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Town Clerk's Office
25(A) Load Street
Bewdley
DY12 2AE

27th February 2018

TO ALL MEMBERS OF THE TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **TOWN COUNCIL** to be held in The Council Chamber at The Guildhall, Bewdley on **MONDAY 5th MARCH 2018 at 7.00pm**

The Agenda for the Meeting is set out below:

Nick Farress
Town Clerk

AGENDA

1. To receive and accept apologies for absence.
2. Declarations of Interest:
 - (i) Register of Interests: Councillors are reminded of the need to update their Register of Interests.
 - (ii) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - (iii) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest which falls within the Code of Conduct para 12 (4) (b) must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence

3. Dispensations
To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to speak and/or vote on matters for which they have made a declaration of interest pursuant to Section 33 of the Localism Act 2011 and to the Council's adopted Standing Orders and Code of Conduct.

The Meeting will now be adjourned for Public Question Time

Councillors with Disclosable Interests may address the Council during this adjournment on an issue subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during the Public Period.

- (i) Public Question Time - General

Members of the public are invited to give their views and question the Council on items on the agenda, or to raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Council Meeting itself.

(ii) Police & Neighbourhood Watch Reports

To receive verbal or written reports from members of the Police Safer Neighbourhood Team and Neighbourhood Watch Coordinators and to allow questions from Town Councillors and members of the public to be made

(iii) Reports from District and County Councillors

To receive verbal or written reports from District and/or County Councillors, and to allow questions from Town Councillors and members of the public to be made.

The meeting of the Council will now be reconvened

4. Mayoral Reports (*)

(i) Mayor's Report & Opening Remarks

(ii) Young Mayor's Report

5. Minutes (*)

To approve the Minutes of the Town Council Meeting held on 5th February 2018

ITEMS REQUIRING DECISION

6. Accounts for February 2018 (*)

(i) To approve the Treasurer's schedule of payments to be made

(ii) To note the Council's Bank balances

(iii) To note the Bank reconciliation statement prepared by the Treasurer

(iv) To note the Council's income and expenditure to date for the current financial year.

7. Diamond Buses (*)

To receive a report and recommendation from Councillor Edmundson in relation to the recent performance of Diamond Buses.

ITEMS FOR INFORMATION AND NOTING

8. Policy and Resources Committee (*)

To note the draft Minutes of a meeting of the Policy and Resources Committee held on the 19th February 2018 and discuss any issues arising from the Minutes.

9. Planning Committee (*)

To note the draft Minutes of a meeting of the Planning Committee held on the 7th February 2018 and discuss any issues arising from the Minutes.

10. CALC Update (*)

To receive an update from Councillor Killingworth in his capacity of Chair of CALC.

11. Administration Matters

The Town Clerk to brief Councillors on any dates for forthcoming meetings and other administrative items to be noted.

7th March, 6.00pm Planning Committee (Guildhall)

12th March, 2.00pm Town Plan Working Group (25(A) Load Street)

12th March, 7.00pm Neighbourhood Plan Working Group (25(A) Load Street)

19th March, 6.00pm Community Development Committee (Venue TBA)

24th March, Greener Living Fair, Volunteers Required Please

7th April, Community Showcase Event, Volunteers Required Please

(*) Report/papers attached



BEWDLEY

Town Council

MINUTES OF THE TOWN COUNCIL MEETING **HELD ON 5th FEBRUARY 2018 AT 7.00PM IN THE GUILDHALL BEWDLEY**

PRESENT

Councillor Mrs A Coleman (Mayor)
Councillor Mr J Beeson
Councillor Mr J Byng
Councillor Mrs L Candlin
Councillor Mr R Coleman
Councillor Mrs C Edginton-White
Councillor Mr P Edmundson
Councillor Mr P Harrison
Councillor Mr D Killingworth (from 7.10pm)
Councillor Mr G Yarranton

In attendance: Melbryn Kruff-Welton – Deputy Young Mayor
Nick Farress – Town Clerk
District/County Councillor Becky Vale
5 Members of the Public

8556

APOLOGIES FOR ABSENCE

Councillor Mrs Davies, Councillor Miss Fishwick, Young Mayor Louisa Coleman, District Councillor Rod Wilson, County Councillor Ian Hardiman, David Moore (Treasurer), Kyle Daisley (Community Engagement Officer). Councillor Killingworth apologised for arriving late.

8557

DECLARATIONS OF INTEREST

Councillor Byng declared a Pecuniary Interest in Minute 8561 (payment of salaries) as his wife is a Council employee. Councillor Byng did not vote on this item.

8558

COUNCILLORS' DISPENSATIONS

None

8559

MAYOR'S OPENING REMARKS & MONTHLY REPORT

The Mayor reported on a successful session with Wribbenhall Brownies who came to the Guildhall to see how a Town Council meeting was run and to learn about the civic side of the Town Council's activities. The event was also attended by the Young Mayor. The Mayor also reported on a meeting held with some of the users of Wyre Hill Play Area about the future of the facility with the Town Clerk and also thanked Councillor Becky Vale for her generous contribution towards the community green space project in Welch Gate.

8560

MINUTES AGREED

That the minutes of the Town Council Meeting held on 8th January 2018 be agreed as a true record of the proceedings and signed by the Mayor.

8561

ACCOUNTS

The Council considered the revised schedule of accounts and payments for January 2018 drawn up by the Treasurer, together with the balances held at Unity Bank, Cambridge Building Society, Scottish Widows and HM Revenue & Customs and the current budgetary position as to income and expenditure for the period 1st April 2017 to 31st January 2018.

AGREED

(i) that the revised schedule of accounts be approved and signed by the Mayor with authority thereby given for the requisite cheques to be drawn;

(ii) that the cash balances be noted as follows:

- with Unity Bank current account of £53,056.34
- with Unity Bank deposit account of £10,559.39
- with Scottish Widows deposit account of £30,252.29
- with Cambridge Building Society saver account of £30,000.00
- with HMRC (VAT) of £10,719.09

(iii) that the reconciliation statement be noted;

(iv) that the Council's income and expenditure for the current financial year from 1st April 2017 to 31st January 2018 be noted.

8562

SCHEME OF DELEGATION

AGREED

To add the following delegated responsibilities to the Community Development Committee and Planning Committee as follows:

(i) Community Development Committee

To oversee the production of the Neighbourhood Plan via the Neighbourhood Plan Steering Group

To oversee the production of the Town Plan via the Town Plan Working Group

To manage and monitor the provision and maintenance of the Council's play areas and open spaces

To oversee social activities operated by the Town Council

(ii) Planning Committee

To add the consideration and support of/objection to new licences for alcohol sales and entertainment in Bewdley to the Committee's list of delegated responsibilities and change its name to "Planning and Licensing Committee".

