

WARNDON PARISH COUNCIL

Minutes of a Meeting of the Parish Council held on 2nd March 2020 at

Lyppard Hub commencing 7:30 p.m.

Present: Cllrs. A Cross (Chair), R Norfolk, A Taylor, D Merriman, D Carney, S Hodgson, L Hodgson and J Scrine

In attendance: Clerk, Interim Clerk, Community Police Officer (left 7.35 p.m.) and one member of the public (left 9.10 p.m.)

Apologies: Cllr. N Hassan (accepted), Cllr. A Roberts (accepted)

Declarations of Interest: There were none.

Police report

The Community Police Officer (CPO) advised he was aware of recent incidents in Warndon Villages, notably:

- Car enthusiasts at KFC and the bypass, being monitored and one person had been spoken to
- Millwood Drive area thefts, under investigation
- Burglary at Woodgreen Nursery, under investigation

The CPO confirmed there is an ongoing police presence in the alleyway behind the Lyppard Hub, following allegations of a young male cyclist being followed.

Cllr. Merriman was concerned about this recent cluster of incidents, including an allotment break-in and trailer theft, and whether they could be linked. The CPO confirmed that they would continue to monitor.

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

There were no questions or comments from the public.

214. Subject to minor typographical amendments, the minutes of the meeting held on 3rd February 2020 were approved, proposed Cllr. Norfolk, seconded Cllr. Scrine, all present agreed.

215. Councillor Reports

- Cllr. Roberts' email update in relation to Worcestershire County Council's budget for 2020/21 was noted.
- Cllr. L Hodgson presented her report, previously circulated, including updates on Worcester City Council's budget, the City Council's support to flood victims, heritage sites and tourism growth in Worcester.

She commended the efforts of Council staff working hard to counteract the flooding, highlighting that financial support was available to victims and that advice and support centres had been established in the Hive and other libraries throughout the County. She

explained that further information about heritage sites could be found within recent Worcester City Council's Planning Committee documentation. She added that St Richard's Hospice will be announcing their funding campaign for 2021 soon and this will further boost tourism and the local economy.

216. Adoption of revised Code of Conduct

It was noted that the proposed model Code of Conduct had been circulated by email on 7th February 2020, included in the Worcestershire CALC update. Council agreed to defer this item for consideration at the April meeting.

217. To receive Environmental Reports from:

- Cllr. Merriman presented her report, previously circulated, including feedback from a meeting with the City Council regarding the environmental SLA on 19th February 2020.

She was particularly concerned about damage to a low wall at the rear of the Nursery (Lyppard Centre) which she had reported to the management agency. Cllr. L Hodgson suggested that Cllr. Roberts may be able to expedite a response from Worcestershire County Council regarding Lengthsman claims.

Discussions concluded there were gaps in Members' historical knowledge of the dog bins, notably installation, location and the basis for the Parish Council's financial contribution. It was agreed that Cllr. Merriman, via the Clerk, would seek clarification on these matters from Worcester City Council. It was noted that a working party to review dog bins across the City was still ongoing. Cllr. Merriman proposed that the Parish Council fund a 140 litre bin to replace existing bins in the Great Oaty Gardens play area and will provide further information to support this, for the next agenda.

- Cllr. Norfolk presented her report, previously circulated. She commended the additional work of Council staff due to the floods. Cllr. Merriman agreed to report Cllr. Norfolk's concerns about surface drainage to the City Council with a view to the Wardens undertaking remedial works during the summer months to alleviate the problems.
- Cllr. L Hodgson provided an update regarding the Vehicle Activated Speed (VAS) and Speed Indicator Display (SID) machines. She thanked the interim Clerk for his endeavours to fix the VAS machine but as it was still not working, it was being returned to Westcotec for repair. The new battery powered SID machine is due to be delivered by 31st March 2020 and should be fully functional with reports available from 1st April 2020. Council approved delegated authority for Cllr. L Hodgson, in conjunction with the Clerk, to pay for repairs to the VAS machine not exceeding £500 (excluding VAT) and to pay for the SID machine, previously agreed cost of £3,250 (excluding VAT) , proposed Cllr. Taylor, seconded Cllr. Norfolk, all agreed.

