

DODFORD WITH GRAFTON PARISH COUNCIL

Minutes of the Annual Meeting of Dodford with Grafton Parish Council held on Thursday 18 May 2023 in Dodford Church at 7.30pm

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

In attendance: Clerk Kay Stone and four members of the public

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

Cllr Griffin proposed Cllr Jennings as Chairman, Cllr Shapiro seconded, and all approved. The Chair then signed the declaration with the Clerk adding her signature.

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

Cllr Jennings proposed Cllr Lydon as Vice Chairman, Cllr Griffin seconded, and all approved. The Vice Chairman then signed the declaration with the Clerk adding her signature.

3. Councillor's Declaration of Acceptance of Office

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

4. Apologies

County Cllr Shirley Webb and Cllr Fuller.

5. Declarations and Register of Interests

- i. None.
- ii. None.

6. Dispensations

No dispensation requests received

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

Residents from Grafton attended to discuss the potential solar panel farm at Foxwalks Farm. The Clerk to advise them when the developers are attending to give a presentation.

7. Meetings

Cllr Griffin proposed, Cllr Lydon seconded, and all approved the minutes for the meeting held on 17 April 2023. The minutes were signed by the Chair as being a true record.

8. Reports for information:

- i. County Cllr Webb's updates had been received prior to the meeting:
 - a. Jo Rengger keen to move on with the Memorial Garden and Cllr Webb has sent her an example of the licensing document that Worcestershire County Council (WCC) will give to the Parish Council. Cllr Jennings thought an email had been received to say Jo Rengger's mother did not wish to continue. The Clerk to investigate and report back.
 - b. Cllr Webb congratulated Lorraine Smith on the successful Coronation Street Party and thanked her for all her hard work.
- ii. No report has been received from District Cllr Taylor.
- iii. No social media report

- iv. The Clerk
 - a. reported on attending the village hall users meeting. Cllr Jennings proposed, Cllr Griffin seconded, and all agreed to pay for the hire of the hall for planning committee meetings in future, and
 - b. asked for approval to pay Dodford Church for the use of the church for this evening's meeting. Cllr Griffin proposed, Cllr Jennings seconded and all approved.

9. Membership of Committees and Organisations

- i. It was agreed to postpone agreeing a representative(s) for Worcestershire CALC meetings to the next meeting in the absence of three Parish Councillors.
- ii. All Parish Councillors to continue to sit on the Parish Council planning committee.

10. Asset Register

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

11. Insurance

It was acknowledged that 2023 is the third year of a three-year agreement with Hiscock which ends on 31 May 2024.

12. Finance

- i. The appointment of a Parish Councillor to oversee the bank reconciliation on a quarterly basis to be postponed to the next meeting in the absence of three Parish Councillors.
- ii. As 12i was not concluded, the Council's Annual Review of Financial Management is to be postponed to the next meeting in the absence of three Parish Councillors.
- iii. The 2023 Annual Risk Assessment had been circulated prior to the meeting and the adoption was proposed by Cllr Jennings, seconded by Cllr Shapiro, and agreed by all. The document was then signed by the Chair.
- iv. Cllr Jennings proposed, Cllr Lydon seconded, and all agreed to approve the Annual Governance Statement 2022/2023 which was signed by the Chair.
- v. Cllr Jennings proposed, Cllr Lydon seconded, and all agreed to approve the Accounting Statements for 2022/2023 which was signed by the Chair
- vi. Cllr Shapiro proposed, Cllr Lydon seconded, and agreed to approve the amended Financial Regulations following the Auditors report.
- vii. The Internal Auditor's report for 2022/2023 was read out by the Clerk and noted.
- viii. Payments for May
 - a. Deposit account as at 28 April 2023 - £23,965.46
 - b. Current account as at 28 April 2023 - £20.38
 - c. Payments by bank transfer on 19 May - Acceptance proposed by Cllr Griffin and seconded by Cllr Jennings:
 - i. Clerk's salary - £569.50
 - ii. Expenses - £179.41 (Use of telephone and internet line £5.00; Storage £5.00; Heating £10.00; Travel 22.4 miles @ 45p per mile £10.08; refreshments for Annual Parish Meeting £39.65; GDPR/Data Protection Act 2018 fee renewal (by credit card) and Stationery – 5 reams of printer paper £30.69 and black printer ink £38.99)
 - iii. HMRC - £142.30
 - iv. Lengthsman duties for April £295.20
 - v. Hiscox Insurance Company – third year of three year contract renewal for 2023/24 - £330.56
 - vi. Dodford Village Hall – hire of hall for meeting on 20 March 2023 - £25.00

- vii. Dodford Village Hall - hire of hall for meetings on 17 and 24 April 2023 - £50.00
- viii. DM Payroll Services – Fee for completion of internal audit review for 2022/2023 - £95.00
- ix. Parish Magazine Printing – Printing 320 copies of Annual Report 2022/2023 – £71.48

14. Correspondence received – for information

- i. An email has been received from Peter Churchill to pass on his sincere thanks to all on the Parish Council for “securing the future of the ‘god cakes’ at the end of Whinfield Road and the top of Alfred’s Well.”
- ii. The Clerk to Upton Warren Parish Council sent an email drawing attention to a festival/rave in fields off Swan Lane near to West Lodge Farm on Saturday 22 April. The Clerk was instructed to forward the email to BDC.

15. Councillors items

- i. A request for Priory Road to be cleaned as there is soil and gravel from Sumach in the drain.
- ii. An overgrown footpath which leads off Woodland Road just past its junction with Church Road.
- iii. Has there been an enforcement update? The Clerk confirmed there has not been an update.
- iv. If a planning application has a misspelt name, does this make the application void? The Clerk confirmed it did not.

The meeting closed at 8.38pm

Signed.....Chair