8563

LODGE CLOSE, BEWDLEY – PROPOSED TRAFFIC REGULATION ORDER

A consultation by Worcestershire County Council to add yellow lines to areas in Lodge Close, Bewdley was presented following complaints from residents about inconsiderate parking.

AGREED

To raise no objection to the proposals and ask the Town Clerk to advise WCC accordingly.

8564

WYRE HILL PLAY AREA

A report was presented by the Town Clerk asking the Council to agree a maintenance and inspection policy and programme for Wyre Hill Play Area following the transfer of the facility to BTC from WCC/WFDC. This was due to go before the Community Development Committee on the 29th January but the meeting was not quorate.

AGREED

To accept the Town Clerk's report, policy and maintenance/inspection programme including a risk assessment for the Play Area.

8565

COMMUNITY DEVELOPMENT COMMITTEE

The draft Minutes of a meeting of the Community Development Committee held on the 15th January were noted.

8566

PLANNING COMMITTEE

The draft Minutes of a meeting of the Planning Committee held on the 3rd January were noted.

8567

ADMINISTRATION MATTERS AND DIARY DATES

The Town Clerk brought the following administrative matters and diary dates to the attention of the Council:

Wednesday 7th February – Planning Committee, Guildhall, 6.00pm

Monday 12th February – Town Plan Working Group, 2.00pm, 25(A) Load St

Monday 19th February – Neighbourhood Plan Steering Group, 25(A) Load St, 5.00pm

Monday 19th February – Policy and Resources Committee, 25(A) Load St, 6.00pm

The meeting was closed at 7.53pm

Signed.....
Mayor

5th March 2018

Town Council Meeting - Public Period

Questions raised by members of the public

Mr Lewis Thomas of Portlock House asked whether any progress had been made with the Multi-User Access Trail into the Wyre Forest via Dowles as he had some concerns that some works were taking place on the footpath. The Mayor agreed that she would make some enquiries and ask the Town Clerk to send an update via e-mail.

Mrs Ellie Hooper and Mr Colin Anderson from Severnside South wished to raise concerns and objections in relation to a new licensed premises application for a restaurant/bar next door to their property. Mrs Hooper and Mr Anderson were advised to raise their concerns directly with Worcestershire Regulatory Services and were also advised that the Town Council's Planning and Licensing Committee would be considering the Town Council's response to this application on Wednesday 7th February and they would be welcome to attend.

Sally from 4 Load Street raised concerns about the Loft Lounge not adhering to its license and still playing loud music into the early hours. Sally also wished to mention that there had been some "overzealous" parking enforcement recently which had been targeting vehicles who were delivering to businesses in Load Street. Councillor Vale said that this was her area of responsibility and would make further enquiries.

Police and Neighbourhood Watch Reports

There were no representatives present, but the Mayor commented on a very welcome and detailed report from the new SNT Inspector, Jake Wright.

District and County Councillor Reports and Questions

District and County Councillor Becky Vale reported on the following items:

- The extractor fan on the Severn Restaurant is an ongoing issue but is being dealt with;
- Thank you to the Town Council's road safety group who put forward some very positive suggestions on how to tackle traffic congestion and pollution which were presented to Martin Rowe the Transport Strategy Manager at WCC;
- A meeting is to take place with Councillor Hardiman and senior planning officers from WFDC in relation to the felled willow tree at Beale's Corner;
- Velo Birmingham – road closure requests have been withdrawn from WCC with the next event being held in the Spring of 2019;
- A Project Board has been set up following the "inadequate" rating of WCC's Children's Services to recommend a way forward;
- A new CEO for WCC will start in March plus a number of new senior roles;
- WFDC approved the Churchfields Masterplan on the 18th January.

Councillor Killingworth commented on the outstanding issue of the tactile paving on the Catchem's End zebra crossing and reported that the crossing surface itself is unsafe for persons with visual impairments and should be attended to.

Councillor Beeson noted that Central Buses who run the 125 Service have been taken over by Diamond Buses which is of concern considering the recent performance of Diamond. Councillor Vale had been assured by Councillor Alan Amos, Portfolio Holder for Transport that the matter of Diamond Buses' overall performance was being dealt with.

Councillor Yarranton asked about the closure of the Grange facility in Kidderminster. Councillor Vale said that this was not in her division and therefore would not comment.

SCHEDULE OF ACCOUNTS FOR FEBRUARY 2018

<u>PAYEE:</u>	<u>SERVICES</u>	<u>PAYMENT BY</u>	<u>GOODS £</u>	<u>VAT £</u>	<u>TOTAL £</u>	<u>STATUTORY PROVISION</u>
<u>REGULAR PAYMENTS</u>						
W F D C	Salaries for February National Insurance Contributions Pension Admin Charge Total		4852.73 214.66 17.45 60.00			
		Cheque	5144.84	12.00	5,156.84	LGA 1972 s112
Cllr Anna Coleman	Mayor's Expenses - February	Cheque				LGA 1972 s 15
Talktalk Business	Broadband + phone calls- February	Direct Debit	186.00	37.20	223.20	LGA 1972 s 111
Midshire Communications Ltd	Photocopier usage 9/1-9/2	Direct Debit	34.81	6.96	41.77	LGA 1972 s 111
W F D C	March Service charges	Direct Debit	55.00		55.00	LGA 1972 s 111
Green Man Gardens	Lengthsman duties February Council duties	Cheque				LGA 1972 s 111
BT	Phone Line rental	Direct Debit	38.64	7.73	46.37	LGA 1972 s 111
	SUB-TOTAL: REGULAR PAYMENTS		5,459.29	63.89	5,523.18	
<u>OCCASIONAL PAYMENTS</u>						
Midshire Communications Ltd	Photocopier relocation	Direct Debit	195.00	39.00	234.00	LGA 1972 s 111
Office Depot Ltd	Batteries Stationery CCTV Warning signs		13.63 48.61 1.26			
		Cheque	63.50	12.70	76.20	LGA 1972 s 111
N Farress	Town Clerk Expenses February	Cheque	524.68		524.68	LGA 1972 s 111
Furniture @ Work Ltd	2 cupboards	Cheque	313.00	62.60	375.60	LGA 1972 s 111
W F D C	Parish Games Quiz entry fee	Cheque	10.00		10.00	LGA 1972 s 111
Came and Company	Insurance renewal March 2018-Feb 2019	Cheque	2,972.36		2,972.36	LGA 1972 s 111
	SUB-TOTAL: OCCASIONAL PAYMENTS		4,078.54	114.30	4,192.84	
	TOTALS:		9,537.83	178.19	9,716.02	

Signed _____

Cllr Anna Coleman, Mayor

BEWDLEY TOWN COUNCIL

Bank balances as at February 2018

UNITY BANK CURRENT ACCOUNT

Balance from last statement (Attached)	£ 77,885.43
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ADD:

