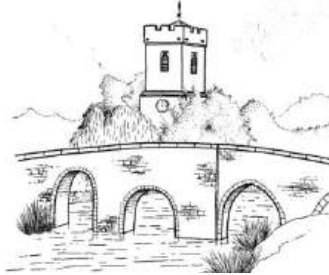
Contractor should be made aware of this when deciding the trees for the main St Laurence POS (by Lambourne Close) so that the Parish Council can apply for the grant.

**Recommendation** to note

**RESOLVED** by Full Council, to note

# BIDFORD ON AVON PARISH COUNCIL

## In the County of Warwickshire



### Item 10iii) FACILITIES WG – REPORT & RECOMMENDATIONS SEPTEMBER 2024

A hybrid meeting took place on Wednesday 18<sup>th</sup> September 2024 @ 3.30 pm at Bidford Community Library and via Zoom

#### 1. BIG MEADOW

- To consider the proposal submitted by Jill Machado  
Members had visited the site with the plan in hand, so were able to consider the 15 point proposal point by point  
Some proposals were considered unpractical or unfeasible: namely points 1, 3, 5, 8, 9, 10, 11, 12, 13 and 14  
Others, such as 2, 4, 6, 7, 15 are either already in place or already incorporated in the Leaves of Green plan  
**Recommendation** to approve the plan from Leaves of Green as soon as practicable, to enable work to start to ensure completion before the 2025 Summer reopening.  
**RESOLVED** by Full Council, to note and await plan from Leaves of Green to approve and start the work to enable its completion before the Big Meadow opens for Summer 2025  
The WG has thanked Mrs Machado saying: *We have noted your suggestions 1-15 and we will consult with Leaves of Green, as they have been contracted by the Parish Council to lead this project, to incorporate those ideas that are feasible. We should like to take this opportunity to thank you for your input which is much appreciated*".

Item 10iii, Facilities Report & Resolutions Sept. 2024

- To consider results of meeting about “swimmers at Bridge”  
Concerns had been raised by a resident regarding people swimming close to the Southwest side of the bridge. This is the southern arch which is used by longboats (there is no other alternative) and swimmers are directly in their path. Although swimming is banned in this area, and there are signs installed by the Avon Navigation Trust (ANT) to this effect, it does not stop people doing so, even when asked not to by the security guards.  
Following a meeting with the ANT, who have carried out a safety inspection and it plans to send a formal “**Third Party Alert**” to the Parish Council stating that the public is at risk and passing the legal responsibility from ANT to the Parish Council. On receipt of this, the Clerk will check with WALC whether this is, indeed, possible.  
Nonetheless, as Council has been made aware of the risks, the WG members considered the proposal which is to make the current area inaccessible with vegetation and creating a “slipway” further west along the bank. Council would also need to ask the Angling Club to move its peg.  
Risk Assessment Schedule has been updated to include this  
**Recommendation** to note current situation. Further developments will be advised in due course.  
**RESOLVED** by Full Council, to note and await further information

## 2. DUGDALE SPORTS FIELD

- Update on changing rooms facilities.  
Following conversations with Bidford Juniors FC, the requirement is for changing facilities. In view of the time it is taking to establish electricity and water supplies, this WG should consider recommending the purchase of a suitable container for changing facilities to be purchased and installed asap  
It was agreed to proceed with identifying a suitable container, within the delegated cost of £12k and to arrange its purchase and instalment  
**Recommendation** to note the update  
**RESOLVED** by Full Council, to note
- Replacing dead trees – WCC Forestry Officer and Clerk identified 6 dead trees – probably due to hot 2023 summer. These were the only trees lost by the Parish Council, some 50 trees were planted.  
Replacement cost is £250 per tree (usually £350) and this will include a

Item 10iii, Facilities Report & Resolutions Sept. 2024

watering bag for each tree that will help with their survival.

Total cost £1,500

**Recommendation** to approve the purchase and planting at a cost of £1,500

A Councillor referred to the Tree – Branching Out Grant” and wondered if this could be appropriate for this site.

**RESOLVED** by Full Council to investigate the possibility of being able to cover this by the Branching Out Grant. However, if this were not possible, to approve the £1,500 cost

### 3. SOLAR LIGHTS

These will be installed end July. Sports Association has agreed the proposed siting.

