



## WARNDON PARISH COUNCIL

### Minutes of a Meeting of the Parish Council held on 6<sup>th</sup> July 2020

#### Virtual meeting using Microsoft Teams commenced 7:12 p.m.

**Present:** Cllrs. D Carney, A Cross (from 8.18 p.m.), L Hodgson, S Hodgson, D Merriman, R Norfolk, J Scrine and A Taylor.

**Also present:** Cllrs N Hassan (part) and A Roberts (part); two members of the public

**In attendance:** Clerk

Cllr. Norfolk chaired the meeting in the Chairman's absence.

#### **1. Election of Chairman and signing the Declaration of Acceptance of Office**

It was proposed by Cllr. L Hodgson and seconded by Cllr. Taylor that Cllr. Norfolk be made Chairman, and all present agreed. Cllr. Norfolk accepted the position. As the meeting was being held virtually, due to the coronavirus pandemic, it was resolved that Cllr. Norfolk would liaise with the Clerk outside of the meeting to sign the Declaration of Acceptance of Office.

Cllr. Norfolk took the Chair.

#### **2. Apologies**

Approved for Cllr. Cross for start of meeting due to IT difficulties in joining the meeting.

#### **3. Election of Vice-Chairman**

It was proposed by Cllr. Taylor and seconded by Cllr. Carney that Cllr. Cross be made Vice-Chairman, and all present agreed.

#### **4. Declarations of Interest and consideration for requests for Councillor Dispensations in line with S33 of the Localism Act 2011**

Councillor Norfolk's prior request for Dispensation, in relation to Agenda item 23) wildflower proposal and funding request, was approved and she could participate and vote in this matter.

No other declarations of interest were received.

#### **5. Review terms of reference for Committees**

The terms of reference for the Planning & Rights of Way Committee, Environmental Committee, Finance Committee and Urgent Business Committee were agreed without change, proposed by Cllr. L Hodgson, seconded by Cllr. S Hodgson, and all present agreed. It was confirmed that the Business Committee, sometimes referred to as Emergency or Urgent, would be known as the Urgent Business Committee, proposed by the Chairman, seconded by Cllr. Taylor and all present agreed.

## 6. Appoint individual Councillors to roles and responsibilities

It was agreed by all present to appoint Councillors to the following roles:

- **Finance Portfolio Holder - Cllr. Carney**  
Proposed by Cllr. Taylor, seconded by Cllr. L Hodgson
- **Deputy Finance Portfolio Holder - Cllr. L Hodgson**  
Proposed by Cllr. Taylor, seconded by Cllr. Merriman
- **Environmental Portfolio Holder - Cllr. Merriman**  
Proposed by Cllr. Taylor, seconded by Cllr. L Hodgson
- **Deputy Environmental Portfolio Holder – Cllr. Norfolk**  
Proposed by Cllr. Taylor, seconded by Cllr. Carney
- **Planning & Rights of Way Portfolio Holder – Cllr. S Hodgson**  
Proposed by Cllr. Taylor, seconded by Cllr. L Hodgson
- **Deputy Planning & Rights of Way Portfolio Holder – Cllr. Taylor**  
Proposed by Cllr. Scrine, seconded by Cllr. L Hodgson
- **Leisure & Community Affairs Portfolio Holder – Cllr. L Hodgson**  
Proposed by Cllr. Scrine seconded by Cllr. S Hodgson
- **Deputy Leisure & Community Affairs Portfolio Holder – Cllr. Scrine**  
Proposed by Cllr. L Hodgson, seconded by Cllr. Taylor
- **Neighbourhood Plan – Cllr. Taylor**  
Proposed by Cllr. Scrine, seconded by Cllr. Norfolk
- **Deputy Neighbourhood Plan – Cllr. Cross**  
Proposed by Cllr. Norfolk, seconded by Cllr. Taylor
- **Newsletter – Cllr. Merriman**  
Proposed by Cllr. Taylor, seconded by Cllr. Carney  
All Councillors to assist
- **Website – Cllr. Merriman**  
Proposed by Cllr. Taylor, seconded by Cllr. Scrine  
All Councillors to assist
- **Facebook and other social media – Cllr. Merriman**  
Proposed by Cllr. Scrine, seconded by Cllr. Taylor  
All Councillors to assist
- **Allotments – Cllr. Carney**  
Proposed by Cllr. Taylor, seconded by Cllr. S Hodgson  
Clerk to support

