

# WARNDON PARISH COUNCIL

Minutes of a meeting of the Parish Council held Monday 9<sup>th</sup> April 2018  
at Lyppard Hub commencing at 7.30 pm

**PRESENT:** Councillors N Fielden (Chairman), R Harris (Vice Chairman), R Morris, D Long, V Barrall, A Taylor and L Morris  
Also present County Councillor A. Roberts, Police

**APOLOGIES:** Councillor D Merriman and 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 –**

- A hedge overhanging the pavement at Knotts Ave was referred to the Parish Warden
- Query re the two playgrounds being upgraded (Piri Ave & Caister Ave) – works still not completed
- The roundabouts at the top of Plantation Dv & Parsonage Way need vegetation cut back – Cty Cllr A Roberts to refer to Highways

Item	Minute Recorded	Action agreed
11	<p><b>The Minutes of the Annual Parish Council Meeting held 14<sup>th</sup> May 2018</b> were agreed and signed as a true record. Proposed Cllr Morris, seconded Cllr Harris. All agreed. It was noted that Cllr Merriman, not Cllr R. Morris agreed to be the CALC Exec Rep and the Minutes amended.</p>	
12	<p><b>Reports</b>  <b>Police</b> – ‘Boy racers’ are being monitored and should be reported to 101. Some of these vehicles are from outside the city. Some parking issues this month and some anti-social behaviour reported.                      New Sergeant in place with traffic management experience.</p> <p><b>VAS</b> – report as circulated by Cllr R. Morris. Noted speeds are increasing again and will require Police support to reduce.</p> <p><b>County Councillor</b> – reports as emailed via the Chairman. Resurfacing has been delayed locally but the new schedule will be shared with the PC.</p> <p><b>Ward Councillors</b> – report as circulated by email. PC environmental concerns re money spent have been raised at Env. Committee.</p>	

13	<p><b>Environmental Matters</b>  Report as circulated by Cllr Merriman and actions noted.  Parish Warden report as circulated by the Clerk.  The Clerk was asked to contact W. Neale to chase up Middleton Gdns actions.</p>	Clerk to chase up Middleton Gdns actions (WN)
14	<p><b>Planning Matters</b>  Cllr L. Morris had circulated a report by email re recent responses to developments.  Also noted public concerns re the possible petrol filling station along Nunnery Way (objections lodged in March). Application now with Env. Agency due to location near a water source.  Cllr L. Morris also asked the PC to consider a Tree Protection Order (TPO) at the golf course. There would be no cost to the PC and it was agreed that Cllr L. Morris should write to the City Council about a TPO.</p> <p><b>SWDP</b> – The City has ‘called for sites’ again. It was agreed that there should be a PC statement; however it will also need to be looked at as part of the neighbourhood planning process due to the challenges involved and pressures on housing targets. It was noted that the neighbourhood plan will have to take the SWDP(2) in to account and vice-versa.</p> <p><b>Neighbourhood Plan</b> – Cllr Taylor proposed a new member of the NP Steering Group, Mike O’Sullivan. A Register of Interests had been received by the Clerk. The proposal was seconded by Cllr Harris. All agreed.  Cllr Taylor had emailed an NP update on actions following the Annual Parish Meeting presentation on 21<sup>st</sup> May. Recent draft Minutes are to be circulated asap.  It was suggested that an NP timescale would be useful as possibly a year to complete the plan – to be confirmed.</p> <p>Petition to the City has received encouraging feedback from Env. Law Foundation.  Cllrs Fielden &amp; R. Morris and the Clerk met with City Officers last week and the petition was referred to at the meeting. Reference was also made to Historic England re local authority consideration of heritage policies and associated concerns.</p>	<p>Cllr L. Morris to write to the City re a TPO.</p> <p>Cllr Taylor to circulate recent NPSG minutes and confirm Np timescale.</p> <p>Clerk to circ. City meeting notes once approved.</p>
15	<p><b>Leisure &amp; Community Affairs</b>  Cllr Barrall reported that the annual villages fete planning continues.  Cllr R. Morris has spoken to Lyppard Hub re the Xmas party idea for over 55’s and the team are happy to progress.</p> <p><b>Allotments</b> – Cllr R. Morris had circulated a report via email re tenancies – currently on vacant plot. Approx 50 tenants now and it was agreed that the Clerk should investigate Rialtas Software to manage the allotment admin in the future.</p> <p><b>Newsletter</b> - next edition in September. All to consider content please.</p>	Clerk to check re allotments software options/costs.

16	<p><b>Financial &amp; Governance Matters</b></p> <p>The statement of accounts as circulated by the Clerk was approved.</p> <p>It was proposed by Cllr R. Morris, seconded by Cllr Taylor, that £2.5K should be transferred in to ear marked reserves for allotments. All agreed.</p> <p>It was agreed that Cllr Harris should be added as a signatory to the UTB accounts in due course.</p> <p>The internal audit has been completed and approved. There will potentially be an Extra-ordinary meeting on 14<sup>th</sup> June in order to approve the annual governance and accounting statements for external audit.</p> <p>Data Protections (GDPR) – the Clerk updated re actions. The DPO has been appointed and a meeting is to be arranged to agree next steps and draft documents. These will be presented to the next meeting for approval.</p> <p>Standing Orders (New Model 2018) – a draft had been circulated by the Clerk and the changes summarised. It was proposed by Cllr R. Morris, seconded By Cllr Taylor, that the new draft be adopted subject to a review by the Financial Working Group by end of July. All agreed. Clerk to arrange a meeting of the FWG.</p>	<p>Clerk to arrange EMR as agreed.</p> <p>Clerk to confirm Ex-ord meeting on 14<sup>th</sup> June.</p> <p>Clerk to arrange DPO meeting and draft docs for next PC meeting approval.</p> <p>Clerk to arrange a FWG meeting.</p>
17	<p><b>Reports from Outside Bodies</b></p> <p>Lyppard Hub Management Board – solar panels being quoted.</p> <p>Worcester City Standards Board – no update.</p> <p>Worcs CALC – updates as circulated by the Clerk.</p>	
18	<p><b>Councillor Reports &amp; Items for Future Agendas</b></p> <p>None.</p>	
19.	<p><b>Report of the Clerk</b></p> <p>Accounts proposed for payment by Cllr R. Morris, seconded Cllr Barrall. All agreed.</p> <p>£406.07 Clerk's salary</p> <p>£28.52 Clerk's expenses – travel</p> <p>£86.79 Petty cash – stationery / printer ink</p> <p>£2558.52 Paul Stanley Fencing – allotments extension works</p> <p>£87.70 Screwfix – allotment water supply parts (agreed prev. meeting)</p> <p>Money received</p> <p>£38.50 - allotment tenancy fees (BACS)</p> <p>£212.00 – allotment tenancy fees (Cash &amp; chq)</p>	<p>Clerk to pay accounts as agreed.</p>
	<p><b>There being no further business the meeting closed at 8.35 pm</b></p>	