

WARNDON PARISH COUNCIL

Minutes of a meeting of the Parish Council held Monday 1st October 2018
at Lyppard Hub commencing at 7.00 pm

PRESENT: Councillors N Fielden (Chairman), R Harris (Vice Chairman), R Morris, V Barrall, A Taylor, D Merriman and D. Long

Also present: Retiring Cllr L. Morris, County Cllr A. Roberts, Ward Cllr S. Hodgson, A. Booth (Parish Warden) and Police.

APOLOGIES: Ward Councillor L. Hodgson.

RESIGNATION RECEIVED: A resignation had been received from Cllr L. Morris which had been accepted by the Chairman. The meeting noted that the vacancy had been reported to Worcester City Electoral Services and public notices had been posted as required. The Council thanked Mr Morris for his contribution, with special recognition of the planning work undertaken.

PRESENTATION: Apologies had been received from Mark Fox, Construction Liaison Officer, Interserve Construction Limited on M5 j6 works. To be deferred to a future meeting if appropriate.

DECLARATIONS OF INTEREST: None

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

- 'White gates' speed reduction measures and the option for it to be a community project. It was noted however that this was not possible on H&S grounds. Localised planting may be an option though.

| Item | Minute Recorded | Action agreed |
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| 42. | The Minutes of the Parish Council Meeting held 3rd September 2018 were agreed and signed as a true record. Proposed Cllr D. Merriman, seconded Cllr A. Taylor, all agreed. | |
| 43. | Reports: Police – an update was received regarding recent incidents including 'boy racers'. Some vehicle thefts reported and a reminder to all to lock vehicles securely. Improved Police patrols in the area now. Stats received may not be completely accurate and the Police will send to the Clerk in due course if required. VAS: Cllr Morris reported that the sign was slightly defective and repairs are required. | Cllr Morris to report to PC asap re repairs. AB to remove VAS asap and store for repair. |

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| | <p>County Councillor: updates as emailed via the Chairman. Local issues discussed incl. the 40 mph section of the bypass and the new crossing by the hospital. Further updates to follow.</p> <p>Ward Councillors: report emailed by Cllr L. Hodgson was noted.</p> | |
| 44. | <p>Environmental Matters: Report as circulated by Cllr Merriman. No walkabout in September – next one 8th October. Bus shelter repairs still outstanding – to be followed up with County Cllr Roberts. No review yet regarding dog bins. Grass cutting – days owed to be followed up with the City. No resident complaints received this month. Tree survey still outstanding – next meeting to bring quotes. Winter works – meeting with AB next week. Volunteer projects as circulated.</p> <p>Parish Warden – report as circulated. Query re the allocation of £17K funding for practical project at Mabbs Close allotments now being a volunteer project? W. Neale at the City to run the project past senior officer / Cllr Morris to make contact as well. Hedge cutting has started now. Lots of fly tipping recently. Still frustration re the vegetation across the pedestrian pathway along Hastings Dv. – City to be asked to make a priority task.</p> <p>Village Gateways – Cllr Morris progressing.</p> | <p>Tree survey quotes to next meeting.</p> <p>Cllr Morris to contact the City re the Mabbs Cl. Allots project funding.</p> <p>Cllr Morris to contact the City re Hastings Dv clearance.</p> |
| 45 | <p>Planning & Rights of Way Matters: Current applications – see report as circulated by L. Morris.</p> <p>Neighbourhood Planning – Cllr Taylor had circulated a report via email re the draft questionnaire. Feedback requested. Thanks to all who have assisted with this work to date. Assuming all goes as planned – 1st & 2nd Oct – final amendments to be done 3rd Oct – load to on-line system 4th Oct – send to printers 11th Oct – prepare distribution Week commencing 15th Oct – delivery around the parish The newsletter dates were confirmed by the Clerk and Cllr Taylor or Cllr Merriman will liaise re areas to be covered for delivery. The NP grant funding has been approved as £5400.00. It was again noted that following review of questionnaire response rates, a decision would be taken regarding further progression. Cllr Taylor proposed that Brodie Planning Assoc. (BPA) be used for 'phase 2' at an approx. cost of £990.00 + vat, but this to be dependent on the final number of responses received. It was noted that the sum had already been included within <u>budget</u>, but had not yet been approved to <u>spend</u>. It was suggested by Cllr</p> | |