- **Deputy Allotments – Cllr. Cross**  
Proposed by Cllr. Norfolk, seconded by Cllr. Taylor
- **Defibrillators – Cllr. Carney**  
Proposed by Cllr. Taylor, seconded by Cllr. Scrine  
Clerk to support
- **Speed machines – Cllr. S Hodgson**  
Proposed by L. Hodgson, seconded by Cllr. Taylor
- **Deputy Speed machines – Cllr. L Hodgson**  
Proposed by Cllr. Norfolk, seconded by Cllr. S Hodgson

## 7. Appoint members to Committees

It was agreed by all present to appoint the following members to Committees:

- **Planning & Rights of Way Committee**  
Cllr. S Hodgson, Cllr. Cross, Cllr. Taylor, Cllr. Scrine  
Proposed by Cllr. L Hodgson, seconded by Cllr. Norfolk
- **Environmental Committee**  
Cllr. Merriman, Cllr. L. Hodgson, Chairman, Vice Chairman  
Proposed by Cllr. L Hodgson, seconded by Cllr. S Hodgson
- **Finance Committee**  
Cllr. Carney, Cllr. L Hodgson, Chairman, Vice Chairman  
Proposed by Cllr. Norfolk, seconded by Cllr. S Hodgson
- **Urgent Business Committee**  
Cllr. Carney, Cllr. L Hodgson, Chairman, Vice Chairman  
Proposed by Cllr. Norfolk, seconded by Cllr. S Hodgson

## 8. Appoint Councillors to represent the Parish Council at meetings with outside Bodies

It was agreed by all present to appoint the following representatives:

- **Worcestershire CALC Area – Cllr. Merriman and Cllr. L Hodgson**  
Proposed by Cllr. Norfolk, seconded by Cllr. Taylor
- **Worcestershire CALC Executive Committee – Cllr. Merriman and Cllr. L Hodgson**  
Proposed by Cllr. Norfolk, seconded by Cllr. Taylor
- **Lyppard Hub – Cllr. Norfolk and Cllr. Cross**  
Proposed by Cllr. Norfolk, seconded by Cllr. Scrine
- **Worcester City Standards Committee – Cllr. Carney and Cllr. Merriman**  
Proposed by Cllr. Norfolk, seconded by Cllr. S Hodgson
- **Town Deal Board – Cllr. Scrine**  
Proposed by Cllr. L Hodgson, seconded by Cllr. Taylor

## 9. Review and adopt Standing Orders

The Standing Orders (agreed on 4<sup>th</sup> June 2018) were confirmed, proposed by

Cllr. L Hodgson, seconded by Cllr. Taylor, and all present agreed.

**10. Review and adopt Code of Conduct**

The Code of Conduct (agreed on 20<sup>th</sup> April 2020) were confirmed, proposed by Cllr. L Hodgson, seconded by Cllr. Carney and all present agreed.

**11. Review and adopt Financial Regulations**

The Financial Regulations (agreed on 1<sup>st</sup> June 2020) were confirmed, proposed by Cllr. L Hodgson, seconded by Cllr. Scrine and all present agreed.

**12. Appoint a Working Group to recommend and implement an Action Plan for reviewing other Parish Council policies and procedures.**

It was agreed to establish a Working Group to recommend and implement an Action Plan for reviewing Parish Council policies and procedures, including employment staffing procedures, and that members would be Cllr. Scrine, Cllr. Merriman, Cllr. Norfolk and Cllr. L Hodgson, proposed by Cllr. Norfolk, seconded by Cllr. Scrine and all present agreed.

