



**MINUTES OF THE TOWN COUNCIL MEETING**

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

**PRESENT**

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

In attendance: Worcestershire County Councillor I Hardiman  
4 Members of the public  
T Bodley - Town Clerk

**9615 APOLOGIES FOR ABSENCE**

Apologies were received and recorded below:

Cllr	Reason
A Coleman	Prior Commitments
Davies	Unwell

Apologies were also received from PC S Thomas.

**9616 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, R Coleman and Edginton White have a standing declaration in their role as a member of Wyre Forest District Council and Cllrs Byng and Edginton White 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.

Cllr	Minute	Interest	Reason
R Coleman	9623 Macebearer Applications	ODI	Is familiar with two candidates
I Lattimer	9623 Macebearer Applications	DPI	Relationship to a candidate

**9617 COUNCILLORS' DISPENSATIONS**

Following a declaration of interest at minute reference 9616, it was noted that Cllrs Byng, R Coleman 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.

Following a declaration of interest at minute reference 9616, Cllr R Coleman requested a dispensation for both discussion and voting on agenda item 9623.

RESOLVED: That Cllr R Coleman be granted dispensation for discussion and voting at agenda item 9623.

**9618 OPEN SESSION TO HEAR FROM:**

- i) Members of the Public – No questions were asked.
- ii) Representatives from Principal Authorities –
  - a) Worcestershire County Councillor Hardiman supplied a report attached, page 1192, which he read aloud for the benefit of the audience.

Cllr R Coleman asked if the tree work mentioned in the report was at its final phase. Cllr Hardiman stated that the project was short of 1,000 trees which were most likely to be planted as the final stage.

Cllr Stanczyszyn asked if the additional Liaison Officers would be deployed in part to the Wyre Forest District. It was answered by stating that there are eight districts covering the county of Worcestershire and it was hoped there would be some assistance when required. A new operations service manager position will also be created.

Worcestershire County Councillor Morehead reported that railings had now been installed by the Medical Centre and that 'slow' signs at Richmond Road have been installed but early indication shows that vehicles show a lack of regard to the signs.

Work at Fort Mahon had now been completed using specific county funds. Cllr Coleman raised concerns regarding Heritage lighting by the bridge at Severnside South stating that two of the lamps were burning orange light and two white lights asking if WCC had a policy surrounding conservation lighting. Cllr Morehead stated that he would enquire if there was a specific heritage policy as he understood that all replacement lighting would be LED units.

- b) Wyre Forest District Councillors – Cllr R Coleman stated that WDFC accounts had been signed off and the treasury function was working well. Cllr Edginton White updated on the flooding barriers stating that there were still some technical issues on the design to address and then an approach would be made to landowners.
- iii) Representatives from Supporting Services – a report received from PCSO Chater was forwarded to Councillors following the meeting which related to minor crime in the town centre and an increase in cyber fraud and phone extortion.

#### 9619 MINUTES OF PREVIOUS MINUTES

- i) It was **RESOLVED** to **Approve** the minutes of the Town Council meeting held 10 January 2022, as a true record.
- ii) It was **RESOLVED** to **Approve** the minutes of the Town Council meeting held 19 January 2022, as a true record.

#### 9620 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 1193.

RESOLVED: That the schedule of payments as at 7 February 2022 be approved.

- ii) Parish Online Mapping System  
Members were asked to consider subscribing to the mapping system that would benefit the council by mapping and creating area plans and road closure maps for council projects and public realm audit.

RESOLVED:  
a) That approval be granted to subscribe to Parish Online.  
b) That a sum £400.00 be vired from reserves to the subscription budget for 21/22.

- iii) **St Annes Church Clock Renewal**  
Members were requested to consider a three-year prepaid service agreement or an annual service agreement. It was reported that the comparative percentage difference was 21.41%, the cheaper option being the three-year agreement.

RESOLVED: That a three-year agreement be approved and the budget amended to reflect the increase in FY22/23 and nil budget in FY23/24 and FY24/25.

- iv) **Sevenside South Tubs**

RESOLVED: That the quotation for summer and winter planting of 6 tubs be approved.

