

WARNDON PARISH COUNCIL

Minutes of a meeting of the Parish Council held on 13th May 2019 at
Lyppard Hub commencing at 7.30pm.

PRESENT :

Cllrs D Carney, A Cross, S Hodgson, R Manser, D Merriman, R Norfolk, A Taylor.

Also present : County Councillor A Robert, x 5 members of the public.

ELECTION OF CHAIRMAN.

It was proposed by Cllr.Taylor, seconded by Cllr.Norfolk that Cllr. Cross be made Chairman. All agreed, Cllr. Cross duly signed the Declaration of Office and took the Chair.

APOLOGIES :

Cllr L Hodgson, The police.

ELECTION OF VICE CHAIRMAN :

It was proposed by Cllr.S Hodgson, seconded by Cllr.Taylor that Cllr. Manser be made Vice Chairman. All agreed, Cllr. Manser accepted the Office.

DECLARATIONS OF INTERESTS & REQUESTS FOR COUNCILLOR DISPENSATIONS

There were no declarations of interest. Members were reminded to complete their Declaration of Interest Forms by 15th May 2019 and hand them to the Clerk.

STANDING ORDERS :

These were noted and will be reviewed at the next meeting on 3rd June 2019.

CODE OF CONDUCT :

The Code of Conduct had been circulated and was they were noted.

SCHEMES OF DELEGATION :

The following members were proposed and seconded as below.

Finance Working Group – Chair / Vice Chair /Cllr. D Carney / Cllr. L Hodgson

Proposed : Cllr. Norfolk Seconded : Cllr. A Taylor

Urgent Business Committee – Chair / Vice Chair / Cllr. D Carney / Cllr.L Hodgson

Proposed : Cllr.Norfolk Seconded : Cllr. A Taylor

Planning & Rights of Way – Cllr, S Hodgson

Proposed : Cllr. Norfolk Seconded : Cllr. Manser

The members were unanimously appointed.

FINANCIAL REGULATIONS / RISK ASSESSMENTS / INSURANCE POLICY

It was agreed by everyone that a review of these should be carried out by the Financial Working Group, to be brought back to a future meeting for approval.

COUNCILLOR ROLES

It was agreed by those present that the following roles be allocated to Members of the Parish Council.

- Finance Portfolio Holder – Cllr. Carney
- Environment Portfolio Holder – Cllr. Merriman
- Planning & Rights of Way Portfolio Holder – Cllr. S Hodgson
- Leisure & Community Portfolio Holder– Cllr. Norfolk
- Newsletter Coordinator– Cllr. Merriman
- Website Project Leader – Cllr. Norfolk
- Neighbourhood Plan Coordinator – Cllr. Taylor
- Allotments Administrator – Cllr. Manser
- VAS Administrator – Cllr. S Hodgson
- Defibrillators – Cllr. Manser

APPOINTMENTS TO OUTSIDE BODIES

It was agreed by those present that the following appointments be made –

- Worcs CALC – Cllrs. Merriman & Norfolk
- CALC Executive – Cllr. Merriman
- Standards Committee – Cllrs Merriman & Manser
- Lyppard Hub Management Board – Cllrs. Norfolk & S Hodgson

THE MEETING WAS SUSPENDED AT THIS POINT TO ALLOW MEMBERS OF THE PUBLIC TO ADDRESS THE COUNCIL.

One member of the public (Mrs. S.) was concerned that there was no dog bin along the footpath by the allotments site. Cllr. Merriman will investigate.

MINUTES RECORDED

105. The minutes of the meeting held on 1st April 2019 were agreed and signed as a true record. Proposed : Cllr. Taylor, Seconded : Cllr. S Hodgson, all agreed.

106. Reports

- Police – not possible to attend due to shift patterns.
- VAS – no report.
- Ward Councillors – report had been circulated.
- County Councillor – reports via Clerk, nothing further.

107. Appointment of Clerk

Members agreed to appoint a sub-Committee in order to move forward with the appointment of a permanent Clerk and make reports, recommendations to the full council.

The following were Proposed by Cllr. Merriman and Seconded by Cllr. Taylor, all agreed. Chair / Vice Chair / Cllrs. Norfolk & Merriman / Interim Clerk.

108. To Receive Environmental reports from :

Cllr. Merriman – one or two ongoing issues were being chased up and grass cutting delays were explained.

Parish Warden – no report because no current incumbent.

Village Gateways – no further information. Will have to wait until the County Council have announced their scheme for the end of Plantation Drive. Members were reminded that we have paid for all the materials for this project and they are with the sub-contractor.

109. Financial & Governance Matters :

Audit 2018 / 19 accounts will be deferred until the 3rd June 2019 meeting.

Statement of Accounts 2019 / 20. The Clerk presented an Excel spreadsheet showing the expenditure which will have been spent by the end of the evenings meeting provided all payments are approved.

Insurance Renewal. Our current broker, Came & Co, have submitted various options for the coming year. After some discussion, it was agreed to accept the offer of a three year deal from Ecclesiastical Insurance at £918.47 per year. This was Proposed : Cllr Norfolk and Seconded : Cllr. Taylor, all agreed.

GDPR – nothing new to report.

110. Planning & Rights of Way :

Current Applications – there are none.

Neighbourhood Planning – Cllr. Taylor that a full report could be expected on 15th May 2019 at the Open Annual Meeting. He also explained that in future the way that the grant system was administered was changing so that we would have an option to retain cash not spent at the end of the financial year.

111. Leisure & Community Affairs :

Members were reminded of the dates of the Annual Parish Meeting (15/5/2019) and the Village Fete (14/7/2019 – 12.00 until 16.00 hrs).

Newsletter – no current issue planned. It was agreed to investigate methods and costs for distribution.

112. Councillor Reports and Items for Future Agenda

Cllr. S Hodgson brought up the matter of future reporting to the Parish Council and hoped that the PC could find a way to make them public before they were discussed in Council. This matter as agreed to go onto the next agenda on 3rd June 2019.

113. **Report of the Clerk.**

The Clerk explained that during the period of May/June it would be difficult to change bank signatories in time for invoices to be paid. In which case, the current payments would become overdue unless a temporary arrangement was agreed. Nick Fielden, ex Chair, had agreed to act as second signatory until such time as mandate changes could be made. The Clerk would continue to set up the online payments as usual. It was Proposed by : Cllr. Merriman, Seconded : Cllr. Taylor that the Parish Council accepts this arrangement, all present agreed unanimously.

Future Signatories for the Parish Council – it was Proposed : Cllr. Taylor and Seconded ; Cllr. Manser that the bank signatories for the new council will be the Chair and Finance Portfolio Holder (Cllr. Carney). This was agreed by all present.

Approval of Accounts for payment : Accounts were proposed for payment by Cllr. Taylor, seconded by Cllr. Merriman. All agreed.

<u>Payments for approval :</u>	<u>Amount</u>
Worcester City Council	£9,600.00
Newsquest	£78.11
Newsquest	£75.54
CALC	£1,528.68
Pace	£816.00
Brodie Planning	£157.20
Go Custom	£168.36
Rialtas	£145.20
Bayliss Accountancy	£200.00
Came & Co	£918.47
GD	£42.01
Worcester City Council	£5,922.73
Lyppard Hub	£35,500.00
Clerk Expenses	£68.16

Cash Received

Worcester City Council	£54,794.17
Worcester City Council	£2,743.00
Various	£40.00
Worcester County Div. Fund	£1,500.00
Worcester County Div. Fund	£1,500.00
Worcester County Council	£2,840.00
GD	£36.01
BL	£36.01

There being no further business the meeting closed at 8.47pm.