**13. Confirm acceptance of electronic summons to meetings**

It was agreed that it would be acceptable for the Clerk to summon Councillors to meetings by electronic means, proposed by Cllr. Taylor, Cllr S Hodgson and all present agreed.

**14. Appoint the Internal Auditor for the next two years**

It was agreed to appoint DKE Audit Services as Internal Auditor for the next two years, proposed by Cllr. L Hodgson, seconded by Cllr. D Carney and all present agreed.

**15. Review representation on our work with external bodies and arrangements for reporting back**

It was noted that Cllr. Merriman would continue to liaise with Worcester City Council on environmental matters.

**16. Review of inventory of assets**

It was agreed that the Asset Register (£15,938 at 31<sup>st</sup> March 2020) accurately reflected the Parish Council's fixed assets, proposed Cllr. Taylor, seconded by Cllr. Scrine and all present agreed.

**17. Confirm arrangements for insurance cover in respect of all insurable risks**

It was noted that the Parish Council had an ongoing insurance arrangement for three years to 31<sup>st</sup> May 2022, with Ecclesiastical Local Council scheme arranged by Came & Company.

**18. Review of the Council's and/or staff subscriptions to other bodies**

It was noted that the subscription to Worcestershire CALC, including NALC affiliation fee, had been renewed for 2020/21.

**19. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council**

It was agreed that Parish Council meetings would follow the pattern previously set - the first Monday of each month, unless this was a public holiday, with no meeting in August.

Meetings would continue to be held virtually, using Microsoft Teams, until it was safe to resume face to face meetings at the Lyppard Hub. This was proposed by Cllr. S Hodgson, seconded by Cllr. Taylor and all present agreed.

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

EB reported that she was pleased with the initial response to the Warndon Parish Residents Food Drive and that it was proving to be successful. Councillors thanked her and the residents for their support of this initiative.

PS from Worcester Environmental Group provided details about the wildflower proposal, item 23 on the Agenda.

**266. Police report**

The Community Messaging reports and Police newsletters were received, previously circulated.

It was noted that the Clerk was following up research into the Neighbourhood Watch scheme.

**267.** The **Minutes of the meeting held on 1<sup>st</sup> June 2020** were approved, subject to one typographical correction, proposed by Cllr. Taylor, seconded by Cllr. S Hodgson and all present agreed.

**268. Councillor Reports**

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

Cllr. Roberts proposed an idea to recognise the services of former Parish Councillor Ray Morris and asked for this to be considered on the next Agenda.

Cllr. L Hodgson presented the City Councillors' report (on behalf of all three City Councillors), previously circulated. She confirmed that the City Council planned to re-open play areas shortly, assuming they were deemed safe following inspection.

The Chairman asked for the Worcester City Council's website page - Council Tax support to assist with the impact of the Coronavirus COVID-19 outbreak – to be flagged on the Parish Council website and Facebook pages.

**269. To receive Environmental Reports from:**

- Cllr. Merriman's report was received, previously circulated. She confirmed she was still awaiting information on dog bin matters from Worcester City Council.
- Cllr. S Hodgson presented his VAS/SID update, previously circulated. He confirmed that the machine had been relocated to the other side of Hastings Drive, to record data for Westbound traffic; it appeared to be doing its role in slowing down traffic and would remain there for two to three months.

- A wildflower proposal and funding request from the Worcester Environmental Group (WEG), previously circulated, was received. It was agreed that the representative from WEG would be invited to attend the next Environmental Committee meeting where this matter would be considered in more detail and a recommendation made to the next Full Council meeting, proposed by the Chairman, seconded by Cllr. Taylor and all present agreed. The representative from WEG confirmed that he would be applying for funding from the Wildlife Trust Fund through the County Council.
- Details of Worcester City Council's consultation on the draft Environmental sustainability strategy for the city has now been received. It was agreed that a formal response on behalf of the Parish Council would be considered by the Environmental Committee, proposed by the Chairman, seconded by Cllr. Taylor and all present agreed.
- Information about engaging with the Town Investment Plan was received. Cllr. Merriman agreed to signpost this on the Parish Council's Facebook page and Next Door, to encourage residents to participate. It was agreed that Cllr. Scrine would draft a formal response on behalf of the Parish Council, proposed by the Chairman, seconded by Cllr. Taylor and all present agreed.