218. Environmental Committee

Council agreed to defer the items relating to i) new Terms of Reference and ii) report from Working Party to the next meeting.

Worcestershire Pollination Strategy response

Information circulated by email on 11th February 2020, was noted. It was agreed that the Council would support the strategy and that Cllr. Merriman should respond to the consultation on their behalf, via the Clerk.

West Mercia PCC Road Safety Strategy

Information circulated by email on 21st February 2020, was noted. It was agreed that Cllr. Norfolk should complete the survey on their behalf, in liaison with the Clerk.

Local Electricity Bill

It was agreed that information circulated by email on 21st February 2020, in Worcestershire CALC's update, be noted.

219. Planning and Rights of Way matters

• Current Applications and Decisions

Cllr. S Hodgson presented his reports, previously circulated: Planning Report for March 2020 and Planning Applications – Long List (ongoing). Since his report, a decision had been made to refuse the felling of an oak tree on Stanage Close.

Notices issued by Taylor Wimpey on land opposite Dugdale Drive, were referred to and noted. It was agreed that Cllr. Taylor, Cllr. S Hodgson and Cllr. Cross would meet to discuss the proposed plans for Nunnery Park and other plans arising.

It was noted that the planned development in Sherriff Street would lead to increased traffic down Newton Road.

Cllr. L Hodgson suggested that Cllr. Scrine approaches Cllr. Roberts for information about the closed bridleway between the north and south of the parishes.

• Update on Worcester City Council / Warndon Parish Council meeting

The Chairman provided an update following a meeting on 12th February 2020 with Worcester City Council Planning department, which he had attended with Cllr. Taylor and Cllr. Norfolk. He felt it was a constructive meeting and a number of actions had been agreed with an emphasis on both authorities working together and improving working relationships going forward. Actions included Planning training which would be offered to Warndon and St. Peter's Parish Councils. He reported there was still no response to Cllr. Taylor's email of 3rd February 2020, which he intended to follow up in person with Philippa Smith on 3rd March.

• Neighbourhood Planning update and plans

Cllr. Taylor presented his report including draft documents covering Employment issues and Retail and Community facilities, previously circulated. These were noted.

Cllr. Taylor reported that Brodie PA had almost completed the project work and he should be in a position to sign this off and their final invoice for £4,428 (excluding VAT) in the next couple of weeks. It was noted that Cllr. Taylor and the Clerk were previously given delegated authority to make this payment and should aim to do so before the end

of March. He confirmed that he would be publishing any outstanding documents on the website shortly.

- **Report from Working Party for Planning & Rights of Way matters**

The Chairman and Cllr. Taylor provided an update. The Working Party had met to discuss the Terms of Reference for the Planning Group and made good work in progress. It was agreed that the document should be finalised by 31st March 2020 for consideration at the April meeting.

- **Aconbury Parking Consultation**

Council agreed to support this consultation and tasked the Clerk to advise Cllr. Roberts of their decision.

220. **Leisure and Community Affairs**

- **Newsletter for March 2020** – An incomplete draft of the spring newsletter had been circulated and was noted. Cllr. Scrine commended Cllr. Merriman for her hard work on the newsletter. Cllr. Merriman thanked members for their contributions and reminded councillors to provide missing articles as soon as possible so that the newsletter could be finalised for printing in week commencing 9th March, prior to delivery in the third week in March.

- **Bench Strategy** – it was agreed to defer approval of the Bench Strategy to the April meeting.

- **Unadopted Land update**

Cllr. Norfolk provided an update in her report, previously circulated. Cllr. L Hodgson reported that she has maps which she will hand over to the Parish Council and is making further enquiries about unadopted land.

- **Allotments update** - Cllr. Carney presented his report, previously circulated.

- **Website update** – It was agreed that Cllr. Norfolk, the interim Clerk and the Clerk would meet to review the new website with a view to it going live on 1st April 2020.