A gap, close to the toilets, has been identified – consider the purchase and installation of a further column.

Both Bidford Juniors FC and Bidford Cricket Club have commented positively on the installation of the solar lights which will also make it easier to open The Sports Pavilion, for events, during the darker months.

This was noted

**Recommendation** to approve the purchase and installation of 1 x solar light at a cost of

Regrettably, the quote had not been received in time for the meeting.

It was proposed that, as an alternative, a movement activates spot light be installed on the roof of the toilets.

**RESOLVED** by Full Council, to look into the possibility of a spotlight to be installed on the roof of the toilet and to await quotation of the solar light. Final decision to be postponed until the above information is available.

### 4. MARLEIGH PARK

Avenue of trees and other vegetation need cutting back. Contractors have quoted as follows:

- Lime trees x 3 pollard by 75% to remove overhanging canopy
- Ash tree x 1 30% pollard to remove overhanging canopy
- Ash tree x 1 – fell as it is one sided and leaning and its site is too close to the pathway and properties
- Shrubs on the boundary to be heavily pruned to clear the fence line and reshape the park side

- All arising to be removed from site and recycled back into the environment as compost
- 2 x trees, to replace the felled Ash as per Parish Council Policy, will be planted at no extra cost

**Cost £2,150**

For information, this issue arose as resident raised the issue of overhanging branches to their property. The management of trees is also a Parish Council Policy to ensure safety.

Members were concerned about the drastic pollarding of the 3 x Lime trees and the Clerk was instructed to clarify this. Reason for the 75% pollarding was to extend the time before further work had to be carried out (8 to 10 years) and contractor was confident they would recover. However, 50% was in order if this was Council's wish.

Clerk was also asked to have confirmation that the Ash being felled did not have dieback – there is no evidence of this.

**Recommendation** to accept the quote but to reduce the pollarding of the 3 x Lime from 75% to 50%

Following a short discussion, a counter proposal was put forward to accept the quotation of a 75% pollard. This was put to the vote with 5 in favour, 3 against and 1 abstention.

**RESOLVED** by Full Council to accept the quote with a 75% pollarding of the lime trees.

**5. MILLERS BANK, BROOM**

Residents of 7,8,9 and 10 Millers Bank (map enclosed) have asked Council to consider selling them the strip of land behind their gardens (hatched in red on map)

This was considered some years ago on the basis of selling the land at market value with purchasers bearing all costs. It did not go ahead at the time.

**Recommendation** to proceed with the sale after having ascertained the market value and subject to purchasers paying all legal costs

Following clarification of where the site is and that it would not invite planning applications, it was

**RESOLVED** by Full Council to postpone the final decision until it knows the market value of the land in question.

## 6. WATERLOO ROAD

There is an area of overgrown vegetation in the north east corner, behind the bench. To consider the following

- All self set trees, mainly Elms and Ash,, will be dug out along with scrubs and brambles
- Site will be cleared of all debris and levelled and seeded with amenity grass seed
- To enhance the site, 2 Betula Pendula (Silver Birch) trees 4 metres in height will be planted behind the bench
- The area would then be regularly maintained as part of the amenity contract.

**Cost £525.00**

**Recommendation** not to proceed with this

**RESOLVED** by Full Council, not to go ahead

## 7. TENNIS CLUB

Verbal update from Chairman. Meeting has taken place with a member that also works with the LTA. In order to obtain some funding from the LTA, the club has to expand and they are enquiring as to the possibility of using the tarmac area rented by the Youth Club (where the skate park was) to install 2 x junior courts. . He was advised to contact the leader of the Youth Club to arrange a meeting to discuss this. Youth Club will have use of the courts, should this go ahead.

**Recommendation** to note

**RESOLVED** by Full Council, to note



# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 10 iv) GRANT WG - UPDATED REPORT SEPTEMBER 2024**

Members: Cllrs Williams , Chairman of the Parish Council; Cullum, Chairman of the Communities WG; Hiscocks, Chairman of the Facilities WG and Moore, Chairman of YVYV WG

As resolved at the Parish Council meeting of 19<sup>th</sup> August 2024, the Grants WG met with members of Bidford Juniors FC to obtain more details regarding the grant application below and address the concerns raised at the August meeting.