LESS:

November payments schedule	-£ 60.00
December payments schedule	-£ 140.39
January payments schedule	-£ 24,686.89
February payments schedule	-£ 9,716.02

Balance at end of February	£ 43,282.13
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VAT BALANCE

VAT owed to Bewdley Town Council by HMRC	£ 10,719.09
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UNITY BANK DEPOSIT ACCOUNT

Balance B/Fwd	£ 10,559.39
Interest received	

Balance at end of February	£ 10,559.39
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SCOTTISH WIDOWS INVESTMENT

Balance at end of February	£ 30,252.29
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CAMBRIDGE BUILDING SOCIETY

Balance at end of February	£ 30,000.00
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Bewdley Town Council
Reconciliation Detail

Unity Current Account, Period Ending 01/02/2018

	Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance							99,118.87
Cleared Transactions							
Cheques and Payments - 34 Items							
	Bill Pmt -Cheque	04-12-17	103466	N Farress	√	(170.39)	(170.39)
	Bill Pmt -Cheque	04-12-17	103464	ROYAL BRITISH LEGION	√	(100.00)	(270.39)
	Bill Pmt -Cheque	04-12-17	103470	Cllr L Candlin	√	(45.32)	(315.71)
	Bill Pmt -Cheque	04-12-17	103462	Mayor's Charity Appeal	√	(42.00)	(357.71)
	Bill Pmt -Cheque	04-12-17	103467	Worcester Mayor's Charity Account	√	(24.00)	(381.71)
	Bill Pmt -Cheque	28-12-17	103474	M Perrigo	√	(5,000.00)	(5,381.71)
	Bill Pmt -Cheque	02-01-18	Debit	WYRE FOREST DISTRICT COUNCIL	√	(55.00)	(5,436.71)
	Bill Pmt -Cheque	08-01-18	103475	WYRE FOREST DISTRICT COUNCIL	√	(5,337.39)	(10,774.10)
	Bill Pmt -Cheque	08-01-18	103479	Foxley Tagg Planning Ltd	√	(3,720.00)	(14,494.10)
	Bill Pmt -Cheque	08-01-18	103488	Bill White Nurseries (Wyre Hire)	√	(1,992.00)	(16,486.10)
	Bill Pmt -Cheque	08-01-18	103483	Signal Traffic Management Ltd	√	(1,200.00)	(17,686.10)
	Bill Pmt -Cheque	08-01-18	103480	PLH Electrical	√	(570.00)	(18,256.10)
	Bill Pmt -Cheque	08-01-18	103482	Victorian Carriages	√	(500.00)	(18,756.10)
	Bill Pmt -Cheque	08-01-18	103477	Green Man Gardens (Richard Jones)	√	(382.31)	(19,138.41)
	Bill Pmt -Cheque	08-01-18	103487	N Farress	√	(349.98)	(19,488.39)
	Bill Pmt -Cheque	08-01-18	103487	Currys PC World	√	(324.97)	(19,813.36)
	Bill Pmt -Cheque	08-01-18	103494	SGH Venue Management	√	(310.00)	(20,123.36)
	Bill Pmt -Cheque	08-01-18	103498	Radio Waves Communications Ltd	√	(240.00)	(20,363.36)
	Bill Pmt -Cheque	08-01-18	103490	The Rotary Club of Bewdley	√	(200.00)	(20,563.36)
	Bill Pmt -Cheque	08-01-18	103486	I4media Ltd	√	(186.65)	(20,750.01)
	Bill Pmt -Cheque	08-01-18	103481	Janitorial Direct	√	(113.14)	(20,863.15)
	Bill Pmt -Cheque	08-01-18	103476	Cllr A Coleman	√	(111.75)	(20,974.90)
	Bill Pmt -Cheque	08-01-18	103485	Laurence Harper	√	(100.00)	(21,074.90)
	Bill Pmt -Cheque	08-01-18	103497	WYRE FOREST DIAL A RIDE	√	(100.00)	(21,174.90)
	Cheque	08-01-18	103478	Petty Cash	√	(100.00)	(21,274.90)
	Bill Pmt -Cheque	08-01-18	103495	Mayor's Charity Fund	√	(60.00)	(21,334.90)
	Bill Pmt -Cheque	08-01-18	103493	Mr R Underwood	√	(32.50)	(21,367.40)
	Bill Pmt -Cheque	08-01-18	103491	Mr D Whale	√	(32.50)	(21,399.90)
	Bill Pmt -Cheque	08-01-18	103492	Mrs J Hart	√	(32.50)	(21,432.40)
	Bill Pmt -Cheque	08-01-18	103489	WYRE FOREST DISTRICT COUNCIL	√	(20.00)	(21,452.40)
	Bill Pmt -Cheque	08-01-18	103496	Ludlow Town Council	√	(15.00)	(21,467.40)
	Bill Pmt -Cheque	10-01-18	Debit	Midshire Communications Ltd	√	(79.80)	(21,547.20)
	Bill Pmt -Cheque	29-01-18	Debit	BT	√	(46.37)	(21,593.57)
	Bill Pmt -Cheque	29-01-18	Debit	Talktalk Business	√	(29.02)	(21,622.59)
Total Cheques and Payments						(21,622.59)	(21,622.59)
Deposits and Credits - 2 Items							
	Deposit	02-01-18			√	45.00	45.00
	Deposit	19-01-18			√	344.15	389.15
Total Deposits and Credits						389.15	389.15
Total Cleared Transactions						(21,233.44)	(21,233.44)
Cleared Balance						(21,233.44)	77,885.43
Uncleared Transactions							
Cheques and Payments - 3 Items							
	Bill Pmt -Cheque	04-12-17	103468	SUSA		(60.00)	(60.00)
	Bill Pmt -Cheque	08-01-18	103484	WORCESTERSHIRE CALC		(90.00)	(150.00)
	Bill Pmt -Cheque	08-01-18	103499	Oakley Technical Support Ltd		(50.39)	(200.39)
Total Cheques and Payments						(200.39)	(200.39)
Total Uncleared Transactions						(200.39)	(200.39)
Register Balance as of 01/02/2018						(21,433.83)	77,685.04
New Transactions							
Cheques and Payments - 21 Items							
	Bill Pmt -Cheque	05-02-18	103509	Gala Lights Ltd		(9,590.78)	(9,590.78)
	Bill Pmt -Cheque	05-02-18	103500	WYRE FOREST DISTRICT COUNCIL		(5,144.48)	(14,735.26)
	Bill Pmt -Cheque	05-02-18	103510	Furniture@work Ltd		(2,571.60)	(17,306.86)
	Bill Pmt -Cheque	05-02-18	103505	Royal British Legion Industries Ltd		(1,521.22)	(18,828.08)

