

DODFORD WITH GRAFTON PARISH COUNCIL

DRAFT Minutes of the meeting of Dodford with Grafton Parish Council held on Monday 19 May 2025 in Dodford Village Hall at 7.30pm

Present: Cllrs Scott Fuller, Rachel Jennings (Chair), Rory Lydon (Vice Chairman), Scottie Sanderson, and Jonathan Shapiro

In attendance: District Cllr Kit Taylor, Clerk Kay Stone, and two members of the public

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

Cllr Shapiro proposed Cllr Jennings as Chair, Cllr Fuller 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 Sanderson 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 Fuller, Sanderson, Schuett and Shapiro all agreed to continue in office and signed their declarations with the Clerk adding her signature. Cllr Griffin to sign her declaration of office at the next meeting.

4. Apologies

County Cllr Mark Dunkley and Cllr Lynne Griffin gave their apologies for reasons given which were accepted

5. Declarations and Register of interest

- 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.

- i. A resident brought to the attention of the Parish Council the sale of land on the corner of Priory Road and Fockbury Road and was concerned about future development. Cllr Taylor reassured the resident that it would be highly unlikely that the land will be developed upon.
- ii. A resident suggested that the Parish Council should keep a balance sheet to show irregularities such as the early payment of the Precept. The Clerk was asked to check with CALC about using a balance sheet as this has never been done before for this Parish Council.

The meeting continued as follows:

7. Meetings

Cllr Lydon proposed the approval of the minutes of the Parish Council meeting held on 14 April, Cllr Sanderson seconded and all agreed. The minutes were then signed by the Chair as being a true record.

8. Reports

- i. No report from County Cllr Mark Dunkley.
- ii. District Cllr Taylor reported on the reshuffle of Bromsgrove District Council (BDC). There is to be a briefing on unitary and how it will work. Cllr Taylor to report back to the Parish Council. The District Plan is still being worked on and there will be a vote on going out to consultation.
- iii. Nothing to report on social media.
- iv. The Clerk reported that:

- a. the year end of the Parish Council took place on 31 March 2025 and residents have the right to inspect and make copies of the accounting records for the financial year. These will be made available for inspection by prior arrangement between Tuesday 3 June 2025 and Wednesday 16 July 2025;
- b. she has received the following update from Worcestershire Regulatory Services on the Dodford Inn extended hours license application:
 “Please be advised that the application to vary the Premises License of the Dodford Inn will be considered by the Council’s Licensing Sub-Committee on 23rd May 2025. Having taken legal advice, unfortunately it will not be possible to defer the application beyond this date. However, please note that a number of the points raised in your email have also been raised by persons who have submitted valid representations, which will therefore be considered by the Sub-Committee members on the 23rd May. With regards to possible ongoing noise issues being experienced by local residents due to the premises activities, please will you inform any affected persons to lodge the details of any noise complaints with the Environmental Health Noise Pollution Team via WRS Enquiries enquiries@worscsregservices.gov.uk”
- c. she was unable to complete the Community Infrastructure Grant application to pay for the lectern on the Memorial Garden by the deadline of 16 May due to illness.
- d. in May 2024, the Parish Council agreed to accept the three-year deal with Hiscox. The premium is £386.35 pa until 31 May 2027. Cllr Jennings proposed this continues until 31 May 2027, Cllr Lydon seconded and all approved.
- e. for the Risk Assessment, she needs approval that the Parish Council is happy for the Clerk to renew the Information Commissioner’s Office Data Protection fee of £52 on 1 June 2025 (Under General Data Protection Regulations and the Data Protection Act 2018 the parish has no option but to pay). Cllr Jennings proposed the renewal by Direct Debit, Cllr Shapiro seconded and all approved.

9. Membership of Committees and Organisations

- i. Cllr Jennings proposed the renewal of Worcestershire CALC membership for 2025/2026 at a cost of £640.76, an increase of £23.28 from the previous year. Cllr Sanderson seconded and all approved.
- ii. It was agreed that all Councillors will be on the Parish Council Planning Committee.

10. Asset Register

The Asset Register has been updated with additional information following the Internal Auditor’s review and was circulated to Councillors prior to the meeting. Cllr Jennings proposed its acceptance, Cllr Sanderson seconded and all approved. The Chair then duly signed the document.

