

WARNDON PARISH COUNCIL

Minutes of the annual meeting of the Parish Council held
Monday 8th May 2017 at Lyppard Hub commencing at 7.30pm

PRESENT:

Councillors: R. Morris, N. Fielden, R. Harris, V. Barrall, A. Taylor, D. Long.

ALSO PRESENT:

Ward Cllrs S. Hodgson & A. Feeney, Parish Warden A. Booth, Police Sgt S. Hallam.

APOLOGIES:

D. Merriman, L. Morris, County Councillor A. Roberts, Ward Cllrs L. Hodgson.

ELECTION OF CHAIRMAN:

It was proposed by N. Fielden, seconded by V. Barrall, that R. Morris remain as Chairman. All agreed. R. Morris accepted the role and duly signed the acceptance of office.

ELECTION OF VICE CHAIRMAN:

It was proposed by R. Morris, seconded by D. Long, that N. Fielden remain as Vice Chairman.

DECLARATIONS OF INTEREST & CONSIDERATION FOR REQUESTS FOR COUNCILLOR DISPENSATIONS IN LINE WITH S33 OF THE LOCALISM ACT 2011:

- Councillors noted to update their Registers of Interest if required
- To declare any personal or prejudicial interests on items on this agenda – none.

TO NOTE STANDING ORDERS AND TO CONSIDER REVIEWING THEM AT THE NEXT MEETING:

Duly noted – agreed no need for review.

TO NOTE THE CODE OF CONDUCT:

Duly noted.

SCHEMES OF DELEGATION:

The following schemes of delegation were agreed –

- Urgent Business Committee – Chairman / Vice-Chairman / Clerk / D. Long
- Financial Working Group – Chairman / Vice-Chairman / Clerk / D. Long
- Planning Committee – A. Taylor / L. Morris / D. Long

FINANCIAL & GOVERNANCE MATTERS:

It was agreed that the review of Financial Regs, Insurance & Risk Assessment be deferred to the FWG and placed on a future agenda as required.

COUNCILLOR ROLES:

The following Portfolio roles were agreed –

- Finance – D. Long, R. Morris, N. Fielden
- Environment – D. Merriman
- Planning – L. Morris, A. Taylor, R. Harris
- Leisure & Community – V. Barrall

The following secondary roles were agreed -

- Newsletter – D. Merriman
- Website – A. Taylor plus V. Barrall & D. Merriman to assist.
- Neighbourhood Planning – A. Taylor, L. Morris
- Allotments / VAS – R. Morris

REPRESENTATIVES ON OUTSIDE BODIES:

The following representation was agreed –

- Worcs CALC – D. Merriman & V. Barrall
- Lyppard Hub Management Board – V. Barrall & A. Taylor
- Worcester City Standards Board – D. Merriman & V. Barrall
- CALC Executive – V. Barrall

The meeting was suspended at this point to allow members of the public to address the Council -

It was noted that the allotments plans are to be finalised shortly and a feedback meeting is to be held by Worcester City Council.

It was also noted that in future it should not be referred to as an ‘extension’, but as the additional plots.

Item:	Minute Recorded:	Action By:
1.	<p>The Minutes of a meeting held 3rd April 2017 were agreed and signed as a true record. Amendments to items 94 & 95 were noted and agreed. Proposed N. Fielden, seconded A. Taylor. All agreed.</p>	
2.	<p>Reports: VAS – noted that it had been restarted today after a period of being loaned out.</p> <p>Police – Sgt Hallam updated on recent parish incidents although numbers had been low. Motorbike nuisance is still continuing and R. Morris had emailed a report prior to the meeting. Some success noted via 101 reporting and some offenders identified in Trotshill area which has reduced recent incidents. It was noted that a number of legislative options are soon to be open to Police and may be introduced locally.</p> <p>County Councillor – apologies noted. All previous topics raised have been forwarded to County Officers for action. Cllr Roberts has also been returned as County Councillor at recent election.</p> <p>Ward Councillors – noted the move to a City Council Committee system recently – roles being agreed currently. Further updates expected in time for our annual parish meeting on 31st May.</p>	