Bewdley Town Council Reconciliation Detail

Unity Current Account, Period Ending 01/02/2018

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Cheque	05-02-18	103508	The Zoo		(1,500.00)	(20,328.08)
Bill Pmt -Cheque	05-02-18	103520	Bees Carpentry and Joinery		(1,500.00)	(21,828.08)
Bill Pmt -Cheque	05-02-18	103506	officeFurnitureOnline		(667.20)	(22,495.28)
Bill Pmt -Cheque	05-02-18	103501	WYRE FOREST DISTRICT COUNCIL		(569.92)	(23,065.20)
Bill Pmt -Cheque	05-02-18	103503	Green Man Gardens (Richard Jones)		(495.92)	(23,561.12)
Bill Pmt -Cheque	05-02-18	103502	Cllr A Coleman		(259.74)	(23,820.86)
Bill Pmt -Cheque	05-02-18	103519	Fletcher Cleaning		(162.00)	(23,982.86)
Bill Pmt -Cheque	05-02-18	103516	Bewdley Concert Band		(150.00)	(24,132.86)
Bill Pmt -Cheque	05-02-18	103507	Office Depot		(142.26)	(24,275.12)
Bill Pmt -Cheque	05-02-18	103518	Janitorial Direct		(136.58)	(24,411.70)
Bill Pmt -Cheque	05-02-18	103511	N Farress		(96.96)	(24,508.66)
Bill Pmt -Cheque	05-02-18	103515	The Mayor's Fundraising Account		(60.00)	(24,568.66)
Bill Pmt -Cheque	05-02-18	103517	Mrs M J Trick		(37.50)	(24,606.16)
Bill Pmt -Cheque	05-02-18	103514	Bromsgrove Chair Charity Account		(36.00)	(24,642.16)
Bill Pmt -Cheque	05-02-18	103513	Instantprint		(23.99)	(24,666.15)
Bill Pmt -Cheque	05-02-18	103504	E.on		(12.74)	(24,678.89)
Bill Pmt -Cheque	05-02-18	103512	Ludlow Town Council		(8.00)	(24,686.89)
Total Cheques and Payments					<u>(24,686.89)</u>	<u>(24,686.89)</u>
Total New Transactions					<u>(24,686.89)</u>	<u>(24,686.89)</u>
Ending Balance					<u>(46,120.72)</u>	<u>52,998.15</u>

Bewdley Town Council Income & Expenditure Budget vs. Actual April 2017 through February 2018

	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Apr '17 - Feb 18	TOTAL Budget	£ Over Budget
Cash at Bank at start of the month	40,942	90,256	91,432	82,225	66,011	60,264	111,127	103,905	95,488	77,506	52,998			
Income														
2017 Christmas Event	0	0	0	0	0	0	0	0	3,500	247	0	3,747		3,747
CChristmas Event 2016- CJs	0	0	0	0	985	0	0	0	0	0	0	985		985
Christmas Market	0	0	0	0	0	0	2,000	0	0	0	0	2,000		2,000
Community Engagement Officer	0	0	0	0	2,000	0	2,750	0	0	0	0	4,750		4,750
Event Assistants	0	0	0	0	0	881	559	0	0	98	0	1,538		1,538
Interest Received	0	0	1	0	0	1	0	0	4	45	0	51	500	(449)
Lengthsman Scheme	0	0	0	0	0	0	0	1,282	0	0	0	1,282		1,282
Load St Toilets- WFDC	0	0	8,370	0	0	0	0	0	0	0	0	8,370		0
Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	0	0		0
Cllr G Yarranton- Xmas events	0	0	0	0	0	0	0	0	0	170	0	170		170
Harvest Fayre Co-ordination	0	0	0	0	0	0	250	0	0	0	0	250		250
Make it or Bake road closure	0	0	101	0	0	0	0	0	0	0	0	101		101
Markets	0	0	0	378	0	0	1,730	0	0	0	0	2,108		2,108
Sale of QE2 memorial medals	0	0	0	215	0	0	0	0	0	0	0	215		215
Expense														
Museum Cleaning	0	0	0	627	0	326	0	0	0	0	0	953		953
Precept	64,189	0	0	0	0	64,189	0	0	0	0	0	128,378	128,377	1
Shortfall Funding	3,379	0	0	0	0	3,379	0	0	0	0	0	6,758	6,759	(1)
Total Sponsorship & Donations	0	0	0	0	0	0	171	0	0	0	0	171		171
Together Project Income	0	0	336	0	200	0	96	380	0	0	0	1,012		1,012
Town Leaflet contribution- WFDC	0	1,135	0	0	0	0	0	0	0	0	0	1,135		1,135
Total Income	67,568	1,135	8,808	1,220	3,185	68,778	7,556	1,662	3,504	560	0	163,374	144,006	19,968
Capital Expenditure														
Christmas Lights replacement	0	0	0	0	0	0	0	0	570	0	0	570		570
Crowd Control barriers	0	0	835	0	0	0	0	0	0	0	0	835		835
Hats & Robes	0	0	0	0	0	0	0	0	0	0	0	0	500	(500)
Notice Boards & Town Signs	0	0	0	0	0	0	0	0	0	1,268	0	1,268	2,000	(732)
Street Poles, baskets & tubs	0	0	0	0	0	0	0	0	0	0	0	0	250	(250)
Town Clerk Office	0	280	42	0	0	0	159	0	50	5,802	313	6,846	250	6,396
Total Capital Expenditure	0	280	677	0	0	0	159	0	620	7,070	313	9,119	3,000	6,119

Bewdley Town Council
Income & Expenditure Budget vs. Actual
April 2017 through February 2018

