

WARNDON PARISH COUNCIL

Minutes of a Meeting of the Parish Council held on 4th May 2020

Virtual meeting using Zoom commenced 7:32 p.m.

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

Also present: One member of the public joined at 7.42 p.m. and left at 8.43 p.m.

In attendance: Clerk

Apologies: Cllrs A Roberts, N Hassan

Declarations of Interest: Cllr. L Hodgson declared a non-pecuniary interest in Agenda item 8) regarding planning procedures and would not vote on this matter.

Police report

There was no Police Officer in attendance and no report.

240. Cllr. Norfolk highlighted a spate of petty thefts in the Parish, as reported on Community messaging. Neighbourhood Watch Schemes are active in some parts of the Parish but have lapsed in other areas. It was agreed that the Clerk would contact the local Neighbourhood Watch Scheme Co-ordinator to determine how they could be promoted and rejuvenated within the Parish.

As there was no public presence, there was no need to suspend the meeting to allow members of the public to address the Council.

241. The minutes of the meeting held on 20th April 2020 were approved, proposed by Cllr. Merriman, seconded by Cllr. Norfolk and all present agreed.

242. Councillor Reports

- Cllr. Roberts' report was received, previously circulated.

A member of the public joined the meeting at 7.42 p.m.

Cllr. L Hodgson confirmed that the Worcestershire Recycling Centres remain closed, pending further Government advice. The County Council are considering opening some of the centres with ways to keep staff and the public safe.

Cllr. L Hodgson presented the City Councillors' report (on behalf of Cllrs. L Hodgson, S Hodgson and Hassan), previously circulated.

243. To receive Environmental Reports from:

- Cllr. Merriman presented her report, previously circulated, and confirmed she was still awaiting information on dog bin matters from Worcester City Council, not a priority in the current situation.

She confirmed that the NHS & Key Worker 'Thank You' sign had been installed in Woodgreen Drive and that she would be providing details to Worcestershire County Council Highways Department.

It was agreed that the meeting would be suspended at this point to allow members of the public to address the Council.

No comments were made.

- Cllr. S Hodgson presented his VAS/SID update, previously circulated. Results indicate very few incidents of speeding; the graphs highlight a drop in vehicle use at the start of lockdown due to covid-19, but this is gradually starting to creep up. This information would be helpful to Police and members of the public. He proposed to leave the machine in its current location for a further month and then relocate.
- Cllr. Merriman confirmed she was still waiting for a response from Worcester City Council regarding her proposal to reduce dog bins in the Great Oaty Gardens Play area, not a priority in the current situation. This would free up bin collection capacity and present an opportunity to add new dog bins where there were gaps elsewhere. It was agreed that further information would be collated and added to the research already gathered by Cllr. S Hodgson, with a view to driving this forward with the City Council - Cllr. Merriman would share the map of dog bin locations and Cllr. L Hodgson would liaise with Cllr. Roberts to review dog bin capacity in the South of the ward. Cllr. Merriman would report progress to the next meeting.

244. **Environmental Committee**

Cllr. Norfolk confirmed that the Working party had met (Cllr. Merriman, Cllr. Norfolk, Cllr. S Hodgson and Cllr. Cross) and arrived at revised Terms of Reference for the Environmental Committee. Subject to amending section Responsibilities C.c. to clarify that City and County Councils meant 'local ward members and officers', the new Terms of Reference were approved, proposed by Cllr. Cross, seconded by Cllr. Norfolk and all present agreed.

It was agreed that the current membership of the group (Cllr. Merriman, Cllr. Norfolk, Cllr. S Hodgson and Cllr. Cross) would continue, proposed by Cllr. L Hodgson, seconded by Cllr. Taylor and all present agreed.

245. **Planning and Rights of Way matters**

- **Update on actions arising from meeting with Worcester City Council**
Cllr. Taylor confirmed that a response had been received from Worcester City Council regarding planning procedures, previously circulated. He considered this to be an unsatisfactory response and recommended that the Parish Council now seek legal opinion, as agreed at their meeting on 21st January 2020.

The member of the public left the meeting at 8.43 p.m. She was having technical audio difficulties and entered a query on the zoom chat system, which the Clerk said she would raise on her behalf at an appropriate time later in the meeting.

Following lengthy debate, Cllr. Taylor reiterated that the threshold set in the meeting of 21st January had not been met. He formally proposed a motion that the Parish Council proceed to next steps by seeking legal advice, capped at £3,000 and on the basis that this would not commit the Parish Council to taking further action.