- **Defibrillators** – Cllr. Carney provided a brief update, previously circulated.

221. **Report of the Clerk**

Results for 2019/20

The interim Clerk's reports showing actual expenditure to date and forecast expenditure for the year, compared with budget, were noted.

Budget 2020/21

The interim Clerk outlined the updated budget for 2020/21, which he had previously circulated. He proposed to transfer budget provision from 2019/20 to 2020/21 in relation to outstanding projects, which would not impact on the Precept already agreed and advised to

the City Council. The updated budget 2020/21 was approved, proposed by Cllr. L Hodgson, seconded by Cllr. A Taylor, all agreed.

Council authorised the Clerk to proceed with the Cloud computing proposal previously discussed, proposed by Cllr L Hodgson, seconded by Cllr. Taylor, all agreed.

Approval of Accounts for Payment

The following accounts were approved for payment, proposed Cllr. Norfolk, seconded Cllr. L Hodgson, all present agreed.

		£
CALC	Clerk training	56.10
Rialtas	Clerk training	330.00
Clerk	Travel expense – Rialtas	60.30
Westcotec	VAS – battery back up	99.00
Clerk	Expense – working from home insurance	40.05

Council approved delegated authority for Cllr. Merriman, in conjunction with the Clerk, to pay for bench fixtures up to £150 (excluding VAT), proposed Cllr. L Hodgson, seconded Cllr. Taylor, all agreed.

Confirmation of Cash received

		£
Allotment	Deposit – Cdi	10.00
Allotment	Fees	232.53

222. To Receive Reports from Outside Bodies

- Lyppard Hub Management Board – no meeting, nothing to report.
- Worcester City Standards Committee – no meeting, nothing to report. Cllr. Carney confirmed he would be attending the next meeting of the Standards Committee on 10th March 2020.
- CALC updates – it was noted that updates had been circulated.

223. Councillor Reports and Items for Future Agendas

- a. Annual Meeting – consider Agenda and ‘topic’, for the next meeting.
- b. Fetes - consider Parish Council involvement and support of Warndon Villages’ summer fete, St Nicholas’ Church fete and Wood Green Church fete, for the next agenda. The interim Clerk reminded Councillors that in addition to the financial support for Warndon Villages Fete, there was an annual budget provision of £500 for fetes which was normally underspent. Cllr. Merriman confirmed that she had reserved a table at the Warndon Villages fete.

It was resolved that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A of the Act, proposed by Cllr. L Hodgson, seconded by Cllr. Norfolk, all present agreed.

The Clerk left the meeting at 9.30 p.m. while this item was considered.

224. **Clerk's Employment details**

- 1) The Disciplinary Procedure, which is a slightly amended version of the NALC document, was agreed and adopted for WPC use.
- 2) The Grievance Procedure was agreed and adopted for WPC use.
- 3) Mobile phone provision had been previously agreed but permission was sought to pay through Direct Debit on a monthly basis. This was agreed.
- 4) Payment of Salary and HMRC was agreed for the 28th of each month.
- 5) Contract of Employment is a slightly amended version of the NALC document. This was agreed and adopted for WPC use.
- 6) Pension Scheme, it was agreed that the new Clerk would join the Local Government Pension Scheme.
- 7) An amount of £250.00 per annum was agreed for having a home-based office.
- 8) In addition, it was agreed to pay the additional insurance premium of £40.05 for using home as an office.
- 9) All training costs for the Clerk in 2019-20 and 2020-21 was agreed per the amended budget.

The discussion complete and recorded, Cllr. L Hodgson proposed that all nine items listed above be approved as part of the Clerk's employment package. This was seconded by Cllr. Norfolk. All present agreed.

The Clerk returned to the meeting at 9.37 p.m.

Date of the next monthly meeting - 6th April 2020 at 7.30 p.m. at Lyppard Hub - CANCELLED

The meeting closed at 9.38 p.m.

Signed

Date

Chairman