	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Apr '17 - Feb 18	TOTAL Budget	£ Over Budget
Council Costs														
Badges & Shields	443	0	0	0	0	0	0	74	0	0	0	517	600	(83)
Civic Award	168	0	0	0	0	0	0	0	0	0	0	168	200	(32)
Civic Ceremonies	(96)	167	575	0	0	58	0	55	98	0	0	857	1,250	(393)
Hats & Robes Maintenance	15	0	0	0	0	0	0	0	0	0	0	15	15	0
Insurance Valuations	0	0	0	0	300	0	0	0	0	0	0	300	150	150
Mayor's Chain Maintenance	0	0	0	0	0	0	788	0	0	0	0	788	350	438
Mayor's Expenses	45	697	359	263	357	371	180	480	132	439	0	3,323	5,000	(1,677)
Mayoral Roll	0	0	0	0	0	0	85	0	0	0	0	85	93	(8)
Public Meetings	0	0	0	0	0	0	0	0	0	0	0	0	300	(300)
Total Council Costs	575	864	934	263	657	429	1,053	609	230	439	0	6,053	7,943	(1,890)
Economic Development														
Election cost & Provision	0	479	32	202	0	0	0	70	0	0	0	783	783	0
Employment Costs														
Assistant Town Clerk	680	680	680	630	680	680	680	936	680	680	0	7,056	7,056	0
Community Engagement Officer	407	407	407	407	526	731	612	612	612	612	0	5,333	5,333	0
Event Assistants	0	0	0	666	(27)	187	209	(5)	144	(12)	0	1,162	1,162	0
Load St Toilets Cleaner	751	620	604	604	587	612	669	600	600	587	0	6,234	6,234	0
Mayor's PA & Administrator	488	488	488	488	488	488	488	488	506	488	0	4,898	4,898	0
Town Clerk	2,494	2,450	2,472	2,434	2,450	2,467	2,467	2,467	2,450	2,467	0	24,618	24,618	0
Treasurer	249	249	249	249	249	249	249	249	249	249	0	2,490	2,490	0
WFDC Admin Charge	60	60	60	130	70	80	110	50	80	60	0	760	760	0
Employment Costs - Other	0	0	0	0	0	0	0	0	0	0	0	0	52,134	(52,134)
Total Employment Costs	5,129	4,954	4,960	5,858	5,023	5,494	5,484	5,397	5,321	5,131	0	52,551	52,134	417
Grant Aid & Donations														
1st Bewdley Rainbows	100	0	0	0	0	0	0	0	0	0	0	100	100	0
Bewdley & District Horticulture	200	0	0	0	0	0	0	0	0	0	0	200	200	0
Bewdley Bike Week	500	0	0	0	0	0	0	0	0	0	0	500	500	0
Bewdley Carnival Association	200	0	0	0	0	0	0	0	0	0	0	200	200	0
Bewdley Choral Society	1,500	0	0	0	0	0	0	0	0	0	0	1,500	1,500	0
Bewdley Cricket Club	250	0	0	0	0	0	0	0	0	0	0	250	250	0
Bewdley Festival	500	0	0	0	0	0	0	0	0	0	0	500	500	0
Bewdley Rotary Club	0	0	0	0	0	0	0	0	200	0	0	200	200	0
Bewdley Town Football Club	750	0	0	0	0	0	0	0	0	0	0	750	750	0
Bewdley Youth Café	0	0	0	0	0	0	0	1,000	0	0	0	1,000	1,000	0
Community Transport Helpline	750	0	0	0	0	0	0	0	0	0	0	750	750	0

Bewdley Town Council
Income & Expenditure Budget vs. Actual
April 2017 through February 2018

	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Apr '17 - Feb 18	TOTAL Budget	£ Over Budget
Friends of Riverside North Park	1,250	0	0	0	0	0	0	0	0	0	0	1,250	1,250	0
Misc Donations	0	0	0	0	0	0	0	0	0	0	0	0	450	(450)
RBL Poppy Wreaths	0	0	0	0	0	0	0	100	0	0	0	100	100	0
St Georges Hall Venue Management	1,000	0	0	0	0	0	0	0	0	0	0	1,000	1,000	0
Stanley Baldwin Statue Appeal	1,000	0	0	0	0	0	0	0	0	0	0	1,000	1,000	0
Wyre Community Land Trust	1,250	0	0	0	0	0	0	0	0	0	0	1,250	1,250	0
Wyre Forest CAB	1,500	0	0	0	0	0	0	0	0	0	0	1,500	1,500	0
Grant Aid & Donations - Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Grant Aid & Donations	10,750	0	0	0	0	0	0	1,100	200	0	0	12,050	12,500	(450)
Millennium Green Maintenance	0	0	150	0	0	0	401	0	0	0	0	551	750	(199)
Neighbourhood Plan	173	880	134	0	0	4,000	0	0	3,100	0	0	8,287	2,000	6,287
Operating Costs														
Advertising & Official notices	0	0	0	0	0	0	0	0	0	0	0	0	100	(100)
Audit Fees	0	200	0	0	0	400	0	0	0	0	0	600	600	0
Broadband	17	17	17	17	17	17	17	17	17	17	20	190	220	(30)
Computer	75	0	0	0	0	0	0	50	0	0	0	125	175	(50)
Insurance	0	0	0	0	0	0	0	0	0	0	0	0	3,200	(3,200)
Intruder Alarm	0	0	0	379	0	0	0	0	0	0	0	379	400	(21)
Photocopier	42	35	176	66	30	182	44	36	232	19	230	1,092	980	112
Postage	13	0	0	0	0	0	0	0	0	0	0	13	300	(287)
Refreshments	20	0	0	0	0	0	0	13	0	0	0	33	100	(67)
Service Charge & Business rates	55	55	55	55	55	55	55	55	55	625	0	1,120	330	790
Small Office Equipment	43	0	0	0	0	0	0	0	0	162	142	347	150	197
Software & Support	535	0	35	0	0	0	0	0	0	0	58	628	355	273
Staff Advertising	0	0	0	0	0	0	0	0	0	0	0	0	50	(50)
Staff Travel	0	0	46	0	18	0	0	0	0	0	70	134	50	84
Stationery & Print	138	50	372	159	0	51	74	40	0	87	86	1,057	1,400	(343)
Subscriptions	1,223	0	0	0	212	0	0	0	0	0	0	1,435	1,200	235
Telephones	42	12	13	55	5	4	45	16	16	46	166	420	250	170
Town Clerk- Temp Cover	0	0	0	0	0	0	0	0	0	0	0	0	500	(500)
Training- Staff	0	0	99	0	0	100	0	40	0	0	0	239	800	(561)
Travel & Training-Councillors	0	0	0	0	0	100	0	50	25	0	0	175	200	(25)
Unity Bank Charges	0	0	45	(15)	0	32	0	0	29	0	0	91	91	0
Website	0	0	0	135	0	0	0	0	0	0	0	135	135	0
Total Operating Costs	2,203	369	858	851	337	941	235	317	374	956	772	8,213	11,360	(3,147)

Bewdley Town Council Income & Expenditure Budget vs. Actual April 2017 through February 2018