The Grants WG met with the Chairman and Secretary of Bidford Juniors FC on Thursday 12<sup>th</sup> September 2024 at Bidford Community Library to consider

#### **1. BIDFORD JUNIORS F.C.**

##### **Grant**

- i.** To purchase 2 x VEO cameras to share between teams to record matches. These will help to ensure safety on match days (there have been some incidents of violence against the clubs players this year). It will also help coaches analyse player performance which will help them better train players

**Cost £3,184.80**

**Grant request: £2,386.80**

Item 10iv) Grant WG Updated Report Sept. 2024

Bidford Juniors are grateful for the Parish Council support, which enables them to keep the annual fees low compared to clubs from nearby towns and villages such as Alcester, Evesham and Studley. Annual fee is £150 compared to £200 plus

Despite the name, they have teams ranging from Reception (4/5 years) to adults (40+). They are coming up to their 25<sup>th</sup> anniversary and considering changing their name to reflect this.

They do carry out fund raising events but these can only take place in the winter as the cricket club have the facilities during the summer months. This enables the club to purchase boots and other items that can be used by team members unable to purchase their own.

Video cameras will be solely used for internal purposes:

- Managers to discuss games with teams and how they can improve their game
- To monitor any violent behaviour by players

All members sign a document permitting them to be filmed and all visiting teams are also asked to sign their permission. In the event a team does not give consents, the game will not be filmed. There are, therefore, no safeguarding issues.

In addition to the above, Bidford Juniors FC has Safeguarding Officers.

Based on the meeting and the information received, the **Recommendation** was to award the grant.

As the special offer for the camera was closing on 17<sup>th</sup> September – the reduction was £400 per camera. In view of this, Councillors were sent the Report and Recommendation and asked to vote by Monday 16<sup>th</sup> September.

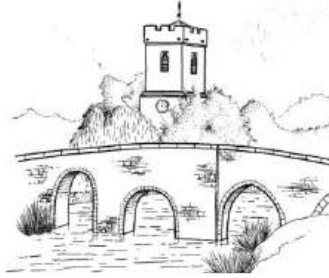
**RESOLVED** by 7 votes in favour, 3 against to award the grant.

Bidford Juniors FC are happy to make the cameras available to Bidford Cricket Club, should they find it useful, when the football season is closed.

Item 10iv) Grant WG Updated Report Sept. 2024

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **ITEM 10v) YOUR, VILLAGE, YOUR VOICE (YVYV) WG REPORT & RESOLUTIONS - SEPTEMBER 2024**

The YVYV Group, comprising local community groups, met on Thursday 29<sup>th</sup> August 2024 at 6.00 pm at Bidford Community Library.

Attendants: Cllrs Moore (Chairman) – Cllr Ho had sent her apologies. She joined via Zoom at the end and was updated.

Mrs E Uggerlose – Clerk to the Parish Council

Representatives of :

- Arty Avon
- B50 4CN
- Bidford Climate Action
- Bidford WI
- Twinning Ass.
- Walking & Cycling

Apologies received from representatives of Community Speed Watch

#### **1. TWINNING ASSOCIATION**

The Chairman welcomed Malcolm Dewsbury, representative of the Twinning Association, which had been invited to become a member of the YVYV Group. Malcolm made a presentation, explaining how the Twinning Association had started and why it is now time to expand its membership and invite younger residents to be part of this group, learn about other cultures and make good and long lasting friends.

The Twinning Association was welcomed by all.

