



**MINUTES OF THE TOWN COUNCIL MEETING**

**HELD AT WRIBBENHALL PARISH ROOMS, KIDDERMINSTER ROAD, BEWDLEY, DY12 1DQ**  
**4 APRIL 2022 at 7.00PM**

**PRESENT**

Council Members The Mayor, Cllr P Harrison, Cllrs J Byng, S Billet, A Coleman, R Coleman, C Edginton White, P Gittins MBE, H Lacy, I Latimer, E Seldon and R Stanczyszyn (Deputy Mayor)

In attendance: Worcestershire County Councillor I Hardiman  
T Bodley - Town Clerk

**9649 APOLOGIES FOR ABSENCE**

Apologies were received and recorded below:

Cllr	Reason
Morehead	Work Commitments

**9650 DECLARATIONS OF INTEREST**

Councillors were reminded to submit their Register of Interests and to declare any Disclosable Pecuniary and/or Other Disclosable Interests in items on the agenda and their nature.

Cllrs Byng, and Edginton White have a standing declaration in their role as a member of Wyre Forest District Council and in their role as Trustee to Friends of Riverside North Park; any comments made at town council meetings on Localism or Riverside North Park are made prior to possession of the full facts and would not amount to pre-determination.

**9651 COUNCILLORS' DISPENSATIONS**

Following a declaration of interest at minute reference 9650, it was noted that Cllrs Byng, and Edginton White have a dispensation in place up to May 2023 for discussion and voting on agenda items covering Localism and Riverside North Park.

**9652 OPEN SESSION TO HEAR FROM:**

- i) Members of the Public – No questions were asked.
- ii) Representatives from Principal Authorities –
  - a) Worcestershire County Councillor Hardiman provided a report attached, page 1205. Cllr Edginton White asked for information on the specific grant funding for the flood resilience project and Cllr Stanczyszyn asked if Cllr Hardiman would be able to share the financial burden of the Road Safety Campaign championed by WCC Cllr Morehead should the need arise. Cllr Hardiman responded that should supplementary funding be required then this could be considered.
  - b) Wyre Forest District Councillors – Cllr R Coleman confirmed that WFDC was in the process of purchasing a St Georges flag to fly at the Guildhall and Cllr Edginton White stated that WFDC would hold a special meeting to consider adopting the local plan on 26 April which would also be live streamed.
- iii) Representatives from Supporting Services – PC Thomas not present, apologies received.

**9653 MINUTES OF PREVIOUS MINUTES**

To approve adoption of the minutes of the Town Council meeting held 7 March 2022.

RESOLVED: That the minutes of the Town Council Meeting be approved as an accurate record and signed by the Chairman.

**9654 FINANCE**

- i) To approve the schedule of accounts including approval of invoices to be paid, invoices paid as a matter of urgency and to note recurring expenditure to meet contractual obligations since the previous meeting. Please refer to schedule of payments page 1206.

RESOLVED: That the schedule of payments as at 4 April 2022 be approved.

- ii) Budget 2022-2023

RESOLVED: That cost code item relating to the Together Group under the Community cost centre be removed and the budgeted sum of £400 be vired to the Cost Centre: Town Environs under the cost code: General Maintenance.

- iii) Load Street Ornamental Columns Quotation.

Circulated in advance of the meeting members were provided with a quotation for the refurbishment of 7no. decorative poles located in Load Street used to display summer baskets. It was reported that the budget for Street Poles, Tubs and Baskets had committed expenditure of £2,330 with budget remaining of £670 and should council agree to the work then there would be a requirement to approve a virement of £2,843 from general reserves.

Cllr R Coleman stated that there was a lack of judgement on behalf of the Finance committee whilst making recommendation of budget setting by not including maintenance costs for poles within the FY22/23 budget which if approved would require using reserves as a contingency. Cllr Stanczyszyn remarked that the collision of the vehicle into the pole could not have been foreseen which prompted the enquiry to refurb all the decorative poles.

It was suggested that a revised quote be obtained to refurbish and reinstate the now missing pole and then revisit maintenance or replacement at a future budget setting group meeting for FY23/24 making a provision of capital expenditure for the purchase of modular style poles that can be installed and removed when needed, the new poles allow for a self-watering system with retractable fitments.

RESOLVED:

- a) That the quotation for the refurbishment of 7no. ornamental columns be approved.
- b) That the sum of £2,843 is vired from general reserves into the Street Poles, Tubs and Baskets cost code.

- iv) Mayor's Charity Bank account.

It was reported that it had been difficult to obtain access to the account with HSBC and there was a requirement to make a minute reference and resolution prior to enabling telephone and online banking.

RESOLVED:

- a) That the Town Clerk, Tracy Bodley be added as a signatory to the HSBC Mayor's Charity Account No. ending 7380 together with Paul Harrison and Nicola Green.
- b) That Paul Harrison, Tracy Bodley and Nicola Green are to all to have Telephone Banking access to the Mayor's Charity Account No. ending 7380.
- c) That the Town Clerk, Tracy Bodley will have Online access to the Mayor's Charity Account No. ending 7380.

