



WARNDON PARISH COUNCIL

Minutes of a Meeting of the Parish Council held on 1st June 2020

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

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

Also present: Cllrs N Hassan and A Roberts (part); one member of the public

In attendance: Clerk

Apologies: Cllr. D Carney

Declarations of Interest: None

250. **Police report**

The Community Messaging reports were received, previously circulated.

A new publication ('The Rural Beat' from the South Worcestershire Police Rural and Business Crime Team) had been circulated before the meeting. Cllr. Norfolk asked the Clerk to publish this on the Parish Council website.

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

A member of the public asked the Parish Council to support a food donation project in the local community, in place of the 'clap for the NHS' on a Thursday evening. She was happy to assist but would need support in organising and promoting this.

251. The food donation idea was positively received by Councillors, noting that similar initiatives are working effectively in other areas of the City. Councillors considered it would stand a greater chance of success if kept simple and started small, possibly within a Village from each of the North and South wards to begin with. They recommended that volunteers should deliver donations to the Worcester Food Bank, as they would be aware of the people most in need and could distribute accordingly. The Chairman proposed that the Parish Council support the food donation initiative by promoting it on the Parish Council website and Facebook, and by funding promotional leaflets up to £50. This was seconded by Cllr. Norfolk and all present agreed. The member of the public was asked to provide her contact details to the Clerk so that the Parish Council could follow this up.

252. The minutes of the meeting held on 4th May 2020 were approved, proposed by Cllr. L Hodgson, seconded by Cllr. Taylor and all present agreed.

253. **Councillor Reports**

- Cllr. Roberts' report was received, previously circulated. He added that 'here2help' is still working well, albeit demand dropping.

Cllr. L Hodgson presented the City Councillors' report (on behalf of all three City Councillors), previously circulated. She added that the Registry of Births service would be re-opening soon. The Chairman congratulated Cllr. S Hodgson on his appointment as Deputy Mayor.

254. 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. She confirmed that the Parish Warden had now returned to work.
- Cllr. S Hodgson presented his VAS/SID update, previously circulated, adding that he now has data for three successive months. He would be asking the Parish Warden to relocate the machine to the other side of Hastings Drive, to record data for Westbound traffic.

255. Environmental Committee

Cllr. Merriman will organise a meeting of the Environmental Committee in the next couple of weeks.

256. Planning and Rights of Way matters

- **Current Applications and Decisions**

Cllr. S Hodgson presented his planning report, previously circulated. He sought Parish Councillors views on the application to demolish and replace a log cabin with a pre-fabricated classroom in Swinesherd and would liaise with Planning Committee colleagues to consider a response, if any, by the deadline of 13th June 2020. He had been notified that the refusal to remove an Oak Tree on Stanage Close was subject to appeal and he would leave this to the appropriate body to decide. He confirmed that the Parish Council has submitted further comments relating to Planning Application Consultation 20/00118/OUT, Land adjacent to Nunnery Park, Nunnery Way, Worcester, in response to the Developer's Report (Geraint John Planning).

It was confirmed that the query regarding Trotshill Lane is being dealt with by the City Council Conservation Officer, although there may be some delay due to the coronavirus restrictions.

- **Other pending consultations**

There were no updates to report.

- **Neighbourhood Planning update**

Cllr. Taylor's update report and minutes from the Neighbourhood Planning Steering Committee meetings on 28th April and 12th May 2020 were received, previously circulated. He confirmed that the Parish Council's contact at Brodie PA had returned from furlough; he would be updating her tomorrow and agreeing next steps. He confirmed that he had updated information on the Neighbourhood Plan website, including the Timeline, and thanked Cllr. Merriman for her input. In response to a question, he confirmed that the Neighbourhood Planning Steering Committee (NPSC) was a committee of the Parish Council, established in 2017.

The Clerk has been providing interim admin support for the NPSC, outside of her normal hours, pending review.

- **Update on legal proceedings**

Cllr. Taylor confirmed that legal advice has now been received. In summary conclusion, there was no prospect of further legal action but there were a range of mechanisms that could be employed, and may be helpful, in terms of the planning process. He would share further details with Councillors in the next day or so, following discussion with the Chairman and the Clerk.

It was resolved to exclude the public to consider a confidential proposal, the details of which had previously been circulated.

Councillors considered a proposal from Cllr. Scrine - in order to contribute to the Parish Council's understanding of the Planning Process, in terms of decisions that have been made around the City perimeter, a holistic approach should be taken to opening such discussions with the City Council, incorporating various sites, and working with other interested parties. The proposal was made by Cllr. Scrine, seconded by Cllr. Cross and all present agreed.

*The member of public returned to the meeting.
Cllrs. Hassan and Roberts left the meeting.*

257. **Leisure and Community Affairs**

- **Allotments**

Cllr. Carney's report was received, previously circulated, and presented by Cllr. Merriman in his absence.

- **Defibrillators**

Cllr. Carney' report was received, previously circulated, and presented by Cllr. Merriman in his absence.

- **Bench Strategy** – carried forward to June meeting. It was noted that the new benches had not yet been fitted, due to the Parish Warden's absence during the coronavirus lockdown.