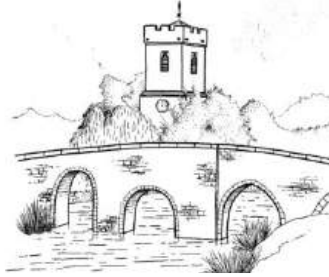
**RECOMMENDATION** to note

**RESOLVED** by Full Council, to note

- 2. BIDFORD SHOWCASE** this was scheduled to take place on to take on Saturday 26<sup>th</sup> October afternoon at the Parish Council Meeting Room/School Hall.  
However, response from craft groups has been slow and the date does coincide with a similar event at the Crawford Memorial Hall – though the latter is more of a “sale” event as opposed to “showcase” it does involve some of the same groups that can’t be in 2 places at once.  
It was suggested, and agreed, to postpone the event until Saturday 22<sup>nd</sup> March 2025 at the Parish Council Meeting Room/School Hall 1` .00 pm – 4.00 pm and invite both the Crafts and Community Groups.  
Refreshments – ask The Jolly Teapot, Warm Hub or others to volunteer.  
**RECOMMENDATION** to note  
**RESOLVED** by Full Council, to note
- 3. SPORTS SUMMER EVENT**  
This is still set for 19<sup>th</sup> July 2025 – Clerk to check availability at the Crawford Memorial Hall  
**RECOMMENDATION** to note  
**RESOLVED** by Full Council, to note
- 4. BANNERS** for the event – work in progress to take into account the new updates.  
Recyclable plastic is twice as expensive – however, banners will be reusable and made of recycled plastic.  
**RECOMMENDATION** to note  
**RESOLVED** by Full Council, to note

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 12 ) TERMS OF REFERENCE FOR THE PARISH COUNCIL WORKING GROUPS SEPTEMBER 2024**

The Parish Council currently has 5 Working Groups (WG)\_

#### **1. COMMUNICATIONS STRATEGY**

Sets out the Council's Communication Strategy

- i. Website
- ii. Social Media
- iii. Press
- iv. Surveys

#### **2. COMMUNITIES WG**

- i. Events – including Bidford Village Market
- ii. Brighter Bidford
- iii. Community concerns such as verge planting

#### **3. FACILITIES WG**

- i. Recreational areas
- ii. Play equipment
- iii. Streetlights
- iv. Street furniture
- v. Trees

#### **4. GRANTS WG**

Considers grant applications

#### **5. YOUR VILLAGE YOUR VOICE (YVYV)**

Represents the various local community groups that have come together under the YVYV Banner

- i. Arty Avon

- ii. B50 Creative Art
- iii. Bidford Climate Action
- iv. Bidford Twinning Ass
- v. Bidford Walking & Cycling
- vi. Bidford WI
- vii. Community Speed Awareness

The following Terms of Reference will apply to all the above WGs

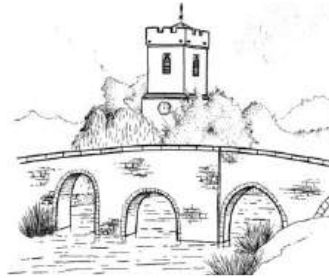
- i. The Working Groups (WG) are made up of 3 to 4 Councillors who meet, when necessary, to consider items that come under the remit of that WG
- ii. The Agenda of a WG meeting is to be circulated to all Councillors 3 days prior to the meeting. Any Councillor, who is not a member of the WG, who wishes to attend, should request an invitation from the Chairman, stating which item is of special interest. The Chairman of the WG to extend an invitation to attend, unless there is a strong reason not to which must be stated. Other Councillors, experts or members of the public may, from time to time, be invited by the Chairman to attend, for a specific item. In such cases, said item will be the first item on the agenda and, after this has been considered, the invited guests will leave the meeting. The invited guests, be they Councillors, experts or members of the public, do not have a vote. Councillors will, of course, have a vote when the item is being considered and voted on at Full Council.
- iii. The WG do not have delegated powers to make decisions, only to make recommendations. However, from time to time, Full Council may delegate the decision on certain items to the WG in order to expedite a solution.
- iv. The Chairman of the WG/Officer will prepare and circulate the Agenda to members to ensure the smooth running of the meeting.
- v. Officers will draw up a Report & Recommendation to be sent to Council and this will also form part of the decision making Agenda.

**Approved by Full Council at its meeting of 30 Sept. 2024**

**6.**

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 8 - CLERKS REPORT - OCTOBER 2024**

#### **1. FINANCE**

- i. Big Meadow car park fees income:
  - Sept. £1,532.75It should be noted that the effect of the bridge closure has had an impact on the income. Last year, the income for August was £14k and for Sept. £12k
- ii. Deposit of £375 made to Ultima Fireworks for the New Year's Eve event

#### **2. PARISH COUNCIL VACANCIES**

Regrettably, due to one of the applicants being poorly, the scheduled interviews have had to be postponed

#### **3. YOUTH**

As agreed at the September Parish Council meeting, a meeting was arranged with Alyssa Davies, of SDC Community Safety, regarding engaging the youth with Virtual Reality (VR).

