

DODFORD WITH GRAFTON PARISH COUNCIL

DRAFT Minutes of the Annual General Meeting of Dodford with Grafton Parish Council held on Thursday 10 May 2022 in Dodford Village Hall at 6.00pm

Present: Cllrs Scott Fuller, Lynne Griffin, Rachel Jennings, and Jenni Schuett

In attendance: 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 Fuller seconded, and all approved. The Chairman then signed the declaration with the Clerk adding her signature.

Chair Cllr Jennings then chaired the meeting

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

There were no proposers and Cllr Lydon had advised the Clerk his willingness to continue in office. He will be elected Vice Chairman at the next full Parish Council meeting.

3. Councillor's Declaration of Acceptance of Office

Cllrs Fuller, Griffin and Schuett all agreed to continue in office and signed their declarations with the Clerk adding her signature.

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

A resident expressed concern about the stream being blocked with the current levelling up of land at a property in Priory Road and also questioned why Councillors had read out their declarations of acceptance of office when an election had not occurred for some time. The Clerk explained the last election took place in 2019 and the next one is not due until 2023.

4. Apologies

County Cllr Shirley Webb, District Cllr Drew Beaumont, Cllrs Rory Lydon, Scottie Sanderson, and Jonathan Shapiro.

5. Declarations and Register of Interests

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

6. Reports for information:

- i. County Cllr Webb's updates had been received prior to the meeting
 - a. Snakes Lake Lane potholes have been repaired and on resurfacing schedule. Cllr Webb has asked District Cllr Beaumont to look into if it is Snakes Lake Lane or Snake Lake Lane and arrange for the signs to be corrected.
 - b. Cllr Webb has made the Priory Road footpath one of her priorities for the next three years.
 - c. The monitoring strips only monitor the speed and number of vehicles.
- ii. No report has been received from District Cllr Beaumont.
- iii. No social media report
- iv. The Clerk informed the Council
 - a. that the Insurers had invoiced £345.04 for this year's premium instead of £330.57 as agreed for the three-year term. The increase considers the cost of replacement items under contents. As the council only owns the laptop, printer,

defibrillator, and scanner it was proposed by Cllr Jennings, seconded by Cllr Schuett and all agreed for the clerk to ask the Insurers to keep to the three-year term premium.

- b. that a planning application consultation has been received for Sumach and the Clerk will call a planning meeting on either 30, 31 May or 1 June.

7. Worcestershire CALC

It was proposed by Cllr Jennings, seconded by Cllr Fuller and agreed by all to renew the CALC membership at £556.26 which is an increase of £4.59 on the previous year.

8. Membership of Committees and Organisations

- i. Cllr Fuller agreed to be the representative for CALC meetings.
- ii. All Parish Councillors to continue to sit on the Parish Council planning committee.

9. Minutes of previous meeting

Cllr Schuett proposed, Cllr Fuller seconded, and all approved the minutes for the meeting held on 25 April 2022 and were duly signed by Cllr Jennings.

10. Planning

- i. To consider planning application consultation 22/00500 – Rock Cottages, Cockshutt Lane – proposed storey extension
The Parish Council felt they do not have enough information to provide a comment as they are unable to see that the extension is going to look like as no elevations have been provided.
- ii. Approvals by Bromsgrove District Council (BDC):
 - a. Parkgate Nurseries – change of use of agricultural building to dwelling house
 - b. The Bell, The Bell Tower – Certificate of Lawfulness for an existing use or development.

11. Memorial Garden

The site meeting between Cllr Webb, Worcestershire County Council Highways (WCC) and the Clerk went well, and verbal approval was given with the request that the rail is halved in height. There were concerns about the hedge at the back of the site and the Highways Safety Team will conduct a site visit. The Clerk was asked to find out when this is taking place to enable Councillors to attend.

12. Asset Register

The Asset Register had been circulated prior to the meeting. Cllr Griffin proposed, Cllr Jennings seconded, and all agreed to approve. The document was then signed by Cllr Jennings.

13. Finance

- i. Cllr Sanderson agreed to continue as the Parish Councillor to oversee the bank reconciliation on a quarterly basis.
- ii. The Council's Annual Review of Financial Management has been circulated prior to the meeting. Adoption was proposed by Cllr Jennings, seconded by Cllr Schuett, and agreed by all. The document was then signed by Cllr Jennings.
- iii. The 2022 Annual Risk Assessment had been circulated prior to the meeting and the Adoption was proposed by Cllr Schuett, seconded by Cllr Griffin, and agreed by all. The document was then signed by Cllr Jennings.
- iv. Cllr Jennings proposed, Cllr Schuett seconded, and all agreed to approve the Annual Governance Statement 2021/2022 which was signed by Cllr Jennings.
- v. Cllr Schuett proposed, Cllr Griffin seconded, and all agreed to approve the Accounting Statement 2021/2022 which was signed by Cllr Jennings.
- vi. Cllr Jennings proposed, Cllr Griffin seconded, and all agreed to adopt the updated Financial Regulations from 2014

vii. The Internal Auditor's report for 2021/2022 was read out by the Clerk and noted.

viii. Payments for May

- a. Deposit account as at 29 April 2022 - £23,056.26
- b. Current account as at 29 April 2022 - £109.48
- c. Payments by bank transfer on 11 May - Acceptance proposed by Cllr Jennings and seconded by Cllr Fuller:
 - i. Clerk's salary - £514.64
 - ii. Expenses - £368.73 (Use of telephone and internet line £5.00; Storage £5.00; Heating £10.00; Travel 12 miles @ 45p per mile £5.40; Data Protection Act Renewal Fee £40.00; black printer ink and 500 envelopes for Annual Report mailing £50.01; 5 reams of paper £33.67; 300 second class postage stamps for Annual Report mailing £204.00 and refreshments for Annual Parish Meeting £15.65)
 - iii. HMRC - £135.40
 - iv. Parish Magazine Printing (Annual Report and Phil Richardson Community Award nomination forms) - £83.54
 - v. DM Payroll Services Ltd – Completion of internal audit review for 2021/2022 £95.00

14. Correspondence received – for information

No correspondence received.

15. Councillors items

No Councillor items.

The meeting closed at 7.00pm

Signed.....Chair