

DODFORD WITH GRAFTON PARISH COUNCIL

DRAFT Minutes of the Annual General Meeting of Dodford with Grafton Parish Council held on Tuesday 12 May 2020 virtually by zoom.com (due to the Coronavirus Lockdown) at 7.30pm

Present: Cllrs Lynne Griffin, Rachel Jennings, Rory Lydon, Scottie Sanderson, and Jonathan Shapiro

In attendance: County Cllr Shirley Webb, District Cllr Drew Beaumont, Clerk Kay Stone and three members of the public

The Clerk opened the meeting.

1. Election of Chairman and Chairman's Declaration of Acceptance of Office

Cllr Griffin proposed Cllr Jennings as Chairman, Cllr Lydon seconded and all approved. The Chairman read out the declaration of acceptance of office and will sign the declaration with the Clerk adding her signature at the next face to face meeting.

Chairman Cllr Jennings then chaired the meeting

2. Election of Vice Chairman and Vice Chairman's Declaration of Acceptance of Office

Cllr Jennings proposed Cllr Lydon as Vice Chairman, Cllr Shapiro seconded and all approved. The Vice Chairman read out the declaration of acceptance of office and will sign the declaration with the Clerk adding her signature at the next face to face meeting after the Lockdown.

3. Councillor's Declaration of Acceptance of Office

- i. At this point Cllr Jennings read out the resignation email received from Cllr Rea and wished to publicly thank Alwyn for his many years of service as Councillor, serving as Chairman and Vice Chairman many times. He has always been the 'go to' Councillor for his extensive knowledge and history of not only the Parish Council but also of the villages of Dodford and Grafton and he will be sorely missed as a Parish Councillor. The Parish Council look forward to seeing him again at future Council meetings as a resident once the current restrictions are lifted.
- ii. Cllrs Griffin, Sanderson and Shapiro read out their declarations of acceptance of office and will sign the declarations with the Clerk adding her signature at the next face to face meeting.

4. Apologies

No apologies received.

5. Declarations and Register of Interests

- i. None declared for this meeting
- ii. None declared for this meeting

At this point the meeting was adjourned to allow members of the public attending the meeting to raise matters of interest.

Two residents, from the same property, read out an email they had sent to the Parish Council earlier on the same day which some Parish Councillors had not received prior to the meeting. They had received a phone call from the Enforcement Officer at Bromsgrove District Council (BDC) and feel upset and persecuted by the Parish Council. It was proposed that as some Parish Councillors had not seen the email, they wish to defer this item to another meeting to discuss and give the residents their measured response.

The meeting continued as follows:

6. Minutes of previous meeting

Cllr Jennings proposed, Cllr Shapiro seconded, and all approved the minutes for the meeting held on 27 April. The minutes will be signed at the next face to face meeting. At this point Cllr Shapiro questioned the draft minutes being out in the public domain before they have been approved by the Parish Council. The Clerk explained that the draft minutes are on the Parish Council web site after being circulated to the Parish Councillors following the meeting. The draft minutes are sent to the resident's email newsletter address list a week before the forthcoming meeting together with the forthcoming meeting's agenda. The Clerk was asked to check the correct procedure with CALC.

7. Reports for information

- i. County Cllr Webb had sent her report prior to the meeting which had been circulated to Parish Councillors by the Clerk. In addition, Cllr Webb reported that the school speed reduction consultation will recommence and suggested that the Parish Council should consider the installation of the white gates at the beginning of the speed restriction at the same time, should the speed limit be implemented. The Clerk was asked to add this item to the agenda for the next meeting. Cllr Shapiro asked Cllr Webb for news on the closure of The Atrix and it is being looked into by BDC.
- ii. District Cllr Beaumont reported that
 - a. the fly tipping during the current Lockdown in the district has reduced by some 20% on the same time last year;
 - b. planning committee meetings to be done virtually and Cllr Beaumont will advise the Clerk when they are to take place;
 - c. no update on asylum seekers in Bromsgrove;
 - d. he is still waiting for an answer from BDC with regards Dodford Village Hall being entitled to Government Grants, and
 - e. he brought up the subject of businesses in the village and HGVs. The Parish Council confirmed the businesses and explained that as far as they are aware Whitford Construction was doing all within their power to lessen HGVs in Yarnold Lane.
- iii. The Clerk continues to post information from authorities on to the Dodford Residents Facebook Page and more residents are asking to join. The Clerk to ask the administrators if it is possible to suggest that new joiners might like to send their email address to the Clerk if they wished to receive Parish Council newsletters.
- iv. The Asset of Community Value registered against the Dodford Inn with BDC expired on 2 November 2018 and all agreed not to re-register.

