

WARNDON PARISH COUNCIL

Minutes of a Meeting of the Parish Council held on 20th April 2020

Virtual meeting using Zoom commenced 7:40 p.m.

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

Also present: Cllrs A Roberts, N Hassan

In attendance: Clerk

Apologies: None received

Declarations of Interest: There were none

Police report

There was no police officer in attendance and no report.

Cllr. Merriman highlighted the need for residents to be vigilant following recent reports on social media of shed and garden burglaries, attempts to break into cars and fly-tipping incidents.

As there was no public presence, there was no need to suspend the meeting to allow members of the public to address the Council.

225. The minutes of the meeting held on 2nd March 2020 were approved, proposed Cllr. Taylor, seconded Cllr. S Hodgson and all present agreed.

226. To confirm decisions made since the last meeting

It was agreed to meet virtually using 'zoom' as the platform for Parish Council meetings during the coronavirus pandemic.

It was agreed to purchase an annual subscription to zoom as this was the most cost effective. It was decided to purchase a monthly subscription in the short term, pending the outcome of the Cloud computing project, which could offer an alternative solution.

227. **Councillor Reports**

- Cllr. Roberts presented his report, previously circulated. Since writing, the Government has pledged an additional £1.6 billion to fund County Councils' responses to the coronavirus pandemic. The 'Here2Help' initiative is going well and every effort is being made to promote the services available – on the radio, social media and community groups. He confirmed that he was aware of correspondence relating to an issue with land in Trotshill Lane West and would be following this up. The Chairman asked for information to be forwarded to the Clerk so that a co-ordinated response could be made.
- Cllr. L Hodgson presented her report, previously circulated. She added that the Cemeteries and Worcester Woods Countryside site (excluding Café) had been re-opened.
- Cllr. S Hodgson had nothing further to report.
- Cllr. Hassan had nothing further to report.

228. **Adoption of revised Code of Conduct**

The revised Code of Conduct was approved – proposed Cllr. Taylor, seconded Cllr. Norfolk and all present agreed.

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

- Cllr. Merriman presented her report, previously circulated. She is awaiting responses from Worcester City Council to clarify dog bin matters and her proposal to reduce the bins from five to one in the Great Oaty Play area, neither a priority in the current situation. So far, she has received one entry in response to the poster campaign to reduce dog fouling. Grass cutting has commenced and so has the Warden duties, albeit on reduced service, prioritising health and safety issues. She confirmed that Worcester City Council have now spoken with the Manager of Tesco regarding rubbish to the rear of their recycling area and was assured that this would be cleared within two weeks.

The Chairman requested a notice to be placed on the Parish Website warning residents to be extra vigilant about fly tipping in the area and to be careful to ensure they used only licenced waste collectors.

- Cllr. S Hodgson's VAS/SID update was received, previously circulated. The Clerk was asked to follow up the repair of the old machine.
- The Lengthsman Scheme Annual Agreement 2020/21 was received and noted. The Clerk confirmed that she would sign and return this to Worcestershire County Council and that she intended to claim reimbursement from the County Council every two months or so, for the lengthsman duties undertaken by the Parish wardens.

230. **Environmental Committee**

Councillors agreed to defer the items relating to i) new Terms of Reference and ii) report from Working Party to the next meeting, noting that the Committee had not been able to meet due to the coronavirus situation.

231. **Planning and Rights of Way matters**

- Subject to the quorum for the meeting being changed from two to three, in line with the Council's Standing Orders, the new **Terms of Reference for the Planning & Rights of Way committee** were approved and it was agreed that a fourth member would be elected to the Committee at the next Annual Council meeting, proposed Cllr. L Hodgson, seconded Cllr. Norfolk and all present agreed.
- Cllr. Taylor presented an update on actions arising from the meeting with Worcester City Council, previously circulated, noting that Worcester City Council had promised to respond to the long overdue query within the next two weeks.

Cllr. Roberts left the meeting at 8.40 p.m.