#### 9621 **COMMITTEE AND GROUP REPORTS**

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

- i) **Road Safety Group** to receive notes from the meeting held on 6 January. The meeting notes were **noted**.
- ii) **Planning Committee**  
It was **RESOLVED** to **approve adoption** of minutes from the Planning Committee meeting held on 19 January 2022.
- iii) **Platinum Jubilee Group** to receive notes and approve recommendations from the meeting held on 26 January. The meeting notes were **observed** and a request made that firework companies should quote for colourful displays rather than noise focus in an attempt protect, domestic and wild animals and elderly and vulnerable people. It was noted that Cllr Gittins would pursue a location for the permanent installation of a beacon brazier. Recommendations contained within the report were **approved**.
- iv) **Staffing Committee**  
It was **RESOLVED** to **approve adoption** of the minutes of the Staffing Committee meeting held on 1 February 2022.

#### 9622 **TO RECEIVE RECCOMENDATION TO MERGE THE FINANCE AND FACILITIES COMMITTEE AND REDUCE MEMBERSHIP**

A recommendation was made at the Staffing Committee on 16 December to combine the Finance and Facilities Committee, reduce membership and schedule on a monthly frequency. Members were presented with the membership for each standing committee.

Cllr Morehead stated that he felt strongly that committees should not be made up of an equal number and that the suggested number was too many.

Other members remarked that a new combined Committee Terms of Reference was required, however conceded that a resolution could be passed on general matters and finalised at the next Town Council meeting in March.

RESOLVED:

- i) That approval is granted to merge the finance and facilities committee commencing from 16 March for the remainder of the municipal year.
- ii) That approval is given to reduce membership to 7 in number.
- iii) That meetings will take place monthly on a Wednesday, a fortnight following a Town Council Meeting.
- iv) That revised draft committee terms of reference is taken to the next Town Council Meeting for consideration.
- v) That membership and election of Chairman and Vice-Chairman be considered at the next Town Council Meeting.

**9623 MACEBEARER APPLICATIONS**

Consideration was given to four applications for the position of two vacant roles as Macebearer. Supplied in advance of the meeting, members were given the opportunity to appraise the applications.

It was recognised that there had been a good response to the vacancy, and this showed excellent community support within the town.

The Mayor asked each candidate to present to the Town Council in turn. Ballot papers were circulated to members.

Following the collection of completed ballot papers and the result being read aloud, the Mayor thanked all the candidates for attending the meeting and remarked that each candidate was worthy of the role.

RESOLVED: That Alison Williams and Catherine Banks be appointed to the role as Macebearer.

**9624 LOCALISM**

There were no further updates provided at this time.

**9625 TOWN CLERK UPDATES**

- i) Bench Refurbishment Update. It was further reported that since the circulation of papers that the first two benches receiving refurbishment have 5 spilt or rotten slats, the cost of replacement will be £21.45 per slat in addition to refurbishment costs. The report was **noted**.
- ii) Internal Audit Visit. The report was **noted**.
- iii) Civic Awards Update. The report was **noted**.
- iv) Insurance Update. It was stated that the council may have to look to house civic items in a purpose built safe in the security of the alarmed office. The report was **noted**.
- v) Bewdley Heritage Trust Meeting Update. It was further reported that the Trust has provided the following dates to arrange an informal meeting: week commencing 21 or 28 March, preferably on a Tuesday.

RESOLVED: That the council would offer the date of Tuesday 29 March at 7.30pm in the Guildhall subject to room availability.

**9626 PROPOSAL TO INSTALL A DISABLED PARKING SPACE – 14a LYTTLETON ROAD**

RESOLVED: That BTC would support the application for the installation of a disabled parking space at 14a Lyttleton Road.

**9627 BEWDLEY TOWN MARKET**

A report was circulated to members in advance of the meeting stating that the current market provider saw no economic benefit to Bewdley Town under the current scheme and that it was no longer viable for the company. It did suggest an alternative to the bi-monthly market and proposed offering a two-day event market twice yearly on a larger scale. The market provider may consider offering a Christmas market; however, this would be subject to conditions imposed on the council and would require further assessment by the provider on its viability. Members discussed the proposal and the logistics of holding two markets per annum remarking that it was regretful the market provider felt unable to continue in its current format and that it was unlikely that BTC would find an alternative market provider.

Members thought that BTC needed firmer commitment from the market provider on holding a Christmas market and it was discussed that although two larger markets were acceptable in principle these events should complement and not compete with the Bewdley calendar of events.

