



## WARNDON PARISH COUNCIL

You are duly summoned to attend the next meeting of Warndon Parish Council, to be held at 7.30 p.m. on Monday 7<sup>th</sup> December 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). You can join the meeting by clicking on the 'Click here to join the meeting' link (below) or by entering the long meeting link (below) into your web browser. Please contact the Clerk for further information.

[Click here to join the meeting](#)

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ODM2ZjlwZjAtNGRjNy00ZDFjLTgwZmltYWNmNWNkMWIzNzQ1%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/l/meetup-join/19%3ameeting_ODM2ZjlwZjAtNGRjNy00ZDFjLTgwZmltYWNmNWNkMWIzNzQ1%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 meeting** of the Parish Council held on 2<sup>nd</sup> November 2020
4. **To approve the Minutes of the extra-ordinary meeting** of the Parish Council held on 16<sup>th</sup> November 2020
5. **Police Report**
  - To receive reports and 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
6. To receive report from **County Councillor**

7. To receive report from **City Councillors**

8. **Environmental Matters**

- To receive reports from Councillors
- To receive an update on the Service Level Agreement (enhanced grass cutting, servicing dog bins, environmental enhancements, Parish Warden) between Worcester City Council and Warndon Parish Council
- To consider **proposal for two signage boards at Aconbury Orchard** and delegated authority to implement and purchase
- To receive VAS/SID report

9. **Planning and Rights of Way Matters**

- To receive reports from Councillors, including updates on current applications, decisions, and recent responses
- To consider the Parish Council's response to current applications, including:

APPLICATION NO	ADDRESS	DESCRIPTION
20/00865/FUL	Tesco Express, Unit 1, Brindley Court, Gresley Road, Worcester, WR4 9FD	Retrospective application for installation of steel security spikes all around at roof
20/00838/FUL	Unit 12, Hornhill Road, Worcester, WR4 0SX	Temporary change of use of 260m <sup>2</sup> for private retail use (Sui Generis)
20/00826/HP	22 Hornsby Avenue, Worcester, WR4 0PN	Installation of Amateur Radio Antenna in rear garden

- To consider and approve the draft **Neighbourhood Plan** and the process for public engagement and consultation
- To receive updates on:
  - i) Town Deal Board
  - ii) SWDP
- To receive an update on feedback from the Enforcement Officer regarding dead trees on the Plantation Drive Development

10. **Leisure and Community Affairs**

- To receive reports from Councillors, including updates on the following matters:
  - Allotments
  - Defibrillators
  - Facebook
  - Website
  - Newsletter
- To receive an update on installation of the **Speed reduction Gates** and consider delegated authority to implement and purchase
- To consider a proposal to publish the '**Heritage Trail**' on the Parish Council website and delegated authority to implement and purchase

11. **Financial Matters**

- To receive Clerk's 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)**

○ O2 Clerk's mobile phone contract November 2020 (direct debit)	£30.81
○ Cloudy IT - licences and monthly support November 2020 (direct debit)	£106.26
○ Clerk - salary November 2020	£828.80
○ WCC Local Government Pension – Clerk pension November 2020	£285.36
○ HMRC - Clerk PAYE November 2020	£73.58

**Accounts for payment**

○ Multipay card statement November 2020 - monthly fee (direct debit)	£3.00
○ Brodie Planning Associates – Neighbourhood Plan professional support	£2,160.00
○ Clerk expenses – home insurance for business use 9.11.20-8.11.21	£61.97
○ Cloudy IT - licences and monthly support December 2020 (direct debit)	£106.26

**Cash Receipts since last meeting**

○ Redwood Bank Interest 1 <sup>st</sup> November 2020	£77.65
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- To receive draft minutes from Finance Committee meeting on 16<sup>th</sup> November 2020
- To note internal audit arrangements 2020/21
- To consider **Budget and Precept 2021/22**

12. To receive **reports from outside bodies:**

- Lyppard Hub Management Board
- Worcester City Standards Committee
- CALC updates which affect the Parish Council

13. To consider and approve recommendations from the **Working Party established to liaise with local agencies making provisions to cover 'Free School Meals'** during the school holidays to vulnerable children within the Parish and also in neighbouring wards; to establish how the Parish can help with those efforts.

14. **Councillors' Reports and Items for Future Agendas**

*Motion to close the meeting to the public due to the confidential nature of the business to be transacted relating to staff salaries*

15. To consider **Clerk's pay, working hours and staffing budget 2021/22**

16. **Date of the Next Meeting: Monday 11<sup>th</sup> January 2021, 7.30 p.m.**

**Mrs S A Howell**

**Clerk and RFO**