

DODFORD WITH GRAFTON PARISH COUNCIL

Draft Minutes of the Annual General Meeting of Dodford with Grafton Parish Council held on Thursday 14 May 2015 in Dodford Village Hall

Present: Cllrs Vicky Churchill, Rachel Jennings, Alwyn Rea and David Valentine

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

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

Cllr Rea proposed Cllr Churchill as Chairman, Cllr Valentine 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 Valentine 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

New Register of Members' Disclosable Pecuniary Interests forms were completed and signed by Parish Councillors and handed to the Clerk for submission to Bromsgrove District Council (BDC)

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

6. Reports for information:

- i. No monthly report from County Councillor Sheila Blagg
- ii. Newly elected District Councillor Karen May was welcomed by the Chairman and congratulated on her appointment. District Councillor May informed the Parish Council that she had been in touch with Enforcement at BDC on the development of the green field site at Sunrays, Warbage Lane and was due to meet with the Head Of Planning, Ruth Bamford, the following week.
- iii. No report from the Clerk.

7. Membership of Committees and Organisations

- i. It was agreed that Cllrs Churchill and Valentine would 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 Valentine

8. Neighbourhood Watch Co-ordinator

Due to the Neighbourhood Watch Co-ordinator being unwell, the re-election has been put on hold but in the meantime District Councillor Karen May will ask the Neighbourhood Watch Co-ordinator who covers Bournheath to send reports to the Clerk.

9. Minutes of previous meeting

Approval of the Minutes for the Parish Council meeting held on 23 April 2015 was proposed by Cllr Rea and seconded by Cllr Jennings 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.
- ii. The Clerk read out the letter received from the Internal Auditor, Diane Malley, announcing she was satisfied with the Parish Council's accounting records and procedures and commented that the records are well kept and are of high quality. Approval of the Accounts for 2014/2015 was proposed by Cllr Valentine, seconded by Cllr Jennings and signed by the Chairman and Clerk with the previous Chairman acknowledging the Clerk's efforts in putting together the audit.
- iii. Deposit account as at 29 April 2015 - £13,906.76
Current account as at 29 April 2015 - £21.47
Payments - Acceptance proposed by Cllr Valentine and seconded by Cllr Rea:
 - a. Clerk's salary - £300.65
 - b. Expenses - £353.27 (Use of telephone and internet line £5; Storage £5; Travel 14 miles @ 45p/mile £6.30; Postage for Annual Report mailings £189.00; Stationery – printer ink £25.27; Stationery – envelopes and paper £28.45; Stationery – new laptop battery £94.25)
 - c. HMRC - £75.00
 - d. Allen Farnsworth (Lengthsman duties for April and petrol) - £197.00
 - e. Information Commissioner (Data Protection Registration Renewal) - £35.00
 - f. Bromsgrove District Council (printing 340 copies of the Annual Report) - £54.00
 - g. Diane Malley (fee for internal audit) - £60

11. Correspondence received – for information

Items of correspondence received since the last meeting was noted.

12. Councillors co-option

It was proposed by Cllr Jennings, seconded by Cllr Churchill and unanimously agreed to co-opt Christine Thomas on to the Parish Council. Christine Thomas signed her Declaration of Acceptance of Office and completed her Register of Members' Disclosable Pecuniary Interests form with the Clerk adding her signature to the Declaration of Office.

13. Councillors items

- i. Cllr Jennings reported on dog fouling in Rose Lane and dog poo bags being left around the village. She also suggested that after temporarily losing her dog that a dog register should be kept in the village and she is happy to be involved in getting this started. This item to appear on next month's agenda for discussion.
- ii. Cllr Jennings reported that many children had been enthused by the recent elections and suggested a forum for them. District Councillor Karen May reported that Clent Parish Council has a junior Parish Council. This item to appear on next month's agenda for discussion.

- iii. Cllr Thomas reported on a grant / voucher scheme to get Broadband in to Dodford. This item to appear on next month's agenda for discussion.
- iv. Cllr Churchill reported on a resident who has suffered damage to their hedge due to lorries turning into Victoria Road from Warbage Lane. The resident has spoken with BDC and the Conservation Officer about putting a bell shaped bollard outside the house but is not getting anywhere with Worcestershire County Council (WCC). The Clerk was asked to invite Richard Clewer from WCC Highways and County Councillor Sheila Blagg to the next meeting to discuss this. This item to appear on next month's agenda for discussion.

The meeting closed at 7.12 pm.

Signed.....Chairman