

WARNDON PARISH COUNCIL

Minutes of a meeting of the Parish Council held Monday 4th February 2019
at Lyppard Hub commencing at 7.30 pm

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

Also present: County Cllr A. Roberts, Ward Cllr L. Hodgson, Richard Fowler (Chair of the Neighbourhood Plan Steering Group), Police and 6 members of the Public.

APOLOGIES: Ward Cllr S. Hodgson, A. Booth (Parish Warden).

DECLARATIONS OF INTEREST: None

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

- A new resident queried re a possible new entrance at Tattershall Field to facilitate access. Cllrs Merriman and Cross agreed to attend a site visit.
- A resident raised concern regarding the Interserve development at Sixways and the traffic lights, vehicle emissions and light pollution impacting on the area. Could the traffic lights be peak time only? It was noted that this is the responsibility of Highways England and Interserve, but the PC Planning Committee agreed to check proposals.
- There was a general discussion about possible 20 mph speed limits within the parish and how sometimes it can have a negative impact on accidents and fatalities. There is also a query as to how the limits would be enforced. The PC agreed to discuss these matters in the future, including looking at pavement parking issues. It was noted that roads in the parish were designed to reduce speeds in the area.
- A resident queried the tarmac path to the side of the gates at Trotshill Lane East. The Chairman explained the reason for this due to developments since then. Ward Cllr Hodgson also explained the associated planning process.
- A resident raised concern regarding motorbikes now using the pathway again along Trotshill Lane West. The Police noted that it was mostly between the hours of 13:30 – 14:00.

Item	Minute Recorded	Action agreed
78	The Minutes of the Parish Council Meeting held 7th January 2019 were agreed and signed as a true record. Proposed Cllr Taylor, seconded Cllr Barrall, all agreed.	
79	Reports: Police – the PC received updates regarding motorcycle usage and parking proposals for the Harleys / Aconbury Close. Cllr Morris mentioned the Travellers along Wainwright Way and the public concerns raised regarding the ticketing of parked cars during the Rugby match recently, when traveller vehicles were not ticketed. The Police confirmed that the Traveller Liaison Officer attended the scene. Land ownership also had to be	

	<p>confirmed for removal processes. Dugdale Drive HGV parking also a concern since the new warehousing has been developed. The Police have noted this and will monitor. County Cllr Roberts confirmed the reporting process.</p> <p>VAS – Cllr Morris had circulated a report prior to the meeting which was duly noted. A clear reduction in speeding was noted.</p> <p>County Councillor: Cllr A. Roberts reported on the following matters –</p> <ul style="list-style-type: none"> • The 4G mast proposal needs a co-ordinated response from PC, Ward and County Cllrs. • Natural Networks info has been passed to the Chairman and Cllr Merriman. • Bus stop repairs are underway finally! • At a Cabinet meeting, the County proposed a 2.99% council tax increase (1% to fund Adult Social Care). <p>Ward Councillor: Cllr L. Hodgson reported on the following matters, having previously circulated a report via email –</p> <ul style="list-style-type: none"> • Worcester 6 development update. The PC queried how many <i>actual</i> jobs have been created? There is a difference between new jobs and transferred jobs although planning reports do not differentiate between them. Cllr Hodgson clarified how sites are allocated although job details remain confidential currently. Worcester City receives an overage back from the development but not business rates. • Cllr Merriman asked about future plans for lorry parking and whether Croft Rd would be retained as there are currently concerns within the parish about HGV parking. Is a park needed off the motorway? 	
80	<p>Environmental & Parish Matters: Cllr Merriman had circulated a report via email. Concerns were raised by those present regarding the involvement and cross-over between parish and City responsibilities and voluntary roles. It was noted that the PC don't own the asset so have limited control and can only influence and propose works. Tree survey quotes are still being chased up as 3 quotes are required. There is a need to progress asap now before the financial year end. It was proposed by Cllr Morris, seconded by Cllr Cross that delegated authority be given to Cllrs Merriman and Fielden, plus the Clerk, to progress the survey up to a spend of £4K + vat. All in favour. Recycling visit on 5th Feb in the evening. No winter works programme planned. Operational actions agreed with the City Ops Team are being chased up by the Clerk. Parish warden report – to follow after the meeting.</p> <p>20 mph speed limits – it was agreed to defer this item until the new PC in May 2019 as it had already been discussed in public session.</p> <p>White Gates – Cllr Morris had circulated updates via email. The</p>	<p>Tree survey to be progressed asap – Cllrs Merriman & Fielden/Clerk.</p> <p>Clerk to chase up Ops actions with the City.</p> <p>Clerk to defer 20 mph speed limits.</p>

