

DODFORD WITH GRAFTON PARISH COUNCIL

DRAFT Minutes of the meeting of Dodford with Grafton Parish Council held on Monday 4 July 2022 in Dodford Village Hall at 7.30pm

Present: Cllrs Scott Fuller, Rachel Jennings (Chair), Rory Lydon (Vice Chairman), Scottie Sanderson, and Lynne Griffin.

In attendance: County Cllr Shirley Webb, Tony Dallinson, Worcestershire County Council (WCC) Highways Liaison Officer (Redditch), Clerk Kay Stone and two members of the public.

1. Election of Vice Chairman and Declaration of Acceptance of Office

Cllr Lydon agreed to continue in office and signed his declaration with the Clerk adding her signature.

2. Cllrs Sanderson and Shapiro Declaration of Acceptance of Office

Cllr Sanderson agreed to continue in office and signed his declaration with the Clerk adding her signature. Cllr Shapiro had extended his apologies and his Declaration of Acceptance of Office will be postponed to the September meeting.

3. Apologies

District Cllr Drew Beaumont and Cllrs Jenni Schuett and Jonathan Shapiro.

4. Declarations and Register of interest

- i. None
- ii. None

5. Dispensations

No dispensation requests received.

The meeting was adjourned to allow members of the public attending the meeting to raise matters of interest.

A resident brought to the attention of the Parish Council that the islands at the top of Alfred's Well and the junction of Whinfield Road and Niblets Hill, whilst owned by WCC, were adopted by the Parish Council in 1998 and felt they need attention. Tony Dallinson and Cllr Webb will look into this and supply relevant documentation. The Clerk to ascertain if the islands are covered by the Public Indemnity Insurance.

To allow open discussion on the next item of the agenda, the meeting remained adjourned.

6. Memorial Garden

Cllr Webb and Tony Dallinson were welcomed to the meeting and Tony assured the Parish Council that he is adamant the Memorial Garden goes ahead now that Searches have been carried out on the site. However, there are health and safety aspects which need to be addressed regarding the hedge, railings, and visibility at the junction. After discussion, the following actions were agreed:

- i. Clerk to contact the daughter of the resident with the hedge updating her and explaining the reasons for cutting it back and that the Parish Council will maintain it on her Mother's behalf if she agrees.
- ii. Cllr Griffin to talk to the resident living opposite to pave the way to open up discussion about cutting back the hedge.
- iii. The hedge on the corner of Priory Road to be cut back 30cm to allow visibility when exiting the Memorial Garden on to Priory Road.
- iv. If the resident is OK with the cutting of the hedge, then a piece of paper from WCC will be produced to assure the resident that they are not responsible for the hedge.
- v. The Clerk to get quotes for the cutting of the hedge.

- vi. The railings round the sides and front to be halved in size.
- vii. The railings to continue round into Warbage Lane to make sure there is only one entrance in and out of the Memorial Garden from Priory Road.
- viii. The railing to come in slightly from Warbage Lane round the corner so that a driver waiting to exit Priory road must be able to see clearly.
- ix. WCC to put conditions on the plan already supplied to show these amendments.
- x. WCC to give a planting licence to the Parish Council, so whilst WCC own the ground, the Parish Council will be responsible for its maintenance.
- xi. Cllr Webb may be able to allocate some funding to help with the costs involved. Currently the Parish Council has £2,768 in the budget for the Memorial Garden with £1,000 in the Contingency Fund if needed.
- xii. The Parish Council to speak to businesses in Dodford to see if they could fabricate the railings or donate reclaimed railings.

Cllr Webb updated the Parish Council on various Highway and Footpath issues (agenda item 12):

- 12. i. The work on Priory Road footpath was not on WCC works list but is now and it is hoped work will start by the end of the year.
- 12. iii. Awaiting template and quotes for the Village Signs.

Cllr Webb also advised the Parish Council that the traffic monitoring strips are down on some roads, but they are unable to put them down in Yarnold Lane as a road closure will be required. However, on 1 August, Yarnold Lane will be closed to repair the sides of the carriageway and Cllr Webb and Tony will look into whether the traffic monitoring strips can be put down then. Cllr Jennings offered to liaise with Peter Churchill to help with a traffic count in Yarnold Lane if the monitoring strips cannot be put down.

At this point, Cllr Webb, Tony Dallinson, and residents left the meeting. The meeting continued as follows:

7. Meetings

Cllr Fuller proposed, Cllr Griffin seconded, and all approved the minutes for the meeting held on 10 May. The minutes were signed by the Chair as being a true record.

8. Reports

- i. County Cllr Webb's report as above
- ii. Nothing to report from District Cllr Beaumont.
- iii. Cllr Fuller gave a detailed report on the 20's Plenty for Worcestershire zoom presentation. Speed issues have been discussed many times in Parish Council meetings and the feedback from residents is they do not wish the village to be urbanised with signage. After much discussion it was felt that until Worcestershire is forced to adopt a 20mph across the County, Cllr Fuller need not attend future presentations. The Clerk will monitor emails on this matter and was asked to put 20's Plenty for Worcestershire on the September agenda.
- iv. Nothing to report on social media.
- v. The Clerk reported that PKF have confirmed that the Parish Council do not need to have an external audit.

