

WARNDON PRISH COUNCIL

Minutes of a meeting of the Parish Council held Monday 2nd July 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 and L Morris
Also present County Councillor A. Roberts, Ward Councillors L & S Hodgson, A. Booth (Parish Warden), T. Bayliss (Data Protection Officer), Police & Press.

APOLOGIES: Councillor D Long.

DECLARATIONS OF INTEREST: None

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

- Shrub cutting adjacent to Snowberry Avenue and tarmac repairs required.

Item	Minute Recorded	Action agreed
20	<p>The Minutes of the Parish Council Meeting held 4th June & the Extra Ordinary meeting held 14th June 2018 were agreed and signed as a true record.</p> <p>4th June proposed by Cllr Merriman, seconded Cllr Harris, all agreed.</p> <p>14th June proposed by Cllr R. Morris, seconded Cllr Taylor, all agreed.</p> <p>Amendments agreed to 4th June minutes – date & para.15</p>	
21	<p>Meeting with City Officers 31st May 2018</p> <p>The content of the meeting was discussed as per the report circulated. Actions noted as agreed.</p>	<p>AT to follow up previous outstanding actions with Alice Davey & Andrew Round.</p> <p>Clerk to liaise re a meeting on 20th July to be arranged.</p>
22	<p>Financial Working Group meeting 14th June</p> <p>The actions agreed were noted by this meeting.</p> <ul style="list-style-type: none"> • Standing Orders reviewed and circulated. • Financial Regs reviewed • Bank accounts transfers agreed • Ear marked reserves agreed • New laptop & printer to be purchased for the Clerk • Asset Register to be updated • Insurance policy to be checked re allotments assets • Risk assessment reviewed 	<p>FWG to action points as agreed</p>
23	<p>Reports</p> <p>Police – updates noted re ‘boy racers’ and off road motorbikes. New Sergeant has yet to make contact but noted the role now covers the whole of Worcester.</p>	

	<p>VAS stats noted as circulated by Cllr R. Morris. Ward Councillors – report as circulated. County Councillor – no report.</p>	
24	<p>Environmental & Parish Matters Report as circulated by Cllr Merriman and actions noted together with outstanding issues. The Chair asked the Parish Warden if the nettles could be tackled as they are getting very high in places? Noted that grass cutting has stopped temporarily due to extremely hot weather. Still PC concern regarding the standard of enhanced grass cuts and the specification for the work. Some areas do not seem to be cut as per previous years? A meeting will be held with City Officers on 20th July to discuss these and other concerns (Cllrs Fielden, R. Morris & the Clerk to attend). Parish Warden report as circulated via email. Lots of broken glass recently to clear away together with some vandalised fencing. Also very busy with hedge and path maintenance. Noted ongoing concern re the pathway along Hastings Dv re the cycle and pedestrian lanes. Hedge clearance at the allotments has been done to improve visibility. Signage may now be needed.</p>	<p>Parish Warden to check re nettles.</p> <p>NF/RM/Clerk to attend City Council meeting.</p> <p>Signage costs to be obtained / approval via email – RM/DM to liaise with Parish Warden - Sept agenda.</p>
25	<p>Planning & Rights of Way Matters Report as circulated by Cllr L. Morris – applications & responses noted.</p> <p>The Chairman informed the PC about the consultation re the 40 mph speed limit along Trotshill Way – email circulated before this meeting. Discussion took place re the PC response which Cllr R. Morris offered to do – all agreed.</p> <p>Neighbourhood Planning – Cllr Taylor noted concerns re the petrol filling station proposals and updated the meeting re comments made at the City Council meeting held. Cllr Taylor also updated the PC regarding the NP proposed timetable and actions – see email circulated. Initial draft of the Plan in Oct 2018 following public consultation, then back for further consultation Dec/Jan 2019 and ongoing. By end April 2019 it is hoped to submit the Plan to the City Council. Then a further 6 months to the referendum. Completion target Dec 2019. Cllr Taylor agreed to circulate all draft docs to the PC as progress is made. The minutes of the Steering Group meeting held May 2018 were circulated via email. Funding grant submission has been checked and Cllr Taylor will submit. There will be approx. a 15 day turnaround. It was agreed that an OS mapping licence and Royal Mail postcode licence (PAF) should be purchased for NP work. Cllr Taylor is approaching NP Consultants and looking at options</p>	<p>RM to respond to 40 mph consultation.</p> <p>AT to circulate the proposed NP questionnaire.</p> <p>AT to submit funding application.</p> <p>Clerk to purchase OS licence & PAF software.</p>

