**WARNDON PARISH COUNCIL**

Report of the annual meeting of the Parish Council held

Tuesday 12th May 2015 at Lyppard Hub commencing at 7.30pm

**Present:**

D. Long (Chairman), R. Morris (V/Chairman), V. Barrall, N. Fielden, D. Merriman.

Also present:

Police Sgt A. Denny, Lydia Johnson (Press), Ward Cllr Alan Feeney, Ward Cllr Lucy Hodgson and Stephen Hodgson

**Apologies:**

Parish Warden Alex Booth, County Cllr Andy Roberts

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| **Item** | **Minute Recorded** | **Action by** |
| 1. | **Election of Chairman:**  It was proposed by R. Morris and seconded by V. Barrall that Dave Long remained as Chairman. All agreed. |  |
| 2. | **Apologies & reasons for absence:**  Apologies were received and accepted from County Cllr Andy Roberts. |  |
| 3. | **Election of Vice Chairman:**  It was proposed by N. Fielden and seconded by V. Barrall that Ray Morris remained as Vice Chairman. All agreed. |  |
| 4. | **Declarations of Interest, Registers of Interests & Applications for Councillor Dispensations:**  No applications for dispensation. All Councillors reminded to update their registers of interest if required.  R. Morris declared an interest in the planning application for GTech. |  |
| 5. | **Standing Orders review:**  Standing Orders were noted. No changes required. |  |
| 6. | **Code of Conduct:**  The Code of Conduct for Parish Councillors was noted. |  |
| 7. | **Schemes of Delegation & appointment of Councillors:**  The following schemes of delegation were agreed and Councillors appointed:  Urgent Business Committee – Chairman, V/ Chairman, N. Fielden, Clerk  Planning Committee – D. Long & R. Morris  Financial Working Group – D. Long, R. Morris N. Fielden, Clerk |  |
| 8. | **Financial Regulations, Risk Assessments & Insurance review:**  It was agreed to delegate the above matters for review to the Financial Working Group. |  |
| 9. | **Portfolio Holders appointed:**  Finance – N. Fielden  Environment – D. Merriman  Planning – D. Long  Leisure & Community – V. Barrall  Allotments (new portfolio for 2015) – R. Morris |  |
| 10. | **Councillor representation on Outside Bodies:**  Worcs Area CALC – V. Barrall plus x1 other  CALC Executive – V. Barrall  Lyppard Hub – vacant  Worcester City Standards Committee –  D. Merriman |  |
| 11. | **Minutes of the meeting held 13th April 2015**  - the Minutes were agreed and signed as a true record. Proposed V. Barrall, seconded N. Fielden. All agreed. No matters arising. |  |
| 12. | **Reports received:**  Police – Sgt A. Denny – reported on current matters within the parish including:   * Speed enforcement being carried out locally * Community Speed Watch (CSW) initiative which was agreed in principal and is to be placed on the next agenda for formal approval. * VAS data & stats now being recorded * Community signage re speed awareness   The PC also complimented Sgt Denny on the recent increase in policing in the area.  County Councillor A. Roberts – Ward Cllr L. Hodgson reported on his behalf on the following matters:   * Annual County Council meeting to be held 14th May * Annual Parish Councils meeting to be held 4th June at County Hall * Previous Parish Councillor Marc Bayliss having been appointed as Transformation & Commissioning Member for Worcs County Council * 20 mph speed limit proposal across Worcs   Ward Councillors L. Hodgson reported on the following matters:   * City Council Annual meeting to be held 19th May when the new Mayor will also be elected. Apologies for the Annual Parish Meeting on the same night. | Clerk to place ‘CSW’ on the next agenda for formal approval.  Sgt Denny to send the Clerk info for circulation before the next meeting. |
| 13. | **Environmental Matters:**  D. Merriman reported on recent matters:   * Parish Warden Alex Booth will join with Sgt Denny for future area walkabouts. * City Council reports as circulated via email. * New Parish Warden recruited but not yet been formally informed by Worcester City. * No recent matters reported by residents. * New plantation pathways completed. * New wood chippings and notice board to be invoiced for Trotshill Orchard. * Next orchard event 16th May at 10am. * Meeting to be held with Warwick Neale on 18th May re environmental Works and Stafford Ave play area. * Woodgreen Dv & Middle Hollow road works still ongoing – completion date tbc. * Great Crested Newts being surveyed by A. Booth which have increased on previous survey numbers especially Topham Ave. SSSI status retained. * X1 domestic turtle caught in the pond but x1 remains. |  |