It is proposed to have 1 or 2 events in the spring after having engaged with the local youths and gauging the interest.

SDC are promoting this through the schools as well.

#### **4. ANTI SOCIAL BEHAVIOUR**

The Parish Council is aware of the current wave of ASB in the village, specially in the High Street.

It is working in partnership with Alcester SNT and SDC's Community Safety Dept. to address this issue.



The Police have stressed the importance of **all** incidents being reported and a leaflet, prepared by the Police and Community Safety, is available giving details of how to do this – this information enables them to take action.

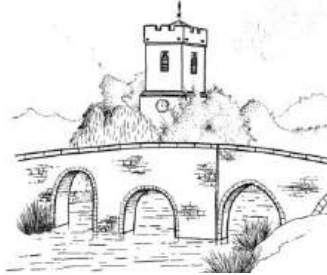
**5. BIDFORD BRIDGE -POTENTIAL SUPPORT FOR BUSINESSES**

Cllr Pemberton arranged a teams meeting with various officers from county and District Councils to look into what could be done to help local businesses affected by the closure of Bidford Bridge.

It was agreed to invite the businesses to a drop In session event, at the Parish Council Meeting Room, Bramley Way on Thursday 7<sup>th</sup> November between 4.00 – 6.00 pm, where they will be given advice as to what help is available and how to apply for it.

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 8i) COMMUNICATION STRATEGY WG REPORT AND RECOMMENDATIONS OCTOBER 2024**

Meeting took place on Wednesday 16<sup>th</sup> October 2024 @ 10.30 am at Bidford Community Library

Attendants: Cllrs Haberton (Chairman) Barry, Paterson, Taylor and Mrs E Uggerloese (Clerk)

After welcoming Cllr Paterson, as a new member to the WG.

#### **1. Terms of Reference**

It was felt that the WG needed additional Terms of Reference.

Proposed: *how the Council communicates; why it communicates and what does it want to communicate as a strategy – not about day to day communication*

These to be approved after the Breakthrough Communications Wo

**Recommendation** Council notes the additional draft terms of reference of this WG

#### **2. Internal Communications Poll**

This had been circulated to all Councillors – 7 replies received.

There was some useful information and it was agreed that these should be sent to Breakthrough Communications, which had asked for this to prepare for the workshop on Monday 4<sup>th</sup> November – 6.00 – 8.30 pm (refreshments will be provided)

Item 8i) Communication Strategy WG Report & Recommendations October 2024

### **3. External Communications Study**

It was agreed that this was all part of the Breakthrough Communications Workshop approved by full Council at its September meeting. The package also includes access to the Hub which helps councils communicate better with their local communities using different platforms.

**Recommendation** to note

### **4. Meeting dates**

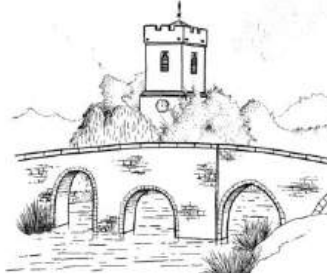
Dates for the next 3 x meetings were agreed

- i.** Thursday 7<sup>th</sup> November @ 10.30 am
- ii.** Thursday 5<sup>th</sup> December @ 10.30am
- iii.** Thursday 9<sup>th</sup> January 2025 @ 10.30 am

**Recommendation** to note

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 8ii) COMMUNITIES WG REPORT AND RECOMMENDATIONS OCTOBER 2024**

Meeting took place on Thursday 17<sup>th</sup> October 2024 @ 12.00 am at the Parish Council Reception

Attendants: Cllrs Cullum (Chairman, Barry, Ho and Paterson

Also present: Hilary Wren Admin. Assistant

#### **1. Market Update**

It was agreed that the stallholders should be asked if they intend to continue attending the market in 2025, and if they want 11 (Feb-Dec) or 9 (Apr – Dec) markets.