**9655 COMMITTEE AND GROUP REPORTS**

To receive minutes and meeting notes held since the last Council Meeting.

- i) **Platinum Jubilee Working Group** to receive notes from the meeting held on 11 March 2022. The meeting notes were **noted**.
- ii) **Planning Committee**  
It was **RESOLVED** that the minutes from the Planning Committee meeting held on 16 March 2022 be confirmed as a correct record.
- iii) **Finance and Facilities Committee**  
It was **RESOLVED** that the minutes from the Finance and Facilities Committee meeting held on 16 March 2022 be confirmed as a correct record.
- iv) **Road Safety Group** to receive notes from the meeting held on 22 March 2022. Reports were received that the VAS sign located on Cleobury Road was not working and it may be because there was a significant amount of bird excrement on the solar panel which may benefit from the installation of pest control spikes. It was confirmed that the sign was still recovering data however the visual display had been turned off to monitor road user speeds whilst not in operation. The meeting notes were **noted**.
- v) **Staffing Committee**
  - a) In accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, it was **RESOLVED** that the public and the press be excluded from the meeting to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest. Timed at 19:45hrs.
  - b) There was some discussion over the content of the minutes and it was agreed that a small amendment be made to minute reference S2122/470 vi).  
It was **RESOLVED** that the minutes of the Staffing Committee held on 29 March 2022 be confirmed as a correct record and that the decision to appoint the part-time Administrative Assistant and recommendations contained under resolutions S2122/470 i) – vi) within be approved and duly ratified.
  - c) It was **RESOLVED** that the council move out of a closed session and reopen the meeting to members of the press and public at 19:51hrs.

**9656 POLICY AND DOCUMENTS REVIEW**

- i) Social Media Policy – The review reflected changes in the policy relating to the identity of the Council as an entity. There was considerable debate surrounding what members were permitted post on social media with the Town Clerk stating that the content of the adopted and previously approved document had not changed. Members requested that they be informed of available training regarding the use of social media as a councillor.

RESOLVED: That the Social Media Policy be approved.

- ii) Health and Safety Policy – The updated policy covered all aspects of council activity including safety of visitors, contractors, volunteers, members and employees in both the office, meeting spaces and the environment.

RESOLVED: That the Health and Safety Policy be approved.

**9657 WORKING TOWARD A PAPERLESS OFFICE**

There was heated debate surrounding the proposal that all Town Council Meeting and Committee Meeting Minutes be signed using a certified electronic system. It was requested that a named vote be taken which resulted in the following:

- For: Cllrs Stanczyszyn, Latimer, Byng, Lacy, Billet, Seldon and Harrison.
- Against: Cllrs A Coleman and R Coleman
- Abstain: Cllrs Edginton White and Gittins

RESOLVED: That all town council and committee minutes be signed using a certified electronic system.

**9658 LOCALISM**

- i) Load Street Public Toilets – It was reported that the legal documents to complete the transfer of the public toilets from WFDC to BTC had been received by the council’s solicitors and were ready for ratification and executed signature.

RESOLVED: That paperwork consisting of the Overage Deed, Transfer TP1 and Call Option Agreement be ratified and duly signed by the Mayor and Cllr Stanczyszyn.

**9659 TOWN CLERK UPDATES**

- i) WFDC Local Plan. The report was **noted**.
- ii) Worcestershire County Council/National Highways SED Consultation. The report was **noted**.
- iii) West Mercia Police – 3 Month priority update

RESOLVED: That the Policing priorities would be  
1<sup>st</sup> – Anti social behaviour with emphasis on noise abatement from public houses  
2<sup>nd</sup>– Road safety and parking problems  
3<sup>rd</sup> – Crime Prevention

- iv) SustFest Wyre Forest. A report circulated in advance of the meeting stated that an invitation had been received from Wyre Forest Green Alliance asking if BTC wished to carry out an event or activity that aligned with the festival. The report was **noted**.

**9660 REDEPLOYABLE CCTV CAMERAS**

It was reported that funding from the West Mercia Police and Crime Commissioner has enabled the purchase of a number of mobile CCTV cameras by the Worcestershire Community Safety Partnership with 3 cameras being utilised for each district. Deployment will be carried out following a completed application and feasibility study of the area and if it met with set criteria. Members were asked if it wished to make an application.

RESOLVED: That a decision be deferred to a future Town Council meeting after receiving answers to the following questions:  
a) To ascertain the cost of deployment of a mobile camera.  
b) To ascertain the length of deployment.  
c) To determine the positioning of camera as point 2.2 of Deployment Procedure states 8m from the ground and 13.6 states 6m from the ground.

**9661 FLOOD DEFENCE BARRIERS PROJECT BEALES CORNER**

Cllr Edginton White gave an update on the project and the programme of dates scheduled by the Environment Agency for consultation within the community. Following initial consultation with landowners followed by other agencies the plans as presented in those meetings will be displayed as a drop in session for members of the public on 5 April between 12.30pm – 7pm at St Georges Hall. It was further reported that the EA was open to suggestions with a view to possible tweaks made using public feedback. A questionnaire will also be circulated as part of the pre-planning consultation and that it was hoped that relevant planning applications would be submitted by the summer of 2022. The report was **noted**.

