

# WARNDON PARISH COUNCIL

Minutes of a meeting of the Parish Council held Monday 5<sup>th</sup> September 2016  
at Lyppard Hub commencing at 7.30pm

**PRESENT:**

R. Morris (Chairman), D. Long, V. Barrall, D. Merriman, A. Taylor, R. Harris.  
Also present: County Councillor A. Roberts, Ward Councillor L. Hodgson, Police Sgt Hallam.

**APOLOGIES:**

N. Fielden (V/Chairman), L. Morris, Parish Warden Alex Booth, Ward Councillors S. Hodgson and A. Feeney.

**DECLARATIONS OF INTEREST & COUNCILLOR DISPENSATIONS:**

None

Item:	Minute Recorded:	Action By:
29	<b>The minutes of a meeting held 4<sup>th</sup> July 2016</b> were agreed and signed as a true record.	
30	<p><b>Reports:</b></p> <p><b>Police</b> – Sgt Hallam reported a quiet month with normal school holiday issues including scramble bikes (x3 seized). Patrols have been increased. An increase had been noticed in burglary dwellings thefts from cars during the hot weather when windows may have been more insecure. New operation planned in South Worcs to address this. The recent speeding operation has had positive results. An ASB operation has also been on going in neighbouring areas.</p> <p><b>VAS</b> – positive results recently. Safer Roads Partnership (SRP) response received re data submitted. Results from 4 main areas in the Parish show issues in all – Millwood Dv, Dugdale Dv, Woodgreen Dv and Plantation Dv. The criteria has been met for SRP activity in our area re enforcement. Report to follow to a future PC meeting from Sgt Hallam. The VAS report was circulated to the PC by R. Morris.</p> <p><b>County Councillor</b> – Issues discussed included surface dressing in Aconbury Dv which was going well. An email had been received from Worcs CC re lack of consultation re proposals for road markings to</p>	The draft Worcester City Plan consultation will be circulated to all after this meeting – Chairman.

	<p>address parking in Topham Ave – apology noted. Proposals had been circulated by the Clerk to the Planning Group for response.</p> <p>Other local issues being progressed including bollard repairs.</p> <p>Hedgerow work and overhanging vegetation had been reported a lot recently. It was noted that a lot of work was waiting for the end of bird nesting season and was weather dependent. Noted that work had been reported to Worcester City recently due to concerns over falling standards.</p> <p><b>Ward Councillors –</b> Report as circulated by email.</p> <p>Noted the draft Worcester City Plan consultation had been received and will be circulated to all after this meeting.</p> <p>Tourism Strategy – PC to be consulted in the near future.</p> <p>Car parking survey re lorry parking in the city may impact on parking in our area adjacent to the trading estates.</p> <p>Worcester City looking at options for a new Council model for the future due to recent ‘yo-yo’ of political control.</p>	
31	<p><b>Environmental Matters:</b></p> <p>D. Merriman reported –</p> <p>Continuing problem with fly tipping a concern – mostly household and garden waste.</p> <p>Also illegal entrances / exits being made through fences and hedges by residents a concern which is being progressed with the City Council – does the PC also need to address this? Is it a criminal matter? Clarification required re who owns the hedges before action can be taken.</p> <p>Alerted to cases of ‘land grabbing’ by residents which affects maintenance by the City Council. This has been reported by D. Merriman and the Parish Warden.</p> <p>Parish Warden report as circulated by email.</p> <p>Walkabouts have taken place and local issues noted.</p> <p>Discussion held re whether the PC should adopt a standard for the Parish but noted that this would require careful consideration with residents.</p> <p>Winter works to be considered shortly re planning the programme. D. Merriman and R. Morris meeting with D. Sutton at the City Council on 28<sup>th</sup></p>	

