

## **DODFORD WITH GRAFTON PARISH COUNCIL**

### **Draft Minutes of the meeting of Dodford with Grafton Parish Council held on Thursday 25 February 2016 in Dodford Village Hall at 7.30pm**

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

**In attendance:** Three members of the public

#### **1. Apologies**

Cllr Rachel Jennings gave her apologies, reasons for which were accepted. District Councillor Karen May and County Councillor Sheila Blagg gave their apologies. Clerk Kay Stone also gave her apologies through illness and Cllr Christine Thomas recorded the minutes.

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

- i. Cllr Rea for item 17ic
- 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 requested sight of the letter received from a parent complaining about the parking by the School and the Parish Council's response. The Clerk will send redacted copies of the letters not mentioning names and addresses in line with the Data Protection Act.
- ii. A resident complained about the repairs to the surface of Fockbury Road
- iii. A resident asked about speeding in the village and asked how many complaints the Parish Council had received. The Clerk to let the resident know. In the meantime, the resident was advised that possible speeding restrictions will be on the Annual Parish Meeting agenda in May.
- iv. A resident mentioned that the Woodcote Green Lanes had become a 'rat-run'.
- v. A resident wished to express his thanks to the Clerk for the monthly updates sent out electronically to residents who have requested to be kept informed.

The meeting was reconvened as follows:

#### **10. Neighbourhood Watch**

- i. No reports received.
- ii. Paul Warman has lived locally for two years and grew up locally. He wishes to be the Neighbourhood Watch Coordinator, as a result of a burglary at his house. Mr Warman was welcomed by the Parish Council.

#### **11. Councillor co-option**

Mr Paul Warman offered to become co-opted onto the Parish Council and it was proposed by Cllr Churchill, seconded by Cllr Rea and unanimously agreed to co-opt Paul Warman on to the Parish Council. Paul signed his Declaration of Acceptance of Office and joined the meeting.

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

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

## **5. Election of Vice Chairman**

Cllr Churchill announced the resignation of David Valentine for personal reasons and thanked him for his service to the community. The Clerk was asked to write a letter of thanks to him. Cllr Christine Thomas was proposed by Cllr Churchill as Vice Chairman, seconded by Cllr Rea. Cllr Thomas then signed the Declaration of Office.

## **6. Election of Planning Committee Chairman**

Cllr Warman was proposed by Cllr Churchill as Planning Committee Chairman and seconded by Cllr Thomas.

## **7. To nominate a Councillor to represent the Parish Council at CALC Meetings**

Cllr Thomas was nominated to be the additional representative.

## **8. Reports**

- i. The February report from County Councillor Sheila Blagg had been received and circulated to Parish Councillors with copies being made available at the meeting.
- ii. District Councillor Karen May was absent and therefore unable to give a report.
- iii. The Clerk reported that:
  - a. A resident had come forward offering to be the Footpath Warden and the Clerk has put him in touch with the Countryside team at Worcestershire County Council.
  - b. In response to the Parish Council's request as to how Cyber Crime was going to be monitored by Worcestershire County Council (WCC) the Clerk had been told that WCC cannot know who has tried and failed to access on-line information. But the short-term part-time employment of digital connectors in each of the six districts will help to understand where the gaps are. Their monitoring data is about the uptake of training and learning.