11. Finance

- i. Cllr Lydon proposed Cllr Sanderson to oversee the bank reconciliation on a quarterly basis. Cllr Jennings seconded and all approved.
- ii. Cllr Jennings proposed the approval of the 2025 Council’s Annual Review of Financial Management. Cllr Lydon seconded and all approved. The Chair then duly signed the document.
- iii. The 2025 Annual Risk Assessment was reviewed and Cllr Shapiro proposed its acceptance. Cllr Jennings seconded and all approved. The Chair then duly signed the document.
- iv. The 2024/2025 Annual Governance Statement was reviewed. Cllr Shapiro proposed its acceptance, Cllr Schuett seconded and all approved. The Chair and the Clerk duly signed the document.
- v. The 2024/2025 Accounting Statement was reviewed. Cllr Lydon proposed its acceptance, Cllr Jennings seconded and all approved. The Chair and the Clerk duly signed the document.
- vi. The Internal Auditor’s report was read out by the Clerk and noted by the Parish Council.
- vii. The May Financial Report:
 Deposit account as at 30 April - £23,200.46
 Current account as at 30 April - £142.23
 Payments to be made by bank transfer on 20 May – Proposed by Cllr Lydon and seconded by Cllr Jennings:

- a. Clerk's salary - £642.62
- b. Clerk's expenses - £154.08 (Travel 22 miles @ 45p per mile £9.90; Storage £5.00; Use of telephone and internet line £25.00, heating £17.50, refreshments for the Annual Parish Meeting £63.69, and printer paper £32.99)
- c. HM Revenue and Customs - £160.60
- d. Dodford Village Hall for hire of hall on 14 and 15 April - £50.00
- e. Worcestershire CALC Membership renewal fee - £640.78
- f. Bromsgrove and Redditch Network (BARN) basic life support and external defibrillator training (7 June 2025) - £440.00
- g. Gill Lungley Internal Audit fee with travel expenses - £157.20
- h. AJ Gallagher Insurance Premium (second year of a three year agreement) - £386.35

For information:

Payment made on 24 April to Parish Magazine Printing for the printing of 320 copies of the Annual Report - £87.63

12. Planning

- i. Cllr Schuett proposed, Cllr Lydon seconded and all approved the planning committee meeting minutes held on 15 April 2025.
- ii. To discuss the consultation on planning application 25/00348/FUL – Stone House, Cockshutt Lane – proposed rear/side two storey extension and single storey rear extension
The Parish Council has no objections as long as the application fulfils Bromsgrove District Council requirements.
- iii. No planning decisions received.
- iv. No planning appeals or appeal decisions received.
- v. No updates on enforcement/environmental issues.
- vi. No further planning issues

13. Highways and footpaths

No issues raised.

14. Moving Parish Council to a .gov.uk domain

To be deferred to the June meeting.

15. First Aid Training – 7 June 2025

This has proved popular and was sold out within days. 16 residents attending. The Parish Council to provide refreshments and attendance certificates will be issued after the training.

16. Memorial Garden

To be deferred to the June meeting.

17. Dodford Village Hall

No updates on issues or questions already raised and there were no issues to be sent for discussion at the next Dodford Village Hall meeting.

18. Correspondence received – for information

A resident has emailed the Parish Council with the suggestion that the Parish Council/BDC/County Council purchase the land for sale on the corner of Fockbury Road and Priory Road for use as a village green. This land is to be sold as two plots and after discussion it was agreed that the Parish Council would not go forward with this.

19. Councillors items

- i. Cllr Shapiro did not have any items for discussion and left the meeting at this point.
- ii. Cllr Fuller met with Roger Meade of CARP in Bewdley on 14th May 2025 and gave the following report.
 - a. CARP use Hanna Water Test Kits, these are digital and around £80 each with enough reagent for ten tests. Further reagents are available. Separate ones are required for Ammonia and Phosphates and also for all manner of other tests (e.g., Conductivity and

Turbidity – Jackson Tube, Secchi Disk). Pro JBL Aquatest (for aquariums) do cheaper nitrate tests.

- b. Environment Agency only attends pollution events.
- c. CARP founded two years ago, formed from other groups e.g., Anglers Trust, Greenpeace.
- d. Current work includes Turbidity tests for Severn and Stour. Sampling Stour each side of the Kidderminster Sewerage Works.
- e. Undertaking an outfall safari which entails walking each side of the Severn recording outfalls with a view to categorising, testing, and monitoring the water.

As a result of Cllr Fuller's report, the clerk was asked to include a piece in the Parish Magazine asking if students would like to take part in the CARP projects.

- iii. After discussion, the Clerk was asked to write to Bromsgrove District Council and Worcestershire Regulatory Services, to ask if the Noise Management Plan provided by The Dodford Inn was adhered to.

The meeting was closed at 8.59 pm.

Signed..... Chair