3.	<p>Environmental Matters: Report as circulated by D. Merriman. Residents issues have been passed to the Parish Warden. Noted the big improvement to pathways at Plantation. 17th May – community litter pick starts at the Hub at 10.30am.</p> <p>Parish Warden reports as circulated. Noted lots of recent collapsed hedges due to the weight of rain and strong winds.</p>	
4.	<p>Financial & Governance Matters: Audit – it was proposed by R. Harris and seconded by N. Fielden that we agree the audit governance statement as completed. All agreed. Clerk to forward for internal audit shortly.</p> <p>Statement of accounts – approved as circulated by the Clerk.</p> <p>Insurance renewal agreed as proposed by the Clerk.</p> <p>Petty cash – it was agreed that we open a p/c account in Rialtas and hold a £200 imprest balance. Clerk to arrange as agreed.</p>	<p>Clerk to – Forward accounts to internal audit. Open a petty cash account in Rialtas as agreed.</p>
5.	<p>Planning Matters: A. Taylor updated re recent planning matters. The PC noted the impact on the hedgerow in Trotshill Lane referred to in the email from L. Morris regarding the objection lodged. It seemed a timely reminder also of why Neighbourhood Planning is important.</p> <p>Neighbourhood Planning – R. Harris updated as per email circulated. It was noted that R. Harris will no longer be Chairman of the Steering Group when agreed. It was also noted that the Clerk will need to manage the accounts under PC Financial Regs although some delegated budget will be held by the Steering Group. Next steps noted as per email circulated. The proposed Steering Group (SG) members list was circulated for information including attached draft Terms of Reference. Acceptance of the members and Terms of Ref. was proposed by R. Harris, seconded by A. Taylor. Although membership was agreed, it was also agreed that the Terms of Ref. needed a little more work on them. R. Morris raised concerns re documented decisions to date including how the Code of Conduct would apply to Cllrs who are also SG members. Also that the SG should decide on the Chairperson, not the PC. There is currently no min. or max. SG membership but this also needs confirming. Clear documents are required so that the SG expectations are defined. A decision making quorum also needs to be agreed.</p>	<p>Chairman / Clerk to draft revised Terms of Ref. asap and agree via email circulation.</p>

	It was agreed that the Chair and/or Clerk should draft amended Terms of Ref. asap in order to move the process forward.	
6.	<p>Leisure & Community Affairs: The Annual Parish Meeting date of 31st May was noted but the newsletter will not be ready in time. The agenda will need to be widely circulated by all.</p> <p>Fete – 9th July – Neighbourhood Planning focus being work on.</p>	
7.	<p>Reports from Outside Bodies: Lyppard Hub Management Board – next meeting 24th May. Worcester City Standards Board – no further updates. CALC – updates as circulated.</p>	
8.	<p>Councillor Reports & Items for Future Agendas: R. Morris – defibrillator locations still on-going – negotiations taking place. Lyppard Hub installation approved now.</p> <p>It was also agreed that defibrillators should be a standing item on future agendas.</p>	Clerk to add defibs as standing agenda item.
9.	<p>Report of the Clerk: Approved accounts for payment - £406.07 Clerks salary £38.40 C.W. Joyner allotments plumbing repair work £1376.95 Worcs CALC subs / NALC affiliation fee £845.21 Came & Co insurance policy renewal £139.20 Rialtas software annual support</p> <p>Income - £2431.25 Worcs CC Lengthsman scheme</p> <p>Date of Annual Parish Meeting: 31st May 2017 at 7.30pm</p> <p>Date of next Parish Council meeting: 5th June 2017 at <u>7.00pm</u></p>	
	There being no further business the meeting closed at 8.25pm	