

WARNDON PRISH COUNCIL

Minutes of a meeting of the Parish Council held Monday 3rd September 2018
at Lyppard Hub commencing at 7.30 pm

PRESENT: Councillors N Fielden (Chairman), R Harris (Vice Chairman), R Morris, V Barrall, A Taylor, D Merriman, D. Long and L Morris
Also present A. Booth (Parish Warden), Police & Press.

APOLOGIES: Councillor R. Harris, County Councillor A. Roberts, Ward Councillors L & S Hodgson.

DECLARATIONS OF INTEREST: None

The meeting was suspended at this point to allow members of the Public to address the Council. Matters discussed were –

- Travellers by Tolladine Wood – concern re proximity to unadopted land and what is able to be done to move them on. It was noted that the PC is trying to identify pockets of unadopted land within the parish as part of the Neighbourhood Plan process. Some is still owned by developers. The implications of the City Council adopting these areas were also discussed.
- Hedgerows along the left hand side of Hastings Drive need attention, and it was noted that the City Council have noted the need to cut these hedges as a priority. The PC also noted the previous concerns re the cycle / pedestrian pathway.

Item	Minute Recorded	Action agreed
32.	<p>The Minutes of the Parish Council Meeting held 2nd July 2018 were agreed and signed as a true record. Proposed Cllr R. Morris, seconded Cllr L. Morris, all agreed.</p> <p>The Minutes of the Extra Ordinary Meeting held 7th August 2018 were discussed and clarification sought regarding the proposal which had been agreed. It was then proposed by Cllr R. Morris, seconded Cllr L. Morris that the minutes be signed as a true record. All agreed.</p>	
33.	<p>Reports Police – updates were received regarding recent incidents including theft and anti-social behaviour. The recent assault incident was also noted. Motorbike incidents seem lower now although late night incidents still occurring, outside of normal policing hours.</p> <p>County & Ward Councillors – Emails as circulated by Cllr Roberts were noted. Report as circulated by Cllrs Hodgson was noted. Cllr R. Morris raised ongoing concern re Parsonage Way matters.</p>	

	<p>VAS – Cllr R. Morris gave an update to the meeting and an explanation of the missing two weeks data. Speeding appears to have reduced and it was also noted that the Safer Roads Partnership had been operational in Dugdale Drive.</p>	<p>RM & AB to investigate VAS re missing data.</p>
34.	<p>Environmental & Parish Matters Cllr Merriman apologised that no report had been circulated. The reduction in grass cutting was noted due to recent weather. This will be taken up with the City. There are outstanding repairs to bus shelters. Resident's feedback had been noted and most works actioned. Land ownership matters still ongoing re areas being mowed. Three walkabouts had taken place over the summer. 'Best practice' land management training had been attended by Cllr Merriman. Travellers site rubbish had been collected by the Parish Warden. Tree survey – need to follow up the outstanding quote and will report to the next meeting. Play area to rear of Dunmow Ave is having sleepers replaced. The site has been left unsafe and reported to the City Council who will fence it off. Volunteer events – see Parish Warden report. Lengthsman & Parish Warden report as circulated via email. Winter works – able to commence soon once bird nesting season ends.</p>	<p>Notes from the training to be given to the Clerk for PC records.</p> <p>DM - tree survey report to next meeting.</p>
35.	<p>Village Gateways / Speed Reduction – report as circulated by Cllr R. Morris, suggesting a scheme for Plantation Drive. Quote obtained for x2 two metre gates installed = £1643.24 + vat. Cllr A. Roberts has also offered 50% funding towards the scheme. Liaison with City required re grass cutting; Highways notified; Planning permission to be checked. May also ask Highways to relocate the 30 mph sign by a few metres. Need to seek advice re where the best place is to locate the gates for maximum 'impact'. Also to consider including the PC logo on them to raise awareness.</p>	<p>The PC agreed that Cllr R. Morris should progress the matter and bring a final proposal to the next meeting.</p>
36.	<p>Planning & Rights of Way Matters Cllr L. Morris had emailed a monthly report which was noted.</p> <p>Neighbourhood Plan (NP) – Cllr Taylor had emailed an updates report. Brodie P.A. Consultants – process now underway and a meeting planned for initial work re the NP. A funding bid has been submitted for £5600; remaining funds are £3400 which may roll over in to the next financial year. A draft revised timetable had been circulated – final submission date Aug 2019. Questionnaire publicity options, including social media, are being explored, however the newsletter option is no longer viable due to timescales despite the ideal way to 'blanket cover'</p>	<p>DM to pass newsletter content to the Clerk asap.</p>