- **Microsoft 365 Cloud computing project**

The Clerk reported that Cloudy IT would be migrating her data to Microsoft 365 in week commencing 8th June 2020. She will liaise with Councillors regarding their access in the next two weeks.

- **New Website**

The Clerk confirmed that the new website was now fully operational and had been updated following Councillors' feedback and with further content from Councillors; further improvements and content will be added over time. She has published a notice on the old website to say it is no longer being updated, with a link to the new website.

- Cllr. Norfolk's report was received. She confirmed that she would be organising a meeting with the Clerk's Recruitment Working Group and the Clerk to perform her probationary review and asked for feedback from Councillors to inform this review.

258. **Finance Committee**

Cllr. L Hodgson provided feedback from the Finance Committee, in Cllr. Carney's absence.

- The minutes from the Finance Committee meeting on 18th May 2020 were received.
- The following items were approved, as recommended by the Finance Committee, proposed by Cllr. Norfolk, seconded by Cllr. Cross and all present agreed:
 - Terms of Reference for the Finance Committee
 - Financial Regulations
 - Financial Risk Assessment
- It was noted that the Internal Audit 2019/20 feedback was complete. The Auditor was satisfied that the internal control objectives had been met and there were no weaknesses to report. He had signed the relevant form for submission to the External Auditor.
- It was noted that the statutory audit deadlines for 2019/20 have been extended because of the coronavirus/covid-19 pandemic and lockdown.

259. The Annual Governance Statement 2019/20 was approved, proposed by Cllr. Norfolk, seconded by Cllr. L Hodgson and all present agreed.

260. The Accounting Statements 2019/20 were approved, proposed by the Cllr. Cross, seconded by Cllr. L Hodgson and all present agreed.

It was agreed that the Clerk would liaise with the Chairman to organise his signing of the Statements before submitting them to the External Auditor.

261. **Insurance**

- It was noted that the Insurance Policy had been renewed from 1st June 2020, for twelve months. The Clerk confirmed the 'To whom it may concern' letter had been published on the Parish Council website.
- The Insurance Broker had clarified the position regarding insurance provision for individuals, previously circulated, and this was noted. The Clerk highlighted that personal accident cover does not automatically apply to individuals under 16 and over 90, and that written risk assessments should be in place for volunteer activities.

262. **Report of the Clerk**

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

The following accounts were approved for payment, proposed by Cllr. Taylor, seconded by Cllr. Cross and all present agreed.

Accounts for payment (retrospective)

○ Clerk - salary May 2020	£681.01
○ WCC Local Government Pension – Clerk pension May 2020	£221.96
○ O2 (direct debit) Clerk's mobile phone contract May 2020	£31.46
○ Bank multi-pay card management fee	£50.00

Accounts for payment

○ Clerk's expenses – Zoom one month to 13 June 2020	£14.39
○ Bayliss Accountancy Services Ltd (Internal Audit)	£220.00
○ Cloudy IT (set up, training and Councillor support)	£1,380.00
○ Waterplus 23/1/20 - 23/4/20	£103.78
○ Parish Council Websites (development balance + annual hosting)	£912.36

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

Cash Receipts since last meeting

○ Allotment fees (13)	£22.08
○ Allotment waiting list (ZC)	£10.00
○ Redwood Bank Interest	£85.75
○ Lengthsman reimbursement from WCC (Mar 2019 - Jan 2020)	£2,839.53

It was noted that the Lengthsman claim had been delayed pending a detailed breakdown of the Lengthsman's duties from Worcester City Council. Their reporting system is now in hand, which means claims can be submitted on a quarterly basis going forward.

263. To Receive Reports from Outside Bodies

- **Lyppard Hub Management Board**

It was noted that the Lyppard Hub had been closed due to the coronavirus lockdown, staff remained on furlough and there had been no meeting of the Trustees. The Nursery opened last week, and a grant has been received from Worcester City Council.

- **Worcester City Standards Committee**

There had been no meeting, nothing to report.

- **CALC updates**

Updates were received, previously circulated.

Cllr. Merriman reported that she had attended a virtual meeting of Wychavon CALC on 7th May where the following issues were discussed:

- Parish Councils have a role in combatting loneliness by making sure people are not forgotten, particularly in rural areas.
- NALC wants to consider a process for removing Councillors from Office, due to poor behaviour / disruption of meetings.
- Larger Councils are putting pressure on smaller councils to provide more services
- Wychavon CALC is pooling resources with neighbouring organisations to provide Councillor training.

264. Councillor Reports and Items for Future Agendas

- Clerk's probationary review – feedback and recommendations

- Add Facebook as a standing agenda item under Leisure and Community Affairs.

265. Annual Parish Council Meeting

It was agreed that the Annual Parish Council Meeting would be held on Monday 6th July 2020, starting with annual business at 7.00 p.m. and followed immediately by ordinary items. This would be a virtual meeting, using Microsoft Teams if available. Councillors would liaise in advance of the annual meeting to discuss roles and responsibilities.

The meeting closed at 9.27 p.m.

Signed
Chairman

Date