	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Apr '17 - Feb 18	TOTAL Budget	£ Over Budget
Property Costs & Loan Repayment	0	0	0	3,750	0	0	0	0	1,250	0	0	5,000	31,730	(26,730)
Small Grants Fund	0	0	95	100	0	0	0	0	0	0	0	195	1,000	(805)
Together Project	0	0	0	145	0	30	186	60	0	38	0	459	250	209
Town Events														
Carnival Fireworks	0	0	1,500	0	0	0	0	0	0	0	0	1,500	1,800	(300)
Christmas Festivities	0	0	0	250	0	101	1,170	1,897	3,416	354	150	7,338	2,500	4,838
Christmas Lights	0	0	0	0	0	0	0	0	8,512	(624)	0	7,888	7,076	812
Parish Games	0	0	0	0	0	0	0	0	0	0	10	10	10	10
Spring & Harvest Fairs	0	0	0	0	0	0	0	0	20	0	0	20	500	(480)
Total Town Events	0	0	1,500	250	0	101	1,170	1,897	11,948	(270)	160	16,756	11,876	4,880
Town Maintenance														
Bus Shelters cleaning & maint	0	135	0	0	0	0	0	0	0	135	0	270	750	(480)
Churchyards	0	0	0	0	0	1,500	0	0	0	0	0	1,500	1,500	0
General Maintenance	0	0	0	0	0	0	0	0	48	184	0	232	1,500	(1,268)
Lengthsman	66	180	827	509	193	0	868	223	334	496	0	3,696	3,696	0
Lifebuoys	0	30	34	12	0	0	12	0	0	0	0	88	150	(62)
Load Street Green Space	0	0	0	0	0	0	0	0	0	0	0	0	1,000	(1,000)
Load Street Toilets	60	65	0	153	84	80	124	0	94	114	0	774	8,370	(7,596)
Maintenance of existing seats	60	0	0	0	0	0	0	0	0	0	0	60	250	(190)
Signs & Notice Boards	0	0	232	12	12	0	20	0	0	0	0	276	100	176
Street Poles, Tubs & Baskets	0	0	10	0	0	0	0	0	0	0	0	10	2,500	(2,490)
Town Clock	0	0	0	0	0	0	0	0	0	169	0	169	170	(1)
War Memorials	0	0	0	0	0	4,085	0	0	0	0	0	4,085	500	3,585
Wyre Hill Play Area	0	0	0	0	0	0	4,000	0	0	0	0	4,000	4,500	(500)
Total Town Maintenance	186	410	1,103	686	289	5,665	5,024	223	476	1,098	0	15,160	21,290	(6,130)
Town Tourist Leaflet & Map	2,425	0	0	0	0	0	0	0	0	0	0	2,425	1,200	1,225
Total Expense	21,441	8,236	10,443	11,905	6,306	16,660	13,712	9,673	23,519	14,462	1,245	137,602	159,033	(21,431)
Profit for the Year	46,127	(7,101)	(1,635)	(10,685)	(3,121)	52,116	(6,156)	(8,011)	(20,015)	(13,902)	(1,245)	26,372	(15,027)	41,399
Unity Trust Deposit Account	10,553	10,553	10,553	10,554	10,554	10,554	10,556	10,556	10,558	10,559	10,559			
Scottish Widows Investment	30,252	30,252	30,252	30,252	30,252	30,252	30,252	30,252	30,252	30,252	30,252			
Cambridge Building Society Investment	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000			



MEETING: 5th March 2018

REPORT FOR INFORMATION OF CLLR PHILIP EDMUNDSON

SUBJECT: Diamond Buses

BACKGROUND

This council has already stated that it has a vested interest in supporting any way or form it can influence public transport within our town; supporting residents, businesses, traders and visitors in equal measure.

Diamond Buses have become a by-line for inadequacy, poor service and frequency in terms of breakdowns, cancelled services and generally a lackadaisical attitude towards a vital local service that should benefit this town tremendously.

This town has a ridiculously poor public transport service and this needs to be addressed.

RECOMMENDATION

We now are in a position where we have to take more significant action. Through exploring the matter via concerned residents on both sides of the river, we have an opportunity to report these issues as a council, as a town.

Through the Office of the Traffic Commissioner, based at 38 George St, Edgbaston, Birmingham, B15 1PL, we are able to record and complain about the parlous quality of the service.

DECISION REQUESTED

To this end, I request that members support the initiative, as a Town Council approach, to collating and informing the Traffic Commissioner of this towns considerable dissatisfaction with Diamond Buses, in the hope that pressure will then be applied to Worcestershire County Council to become more active in terms of reviewing contracts, applying appropriate sanctions and supplying this town with a much needed, fully functioning public transport service.

CONSULTATION

Consultation with the people has been frequent and this report acts as consultation with this council.

Date 23rd February 2018

Signed Cllr Philip Edmundson



**MINUTES OF THE
POLICY AND RESOURCES COMMITTEE MEETING
HELD ON MONDAY 19TH FEBRUARY 2018 AT 6.00PM AT 25(A) LOAD ST**

PRESENT

Councillor J Beeson (Chairman)
Councillor J Byng
Councillor Mrs L Candlin
Councillor S Clee
Councillor R Coleman
Councillor Mrs C Edginton-White
Councillor P Harrison

In attendance: Councillor Mrs A Coleman (Mayor)
Councillor P Edmundson
Nick Farress, Town Clerk

119 Apologies

David Moore, Treasurer.

120 Declarations of Interest

Councillor Mrs Edginton-White and Councillor Byng declared an Other Disclosable Interest in Minute 126 as Trustees of the Friends of Riverside North Park. Both Members left the room whilst this grant application was being considered and voted upon.

Councillor Mrs Candlin declared an Other Disclosable Interest in Minute 126 as a Trustee of the Wribbenhall Parish Room. The Member left the room whilst this grant application was being considered and voted upon.

121 Councillor Dispensations

There were no requests for dispensations.

122 Minutes

The Minutes of the Policy and Resources Committee meeting on the 18th October 2017 were approved and signed by the Chairman.

123 Load Street Public Conveniences

A report was received from the Town Clerk setting out proposals for the Town Council to enter into a five year agreement with WFDC whereby the Town Council would become the owners of the two toilet blocks and fully responsible for the upkeep and maintenance of the buildings. This would be arranged over a five year period with reducing grant aid from WFDC starting in 2019/20.

AGREED

To accept the proposal and authorise the Town Clerk to continue negotiations with Wyre Forest DC.

124 IT Solution for Town Council Offices

A report was received from the Town Clerk setting out proposals an upgrade to a server hosted system at 25(A) Load Street. This would require new hardware and configuration at a cost of £1600.

AGREED

To accept the recommendations in the Town Clerk's report and authorise expenditure of up to £1600 on the project.

125 Internet Banking

A report was received from the Town Clerk setting out proposals to move to an internet based payment system and away from cheque payments. This was largely due to the fact that the use of cheques is outdated, issues can occur if signatures are misread and some suppliers no longer accept cheque payments at all. Councillors Mrs Candlin and Clee wished it to be noted that they voted against the recommendation as they felt it important to support local high street banks.

AGREED

To accept the recommendations contained in the Town Clerk's report and authorise the Town Clerk and Treasurer to implement this change to the Council's financial arrangements.

126 Town Council Grant Funding 2018/19**AGREED**

That the following grants be awarded to local organisations with payments being made in April 2018.