	<p>September re greenery contracts – any other contributions for this?</p> <p>Orchard Group continuing to meet. New sign in place carved by one of the Volunteers.  Apple pressing on 15th October at Lyppard Hub.  Friends Group continuing to work well.  Unsuccessful in Bags 4 Help scheme as other projects demonstrated greater impact. Future funds now restricted to max. £5K noted.</p>	
32	<p><b>Planning &amp; Rights of Way:</b></p> <p>Monthly planning update as circulated.</p> <p>Thanks to L. Morris for work on recent planning response regarding roundabout signage.</p> <p><b>G-Tech:</b></p> <ul style="list-style-type: none"> <li>• ‘Call in’ rejected.</li> <li>• FOI enquiry on-going and response expected</li> <li>• 21st September.</li> <li>• Noted that company now occupying new premises on alternate site.</li> <li>• Ombudsman matter on-going and Worcester</li> <li>• City responses being evaluated.</li> <li>• S.106 agreement still undecided.</li> </ul> <p><b>Neighbourhood Planning:</b></p> <p>Information circulated by A. Taylor noted.</p> <p>A. Taylor requested that the PC agree next steps as -</p> <ul style="list-style-type: none"> <li>• Apply to the City Council for “area designation” for the parish; (after Sept mtg)</li> <li>• Gather further evidence on behalf of the PC, from the City Council and other bodies, as appropriate; (ongoing)</li> <li>• Carry on the investigations into the Neighbourhood Plan process, and how best it should be run as far as Warndon PC is concerned - bearing in mind that Warndon is not typical of most “parishes” who have created NPs so far; (by Nov mtg)</li> <li>• Carry out an assessment of the responses to the article in the September Parish Newsletter; (by Nov mtg)</li> <li>• Draw up an outline plan, to identify key areas for inclusion - to assess the likely scale of the task and provide a basis for budgeting; (by Nov mtg)</li> </ul>	<p>A. Taylor to progress initial public engagement for Neighbourhood Planning on behalf of the Parish Council as agreed at this meeting.</p>

	<ul style="list-style-type: none"> <li>• Clarify the proposed budget for 2017/18 – and also 2018/19, if necessary; (at Nov mtg - assuming this meets the dead-line for 2017/18 budget)</li> <li>• Clarify the process for claiming up to £9,000 in grant from the DCLG; (by Nov mtg)</li> </ul> <p>It was confirmed that Parish Council approval is required to commence the initial process of public engagement regarding neighbourhood planning together with the allocation of an appropriate budget to facilitate this.</p> <p>Following discussion, it was proposed by A. Taylor and seconded by R. Harris, that –</p> <ol style="list-style-type: none"> <li>1. The Parish Council approve the commencement of the initial process of public engagement regarding neighbourhood planning.</li> <li>2. That £750.00 is vired from the newsletter budget in to a new neighbourhood planning budget in order to cover these public engagement costs.</li> </ol> <p>All agreed to this proposal.</p> <p>It was also agreed to wait until the current edition of the newsletter had been distributed in order to evaluate any responses to the neighbourhood planning article before starting the public engagement process.</p>	
33	<p><b>Leisure &amp; Community Affairs:</b></p> <p>The village fete went well and our stall made a small profit that will be donated to charity – to be agreed at next meeting.</p> <p>The Xmas competition is in the next newsletter. The newsletter has been drafted and circulated by email – final comments by tomorrow before being sent to print.</p> <p><b>Allotments</b> – report as circulated.</p> <p>A review of the waiting list has reduced numbers due to people not notifying us of home moves etc. It was proposed by A. Taylor and seconded by D. Long that a £10.00 admin fee be introduced to counter this in the future. All agreed.</p> <p>Annual plot rentals were also reviewed – we currently charge £50 for a full plot and £25 for a half plot. The City Council charges £58 for a full plot and £29.50 for a half plot. Following discussion it was proposed by A. Taylor and seconded by R. Harris that our fees are increased by 5% to £52.50</p>	

	for a full plot and £26.25 for a half plot. Vote carried by 5:1 votes.	
34	<p><b>Financial and Governance Matters:</b></p> <p>Financial report as circulated.</p> <p>Barclays Bank transfer of accounts progressing. £5K funds to be transferred when set up finalised – previously agreed.</p> <p>External audit on-going.</p> <p>Pensions Regulations – auto enrolment letter to the Clerk drafted and signed by the Chairman. Clerk confirmed receipt. Compliance form to be completed in line with Staging Date in Feb 2017.</p>	Clerk to progress bank transfer / external audit / pension compliance as required.
35	<p><b>Reports from Outside Bodies:</b></p> <p>Lyppard Hub Management Board – 2015/16 audit sent to external auditor.</p> <p>Worcester City Standards Board – D. Merriman updated from July meeting and annual report circulated.</p> <p>Worcs CALC – updates as circulated. Autumn training programme to be circulated.</p> <p>9 &amp; 10<sup>th</sup> Nov - City Council training as circulated and attendance encouraged.</p>	
36	<p><b>Councillor reports &amp; Items for next agendas:</b></p> <p>None.</p>	
37.	<p><b>Report of the Clerk:</b></p> <p>Accounts agreed for payment –  £406.07 Clerk salary  £9000.00 Worcester City - Parish Warden contribution</p> <p>Money received - £7845.75 vat reimbursement - HMRC</p>	
	<p><b>There being no further business the meeting closed at 9.00pm</b></p>	