

## **DODFORD WITH GRAFTON PARISH COUNCIL**

### **Draft Minutes of the meeting of Dodford with Grafton Parish Council held on Thursday 27 October 2016 in Dodford Village Hall at 7.30pm**

**Present:** Cllrs Vicky Churchill (Chairman), Alwyn Rea and Christine Thomas

**In attendance:** Clerk Kay Stone and two members of the public

#### **1. Apologies**

District Councillor Karen May, Cllrs Rachel Jennings and Paul Warman gave their apologies, reasons for which were accepted.

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

- i. None
- 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:

- i. A resident offered to be co-opted on to the Parish Council (to take place at the November meeting).
- ii. A resident wished to discuss the plant hire business in Yarnold Lane

#### **4. Minutes of the Meeting held on 28 July 2016**

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

#### **5. Reports**

- i. The monthly reports from County Councillor Sheila Blagg have been received and circulated to Parish Councillors with copies being made available at the meeting.
- ii. District Councillor Karen May gave her apologies for not being able to attend the meeting but asked the Clerk to report back to her if the Parish Council needed her help.
- iii. This was not a follow up meeting as stated on the agenda but the first meeting relating to the planning application for Perryfields Road and how Dodford would be affected now the western bypass was not to go ahead as Bromsgrove District Council (BDC) are proposing that the eastern bypass is to be made into a dual carriageway. The Parish Council asked the Clerk to ascertain if District Councillor May has received any feedback from BDC following this meeting.
- iv. The Chairman reported that the main topic at the CALC Area meeting had been Neighbourhood Plans.
- v. The Chairman reported that, again, the main topic at the Worcestershire County Council (WCC) Parish Conference had been Neighbourhood Plans.
- vi. The Clerk reported that:
  - a. the consultation notice from the Police Crime Commissioner for his next four-year plan had been circulated to the residents on the email notification list, and
  - b. Grant Thornton has returned the Annual Return signed, and the Notice of Conclusion of Audit had been posted on the notice board for four weeks and the External Auditor Certificate and Opinion are now available on the web site.

## **6. Planning**

- i. Approval of the Minutes of the Planning Committee meetings held on 18 August and 29 September were proposed by Cllr Churchill, seconded by Cllr Thomas, agreed by all and signed by the Parish Council Chairman as being a true record.
- ii. Planning Consultations on
  - a. 16/0930 – The White House, Warbage Lane – Demolition of existing outbuilding and replacement with new building. The Parish Council has concerns that this application is in the Conservation Area and would ask the applicant to consult with the Tree Officer and Conservation Officer as it would appear that no consultation has taken place. The Parish Council question whether this is permitted development as this building is at the front of the property and not at the back.
  - b. 16/0949 – Woodbury, Woodland Road – Single storey rear extension and alterations. The Parish Council has no objection but this property falls within the Conservation Area and reference is made in the application that discussions have been made with the Conservation Officer. However, there is no date or reference number and the Parish Council would like reassurance that the Conservation Officer has been consulted. The Parish Council would point out that they are led to believe that this property has already been extended by 40%.
- iii. Planning decisions received
  - a. The Tower House application has been withdrawn
  - b. The Priest House, and two applications for Warridge Lodge Farm have been approved by BDC
- iv. No planning appeals received
- v. At the recent meeting between BDC Enforcement Officers and Cllr Churchill and the Clerk the various ongoing enforcement issues were discussed and the updates have been circulated to the Parish Councillors. The next meeting will be held in April 2017.
- vi. There were no Conservation issues to be discussed.
- vii. District Councillor May has called in the application for Woodlands, Woodland Road and will be on the agenda for BDC planning committee meeting in December.

## **7. Highways and footpaths**

- i. Ringway were unable to fit a gate and will return to do so in the future.
- ii. Work has been carried out in Church Road but Ringway were concerned about the condition of the bridges in Church Road and Warbage Lane and the Clerk was instructed to ascertain if Ringway had reported the need for a structural inspection to WCC.
- iii. The speed check results were noted and this item to remain on next month's agenda.
- iv. District Councillor May is ascertaining who and how many residents in Fockbury Road wish to purchase the piece of land outside their houses to enable off road parking.
- v. The Clerk to check with District Councillor May to see if BDC had followed up her complaint about the Himalayan Balsam in Alfred's Well.
- vi. The Chairman reported on the successful Parish Make Over by Ringway and a portfolio of before and after photos was available from Ringway. It was agreed that the Clerk should write a letter to the Editor of the Advertiser rather than an article.
- vii. Overgrown hedges are starting to be cut back but the Clerk was asked to keep this item on the agenda for next month.
- viii. The permanent parked caravan and car has been removed from the layby.
- ix. No sites for additional grit bins to be purchased in mind but will be revisited if anything changes from previous discussions.

## **8. Phil Richardson Memorial**

Suggestions from the Chairman and Cllr Rea were discussed and this item to be kept on the agenda for next month. The Chairman asked Councillors to let her have their thoughts by email before the next meeting.