8. Membership of Committees and Organisations

- i. No Parish Councillor was elected to be the Parish Council representative at Worcestershire CALC meetings.
- ii. Cllr Jennings offered to stand down as Chairman of the Planning Committee meeting, but there were no offers to take on this role and Cllr Jennings will continue. Membership of the Planning Committee was agreed to be Cllrs Griffin, Jennings, Lydon, Sanderson and Shapiro.

9. Planning

- i. No planning decisions received.
- ii. No planning appeals or decisions received.
- iii. As mentioned in the open meeting, the Parish Council to discuss how to process enforcement issues at the next meeting.

- iv. Residents at The Priory have applied for Listed Building Consent to demolish their 1980's conservatory and the Parish Council do not need to be consulted on this. Cllr Lydon requested the Clerk enquire why this is not a full planning application and also there appears to be plans for a temporary garden house and pool.

10. Highways and footpaths

- i. The Clerk reported that she had seen comments on Dodford Residents Facebook page objecting to the suggestion that the Parish Council arrange for the phone box to be removed in 12 months if it remains unused. One resident has suggested having plastic storage boxes with lids to keep the damp out and books be put in there. Cllr Griffin announced that the telephone box had been cleaned and she would put a box with books in there together with anti-bacterial wipes etc.
- ii. Residents on daily exercise have been reporting broken stiles which have been forwarded on to the Footpath Officer.

11. Insurance

The Clerk had sent Insurance Renewal documents to the Parish Councillors prior to the meeting and Cllr Lydon proposed, Cllr Jennings seconded, and all approved the insurance renewal quote for 2020/2021. It was also agreed that the Clerk pay the renewal fee the following day prior to the renewal date which is before the next meeting.

12. Phil Richardson Community Award 2020

One nomination received.

13. Covid-19

After a great deal of discussion, it was agreed that the Parish Council will give a grant of up to £100 to pay for the materials for people within Dodford and Grafton to make masks for all residents as the lockdown begins to ease for when out shopping or meeting with other people to enable them to wear a mask if they so wished. Cllr Shapiro to email mask specifications to Cllr Lydon to enable Cllr Lydon to purchase the material to give to residents to make adults and children's masks. Residents to apply to the Clerk.

At this point Cllr Shapiro left the meeting.

14. Audit 2019/2020

Cllr Griffin proposed, Cllr Sanderson seconded, and all agreed the Certificate of Exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The Clerk to send Page 3 of the Accounting Statement to the Chairman for her to sign and return to the Clerk to be forwarded to the external auditor.

15. Finance

- i. The Council's internal financial controls and internal audit arrangements and the annual risk assessment were reviewed, and their adoption was proposed by Cllr Sanderson, seconded by Cllr Jennings, and agreed by all. Both documents to be signed by the Chairman at the next face to face meeting.
- ii. Cllr Jennings proposed, Cllr Sanderson seconded, and all agreed to approve the Annual Governance Statement 2019/2020 which will be signed by the Chairman at the next face to face meeting.
- iii. Approval of the Accounting Statements 2019/2020 deferred to the next meeting.
- iv. The Internal Auditor's report has not been received and will be presented at the next meeting.
- v. Payments for May
 - a. Deposit account as at 29 April 2020 - £18,457.11
 - b. Current account as at 29 April 2020 - £422.07

- c. Payments by bank transfer - Acceptance proposed by Cllr Griffin and seconded by Cllr Sanderson:
 - i. Clerk's salary - £424.88
 - ii. Expenses - £64.39 (Use of telephone and internet line £5.00; Storage £5.00; Data Protection Act Renewal Fee £40.00 and one month's membership fee for Zoom.com £14.39)
 - iii. HMRC - £106.20
 - iv. Luke Farnsworth (Lengthsman duties for April and petrol) - £210.00
 - v. DM Payroll Services Ltd (fee for internal audit) - £75.00
 - vi. Dodford Village Hall (hire of hall 24 February 2020) - £14.00

11. Correspondence received – for information

Non received other than those items covered above.

14. Councillors co-option

No applications. There is an official notice on the notice board and web site announcing the new vacancy to allow electors to apply to BDC by 26 May. If 10 or more apply then there will be an election on 6 May 2021. Councillor co-option can recommence on 27 May.

15. Councillors items

- i. Cllr Griffin updated the Parish Council on her personal issue with the owners of the Dodford Inn.
- ii. A large structure/summer house in Fockbury Mill Road.
- iii. Should the Parish Council celebrate Remembrance Day by supplying a bench or monument. County Cllr Webb offered to look at Divisional Funding to cover this. To be discussed at the next meeting.
- iv. Concern about the structural work that needs to be done to the footpath The Old Post Office in Priory Road as the footpath is falling away and there is an oil and septic tank in the garden. County Cllr Webb will report it and asked the Clerk to report it on the WCC Report It web site to obtain a report number.

The meeting closed at 9.08pm.

Signed.....Chairman