| 14. | **Financial Matters:**  Monthly statement approved.  Financial software to be installed on 18th May with a days training for the Clerk and R. Morris arranged.  Virus software added to the PC laptop.  Audit 2014-15 is being progressed by the Clerk. The financial statement was presented for approval along with the governance statement. It was proposed by D. Long and seconded by V. Barrall that both be approved. All agreed. | Clerk to forward the audit to the Internal Auditor for checking and approval before 8th June. |
| 15. | **Planning & Rights of Way Matters:**  D. Long updated the PC on current applications including the one made by GTech which has attracted much public interest locally. Following further public consultation a new or amended set of plans is anticipated later in the year.  SWDP – still ongoing.  It was confirmed that Planning Manager Paul O’Connor will attend the Annual Parish Meeting on 19th May to explain planning protocol /neighbourhood planning.  Creation of bridleways through the Parish – a letter had been received from Worcs CC that there will be a blanket upgrading of footways to bridleways across Worcs. Whilst there was general agreement that bridleways are a good thing, concern was also raised that this would impact adversely on some footways within the parish following recent incidents reported to Police. A footway including a cycleway would be preferred similar to those through the city centre areas. | Chairman to notify residents that GTech will not be specifically on the APM agenda on 19th May.  Chairman to contact Worcs Highways (T. Comerford) to discuss options re bridleways.  Clerk to place on the next agenda. |
| 16. | **Allotments and s.106 funding:**  No updates. |  |
| 17. | **Play Areas:**  The Chairman reported on a recent meeting attended with R. Morris and with Worcester City staff which discussed strategy for the City play areas.  A further meeting is to be held after elections to discuss any options around future PC contributions.  R. Morris confirmed that any proposals must be brought back to the PC for a decision to be made.  Ward Cllr L. Hodgson explained the relationship between play areas and s.106 currently as this is causing some confusion. It was also noted that the s.106 working party has not yet held a meeting.  The Chairman commented that although consultation has now started it is important to note that further consultation is still required. |  |
| 18. | **Leisure & Community Affairs:**  V. Barrall reported on the following matters:   * An application to site a burger van on the car park by the community centre had been received. The PC would not support such an application but has not been formally consulted yet. * Fete 2015 – PC to hold a stall. All matters progressing well. * Annual Parish Meeting to be held 19th May. Planning Manager Paul O’Connor to attend as guest speaker. * Newsletter – distribution mid June. All contributions by 22nd May to the Clerk. |  |
| 19. | **Reports from Outside Bodies:**   * Lyppard Hub Management Board – no report. * Worcester City Standards Committee – no report. * CALC – no updates reported. |  |
| 20. | **Councillor Reports & Items for Future Agendas:**  R. Morris – risk assessment annual review & PC asset register – next agenda. Also need to check the financial regs re actions/ updates.  The Clerk is progressing the insurance policy renewal by 1st June.  It was proposed by N. Fielden and seconded by R. Morris that the Clerk obtains a debit card for purchases which would normally be “petty cash” expenditure. All agreed. Financial Regs to be amended to reflect this action (6.18 & 6.22). Matter to be placed on the next agenda.  It was noted that following the elections, St Peters PC currently only has x4 Councillors.  It was sadly noted that former PC Clerk Jean Chamberlain had recently passed away. | Clerk to place risk and asset register on next agenda.  Clerk to forward actual asset costs to N. Fielden so that the register can be produced.  Clerk to place Financial Regs amendment on next agenda.  Finance Working Group to meet after the Annual Parish Meeting on 19th May if time allows. |
| 21. | **Report of the Clerk:**  Mayors Civic Service to be held 14th June – Clerk to attend on behalf of the PC.  Accounts were approved for payment as follows:  Clerks salary - £406.07  HMRC payment - £270.71  BT phone & internet - £44.30  Lyppard Hub photocopying - £7.00  Kaspersky internet protection - £37.47 | Clerk to pay accounts as agreed. |
|  | **There being no further business the meeting closed at 9.20 pm** |  |