**RESOLVED:**

- i) That an approach would be made to the market provider requesting proposed dates for the market events.
- ii) That a request is made for a firm commitment to provide a Christmas market.

**9628 FRIENDS OF RIVERSIDE NORTH PARK – PLAY EQUIPMENT UPDATE**

It was reported that the Friends Group are in a position to place an order on the replacement train play equipment requiring approval of design.

**RESOLVED:** That approval is granted on the design of the train play equipment.

**9629 FRIENDS OF WYRE HILL PARK – PLAY EQUIPMENT**

Members were asked to consider the purchase of two activity panels using funds held in reserves for the purchase of Wyre Hill Park play equipment. It was also confirmed that WCC have granted permission for installation to go ahead.

Members preferred location for siting was adjacent to the path with the two ward members requesting details of the current membership of the friends' group as they were under the impression the group had disbanded. The Ward members stated that they would be happy to meet with group members to determine a suitable location for installation of the play equipment.

**RESOLVED:**

- i) That approval is granted to purchase two 'Shop Counter' activity panels.
- ii) That approval is given to release funds from restricted reserves.
- iii) That delegated authority is given to the Town Clerk to determine agreed siting of the equipment.

**9630 BEWDLEY CREST FLAG**

A report circulated in advance of the meeting gave preliminary quotations for a 2 yard flag and options for a printed or sewn design.

Members were requested to consider design options, wording and type of flag it wished to be purchased. It was also reported that WFDC has given permission for the flag to be flown from the Guildhall flagpole when it wishes to do so.

It was confirmed that the flag would fly on Heritage Day, Mayor Making and flown at half-mast to mark the death of a Mayor both past and present.

Members expressed preference of two suppliers - Flying Colours and United Flags.

**RESOLVED:**

- i) That approval is given to purchase a 2 yard flag.
- ii) That design option A using the shield shape of design B and a scroll underneath the shield with the words 'Bewdley Town Council' is approved.
- iii) That a budget be set at £500.00
- iv) That approval is granted to purchase a sewn flag.
- v) That delegated authority is given to the Town Clerk to progress the project to completion.

**9631 MAYOR'S DIARY AND FUTURE EVENTS**

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

<b>DATE</b>	<b>EVENT</b>
09/02/2022	Almshouses Trustees Meeting
11/02/2022	Stourport Skittles Night
04/03/2022	Mayor of Kidderminster Charity Ball
05/03/2022	Wyre Forest Symphony Orchestra
06/03/2022	Civic Service – Worcester Cathedral
12/03/2022	Stourport Bingo Night
01/04/2022	Stourport Mayor's Ball
22/04/2022	Droitwich River Boat Cruise
14/05/2022	Redditch Civic Dinner

ii) Bewdley Mayor Events

<b>DATE</b>	<b>EVENT</b>
05/03/2022	Quiz Night
28/04/2021	Mayor's Annual Charity Event

**9632 DATE AND TIME OF NEXT ORDINARY MEETING –**

Monday 7 March 2022 at 7pm, Wribbenhall Parish Rooms.

The meeting concluded at 21:00hrs

Signed.....  
Mayor  
7 March 2022

**Minute Reference: 9618 a)**  
**County Cllr Ian Hardiman's Report to Bewdley Town Council**

**Wyre Forest Issues:**

Lea castle Quarry Application: Contrary to my report last month, I have now been informed that because the County Council's Development Manager is required to do additional searches and likely consultations, this application won't be considered in February or March and is likely to be considered in May or later this year.

**Strategic Subjects:**

Highways' Service Improvements:

County Council Highways have been recruiting additional Liaison Engineers. Soon, eight Liaison Engineers will cover the six District areas of the County and be supported by an Operations Manager to hopefully improve the service level for County Councillors and their residents.

I have been informed that Paul Green Highways Liaison Engineer for the ten Divisions of Wyre Forest will be continuing in his role.

For some time, owing to health absences and Engineer retirements, the Customer Service Department has been struggling to meet demand, so the fresh arrangements will be very welcome.

**Local Issues:**

Wribbenhall, Bus Timetable Issues: Residents have been confused and concerned about bus timetables published and displayed with incorrect or insufficient information.

I have therefore referred this to the County Council's Director for Public Transport, asking him to take this up with the Bus Company.

Zebra Crossing, Catchems End: Still the Disability Safety Tactile Studs have not yet been installed for this crossing; I am so disappointed as these were requested in 2017, I have referred this to the Customer Service Manager for Highways.