	GRANT 2018/19	Comments
Wyre Forest CAB	£1500	Aim to get a surgery back in Bewdley
Friends of Riverside North Park	£1000	Benches around swan pond
Wribbenhall Parish Room	£500	Defibrillator
Twinning Association	£250	BTC would like a representative on the Committee
Wyre Community Land Trust	£500	Tools for workshop
Bewdley Horticultural Society	£250	Annual Show
Bewdley TCC/Community Housing Tenants Group	£250	Community events in 2018

Bewdley Youth Festival	£500	For the Youth Music Festival only
Community Transport	£900	Moving Offices
Bewdley Rotary Club	£200	Christmas Tree
RBL Poppy Wreaths	£100	
Bewdley Bike Week	£500	Would like to see the event back in the Town
Bewdley Choral Society	£1500	Forest Rivers and Royals 2018
Riverside Dementia Café	£500	Activities and equipment
Bewdley Cricket Club	£250	Junior practice net
Bewdley Carnival Association	£200	Would consider additional £100 if Far Forest and Arley Schools were included.
Total	£8900	

**127 Exclusion of Press and Public
AGREED**

That in view of the confidential nature of business about to be conducted, the press and public were asked to leave the meeting.

128 Staffing Arrangements

The Town Clerk advised Members that the postholder of the Mayor's PA role has indicated that she will shortly hand in her notice with a leaving date of 5th April 2018. The Town Clerk advised that he was now considering all the roles in the office following the office move and the Council becoming more active and accessible. The Town Clerk also assured Members that support for the Mayor would not be interrupted.

The meeting was declared closed at 7.20pm.

Signed.....
Chairman
Policy and Resources Committee



**MINUTES OF THE TOWN PLANNING & LICENSING COMMITTEE HELD ON
WEDNESDAY, 7th FEBRUARY, 2018 AT 6.00 PM IN THE GUILDHALL, BEWDLEY**

PRESENT

Councillor John Beeson
Councillor Linda Candlin
Councillor Roger Coleman
Councillor Calne Edginton-White (Chair)
Councillor Gordon Yarranton

In attendance:
Nick Farress, Town Clerk
One member of the public

7281 Apologies

Apologies were received from Cllrs Byng, Fishwick and Harrison.

7282 Declarations of Interest

Cllr Beeson declared he has had communication with the applicant's mother regarding application 18/0003. He elected therefore not to vote on this matter.

7283 Dispensations

None.

Public Question Time

One person elected to speak regarding the late night licence application made in relation to The Courtyard, 3-4 Severnside South. Details are included at the end of these minutes.

7284 Minutes

The minutes of the Planning Committee Meeting held on 3rd January, 2018 were approved.

- 7285 17/0786/FULL** Two storey extension to form garage with bedroom and bathroom above
30 Heathfield Road
Mr Davenport

It was agreed to **defer** consideration of this application pending receipt of revised plans

7286 **17/0787/LIST** Replacement of rear door and frame with new flood door and frame
5 Stourport Road
Environment Agency

It was agreed to recommend **approval** subject to any conditions the Conservation Officer may wish to impose

7287 **17/0788/LIST** Demountable IBS flood barrier system to surround the property
7 Beales Corner
Environment Agency

It was agreed to recommend **approval** subject to any conditions the Conservation Officer may wish to impose

7288 **17/0789/LIST** Replacement of existing front door and frame with new flood door and frame
9 River View Cottage, Stourport Road
Environment Agency

It was agreed to recommend **approval** subject to any conditions the Conservation Officer may wish to impose

7289 **17/0793/FULL** Conversion of a disused, covered reservoir to a residential dwelling
Land near Long Bank, Long Bank
Mr Hopkins

It was agreed to **defer** consideration of this application pending further information from the Planning Authority

7290 **18/0003/FULL** Two storey side extension, along with associated dropped kerb driveway and parking area
13 Springhill Rise
Mr A Wilkes

It was agreed to recommend **approval**

7291 **18/0012/FULL** Single storey rear extension
105 Stourport Road
Mrs E Gibson

Application **withdrawn**.

7292 **18/0018/TCA** Reduce and shape Holly and Yew by 40%
Abbotsford, 12 Kidderminster Road
Mr D Wilson

It was agreed to raise **no objection** to the proposed works

- 7293** **18/0021/ELECO** Install single free-standing wood pole with pole mounted transformer
Bewdley Cricket Club, Lower Park
Weston Power Distribution

Noted.

- 7294** **18/0024/S73** Removal of Condition 3 attached to planning permission WF/0614/81 to allow ancillary workshop to be utilised as part of the cottage accommodation
Heathlands Cottage, Kidderminster Road
Mr G Dugmore

It was agreed to recommend **approval**

- 7295** **18/0026/FULL** Proposed relocation of approved High Lift Pumping Station to adjoining field
Bewdley Road North, Lickhill
Severn Trent Water Ltd

It was agreed to recommend **approval** subject to satisfactory clearance/approval by Worcestershire Regulatory Services.

- 7296** **18/0041/FULL** Removal and replacement of existing glazed porch and replacement front porch extension
Yew Tree House, Yew Tree Lane
Mr M Bates

It was agreed to recommend **approval**

- 7297** **18/0052/LIST** Provision of flood defence barrier
8 Ricketts Place
Environment Agency

It was agreed to recommend **approval** subject to any conditions the Conservation Officer may wish to impose

- 7298** **18/0053/LIST** Provision of flood defence barrier
6 Kidderminster Road
Environment Agency

It was agreed to recommend **approval** subject to any conditions the Conservation Officer may wish to impose

- 7299** **18/0054/LIST** Provision of flood defence barrier
5 Kidderminster Road
Environment Agency

It was agreed to recommend **approval** subject to any conditions the Conservation Officer may wish to impose

- 7300 **18/0055/LIST** Provision of flood defence barrier
7 Kidderminster Road
Environment Agency

It was agreed to recommend **approval** subject to any conditions the Conservation Officer may wish to impose

- 7301 **18/0063/TREE** Fell 2x multi-stem Sycamore and a Holly. Remove two lower limbs from an additional Sycamore
24 Brook Vale
Mrs Friar

It was agreed to recommend **approval** subject to any conditions the Arboricultural Officer may wish to impose

- 7302 **18/0068/TCA** Fell self-sown Yew
11 Kidderminster Road
Mrs C Pearson

It was agreed to raise **no objection** to the proposed works

- 7303 **18/9006/NMA** Amendments to southern boundary
Site of the Little Ranch, Yew Tree Lane
Dormer Construction Ltd

Noted.

- 7304 **Licensing - The Courtyard, 3-4 Severnside South (Applicant: A Jarvis)**

The Committee discussed the application for a late night licence for the serving of alcohol and playing of music until 1am. It was noted that the original application was for a licence until 3am but was scaled back on the recommendation of West Mercia Police.