9. West Mercia Police & Crime Commissioner Town and Parish Council Survey

This was completed and will be submitted by the Clerk.

10. Worcestershire Regulatory Services

The draft revised Street Collection Policy was noted, and the Parish Council has no comments to make.

11. Planning

- i. Cllr Lydon proposed, Cllr Jennings seconded, and all approved the planning committee minutes for the meeting held on 31 May and were signed by the Chair as being a true record. Cllr

Sanderson proposed, Cllr Lydon seconded, and all approved the planning committee minutes for the meeting held on 29 June and were signed by the Chair as being a true record.

- ii. No planning decisions received.
- iii. No planning appeals or appeal decisions received.
- iv. No enforcement updates.
- v. The Clerk mentioned that a planning application consultation has been received and a planning committee meeting will be called for week commencing 11 July.

12. Highways and footpaths

- i. As above.
- ii. No footpath or bridleway issues have been reported.
- iii. As above.
- iv. The purchase of daffodils to be discussed at the September meeting.
- v. Cllr Webb reported that new signage has been ordered for Claypit Lane and Stourbridge Road which should deter HGVs. She had also reported by email on correspondence she has received from a business in Yarnold Lane which is trying to alleviate the problem.

13. Lengthsman

The post is still to be advertised and the Clerk is waiting to hear from Bromsgrove District Council (BDC) on how their Place Teams operate. It was pointed out that this needs to be addressed quickly if the Memorial Garden goes ahead and also that the footpath in Priory Road is starting to need attention.

14. Grants

- i. This was discussed under agenda item 17.
- ii. Dodford PCC are holding their next meeting in August and hope to send further information in time for Parish Council September meeting.

15. Councillor Emails

The Clerk had reminded WCC who admitted it had been overlooked and will revisit the Parish Council's request.

16. Model Standing Orders

The Clerk had compared the Financial Regulations which were updated in May 2022 with the Standing Orders which were updated in June 2018 and is unable to see that they contradict each other. The Clerk to let the internal auditor have sight of the two documents in April 2023.

17. Dodford Village Hall

- i. After discussion, Cllr Jennings proposed, Cllr Sanderson seconded and all agreed that if the Parish Council became a legal entity for Dodford Village Hall, this would deter for future Parish Councillors. The request from Dodford Village Hall Committee to change the grant application to cover legal costs of £1,000 in place of £500 to go towards sound proofing was rejected.
- ii. The Clerk to ask for "Soundproofing progress" to go on the next Village Hall Committee, particularly in light of the disturbance from other users at this Parish Council meeting.

18. Finance

- i. It was not possible to present the first quarter reconciliation as the Clerk is still awaiting sight of the June bank statements. This will be presented at the September mee
- ii. The June Financial Report:
Deposit account as at 31 May 2022 - £20,556.44
Current account as at 31 Ma7 2022 - £828.91
Payments made by bank transfer on 7 June – Acceptance proposed by Cllr Lydon and seconded by Cllr Sanderson:
 - a. Clerk's salary - £541.64
 - b. HM Revenue and Customs - £135.40
- iii. The July Financial Report:

Deposit account as at 29 June 2022 - £20,306.44

Current account as at 29 June 2022 - £71.31

Payments to be made by bank transfer on 5 July – Acceptance proposed by Cllr Jennings and seconded by Cllr Griffin:

- c. Clerk's salary - £541.64
- d. Clerk's expenses - £53.77 (Travel 30.6 miles @ 45p per mile £13.77; Storage for June and July £10; Use of telephone and internet line for June and July £10, and heating for June and July £20)
- e. HM Revenue and Customs - £135.40
- f. Dodford Village Hall – Use of hall 28 February, 21 March and 25 April - £75
- g. Dodford Village Hall – Use of hall 10 May - £20

For information purposes:

Came & Company (Insurance) was transferred 30 May - £330.56

Worcestershire CALC (Membership renewal) was transferred 11 May - £556.26

19. Correspondence received – for information

An email has been received from Dodford School requesting information about Section 106 money from the Perryfields Development and the Clerk had put them in touch with BDC via Cllr Beaumont. They also enquired about a Parish Council grant and the Clerk sent them the Parish Council Grant Giving Criteria with dates of the next two Parish Council meetings. The Clerk also advised the School that the Parish Council has no powers to tell road users where to park with regards their School Sports Day and School Fete but would advise residents of the events.

20. Councillors items

- i. Cllr Griffin enquired about Parish Council meetings being at the beginning of the month rather than at the end. This came about as a result of the decision made at the beginning of the year to hold meetings back in the Village Hall, by which time the Parish Council were unable to book their normal Monday in the month. Dates for the remainder of the year are Monday 26 September, Monday 24 October and Monday 28 November. No meetings in August or December.
- ii. Cllr Griffin reported the footpath outside the Coach House in Priory Road has been damaged.

The meeting was closed to the public to discuss the following item:

21. Phil Richardson Community Award

To be announced at the Dodford Show in September.

A resident's feedback about requesting personal information on the Nomination Form, in the light of GDPR, will be looked in to when discussing the Nomination Form for 2024.

The meeting was closed at 9.30pm.

Signed.....Chair