

## **DODFORD WITH GRAFTON PARISH COUNCIL**

**DRAFT Minutes of the meeting of Dodford with Grafton Parish Council held on Monday 22 June 2020 virtually by zoom.com (due to the Coronavirus Lockdown) at 7.30pm**

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

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

### **1. Apologies**

No apologies received

### **2. Declarations of interest**

- i. None
- ii. Cllr Lydon declared an interest in item 5vi on the agenda

### **3. Dispensations**

None

The meeting was adjourned to allow members of the public attending the meeting to raise matters of interest.

Two Councillors from Upton Warren Parish Council and a Dodford resident spoke extensively about the increase in motocross noise coming from the Grafton area of the parish. They had approached Worcestershire County Council (WCC) Regulatory Services and West Mercia Police to complain but had found them to be unhelpful. After much discussion it was agreed that District Cllr Beaumont would approach Bromsgrove District Council (BDC) about sound monitoring equipment and would try to attend the next motocross meeting scheduled for 28 June to speak to the organiser. County Cllr Webb agreed to work with the District Cllr and offered to speak to WCC Regulatory Services. It was agreed by all that Cllrs Webb and Beaumont are the best people to liaise with WCC and BDC. The Dodford resident was asked to send the Clerk his police call records for the Clerk to contact the West Mercia Police and Crime Commissioner with a complaint. The Clerk was asked to keep this item on the agenda for the next meeting.

The meeting continued as follows:

### **4. Meetings**

- i. Cllr Shapiro proposed, Cllr Griffin seconded, and all approved the minutes for the meeting held on 12 May. The minutes will be signed at the next face to face meeting.
- ii. CALC response to publication of draft minutes before approval is "The requirement is that draft minutes need to be up on the website within a month of the meeting. What you are doing is best practice. Because of meeting dates not all meetings will be within a month of the next e.g. 7th Jan and 9th Feb, therefore it is best to put them up once they have been done. Therefore, in the other months you do not forget because it has not happened. In addition, it gives information to residents sooner. I would advise to continue with what you are doing." Cllr Shapiro would prefer they were not in the public domain until approved. The Chairman reminded Councillors that the Clerk sends out the draft minutes to them prior to publication and the onus is on Councillors to check accuracy and report back to the Clerk.

### **5. Reports**

- i. County Cllr Webb reported that
  - a. the 30mph speed restriction consultation around the School has been sent out;
  - b. libraries will be open from 4 July;
  - c. WCC Highways are working normally again;

- d. Here2Help will be reducing their hours, and
- e. WCC has received many complaints about footpath issues and so there may be delay.
- ii. District Cllr Beaumont did not have anything extra to add to County Cllr Webb's report.
- iii. The Clerk attended the CALC Area meeting on 10 June but had nothing to report back to the Parish Council.
- iv. The Clerk attended the CALC Parish Council's Climate Emergency Action Day on 11 June and had circulated her report to Parish Councillors prior to the meeting. The Clerk was asked to resend.
- v. Question 3 now appears when residents wishing to join Dodford Residents Facebook page "If you would like to receive updates from the Parish Council, send a request via email to KStone5757@aol.com"
- vi. The Clerk reported that
  - a. the organisers of the Dodford Show thanked the Parish Council for allowing the grant for the engraving of the show cups to be retained for the 2021 Dodford Show;
  - b. the grant from Bromsgrove and Redditch Network (BARN) of £270 for a village litter pick has been received and it was decided to possibly organise an Autumn Harvest event rather than round Dodford Day, depending on the current health situation nearer the time;
  - c. CALC has informed Parish Clerks that Website Accessibility Regulations come into force on 23 September 2020. The Clerk uses the WCC My Parish webpage and they have previously confirmed that their webpage will be compliant, and
  - d. she has received an email from a resident questioning the lawful use of a building yard in Yarnold Lane and lorry movements. The Clerk contacted BDC and has been advised that the use of the site for the storage and sale of building materials has become lawful by virtue of the passage of time and that the owner can therefore lawfully (a) operate a plant yard, (b) store and sell building materials and (c) store and hire site huts or use the site for a combination of both (a), (b) and (c). Any lorry movements that took place during the period of lockdown is a Police matter. Another email has been received from the same resident regarding whether the shipping containers at Pugh's Plant Hire needed planning permission. The Clerk contacted BDC and has been advised that the use of these appear to relate to the established horticultural aspect of the site which has acceptance in a green belt setting. A poly tunnel structure has been erected over a public footpath and the Clerk has reported this to WCC. The Clerk has kept the resident informed.