Bewdley Rowing Club: The Rowing Club Captain has reported the Club's serious concerns regarding the increasing numbers of swans, geese, gulls and ducks, the droppings from which are creating considerable mess and health concerns for members. My thoughts are that this subject should be referred to the RSPCA or RSB but I shall enquire whether either the County or District Councils can assist with solving the issue.

A456/Stourport Road Traffic Lights' Junction: I have been informed that during this year, the County Council will be carrying out widening of the carriageway on all three approaches so that through traffic and turning traffic do not hinder each other when queuing at the signals. Also they hope to improve the phasing of the signals to achieve further efficiencies.

**Local Update:**

Tree Planting, Netherton Lane Field: The second phase of tree-planting has commenced; on Thursday 27<sup>th</sup> January, High School pupils were able to assist in the actual planting project and on 16<sup>th</sup> February, a group of pupils from the Primary School will also attend to plant more trees. The Project is ultimately for 8,000 trees' planting.

End

**Agenda Item: 9620 Finance i) To Approve Schedule of Payments**

Voucher	Code	Description	Net	VAT	Total
294	Mayor's Expenses	Skittles Night Tickets	20.00	0.00	20.00
295	Mayor's Expenses	Charity Ball Tickets	80.00	0.00	80.00
296	Defibrillator	Consumable replacement contribution Defib	25.00	0.00	25.00
297	Software & Support	Accounting Software	32.00	6.40	38.40
298	Staff Costs	Salary	2,381.49	0.00	2,381.49
299	Staff Costs	Salary	731.23	0.00	731.23
300	Staff Costs	Salary	4,882.24	0.00	4,882.24
301	Staff Costs	Salary	1,288.71	0.00	1,288.71
302	Staff Costs	Payroll	40.00	8.00	48.00
303	Software & Support	Zoom online subscription	11.99	2.40	14.39
304	Office Energy	Electricity	160.45	8.02	168.47
305	Mayor's Expenses	Condolence Flowers - K Smith	30.00	0.00	30.00
306	Town Clerk Office Refurbishment	Office Furniture	366.00	73.20	439.20
307	Website	Website	432.00	0.00	432.00
308	Training - Staff	Training - Water Compliance and Legionella Control	50.00	10.00	60.00
309	Staff Costs	Salary	1,782.91	0.00	1,782.91
310	Staff Costs	Salary	377.96	0.00	377.96
311	Staff Costs	Salary	4,882.24	0.00	4,882.24
312	Staff Costs	Salary	1,288.71	0.00	1,288.71
313	Staff Costs	Payroll	40.00	8.00	48.00
314	Bank Charges	Bank charges	3.00	0.00	3.00
315	Town Clock	Church Clock Electricity	6.39	0.32	6.71
316	Town Clerk Office Refurbishment	Installation of sockets and data cables	461.90	92.38	554.28
317	Town Clerk Office Refurbishment	installation of 4 additional data outlets	259.00	51.80	310.80
318	Town Clerk Office Refurbishment	installation of 7 LED Lighting Panels	873.11	174.62	1,047.73
319	Subscriptions	Annual Subscription	327.00	0.00	327.00
320	Christmas Illuminations Event	Marshalls and Signage - Christmas Event	1,239.00	247.80	1,486.80
321	Town Clerk Office Refurbishment	Office desk	253.00	50.60	303.60
322	Photocopier	Copier charges	4.62	0.93	5.55
323	Mayor's Expenses	Room hire	40.00	0.00	40.00
325	Waste Collection Contract	General Waste Collection	35.30	7.06	42.36
326	Lengthsman	Lengthsman Work	346.55	0.00	346.55
327	Lengthsman	Lengthsman	366.52	0.00	366.52
328	Lengthsman	Lengthsman	113.85	0.00	113.85
332	Expenses	Postage for agendas reclaim	19.05	0.00	19.05
333	Office Running Costs	Lift Maintenance	220.00	44.00	264.00

**Recurring Expenditure reported since the last meeting**

Voucher	Code	Description	Net	VAT	Total
329	Broadband & Landline	Telephone	40.87	8.17	49.04
330	Broadband & Landline	Broadband	27.00	5.40	32.40
331	Software & Support	IT Support	145.56	29.11	174.67