

DODFORD WITH GRAFTON PARISH COUNCIL

Minutes of the Annual General Meeting of Dodford with Grafton Parish Council held on Monday 13 May 2019 in Dodford Village Hall

Present: Cllrs Lynne Griffin, Rachel Jennings, Rory Lydon, Alwyn Rea, Scottie Sanderson and Jonathan Shapiro

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

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

Cllr Rea proposed Cllr Jennings as Chairman, Cllr Sanderson 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 Jennings proposed Cllr Lydon as Vice Chairman, Cllr Griffin 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.

Chairman Cllr Jennings then chaired the meeting

4. Apologies

County Councillor Shirley Webb and District Councillor Drew Beaumont gave their apologies, 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. The Clerk reported that she would like to call an extraordinary Parish Council Meeting for Monday 3 June at 7.30pm to discuss the consultation on Worcestershire County Council's (WCC) revised proposal for parking restrictions on Fockbury Road and Priory Road. She also suggested including the tree felling in High Wood as there has been many comments on Dodford Facebook page and Belbroughton Facebook page.
- ii. The Clerk announced that National Association of Local Council Clerks (NALC) had awarded a national pay rise as from 1 April 2019 - an increase of 30p per hour.
- iii. WCC will not be placing any further monitoring strips in Yarnold Lane and suggested a manual count. County Cllr Webb suggested that the next time she will be out with the police undertaking a speed check she will make a note of how many and type of vehicles and pass this information on to the Parish Council.
- iv. WCC would like clarification of where the Parish Council would like slow down painted signs and also that the residents of those places agree. To be discussed in more detail at the June meeting.
- v. The trip rail on the triangle of grass at the Priory Road and Warbage Lane junction will be added to the WCC work list but it could be July or August before it is done. County Cllr Webb will advise the Parish Council of the date as soon as it is known.
- vi. County Cllr Webb will progress the forms for the grant to purchase white gates at the entrances to the parish and the Parish Council to advise her where they wish the gates to be placed. She will then ascertain from WCC Highways if they will confirm suitability and get approval. This to be discussed in more detail at the June meeting but it was

thought they should be placed alongside the rumble strips except for the top of Yarnold Lane where there is little room. The Parish Council to liaise with Bournheath Parish Council to avoid duplication.

- vii. A broken footbridge off Bungay Lake Lane had been reported by a walker and Scott Fuller had notified WCC. Work has now begun by WCC to repair it.

7. Membership of Committees and Organisations

- i. Cllr Jennings proposed, Cllr Shapiro seconded, and all approved the renewal of CALC membership for 2019/2020. It was agreed that Cllr Rea will be the Council's representative for Worcestershire CALC meetings
- ii. Membership of the Planning Committee was agreed to be Cllrs Griffin, Jennings, Lydon, Rea, Sanderson and Shapiro.

8. Minutes of previous meeting

The Minutes of the Parish Council meeting held on 15 April were not approved as there was an omission in Highways and Footpaths (item 7 on the agenda). The Clerk to add this to the Minutes and recirculate. The April Minutes to be approved at the June meeting.

9. Insurance

Cllr Jennings proposed, Cllr Sanderson seconded, and all approved the insurance renewal quote for 2019/2020.

10. Finance

- i. The Council's internal financial controls and internal audit arrangements and the annual risk assessment were reviewed, and their adoption was proposed by Cllr Shapiro, seconded by Cllr Rea and agreed by all, after which both documents were signed by the Chairman.
- ii. Cllr Rea proposed, Cllr Shapiro seconded, and all agreed to approve the Annual Governance Statement 2018/2019 which was signed by the Chairman.
- iii. Cllr Rea proposed, Cllr Sanderson seconded, and all agreed to approve the Accounting Statements for 2018/2019 which was signed by the Vice Chairman.
- iv. The internal auditors report was read out by the Clerk. The internal auditor recommended a report to compare the budget against actual expenditure is included so the council can be sure it will not overspend the budget. Parish Councillors felt that this was already carried out by the Clerk presenting quarterly bank reconciliations and quarterly budget reports.
(Post meeting, the Clerk reported back to the internal auditor who agreed this was the case and reissued her report)
- v. Payments for May
 - a. Deposit account as at 29 April 2019 - £17,700.79
 - b. Current account as at 29 April 2019 - £496.60
 - c. Payments by bank transfer - Acceptance proposed by Cllr Rea and seconded by Cllr Shapiro:
 - i. Clerk's salary - £374.07
 - ii. Expenses - £188.31 (Use of telephone and internet line £5.00; Storage £5.00; Travel 20 miles @ 45p/mile £9.00; Data Protection Act Renewal Fee £40.00; Flowers for outgoing District Councillor Karen May £25.00; Colour and black ink £57.56; envelopes and labels for Annual Report mailing £46.75)
 - iii. HMRC - £93.40
 - iv. Luke Farnsworth (Lengthsman duties for April and petrol) - £210.00
 - v. Worcestershire CALC (Membership renewal) - £506.81
 - vi. Parish Magazine Printing (Annual Report) - £73.30
 - vii. Came & Company (Insurance renewal) - £218.00

- viii. Dodford Village Hall (hire of meeting room for Feb, Mar and Apr) - £42.00
- ix. DM Payroll Services Ltd (fee for internal audit) - £75.00

11. Correspondence received – for information

Items of correspondence received since the last meeting was noted.

14. Councillors co-option

The Clerk reported that there is a vacancy and as from today the Parish Council can advertise the vacancy.

15. Councillors items

The Chairman requested septic tanks and Priory Road footpath be added to the June Agenda.

The meeting closed at 7.05pm.

Signed.....Chairman