## 6. Planning

- i. Cllr Griffin proposed, Cllr Jennings seconded, and all approved the acceptance of the minutes of the planning committee meeting held on 8 June. The minutes will be signed at the next face to face meeting.
- ii. No planning decisions received.
- iii. No planning appeals or decisions received.
- iv. Enforcement issues:
  - a. After discussion, the Clerk was asked to respond to a resident's email received on 12 May regarding enforcement as follows:
    - i. The Parish Council has no powers as a Parish Council but is duty bound to forward any complaint they receive on to BDC unless the resident wishes to report it themselves.
    - ii. The information that was given to the Parish Councillor at the time was passed on to BDC. The Parish Council is not able to verify who reported the issue as the Parish Councillor concerned has now retired.
    - iii. The answer is the same as given in answer to question 1.
    - iv. The Parish Council does not have the powers or knowledge to investigate complaints which is why they are passed to BDC
    - v. The work carried out at the property in question has been ongoing for a few years and it was more obvious to residents walking during the current health

situation who may not have seen it before. There was no intention of harassment by the Parish Council who sympathises with the owners of the property.

- b. When the Clerk receives a complaint going forward she will give the complainant the opportunity to report it direct to BDC. The draft revised planning information leaflet which had been circulated prior to the meeting was accepted and will be available on the Parish Council website
  - c. The motocross noise in Grafton had been discussed in the public part of the meeting.
- v. There is a new building being erected in Valley Road and the Clerk was asked to contact the Clerk to Bournheath Parish Council as the building is close to the boundary.

## **7. Highways and footpaths**

- i. With thanks to Cllr Griffin and Richard the telephone box has been cleaned and ready for the exchange of books. Cllr Griffin to put up a disclaimer notice.
- ii. County Cllr Webb has taken photographs of the footpath in Priory Road outside The Old Post Office and sent them in to WCC highways. She has asked if WCC could make a start and complete the rest of Priory Road in line with the half that has been done. Cllr Griffin asked if the current curbstones could be kept or if not then be lower than the previously repaired section and County Cllr Webb said she would enquire.
- iii. No footpath issues other than mentioned in item 5,vi.d
- iv. Siting of the white gates in Fockbury Road will be considered by the Parish Council if the speed restriction goes ahead. The Clerk was asked to keep this item on the agenda.
- v. After discussion it was decided not to go ahead with purchasing and siting dog poo bag dispensers.
- vi. The Clerk was asked to put a piece in the Parish Magazine about losing historic footpaths before 2026 and to report any broken stiles and gates to the Clerk. Cllrs Griffin, Lydon and Jennings to arrange another sub-group meeting to discuss footpaths.
- vii. The Lengthsman has now returned to his duties.

## **At this point Cllr Shapiro left the meeting**

## **8. Covid 19**

Cllr Griffin put an item on Dodford Residents Facebook page. Two residents are making masks and one already has made some. It was agreed that Jenni Schuett and Cllr Griffin will look into this and the Parish Council is happy to give a grant to Jenni to source more material. Cllr Jennings suggested it would be ideal if masks were made for each resident.

## **9. Remembrance Day Memorial**

Cllr Jennings to circulate the design of the bench to other Councillors. This item to be kept on the agenda to discuss siting.

## **10. Phil Richard Community Award 2020**

One joint and one single nomination have been received. It was agreed that due to the current health situation that the closing date be extended to 31 July 2020 and the Clerk to put a piece in the Parish Magazine.

## **11. Finance**

- i. Cllr Griffin proposed, Cllr Jennings seconded, and all agreed to approve the Accounting Statement for 2019/2020 and the Clerk to send the document to Cllr Jennings for signature.
- ii. The Internal Auditor's report had been circulated prior to the meeting and noted.
- iii. Cllr Jennings proposed, Cllr Lydon seconded, and all agreed to approve the adjusted bank reconciliation as at 31 March 2019 as per the Internal Auditors report – item I.
- iv. The Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return has been displayed on the Notice Board and also on the web site. The period will run from 15 June to 24 July with the caveat that documents will be sent electronically

to any resident who requests sight of them rather than a visit to the Clerk's home during the current health situation.

- v. It was agreed to discuss a third bank signatory at the July meeting.
- vi. The June Financial Report:
  - Deposit account as at 29 May 2020 - £17,957.95
  - Current account as at 29 May 2020 - £169.60
  - Payments to be made by bank transfer for April on 23 June – Acceptance proposed by Cllr Lydon and seconded by Cllr Griffin:
- a. Clerk's salary - £402.26
- b. Clerk's expenses - £382.68 (Storage £5; use of telephone and internet £5; Travel 14 miles at 45p per mile £6.30; Came & Company – Insurance renewal by credit card as agreed at May meeting £218.00; one month's membership for zoom.com £14.39; Stationery – colour and black ink cartridges £89.95; Stationery – Labels for Annual Report mailing £9.06; Stationery – envelopes ready for Annual Report mailing £19.50 and Stationery – Paper and sticky notes £15.48)
- c. HM Revenue and Customs - £100.40

## **12. Annual Report**

The Draft Annual Report had been circulated prior to the meeting and Cllr Jennings proposed, Cllr Lydon seconded, and all approved the printing and mailing to residents.

## **13. Correspondence received – for information**

None received that has not been covered above.

## **14. Councillors items**

Cllr Griffin requested the footpath sign currently lying on the ground at the back of the Village Hall be reinstated at the bottom of the Village Hall driveway.

## **16. Casual Vacancy**

No applications received.

The meeting was closed at 9.34pm.

Signed.....Chairman