

## **DODFORD WITH GRAFTON PARISH COUNCIL**

### **Draft Minutes of the meeting of Dodford with Grafton Parish Council held on Thursday 22 October 2015 in Dodford Village Hall at 7.30pm**

**Present:** Cllrs Vicky Churchill (Chairman), Rachel Jennings, Alwyn Rea, Christine Thomas and David Valentine

**In attendance:** District Councillor Karen May, Clerk Kay Stone and one member of the public

#### **1. Apologies**

None received

#### **2. Declarations of interest**

- i. Cllrs Jennings and Rea declared Disclosable Pecuniary Interests in item 13
- ii. None

#### **3. Dispensations**

No requests received

The meeting was adjourned for members of the public to raise matters of interest / items for the next agenda: None raised

The meeting was reconvened as follows:

#### **4. Minutes of the Meeting held on 24 September 2015**

Approval of the Minutes was proposed by Cllr Rea, seconded by Cllr Valentine, agreed by all and then signed by the Chairman as being a true record.

#### **5. Reports**

- i. The October report from County Councillor Sheila Blagg had been received and already circulated to Parish Councillors with copies being made available at the meeting. The Clerk read out information from an email received from the County Councillor regarding Worcestershire Health and Care NHS Trust becoming an accredited Foundation Trust. There are 13 seats available on the Council for public members and those who put themselves forward will be selected following an election process set to take place later in 2015. Dates of deadlines available from the Clerk.
- ii. District Councillor Karen May reported that:
  - a. Bromsgrove District Council's (BDC) District Plan is with the Planning Inspector, and could be adopted by Summer 2016
  - b. Perryfields development is progressing
  - c. BDC are not progressing with the West Midlands Combined Authority proposal, and
  - d. she is meeting with BDC Enforcement to discuss ongoing issues in Yarnold Lane
- iii. Report by Clerk on Clerk's Gatherings on the new Transparency Code on 12 October and the new Pensions Regulations on 21 October:
  - a. All required redacted documents are now on the My Parish web site to comply with new legislation. Funding is available by the UK Government for a computer and scanner to enable Parish Councils to comply with the new legislation but if the Parish Council already has a computer capable of uploading documents to a website then they are not able to fund the purchase of an addition machine. The Parish Council already own a laptop which the Clerk uses. The UK Government are only allowing up to £100 for a scanner and currently the Clerk uses her own.

- b. Every employee is entitled to join a pension scheme provided by the employer. The Clerk has registered Dodford with Grafton Parish Council with the Pensions Regulator and the Parish Council's responsibilities commence at the staging date which is 1 May 2017. The Clerk pointed out to the Parish Council that currently this will not incur any expenditure to the Parish Council but should a new Clerk be appointed at any time then a pension scheme would have to be commenced and this could mean that the Parish Council would need to make a minimum contribution of 1% of the Clerk's gross salary depending on which pension scheme is provided. The Clerk to take this into consideration for budgeting purposes for the year 2016/2017.
- iv. The Clerk reported on advice received from CALC on gifts and hospitality under the Code of Conduct. It was agreed to put this item on the agenda for the next meeting in order to pass the resolution to adopt BDC's code on gifts and hospitality.

## **6. Planning**

- i. Planning application 15/0813 – Land adjoining Camp Hill, Woodland Road (agenda incorrectly quoted Lawnswood, Warbage Lane) for a ménage / all weather turn out paddock on adjacent land  
The Parish Council has no objection to this application providing this is for private use and not commercial. If the District Council is minded to approve this application then the Parish Council would suggest appropriate screening is requested and also appropriate lighting is used so as not to annoy neighbours.
- ii. The Clerk reported that BDC had
  - a. granted the single side extension at Camp Hill, Woodland Road;
  - b. granted the conservation lake at Highwoods Farm, Woodcote Lane;
  - c. refused the planning application for a garage at Sunday Hill, Whinfield Road, and
  - d. refused the development at Parkgate Nurseries, Kiddeminster Road.
- iii. No planning appeals had been received.
- iv. There were no enforcement/environmental issues.
- v. There were no other planning issues.

## **7. Highways and footpaths**

- i. To discuss the possibility of a gate at the entrance to the walk close by Church Road / Woodland Road junction – The Clerk to contact Worcestershire County Council (WCC)
- ii. Update on trip hazard in Alfred's Well – It was agreed that as the rope has been cut / stolen twice, this is now a police matter between the resident and the police and the Parish Council will no longer pursue this matter
- iii. Update on possible purchase of dog waste bins – The Clerk to meet with relevant person from BDC on 23 October on site and will report back.
- iv. To discuss a dog register to be kept in the village – Cllr Jennings to contact the Fairfield Community Facebook page for more information and to report back at next meeting.
- v. Update on surface of Church Road – The Clerk to contact WCC.
- vi. Update on A448 speed restriction consultation – WCC have received no objections and the new 50mph speed limit throughout the parish will come in to force on 3 December

## **8. Local Council Award Scheme**

It was agreed to defer joining this Scheme until receiving feedback from other Parish Councils possibly at CALC meetings or Clerk's Gatherings.