## **9. Planning**

- i. The approval of the minutes of the planning committee meeting held on 15 December were proposed by Cllr Rea, seconded by Cllr Thomas and signed by the Chairman of the Parish Council as a true record.
- ii. Planning applications:
  - a. Planning Consultation on Planning Application 16/0083 – Building off Fockbury Road – Change of use of agricultural building to 1 no. dwelling house - The Parish Council note that they do not have to make a decision on this at the moment, as it is not a full planning application.
  - b. 16/0046 – Mount Pleasant – Erection of three stables. The Parish Council wishes the Clerk to express that they have concerns over two issues – one, the height of the building has not been indicated, two, the foundations have also not been mentioned, i.e. whether on concrete slab or more solid foundations. The Parish Council feel there is not enough detail to make a decision and would draw attention to the lack of information. The Parish Council request that this application should also be subject to comments by the Conservation officer.
  - c. 16/0106 and 16/0107 – Full planning application and Listed Building consent – West Lodge Barns, 5 West Lodge, Swan Lane – Garage conversion – The Parish Council wishes to mention that, subject to compliance with Listed Buildings provision, there is no objection.
- iii. The Clerk reported that BDC had
  - a. refused the proposed rear single storey toilet block extension at Manor Hall, Swan Lane
  - b. granted the change of use of stables and garage to dwelling at The Priests House, Grafton Lane.
- iv. No planning appeals received

- v. Enforcement/Environmental issues
  - a. Woodcote Driving Range, Kidderminster Road – the fence has still not been reduced and Bromsgrove District Council (BDC) Enforcement will be writing to the owner to say that enforcement action is being taken.
  - b. Pugh's Plant Hire – BDC Enforcement suggest that evidence gathering needs to continue and BDC will start enforcement action if the evidence is substantial enough.
- vi. There we no Conservation issues to be discussed.
- vii. Any planning issues – for information.
  - a. Planning application 16/0014 – Whynot Cottage, Priory Road – external wall insulation to all elevations – The Parish Council has no objection.

## **12. Highways and footpaths**

- i. Update on a gate at the entrance to the walk close by the Church Road / Woodland Road junction – The Clerk is still to write to the owners of the land either side of the entrance to the walk.
- ii. Update on Church Road surface – WCC have filled in the pot hole in Church Road but do not appear to have addressed the request to look at the road surface and the Clerk has resent the request.
- iii. Update on speed check request to – WCC have this in hand but the Parish Council is asked to add Fockbury Road to a list of roads where the Parish Council would like to see speed checks (and limits) carried out.
- iv. Update on the road surface in Fockbury Road - A site meeting was set up by District Councillor Karen May with bdht and residents but had to be rescheduled at bdht's request and will now take place on 8 March at 3.30pm. The residents have been notified by the Clerk. WCC still to inspect.
- v. Update on Cockshutt Lane verge – WCC have many damaged verges in the district and have suggested we wait until the summer to see how the verge recovers.
- vi. Update on footpaths 525 and 519 leading into 516 – The request for steps has been made to WCC countryside team but the Clerk is waiting for a response
- vii. WCC has suggested a useful starting point, for speed restrictions, might be for the parish council to identify (preferably on a plan) the roads which they think should have a speed limit. Officers can then assess those roads against the DfT guidance and obtain the necessary speed data, etc. This was noted by the Parish Council and will be discussed again at the March meeting.

## **13. External Audit 2017 onwards**

Following advice from CALC it was proposed by Cllr Thomas and seconded by Cllr Rea that the Parish Council will not opt out of NALC's sector led body for 2017.

## **14. Defibrillator**

- i. Due to overwhelming demand for grants all of this funding has now been allocated and the British Heart Foundation and the Parish Council will not be able to benefit from this offer. Cllr Rea mentioned that it was a good idea at the time, but is a very expensive option without funding. There need be no further action at present, but that it can be reviewed again in the future when new funding becomes available. Agreed by all those present.
- ii. Bournheath Parish Council sourced their own defibrillator kit which cost in the region of £800. An electrician was employed to wire it in place and with the cabinet took the cost up to the £2,000 mark. It is then checked weekly to make sure it is 'rescue ready'.

## **15. Annual Parish Meeting 19 May 2016**

- i. Someone from Superfast Broadband Strategic Change Team, Commercial and Change Directorate will attend – name to be confirmed nearer the date.
- ii. David Rischmiller, Rural and Business Crime Coordinator, West Mercia Police has accepted the invitation to speak
- iii. Bournheath Neighbourhood Watch Coordinator is unable to attend
- iv. The Clerk is waiting on the name of a speaker from WCC to talk about speed limits
- v. The Clerk has yet to ask if anyone from the Village Hall Committee would like to do a report.