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| | <p>Morris that a future extra ordinary meeting date be called after 12th Nov – date tba via the Clerk. There had also been a quote for £36.81 + vat for publicity banners.</p> <p>There followed a discussion as to what would happen if only a few responses were received and whether the NP Steering Group had set a target. There was also concern that the draft questionnaire appeared very long and may deter people from completing it. It was noted that some questions had to be included to meet criteria set by the Inspectors.</p> <p>The meeting noted the breakdown of costs per household –v- the anticipated response percentage, and whether this is now the ‘stop or proceed’ moment? Cllr Taylor reported that the national average for responses is 2-3% and the ‘stop or proceed’ moment would be after response analysis has taken place.</p> <p>The Chairman reminded the Council of its commitment so far, and Cllr Taylor suggested that there were now two matters –</p> <ol style="list-style-type: none"> 1. BPA analysis – NP Steering Group decision. 2. Decision to proceed is a PC decision based on analysis of response rates. The PC has already agreed to be flexible in order to ease the process. <p>The ‘stop or proceed’ figure is still to be agreed based on the quality and quantity of responses. It was noted that there were a number of ‘expected’ responses from the NPSG, Cllrs and their close family and although these are residents, it should not be counted as ‘community engagement’.</p> | <p>Cllr Taylor to liaise with the Clerk for a meeting date after 12th Nov as required.</p> |
| 46 | <p>Leisure & Community Affairs: Cllr Barrall reported that there would be no PC Christmas event this year, but a Spring event will be arranged instead.</p> <p>Cllr Morris reported that all allotment plots are now taken. There is x1 person on the waiting list and x2 plots are to be checked for compliance.</p> <p>It was agreed that defibrillators be removed as a standing agenda item from now on.</p> <p>Newsletter – draft as circulated. Clerk to progress in accordance with the NP timetable. Any feedback to Cllr Merriman asap.</p> | <p>Cllr Morris to check x2 plots.</p> <p>Clerk to circulate final draft asap.</p> |
| 47 | <p>Financial & Governance Matters: The Statement of accounts as circulated by the Clerk was approved.</p> <p>The second half of the precept has not yet been received from the City and is being chased up by the Clerk.</p> <p>GDPR – a privacy notice is to be included on the NP questionnaire. Third party processing to be checked as well.</p> | <p>Clerk to chase up precept.</p> <p>Cllr Taylor to liaise with the Clerk or the DPO re NP / GDPR matters.</p> |
| 48 | <p>Reports from Outside Bodies: Worcester City Standards Board – Cllrs Barrall & Merriman attended a recent meeting and reported on matters discussed.</p> | |

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| | <p>Lyppard Hub Management Board – no report.</p> <p>CALC – updates as circulated by the Clerk.</p> | |
| 49 | <p>Councillor Reports & Items for Future Agendas:</p> <p>SWDP review meeting at County Hall on 6th Nov – Cllr Taylor to attend.</p> <p>Worcester City Masterplan Launch – Cllr Merriman to attend.</p> <p>Next PC meeting the Chair and Vice Chair will both be absent – noted by the Clerk.</p> | <p>All to notify the Clerk of attendance to ensure a quorum.</p> |
| 50 | <p>Report of the Clerk:</p> <p>It was noted that the final bank transfer of funds from Bank of Ireland to Unity Trust Bank, had been completed.</p> <p>Accounts approved for payment – proposed Cllr Morris, seconded Cllr Long. All agreed.</p> <p>£565.00 Clerks salary £15.66 Clerks expenses (phone & internet) £91.04 Clerk – printer ink £698.98 Clerks laptop & printer (Currys PC World) £429.83 HMRC Q2 PAYE payment £140.00 Worcester City Council legal fees (land at Dugdale Drive) £157.20 Brodie P.A. Consultants (N. Plan – retrospective) £480.00 PKF Littlejohn LLP external audit fee £8.00 Lyppard Hub – N Plan photocopying</p> <p>Money received - £10.00 allotment admin fee</p> | <p>Clerk to pay accounts as agreed.</p> |
| | <p>There being no further business the meeting closed at 9.15 pm.</p> | <p>A provisional date of 24th October was agreed for an extra ordinary meeting to discuss co-option – meeting to take place only if permission is received from the City Electoral Services team to co-opt.</p> |