#### **270. Environmental Committee**

The Environmental Committee met on 15<sup>th</sup> June 2020. Discussion focussed on how to deliver a strategy to engage with the Community; budget expenditure; engagement with Worcester City Council and seeking clarification regarding their plans for management of ponds and woods; potential for specialist advice for the committee, such as Worcestershire Wildlife Trust.

#### **271. Planning and Rights of Way matters**

- **Current Applications and Decisions**

Cllr. S Hodgson presented his planning reports, previously circulated. The following actions were noted:

- **20/000413/HP: 18 Broadfield Gardens, shed for hot tub.**  
The planning application is not yet on the portal, Cllr. S Hodgson will ask for it to be added.
- **20/00352/FUL: Formerly Tolladine Golf Course, proposed residential development to erect 16 residential developments**  
The Parish Council has raised concerns regarding the quality of this development, including vehicle access, and is awaiting further information and clarification.
- **20/00118/OUT: Land adj Nunnery Park Nunnery Way Worcester, Erection of an A3 & A5 restaurant unit with drive through facility**  
The Parish Council has already submitted an objection on the Planning Portal.
- **20/00387/ADV: Unit B Roundhouse Way, external signage (Sixways Park Site – formerly Warndon 6)**  
The Parish Council will seek further information and clarify whether the signage is illuminated before responding.

- **20/00374/HP: 22 Broadfield Gardens, extend the rear garden wall to transfer six metres of the front garden from side of house into the rear garden**

The Planning & Rights of Way Committee will meet to consider a response.

- **Other pending consultations**

There were no updates to report.

- **Neighbourhood Planning update**

Cllr. Taylor confirmed that the NPSC had met to discuss Environmental Issues and would be meeting tomorrow to discuss 'Important Views'.

- **Update on legal proceedings**

Cllr. Taylor confirmed that he had shared the professional legal advice with Councillors, and it had been agreed no further legal action would be taken.

## 272. Leisure and Community Affairs

- **Allotments**

Cllr. Carney's report was received, previously circulated. He was concerned that the Allotments had been broken into for a third time this year and will be contacting West Mercia Police for advice. It was agreed that a proposal to install a dummy CCTV camera system would be considered at the next meeting. Following a sighting of Newts in compost bins, he was monitoring the situation and may have to follow Worcestershire CALC's advice and apply for a licence to move them on.

- **Defibrillators**

Cllr. Carney's report was received, previously circulated.

- **Facebook**

Cllr. Merriman confirmed that recent posts included promotion of the draft Environmental sustainability strategy, the Rural Beat publication, and an alert on rogue traders. She noted that resident engagement is increasing, and she encouraged Councillors to follow/like and share pages appropriately.

- **Memorials and Memorial Bench Policy**

It was resolved to approve the policy, proposed by Cllr. L Hodgson, seconded by Cllr. Norfolk and agreed by all present.

- **Update on Residents Food Drive**

Councillors thanked everyone who had helped to make the Food Drive a success, notably EB and Cllr. Cross for overseeing and organising this initiative.

- **Microsoft 365 Cloud computing project**

The Clerk confirmed that Cloudy IT had migrated her data to the new Microsoft 365 account and that training was scheduled. The Clerk was asked to arrange Councillors' training for Tuesday 21<sup>st</sup> July at 4.00 p.m., if possible.

## 273. Report of the Clerk

The Clerk's financial reports for financial year 2020/21, to 30<sup>th</sup> June 2020, were received and noted.

The following accounts were approved for payment, proposed by Cllr. L Hodgson, seconded by Cllr. Scrine and all present agreed. It was agreed that the unbudgeted cost of professional legal advice would be charged to 'Professional Fees' for the time being, pending a budget review and budget virement from underspent headings, later in the year.