## **9. Defibrillator**

After much discussion it was agreed that the Clerk would contact the Clerk to Bournheath Parish Council for more details on their process of obtaining a defibrillator. In the meantime, Cllr

Valentine will apply for a free defibrillator to the British Heart Foundation on line. Both Clerk and Cllr Valentine to report back at next meeting.

#### **10. Broadband**

The Clerk reported that WCC are not prepared to bring forward the Extension Programme and District Councillor Karen May offered to meet with the Parish Council Chairman and MP Sajid Javid at one of his Friday meetings. District Councillor to arrange and advise of date when known. After much discussion it was agreed that the Parish Council could not justify the expense of a mail shot purely for the Broadband issue but the Clerk will report back to the 'Action Group' that the Parish Council are happy to put a one page A4 flyer in with the Annual Report which is sent to all households in April 2016.

#### **11. Christmas 2015 Newsletter**

- i. Content agreed
- ii. The newsletter will continue to be circulated as an insertion in the Parish Magazine.

#### **12. Neighbourhood Watch**

- i. The latest reports were discussed and the Clerk will put a piece in the next Parish Magazine giving advice from the Police on vehicle security and fraudsters targeting online advertising platforms.
- ii. The Clerk reported back on her meeting with the Neighbourhood Watch Co-ordinator for Bournheath and Cllr Rea offered to meet with Judy Richardson to discuss the position further and will report back at the next meeting.

#### **13. Grants for 2015/2016**

##### ***Cllrs Jennings and Rea left the meeting after declaring a Disclosable Pecuniary Interest in the next item***

After much discussion it was agreed that the Clerk would write to the current Grant recipients advising them that the Parish Council will be considering Grants in January 2016 and to ask if they want a Grant; what the Grant would be spent on and if they request a Grant to submit the latest set of audited accounts. This item to be put on the January agenda for further discussion

##### ***At this point Cllrs Jennings and Rea returned to the meeting***

#### **14. 2016 Parish Council meeting dates**

All dates agreed - 28 January; 25 February; 24 March; 28 April; 19 May (Annual Meeting of the Council at 6.30pm and Annual Parish Meeting at 7.30pm); 23 June; Thursday 28 July; no meeting in August; 22 September; 27 October; 24 November and no meeting in December

#### **15. Proposed Combined Authority in the West Midlands**

This item was covered under District Councillor Karen May's report.

#### **16. Finance**

- i. Acceptance of the 2nd quarter reconciliation as at end of September 2015 was proposed by Cllr Valentine, seconded by Cllr Churchill and approved.
- ii. CALC's advice on dispensation for Precept discussion was accepted: "Worcestershire principal authority lawyers considered the situation and concluded the view of all those present was that we would not arrange dispensations for our Members for decisions concerning Council Tax or budget/precept setting, nor would we recommend such

dispensations be required for Parish Councillors when such issues were considered by Parish Councils.”

- iii. The draft 2016/2017 budget was discussed with no additions or deletions and will be discussed again at the next meeting.
- iv. Deposit account as at 30 September 2015 - £9,409.33  
Current account as at 30 September 2015 - £1,876.59  
Cheques still to go through - £1,540.04  
Payments - Acceptance proposed by Cllr Rea and seconded by Cllr Valentine:
  - a. Clerk's salary - £300.65
  - b. Clerk's expenses - £121.43 (Use of telephone and internet line £5; Storage £5; Travel 88 miles @ 45p/mile £39.60 and Stationery £71.83)
  - c. HMRC - £75.00
  - d. Allen Farnsworth (Lengthsman duties for September plus petrol) - £197.00
  - e. Worcestershire CALC (Clerk's Gathering) - £10.00
  - f. Society of Local Council Clerks (2015/2016 membership renewal) - £103.00

**17. Councillor co-option**

No applications received and this item to remain on the next agenda.

**18. Correspondence received – for information**

Items of correspondence received since the last meeting were noted and Cllr Rea offered to look in Parish Council archive material to see when Middle Road became named Victoria Road and report back.

**19. Councillors items**

None.

The meeting closed at 10.00 pm

Signed.....Chairman