



## WARNDON PARISH COUNCIL

You are duly summoned to attend the Annual meeting of Warndon Parish Council, to be held at 7.30 p.m. on Monday 7<sup>th</sup> September 2020

**Clerk: Mrs Susan Howell, 42 Cooke Close, Whittington, Worcester, WR5 2RB**  
**E: [clerk@warndonparishcouncil.org](mailto:clerk@warndonparishcouncil.org), T: 07743 623543**

For health and safety reasons, due to the coronavirus-Covid-19 pandemic, this meeting will be held virtually using Microsoft Teams (note: the meeting may be recorded). A link to join the meeting is available within the Agenda (see below) on the Parish Council website @ <https://warndonparishcouncil.org/> or please contact the Clerk for further information.

### [Join Microsoft Teams Meeting](#)

[https://teams.microsoft.com//meetup-join/19%3ameeting\\_NDc2MmlyOTAtYTY1ZS00YzMwLWFhMTItOGViYWYwYTRmZjhi%40thread.v2/0?context=%7b%22Tid%22%3a%2258b69c48-77b5-438f-9db6-b83a4d6491ed%22%2c%22Oid%22%3a%2256836219-353e-4c67-8741-d231dacc11d%22%7d](https://teams.microsoft.com//meetup-join/19%3ameeting_NDc2MmlyOTAtYTY1ZS00YzMwLWFhMTItOGViYWYwYTRmZjhi%40thread.v2/0?context=%7b%22Tid%22%3a%2258b69c48-77b5-438f-9db6-b83a4d6491ed%22%2c%22Oid%22%3a%2256836219-353e-4c67-8741-d231dacc11d%22%7d)

## AGENDA

1. Apologies
2. Declarations of Interest and consideration for requests for Councillor Dispensations in line with S33 of the Localism Act 2011

*The meeting may be suspended at this point to allow Members of the Public to address the Parish Council.*

3. To approve the Minutes of the previous meeting of the Parish Council held on 6<sup>th</sup> July 2020
4. Police Report
  - To receive reports
  - To receive recent communications (community messaging emails from Warwickshire and West Mercia Police and emails from West Mercia Police and Crime Commissioner) and consider if follow up action is required
  - To consider the Parish Council's response to the West Mercia PCC Town and Parish Council Survey 2020
5. To receive reports from:
  - County Councillor, including an update and consideration of the proposal to recognise the services of Ray Morris to Warndon Parish
  - City Councillors

## 6. Environmental Matters

- To receive reports from Councillors
- To receive VAS / SID report
- To consider a wildflower proposal and funding request from the Worcester Environmental Group
- To consider the Parish Council's contribution towards Worcester City Council's consultation on the draft Environmental sustainability strategy for the city
- To receive feedback from the meeting with Worcester City Council regarding the Warden SLA and consider how these changes will impact in the Parish

## 7. Planning and Rights of Way Matters

To receive reports from Councillors and other updates, including:

- Updates on current applications, decisions, and recent responses
- Consider response to pending consultations, including:
  - i) **19/00339/FUL – Diglis Lane Gospel Hall Trust** – provision of Community Hall and additional parking with extended drive at Brethrens' Meeting Room, Swinesherd, Worcester, WR5 1RU
  - ii) Leopard Hill proposed development
  - iii) Stableford Development
- Neighbourhood Plan
- SWDP
- Wychavon District Council's Briefing note on the Planning Reforms Consultations
- Town Deal Board
- Worcestershire Minerals and Water Authority Monitoring Report 2016 and 2017

## 8. Leisure and Community Affairs

To receive reports from Councillors, including updates on the following matters:

- Allotments  
To consider a proposal to install a CCTV system within the Allotments
- Defibrillators
- Facebook
- Website
- Newsletter

## 9. Report of the Clerk

- To receive Financial reports 2020/21 YTD:
  - i) Annual budget by centre
  - ii) Cashbook report showing receipts and payments
- To approve accounts for payment and receive details of cash receipts for information

### **Accounts for payment (retrospective)**

○ Multipay card statement 26 <sup>th</sup> June 2020 (direct debit)	£91.00
• Leaflet Frog Food Bank leaflets x 2	£88.00
• Monthly Fee	£3.00
Leaflets approved WPC meeting 6 <sup>th</sup> July 2020 (confirmation)	
○ Clerk - salary July 2020	£928.35
○ WCC Local Government Pension – Clerk pension July 2020	£333.50
○ HMRC - Clerk PAYE July 2020	£143.30
○ O2 (direct debit) Clerk mobile phone contract July 2020	£30.81

○ Reimburse AJ for NP domain annual renewal	£7.70
○ Approved WPC meeting 6 <sup>th</sup> July 2020 (confirmation)	
○ Multipay card statement 27 <sup>th</sup> July 2020 monthly fee (direct debit)	£3.00
○ O2 (direct debit) Clerk mobile phone contract August 2020	£30.81
○ Westcotec VAS machine repair carrier charge	£66.00
○ Repair authorised WPC meeting 2 <sup>nd</sup> March 2020. To be reimbursed by Worcester City Council.	
○ Waterplus (estimated bill 23/4/20-23/7/20)	£170.06
○ RFO delegated authority Finance Regulations 5.5 to avoid late payment fee	
○ Clerk - salary August 2020	£813.16
○ WCC Local Government Pension – Clerk pension August 2020	£277.73
○ HMRC - Clerk's PAYE August 2020	£62.39

#### **Accounts for payment**

○ Cloudy IT (licences and monthly support August 2020)	£106.26
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#### **Cash Receipts since last meeting**

○ Allotment waiting list (JB, MH)	£20.00
○ Redwood Bank Interest 1 <sup>st</sup> July 2020	£85.75
○ HMRC VAT reimbursement 2019/20	£11,737.63
○ Redwood Bank Interest 3 <sup>rd</sup> August 2020	£88.61

#### 10. To receive reports from outside bodies:

- Lyppard Hub Management Board
- Worcester City Standards Committee
- Minutes from Worcestershire CALC Larger Councils' Forum on 11<sup>th</sup> August 2020
- CALC updates which affect the Parish Council

To note the Local Government Services' pay agreement for 2020/21 has been confirmed - 2.75% pay uplift plus an increase in minimum annual leave by one day for employees with less than five years' service – to be backdated to April 2020.

#### 11. To receive an update and consider recommendations from the Policy & Procedures Working Group

#### 12. To consider and adopt an updated Complaints Policy

#### 13. To receive an update on changes to the Lyppard Hub meeting room capacity and availability due to the coronavirus and consider how this could impact on resuming face to face meetings

#### 14. To receive an update regarding the Microsoft 365 Teams project and consider next steps

#### 15. To review the Bank Mandate and consider adding Councillor Norfolk and Councillor L Hodgson as Bank signatories and internet banking authorisers

#### 16. To consider the Parish Council's response to the HWFR Community Risk Management Plan 2021-25

#### 17. To consider a request from residents for funding towards promotional banners for the Warndon Parish Residents' Food Collection initiative

#### 18. Councillors' Reports and Items for Future Agendas

#### 19. Date of the Next Meeting: Monday 5<sup>th</sup> October 2020