## **16. Queen's Birthday Celebrations**

- i. The Clerk has written to the Dodford Inn to see if they would like to apply for a grant to put on an event for the benefit of the community and to date has not had a response although the Clerk has spoken to the owners and they are thinking about putting on an afternoon tea for the community but will respond to the Clerk formally.
- ii. Cllr Warman mentioned a scheme online, called Clean for the Queen. The Clerk to investigate this further, with the possibility of involving local school children and writing to the School asking if the children would like to take part.
- iii. The Clerk to write to the school asking if the children could produce a card for the village to send to the Queen congratulating the Queen on her birthday. The wording to be drafted either by the Clerk or one of the councillors.
- iv. This item to be kept on the agenda.

## **17. Grants**

The Councillors wish to make it clear that any grants should be subject to receipt of a full set of signed audited accounts before the Parish Council's March meeting, otherwise they will not receive the grant. This should apply to all applications for grants. It was noted that, of the grants below, only the Midlands Air Ambulance is fully audited, so this grant should not be held back. In future the Councillors recommend that the Clerk writes in October to anyone wishing to apply for a grant, to enable them to send fully signed audited accounts in time for the November meeting, which hopefully will mean no problems with issuing grants for that financial year. Proposed by Cllr Warman, seconded by Cllr Rea.

After discussion it was proposed by Cllr Warman, seconded by Cllr Rea and agreed that the following grants be paid subject to signed audited accounts are received from the Dodford Village Hall Committee, Dodford PCC and Dodford Children's Holiday Farm.

Dodford Village Hall - £500

Dodford PCC - £500

**AT THIS POINT CLLR REA LEFT THE ROOM**

Dodford Children's Holiday Farm – £150

**AT THIS POINT CLLR REA RETURNED TO THE MEETING**

Midlands Air Ambulance - £200

No applications have been received from anyone else regarding grants.

## **18. Finance**

- i. Cllr Churchill proposed and Cllr Rea seconded that Cllr Thomas be the Councillor to oversee the quarterly financial statements.
- ii. Cllr Churchill proposed and Cllr Warman seconded that Cllr Thomas be nominated as an additional bank signatory.
- iii. Cllr Rea proposed and Cllr Churchill seconded that Diane Malley be appointed as the Internal Auditor for year ending 31 March 2016.
- iv. Deposit account as at 29 January 2016 - £12,226.58  
Current account as at 29 January 2016 - £1,975.51  
Cheques still to go through - £1,912.82

Payments - Acceptance proposed by Cllr Rea and seconded by Cllr Churchill:

- a. Clerk's salary for February - £300.65
- b. Clerk's expenses - £25.66 (Use of telephone and internet line for February £5; storage for February £5; travel 12 miles @ 45p/mile £5.40 and Postage £10.26)
- c. HMRC for Clerk's salary - £75.00
- d. Allen Farnsworth (Lengthsman duties for January) - £192.00
- e. March salary for Clerk - £300.65
- f. HMRC for March Clerk's salary - £75
- g. Allan Farnsworth (Lengthsman duties for February) - £192.00

**19. Correspondence received – for information**

The only correspondence received this month is the Wellbeing in Partnership February Newsletter which is available from the Clerk

**20. Councillors items**

- i. Potential enforcement issues at Wayside, Victoria Road and Little Paddocks, Warbage Lane. The Clerk was asked to send details to the Enforcement Officer at BDC as soon as possible.
- ii. Severn Trent appear to have completed work in Priory Road but have not reset the cobbles which are in the hedge. The Clerk to chase this up with Severn Trent.
- iii. A resident has completed about cleaning up rubbish on Warbage Lane before the bend leading to the Nutnalls. The Councillor who received the complaint will advise the resident to make a formal complaint through WCC's Report It web site.

The meeting closed at 9.20pm

Signed.....Chairman