For: Cllr. Taylor (proposed), Cllr. Cross (seconded), agreed Cllr. Merriman

Against: Cllr. Scrine, Cllr. S Hodgson, Cllr. D Carney

Abstained: Cllr. Norfolk, Cllr. L Hodgson

The Chairman exercised his casting vote to carry the motion.

The Clerk was asked to seek clarification from the Monitoring Officer on the extent of Cllr. L Hodgson's declaration of interests for future planning matters.

- **Current Applications and Decisions**

Cllr. S Hodgson presented his planning report, previously circulated, noting there had been very few applications due to the coronavirus. There were no further updates.

- **Other pending consultations**

There were no updates to report.

- **Neighbourhood Planning update**

Cllr. Taylor's update report was received, previously circulated. He confirmed that fortnightly meetings to review the Neighbourhood Plan were ongoing.

5 minute break

246. **Leisure and Community Affairs**

- Cllr. Merriman's other matters report was received, previously circulated.

- **Allotments**

Cllr. Carney's report was received, previously circulated. Repair of the water leak is in hand. Cllr. Taylor suggested it may be worth considering if the coronavirus situation has increased allotment popularity and whether there would be scope to increase availability. Cllr. Carney confirmed the waiting time for allotments was currently about twelve months.

- **New Website**

The Clerk confirmed she had received feedback from Councillors about the new website, notably that it required more personalisation. It was agreed that the Parish Council logo, local photographs and current maps would be added to the new website, which would be launched on 1st June 2020. Cllr. Taylor would share maps and photos with the Clerk and Cllr. Norfolk would follow up the provision of drone photos.

- **Defibrillators**
Cllr. Carney confirmed that all three units were working.
- **Bench Strategy** – carried forward to June meeting.
- **Cloud computing project**
The Clerk’s report was received, previously circulated. She confirmed that the Working party (Cllr. Norfolk, Cllr. L Hodgson and Clerk) had received a demonstration from Cloudy IT and considered this to be the optimum solution for Warndon Parish Council. It satisfies the criteria for secure storage and has additional benefits which will enable a Whole Council approach to file security, backup and data sharing, and it will streamline administration and meeting management. It is likely that savings can be found within the Administration budget 2020/21 to fund the project overspend in Year 1. Cllr. L Hodgson added that it was a Microsoft 365 solution, the support and training looked good and it would aid transparency. Cllr. Norfolk considered it would be conducive to collaborative working and discussions. Cllr. L Hodgson proposed that the Cloudy IT solution be implemented, seconded by Cllr. Norfolk and agreed by all present.

The Clerk was authorised to continue monthly subscriptions to Zoom and Microsoft 365 until the Cloudy IT system was in place.

247. **Report of the Clerk**

The Clerk reported a concern by the member of the public who had left the meeting at 8.43 p.m., relating to a Grade II listed property in a conservation area within the Parish. Cllr. L Hodgson agreed to follow this up with the City Council.

The Clerk’s financial reports for the year to date 2020/21 were received and noted.

It was noted that the Internal Audit is scheduled for week commencing 4th May 2020 and feedback should be ready for the June meeting.

The following accounts were approved for payment and all present agreed.

Accounts for payment (retrospective)

○ Clerk - salary April 2020	£681.01
○ WCC Local Gov Pension – Clerk pension April 2020	£221.96
○ HFE Signs – NHS support (delegated authority)	£107.71

Accounts for payment

○ Clerk expenses – stationery, Office 365 one month	£18.34
○ Insurance	£953.21
○ Rialtas – annual support and maintenance	£148.80

It was agreed to charge expenditure for the NHS sign to the Community street signs budget.

It was noted that the following cash receipts have arisen since the last meeting.

- Allotment Fees (10b, 21b) £26.10

248. **To Receive Reports from Outside Bodies**

- **Lyppard Hub Management Board**

It was noted that the Lyppard Hub remains closed due to the coronavirus lockdown. It was confirmed that Warndon Villages' summer Fete was cancelled with only minimal costs committed for insurance, which would likely be carried forward. It was agreed that the Lyppard Hub should retain the funding towards next year's fete.

- **Worcester City Standards Committee**

Cllr. Carney confirmed there was nothing relevant to report.

- **CALC updates**

Updates were received, previously circulated, nothing new to report.

249. **Councillor Reports and Items for Future Agendas**

- Nothing to add

Date of the next monthly meeting – 1st June at 7.30 p.m., virtual meeting.

The meeting closed at 9.58 p.m.

Signed

Chairman

Date