- **Current Applications and Decisions**

Cllr. S Hodgson presented his planning reports, previously circulated, and confirmed that the Clerk had submitted the Parish Council's formal objection in relation to the proposed development on land adjacent to Nunnery Park, Nunnery Way. There were no further updates.

Other pending consultations

There were no updates to report.

- **Neighbourhood Planning update**

Cllr. Taylor presented his report, previously circulated. Since the Consultant had been furloughed, there would be an opportunity for the Neighbourhood Plan Steering committee to quality control work to date and to complete outstanding actions, including a review of draft policies and finalising evidential parts of the Plan. The next meeting of the Steering Committee is Tuesday 28th April 2020.

He was disappointed there was no mention of the Parish Council's objection relating to the significant gaps in the recently received SWDP PowerPoint presentation.

232. **Leisure and Community Affairs**

- **Allotments** - Cllr. Carney presented his report, previously circulated. Since his report, he had visited the allotments twice and was pleased to see tenants visiting their allotments as part of their daily exercise. Following an alleged incident, the Clerk had reminded tenants of their responsibility to keep dogs under control whilst on the allotments. Cllr. Merriman confirmed that a leak had been identified when the water was turned back on, Cllr. Carney will oversee the repair.
- **Website** - Cllr. Norfolk presented her report, confirming that the new Website should be launched by 1st May. The Clerk will send Parish Councillors a link to the test website beforehand.
- **Defibrillators** - Cllr. Carney confirmed that he had checked all three units, which were working and the Clerk had updated the Circuit to confirm this.
- **Bench Strategy** – Cllr. Merriman confirmed that she had drafted the Bench strategy and would present it to the next meeting for approval.

233. **Report of the Clerk**

Results for 2019/20

The interim Clerk's final report including the Year End financial position for 2019/20 was received and noted.

Approval of Accounts for Payment to 31st March 2020

The following accounts were approved for payment, noting they were retrospective and agreed under delegated authority, proposed Cllr. Carney, seconded Cllr. L Hodgson and all present agreed.

○ Groundbolt Ltd	Bench Fixings	£149.60
○ Westcotec Ltd	New SID machine	£3,900.00
○ Pace Print & Design	Newsletter printing	£916.50
○ Brodie Planning	Neighbourhood Plan costs	£4,760.40
○ Clerk	Salary (Feb/March)	£1,179.95
○ WCC Local Gov Pension	Clerk Pension (Feb/March)	£462.01
○ HMRC	Clerk Tax & NI(Feb/March)	£227.93
○ Clerk	Travel expenses	£111.64
○ Newsquest	Newsletter delivery	£84.00
○ Unity Trust Bank	Handling Fee	£0.30
○ Unity Trust Bank	Service Charge	£23.40
○ O2 (direct debit)	Clerk's mobile phone contract	£30.00

Cash Receipts to 31st March 2020

The following receipts were noted.

○ Allotment fees – various plots	£1,700.79
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The Parish Council recorded their gratitude to Ray Morris for acting as Interim Clerk over the past few months. They agreed to write to him formally to acknowledge his service and offer an opportunity for a presentation when lockdown is over.

Accounts for payment

The following accounts were approved for payment, proposed Cllr. L Hodgson, seconded Cllr. Norfolk and all present agreed.

○ Cllr. Carney – allotment lock	£18.59
○ Worcestershire CALC subs & NALC affiliation fee	£1,565.70
○ O2 – Clerk's mobile phone contract April direct debit	£30.81
○ Clerk expenses – zoom upgrade for WPC meetings (1 month)	£14.39

Defer, pending outcome of Cloud project:

○ Zoom annual charge	£150.00
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The Clerk confirmed she had paid for one month's subscription to Zoom pending confirmation about the discounted price negotiated by CALC. It has now been confirmed that the discount applies for purchases of 10 or more licences, so is not applicable.

Cash Receipts since 1st April 2020

The following receipts were noted.

