

WARNDON PARISH COUNCIL

Minutes of Annual Meeting of the Parish Council held Monday 14th May 2018
at Lyppard Hub commencing at 7.30 pm

PRESENT

Councillors R Morris, N Fielden, D Merriman, R Harris, V Barrall and A Taylor.

Also present:

County Councillor A. Roberts, Ward Councillors Lucy & Stephen Hodgson, Police.

ELECTION OF CHAIRMAN

It was proposed by Cllr Taylor, seconded by Cllr Barrall, that Cllr Fielden be made Chairman. All agreed. Cllr Fielden duly signed the Declaration of Office and took the Chair.

APOLOGIES

Apologies had been received from Cllrs L. Morris & D. Long, for which approval was given by those present.

An apology had also been received from the Parish Warden which was noted.

ELECTION OF VICE CHAIRMAN

It was proposed by Cllr Taylor, seconded by Cllr Barrall, that Cllr Harris be made Vice Chairman. All agreed. Cllr Harris accepted the Office.

DECLARATIONS OF INTERESTS & REQUESTS FOR COUNCILLOR DISPENSATIONS

Cllrs Taylor, R. Morris & Harris declared an interest in the DPO application / appointment. There were no amendments to Registers of Interests declared.

NEW MODEL STANDING ORDERS

Current Standing Orders were noted. It was also noted that a new model version had recently been issued by NALC and should be considered for adoption at a future meeting. The task of preparing these was delegated to the Financial Working Group.

CODE OF CONDUCT

The Code of Conduct for Councillors was noted and it was agreed that the Clerk should recirculate these to Members.

SCHEMES OF DELEGATION

It was proposed by Cllr R. Morris, seconded by Cllr Taylor, that the following delegations be made –

- Urgent Business Committee – Chairman/Vice Chairman/Cllr Morris
- Planning Committee – Cllrs L. Morris, Taylor & Harris
- Financial Working Group – Cllrs R. Morris, Fielden, Long & Harris

All agreed.

FINANCIAL REGULATIONS/ RISK ASSESSMENTS/ INSURANCE POLICY

It was agreed by all that a review of these should be carried out by the Financial Working Group, to be brought back to a future meeting for approval.

COUNCILLOR ROLES

It was agreed by those present that the following roles be allocated to Members –

- Finance – Cllrs R. Morris & Long
- Environment – Cllr Merriman
- Planning & Rights of Way – Cllrs L. Morris & Taylor
- Leisure & Community – Cllr Barrall
- Newsletter – Cllr Merriman
- Website – Cllr R. Morris
- Neighbourhood Plan – Cllr Taylor
- Allotments – Cllr R. Morris

APPOINTMENTS TO OUTSIDE BODIES

It was agreed by those present that the following appointments be made –

- Worcs CALC – Cllrs R. Morris & Barrall
- CALC Exec – Cllr Barrall
- Lyppard Hub Management Board – Cllrs Barrall & Taylor
- Worcester City Standards Board – Cllrs Merriman & Barrall

THE MEETING WAS SUSPENDED AT THIS POINT TO ALLOW MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL

Matters discussed included –

- The pedestrian crossing across Nunnery Way, which has still not been completed and made 'live'.
- The 40 mph speed limit by the new developments on Nunnery Way – concerns re the enforcement of the speed limit.
- Future developments along Nunnery Way incl a possible petrol filling station.
- Garage conversions and the impact on on-street parking / emergency access.
- Thanks were received by the PC for the £150.00 contribution pledged towards plants and materials for Friends of Warndon Villages.
- Road safety measures including 'white gates' along arterial roads.

Item	Minute Recorded	Action agreed
1.	The Minutes of a meeting held 9th April 2018 were agreed and signed as a true record. Proposed Cllr R. Morris, seconded Cllr Harris, all agreed.	
2.	Reports Police – a report was received regarding recent incidents. There were no VAS stats available from the Parish Warden. County Councillor – reports via emails as circulated. Members also discussed parking concerns in the area. Thanks were received for Cllr R. Morris for his Chairmanship and commitment to the role.	