	<p>the Villages. Cllr Merriman has drafted some newsletter content but it is not yet ready to publish.</p> <p>Further discussion took place to clarify the proper process of NP Steering Group (NPSG) decision making. The matter referred back to the agreed proposal at the 7th Aug Ext Ord meeting which had been noted. The PC has given authority for the NPSG to progress with Brodie P.A. to questionnaire distribution stage. It was also recommended that the questionnaire be given a 3 week survey response time. Volunteers may be recruited to assist with the process.</p> <p>Review of results / analysis subject to response rates.</p> <p>Remaining funding draw down also to be reviewed subject to response rates.</p> <p>It was agreed to communicate between meetings via email however a normal or ext. ord. meeting is preferred for the decision making process. Flexibility by the PC was agreed to aid the process.</p> <p>Realistically, the analysis is most likely after the November PC meeting. It was noted that the timescale also needs to allow for the referendum an PC approval before final submission.</p>	<p>Cllr Taylor agreed to liaise with the Clerk re the timing/content of the newsletter as appropriate.</p>
37.	<p>Leisure & Community Affairs</p> <p>Cllr Barrall reported on a very successful Village Fete this year. Xmas is the next focus and Cllrs are working with the Hub re planned activities. There is suggestion of a photographic competition which could then be used for the NP process? Noted that copyright would be required.</p> <p>Allotments – Cllr R. Morris reported that signage and a notice board are no longer required. All plots are now let out.</p> <p>Defibrillators – no update.</p> <p>Newsletter – see previous Minutes.</p>	
38.	<p>Financial & Governance Matters</p> <p>Statement of accounts as circulated by the Clerk – approved.</p> <p>GDPR (data protection) – DPO contract has been finalised.</p>	
39.	<p>Reports from Outside Bodies</p> <p>Lyppard Hub Management Board – Thanks for the new projector and screen. Ward Cllr S. Hodgson is now a new Trustee for the Hub.</p> <p>Worcs CALC – updates as circulated by email.</p> <p>Worcester City Standards Board – a meeting is to be held on Weds.</p>	
40.	<p>Councillor Reports & Items for Future Agendas</p> <p>Cllr Taylor – supportive of C. Dobbs attending a future meeting via County Cllr A. Roberts.</p> <p>Chairman – please note that the next meeting will be at 7pm to include a presentation on M5 j6 works.</p>	

41.	<p>Report of the Clerk</p> <p>The Bank of Ireland account transfer to Unity Trust Bank has been authorised as previously agreed. Bak of Ireland account is now closed.</p> <p>Accounts for payment as below – proposed by Cllr Taylor, seconded Cllr L. Morris. All agreed.</p> <p>£564.80 Clerks salary £28.46 Clerks expenses (admin) £232.42 Clerks expenses (PC fete stall expenditure) £83.33 Clerks expenses (one third of CiLCA registration) £35,500.00 Lyppard Hub annual grant £18.49 Fete / N. Plan expenditure - petty cash £30.00 Worcs CALC Chairmanship training fee £540.00 Brodie Planning Associates – N. Planning £200.00 Account transfer to petty cash</p> <p>£46.50 Money received at the meeting for allotment fees</p>	Clerk to pay accounts / bank cash as agreed.
	<p>There being no further business the meeting closed at 9.05 pm</p>	