○ Allotment deposits PN, JI, ID	£30.00
○ Allotment Fees 10b	£26.50
○ Worcester City Council (Council Tax Grant £2,743 + Precept £54,794.16 first half year)	£57,537.16
○ Redwood bank interest	£88.61

It was noted that the Finance Committee meeting scheduled for Monday 18th May at 3.30 p.m. would go ahead as a virtual meeting.

234. Cloud computing project

The Clerk presented her report which compared two proposals for a Cloud solution, including costs and benefits. The two companies propose different solutions - one offers a more comprehensive approach with enhanced capability and this is reflected in the price difference. It was agreed to delegate authority to a working party, comprising Cllr. Norfolk, Cllr. L Hodgson and the Clerk to determine the optimum solution for the Council and make a recommendation to the next Council meeting on 4th May 2020, where a decision would be made, proposed Cllr. Taylor, seconded Cllr. Norfolk and agreed by all present.

Cllr. Hassan left the meeting at 9.25 p.m.

235. Annual Parish Meeting

It was agreed to cancel the Annual 'Open' Parish meeting scheduled for Wednesday 20th May 2020 as ideally this should be face to face, which may not be possible due to the current coronavirus-Cov-19 situation; it was agreed to defer any decision to re-arrange the meeting until further guidance is available, proposed Cllr. Merriman, seconded Cllr. L Hodgson and agreed by all present.

236. Fetes

After discussion, it was agreed that representatives from the Parish Council would formally attend all three fetes within the Parish (Warndon Villages' summer fete, St Nicholas' Church fete and Wood Green Church fete) and that the Parish Council would continue to provide financial support to the Lyppard Hub towards their organisation of the Warndon Villages' fete, proposed Cllr. Norfolk, seconded Cllr. Merriman and agreed by all present.

It was noted that St Nicholas' Church fete had been cancelled.

237. To Receive Reports from Outside Bodies

- **Lyppard Hub Management Board** – it was noted that the Lyppard Hub was closed due to the coronavirus lockdown, there had been no meeting and nothing to report.
- **Worcester City Standards Committee** – Cllr. Carney confirmed he had attended the Standards Committee meeting in March and there was nothing relevant to report.
- **CALC updates** – it was noted that 7 updates had been circulated since the last meeting, including 6 guidance updates on Coronavirus/Co-vid 19. Cllr. Merriman reported that the next executive meeting would be held on 7th May 2020. Cllr. L. Hodgson reported that Christopher (CALC's executive officer) had been constructive in co-ordinating support with Here2Help.

238. Implications arising from the Coronavirus/Co-vid19 pandemic

Cllr. Merriman recorded the Parish Council's gratitude to the City Council for getting refuse collections back on track after significant challenges. She was pleased to see the local community pulling together and supporting others.

The implications arising from the Coronavirus/Co-vid 19 pandemic provided under the new regulations were noted, as follows:

- The publication date for final, audited accounts for Local Councils will move from 30th September to 30th November 2020
- The public inspection period will be on or before the first working day of September 2020, normally the first 10 working days of July
- The deadline for the Parish Council to agree the Draft accounts for 2019/20 is 31st August 2020.

It was agreed to postpone the Annual Parish Council meeting, scheduled for 4th May 2020, until July 2020 (date to be decided), when it was hoped that the meeting could be held face to face, proposed Cllr. L Hodgson, seconded Cllr. Norfolk and agreed by all present. It was noted that the current Chairman and portfolio responsibilities would continue until the meeting takes place.

It was agreed to delegate authority to Cllr. Scrine (lead), Cllr. Merriman and Cllr. Norfolk to organise a banner on the Woodgreen roundabout thanking the NHS, maximum cost £200, proposed Cllr. Merriman, seconded Cllr. S Hodgson and agreed by all present.

Cllr. Merriman reported that there had been a delay delivering some of the newsletters due to the lockdown. She would poll Nextdoor and the Warndon Villages group to determine which areas had been affected as the Delivery agent had been unresponsive.

239. Councillor Reports and Items for Future Agendas

- Charitable discussion

Date of the next monthly meeting – 4th May at 7.30 p.m., virtual meeting.

The meeting closed at 9.59 p.m.

Signed
Chairman

Date