

WARNDON PARISH COUNCIL

Minutes of a Meeting of the Parish Council held on 3rd February 2020 at

Lyppard Hub commencing 7:30pm.

PRESENT:

Cllrs A Cross (Chair), R Norfolk, A Taylor, D Merriman, D Carney, S Hodgson, L Hodgson, J Scrine

Also, present : Cllr A Roberts, 2 members of the public.

APOLOGIES :

Cllr. Nida Hassan

The Chairman introduced Mrs Susan Howell who is the newly appointed Clerk & Responsible Financial Officer.

DECLARATIONS OF INTEREST :

There were none.

Police report – no police presence. No report.

THE MEETING WAS SUSPENDED AT THIS POINT TO ALLOW MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL.

A member of the public thanked the Council for its intention to install two benches, he was pleased that it had been done so quickly.

204. The minutes of the meeting on the 6th January 2020 were agreed and signed as a true record. Proposed : Cllr. Taylor, Seconded : Cllr Merriman, all present agreed. The minutes of the Special Meetings on 21st and 23rd January 2020 were agreed as a true record. Proposed : Cllr. R Norfolk, Seconded : Cllr L Hodgson, all present agreed.

205. **Appointment of Clerk.**

Cllr. Norfolk explained that the Appointment Panel would stay active until the first review of the new Clerk and would then disband. She thought it appropriate that the Finance Committee should then take on the responsibilities of the personnel role in the future. All present agreed.

It was agreed that the Council needed to look at a few new policies which seemed to be absent during the process of employment adopted (Grievance Procedure etc)

The Interim Clerk sought the Council approval to supply Mrs Howell with the following :

- (a) Adding Mrs Howell to the approves signatory list for both banks (Unity Trust and Redwood). Single authorisation up to £500.00 for BACS payment and cheques.
- (b) Providing a Debit Card for the new Clerk/RFO up to a limit of £500.00.

- (c) Permission to supply Mrs Howell with a mobile phone to be used for Parish Council business only.
- (d) Training costs for RBS Software (Rialtas Alpha) at Swindon. The costs are £275.00 for a training course on the 12th February 2020, plus travel to and from Swindon by car at £0.45 / mile. An approximate total of £350.00.

It was proposed by Cllr. Taylor, seconded by Cllr. Cross that a-d above be approved. All present agreed.

206. **Councillor Reports**

- Cllr. Roberts spoke about his concern that some streetlamps were taking a long time to repair, there were two reasons. The Cherry Picker is unable to access some of the lights and it's now unlawful to use ladders. The second reason is unclear but may be to do with replacement of the whole lamp.

He was asked about the work at Lyppard ponds and particularly about the paved area. It has now been established that the City Council owns the paving and are taking steps to have this repaired.

- Cllr. L Hodgson presented her report, she mentioned the work being done on play areas in the parish and an updated status on the Unadopted Land.

207. **To receive Environmental Reports from :**

Cllr. Merriman – had supplied a late report which some people had not received. She gave a brief overview. No further progress on the Tree Survey. There was some discussion on wildflower areas in the Parish.

208. **Environmental Committee.**

The Clerk had amended and circulated an amended Terms of Reference for this Committee, but a last-minute suggestion of wording change had been submitted by Cllr. Merriman. The wording was accepted, and a further amendment will be typed up and circulated shortly.

Cllrs. Norfolk, Cross, Merriman and S Hodgson were appointed to meet as a Working Party to sort out matters of procedure and how the Portfolio Holder role will fit in with the Committee workings. This should be completed in time for the Annual Meeting of the Council in May 2020 when all appointments are made to committee and portfolio holder posts.

Cllr. L. Hodgson presented a short report explaining the current status of the VAS. The unit has an unknown fault which keeps the display working longer than it should. Some members felt that it was quite effective in that mode but of course it records no useful data. The cost to repair it were estimated at around £350.00 but until the actual fault was diagnosed no-one can be sure. The unit is getting costly to repair and this would be the second time in 18 months.

At the last meeting in January, the Council agreed to purchase a solar powered Speed Indicator Display (SID) at a cost of £4380.00 plus VAT. After further

discussions with the County Council it was no clearer when this unit could be put in place on Plantation Drive.