New rates for the 2025 market were discussed and a recommendation will be made at the next CWG meeting.

**Recommendation** to note

#### **2. Christmas Market**

20 stalls are already booked in, that entertainment will be on all morning (school choir, ASVB, Morris Men & ACCB), and the costs are within budget.

Face Painter would also be present all morning, and Alcester & Bidford Rotary Club will be present serving hot chocolate and mince pies. (It was agreed that the Village Café should be advised of their presence before the event). They will also 'bring' Santa who will walk up and down the High Street a few times giving out free gifts to the children.

Item 8ii) Communities WG Report & Recommendations Oct. 2024

**Recommendation to note**

**3. Storage**

Quotation for containers have been received and one still awaited.

Written permission to site the container on school grounds has been sent, and whilst verbal indications that it will be ok has been received, written confirmation is awaited before going ahead with the purchase of the container.

**Recommendation** Council allocate £6,000 to the purchase an installation of a storage container with members of CWG to have delegated powers to determine which container is bought.

**4. St LAURENCE PUBLIC OPEN SPACES (POS)**

**i. POS 1**

It was noted a quote for the works requested is still awaited.

Fields in Trust are looking at our request, and requested a video of the area. Cllr Cullum volunteered to do this and send it to them.

**Recommendation to note update**

**ii. POS 2 & PO3**

Limebridges recommendations were discussed and it was agreed that a revised recommendation and forward it to the CWG by email for approval before getting a revised quote.

**Recommendation to note**

**iii. Tree Council 'Branching out Fund' Grant**

The trees for POS 1 could be covered by the Tree Council's 'branching out fund'. A price for these trees has been requested so that an application can be made before the deadline of 1.12.24.

**Recommendation to note**

**5. NEW YEAR'S EVE FIREWORKS NIGHT**

It is understood that the Sports Council will be running the event, from the pavilion, as per last year. The Parish Council have approved payment for the firework display

**Recommendation to note**

## 6. ANTISOCIAL BEHAVIOUR (ASB)

The current state of ASB was discussed, and it was noted that all councillors were aware of the problem. It was noted the Clerk has been in discussion with the Police and a meeting is being arranged. A leaflet has been put together to be posted to properties in the area affected. It was agreed that an update would be sought before the next meeting as the CWG would like to be kept apprised of the current situation.

**Recommendation** to note

## 7. METHODIST CHURCH

The Parish Council have been offered a lease on the Methodist Church. Initial figures were discussed and various uses for the hall were discussed, and it was **agreed** that HW should speak to Cllr Moore, Chair of YVYV, regarding ventures that they are currently looking at, to see if the hall would be a suitable venue for them.

The Local Councillor Grant is still available until 3<sup>rd</sup> Nov and it was suggested that an application should be made for a grant to carry out a feasibility study of some of the suggestions. It was **agreed** that this should also be discussed with Cllr Moore.

**Recommendation** to note

# BIDFORD ON AVON PARISH COUNCIL

## In the County of Warwickshire



### Item 8iii) REPORT & RECOMMENDATIONS – FACILITIES WG OCTOBER 2024

A meeting took place on Tuesday 15<sup>th</sup> October 2024 @ 4.00 pm at Bidford Community Library.

Attendants: Cllrs Hiscocks (Chairman) Haberton, Hopcraft, Moore and Taylor  
Mrs E Uggerloese – Clerk to the parish Council  
Cllr Barry also attended

#### 1. DUGDALE SPORTS FIELD

- i. Update on changing rooms facilities.  
Suitable container has been identified and, as the quote for its purchase, interior fittings and installation are within the approved allocation of £12k, the Facilities WG will be proceeding with this as it is required urgently  
**Recommendation** to note
- ii. Replacing dead trees – reply from WCC Forestry Dept. regarding using the trees as per the requirements of the “Branching Out Grant” – enclosed Reply states that the recommendation is for more mature trees, with an “incorporated watering system” which does not come under the Branching Out Grant requirements.  
This was accepted and approved and, as Council has approved the original expenditure of £1,500, this will proceed  
**Recommendation** to note

Item 8iii) Facilities WG Report & Recommendations Oct. 24

## 2. SOLAR LIGHTS

Quotation from Prolectric for purchase and installation of 1 solar light  
£2.6k – querying this.