### Accounts for payment (retrospective)

○ Clerk - salary June 2020	£681.01
○ WCC Local Government Pension – Clerk pension June 2020	£221.96
○ O2 (direct debit) Clerk's mobile phone contract June 2020	£30.81
○ Multi-pay card charge – June 2020	£3.00
○ Bank charges (paying in) – March to May 2020	£1.80
○ Bank commission charges 5.3.20 – 3.6.20	£29.70

### Accounts for payment

○ Clerk's expenses – Microsoft 365 (29.5.20-28.6.20)	£5.99
○ Cloudy IT (licences and monthly support from 15.6.20)	£60.70
○ Cloudy IT (licences and monthly support July 2020)	£106.26
○ CW Joyner – plumbing repair on Allotments	£59.10
○ Information Commissioner's Office – data protection fee renewal	£40.00
○ Worcestershire CALC – Clerk's training x 8 sessions	£300.00
○ Lyppard Grange Community Centre grant	£35,500.00
○ Charles Russell Speechlys LLP – specialist planning advice	£3,000.00
○ Food bank leaflets 1 <sup>st</sup> delivery (Clerk's multipay card)	£44.00
○ Food bank leaflets 2 <sup>nd</sup> delivery (Clerk's multipay card)	£44.00
○ Reimburse AJ for NP domain annual renewal – approximate amount	£10.00

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

### Cash Receipts since last meeting

○ Allotment waiting list (EB, GS, AH, MH)	£40.00
○ Redwood Bank Interest	£88.61

## 274. To Receive Reports from Outside Bodies

- **Lyppard Hub Management Board**

The Chairman's update on re-opening of the Lyppard Hub was received.

- **Worcester City Standards Committee**

Cllr. Carney intends to attend the next meeting on 20<sup>th</sup> July 2020.

- **CALC**

Minutes from Worcestershire Wychavon CALC AGM on 4<sup>th</sup> June 2020 were received. Updates from Worcestershire CALC were received, previously circulated. It was noted that the Parish Council's new website needs only



minor tweaks, which are in hand, to be compliant with website accessibility regulations coming into force on 23<sup>rd</sup> September 2020.

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

- Consider accessibility within the Parish, notably wheelchair access to the Allotments and Tolladine Woods
- Proposal for dummy CCTV on allotments
- Proposal to spend budget for Community – Street Signs
- Consider Stableford development, after discussion by Planning & Rights of Way Committee

*It was resolved to close the meeting to the public due to the confidential nature of the business to be transacted related to the Clerk’s employment terms and conditions, proposed by Cllr. Cross, seconded by Cllr. Scrine and all present agreed.*

*The Clerk left the meeting at 9.55 p.m., other non-Parish Councillor attendees had already left the meeting.*

**276. Feedback and recommendations arising from Clerk’s probationary review**

Following the review with the Clerk regarding her first five months working for the Council, the Clerk’s recruitment committee proposed the following:

- The Clerk’s hours are increased by 2.5 hours per week from 10 hours to 12.5 hours, with a review to be held with the Clerk towards the end of November 2020 to ensure the number of hours remain relevant; and annually in November thereafter just prior to the budget set for the following financial year.
- That future projects which require the Clerk’s involvement include a budget for the additional effort required from the Clerk.
- The Council fund the Clerk’s membership, of the professional body the Society for Local Council Clerks (SLCC) which for the time being will be the initial £10 joining fee and £173 for the first year. In the event the Clerk takes on the Clerk’s role for another Parish Council, then this membership would be on a pro rata basis with other councils they work for.

The proposal was agreed unanimously, with the Clerk’s increase in hours backdated to 1<sup>st</sup> June 2020.

The meeting closed at 10.20 p.m.

**Date of the next meeting – Monday 7<sup>th</sup> September 2020 at 7.30 p.m. at Lyppard Hub or virtual meeting using Microsoft Teams, to be decided**

Signed .....  
Chairman

Date .....