	<p>with the Steering Group – will report back in due course. Cllr Taylor to send final project plan to the PC once completed via the Steering Group.</p>	
26	<p>Leisure & Community Affairs Cllrs Barrall & Merriman are making final fete preparations for 8th July. Clerk to liaise re final spend.</p> <p>Allotments – report as circulated by Cllr R. Morris. All actions and updates noted. Concern re how to enforce the gates being locked?? Hoses also being used which is not permitted. A request for an all-weather notice board has been made – costs to be circulated for email approval – Sept agenda. Following some requests received it was agreed that ¼ plots should be granted subject to demand and availability. Allotment software is available in Rialtas Alpha which the Clerk is investigating. Costs to follow if appropriate.</p> <p>Defibrillators – training to be held on 18th July – spaces still available.</p> <p>Newsletter – previous meeting request for content noted. Timing to be considered in line with the Neighbourhood Plan consultation / Xmas activities / precept decision. It was agreed that Cllrs Merriman, Taylor & R. Morris would liaise with the Clerk re content and timescale. Neighbourhood Plan element to be funded via PC budget – agreed.</p>	<p>Clerk - Notice board costs on Sept agenda.</p> <p>Clerk to check re software.</p> <p>DM/AT/RM/Clerk to liaise re newsletter.</p>
27	<p>Financial & Governance Matters Statement of accounts agreed as circulated. GDPR (data protection) – SLCC document templates circulated via email for approval – proposed for usage by Cllr Harris, seconded Cllr L. Morris, all agreed. Clerk to use as required. T. Bayliss was introduced to the meeting as the PC Data Protection Officer (DPO). All actions of the Clerk & DPO to date were noted. Allotment tenants privacy notices need slight amendment – Cllr R. Morris to liaise with the Clerk.</p>	<p>Clerk to finalise DPO contractual terms.</p> <p>RM & Clerk to finalise allotment privacy notices.</p>
28	<p>Finance Working Group Matters Internal Auditor role – further to recent discussions and the quotation received it was proposed by Cllr Taylor, seconded Cllr Barrall that T. Bayliss (DPO) should also become the Internal Auditor for the PC. All agreed. Clerk to liaise with T. Bayliss as required.</p> <p>New Model Standing Orders – It was proposed by Cllr R. Morris, seconded Cllr Harris to adopt the draft as circulated. All agreed.</p> <p>Financial Regulations – It was proposed by Cllr R. Morris, seconded Cllr Harris to adopt the draft as circulated. All agreed.</p> <p>Banking arrangements – Further to discussion it was proposed</p>	<p>Clerk to action all FWG matters as agreed.</p>

	<p>by Cllr R. Morris, seconded Cllr Taylor to move all Bank of Ireland funds to Unity Trust Bank and close the Bank of Ireland account. A second Unity account to be opened in due course once the transfer is completed. This will be in line with adopted Financial Regs. All agreed.</p> <p>Allotment asset insurance – awaiting response from Insurers.</p> <p>Ear marked reserves – reserves to be set at £2K play areas, £4K elections, £4K allotments (£2.5K already approved) = £10K. Proposed Cllr R. Morris, seconded Cllr Taylor, all agreed.</p> <p>New PC laptop, printer & assoc. software – Proposed Cllr Taylor, seconded Cllr Barrall to spend up to £1500.00. All agreed.</p>	
29	<p>Reports from Outside Bodies Lyppard Hub – no report WCSB – meeting cancelled CALC – as circulated</p>	
30	<p>Councillors Reports & Items for Future Agendas None</p>	
31	<p>Report of the Clerk Accounts for payment – proposed by Cllr R. Morris, seconded Cllr Merriman, all agreed. £837.02 Clerk's salary (incl back pay, salary award & tax adjustment) £51.25 Clerk expenses – £35.88 travel / £15.37 phone and internet (May/June) £528.17 PAYE Q1 HMRC £55.00 Internal Auditor R. Gurney £TBC Bank of Ireland transfer to Unity Trust Bank (statement awaited) £565.00 Clerk salary (for August) £40.00 ICO fee (data protection) £150.00 RT Promotions – fete expenses</p>	<p>Clerk to pay accounts as agreed.</p> <p>Clerk to finalise Bank of Ireland balance for closure. Letter to be sent as required by the mandate.</p>
	<p>There being no further business the meeting closed at 9.10 pm</p>	