Cllr Paterson looking at movement activated lights to be installed on the toilet  
roof as an alternative.

Looking at alternatives

**Recommendation** to note “work in progress”

## 3. BIG MEADOW

Guy Redmond, Leaves of Green attended this section of the meeting

To consider masterplan as submitted by Leaves of Green – enclosed

It was agreed to concentrate on the important, immediate issues such as

- i. Parking area – after some discussion, it was agreed to make the following

### **Recommendations**

- The area to extend slightly ahead of the Severn Trent Sewer block  
– this is to ensure there are no impediments to the construction of  
the proposed roundabout
- By 3 votes in favour and 2 against, the  
**Recommendation** is for 1 x roundabout ca. 50 metres along the  
track with a diameter of ca. 20 metres. The road may require  
widening to 6 metres in width (needs consultation with the  
Duchess Dudley Charity and EA)
- To mark out the car park spaces
  - To the north  
**Recommendation** to reuse the logs already in place in the  
Big Meadow
  - To the south  
There are 3 x options
    - Sleepers
    - Post and rail fence (2 bars)
    - Small one bar rail fence

**Recommendation** Council to vote for its preference

### ii. **Area by the bridge**

This has been identified as a risk area by the Avon Navigation Trust-  
people are diving in to swim in this area which is too close to the arch  
used by narrowboats. It is proposed to extend the hedging with osier  
willows and nettles to prevent people getting into the river. An  
alternative area to be made available on the bank, a little to the west,  
reducing the risk of a collision between swimmer and narrowboat

Item 8iii) Facilities WG Report & Recommendations Oct. 24



**Recommendation** to note

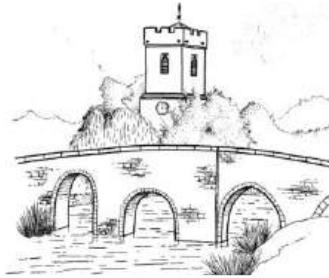
**iii. Riverside Area**

Various options considered – this is currently work in progress

**Recommendation** to note

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **ITEM 8iv) YOUR, VILLAGE, YOUR VOICE (YVYV) WG REPORT & RECOMMENDATIONS – OCTOBER 2024**

The YVYV Group, comprising local community groups, met on Thursday 17<sup>TH</sup> October 2024 at 6.00 pm at Bidford Community Library – it was a hybrid meeting

Attendants: Cllrs Moore (Chairman) and Ho  
Mrs E Uggerlose – Clerk to the Parish Council

Representatives of :

- Arty Avon
- B50 4CN
- Bidford Climate Action
- Bidford WI
- Twinning Ass.
- Community Speed Watch (CSW)

Apologies received from representative of Walking & Cycling

#### **1. BIDFORD SHOWCASE**

Date confirmed: Saturday 22<sup>nd</sup> March 2025 at the Parish Council Meeting Room/School Hall 1.00 pm – 4.00 pm and invite both the Crafts and Community Groups.

Invitation emails to be sent out week commencing 21<sup>st</sup> October giving 14 days to reply. This is to gauge interest.

**RECOMMENDATION** to note

- #### **2. BANNERS** for the event – work in progress to take into account the new updates. It was agreed that 2 x designs are required for each of the events. However, the banners to be reusable for future years/events

**RECOMMENDATION** to note

**3. CSW**

Going well and speeds are reducing

**4. BIODIVERSITY**

This is a new group. It will be spearheaded by Cllrs Haberton & Ho. It was agreed they would meet with Bidford Climate Action Group to see how best to promote this project and identify potential members, such as

- i.** Gardening Society
- ii.** Freedom Forest
- iii.** Local farmers
- iv.** School/youngsters

**5. TWINNING ASSOCIATION**

School has initiated a Pen Pal with the potential of a visit in the future. This news was well received

**6. ARTY AVON**

Celebrated its second year at the Church Hall recently

**7. BIDFORD COMMUNITY FRIDGE**

They have been successful in obtaining a grant of £5,000 toward the setting up and running a café

**All the above is for council to note**