## **9. Dodford School**

The School's Green Flag award was acknowledged and it was suggested that the School might consider involving the children by putting up and taking down the flag each day.

## **10. Neighbourhood Watch**

No report.

## **11. New Salary Scales 2016-2018**

The adoption of the new salary scales set out by the National Joint Council for Local Government Services was proposed by Cllr Rea, seconded by Cllr Thomas and approved by all.

## **12. PACT Meeting**

After discussion, it was agreed that the Clerk respond to the Bournheath and Fairfield Parish Clerks that summer is a better time to hold a PACT meeting in Dodford due to the potential poor turn out in Winter months.

## **13. Christmas Newsletter 2016**

The content was agreed with the addition of two items – the passing of Gordon Long and a Neighbourhood Plan working group. The Clerk was asked to arrange for extra newsletters to be printed, in addition to the 250 that are inserted in the Parish Magazine. Cllr Thomas to ascertain who the Magazines are distributed to and Cllrs will potentially hand deliver to those residences not in receipt of the Magazine particularly considering the invite for residents to join a Neighbourhood Plan working group.

## **14. North Worcestershire Rotary Club**

The Clerk reported that the crocus bulbs donated by North Worcestershire Rotary Club, via David Valentine, had been handed out to Dodford PCC and the Village Hall Committee for planting.

## **15. Defibrillator**

To be discussed at the November meeting.

## **16. Neighbourhood Plan**

- i. It was reported that a meeting with Mike Dunphy would not be forthcoming.
- ii. The Clerk was in contact with the Clerks to Bournheath and Fairfield Parish Councils and will report back.
- iii. A working group is to be set up with residents and Parish Councillors to pull together a first draft. Cllr Thomas offered to host the first meeting in December. Cllr Rea reported that the Department for Communities and Local Government's web site has useful referral documents. Cllr Thomas requested the Clerk send her a copy of the Chaddesley Corbett Neighbourhood Plan.

## **17. 2017/2018 Local Government Finance Settlement**

The Clerk was asked to respond to the consultation using key points from the NALC paper and to add that the Parish Council believe it is a benefit to the community to have a Parish Council and the impact of withdrawing Council Tax Support is not consistent to a commitment to Localism.

## **18. Finance**

- i. The first quarter reconciliation was presented and after receiving Cllr Thomas's validation, its adoption was proposed by Cllr Churchill, seconded by Cllr Rea
- ii. The second quarter reconciliation was presented and after receiving Cllr Thomas's validation, its adoption was proposed by Cllr Rea, seconded by Cllr Churchill
- iii. It was proposed by Cllr Churchill, seconded by Cllr Rea and agreed that the Clerk should set up direct debits for the monthly payments to the Clerk (salary), HMRC and the

- Lengthsman. Additional payments to the Clerk (expenses) and Lengthsman (petrol and green waste fee) will continued to be paid by cheque.
- iv. It was proposed by Cllr Rea, seconded by Cllr Thomas and agreed to accept the proposed 2017/2018 budget and to increase the precept by 2%.
  - v. Deposit account as at 26 August 2016 - £11,208.80  
 Current account as at 26 August 2016 - £1,543.30  
 Cheques still to go through - £371.00  
 Payments for September - Acceptance proposed by Cllr Rea and seconded by Cllr Churchill:
    - a. Clerk's salary - £901.75
    - b. Clerk's expenses - £59.10 (Use of telephone and internet line £15; storage £15; travel 8 miles @ 45p/mile £3.60 and stationery £25.50)
    - c. HM Revenue and Customs - £225.20
    - d. Allen Farnsworth (Lengthsman) - £235.00
    - e. Grant Thornton (Audit fee) - £120.00
  - vi. Deposit account as at 29 September 2016 - £10,709.28  
 Current account as at 26 August 2016 - £491.25  
 Cheques still to go through - £360.00  
 Payments for October - Acceptance proposed by Cllr Rea and seconded by Cllr Thomas:
    - a. Clerk's salary - £300.65
    - b. Clerk's expenses - £93.53 (Use of telephone and internet line £5; storage £5; travel 20 miles @ 45p/mile £9.00; postage £7.14; breakfasts for Ringway Parish Make Over Team £27.00, and stationery £40.39)
    - c. HM Revenue and Customs - £75.00
    - d. Allen Farnsworth (Lengthsman) - £149.00
    - e. SLCC (Membership fee) - £103.00

### 19. Councillor co-option

A resident has agreed to be co-opted on to the Parish Council which will take place at the November meeting. There remains one vacancy to be filled by co-option.

### 20. Correspondence received – for information

Correspondence received since the previous meeting was noted and the Clerk was asked to contact BDC Enforcement Officers to check out a Lawfulness Certificate.

### 21. Councillors items

- i. The road name sign for Bungay Lake Lane at the junction with Timberhonger Lane is still missing despite the Clerk reporting this to WCC Highways and then consequently BDC as WCC said this was a District Council matter.
- ii. Footpath 519 leading into footpath 516 still has no steps despite the Clerk contacting WCC in April 2016. The Clerk to write again.

The meeting closed at 10.00pm

Signed.....Chairman