The Clerk advised members that it would be possible to use this agreed cash to purchase a new battery powered SID for portable deployment. He has an updated quote for various options. After discussion, it was felt this is a good option while the decision from the County is pending. It was therefore proposed that, the Current Plan for the purchase of a new solar powered SID be put on hold, and that the cash be allocated to the purchase of a new battery powered SID at a price of £2900.00 plus VAT, the addition of the Blue Tooth data transfer be added at a cost of £350.00 +VAT. A total expenditure of £3250.00 + VAT. Proposed by Cllr. L Hodgson, seconded by Cllr. Norfolk, this was supported unanimously.

209. **Planning and Rights of Way –**

Planning Applications - Cllr. S. Hodgson presented his report, he was particularly concerned at the request to do tree work in Stanage Close and Rough Meadow and will be paying close interest on the requests to remove mature trees. Everyone present agreed that this should be avoided if possible. Cllr. Scrine asked if we could log activity on the proposed Sheriff Street developments.

Cllr. Taylor presented a short report and advised that the Community Engagement costs would not be spent in this fiscal year (£4,600.00). Action would be proposed to move them to next years budget. He had circulated the Business Survey results shortly before the meeting.

SWDP Consultation – 31st March 2020. Parish Council representatives will be Cllrs. Taylor and Norfolk. Cllr Taylor advised everyone that judging by the last meeting, there would be plenty of space available for other members to attend.

Town Fund Board – Cllr. Scrine reported that she had attended the initial meeting and provided a report. She recommended that the Parish should support her regarding the Sheriff Street/Shrubhill area. This was agreed.

210. **Leisure and Community Affairs.**

- Newsletter – Cllr. Merriman had circulated the cover of the proposed edition and was now looking for articles to fill the pages.
- Bench Strategy – no further progress.
 - Bench purchase – two benches have been ordered and the City Council have agreed to their proposed locations. Fixing details need resolution.
- Unadopted Land – see City Councillor report for latest update.
- Allotments Update - Cllr. Merriman submitted a report. The Clerk reminded the Council to review allotment fees every November.
- Website – Cllr. Norfolk presented her report and said that she had feedback on the proposed content from a few members. There was some discussion

on a member's private area, but it was thought that this could be better accommodated elsewhere.

- Defibrillators – Cllr. Carney gave a short report. He had visited all the sites and met those actively looking after the three units. Cllr. Scrine asked of some training could be organised. Some action is required to ensure that the contact details for the PC are correct on the website of The Circuit, who control the administration and updating of our units.

211. To Receive Reports from Outside Bodies.

- Lyppard Hub Management Board – Budget for next year was agreed at the last meeting, decoration was being improved in some areas.
- Worcester City Standards Committee – No meeting.
- CALC updates – nothing relevant to the parish.

212. Report of the Clerk.

Results for 2019/20

These indicated that we will be about £15,500.00 behind our estimated out-turn in this fiscal year. Several new initiatives and some others will not be completed in time for 31st March 2020.

Budget 2020 / 21

Based on the 2019/20 likely results, the Clerk had circulated a further proposal for the budget which showed by adding £8600.00 to the 2020/21 Budget, the unfinished projects could be transferred without impact on the Precept already advised to the City Council. As the document had only been distributed just before the meeting, it could be referred to the 2nd March monthly meeting for a final decision. This was agreed.

Approval of Accounts for Payment :

The following accounts were approved for payment. Proposed Cllr. Norfolk, Seconded Cllr. Taylor. All present agreed.

• Lyppard Hub	Summer Fete Support	£2000.00
• Solway Direct	2 x Benches	£765.60 (Retrospective)
• Westcotec	VAS Spares	£280.20
• Clerk	Stationery	£2.95
• Clerk	Interview Room Hire	£97.50
• Worcester City	By Election Costs	£292.30
• Newsquest	Dec- Newsletter delivery	£78.32
• A Taylor	Printing Supplies (NP)	£91.75

Confirmation of Cash received

None this month to date.

213. Councillor Reports and Items for the Future.

There were none

There being no further business the Chair closed the meeting at 9.48pm.

Date of the next monthly meeting is 2nd March 2020 at 7.30pm