**9662 MAYOR'S DIARY AND FUTURE EVENTS**

- i) To receive an update on the Mayor's diary and past events.

DATE	EVENT
01/04/2022	Stourport's Mayor's Ball
09/04/2022	Valentines Annual Concert
18/04/2022	Duck Race
21/04/2022	Pershore Brass Band Concert
22/04/2022	Droitwich River Boat Cruise
24/04/2022	St Georges Day Parade
29/04/2022	Worcester Charity Dinner
06/05/2022	Bromsgrove Charity Dinner
14/05/2022	Redditch Civic Dinner

- ii) Bewdley Mayor Events

DATE	EVENT
28/04/2021	Mayor's Afternoon Tea

**9663 DATE AND TIME OF NEXT ORDINARY MEETING –**

The Annual Town Council Meeting will be held on Wednesday 4 May 2022, 6pm, at The Guildhall.

**Other Meeting Reminders:**

The Annual Town Meeting – Monday 25 April at 7pm, The Friends Meeting House, Lower Park, Bewdley, DY12 2DP.

The meeting concluded at 20:34hrs

Signed.....  
Mayor  
4 May 2022

**Minute Reference: 9652 ii) a)**  
**County Cllr Ian Hardiman's Report to Bewdley Town Council**

**4<sup>th</sup> April 2022, County Cllr Ian Hardiman's Report to Bewdley Town Council:**

**LOCAL ISSUES:**

Blackstone Island Repairs:

County Highways had hoped to repair the brickwork of this Island by the end of February, but this work has been delayed owing to Severn Trent local maintenance works being necessary in the vicinity. The Highways Engineer has assured me that when practicable, the Island Project will be completed before this Island along with the Catchems End Island are placed under the District Council's control regarding future maintenance.

Catchems End Zebra Crossing, Tactile Studs:

I have been informed that the special studs which had been ordered have now been received at the Highways Depot and therefore the works to install these can soon be carried out.

Illegal Parking / Grass Verge Damage:

By the Pedestrian Crossing near to Grey Green Lane Junction with Kidderminster Road, vehicles are again parking on the verge causing obstruction and actual damage to the grass. On several occasions I have informed our local police team who have spoken with the owners of these vehicles; But still the problem persists, and local residents are understandably upset. I have therefore agreed to enquire whether County Highways will install bollards here to provide a permanent solution.

Beales's Corner Flood Resilience Costs: Council will recall that, in addition to the Government's agreement to provide £6.2million for a new Permanent Flood Barrier, and the County Council's commitment of £500,000 towards this, I was authorised to allocate £20,000 being a Local Member's contribution. I was further provided with £18,000 to allocate in support of preventative projects or local resilience schemes. I can now clarify that of this figure, £9,000 has been set aside for a local barrier project which would see Victoria House flats and other local properties served by a common access having their own Flood Gate to help protect residents' vehicles and reduce flood water up against the properties themselves and protect the escape route from the flats across the courtyard.

I am grateful for the great work on this by Richard Osborne and Kirsten Huizer of North Worcestershire Water management.

End

### Minute Reference: 9654 Finance i) Approval of Scheduled Payments

Voucher	Code	Payment Method	Description	Net	VAT	Total
	1 Property Costs		Rates	0.00	0.00	0.00
	2 Service Charge & Business Rates	BACS	Rates	1,047.90	0.00	1,047.90
	3 Garage Rent - rear 14 Load St	BACS	Garage Rent	250.00	0.00	250.00
	4 Software & Support	DD	IT Support	145.56	29.11	174.67
	5 Millennium Green Maintenance	BACS	Insurance	380.75	0.00	380.75
	6 Training - Staff	BACS	Training	15.00	0.00	15.00
	8 WFDC Payroll Admin Charge	BACS	Salary	40.00	8.00	48.00
	9 Staff Costs	BACS	Salary	663.82	0.00	663.82
	10 Staff Costs	BACS	Salary	533.77	0.00	533.77
	11 Staff Costs	BACS	Salary	1,536.55	0.00	1,536.55
	12 Staff Costs	BACS	Salary	5,222.08	0.00	5,222.08
	13 Training - Staff	BACS	Training	15.00	0.00	15.00
	14 Photocopier	BACS	Copier charges	13.02	2.61	15.63
	15 Service Charge & Business Rates	BACS	Electricity	21.01	0.00	21.01
	16 Lengthsman	BACS	Lengthsman Scheme	183.26	0.00	183.26
	17 General Maintenance	BACS	Maintenance	110.87	0.00	110.87
	18 Lengthsman	BACS	Lengthsman Scheme	137.27	0.00	137.27
	19 General Maintenance	BACS	Maintenance	89.64	0.00	89.64
	20 Grounds Maintenance Contract	BACS	Maintenance	791.67	0.00	791.67
	21 Civic Items	BACS	Bewdley Flag	191.55	38.31	229.86
	Petty Cash Top Up	BACS	Petty Cash	226.39	0.00	226.39

DRAFT