	<p>licence has been revoked 1 day before installation by Highways. Cllr Morris and County Cllr Roberts are currently liaising with Highways to find a solution but it is extremely disappointing. The contractor will be invoicing for materials which it is hoped will be reimbursed by Highways.</p> <p>Anti-social behaviour / 'boy racers' – Cllr Cross has attended a recent meeting for which a report has been circulated.</p>	<p>Cllr Morris and Cty Cllr Roberts to liaise with Highways re white gates.</p>
81	<p>Planning & Rights of Way Matters: Cllr Harris had circulated a report regarding recent planning application responses made. The 4G phone mast will be discussed with County Cllr Roberts and Ward Cllr L. Hodgson to agree a joined up response.</p> <p>Neighbourhood Planning – Cllr Taylor had circulated an update report via email. R. Fowler (Chair of the NPSG) updated the PC regarding the questionnaire (report as circulated) and the two recent meetings held. A greenspace audit is needed; Brodie Planning Associates have quoted for training support for the NPSG and Cllr Taylor proposed the PC accept the quote as written - £1500.00. To be paid for by the NP budget / grant). Seconded Cllr Morris. All in favour. Thanks to County Cllr Roberts for assistance to date.</p>	<p>Cllr Taylor to notify BPA re quote acceptance.</p>
82	<p>Leisure & Community Affairs: Councillor Report - Cllr Barrall updated regarding the work in progress for the 2019 Fete.</p> <p>Allotments - Cllr Morris had circulated a report regarding the allotments. Problems with the water supply billing were also explained – STW account has been transferred to WaterPlus and the supply bills need to be reviewed back as far as 2017 so it can be brought up to date. It was proposed by Cllr Morris, seconded by Cllr Taylor, that Cllr Morris and the Clerk sort out the billing and pay up to date. All in favour. Cllr Morris then updated the meeting as follows regarding the allotments works/repairs required together with associated budgets – It is confirmed that the quote from the plumber, includes hire of a mini-digger to excavate the necessary channel for the water pipe extension at 700mm depth, the water pipe will cross the drainage gully in an outer pipe which will be clipped to the underside of the bridge. The cost to do this and install three standpipes in the new allotments is £1994.01 +VAT. Cllr Morris recommended that the PC go ahead with this work by end of March 2019. It was noted that there is still £3000.00 in EMR to complete this work. The work to install x3 standpipes was proposed by Cllr Morris, seconded Cllr Long. All in favour. The PC was also advised to make provision for two coded locks to be purchased in readiness for when the current locks are no longer serviceable at a maximum cost of £100.00. The purchase of x2 coded locks was proposed by Cllr Morris, seconded Cllr Taylor. All in favour.</p>	<p>Cllr Morris / Clerk to sort out allotment water bills.</p> <p>Cllr Morris to progress standpipes / padlocks as agreed.</p> <p>Clerk to action EMR transfer as agreed.</p>

	<p>Cllr Morris also suggested that the remaining EMR for the allotments be released back into Allotments Budget or General Reserves as it's unlikely to be required in the next few years. The EMR transfer was proposed by Cllr Morris, seconded Cllr Taylor. All in favour.</p> <p>Newsletter – content is required by the end of this week. The Clerk and Cllr Merriman will collate. The Clerk will then draft and circulate before the next meeting.</p> <p>PC Facebook page – a draft page was circulated by the Clerk to the meeting. It was agreed by all that the Clerk is to be the Admin for the page and that content is to be managed carefully. It was agreed by all that the page be published and go live asap.</p>	<p>Cllr Merriman and the Clerk to progress the newsletter.</p> <p>Clerk to publish the Facebook page. Cllr Morris will forward old web page content to the Clerk.</p>
83	<p>Financial & Governance Matters: Accounts statement agreed as circulated by the Clerk.</p> <p>Environmental 2 budget – Cllr Morris had circulated a report and proposed that a new S.I.D. be purchased at a cost of up to £4K, less any 3rd party funding received. Also to vire funds from the Env. 2 budget. Seconded by Cllr Taylor. All in favour.</p> <p>Financial Regs – Cllr Fielden as part of the Financial Working Group, is updating the document currently in time for the elections in May 2019. To be circulated in due course.</p> <p>Lyppard Hub Agreement – a draft agreement between the Lyppard Hub and the PC had been circulated for approval. The Chairman explained the reason for the document in order to validate the current arrangements for the future. It was proposed by Cllr Fielden, seconded by Cllr Barrall that the PC adopt the agreement as drafted. All in favour. The agreement was duly signed by the Chairman.</p> <p>GDPR updates – none.</p> <p>Social Media Policy – a draft policy had been circulated by the Clerk. It was proposed by Cllr Fielden, seconded by Cllr Harris, that the policy be adopted by the PC. All in favour. It was also agreed that the policy will be reviewed annually in line with an overall review for GDPR.</p>	<p>Cllr Morris to progress the S.I.D. purchase / Clerk to vire funds as agreed.</p> <p>FWG to update the Financial Regs and circ.</p> <p>Clerk to forward a signed copy of the agreement to the Lyppard Hub Manager.</p>
84	<p>Reports from Outside Bodies: Lyppard Hub – no report. Worcester City Standards Board – no report. Worcs CALC – reports as circulated via the Clerk were noted.</p>	
85	<p>Councillor Reports & Items for Future Agendas: None.</p>	

86	<p>Report of the Clerk: Accounts were proposed for payment by Cllr Morris, seconded by Cllr Long. All in favour.</p> <table border="0"> <tr> <td>£565.00</td> <td>Clerks salary</td> </tr> <tr> <td>£33.50</td> <td>Clerks expenses (defibrillators)</td> </tr> <tr> <td>£29.16</td> <td>Clerks phone/internet/mileage</td> </tr> <tr> <td>£8.50</td> <td>Worcs CALC Good Cllrs Guides</td> </tr> <tr> <td>£553.20</td> <td>Brodie Planning Assoc – NP work (retrospective)</td> </tr> <tr> <td>£200.00</td> <td>Bayliss Accountancy Services</td> </tr> <tr> <td>£2589.84</td> <td>Paul Stanley Fencing – village gateways & signs</td> </tr> </table>	£565.00	Clerks salary	£33.50	Clerks expenses (defibrillators)	£29.16	Clerks phone/internet/mileage	£8.50	Worcs CALC Good Cllrs Guides	£553.20	Brodie Planning Assoc – NP work (retrospective)	£200.00	Bayliss Accountancy Services	£2589.84	Paul Stanley Fencing – village gateways & signs	Clerk to pay accounts as agreed.
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	<p style="text-align: center;">There being no further business the meeting closed at 9.10 pm</p> <p style="text-align: center;">Date of next meeting: Monday 4th March 2019</p>															