	<p>Cllr Fielden was welcomed as Chairman.</p> <p>Ward Councillors – Thanks were received for Cllr R. Morris for his Chairmanship.</p> <p>Report as circulated by email including City election results. Members were also informed of the arrangements for the Mayoral role and the Public Spaces Protection Order consultation.</p>	
3.	<p>Environmental Matters</p> <p>Report as circulated by Cllr Merriman via email. Apologies were noted from the Parish Warden – report as circulated via email. There continues to be concern from the PC regarding the work programme of the Parish Warden from the City Council – to be discussed at a future joint meeting.</p> <p>Members noted that grass cutting had started and that the standard was being monitored as there was some concern currently.</p>	
4.	<p>Financial & Governance Matters</p> <p>The Clerk updated regarding the Internal Audit being carried out currently.</p> <p>The PC insurance policy had been automatically renewed in line with the 3 year agreement taken out until 2019.</p> <p>A quotation had been received for the Data Protection Officer role, which was considered to be acceptable however Members agreed to delegate the decision on the appointment to the Chairman & Clerk. Proposed Cllr R. Morris, seconded Cllr Harris. All agreed.</p> <p>The Lengthsman contract had been renewed with County Highways.</p>	<p>Clerk/Chairman to appoint the DPO under delegated authority agreed.</p>
5.	<p>Planning & Rights of Way Matters</p> <p>No planning applications to report this month.</p> <p>Neighbourhood Plan – Cllr Taylor updated Members re the current actions of the Steering Group, as per the emailed report. The draft Minutes of the previous meeting had also been circulated by email.</p> <p>Asset of Community Value – Cllr Taylor had circulated a briefing note re Parsonage Way. There is now a need to clarify the nomination process with the City Council. There will be a presentation by Cllr Taylor to the Annual Parish Meeting next week.</p> <p>Cllr Taylor proposed to complete the ACV nomination form and to raise this at the Annual Parish meeting next week, to gauge public feedback, and to progress the application.</p>	

	<p>Members agreed that a separate meeting should be held to discuss the ACV process. The Chairman agreed to arrange in due course.</p> <p>There were some concerns regarding the strength of the application / current use and future use of the space / timeframes.</p> <p>It was also noted that Cllr Taylor has replied to the response from the City Council regarding the recent petition lodged.</p>	<p>Chairman to arrange a meeting re the ACV.</p>
6.	<p>Public Spaces Protection Order Consultation re Alcohol Consumption (Worcester City Council)</p> <p>A letter had been received from the City Council re the above consultation which affects the whole parish. It was agreed that the letter should be circulated to all Members for comment, and that the Clerk should collate comments and form a response to the City Council by 3rd June deadline.</p>	<p>Clerk to circ the letter to all and form a response as required once comments had been received.</p>
7.	<p>Leisure & Community Affairs</p> <p>Allotments – Cllr R. Morris had circulated a report via email. Members were asked to consider options regarding the water stand pipe and it was agreed that Cllr R. Morris should progress quotations. There is no water to the new extension yet and it was proposed by Cllr R. Morris, seconded by Cllr Harris that the PC spend up to £100.00 to place a temporary supply pipe across to the site. All agreed.</p> <p>An allotment tenants meeting is also to be held shortly to discuss current issues.</p> <p>The up to date tenancy agreements were passed to the Clerk together with some payments for banking.</p> <p>Defibrillators – Cllrs R. Morris & Harris reported all are in working order. The Crowdsav app (V.2) will be issued shortly and will enable photos to be changed.</p> <p>Training has been arranged but there is a slow uptake.</p> <p>Village Fete – a meeting has been arranged to finalise plans and arrange the stall.</p> <p>Members noted that there is a new group at the Hub aimed at the over 55's and discussed supporting this with a Xmas Tea Party instead of the normal Xmas Tree competition. Cost might be up to £200.00.</p> <p>It was agreed that Cllr R. Morris would discuss this with the Hub team and report back.</p> <p>Newsletter – no report as the next edition will be September.</p>	<p>Cllr R. Morris to progress water stand pipe quotations, place a temp. supply to the new site and arrange a tenants meeting.</p> <p>Cllr R. Morris to discuss Xmas proposals with the Hub team.</p>

8.	<p>Reports from Outside Bodies Lyppard Hub Management Board – no report Worcester City Standards Board - no report Worcs CALC – updates circulated via email</p>	
9.	<p>Councillor Reports & Items for Future Agendas None</p>	
10.	<p>Report of the Clerk Accounts proposed for payment by Cllr Harris, seconded by Cllr Barrall. All agreed.</p> <p>£406.07 Clerks salary £20.79 Clerk telephone / broadband expenses £60.00 SLCC annual subscription £1446.78 CALC / NALC annual subscription £142.80 Rialtas software annual support fee £879.02 Came & Co insurance policy renewal £1008.00 Groundwork UK funding return (as agreed previous meeting – bacs xfer completed)</p> <p>Income received £10.00 Allotment admin fee received £247.25 Allotment tenancy fees received £2743.00 Worcester City annual grant payment £51209.50 Worcester City precept (first instalment)</p>	<p>Clerk to pay accounts as agreed and bank monies received.</p>
	<p>There being no further business the meeting closed at 8.50 pm</p>	