The Town Clerk advised that the Town Council has received a number of written representations including Bewdley Civic Society as well as local residents, on the grounds of the potential for additional noise and disturbance, as well as traffic/parking problems, and other allied concerns.

On this basis, Councillors agreed to **object** to the application and proposed the following as an acceptable alternative in this largely residential area:

Late Night Refreshment – 11.00pm Sun-Thurs, 12.00am Fri-Sat
Playing of Recorded Music – 11.00pm Sun-Thurs, 12.00am Fri-Sat
Sale of Alcohol – 11.00pm Sun-Thurs, 12.00am Fri-Sat

It was **agreed** that the Town Clerk will progress this with the Licensing Authority and also point out the Committee's concerns regarding the potential for smokers to stand outside residential properties generating noise and litter and well as consider the noise made by the emptying of bottles etc

into bins late at night. Signage should be in place to instruct users to leave the premises quietly as it is in a residential area.

A request will also be made for a representative of the Town Council to attend the Hearing and speak. (The actual date of the Hearing to be established.)

7305 Representations

It was decided that no representations would be made to the next Planning (Development Control) Committee of Wyre Forest District Council in relation to the planning applications considered above.

7306 Planning Decisions Update

Noted.

The meeting closed at 7.30 pm

Signed.....

Chairman at Planning Committee

7th March, 2018

Public Period

Mrs Ellie Hooper of Severnside South informed the Committee of concerns and objections in relation to The Courtyard, 3-4 Severnside South and the late night licence application for the serving of alcohol and playing of music beyond 23.00 hrs (i.e. to 03.00 hrs). Letters and emails have been sent by her and her husband, as well as a considerable number of other residents in Severnside South, and Bewdley Civic Society to Worcestershire Regulatory Services regarding the potential for late night noise and disturbance, traffic, parking problems and the overall detrimental effect on residents living in this residential area and beyond, due to noise levels travelling throughout the town.



**Ministry of Housing,
Communities &
Local Government**

Cllr Sue Baxter
Chairman
National Association of Local Councils
109 Great Russell Street
London
WC1B 3LD



ITEM 10

The Rt Hon Sajid Javid MP
*Secretary of State for Housing, Communities
and Local Government*

**Ministry of Housing, Communities and Local
Government**

Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: 0303 444 3450
Email: sajid.javid@communities.gsi.gov.uk

www.gov.uk/mhclg

Our Ref: 3642887

12 FEB 2010

D - Sue

Thank you for your letter of 5 January, following my speech at the NALC annual conference. I was glad to hear that it was well received.

I would like to thank the NALC and local parish and town councils for the work they do. The Government is aware of the very important services delivered by parish councils and of their role in improving the quality of life and well-being of their communities, and recognises the role that the NALC plays in helping these small bodies to fulfil their potential.

With regard to your response to the local government finance settlement technical consultation, I would like to thank the NALC for its informative response. We are pleased to hear about the range of activities you have undertaken in order to promote greater transparency, engagement and fiscal responsibility. My officials would be happy to meet NALC officers in the coming weeks to discuss your ongoing work in this area, and I look forward to hearing an update in due course.

In response to your comments about strengthening the requirement for principal councils to pass a share of local Council Tax support funding to their parish councils, as you know, LCTS is given to principal councils to pass on to parishes as there is no mechanism for money to be passed directly to them but also due to the complexity of determining how much funding should be passed on. LCTS schemes are designed locally taking into account local priorities, which provide the rationale behind the current arrangements.

The Government has previously issued guidance via letter to billing authorities on the matter, which sets out a clear expectation for them to work with local councils to pass down funding, so that increases in their precepts can be avoided, and would expect

principal authorities and parish councils to engage in constructive and collaborative dialogue and agree what level of funding should be passed down.

We have made it clear that the Government does not have a role intervening in such discussions, but does expect consideration to be given to the impact of withholding the funding on the sustainability of services provided by parish and town councils, and I am continuing to explore ways in which I can strengthen the requirement for principal authorities to pass on a share of local council tax support to their parishes.

Your letter also sets out your concerns about the impact of the GDPR on parish councils and especially the costs of ensuring that every parish council has access to a responsible officer. We recognise those concerns, and officials have been in touch with the Department of Digital, Culture, Media and Sport, who are the policy holders, to ensure that they specifically engage with the parish sector and reflect your concerns in their arrangements.

We recognise that there is flexibility and proportionality in how public authorities comply with the duty to appoint a data protection officer, based on the sensitivity, complexity and amount of personal data they process

I believe that the Information Commissioner has already provided resources on her website (ico.org.uk) to help smaller organisations, including parish councils, prepare for the new regime, as well as launching a dedicated helpline service for smaller organisations. Furthermore, I understand that the Commissioner will also be simplifying her '12-step' GDPR preparation guidance in response to feedback from small and micro-enterprises, and will continue to develop further guidance on both the Bill and GDPR as implementation proceeds. You should continue to engage with the DDCMS officials to ensure that your concerns are being addressed, and should proceed as you see fit in relation to lobbying more widely for change as the bill progresses through Parliament.

I am sorry to hear that communities are still experiencing delays in the creation of parish councils following a community governance review implemented as a result of a petition. As you know, the legislative reform order implemented in 2015 has helped to speed up the CGR process significantly. However the creation of a parish council was devolved to local government in 2007 as part of our agenda for localising decision making to the most appropriate level.

In deciding whether to give effect to recommendations made in those reviews, the community governance review guidance states that principal councils are expected to take account of the views of local people (Section 1). The decision can be subject to a judicial review if campaigners are unhappy with it and ultimately we believe that the creation of parish councils should remain local decisions. However, the guidance is in the process of being updated and we will consider whether it can be strengthened in this area. Unfortunately the other measures that you suggest would, in my view, potentially undermine our position on localism.

We recognise your concerns about progress on updating the existing parish poll regulations and work continues to ensure that they are ready to be implemented as soon as parliamentary time allows. As you will be aware, the current legislative timetable is tight and therefore it is not possible for me to provide you with a commitment to implement these regulations to a firm timescale at present.

We recognise the importance of the Sustainable Communities Act in enabling areas to identify barriers and bring forward proposals for our attention. On the Carlton Parish council proposal, I understand that a submission is with my ministerial colleague, seeking a decision, and officials in the Communities team will be able to provide you with an update in due course.

Finally, I am grateful for the NALC and its County Associations' work in successfully distributing the Transparency Fund to well over 3,000 people over the past 3 years. My officials are currently considering your proposals to carry out further compliance work, and will be providing advice to Ministers on this issue at the end of February. I understand that they will be in contact to update you in due course.

Thank you for enclosing your prospectus for ultra localism. My officials will be in touch with NALC officers to discuss how we might be able to assist you in taking forward some of the proposals.

Thank you for raising these important matters.



RT HON SAJID JAVID MP