

## **DODFORD WITH GRAFTON PARISH COUNCIL**

### **Draft Minutes of the meeting of Dodford with Grafton Parish Council held on Thursday 19 May 2016 in Dodford Village Hall at 7.30pm**

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

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

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

Cllr Warman proposed Cllr Churchill as Chairman, Cllr Jennings seconded and all approved. The Chairman 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 Rea proposed Cllr Thomas as Vice Chairman, Cllr Jennings 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**

All Councillors signed their Declaration of Acceptance of Office with the Clerk adding her signature.

#### **4. Apologies**

County Councillor Sheila Blagg, reasons for which were accepted.

#### **5. Declarations and Register of Interests**

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

#### **6. Reports for information:**

- i. County Councillor Sheila Blagg had submitted her report which had been circulated to Parish Councillors and was available at the meeting for members of the public.
- ii. District Councillor Karen May was congratulated by the Chairman on her appointment as a Cabinet Member of Bromsgrove District Council (BDC). District Councillor May gave her report for the last 12 months. She also informed the Parish Council that:
  - a. she is constantly taking resident's calls regarding enforcement and is in touch weekly with the enforcement officers at BDC;
  - b. she is contacting the residents in Fockbury Road regarding BDHT selling the grass verge to them for parking;
  - c. she has now seen the planning application for the Perryfields Estate and was informed by the Parish Council that the Parish Council have been consulted on this and will be holding a planning committee meeting on 2 June;
  - d. comments deadline on the Veolia application has been extended to 17 July and will go before planning in September, and
  - e. comments deadline for the proposed West Midlands Combined Authority is 6 June and she strongly urged Parish Councillors and residents to go on to BDC's web site to give their views.
- iii. The Clerk reported:
  - a. County Councillor Blagg has notified the Parish Council that Richard Clewer (Worcestershire County Council (WCC) Highways) is happy to have an on-site meeting with Parish Councillors regarding the road surface in Church Road;

- b. the meeting with BDC and WCC regarding the decision about the Western By-Pass has been arranged for Friday 17 June at 10.00am at BDC offices. Cllrs Thomas, Rea, Warman, District Councillor May and the Clerk to attend;
- c. the bench at Alfred's Well will be fitted 25/26 May;
- d. after discussion it was agreed the Clerk will notify the 26 residents on the emailing list about the Parish Council planning committee meeting on 2 June to discuss the proposed Perryfields Estate;
- e. Dodford First School are offering to produce a new logo for the Parish Council for which the Councillors were grateful, and
- f. the Parish Council have been re-consulted on the planning application for Gra-Ange which will be discussed at the Parish Council planning committee on 2 June.

## **7. Membership of Committees and Organisations**

- i. It was agreed that Cllrs Churchill and Thomas will be the Council's representatives on Worcestershire CALC
- ii. Membership of the Planning Committee was agreed as follows:
  - Cllr Churchill
  - Cllr Jennings
  - Cllr Rea
  - Cllr Thomas
  - Cllr Warman

## **8. Neighbourhood Watch Coordinator**

Cllr Warman has volunteered to take on this role and Cllr Jennings proposed his appointment, Cllr Thomas seconded and it was agreed by all.

## **9. Minutes of previous meeting**

Approval of the Minutes for the Parish Council meeting held on 28 April 2016 was proposed by Cllr Rea and seconded by Cllr Thomas after which they were signed by the Chairman as being a true record.

## **10. Finance**

- i. The Council's internal financial controls and the Annual Risk Assessment were reviewed after which both documents were signed by the Chairman. A fourth signatory was required and it was proposed by Cllr Jennings, seconded by Cllr Churchill and agreed by all that Cllr Warman should be the fourth signatory. The Clerk to organise the appropriate forms from the Bank.
- ii. Approval of the Annual Governance Statement 2015/2016 was proposed by Cllr Jennings, seconded by Cllr Rea and signed by the Chairman and Clerk
- iii. Approval of the Accounts for 2015/2016 was proposed by Cllr Churchill, seconded by Cllr Thomas and signed by the Chairman and Clerk.
- iv. Deposit account as at 29 April 2016 - £14,706.64  
 Current account as at 29 April 2016 - £2,572.25  
 Cheques still to go through - £2,038.96  
 Payments - Acceptance proposed by Cllr Warman and seconded by Cllr Thomas:
  - a. Clerk's salary - £300.65
  - b. Expenses - £252.40 (Use of telephone and internet line £5; Storage £5; Travel 10 miles @ 45p/mile £4.50; Postage for Annual Report mailings £192.50; Stationery – printer ink £27.50; Stationery – printed labels from BDC for Annual Report mailing £17.90)
  - c. HMRC - £75.00
  - d. Dodford Inn (Queen's Birthday celebrations grant) - £125.00
  - e. Diane Malley (Internal audit fee) - £65

- f. Came & Company (Insurance renewal) - £164.25
- g. Allen Farnsworth (Lengthsman duties for April 2016) - £192.00

**11. Correspondence received – for information**

Items of correspondence received since the last meeting was noted and the Clerk passed on the thanks of the Dodford Village Hall Committee, Dodford Children’s Holiday Farm and the Dodford PCC to the Parish Council on the receipt of their grants.

**12. Councillors co-option**

Cllr Thomas informed the Parish Council that someone is keen to become a Parish Councillor but was unable to attend the May meeting.

**13. Councillors items**

- i. Cllr Jennings reported the laurel on the embankment in Priory Road by the Church needs cutting back and the Clerk was asked to see if this could be done by the Lengthsman.
- ii. Cllr Thomas asked if the Queen’s Celebration medals had been ordered for the Dodford Inn litter pick up / barbecue and the Clerk confirmed she had done so.
- iii. Cllr Rea enquired about the various enforcement issues within the Parish and District Councillor May reported she is in weekly contact with BDC Enforcement Officers.

The meeting closed at 7.23 pm.

Signed.....Chairman